



## Welcome to Stratford University

*A Personal Message from the President*

Dear Student,

Thank you for the interest you have shown in our programs. You have taken the first step toward an exciting and rewarding career. For over forty years, we have helped students just like you find a place on the career ladder of their choice. Many of whom are now in management positions or own their own businesses.

Stratford University provides programs that deliver the skills (or competencies) demanded by industry. We have design our programs using input from industry advisory boards. More importantly, Stratford University provides a student-centered classroom environment. This means that our faculty members are flexible and will accommodate students with different learning styles and modes without compromising employer-dictated standards. This dual focus, on the student and the employer, is the reason for our success and the success of our domestic and international graduates.

The University's faculty members have been hand-chosen for their teaching ability, personality traits, and experience in the field. In fact, the entire Stratford University staff works as a team to help you succeed. Because of our commitment to your career success, the educational atmosphere in the school is friendly, helpful, and knowledgeable.

We have designed the placement and instructional programs so you can start in your new career soon after graduation. Because of the quality of our educational product and the enthusiasm of our staff, we have an excellent placement record.

Come and visit the school, even if only virtually, at [www.stratford.edu](http://www.stratford.edu). Any member of the admissions, administration, or instructional teams would enjoy describing how Stratford can help you achieve your goals. We look forward to welcoming you to the Stratford community.

Richard R. Shurtz, II. PhD  
President





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# General Information

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## Mission

Stratford University is a private institution of higher learning. The student body is diverse, including recent high school graduates, working professionals, international students, and persons desiring to change their career fields. The mission of Stratford University is to prepare students for rewarding careers through quality educational programs that meet the changing needs of employers and the community. In order to meet this mission, the University offers a variety of certificate, diploma, associate's, bachelor's, and graduate programs in emerging and high employment demand fields. To meet the needs of a diverse community of learners, the University provides education that balances technical, professional, and critical thinking components. In pursuit of this mission, the University seeks to ensure:

- Student's career goals are met by matching students with appropriate programs of study
- A quality learning experience by employing faculty committed to learning and who demonstrate excellent teaching skills
- Relevant curricula through input from the governing board, advisory boards, and graduates
- Student success through a comprehensive support program including financial planning, academic assistance, and other student services

## Instructional Philosophy

The face and climate of today's business world is changing rapidly. Economic growth and the constantly changing needs of modern industries can provide exciting and challenging opportunities for qualified graduates. Stratford University is at the forefront of these changes and is dedicated to assisting graduates with employment in the evolving job market. The University's innovative approach to education helps graduates gain the skills and self-confidence needed to be successful.

Stratford University seeks to provide students with the relevant skills and knowledge to lead them to satisfying careers while maximizing their personal and academic growth. The University is able to achieve these goals through carefully-planned academic programs and career advising, including timely curriculum revisions, hands-on learning experiences in appropriate undergraduate courses, and individual help.

- **Instructional Focus:** Programs are directed toward specific instructional goals coupled with small class size. All curricula, presentations, supportive reference materials, and student-teacher interactions are collectively driven by this strategy.
- **Communication:** Effective use of communication reinforces the instructional message. Creative seating arrangements and small group projects are used to encourage student to student and student to teacher interaction. Programs are structured to cultivate an environment of teamwork.

- **Self-Discovery:** Hands-on learning using actual equipment is essential to the University's instructional methodology. The University recognizes hands-on learning as a key to long-term retention of information. In the final analysis, the University combines sound instructional technology with an insight into the career market to produce a valuable and unique educational experience.

## History

Richard Shurtz Sr. established American Transportation Institute (ATI) in 1976. ATI offered certificate programs in the transportation industry. The programs included training for travel agents, hotel and restaurant management, and bartenders. The single Falls Church campus featured an on-site travel agency which worked with airline and railroad travel. Dr. Richard Shurtz, II and Mary Ann Shurtz took over the company in 1986. ATI became Stratford College in 1998 and began offering associate's degree programs in culinary arts and information technology. Dr. Shurtz named the college after Stratford-upon-Avon and his love of literature and travel. In 2001, Stratford College began offering master's degrees and became Stratford University. The University is dedicated to changing with the times to provide its students with education in high-demand industries.

## Public Service

Stratford University understands that community service contributes to its mission. To this end, the University maintains effective and continuous community relations. The University is involved in activities at the national, regional, and local levels. The program representatives are continually developing relationships with various persons and organizations. The University strives to provide and support organizations for the homeless, veterans, and women in need.

## Accreditation

Stratford University is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award certificate, diploma, associate's, bachelor's, and master's degrees. ACICS is listed as a nationally recognized accreditation agency by the U.S. Department of Education and is recognized by the Council for Higher Education Accreditation (CHEA), a national advocate and institutional voice for self-regulation of academic quality through accreditation. CHEA is an association of 3,000 degree-granting colleges and universities and recognizes 60 institutional and programmatic accrediting organizations.

Stratford University is exempt from certification by the State Council of Higher Education for Virginia (SCHEV) to operate campuses in Virginia as it has been properly accredited by an accrediting body recognized by the U.S. Department of Education in excess of ten years.



The undergraduate and graduate programs are approved for federal student financial aid by the U.S. Department of Education. The University has the authority to issue I-20s by the U.S. Immigration and Naturalization Service for F-1 visas. All programs have been approved for the training of veterans. The Virginia and the District of Columbia Rehabilitation Services approve all programs.

The Maryland Higher Education Commission (MHEC) has approved Stratford University to operate a campus in Baltimore, Maryland. Stratford University carefully monitors developments in Maryland state law and acts promptly to meet all requirements.

A copy of the documentation describing the institution's licensure, registration, authorization, or certification is made available to any enrolled or prospective student upon request. To make this request contact Stratford University Compliance Manager: [compliance@stratford.edu](mailto:compliance@stratford.edu).

The Virginia Board of Nursing provisionally approves the Bachelor of Science in Nursing program to accept students. Students are eligible to sit for the NCLEX-RN examination after graduating from the program. The baccalaureate program at Stratford University is accredited by the Commission on Collegiate Nursing Education (CCNE), One DuPont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791.

The Accrediting Bureau of Health Education Schools accredits the program at some of the Virginia campuses. Please see the program description in this catalog for details.

## Collegiate Memberships and Affiliations

Stratford University is proud of its industry and educational affiliations and continues to expand these relationships. It establishes a broad range of contacts for graduates. Some of these contacts include:

- American Culinary Federation Foundation Accrediting Commission, Accredited Member
- American Hotel and Lodging Association, Partner
- Association of Private Sector Colleges and Universities, Member
- Careers through Culinary Arts Program (CCAP), Supporting Member
- Council on Hotel, Restaurant, and Institutional Education, Member
- National Association of Foreign Student Advisors (NAFSA), Member
- National Association of Veteran's Program Administrators
- National Healthcareer Association (NHA), Member
- National League for Nursing (NLN), Member
- National Student Nurse Association (NSNA), Chapter Member
- Northern Virginia Technology Council, Member
- Northern Virginia Workforce Investment Board, Member

- Online College Library Center (OCLC) Eastern, Member
- Service Members Opportunity Colleges Consortium, Member
- Northern Association of Student Financial Aid Administrators, Member
- Southern Association of Student Financial Aid Administrators, Member
- Virginia Career College Association, Board Member
- Virginia Association of Student Financial Aid Administrators, Member

India Campus is also a member of:

- Confederation of Indian Industries (CII)
- National Human Resource Development (NHRD)
- Federation of Indian Chambers of Commerce and Industry (FICCI)

## Awards and Honors

- Dr. Richard R. Shurtz, II, Stratford University president, won the 2009 Ernst & Young Entrepreneur of the Year award in Greater Washington for the Government/Education Services category
- Stratford University was ranked as one of the Top 100 Graduate Degree Producers for All Disciplines in 2009 by Diverse Education

## Legal Control

Stratford University is a proprietary institution of higher education and is a wholly owned subsidiary of Stratford University, Inc. The control of University operations rests with its Board of Trustees, which is composed of the following members:

Veer V. Bhartiya

Dr. Michael Hillyard

Ed Meehan

Daniel Woodley

The Stratford University Board of Trustees is the designated policy-making agency for Stratford University, Inc. and shall have all of the powers and duties to ensure all University departments comply with the policies, procedures, and regulations of all accrediting bodies. University Administration is located at 3201 Jermantown Road, Suite 500, Fairfax, VA 22030.





## University Administration

|                           |  |
|---------------------------|--|
| Dr. Richard R. Shurtz, II | President, Chief Executive Officer     |
| Mary Ann Shurtz           | Executive Vice President               |
| John Dovi, CPA            | Chief Financial Officer                |
| Kevin Coughenour          | Chief Information Officer              |
| Benoit Cossart            | Chief Operating Officer                |
| Feroze Khan               | Vice President, International Programs |
| Beth Schick               | Director of Human Resources            |

## Alexandria Campus

2900 Eisenhower Avenue, Alexandria, VA 22314  
 (571) 699-3200  
 (800) 444-0804 toll free



## Campus Description

The Alexandria campus is nearly 60,000 square feet. The campus is located adjacent to the I-495 on Eisenhower Avenue. 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, computer and health sciences labs, a spacious learning resource center, student break areas, private student guidance and advising rooms, faculty offices, and a modern administrative work space. The campus has ample lighted, covered parking in the adjacent parking garage, pleasant landscaping, and easy access to nearby businesses and restaurants.

## Directions

From points north: Take I-495 S/I-95 S toward Richmond. Take exit 176B/VA-241N/Telegraph Road; keep right at fork toward Pershing Avenue. Turn right onto Stovall Street and take first right onto Eisenhower Avenue. Make a U-turn at Bluestone Road. The campus is on the left.

From points south: Take I-95 N and exit at 174/Eisenhower Avenue. Turn right onto Eisenhower Avenue; the campus is on the right.

By Metro: From the Eisenhower station, go west on Eisenhower Avenue 4/5 of a mile. Turn left at Mill Road and take the service drive approximately 500 yards. From the Van Dorn station, take the Metro Bus to the Alexandria Tech Center stop. Come in and turn right at the circular drive.



## Falls Church Campus

7777 Leesburg Pike, Falls Church, VA 22043  
(703) 821-8570  
(800) 444-0804 toll free



## Glen Allen Campus

11104 West Broad Street, Glen Allen, VA 23060  
(804) 290-4231  
(877) 373-5173 toll free



### Campus Description

The Falls Church campus is 53,000 square feet and located near Tyson's Corner in Falls Church, VA. Reception, the Office of Admissions, the Office of the Registrar, Learning research center, International Student Office, and Office of Student Accounts occupy the lobby level. Classrooms are located at the first, second, third, fourth and fifth floors. The Falls Church campus has 22 classrooms. The University offers fine dining to the public in the Escoffier Dining Room. The campus has access to many off-site dining establishments. The parking lot surrounding the building is free and available during campus hours.

### Directions

From I-495/Capital Beltway: Take exit 47B, Route 7 East/Leesburg Pike, toward Falls Church. Turn right at the first light onto Ramada Road. Stratford University is on the left.

From I-66: Take exit 66, Route 7 West/Leesburg Pike, toward Tyson's Corner. Route 66 inside the Capital Beltway has HOV restrictions, please pay attention to signs. Turn left at Ramada Road (on the right is Lisle Avenue), just before I-495/Capital Beltway. Stratford University is on the left.

By Metrorail and Metro Bus: Take the Orange Line (Vienna) Metrorail to the West Falls Church Metro Station. Take the Westbound 28A or 28B Metro Bus to the Leesburg Pike and Lisle Avenue stop. Cross over Route 7, Leesburg Pike, to Ramada Road. Stratford University is on the left.

### Campus Description

The Glen Allen campus opened in October 2010 and is located in a 53,000 square foot building. The campus has a large auditorium; health sciences, culinary, and computer labs; learning resource center; student break areas; private student guidance and advising rooms; faculty offices; and a modern administrative work space. There is a child care service offered on-campus available to students. The campus has ample lighted parking for students and visitors and pleasant landscaping. The Glen Allen campus has 22 classrooms. The University offers fine dining in the Lucien Olivier Dining Room. The campus has access to many off-site dining establishments.

### Directions

From points north: Take I-95 South to exit 84B/Charlottesville. Take exit 43D on left to US-1 South/Richmond. Keep left at the fork and follow signs for I-295/I-52W/Charlottesville and merge onto I-295. Take exit 53B to I-64 East. Take exit 178A and merge onto W. Broad Street toward Short Pump. The campus is on the right.

From points south: Take US-1 North/US-301; merge onto VA-288 South via the ramp to I-95. Take the exit onto I-95 toward Richmond. Take slight right at I-64 West and take exit 178A to merge onto W. Broad Street toward Short Pump. The campus is on the right.

From I-64: Take exit 178A to merge onto W. Broad Street toward Short Pump. The campus is on the right.





## Newport News Campus

836 J. Clyde Morris Boulevard, Newport News, VA 23601  
(757) 873-4235  
(855) 873-4235 toll free



### Campus Description

The Newport News campus opened in May 2012 and is a 63,000 square foot facility. The campus has a learning resource center; a large auditorium; health sciences, culinary, and computer labs; learning resource center; student break areas; private student guidance and advising rooms; faculty offices; and a modern administrative work space. The campus has ample lighted parking for students and visitors and pleasant landscaping. The Newport News campus has 19 classrooms.

### Directions

Take I-64; take exit 258A to merge onto US-17 South/J. Clyde Morris Boulevard. Make a U-turn at Diligence Drive; the campus is on the right.

## Virginia Beach Campus

555 South Independence Boulevard, Virginia Beach, VA 23452  
(757) 497-4466  
(866)528-8363 toll free



### Campus Description

The Virginia Beach campus was built in 2013, is 61,000 square feet, and located in Virginia's beautiful tidewater region. The campus has an auditorium; dining room; health sciences, culinary, and computer labs; a learning resource center; private student guidance and advising rooms; student break areas; and a modern faculty/administrative staff work space. The campus has ample lighted parking for students and visitors and pleasant landscaping. The Virginia Beach campus has 19 classrooms. The parking lot surrounding the building is free and available during campus hours.

### Directions

From I-64 E: Take exit 282, US-13N/Northampton Boulevard toward Chesapeake Bay/Bridge Tunnel. Exit onto VA-225S/Independence Boulevard. The campus is on the right.

From I-264: Take Exit 17A, Independence Blvd/Princess Anne Rd. Exit onto VA-225S/Independence Boulevard. The campus is on the right



## Woodbridge Campus

14349 Gideon Drive, Woodbridge, VA 22192  
(703)897-1982  
(888)546-1250 toll free



### Campus Description

The Woodbridge campus opened in March 2009 and is located in a 43,000 square foot building adjacent to Potomac Mills Mall. The campus has a group lecture area; health sciences, culinary, and computer labs; a learning resource center; private student guidance and advising rooms; and student break areas. The campus has ample lighted parking for students and visitors and pleasant landscaping. The Woodbridge campus has 19 classrooms. The University offers fine dining in the Carême Dining Room. The campus has access to many off-site dining establishments.

### Directions

From I-95: Take exit 156/Dale City. Stay to the right after exiting and turn right at the stoplight. Continue straight onto Gideon Drive. The campus is located on the corner of Gideon Drive and Telegraph Road.

From points west: Take I-66 East to exit 44, towards Manassas/ Dumfries, and merge onto VA-234. Turn left onto VA-642W/Hoadly Road. Turn left onto Gideon Drive. The campus is located on the corner of Gideon Drive and Telegraph Road.

From points east: From I-495/Capital Beltway, take I-95 South to exit 156, Dale City. Stay to the right after exiting and turn right at the stoplight. Continue straight onto Gideon Drive. The campus is located on the corner of Gideon Drive and Telegraph Road.

## Campus

Stratford University operates an additional location and a learning site in New Delhi, India.

### New Delhi Campus

24 A , Lajpat Nagar IV, Main Ring Road, New Delhi - 110024  
Tel: +91-011-40574000 Fax: 91-011-26446217



### Campus Description

The New Delhi campus is nearly 13500 square feet in area. The location of this campus is adjacent to Korean Cultural Centre at Lajpat Nagar IV on the Main Ring Road New Delhi. The reception, ISO and Domestic office occupy the ground floor of the building. It also has the Campus Director's office. The classrooms occupy the first and second floors. In addition, the campus has an auditorium, library, computer labs, gymnasium, snooker room and also student counselling rooms. The campus has a basement area which offers a modern and highly sophisticated administrative work place for the staff. It is sufficiently lighted and has open parking area. The parking area beside the building is free and it has easy access to nearby businesses and restaurants.

### Directions

From North East Part: Take any bus going straight towards Lajpat Nagar. Cross the fly over and get down at Gupta Market bus stop. Move few step ahead and turn left to the service lane. Then from there again turn right and walk up to 50 meters to Korean Cultural Centre and the campus is located just adjacent to it.



From West Part: Take any bus going straight towards Lajpat Nagar. Get down at Gupta Market bus stop. Cross the road through pedestrian subway and then turn right and go towards Korean Cultural centre. Our campus is just beside it.

By Metro: Get down at Moolchand metro station. From there take rickshaw and come up to the Korean Cultural Centre. Our locality is just adjacent to there.

## Corporate

| Name          | Title                                      |
|---------------|--|
| Charu Modi    | Vice-Chairperson & Chief Executive Officer |
| Rajive Narain | VP & Campus Director                       |

## Academics

|                        |   |
|------------------------|---|
| Dr. Asma Rashied Shora | Program Lead - IT                             |
| Dr. M. A. Khalid       | Program Lead – Management                     |
| Alpana Sarkar          | Program Lead – Gen Ed                         |
| K. Nagarajan           | Sr. Manager Academic Affairs & Administration |
| Ajay Kumar Upadhyay    | Assistant Registrar                           |
| Shiv Kumar             | Academic Service Manager                      |
| Puja Justa             | Academic Counselor                            |
| Himantika Sharma       | Librarian                                     |

## Student Support Services

|               |                           |
|---------------|---------------------------|
| Meecky Barman | Manager - Student Support |
|---------------|---------------------------|

## Finance and Accounts

|              |                                 |
|--------------|---------------------------------|
| Nidhi Tandon | Sr. Manager- Finance & Accounts |
| Anil Arora   | Manager Finance                 |

## Admissions

|                |                   |
|----------------|-------------------|
| Shivani Bansal | Admission Officer |
| Reena Tripathi | Admission Officer |

## International Student Office (ISO)

|              |                               |
|--------------|-------------------------------|
| Sonam Ahuja  | Assistant Manager             |
| Pooja Rawat  | International Student Advisor |
| Vinay Jurial | International Student Advisor |

## Marketing

|                |                     |
|----------------|---------------------|
| Krishna Bangia | Marketing Executive |
|----------------|---------------------|

## School of Continuing Education

|               |                               |
|---------------|-------------------------------|
| Rahul Mehta   | Assistant Manager             |
| Nidhi Dwivedi | International Student Advisor |

## Administration

|                       |                 |
|-----------------------|-----------------|
| Sandeep Singh Chauhan | Admin Executive |
| Roma Chhabra          | Receptionist    |

## Human Resources

|                 |              |
|-----------------|--------------|
| Madhu Chowdhary | Manager – HR |
|-----------------|--------------|

## Information Technology

|                 |                  |
|-----------------|------------------|
| Prashant Pandey | Asst. Manager-IT |
|-----------------|------------------|



# Academic Policies

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## Academic Calendars

Stratford University conducts classes throughout the year, except for holidays. The calendar year is divided into five 10-week quarters. Each quarter may have a mini-start in the middle for a total of 10 starts per year, spaced approximately at five-week intervals. The starts which coincide with the beginning of a quarter are considered to be the main starts.

### ----2016----

| Year/Term | Session | Start      | End        | Add/Drop               | Holidays 2016  |
|-----------|---------|------------|------------|------------------------|--|
| 2016- 1   | A       | 1/4/2016   | 2/7/2016   | 1/4/2016- 1/6/2016     | January 26, Republic Day – University Closed<br>March, 23, Holi – University Closed  |
|           | B       | 2/8/2016   | 3/13/2016  | 2/8/2016- 2/10/2016    |  |
|           | C       | 1/4/2016   | 3/13/2016  | 1/4/2016- 1/10/2016    |  |
| 2016- 2   | A       | 3/14/2016  | 4/17/2016  | 3/14/2016- 3/16/2016   |  |
|           | B       | 4/18/2016  | 5/22/2016  | 4/18/2016- 4/20/2016   |  |
|           | C       | 3/14/2016  | 5/22/2016  | 3/14/2016- 3/20/2016   |  |
| 2016- 3   | A       | 5/23/2016  | 6/26/2016  | 5/23/2016- 5/25/2016   | July 8, ID Ulfitar - University closed   |
|           | B       | 6/27/2016  | 7/31/2016  | 6/27/2016- 6/29/2016   |  |
|           | C       | 5/23/2016  | 7/31/2016  | 5/23/2016- 5/29/2016   |  |
| 2016 4    | A       | 8/1/2016   | 9/4/2016   | 8/1/2016- 8/3/2016     | August 15, Independence Day – University Closed<br>August 18, Raksha Bandhan – No Class<br>September 12, Id UlZuha – No Class<br>October 2, Gandhi Jayanti – University Closed |
|           | B       | 9/5/2016   | 10/9/2016  | 9/5/2016- 9/7/2016     |  |
|           | C       | 8/1/2016   | 10/9/2016  | 8/1/2016- 8/7/2016     |  |
| 2016 5    | A       | 10/10/2016 | 11/13/2016 | 10/10/2016- 10/12/2016 | October 11, Dusshera – University Closed<br>October 30, Deepawali- University Closed   |
|           | B       | 11/14/2016 | 12/18/2016 | 11/14/2016- 11/16/2016 |  |
|           | C       | 10/10/2016 | 12/18/2016 | 10/10/2016- 10/16/2016 |  |

### -----2017-----

| Year/Term | Session | Start      | End        | Add/Drop              | Holidays 2017  |
|-----------|---------|------------|------------|-----------------------|--|
| 2017- 1   | A       | 1/2/2017   | 2/5/2017   | 1/2/2017-1/4/2017     | January 26, Republic Day – University Closed<br>March, 13, Holi – University Closed  |
|           | B       | 2/6/2017   | 3/12/2017  | 2/6/2017-2/8/2017     |  |
|           | C       | 1/2/2017   | 3/12/2017  | 1/2/2017-1/8/2017     |  |
| 2017- 2   | A       | 3/13/2017  | 4/16/2017  | 3/13/2017-3/15/2017   |  |
|           | B       | 4/17/2017  | 5/21/2017  | 4/17/2017-4/19/2017   |  |
|           | C       | 3/13/2017  | 5/21/2017  | 3/13/2017-3/19/2017   |  |
| 2017- 3   | A       | 5/22/2017  | 6/25/2017  | 5/22/2017-5/24/2017   | June 26, ID Ulfitar - University closed  |
|           | B       | 6/26/2017  | 7/30/2017  | 6/26/2017-6/28/2017   |  |
|           | C       | 5/22/2017  | 7/30/2017  | 5/22/2017-5/28/2017   |  |
| 2017- 4   | A       | 7/31/2017  | 9/3/2017   | 7/31/2017-8/2/2017    | August 07, Raksha Bandhan – No Class<br>August 15, Independence Day – University Closed<br>September 30, Dusshera – University Closed<br>October 2, Gandhi Jayanti – University Closed |
|           | B       | 9/4/2017   | 10/8/2017  | 9/4/2017-9/6/2017     |  |
|           | C       | 7/31/2017  | 10/8/2017  | 7/31/2017-8/2/2017    |  |
| 2017- 5   | A       | 10/9/2017  | 11/12/2017 | 10/9/2017-10/11/2017  | October 19, Deepawali- University Closed   |
|           | B       | 11/13/2017 | 12/17/2017 | 11/13/2017-11/15/2017 |  |
|           | C       | 10/9/2017  | 12/17/2017 | 10/9/2017-10/15/2017  |  |





## Course Methodology

Stratford University believes the best way to learn is through self-discovery; using actual equipment in a hands-on environment. Additionally, learning in an environment with copious academic support through instruction and advising is essential. Students experience small class sizes to ensure hands-on learning with abundant resources to prepare them for their career field.

## Term and Credit System

Stratford University operates on a quarter-credit system allowing students to attend courses year round and finish degree programs quickly. The academic calendar year is divided into five, ten-week terms. For administrative and financial purposes, the student's academic year is made up of three, ten-week terms. Curriculum is delivered over nine weeks within ten-week sessions as C session courses or in five-week sessions as A and B session courses. Most Stratford courses are 4.5 quarter-credit hours. This structure allows for an equivalent number of contact hours as a three-hour, semester-credit based course.

## Calculation of Credit

For purposes of calculating units of credit, one term credit is equivalent to ten hours of lecture instruction, twenty hours of laboratory instruction, or thirty hours of externship experience, in most cases. The conversion for nursing clinicals is forty to one; the conversion for medical assisting is thirty-six to one. Many courses at Stratford University are designed to be a combination of lecture and laboratory instruction. Students should expect to spend a minimum of two hours studying or completing assignments outside of class for every hour spent in class or under direct faculty instruction.

## Definition of Courses

Stratford University offers on-campus courses offered during the day, evening, and weekends. Many of Stratford's degree programs require additional time such as laboratory or externship. Students may reference the course description or speak to an advisor about lab specifics. Students should note that not all courses are offered every term or at all course times. The University uses Moodle to facilitate all courses. Each course has a Moodle shell which includes, but is not limited to, the course syllabus, University and course resources, discussion boards and threads, and other assignments, as applicable. It is essential for students to have access to a computer which supports the instructional materials. See computer specifications listed in this catalog. See the textbook policy in this catalog for information on textbooks.

## Definition of Courses

Stratford University offers on-campus and online courses. Courses are offered during the day, evening, and weekends. Many of Stratford's degree programs require additional time such as laboratory, clinical, or externship. Students may reference the course description or speak to an advisor about lab specifics. Students should note that not all courses are offered every term or at all course times. The University uses Moodle to facilitate all courses, on-campus and online. Each course has a Moodle shell which includes, but is not limited to, the course syllabus, University and course resources, discussion boards and threads, and other assignments. It is essential for students to have access to a computer which supports the instructional materials. See computer specifications listed in this catalog. See the textbook policy in this catalog for information on textbooks.

## Description of Certificates, Diplomas, and Degrees

Stratford University offers several certificates, diplomas, and degrees in its academic schools. Certificates are six courses equal to 27 credit hours. They do not require any arts and sciences requirements. Diplomas are between twelve and fourteen courses equal to 54 to 63 credits. They may require prerequisites based on the subject and a student's academic history. Diplomas are generally finished within twelve months or under two academic years. Associate's degrees consist of twenty courses equal to 90 credit hours. Five arts and sciences courses equal to 22.5 credits are required. An associate's degree takes 15 months or two academic years to complete. Bachelor's degrees require 40 courses or 180 credit hours and 12 arts and sciences courses equal to 54 credits. It normally takes 30 months or four academic years to complete a bachelor's degree. Master's degrees require twelve courses equal to 54 credit hours. Doctorate degrees require fifteen courses equal to 135 credits and must be completed in five years or fewer. Depending on program content, concentration, or specialization, students may be required to fulfill lab, externship, capstone, or clinical hours for successful completion of a program.

## Description of Degrees

Stratford University offers several certificates and degrees in its academic schools. Associate's degrees consist of twenty courses equal to 90 credit hours. Seven arts and sciences courses equal to 31.5 credits are required. An associate's degree takes 15 months or two academic years to complete. Bachelor's degrees require 40 courses or 180 credit hours and 14 arts and sciences courses equal to 63 credits. It takes 30 months or four academic years to complete a bachelor's degree. Master's degrees require twelve courses equal to 54 credit hours. Depending on program content, concentration, or specialization, students may be required to fulfill lab, externship, or capstone hours for successful completion of a program.



## Description of Degrees

Stratford University offers several degrees in its academic schools. Bachelor's degrees typically require 40 courses or 180 credit hours and 12 arts and sciences courses equal to 54 credits. It normally takes 30 months or four academic years to complete a bachelor's degree. Master's degrees typically require twelve courses equal to 54 credit hours. Depending on program content, concentration, or specialization, students may be required to fulfill lab, externship, capstone, or clinical hours for successful completion of a program.

## Laboratory Specifics

### Computer Labs

Stratford University provides computers, scanners, printers, copiers, and Internet access for student use while conducting research and for working on assignments. The labs offer a wide variety of computer applications, including word processing, spreadsheets, desktop publishing, and other software for educational use. These are located in the learning resource center and in various classrooms on-campus.

### Culinary and Baking Labs

All campuses offering culinary and hospitality courses have large, professional-grade kitchens for use by culinary, baking, and hospitality students. As students progress through their program, the equipment complements the skills and techniques they are learning. This means progressing from knife skills, the use of hand tools, and personal mixers to grills, convection ovens, and industrial ranges as students develop skills from dicing, chopping, and mincing to sautéing, grilling, and poaching.

### Externships, Clinicals, and Capstone Courses

Many of Stratford's degree programs require students to complete a clinical, externship, or capstone course as a prerequisite to completing their degree. The location depends on the program and many vary from retail, hospital, medical, or culinary facilities. Typically, sites are no more than 25 miles from campus. Students work with an externship coordinator to set up the location and schedule. For more information about these courses, students should speak with their designated department representative.

Stratford University capstone course provides a culminating experience for students to integrate their knowledge, skills, and dispositions into a student-centered independent project. During the capstone, students critically analyze course work and experiences to demonstrate a range of abilities to solve a real-world problem. The capstone course is taken at the end of an academic program. The student-centered independent project is supervised by a faculty advisor who guides and monitors the project development. Capstone projects may be but, not limited to, research papers, exhibits,

portfolios, demonstration, or service learning project.

## Mode of Delivery

Stratford University courses are delivered in three formats: hybrid education, distance education, and externships/clinicals. On-campus courses are comprised of face-to-face learning and/or lab contact hours. Hybrid education courses are comprised of face-to-face lecture and/or lab and threaded discussion contact hours. Distance education courses consist of online lecture and/or lab and threaded discussion contact hours. Threaded discussion contact hours are dedicated to student-to-student, student-to-faculty, and student-to-content interaction to demonstrate critical thinking and are always delivered online via the Learning Management System (LMS), Moodle. Threaded discussion contact hours take a minimum of one hour per week and are not homework assignments. Ten hours of threaded discussion contact hours are equivalent to one credit hour. Lecture and lab contact hour breakdowns located in the catalog course descriptions group the lecture and threaded discussion contact hours together as lecture contact hours. Externship/clinical courses take place outside the classroom and do not require threaded discussion contact hours. Students in all courses receive a syllabus which outlines course content, objectives, course schedule, instructor information, grading scale, and homework assignments. Students are expected to spend a minimum of two hours studying or completing assignments out of class for every contact hour.

Faculty members teaching hybrid courses use a variety of instructional techniques best suited for their subject. Face-to-face learning affords students the opportunity to ask questions, discuss with their peers, and interact in their learning environment.

Distance education courses are delivered asynchronously and may include, but are not limited to, recorded lectures, assigned reading, videos, demonstrations, simulations, quizzes, and exams. At the discretion of the instructor, synchronous activities may be part of classroom activities. All online courses are administered through the Stratford University - Falls Church campus, but are open to students from all campuses. Students interested in taking online courses should speak with their academic advisor for details and registration procedures. For students in programs available through 100% distance education, after four consecutive terms of online courses the student must take ground classes or complete a campus change form to the online division of the Stratford University - Falls Church campus.

## Online Students

The University does not differentiate admission, program requirements, or graduation between online programs and on-campus programs. The admission process for an online program is the same as for an on-campus program.



## Re-Admitted Students

Students returning to the University after five or more terms of non-enrollment are considered re-admitted students. (A student on STNA is considered to be enrolled.) These students are required to complete the admissions process at the time of return. This includes application and enrollment agreement. Students must also complete the re-admit form available in the Office of the Registrar. Re-admitted students are encouraged to meet with an advisor to determine how their program of interest may have changed since they were last enrolled. Students being re-admitted are expected to follow the curriculum requirements in the catalog in effect at the time of re-admittance.

## Transfer Students or Students with a Previous Degree

Students who have earned credit at another college may be able to use credit toward a degree at Stratford University. It is the student's responsibility to contact all previously attended institutions and have official transcripts sent to the admissions officer or Office of the Registrar. Students may provide unofficial transcripts for initial registration. Transcripts must be submitted within 30 days to be eligible for transfer credit.

## Acceptance

### Notification of Acceptance

Stratford University issues decision letters to students after they have completed their application process and provided the appropriate documentation. Students are accepted into the program for which they have applied. Unless otherwise requested, decision letters are mailed to the address provided on the application.

### Conditional Acceptance

Students who cannot complete the admissions process prior to the Add/Drop Period may be eligible for conditional acceptance. Conditional acceptance applies only for the first term of enrollment. A student who has not submitted the remaining document is not allowed to register for subsequent terms. This is awarded at the discretion of the director of admissions. Reasons for conditional acceptance may include, but are not limited to, waiting for official college or high school transcripts or completing the placement tests. Students are responsible for submitting all required documents or their acceptance will be revoked.

### Deferring Acceptance

Students may defer their acceptance for up to five terms or one calendar year. This must be done in writing and submitted to an admissions officer. After this time, the student must re-apply following the admissions process outlined in this catalog.

## Conditions of Enrollment

The University reserves the right to discontinue any student's enrollment for failure to maintain Satisfactory Academic Progress (SAP), non-payment of tuition, or failure to abide by the University rules.

## Registration

New undergraduate students are required to take English and mathematics during the first two terms of enrollment at Stratford University. Students are placed into appropriate courses based on their placement testing scores; see the Placement Testing section and course prerequisites in this catalog. If a student has transfer credit for either or both English and mathematics, the requirement to take the respective course is waived. In order for students to receive transfer credits, all requirements of the transfer credit policy must be met.

## Articulation Agreements

An articulation agreement is a formal agreement between two educational institutions defining how courses or programs taken at one school can be used toward academic requirements at another school. Stratford University has articulation agreements with the schools listed on the website: <http://www.stratford.edu/about/Articulation-agreements>. Each agreement outlines detailed requirements including which campus are participating, programs and courses included, and the timeframe of the agreement. The specifics of the agreements can be discussed with the designated program representative at the campus.

## Add/Drop Period

Students who wish to change their registration status may add or drop a course(s) and must submit the completed add/drop form to the Office of the Registrar. Prior to and during the Add/Drop Period, students may drop from a course without incurring any financial penalty. If an add/drop form is received after the Add/Drop Period has ended, the student is responsible for charges based on the University's refund policy. If a student drops a course during the Add/Drop Period, all records related to that course are removed from the student's academic and financial records. The student is not charged tuition or fees for the course. Courses dropped during the designated Add/Drop Period are not evaluated in SAP.

## Attendance Policy

Stratford University faculty members take and record attendance in the self-service portal. Students are expected to attend and be on time for all regularly scheduled campus classes and labs. Online attendance is demonstrated through student participation in assigned activities which include, but are not limited to, submission of academic assignments,



completing quizzes or exams, or participating in discussion boards. Logging into a course without active participation does not constitute attendance. Students are responsible for all scheduled course time, course requirements, and course material. If a student is forced to miss class or an assignment, the student is expected to contact the faculty member to request make-up work and/or additional time. Faculty members are not required to assign make-up work for missed classes.

Students who have a circumstance for which they must be absent, arrive late, or leave class early are responsible to obtain the faculty member's permission in advance. Circumstances may include, but are not limited to, serious illness of the student or immediate family member for whom the student is the primary caregiver, death of an immediate family member, military deployment, or unforeseen travel or relocation due to employment. Students who encounter an emergency requiring them to miss a non-lecture class must contact the faculty member as early as possible. Excessive absences, tardiness, or leaving early make it difficult for a student to meet academic objectives and causes a student to receive a lower grade including the possibility of failing the course, even if the circumstances were unavoidable.

### Appeals for Absences

A student who is absent without notification is contacted by the faculty member and Student Support Services. Upon reaching three consecutive absences, notification is sent to the student explaining they have reached the absence limit for the course and must file an appeal to remain in the course. The appeal form is attached with the notification and explains the required documentation for submission to the campus dean. The student has five business days to submit the appeal and is instructed to attend class during that period.

If the appeal is not granted, the student is informed of the decision; the registrar removes the student from the course as of the date of the third absence, and assigns a grade based on attendance withdrawal guidelines. If the appeal is granted, the student is informed of the decision and reminded any additional absences result in immediate removal from the course with grade based on attendance withdrawal guidelines. If circumstances are such that due to length of the class absences or the length of the anticipated absence, the preferable course of action is withdrawal, the student may petition the campus director for a tuition adjustment based on the University refund policy.

### Withdrawal Policy

The process by which students are removed from courses is a withdrawal. Withdrawals may be University or student initiated and may affect all or individual courses. Additionally, withdrawals affect new or continuing students, reflect on student transcripts, and are appealable. The effect on

student charges are determined by the last date of attendance (LDA) and refunds are issued based on the date of determination (DOD) which is always fourteen calendar days forward from the last date of attendance, except when a student does not return after a term of STNA.

### Student-Initiated

**Cancel:** A new student who intends to withdraw from the University during the first term he/she is registered should submit a cancellation form to the Office of the Registrar or on the self-service portal. Students may only cancel once regardless of how long between terms of enrollment, degrees, or levels. Cancellations and withdrawals of international students is decided by the International Student Office. The transcript does not reflect enrollment in any courses, charges are reversed, and any funds returned. Any stipend funds received by the student are owed back to Stratford University. A new student who does not attend classes is cancelled; non-attendance constitutes student-initiation. Students who attend the course to the last class meeting and earn a grade cannot be cancelled. Student Support Services contacts these students to notify them of the cancellation.

**Drop:** Continuing students may drop all or individual courses from the first day after Add/Drop Period to the end of seventh week in C session, end of fourth week in A session, and end of ninth week in B session. Courses dropped before these dates receive a W grade; courses dropped after these dates receive grades based on student achievements. Withdrawal forms are available in the Office of the Registrar or through the self-service portal. The last date of attendance is the last recorded date of attendance. Refunds are based on the refund policy published in this catalog.

### University-Initiated

**Failure to register:** Continuing students who do not register for a subsequent term or who do not return from STNA are withdrawn from the University. This is determined at the end of the Add/Drop Period. The last date of attendance is recorded as present. The transcript does not reflect enrollment and there are no charges.

**Failure to attend:** Continuing students who do not attend the first three course meetings of all courses are withdrawn from the University. This is determined after the third scheduled class is missed. The last day of attendance is recorded as present. The transcript does not reflect enrollment in these courses, charges are reversed, and any funds returned.

**Attendance:** A continuing student who is absent from three consecutive course meetings which are not the first three course meetings is withdrawn. Lab and lecture are considered course meetings. This may be for one or all courses for which the student is registered. If the three consecutive absences occur at or before the end of seventh week in C session, fourth week in A session, or ninth week in B session, the student receives a W grade. If any





or all of the absences occur after these dates, grades are awarded based on student achievement. The last date of attendance is the last recorded as present. Refunds are based on the refund policy published in this catalog. Students may appeal this action based on the attendance appeals process published in this catalog.

**No show:** Any student who does not attend the first three course meetings of an individual course is withdrawn from that course. This is determined after the third scheduled class is missed. The transcript does not reflect enrollment in these courses, charges are reversed, and any funds returned. The student who simply does not show up to class, makes no effort to get in touch with the instructor, and is unresponsive to communication from student services and/or the instructor may not appeal; students in other circumstances may appeal following the appeal process.

### **Military Withdrawal**

In accordance with Executive Order 13607, Principles of Excellence, Stratford University allows any service member ordered to perform active military service to withdraw from current courses and granted re-admittance upon returning to the University without incurring any financial penalty. If the student is temporarily unable to attend class or has to suspend studies due to service requirements, Stratford University will take additional steps to accommodate any short absence due to the service commitment. Additional steps can include granting an extension to complete all required assignments.

### **Re-Entry after Withdrawal**

Students who have been withdrawn from all courses or the University entirely must complete a re-entry form prior to registering for a subsequent term. Re-entry students are those who have been away from the University less than five terms; this includes students who are re-entering after a successful appeal to a withdrawal. A student on STNA is considered to be enrolled. Students enroll into the same program and catalog year as previously enrolled. This form is available from the student's program department or the Office of the Registrar.

### **Changing Programs**

Students who wish to change their program of study must submit a program change form to the Office of the Registrar with appropriate signatures, meet with the Office of Student Accounts, and request a review of transfer credits, if needed. Students may change academic programs twice. A student who changes a program for a second time must have completed 67% of the current program prior to changing. Program upgrades are not considered the same as changing academic programs.

### **Upgrading Programs**

Students should speak with their admissions officer, obtain a program upgrade form, have any previous transcripts reevaluated, and register for courses. Students who wish to upgrade from one undergraduate degree to another must fill out a program upgrade form through the Office of the Registrar.

### **Changing Campuses**

Students are assigned to the campus with which they enroll for their first term of study. Students may choose which campus they prefer based on personal preference. Students receive student services from all departments at their assigned campus. This includes student accounts, registration, and academic advising. The assigned campus houses student documents. A student who wants to change the assigned campus must complete the campus change form and submit it to the Office of the Registrar. After the campus change process is complete and it has been approved by the receiving campus, students receive all student services at their new campus and all of the student documents are sent to the appropriate offices at the new campus.

### **Course Substitution Policy**

Some students enter the University possessing certain skills which allow them to begin at an advanced point in their program of study or to substitute a course in the program. In order to serve the specific educational needs of these students, the designated department representative may grant course substitutions on a case-by-case basis. Course substitutions normally apply only to core courses, not to arts and sciences courses. The primary exception is the case in which a student transfers advanced mathematics course(s). In this case, the student may be permitted to take an appropriate Stratford University elective in place of the substituted course. Students interested in a course substitution should contact their academic advisor for more information. The program director determines all course substitutions; this documentation is maintained in the students' files.

### **Course Repetition**

A student who is required to repeat a course must complete it within the maximum time frame for Satisfactory Academic Progress (SAP) and is charged tuition at the regular published rate. All course repetitions count as courses attempted for purposes of calculating SAP. The GPA is based only on the latest attempt of the course; previous attempts are not computed in the GPA calculation. Federal student aid is available for one repetition of a previously passed course. Financial assistance covers multiple attempts for a failed course. Veterans service benefits do not pay for a second failing grade.





## Course Auditing

A student who has been admitted to Stratford University may choose to register for a course for no academic credit. A student may not change status in a course from audit to credit after the mid-point of the term. An auditor is not required to complete the admissions process and does not take an active part in the class, complete assignments, or take examinations. Audited courses do not count as credits attempted for purposes of calculating Satisfactory Academic Progress or GPA.

## Grading Policies

### Incomplete Grades

Students may request a grade of incomplete (I) from their instructor. In order to request an incomplete grade, students must have been active in the course unless extenuating circumstances can be demonstrated. Requests must be made on or before the last day of the course. If the instructor denied the request, the student may appeal to the campus dean. Students must complete a request for incomplete form available through the Office of the Registrar or program department and submit it to the instructor for approval. If approved, the instructor informs the student of the required work and deadline, the designated department representative, and the Office of the Registrar. A student is required to make up any incomplete course work within five weeks of the conclusion of the course. Incomplete grades are temporary grades; courses with I grade are calculated in attempted credit hours, but not in the grade point average. If work is not completed and/or a new grade assigned, an I converts into an F. Incomplete grades may be used if grades are not submitted by instructors in a timely manner. Upon submission of the late grades, incomplete grades are updated.

### Withdrawal Grades

Students who withdraw from a course after the Add/Drop Period are awarded a withdrawal (W) grade and tuition is calculated based on the University's refund policy. A W grade is counted for the maximum time frame requirement as credits attempted, but not credits earned in Satisfactory Academic Progress calculations. These courses may affect federal student aid or registration eligibility for the next term.

### Grade Appeal

A grade appeal must be initiated by the student within three weeks of receiving the grade by submitting a written request to the instructor. If the issue is not resolved, the written request must be submitted to the designated department representative. If after a review by the designated department representative the issue remains unresolved, a committee of uninvolved faculty or staff is selected by the campus dean for the grade appeal hearing. The student and the faculty member may present information. Each appeal

to the next level must be determined within two weeks. All decisions are final.

## Student Grade Recognitions

**Summa cum Laude:** Graduating students with a cumulative grade point average of 4.0 receive the Summa cum Laude honor.

**Magna cum Laude:** Graduating students with a cumulative grade point average of 3.5 to 3.99 receive the Magna cum Laude honor.

**President's List:** Undergraduate students who have a term grade point average of 4.0 and have completed a minimum of 13.5 credits, including at least 9.0 credits in the previous term are included on the President's List.

**Dean's List:** Undergraduate students who have a term grade point average of 3.75 to 3.99 and have completed a minimum of 13.5 credits, including at least 9.0 credits in the previous term are included on the Dean's List.

**Honors List:** Undergraduate students who have a term grade point average of 3.5 to 3.74 and have completed a minimum of 13.5 credits, including at least 9.0 credits in the previous term are included on the Honors List.

## Honor Code

The Honor Code is a formal process governing student conduct at Stratford University. It governs conduct directly related to academic life of the University and is in effect during all phases of a student's academic career. The policy is applicable to any academically related experience involving University students whether occurring on-campus, in a distance learning situation, or at host institutions or sites. Honor Code violations may occur on an exam, test, quiz, laboratory, out of class assignment, during online work, or on any other work submitted by a student to fulfill course requirements and presented as solely the work of the student. Soliciting the assistance of another to commit an act of academic dishonesty or intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty are also Honor Code violations.

When a student is found responsible for a first violation, the faculty member makes the final decision about a grade-related sanction using the ranges outlined below. Additional sanctions, including dismissal from the University, may be recommended by the faculty member, but must be assigned by the campus dean and campus director. Any second violation, proven or admitted, results in failure of the course and may include dismissal from the University. All recommendations for dismissal by faculty after a second offense must be reviewed and approved by the campus dean and director. In order to help students learn from their experiences, remedial activities may be assigned in addition to sanctions, particularly for first violations. These activities may be chosen by the faculty member who may also choose to include such assignments in the course grade.



## **Cheating**

The use or attempted use of unauthorized materials, information, or study aids in any academic exercise is considered cheating. This may include, but is not limited to, unauthorized copying from the work of another student, using notes or other unauthorized materials during an exam, giving or receiving information or assistance on work when it is expected a student will do individual work, or engaging in any similar act that violates the concept of academic integrity.

## **Plagiarism**

Representing the work of another as one's own in any academic exercise is considered plagiarism. This can occur on any paper, report, or other work submitted to fulfill course requirements or as part of an educational activity. This includes submitting work done by another, whether a commercial or non-commercial enterprise, including websites, as one's own work. Plagiarism can also be a misrepresentation caused by failure to document sources accurately, thoroughly, and appropriately; the use of information or phrasing from any source not cited or included in the bibliography and references; or submitting as one's own work done by, copied from, or purchased from another.

## **Falsification**

The invention or alteration of information or citation in an academic exercise is considered falsification. This includes knowingly reporting data, research, or reports as different from what actually occurred; falsely reporting attendance or participation in class, practicum, internship, or other types of field work experience; or submission of falsified excuses for tardiness or absences in such experiences. Falsification also includes submitting work to meet the requirements of one course when it was done in whole or in part to meet the requirements of another course, unless special permission has been granted from the faculty members involved. Exceptions to this provision must be given prior approval by the faculty member to whom the work is to be submitted. The recommended penalties for a first violation are at a minimum failure of the assignment or exam and the maximum is dismissal from the course for the term.

## **First Violation**

A faculty member who believes a violation has occurred must contact the designated department representative to determine whether a prior violation was committed by the student. If the alleged violation of the Honor Code is a first violation, it may be resolved through a faculty-student joint conference or by requesting an Academic Integrity Review to determine the accuracy of the allegations and assign appropriate penalties, if warranted. The joint conference is to be held at a time acceptable to both parties. 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. The minimum penalty for a first violation may be failure of the assignment and the maximum is failure of the course.

## **Second Violation**

If a student has been found to have committed an Honor Code violation at any time during enrollment at the University, any subsequent violation is considered as a second violation. Thus, a violation committed by a graduate student who also committed a violation as a Stratford undergraduate would be classified as a second violation. If the alleged violation of the Honor Code is a second violation, a joint conference may be held to determine whether the allegation has merit. An Academic Integrity Review by the campus dean is conducted regarding all alleged second violations in addition to or in replace of the joint conference. All proven second violations of the Honor Code result in failure of the course and dismissal for the term. These decisions must be approved by the campus director and dean. Only these individuals may recommend alternative actions.

## **Withdrawal from a Course after an Alleged Violation**

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

## **Academic Integrity Review by the Campus Dean**

An Academic Integrity Review is conducted if the student does not admit responsibility for the violation, disagrees with the penalty assessed, or prefers not to enter into the joint conference with the faculty member. In addition, a faculty member not wishing to hold a faculty-student joint conference can request an Academic Integrity Review with the campus dean. If the alleged violation is a second violation, an Academic Integrity Review must be held. The campus dean either upholds faculty decisions or recommends an alternate grade-related penalty to the faculty member, who retains final discretion in assigning the grade if the student is found responsible. The campus dean may assign additional educational activities to the grade-related penalty assigned by the faculty member.

## **Standard Term of Non-Attendance**

Students are eligible for a Standard Term of Non-Attendance (STNA) after they complete their first term of enrollment at Stratford University; however, students must return the following term and register for courses. For financial assistance purposes, students on STNA are considered enrolled as at least half time. As such, students are not required to repeat the



admissions process; if a student does not return in the subsequent term, the beginning of the STNA marks the start of the non-enrolled period. A student who is not enrolled for five terms or more must follow the re-admitting process in the Academic Policies section of this catalog. Students may take one term of STNA per academic year; however, students may not take two consecutive terms of STNA and must conform to the Title IV and F-1 Visa policies below.

### **Title IV Recipients**

If Title IV recipients are not enrolled for one term, their withdrawal status is updated in the National Student Loan Data System (NSLDS). If they begin courses within the academic year, their status converts to active. However, the loss in grace period is reduced by the withdrawal period. This policy is required by federal student aid regulations to ensure the loan repayment start date is not improperly extended. Students who plan to return the next term are encouraged to plan their course schedule with an academic advisor prior to leaving for the term.

### **Students on F-1 Visas**

STNA for international students is reported to SEVIS as a leave of absence (LOA). A leave of absence for annual vacation within the U.S. for an F-1 student are not approved if the student has not studied one academic year on F-1 status. Students taking personal leave and traveling outside of the U.S. may take a LOA as early as the second term. The student must leave U.S. soil within ten business days after the start of the term and reenter the country within 30 days of the next term. Students are required to submit their purchased itinerary to the International Student Office (ISO) with their STNA form and confirm their travel dates with their designated school official (DSO) 30 days prior to their return to the U.S. Students who do not meet any of these conditions for a leave of absence violate their visa status if they remain in the U.S. on an F-1 visa without enrolling. Students who travel outside the country, but not within the guidelines provided by the ISO may face problems with immigration when re-entering the country. All students must apply for STNA and obtain approval of required officials. Students who fail to follow the established procedure are withdrawn from the University.

All leave of absence request forms must be signed by the designated department representative. Any variations from this policy due to mitigating circumstances must be approved by the designated department representative and the campus director.

### **Moodle**

Stratford University facilitates its online courses through Moodle. Moodle is an open source course management system (CMS), otherwise known as a Learning Management System or Virtual Learning Environment. It is a

very popular method to deliver college coursework because it creates dynamic learning tools via websites. Moodle is used for both online and hybrid courses. For online courses, students are able to access the course syllabus, objectives, schedule, instructor information, grading scale, and homework assignments through Moodle. For hybrid courses, Moodle is used as a supplemental way to distribute materials, participate in discussion threads, and turn in assignments. A student is issued a unique username and password during the first term which is required to access the online platform, distance learning orientation, and the courses for which they are enrolled. The username and password are emailed to students when they enroll for their first term. The email is sent to the email address provided to the Office of the Registrar during the enrollment process. Students are able to change their password once they log onto the site. Moodle is very easy to use; however, if students have any questions or concerns, they may contact the IT Service Desk, faculty member, or designated department representative.

### **Textbook Distribution Program**

Stratford University strives to ensure all students have the education resources required to succeed. The University provides textbooks and other learning resources required for all courses. The resources are accessible for the duration of one term at a minimum. Students are provided the digital version with an option to purchase the hard copy at a discounted rate. The eBook platform is VitalSource and the books are distributed through EDMAP.

### **Requesting Transcripts and Enrollment Verification**

Students may request their official transcript through the self-service portal or the Office of the Registrar after filling out a transcript request form. This process can take 24 to 48 hours. The transcript fee is listed in the catalog addendum. All financial obligations to the University must be current in order to obtain an official academic transcript. Students who need enrollment verification for insurance or job purposes must contact the Office of the Registrar.

### **Transfer of Stratford Credits**

Transfer of Stratford University credits to another institution is solely at the discretion of the granting institution. No guarantee of transfer is made or implied by Stratford University.



## Payment and Student Accounts

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The primary responsibility for meeting the costs of education rests with the individual student and his/her family. Financial assistance is awarded on the basis of need, regardless of sex, age, race, religion, creed, or national origin. Need is defined as the difference between the cost of education for one academic year and the amount a student and/or family can be reasonably expected to contribute to the cost of education for the same period.

## **Tuition and Fees**

Tuition and fees are based on the level and type of the student's program. Tuition is charged on a quarter-by-quarter basis. Students are not obligated beyond the quarter for which they are currently enrolled. A student may not register for additional academic quarter of study unless all tuition and fees due have been paid or the student has arranged for an approved alternative payment plan. The catalog addendum contains current tuition and fee information for all programs. The University reserves the right to adjust tuition and fees at any time.

## **Application and Student Activity Fee**

Each student must pay a non-refundable application fee when applying to Stratford University. The amount of this fee can be found in the catalog addendum.

## **Bank Loans**

Students interested in bank loan can contact Office of Student Financial Services for information. The University affiliated with the Central Bank of India, Bank of Baroda and Saraswat Bankto provide educational loans to eligible students.

Enrolling for a loan is the discretion of the students. The University has an arrangement with abovementioned bank and financial service to facilitate loans to prospective students. The relationship of the borrower and bank is independent and the University has no -relationship or involvement in that arrangement. Please visit [www.modistratford.in/admission-financing.aspx](http://www.modistratford.in/admission-financing.aspx) for more comprehensive information on bank loans.

## **Refund Policy w.e.f Term 1, 2015**

A student who withdraws from a course after attending 1 (one) workshop (either 1st or 2nd workshop) is entitled to a refund/adjustment of Tuition fee.

A student who withdraws from course after attending more than 1 (one) workshop is not entitled to a refund/adjustment of Tuition fee.

A student who withdraws from the program is eligible for refund/adjustment of Tuition fee only for courses which they have not attended any workshop

## **Late Fee Charges w.e.f Term 1, 2015**

The late payment fees will attract the following charges:

In case a student makes the required payment after 20 days and before 45 days from the start of the term (or before end of the term for session B / fast track course) a late fee of Rs 1,000/- per course will be charged. In case a student pays after 45 days no attendance or grades will be granted

## **Scholarship Programs**

### **Introduction**

Stratford University New Delhi Campus seek to provide the type of graduates sought by Indian employers. The ideal employee is able to think critically, solve problems, and communicate effectively. Such employees can provide the innovative energy and discipline that is essential for any business to succeed.

Traditional institutions use a didactic method of teaching where professors give lectures and students memorize the facts. These traditional institutions produce graduates who can recite facts, but who do not understand the underlying logic of their discipline. Such graduates have difficulty working independently or solving problems which they have never encountered. Graduates of such institutions typically have low performance ratings by employers.

In contrast to these traditional institutions, Stratford University New Delhi Campus has created an educational system which develops the type of competencies required for high level job performance. Our curriculum embeds the critical thinking and intellectual standards within all courses. Students learn to think through the logic of the discipline they are studying. The program is based on well established principles of critical and creative thinking.

Stratford University New Delhi Campus seeks to attract students who have the raw talent for innovative and creative thought. Additionally, we want to provide financial assistance to certain groups that have typically been underserved in traditional universities in India. In order to attract such students, we have developed the Stratford University New Delhi Campus Scholarship Program.

**Eligibility** – All new applicants to Stratford University New Delhi Campus University, New Delhi who are citizens of India or Nepal and meet all requirements for admission to Stratford University New Delhi Campus are eligible to apply. Prior recipients of the scholarship may continue to receive the award as long as their grades and attendance are maintained as described herein.

The details for eligibility of the scholarship is listed in the addendum.





## Undergraduate Policies

### Section Contents

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## Undergraduate Admission

The application process requires the following steps for domestic undergraduate students. Interested students may submit documents in person, via fax, email, or U.S. post. For application documents, please contact the Office of Admissions at the appropriate campus.

- All applicants must complete an Application for Admission and pay the non-refundable application fee. This may be completed on the University's website or in the Office of Admissions.
- Complete the Enrollment Agreement which includes emergency contact information, acknowledgement of University policies, and student information release.
- Meet language requirement, if English is not the primary language. Students whose native language is not English must provide evidence of sufficient facility to do college-level work at an English-speaking institution. Completion of the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) or Combined English Language Skills Assessment (CELSA) is evidence of proficiency in English proficiency before being allowed to begin their Stratford academic programs.
- Submit documentation certifying successful completion of a secondary school program of studies, the attainment of satisfactory scores on the GED, or another state specified examination. Note: A 2.0 high school graduating GPA (using a 4.0 scale) or its equivalent is required for enrollment in Maryland. An average GED test score of 450 or higher is required in Maryland. The admission criterion may be waived by the department representative, (e.g., faculty lead, campus dean) for an individual student; additional documentation provided by the student may be required.
- Submission of all official academic records for secondary/senior secondary school, and college, institute or university attended in India must be verified by the United States India Educational Foundation (USIEF), Fulbright House, 12 Hailey Road, New Delhi 110001. Students submitting educational qualification documents from institutions in countries other than India may utilize the services of a qualified agency including Embassy or Consulate of their country to verify the copies of the documents.

## First-Time Undergraduate Students

**High School:** Students still enrolled in high school must submit a current academic transcript and upon completion of high school must submit their final transcript prior to enrollment at Stratford University. High school students interested in obtaining information about enrolling at the University should contact the high school admissions officers at the appropriate campus.

**Adult Learners:** Students of all ages and backgrounds may apply to Stratford University as long as they meet the admissions requirements.

Students eligible for domestic undergraduate admission to Stratford University must have a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma as determined by the University Office of Admissions); has the recognized equivalent of a high school diploma, such as a general educational development or GED certificate; has completed homeschooling at the secondary level as defined by state law; or has completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a home-schooled student to receive a credential for their education.

For Virginia campuses, permissible documentation of high school graduation or equivalent may include a copy of or original high school transcript or diploma; GED transcript or certificate; documentation of homeschooling following the guidelines of the state in which the homeschooling was completed; or a college transcript or honorable discharge DD-214 indicating high school completion. The University recognizes a completed associate's degree or higher from an institution accredited by a DOE recognized accreditor as equivalent to U.S. high school graduation and must be documented with an official transcript.

For Maryland campuses, students must provide a high school transcript indicating a GPA of 2.0 or a GED transcript or certificate with a score of 450 or higher. This admission criterion may be waived by the department representative, (e.g., faculty lead, campus dean) for an individual student; additional documentation provided by the student may be required. Homeschooled students must provide documentation of homeschooling following the guidelines of the state in which the homeschooling was completed. The University recognizes a completed associate's degree or higher from an institution accredited by a DOE recognized accreditor as equivalent to U.S. high school graduation and must be documented with an official transcript.

It is the student's responsibility to provide this documentation within 30 days of the first day of the term in which the student begins if it cannot be submitted prior to admission. A student who does not or cannot provide the documents may be dismissed from the University. If a student's currently legal name is different than what is on the high school documentation, the student must provide a written statement indicating the difference and reason for the difference.

### TOEFL (Internet-based Test)

- 79 Minimum Program Requirement
  - Below 75 requires Intensive English Language Program
- IELTS
- 6.0 (Undergraduate) Minimum Program Requirement
  - Below 5.5 requires Intensive English Language Program



#### CELSA

- 51 (Undergraduate) Minimum Program Requirement
- Below 50 requires Intensive English Language Program

#### PTE A

- 51 (Undergraduate) minimum Program Requirement
- Below 50 requires intensive English Language Program

Students who have got admission without IELTS score, have to mandatorily complete IELTS within one year of admission with 6.0 band score.

### Non-Degree Seeking Students

Students may enroll as a non-degree student to fulfill prerequisites for another program, update job skills, for personal enrichment, raise their cumulative grade point average, or to explore a new career field. Non-degree seeking students must complete the same admissions process as degree seeking students and be aware they are not eligible for federal student aid.

### Undeclared Students

Students may enroll as an undeclared bachelor's student which allows the student up to one academic year to earn credit while exploring academic options with dedicated advisement and guidance from University faculty and staff. Undeclared students can earn up to 40.5 credits, after which time the student must declare a program and matriculate into a designated program by meeting the requirements of that program. For students using VA education benefits, a maximum of two terms as an undeclared student are allowed before a program must be declared. Students who wish to transfer credits must meet with an advisor to determine their eligibility for undeclared status.

### International Students

Stratford University welcomes applications from international students (all visa holders). The University accepts first time international students as well as transfers from other institutions. In addition to domestic student admissions requirements, international students may be required to complete additional requirements for English language skills, transcript translation, transcript evaluation, and a student visa to study in the U.S.

- Submit an original copy of an official TOEFL or IELTS test result. This is required for all students whose native language is not English.
- Students test out of the ESL program with an Oxford Online Placement Test score of 80.
- Stratford University requires a minimum TOEFL (IBT) of 79 or (CBT) of 213, a minimum IELTS of 6.5, or a minimum PTE score of 53. Applicants who score lower than the minimum may be considered

for conditional acceptance. Students who are already on a visa in the U.S. may be exempted from the language and graduate testing requirements. Citizens of the United Kingdom, Canada, Australia, and New Zealand may be eligible for a waiver of proof of English language proficiency. Such applicants should provide a copy of the student visa and diplomas/transcripts for verification. Students who are already in the U.S. and will be joining Stratford University as a transfer student may be exempt from the language testing requirements. Change of status applicants are not be required to submit proof of English proficiency. Note: If needed, applicants may be required to provide the original Affidavit of Support and bank statement prior to issuing I-20. Exception: If verified by Funds-V, originals are only required at the time of reporting with all other supporting documents.

- A TOEFL waiver may be granted if the student can provide proof of satisfactory completion of an ESL or college-level English course taken at a recognized postsecondary institution or graduation from a secondary or postsecondary educational institution or if the student registers in the University's ESL program.
- All international students must provide an original or notarized bank statement/balance certificate as well as an Affidavit of Support (AOS) or letter from their sponsor (if applicable) issued within the last six months. The sources of support must be dependable sources. The University is unable to assume financial responsibility for its students and there is no federal student aid available for international students. Therefore, it is the responsibility of the student to meet all expenses incurred while in the U.S.
- All applicants are required to submit the copy of a valid passport. Applicants applying within the U.S. are also need to submit copy of visa and I-94.
- For undergraduate students: Submit transcripts verifying completion of high school or equivalent accompanied by an official translation if the documents are in a language other than English.
- The University strongly suggests students provide two recommendation letters attesting to ability to succeed in college and highlighting examples of the strengths and weakness of the candidate to strengthen the student's application.
- International students may be interviewed before an I-20 is issued to them. This interview may be conducted in person or through video conference.

Stratford University requires documentation before an admissions decision can be made. Students who are working toward completing their application process and simply lacking documents or have files with incomplete information are classified as "pending" students. No acceptance letters may be sent to pending students until their file is complete. Once the required documents are received, they are reviewed, and an admission decision is reached. Students who do not meet minimum admission



standards are not accepted to the University. Students in this category are notified of their denial of acceptance. Applicants not meeting the admissions requirements may be issued conditional acceptance. This exception can only be made by the ISO. Applicants who receive conditional acceptance based on English requirements either need to test out upon their arrival; complete ESL program; or satisfy the dean, director, or advisor, as appropriate, through an interview. All admissions application documents should be scanned as one multi-page PDF (the size of the PDF file should be within 5MB) and sent to the International Student Office ([isouaadmissions@stratford.edu](mailto:isouaadmissions@stratford.edu)) for initial applicants and to campus ISO ([isofc@stratford.edu](mailto:isofc@stratford.edu)) for transfer applicants. The student is required to produce their supporting documents to the ISO. Failure to produce original documents may result in termination of SEVIS status. The final decision is made by the PDSO (primary designed school official). Admitted students receive notification of their acceptance from the International Student Office. Notification of admission generally takes one to three weeks from the date the application is received. Applications received from within the U.S. may be processed within 24 to 48 hours. These packages include the acceptance letter, I-20, orientation information, and other information of value. These documents are mailed via UPS. Students interested in having their acceptance package mailed by expedited means should contact the University with credit card information. The cost for expediting documents can be found in the catalog addendum. With admission notification, proper documentation, and payment of Student and Exchange Visitor Information System (SEVIS) fees, students can apply for their F-1 visa at the nearest U.S. embassy or consulate in their home country using the signed admission letter and an I-20 issued from Stratford University to support their visa request. Due to the implementation of SEVIS, home country address, city of citizenship, and city of birth must be recorded before a student visa may be issued. The U.S. consulate issues an F-1 visa, which must be attached to the applicant's passport.

Under the Department of Homeland Security (DHS) rules, a student affiliated with Stratford University must supply the University with up-to-date contact information including telephone number, address, email address, and emergency contact information. If this information changes, it is the student's responsibility to notify the University within ten days. Students who fail to maintain records could lose their status as a student.

F-1 students transferring from another institution in the U.S. also need to complete a transfer verification form and submit their documents to the International Student Office after they have received their acceptance documents. All courses reviewed for transfer must meet Stratford University's policies before transfer credit can be awarded.

Accepted students are required to report to the University no more than 30 days prior and no less than one week prior to the beginning of the first term of attendance. During this time, they receive advising, orientation, and complete the course registration process. All international students must be enrolled full-time on-campus study each term.

International students must maintain a zero balance when transitioning between terms.

## Placement Testing

Stratford University is committed to the academic success of its students. Academic advisors use test scores and academic history to determine a student's preparedness for college-level courses and/or if preparatory course(s) are required. Students who are required to take arts and sciences courses in their programs must take the placement test. Students may take the required assessment test up to three times. See arts and sciences course descriptions for score requirements. Students who do not meet the minimum scores for placement into credit earning courses are enrolled into remedial courses to ensure preparedness for college-level courses. Students may elect not to take the placement test and enroll directly into the remedial courses. The decision to opt-out of the placement test must be made in writing and included in the student's academic file. Remedial courses are charged full tuition, but earn no academic credit.

Students who have no previous college education must take the placement test prior to their first term of enrollment. Students who have transfer credit in areas other than mathematics or English must take the placement test within their first term of enrollment. The tests are available during learning resource center hours. Students may direct questions about the test to the Office of Admissions or their academic advisor.

Online students who are not able to come to campus to take the placement tests need to contact the Office of Admissions. Students may take the placement test via an online proctored exam or at a remote testing site. The student completes the appropriate test and the scores are immediately available to the University by College Board.

## Transfer Credit

Stratford University has established a transfer credit policy which is consistent with accreditation requirements. The policy is designed to facilitate the transfer of students and credits from one college or university to another, assure maximum utilization of prior learning, and encourage students to advance as far through the educational system as they can in pursuit of their goals. The evaluation of transfer courses to determine the award of University transfer credit is a multistep process initially driven by an assessment of the institutional source and educational quality of the course work.

Transfer credits are determined by the timeliness, relevance of content, acquired skills, and knowledge obtained from the course(s). Transfer credits may be awarded for courses taken from nationally or regionally accredited institutions. Transferred courses must be three or more credits, completed with a grade of C or higher, and coincide with the University's





program outline. For courses in quickly evolving disciplines, the amount of time elapsed since the courses were taken may affect the transferability of courses. The length of time since the course was taken and the student's background determines whether the courses can be transferred. Courses with other grades may be transferred in at the discretion of the designated department representative. Additional documentation in the form of course descriptions, syllabi, or a competency test may be requested, if needed, to assure the transferred course is equivalent to one of the courses required for completion of a certificate, diploma, or degree at Stratford University. Credits based on clock hours are not transferrable to Stratford University.

Domestic students submitting transcripts from international institutions for transfer credit are required to submit a transcript evaluation by an agency approved by ACICS. Transcripts sent from any school, college, or university, recorded in a language other than English must be accompanied by an official translation. All documents must be original or a certified copy. Transcript translation service is available through agencies recognized by the National Association of Credential Evaluation Services ([www.naces.org](http://www.naces.org)) or the Association of International Credential Evaluators ([www.aice-eval.org](http://www.aice-eval.org)).

During the admission process, students must disclose which colleges, institutions, and universities from which they wish to submit transcripts for transfer credit evaluation. Official transcripts from each college, institution, or university must be submitted for evaluation within 30 days of enrollment. It is the responsibility of the student to provide the University with all postsecondary transcripts detailing courses taken at other institutions. Transfer credits from courses completed at institutions other than Stratford University are noted on the transcript with a posting of TC. Transfer courses are not counted under the qualitative measurement of GPA; however, transfer courses are counted as attempted credits under the quantitative measurement, which includes the completion percentage and the maximum time frame requirement.

## **Military Training**

Military students may receive credit for training received while in the military. This experience and/or training should be shown on a military transcript submitted for transfer credit evaluation. Military transcripts accepted for evaluation include AARTS (Army/American Council on Education Registry Transcript System), SMART (Sailor Marine American Council on Education Registry Transcript System), CCAF (Community College of the Air Force), CGI (Coast Guard Institute), and Joint Services Transcripts (JST) as well as other SOC colleges and universities. Credit awarded for experience gained during military service are based on the recommendation of respective organization and recorded on the student's transcript as CR.

## **Prior Learning Assessment and Recognition**

Credit for prior experiences, also known as Prior Learning Assessment and Recognition (PLAR), may be awarded as prior learning credits. These credits are posted on the transcript as CR. These credits are not counted under the qualitative measurement of GPA; however, they are counted as attempted credits under the quantitative measurement, which includes the completion percentage and the maximum time frame requirement.

A non-refundable fee per course must be paid before the materials submitted to the committee are reviewed; the amount of this fee can be found in the catalog addendum. A maximum of 22.5 quarter-credits towards an associate's degree and a maximum of 45 quarter-credits towards a bachelor's degree may be granted for life experience. Credit given for prior experience cannot be used as a substitute for a course previously taken for which a passing grade was not received.

All other credit awarded is based on an assessment of the knowledge, skills, or competencies acquired. In order to be considered, the student must provide clearly organized and documented evidence proving the knowledge is equivalent to college-level learning. To be considered for credit for previous experience the following applies:

- The student must be enrolled at the University.
- The student must explain how the prior learning relates to the student's degree program, what experience was gained, and what specific courses for which the student is requesting credit.
- The credit requested must be course-equivalent and applicable to the student's program of study.

The student must provide documentation of the learning being claimed. Students may apply for previous experience and earn academic credit through a number of avenues:

- Submit a life experience portfolio (for extensive experience)
- Write an experience learning essay
- Complete a formal interview
- Engage in a simulation or role playing exercise
- Present a case study or product assessment

Documentation may include, but is not limited to, licenses or certifications, attendance at seminars, workshops or conferences, community service, specialized training, work experience, resumes, letters from employers or others who can confirm job duties, various tests or other assessments, and military experience. The material submitted by the student is reviewed by an individual certified to review prior experiences. The designated individual determines the number of credits, if any, to be granted based upon the material submitted.



## Credit by Exam

Stratford University accepts exam credit from courses such as the College Level Examination Program (CLEP), Defense Activity for Non-Traditional Educational Support (DANTES), DANTES Subject Standardized Tests (DSST), Excelsior College Exams (ECE), and Advanced Placement (AP) exams and awards credit for these examinations which can be found on the respective exam information website. Students must achieve the minimum recommended score for the exam to receive credit. DANTES examinations are identical to CLEP examinations, but are offered solely to enlisted military personnel. The University establishes DANTES examination equivalents and awards credit in the same manner as the CLEP examinations. Students should submit a transcript of their exam score sheet(s) to the Office of the Registrar for evaluation. These credits are denoted on student transcripts as CE.

## Sources of Credit

**Maximum Allowed Transfer Credit:** Students must earn the minimum percent of their degree at Stratford University for their program level to fulfill degree requirements.

| Degree    | Transfer Credits Allowed | Credits at Stratford |
|-----------|--------------------------|----------------------|
| Associate | 67.5 credits             | 22.5 credits         |
| Bachelor  | 135 credits              | 45 credits           |

## Undergraduate Student Status

**Part-Time:** University policy defines an undergraduate three-quarter time students as registered for at least 9 quarter-credits per term. This is the minimum number of credits for students who use federal student aid. Students may enroll for 4.5 quarter-credits if using a payment method other than federal student aid.

**Full-Time:** University policy defines an undergraduate full-time student as registered for at least 13.5 quarter-credits per term.

A student may be permitted to exceed the full-time status in exceptional circumstances when the student benefits. Undergraduate students with a CGPA of 3.25 or higher and graduate students with a CGPA of 3.5 or higher may take up to 18 credits per term. Students below these averages are limited to 13.5 credits per term. Students may not exceed four courses per term. There is no waiver process to allow students to exceed 18 credit hours per term.

## Grades

The formal grading system utilized by Stratford University conforms to recognized educational standards. Students are available to students through

Moodle or the self-service portal. Any questions regarding the posting of grades should be addressed to the student's instructor or the Office of the Registrar.

## Undergraduate Grading System

| Grade | Grade Points | Description                |
|-------|--------------|----------------------------|
| A     | 4.00         | Excellent                  |
| A-    | 3.67         |                            |
| B+    | 3.33         |                            |
| B     | 3.00         | Good                       |
| B-    | 2.67         |                            |
| C+    | 2.33         |                            |
| C     | 2.00         | Satisfactory               |
| C-    | 1.67         |                            |
| D+    | 1.33         |                            |
| D     | 1.00         | Poor                       |
| D-    | 0.67         |                            |
| F     | 0.00         | Failing                    |
| AU    | 0.00         | Audited Course             |
| CE    | 0.00         | Credit by Exam             |
| CR    | 0.00         | Previous Experience Credit |
| I     | 0.00         | Incomplete                 |
| P     | 0.00         | Passing                    |
| TC    | 0.00         | Transfer Credit            |
| W     | 0.00         | Withdrawal                 |

## Satisfactory Academic Progress

The Satisfactory Academic Progress (SAP) policy fulfills the requirements expressed by the Higher Education Act (HEA), U.S. Department of Education, and the Accrediting Council for Independent Colleges and Schools (ACICS). Students must maintain a satisfactory level of academic progress toward completing a degree in order to remain enrolled at the University and/or receive financial assistance via federal student aid or military benefits.

SAP is evaluated based on quantitative and qualitative components. All students are measured against qualitative and quantitative standards. The Office of the Registrar and the Office of Student Financial Services generate and monitor respective SAP reports. After grades are posted, student cumulative grade point average and rate of progression are calculated to determine if a student is making Satisfactory Academic Progress.



## Qualitative Measurement

Qualitative measurement is determined by a student's cumulative grade point average (CGPA) and is calculated by dividing the quality points by the total attempted credits except repeated courses only include the last attempted grade. Quality points are determined for credits earned by multiplying the course grade point by the course credit value; sum the quality points for all courses. To meet the qualitative standards, students must meet the minimum CGPA as determined by the benchmarks below.

## Quantitative Measurement

The quantitative measurement is the rate of progression (ROP) and determined by overall completion percentage. Minimum completion percentage is calculated by dividing the credits earned by the credits attempted rounded to the nearest whole percent. This is assessed each academic term. To meet the quantitative standards, students must have a minimum ROP as determined by the benchmarks below. Federal guidelines establish students must progress through their program which allows them to graduate within 150% of the published number of program credits. This is called the maximum time frame (MTF). For example, an associate's program is 90 credits multiplied by 150% is 135 credits; student must graduate from the program with not more than 135 attempted credits. Students may not exceed the maximum time frame, even if the student did not receive financial assistance.

If a student enrolls in a subsequent program, the MTF is reset to the second program. Transfer courses, credits by exam, previous experience credits, and failed courses applicable to the subsequent program are deducted from the MTF of the subsequent program. The MTF reset is granted for subsequent programs regardless of whether the student graduated from the previous program. For instance, a student in a bachelor's degree program is allowed 270 credits (180 credits x 150%) to complete the program. If the student does a program change to a second bachelor's program and transfers 27 credits, the MTF for the second program is an additional 270 credits, but the 27 transfer credits are used toward the 270 credit allotment leaving 243 credits for the student to complete the second program.

## SAP Conditions

**Transfer Credits, Credits by Exam, Previous Experience Credit:** Approved transfer credits from another institution, credits by exam, and previous experience credit affect ROP only. They are not calculated in CGPA. These are counted as both attempted and earned credits for purposes of evaluation intervals.

**Pass/Fail Credits:** Courses graded on a pass/fail basis are not included in CGPA calculation, but affect the ROP calculation.

**Course Withdrawals:** If a student withdraws from a course and receives a W, the grade is excluded from the CGPA calculation, but is part of the ROP calculation and affects the MTF.

**Incompletes:** An incomplete grade is a transition grade to allow the registrar to close the term and issue grade reports. During the period the incomplete is on the transcript, it is not calculated in either CGPA or ROP calculations until a letter grade is assigned.

**Remedial Courses:** Remedial courses do not affect CGPA or ROP calculations.

**ESL Courses:** ESL courses do not affect CGPA or ROP calculations.

**Audited Courses:** Audited courses do not affect CGPA or ROP calculations.

**Standard Term of Non-Attendance:** Standard Terms of Non-Attendance do not affect CGPA or ROP calculations.

**Repeated Courses:** Courses which earn a grade, including failed grades, and are subsequently repeated are included in CGPA and ROP calculations. Courses are counted as attempted each time the course is taken. All grades remain on the transcript, but only the last grade is included in the CGPA.

**Program Change:** A program change occurs when a student moves programs at the same academic level without graduating; for instance, from one associate's program to a second. Only courses applicable to the second program are applied and subject to CGPA and ROP calculations. This includes transfer credits, credits by exam, previous experience credit, and failed courses. Qualitative and quantitative measurements are based on the second program benchmarks. Students may change programs twice, i.e. enroll into three programs without graduating. A student who changes a program for a second time, into a third program, must have completed 67% of the program prior to changing.

**Program Upgrade:** A program upgrade occurs when a student moves from a lower-level to higher-level program without completing the lower-level program. For instance, a student moves from an associate's program to a bachelor's program. Only courses applicable to the second program are applied and subject to CGPA and ROP calculations. This includes transfer credits, credits by exam, previous experience credit, and failed courses. Qualitative and quantitative measurements are based on the second program benchmarks. In cases where a student downgrades from a higher-level to lower-level program, the same process is followed.

**Second Degree:** A student who graduates may enroll in a second program. Only courses applicable to the second program are applied and subject to CGPA and ROP calculations. This includes transfer credits, credits by exam,



previous experience credit, and failed courses. Qualitative and quantitative measurements are based on the higher-level program benchmarks

Undergraduate to graduate progression does not carry CGPA or ROP calculations. A student who graduates from an undergraduate program and enrolls in a graduate program begins a new SAP calculation based on their graduate student status.

## Academic SAP Policy

| Academic   |  |             |
|--|--|-------------|
| Students are evaluated at the end of each term   |  |             |
| Undergraduate students in programs with 72 credits or fewer must maintain a 2.0 CGPA and a 67% ROP at all times.                                     |  |             |
| Evaluation Interval  | Benchmark  |             |
|  | Minimum CGPA   | Minimum ROP |
| 0-71 Stratford undergraduate attempted credits   | 1.5 CGPA   | 50% ROP     |
| 72+ Stratford undergraduate attempted credits  | 2.0 CGPA   | 67% ROP     |
| Evaluation intervals are based on attempted credits which include transfer credits, credits by exam, previous experience credit, and failed courses. | CGPA and ROP calculations include transfer credits, credits by exam, previous experience credit, and failed courses. |             |

Academic SAP reports are generated at the end of each term for each student. The CGPA and ROP must be at or exceed the benchmark associated with the evaluation interval. If a student does not meet the CGPA and/or ROP benchmarks at the end of the term, the student is placed on a SAP status in the subsequent term. Evaluation intervals are based on the total attempted credits. Attempted credits include transfer credits, credits by exam, previous experience credit, and failed courses. The CGPA includes failed courses and the ROP calculation includes transfer credits, credits by exam, previous experience credit, and failed courses.

**Undergraduate:** Undergraduate students in programs with 72 credits or fewer must maintain a 2.0 CGPA and a 67% ROP at all times. All undergraduate degrees with more than 72 credits are assessed using the same evaluation intervals and benchmarks. Undergraduate students in the evaluation interval of zero to 71 attempted credits must have a minimum CGPA of 1.5 and a ROP of 50% at the end of each term. Students in the evaluation interval of 72 or more attempted credits must have a minimum CGPA of 2.0 and a ROP of 67%. When an undergraduate student transfers 72 or more credits, the student is always evaluated at the 72 or more attempted credit evaluation interval.

A student may be placed on the following academic SAP status and must take the required action associated with the status. A student who is placed on an academic SAP status and meets the requirements in the subsequent term returns to good standing status. A student who does not meet the requirements in the subsequent term is placed on the next status. If a student has a break in enrollment of more than one term and is re-admitted or re-enters into the same program, the previous status(es) apply. If the student changes or upgrades to a different program, no previous status is applied and the process for program changes applies.

**Good Standing:** Students are in good standing when the minimum CGPA and ROP is met or exceeded. Students in good standing are eligible to register for courses and receive financial assistance.

**Alert:** Students are placed on alert status in the first term the CGPA and/or ROP falls below the minimum.

**Warning:** Students are placed on warning status the second term the CGPA and/or ROP falls below the minimum. This status requires students to have their course schedule approved by the academic advisor and meet with an academic advisor monthly.

**Probation:** Students are placed on probation status the third term the CGPA and/or ROP falls below the minimum. This status requires students to have their course schedule approved by the academic advisor and meet with an academic advisor bi-weekly.

**Dismissal:** Students are placed on dismissal status the fourth term the CGPA and/or ROP falls below the minimum. Students who are academically dismissed are no longer active students of the University and are ineligible for financial assistance. Students who reach the maximum time frame are dismissed and no longer eligible to enroll or receive financial assistance. F-1 students dismissed for failing to meet SAP requirements have their student status terminated.

## Satisfactory Academic Progress Appeal

Students have the right to appeal academic statuses where exceptional circumstances can be demonstrated. Appeals must be submitted in writing to the campus dean, describe any mitigating circumstances the student feels deserve further consideration, and within fourteen days after grades for the term in question have been issued. The appeal is forwarded to the SAP Appeals Committee, to review the written records, collect other information as necessary, and issue the final determination. The SAP Appeals Committee consists of members of the campus community chosen by the campus dean. Exceptional or mitigating circumstances may include extended illness of an immediate family member (parent, spouse, sibling, or child), extended illness or personal injury of the student, or death of an immediate family member (parent, spouse, sibling, or child). If a student should warrant subsequent statuses, each successive appeal should cite a





different reason for re-entry. Students may not appeal ineligible statuses for two consecutive terms. Students are required to indicate why their enrollment should not be terminated and provide reasons for failing to meet the SAP requirements. Students are also required to supply documented evidence in support of their appeal. The decision of the campus dean and/or SAP Appeals Committee is made within ten business days of receiving the letter of appeal. This decision is final.

### **Re-Entry after SAP Dismissal**

If an appeal is granted, the SAP Appeals Committee determines the provisions for re-entry on a case-by-case basis. Any student who returns based on an appeal of dismissal has SAP evaluated on a term-by-term basis until the student is meeting SAP standards; a student may be ineligible for financial assistance until such time SAP standards are met.

### **Undergraduate Graduation Requirements**

- Complete all required classroom modules, externship hours (if applicable), and all program requirements
- Achieve a minimum GPA of 2.0
- Achieve a minimum GPA of 2.0
- Complete at least 25% of the program credits at the University
- Satisfy all financial obligations
- Complete an academic check out form signed by the designated department representative

Stratford University reserves the right to update or change the curricula at any time. Any candidate for a degree is held to compliance with changes for the uncompleted portion of the program of study. If it is determined a student will not be able to fulfill the graduation requirements, the University reserves the right to discontinue a student's enrollment.

### **Processes and Requirements**

Students must complete the academic checkout forms prior to enrolling for their last term. This must be signed by various departments and it is the student's responsibility to complete it. After grades are posted for their final term, the designated department representative reviews the transcript and approves it. The diplomas are ordered after the designated department representative's approval. Diplomas are typically ready within one academic term. Students may have their diploma mailed to them or it can be picked up on campus. International students should contact the Office of the Registrar the February before graduation for forms requesting invitation letters.

### **Ceremonies**

Stratford University holds graduation ceremonies annually for graduates of all programs. It is a special event for the University, students, and their families to celebrate the personal and academic accomplishments of the student. Students should contact the Office of the Registrar for information about signing up for the ceremony. Caps and gowns are available in Student Support Services and students are assessed a graduation fee which can be found in the catalog addendum. Students may apply to walk at the ceremony ahead of their official graduation; if they will complete their program the same term as the ceremony is being held. This must be approved by the campus dean. Diplomas are not distributed at the ceremony. Students must complete the academic checkout process through the Office of the Registrar in order to obtain their diploma.



# Undergraduate Programs

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## ARTS AND SCIENCES COURSES

The School of Arts and Sciences provides students with the general education foundation essential to success in their core courses. The arts and sciences areas of study include psychology, mathematics, humanities, science, and English. These courses improve critical and analytical thinking skills, enhance knowledge of the community, teach skills in conducting research, and expand knowledge beyond a student's program. These skills are crucial to student development and key qualities for employment in high-demand work environments.

Academic advisors may waive prerequisites, when necessary, at their discretion. Electives may be substituted on a case-by-case basis with the approval of the academic advisor.

### Psychology

|             |                                       |     |
|-------------|---------------------------------------|-----|
| PSY110..... | Social Psychology .....               | 4.5 |
| PSY290..... | Current Topics in Psychology .....    | 4.5 |
| PSY320..... | Human Growth & Development .....      | 4.5 |
| PSY340..... | Critical Thinking and Reasoning ..... | 4.5 |
| PSY350..... | Mindful Leadership .....              | 4.5 |
| PSY490..... | Special Topics in Psychology .....    | 4.5 |

### Science

|             |                                    |     |
|-------------|------------------------------------|-----|
| SCI110..... | General Science .....              | 4.5 |
| SCI250..... | Microbiology .....                 | 4.5 |
| SCI290..... | Current Topics in Science .....    | 4.5 |
| SCI360..... | Introduction to Biochemistry ..... | 4.5 |
| SCI490..... | Special Topics in Science .....    | 4.5 |

## Arts and Sciences Courses

Applied\*:

| Number             | Course Name                             | Credits |
|--------------------|---|---------|
| <b>English</b>     |   |         |
| ENG111.....        | College Composition .....               | 4.5     |
| ENG290.....        | Current Topics in English .....         | 4.5     |
| ENG310 .....       | Oral Communications .....               | 4.5     |
| ENG320.....        | Advanced Composition and Research ..... | 4.5     |
| ENG490.....        | Special Topics in English .....         | 4.5     |
| <b>Humanities</b>  |   |         |
| HUM110.....        | Principles of Ethics .....              | 4.5     |
| HUM250.....        | Cultural Diversity .....                | 4.5     |
| HUM290.....        | Current Topics in the Humanities .....  | 4.5     |
| HUM410.....        | Understanding World Cultures .....      | 4.5     |
| HUM490.....        | Special Topics in the Humanities .....  | 4.5     |
| HUM491.....        | Special Topics in Humanities II .....   | 4.5     |
| HUM492.....        | Special Topics in Humanities III .....  | 4.5     |
| <b>Mathematics</b> |   |         |
| MAT210.....        | College Algebra .....                   | 4.5     |
| MAT290.....        | Current Topics in Mathematics .....     | 4.5     |
| MAT310.....        | Statistics .....                        | 4.5     |
| MAT490.....        | Special Topics in Mathematics .....     | 4.5     |

## Bachelors Degree Arts & Science Requirements

| Number      | Course Name  | Credits |
|-------------|--|---------|
| ENGXXX..... | English Elective (100 or 200 level) .....          | 4.5     |
| ENGXXX..... | English Elective (200 level or higher) .....       | 4.5     |
| HUMXXX..... | Humanities Elective (100 or 200 level) .....       | 4.5     |
| HUMXXX..... | Humanities Elective (200 level or higher).....     | 4.5     |
| MATXXX..... | Mathematics Elective (100 or 200 level) .....      | 4.5     |
| MATXXX..... | Mathematics Elective (200 level or higher) ..      | 4.5     |
| PSYXXX..... | Psychology Elective (100 or 200 level) .....       | 4.5     |
| PSYXXX..... | Psychology Elective (200 level or higher).....     | 4.5     |
| SCIXXX..... | Science Elective (100 or 200 level) .....          | 4.5     |
| SCIXXX..... | Science Elective (200 level or higher) .....       | 4.5     |
| XXXXXX..... | Open Arts & Science Elective (300 level or higher) | 4.5     |
| XXXXXX..... | Open Arts & Science Elective (300 level or higher) | 4.5     |

Bachelor Degree Requirements:

|            |    |
|------------|----|
| 12 Courses | 54 |
|------------|----|



## SCHOOL OF BUSINESS ADMINISTRATION

### Bachelor of Science Degree

#### Business Administration

The mission of the Bachelor of Science in Business Administration program is to allow students to build on a core of knowledge gained through the associate degree or equivalent and to focus on one of five upper-level concentrations. The primary goal of the bachelor program is to prepare students for the dynamic, changing realities of today's business environment.

14 Core courses x 4.5 credit hours = 63 credit hours

4 Concentration courses x 4.5 credit hours = 18 credit hours

10 Elective courses x 4.5 credit hours = 45 credit hours

12 Arts and Sciences courses x 4.5 credit hours = 54 credit hours

**40 Total courses x 4.5 credit hours = 180 credit hours**

*This program typically takes 13 quarters to complete for student enrolled full time.*

#### Core Requirements

*Note: When the program is offered in the hybrid mode the lecture contact hours for each course will be 36 hours combined with the online contact of nine hours for a total of 45 contact hours for each course.*

| Number                         | Course Name  | Credits   |
|--------------------------------|--|-----------|
| BUS100.....                    | Introduction to Business .....                     | 4.5       |
| BUS112.....                    | Principles of Accounting I .....                   | 4.5       |
| BUS120.....                    | Sales and Marketing .....                          | 4.5       |
| BUS122 .....                   | Principles of Accounting II .....                  | 4.5       |
| BUS135.....                    | Principles of Management .....                     | 4.5       |
| BUS200 .....                   | Business Law: Business, Government & Society ..... | 4.5       |
| BUS210 .....                   | Human Resource Management.....                     | 4.5       |
| BUS220.....                    | Business Communications .....                      | 4.5       |
| BUS235 .....                   | Operations Management .....                        | 4.5       |
| BUS240 .....                   | International Business .....                       | 4.5       |
| BUS250 .....                   | Principles of Economics .....                      | 4.5       |
| BUS302 .....                   | Microeconomics .....                               | 4.5       |
| BUS360.....                    | Business Ethics .....                              | 4.5       |
| BUS490.....                    | Business Administration Capstone .....             | 4.5       |
| <b>Total Core Requirements</b> |  | <b>63</b> |

#### Concentration Areas

| Number   | Course Name                               | Credits |
|--|---|---------|
| <b>A. Finance Requirements (Four Courses Required)</b> |   |         |
| BUS300 .....   | Financial Management .....                | 4.5     |
| BUS320 .....   | Taxation Principles .....                 | 4.5     |
| BUS340 .....   | Managerial Accounting .....               | 4.5     |
| BUS400 .....   | Advanced Financial Management .....       | 4.5     |
| BUS420 .....   | Accounting Information Systems .....      | 4.5     |
| BUS440 .....   | Business Forecasting and Simulation ..... | 4.5     |
| BUS450.....  | Personal Financial Management .....       | 4.5     |

**Total Concentration Requirements 18**

|  |                                  |     |
|--|----------------------------------|-----|
| <b>B. Human Resources Requirements (Four Courses Required)</b> |                                  |     |
| BUS350 .....   | Staffing and Employment .....    | 4.5 |
| BUS351 .....   | Workplace Safety .....           | 4.5 |
| BUS352 .....   | Employment Law .....             | 4.5 |
| BUS353.....  | Labor Management Relations ..... | 4.5 |
| BUS354.....  | Compensation Management .....    | 4.5 |
| BUS355.....  | Managing People .....            | 4.5 |
| BUS425.....  | Diversity in the Workplace ..... | 4.5 |

**Total Concentration Requirements 18**

|  |  |     |
|--|--|-----|
| <b>C. Informatics Requirements (Four Courses Required)</b> |  |     |
| CIS206.....  | Database Concepts & Relational Database Management Systems ..... | 4.5 |
| CIS207.....  | Programming Languages .....                                      | 4.5 |
| CIS211.....  | Internet Concepts .....  | 4.5 |
| CIS232 .....   | Database Programming .....                                       | 4.5 |
| CIS300.....  | Managing Information Systems .....                               | 4.5 |
| CIS305.....  | E-Business IT Infrastructure .....                               | 4.5 |
| CIS435.....  | Business Information Systems Security .....                      | 4.5 |

**Total Concentration Requirements 18**

|   |  |     |
|---|--|-----|
| <b>D. Management Requirements (Four Courses Required)</b> |  |     |
| BUS300 .....  | Financial Management .....                         | 4.5 |
| BUS305 .....  | International Business Strategies .....            | 4.5 |
| BUS325.....   | Entrepreneurial Leadership .....                   | 4.5 |
| BUS375 .....  | New Venture Creation .....                         | 4.5 |
| BUS380.....   | Project Management .....                           | 4.5 |
| BUS405 .....  | Business Law: Legal Environment for Business ..... | 4.5 |
| BUS415 .....  | Organizational Theory and Development ....         | 4.5 |
| BUS416.....   | Quality Management and Productivity.....           | 4.5 |

**Total Concentration Requirements 18**





#### **E. Marketing Requirements (Four Courses Required)**

|              |                                      |     |
|--------------|--------------------------------------|-----|
| BUS361.....  | Buyer Behavior .....                 | 4.5 |
| BUS362.....  | Sales Management .....               | 4.5 |
| BUS363.....  | Strategic Issues in Marketing .....  | 4.5 |
| BUS364.....  | Marketing Research .....             | 4.5 |
| BUS365.....  | Marketing On the Internet .....      | 4.5 |
| BUS366.....  | International Marketing .....        | 4.5 |
| BUS367.....  | Business to Business Marketing ..... | 4.5 |
| BUS430*..... | Competitive Strategies .....         | 4.5 |

**Total Concentration Requirements** **18**

#### **F. No Concentration (4 Courses from all different concentration required)**

**Total Requirements** **18**

#### **Elective Courses**

BUS (Minimum 4 courses) or  
CIS (Minimum 1 course) courses approved by the advisor.

**Total Elective Requirements (10 Courses)** **45**

**Arts and Sciences Requirements** **54**

Summary of Total Requirements  
Total Core Requirements **63**

Total Concentration Requirements **18**

Total Elective Requirements **45**

Total Arts and Sciences Requirements **54**

Bachelor of Science Degree in Business Administration

Total Credits Required for Graduation **180**



## SCHOOL OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY

### Bachelor of Science Degree Information Technology

The mission of the Bachelor of Science in Information Technology program is to provide students with the skills and knowledge necessary to take on professional positions in the fields of information technology, business, and management. The program merges the IT fundamental pillars of databases, human-computer interaction, networking, programming, and web systems. It provides cutting-edge technologies such as mobile applications, non-relational databases, and cloud computing. Students develop a solid understanding of the underlying theories and concepts and practical hands-on applications while applying their problem-solving and critical thinking skills to handle all types of real-world computing and informational problems. In addition, students are provided a well-rounded learning experience where they work in teams to master oral and written communication.

20 Core courses x 4.5 credit hours = 90 credit hours

8 Concentration courses x 4.5 credit hours = 36 credit hours

12 Arts and Sciences courses x 4.5 credit hours = 54 credit hours

**40 Total courses x 4.5 credit hours = 180 credit hours**

*This program typically takes 13 quarters to complete for student enrolled full time.*

#### Core Requirements (20 courses)

| Number       | Course Name                                      | Credits |
|--------------|--|---------|
| BUS100 ..... | Introduction to Business.....                    | 4.5     |
| BUS120.....  | Sales and Marketing.....                         | 4.5     |
| BUS380.....  | Project Management.....                          | 4.5     |
| CIS103.....  | Fundamentals of Information Systems.....         | 4.5     |
| CIS130.....  | Introduction to Databases.....                   | 4.5     |
| CIS131.....  | Programming Fundamentals .....                   | 4.5     |
| CIS133.....  | Technical and Professional Communication .....   | 4.5     |
| CIS141 ..... | Hardware Fundamentals.....                       | 4.5     |
| CIS144 ..... | OS Architecture.....                             | 4.5     |
| CIS146.....  | Fundamentals of Networking.....                  | 4.5     |
| CIS200 ..... | Business Analysis.....                           | 4.5     |
| CIS201 ..... | Fundamentals of IT Security.....                 | 4.5     |
| CIS202.....  | Fundamentals of Web Technology.....              | 4.5     |
| CIS205.....  | Fundamentals of Human-Computer Interaction ..... | 4.5     |
| CIS207.....  | Programming Languages.....                       | 4.5     |
| CIS223.....  | System Administration and Maintenance.....       | 4.5     |
| CIS243.....  | E-Commerce.....                                  | 4.5     |
| CIS345 ..... | Mobile Computing.....                            | 4.5     |
| CIS400.....  | Cloud Computing .....                            | 4.5     |
| CIS490.....  | Information Technology Senior Project .....      | 4.5     |

**Total Core Requirements: 20 courses**

**90credits**

#### Concentration Areas (Choose one concentration)

##### Cyber Security Requirements

|              |   |     |
|--------------|---|-----|
| CIS224 ..... | Legal and Ethical Issues in Cyber Security.....             | 4.5 |
| CIS225 ..... | Network Management .....                                    | 4.5 |
| CIS247 ..... | Information Assurance and Cyber Security Architecture ..... | 4.5 |
| CIS374 ..... | Security Mechanisms (Countermeasures).....                  | 4.5 |
| CIS376 ..... | Software Security, Practices, Policies, and Standards ..... | 4.5 |
| CIS411 ..... | Threat Analysis Model.....                                  | 4.5 |
| CIS412 ..... | Vulnerabilities.....  | 4.5 |
| CIS420 ..... | Intrusion Detection.....                                    | 4.5 |

**Total Concentration Requirements: 8 courses36 credits**

##### Network Administration Requirements

|              |                                      |     |
|--------------|--------------------------------------|-----|
| CIS225 ..... | Network Management.....              | 4.5 |
| CIS253 ..... | Server OS .....                      | 4.5 |
| CIS254.....  | Client OS.....                       | 4.5 |
| CIS258 ..... | Database Administration.....         | 4.5 |
| CIS302 ..... | Routing and Switching.....           | 4.5 |
| CIS311.....  | Data Centers and Virtualization..... | 4.5 |
| CIS339 ..... | Network Operations .....             | 4.5 |
| CIS401 ..... | Modern Communications.....           | 4.5 |

**Total Concentration Requirements: 8 courses36 credits**

##### Software Engineering Requirements

|              |   |     |
|--------------|---|-----|
| CIS220 ..... | System Analysis and Design.....                       | 4.5 |
| CIS221.....  | Requirements Engineering .....                        | 4.5 |
| CIS232 ..... | Database Programming .....                            | 4.5 |
| CIS256 ..... | Database Design.....                                  | 4.5 |
| CIS301 ..... | Event-Driven Programming.....                         | 4.5 |
| CIS364.....  | Software Quality Assurance .....                      | 4.5 |
| CIS365 ..... | Object-Oriented Programming.....                      | 4.5 |
| CIS460 ..... | Software Configuration Management and Packaging ..... | 4.5 |

**Total Concentration Requirements: 8 courses36 credits**

##### No Concentration

Students are required to choose eight courses from BUS and CIS courses with approval of the advisor.

##### Arts and Sciences Requirements

See Arts and Sciences section

**Total Arts and Sciences Requirements: 12 courses 54 credits**

**Cooperative Education Option (Optional)** In this program area, students benefit from the opportunity to apply the skills learned in the classroom in a real world environment. Students may incorporate cooperative education courses throughout the program instead of waiting until program completion. These courses are in addition to the program outline above. CIS101, CIS102.



## Undergraduate School Course Descriptions

|          |                              |
|----------|------------------------------|
| BUS..... | Business                     |
| CIS..... | Computer Information Systems |
| ENG..... | English                      |
| HUM..... | Humanities                   |
| MAT..... | Mathematics                  |
| PSY..... | Psychology                   |
| SCI..... | Science                      |

## Undergraduate Course Descriptions

| Number  | Course Name                        | Credits    |
|---|------------------------------------|------------|
| <b>BUS100</b>   | <b>Introduction to Business</b>    | <b>4.5</b> |
| This course provides a background on business and management. Students discuss human relations, organizational structure, communications, technology in business, and strategic planning. <b>Prerequisite: None.</b>  |                                    |            |
| <b>BUS112</b>   | <b>Principles of Accounting I</b>  | <b>4.5</b> |
| This course is an introduction to the basics of accounting procedures. Topics include, accounting techniques and cycles, billings, balance sheets, and financial statements. <b>Prerequisite: None.</b>   |                                    |            |
| <b>BUS120</b>   | <b>Sales and Marketing</b>         | <b>4.5</b> |
| This course introduces the student to effective methods for marketing products and services. Direct mail, print time and other advertising techniques are discussed. Problem solving relative to customer relations is addressed. Consumer profiles, organizational personalities, and demographics are presented as components of market research and analysis. <b>Prerequisite: None.</b> |                                    |            |
| <b>BUS122</b>   | <b>Principles of Accounting II</b> | <b>4.5</b> |
| This course expands the student's knowledge of preparing balance sheets and financial statements. Students prepare general ledger entries, payroll, and discuss budget control. <b>Prerequisite: BUS112.</b>  |                                    |            |
| <b>BUS135</b>   | <b>Principles of Management</b>    | <b>4.5</b> |
| This course presents management theory and the functions of planning, organizing, directing, staffing and controlling. This course also focuses on the application of management principles to realistic work related situations. <b>Prerequisite: None.</b>  |                                    |            |

|   |  |            |
|---|--|------------|
| <b>BUS200</b>   | <b>Business Law: Business, Government, and Society</b> | <b>4.5</b> |
| This course is an introduction to law and ethics and outlines the ethical responsibilities managers face when conducting business. This course includes vulnerability to lawsuits and litigation. American and international perspective and interpretations of laws and ethical standards are discussed. <b>Prerequisite: BUS100.</b>  |  |            |
| <b>BUS210</b>   | <b>Human Resource Management</b>                       | <b>4.5</b> |
| This introductory course concentrates on human resource management issues confronting organizations. These issues include organizational practices and legal aspects of recruitment, selection, training, orientation, and performance appraisals. Labor relations are discussed. <b>Prerequisite: BUS100.</b>  |  |            |
| <b>BUS220</b>   | <b>Business Communications</b>                         | <b>4.5</b> |
| This course prepares the student for communication in the workplace. The student prepares memorandums, letters, proposals, presentations, newsletters, and flyers. Discussions focus on information exchange in and outside of the organization. Student's presentations are critiqued on the message intended and message received. <b>Prerequisite: None.</b>   |  |            |
| <b>BUS 230</b>  | <b>Financial Accounting</b>                            | <b>4.5</b> |
| This course is designed to introduce students to modern accounting concepts essential to the preparation and interpretation of financial statements issued to management and to external users such as stockholders. Emphasis is placed on understanding the conceptual bases of generally accepted accounting principles and the effects of using alternative accounting methods on financial statements. It also demonstrates the understanding of costing & its applications in the decision making of the organization. <b>Prerequisite: This course is only available to graduate students</b> |  |            |
| <b>BUS235</b>   | <b>Operations Management</b>                           | <b>4.5</b> |
| This course addresses the management of operations in manufacturing and service organizations. Diverse activities such as production process, raw materials purchase, scheduling, and quality control are discussed. <b>Prerequisite: BUS100.</b>   |  |            |
| <b>BUS240</b>   | <b>International Business</b>                          | <b>4.5</b> |
| This course discusses how the global economic, political, and cultural environment affects domestic and international businesses, international operations and dependency, and public policy decisions. <b>Prerequisite: BUS100.</b>  |  |            |
| <b>BUS250</b>   | <b>Principles of Economics</b>                         | <b>4.5</b> |
| This course examines supply and demand, market demand and elasticity, cost theory, market structures, pricing theory, and consumer behavior.  |  |            |



Regulation, antitrust policy, and income distribution are also discussed. **Prerequisite:** BUS100.

#### **BUS300 Financial Management 4.5**

This course teaches the concepts and skills of financial planning within a business. Concepts covered include how to use financial statements and how to plan appropriate action. Specific topics are preparing budgets, analyze investment options, and assess risk and return of financing business endeavors. **Prerequisite:** BUS122.

#### **BUS302 Microeconomics 4.5**

In this course, students learn to apply an analytical approach to the study of how individuals and societies deal with the fundamental problem of scarce resources. This approach is applied to everyday decisions faced by individuals as they try to maximize their utility, to businesses that try to maximize profits and to the whole of society as it attempts to use its resources efficiently. **Prerequisite:** BUS250.

#### **BUS305 International Business Strategies 4.5**

This course focuses on the strategies and structures of international businesses. Topics include cultural differences, economics and politics of international trade and investment, functions and form of the global monetary system, and assessment of the special roles of an international business's various functions. **Prerequisite:** BUS240.

#### **BUS320 Taxation Principles 4.5**

This course provides a sufficient understanding of the tax environment to evaluate business transactions. Fundamental tax concepts are applied to a variety of business, investment, employment, and personal transactions. Topics include business formation, capital expenditures, employee and executive compensation, international and multi-state operations and disclosure. **Prerequisite:** BUS122.

#### **BUS325 Entrepreneurial Leadership 4.5**

Through the study of successful leaders and their companies, students learn techniques to move a company from mediocre to great. Topics include goal setting, culture development, vision, profits, technology, and effects of change, discipline, and necessary leadership qualities. **Prerequisite:** None.

#### **BUS340 Managerial Accounting 4.5**

This course covers financial accounting concepts and managerial accounting topics. The course introduces finance and its importance and relevance to business operations. It covers the internal financial environment of a business. Topics include financial statements analysis, cost accounting, job order costing, and process product costing. **Prerequisite:** BUS122.

#### **BUS350 Staffing and Employment 4.5**

This course examines current issues affecting staffing and employment practices and the impact on the organization's ability to compete in the market place, to develop and maintain a successful workforce, and comply with the various regulations governing staffing and employment practices are discussed. Major topics include: technical issues involved in developing and implementing selection programs within organizations; how to achieve a successful person/job and governing staffing / employment practices, and staffing procedures, policies, techniques and problems, and the role of public policy on staffing/ employment practices. **Prerequisite:** BUS210.

#### **BUS351 Workplace Safety 4.5**

This course is designed to educate and increase student's awareness of internal and external factors that could negatively affect occupational safety in the workplace and understand the practices that can maintain and/or improve workplace safety. The Occupational Safety and Health Administration (OSHA) responsibilities for administering and enforcing programs, regulations, and standards designed to reduce injuries and illness on the job are also examined. Techniques to improve workplace safety and health for all workers by reducing hazards while increasing employer and worker awareness of commitment to and involvement with safety and health are also discussed. **Prerequisite:** BUS210.

#### **BUS352 Employment Law 4.5**

This course provides an overview of key legislation that impacts employee rights, training, consumer protection, compensation, benefits, employee and labor relations, and health, safety, and security. The importance of effective management practices to ensure regulatory compliance in the areas of employee and employer rights and responsibilities, job analysis, performance appraisal, and workplace behavior will also be reviewed. **Prerequisite:** BUS210.

#### **BUS353 Labor Management Relations 4.5**

The historical, current and legal analysis of labor relations in the United States and its impact on an organization's ability to compete in the marketplace, to develop and maintain a successful workforce, and comply with the various statutory and common law regulations governing labor/ management relations are discussed in this course. Major topics include growth/trends in the labor markets, collective bargaining, impact of labor relations on the organization's strategies, analysis of federal labor laws, NLRA certification process, methods employed by management to avoid unions, methods employed by unions to represent bargaining units, and strikes and lockouts. **Prerequisite:** None.

#### **BUS354 Compensation Management 4.5**

This course involves the study of laws, theories, and practices related to compensation administration and benefits. This course prepares students





entering the human resource management field in solving specific problems and avoiding expensive errors. **Prerequisite: None.**

#### **BUS355 Managing People 4.5**

The aim of this course is to provide an understanding of the role of managers in managing people, arguably the most important resource in an organization. The course describes the strategies managers can adopt to manage people, people-organizational linkages and impact of dynamic changes on these areas. **Prerequisite: None.**

#### **BUS360 Business Ethics 4.5**

This course analyzes basic principles of business ethics, moral reasoning and the capitalistic market economic system. Topics include a framework for moral reasoning, government regulation, ethics of bribery, price fixing, pollution, resource depletion, product safety, consumer protection as well as rights and duties of employees and corporations. **Prerequisite: None.**

#### **BUS361 Buyer Behavior 4.5**

This course focuses on understanding and influencing consumer perceptions and buying decisions. Integrated into the process is the role of marketing research and the basic methods and techniques needed to interpret information relevant to targeting markets, positioning products, and designing effective marketing communications. **Prerequisite: None**

#### **BUS362 Sales Management 4.5**

This course provides an in-depth review of a variety of methods that businesses use to communicate with and influence customers and prospective customers. Methods covered include advertising, direct marketing, public relations, sales promotion, individual selling, and others. **Prerequisite: None**

#### **BUS363 Strategic Issues in Marketing 4.5**

This course develops the marketing principles by which products and services are designed to meet customer needs, priced, promoted, and distributed to the end user. The focus is on the application of these marketing principles to a wide range of customers, both internal and external. Topics include new product/service introduction and segmentation and positioning strategy. **Prerequisite: None.**

#### **BUS364 Marketing Research 4.5**

This course covers basic research methodology applied to marketing issues. Students study methods and techniques for collection, analysis, and interpretation of primary and secondary data for customer and business marketing. **Prerequisite: None.**

#### **BUS365 Marketing on the Internet 4.5**

This course will provide students with the skills and knowledge needed to generate viable business via the internet. This course explores strategic

directions, branding, business cases, and life-cycle management for developing products for a digital world. **Prerequisite: None**

#### **BUS366 International Marketing 4.5**

This course covers the concepts and practices of marketing in the global environment and discusses modifications and adaptations required to meet the challenges associated with international marketing. Students also learn how to integrate strategies with international marketing functions. **Prerequisite: None. Prerequisite: None**

#### **BUS367 Business to Business Marketing 4.5**

This course develops the students' understanding of the various concepts in organizational buying and enables them to comprehend the buying processes of business markets. With value created and delivered in the marketplace as its cornerstone, this course equips the students with necessary marketing tools to deal with issues related to business markets. **Prerequisite: None**

#### **BUS375 New Venture Creation 4.5**

This course provides research and knowledge about the entrepreneurial process. Topics include opportunity recognition, teamwork, resource requirements equity creation, recognizing opportunities, effects of the Internet, attitudes and behaviors, rewards and incentives, ethics, finance, and a business plan. **Prerequisite: BUS300**

#### **BUS380 Project Management 4.5**

This course will allow students to manage a project within their major field of study. Students prepare a project plan that includes details of their project, deliverables, dates when they will be completed, and the associated learning. Students implement their plan and record weekly status on their progress, issues, decisions, and learning. At the conclusion of the course, students complete their projects and summarize their results in a final report. **Prerequisite: None**

#### **BUS400 Advanced Financial Management 4.5**

This course analyzes applied issues in corporate finance through a series of cases. Several concepts are covered including: advanced capital budgeting, valuation techniques, corporate risk management, currency hedging and valuation of start-ups. **Prerequisite: BUS300.**

#### **BUS405 Business Law: Legal Environment for Business 4.5**

This course addresses the changing dynamics of business in the legal system. Covered are the basic theories of business law including the legal environment, legal theory and structure of the legal system. The course goes beyond the basic concepts and addresses challenging issues such as contract law, Uniform Commercial Code (UCC), and copyright, trademark and protection of intellectual property. **Prerequisite: None.**



#### **BUS415 Organizational Theory and Development 4.5**

This course examines the field of organizational development and provides a background in organizational development theory and application. Topics include history of organizational development theory, models for organizational structure and change, and advances in organizational development theory. **Prerequisite:** BUS210.

#### **BUS416 Quality Management and Productivity 4.5**

This course examines the concepts of continuous improvement and quality management, viewing quality as a systematic process that improves customer satisfaction. The course covers methodologies that aid managers in assuring that the company's quality system is effectively meeting the company's continuous improvement goals. **Prerequisite:** None.

#### **BUS420 Accounting Information Systems 4.5**

This course focuses on the impact of information technology on accounting including developments in the Internet, electronic commerce, EDI and databases. Additionally, the course provides information on developing, implementing, and maintaining an accounting information system. Also addressed are the increasingly competitive business environment and techniques to reap the most value at the least cost. **Prerequisite:** BUS122.

#### **BUS425 Diversity in the Workplace 4.5**

This course examines the management of a diverse workforce and the benefits of creating this diversity. Topics include understanding human behavior in an organization, changing marketplace realities, employment systems, affirmative action, behavior modification for employees and other topics related to a multicultural workforce. **Prerequisite:** None.

#### **BUS430 Competitive Strategies 4.5**

This course addresses the complex future faced by existing businesses. Materials cover strategic and organizational issues, restructuring, mergers and acquisitions, technological change, strategic alliances, and the challenges of creating and serving markets around the world. Topics include strategic goals, competitive environment, value chains, focus strategies, ethics, diversification, globalization, cooperation and competition, organization design practices, and implementing change. **Prerequisite:** BUS120.

#### **BUS440 Business Forecasting and Simulation 4.5**

This course examines the application of economic theory and methodology needed by business managers to forecast both technical and non-technical needs. Topics include tools and techniques for analysis, consumer and firm behavior, product demand, evaluation of decisions, technology benefits and challenges and interactions between firms and the marketplace. **Prerequisite:** BUS300.

#### **BUS450 Personal Financial Management 4.5**

This course introduces the student to the concepts, tools, and applications of personal finance and investments. The course assumes little or no prior knowledge of the subject matter and focuses on helping the student understand the process of financial planning and the logic that drives it. **Prerequisite:** None.

#### **BUS490 Business Administration Capstone 4.5**

This is a capstone course. The course encompass key elements of business operations which have been studied throughout the bachelor's program. Students work under the supervision of a faculty advisor to further refine and develop their skills and knowledge through a student-created independent project or case study. Project proposals must be submitted to the faculty advisor of the student's choosing and approved by the advisor and the dean before the student may register for this course. The student's final grade for the project will be determined by a faculty committee. **Prerequisite:** Approval of Program Director.

#### **CIS101 Cooperative Education I: Computer Information Systems 1**

Cooperative Education allows students to combine academic study with on-the-job experience by working on paid training assignments coordinated and approved by Departmental Faculty. Upon completion of this course, students are able to apply theory to practice by demonstrating program learning outcomes in real work environments. **Prerequisite:** Approval of the advisor.

#### **CIS102 Cooperative Education II: Computer Information Systems 1**

Cooperative Education allows students to combine academic study with on-the-job experience by working on paid training assignments coordinated and approved by Departmental Faculty. Upon completion of this course, students are able to apply theory to practice by demonstrating program learning outcomes in real work environments. **Prerequisites:** Approval of the advisor and completion of 9 additional credits earned towards a graduate degree in the School of Computer Information Systems.

#### **CIS103 Fundamentals of Information Systems 4.5**

Students learn the founding concepts of Information Technology (IT) and the systems needed to achieve the measurable benefits of introducing IT into an enterprise. The course teaches students to analyze systems and learn how information technology can be used to design, facilitate, and communicate organization goals and objectives. An overview of hardware and software with its relation to information technology is also presented. **Prerequisite:** None.



### **CIS130 Introduction to Databases 4.5**

This course presents the fundamental concepts of databases and their application. The topics include abstract data types, recursion, mathematical induction, sorting and searching, indexing, file processing, constructing database schema, and querying a database. The course also covers the basics of database analysis, design, and administration. The emphasis is put onto both familiarizing students with the most commonly used databases as well as introducing them to the emerging new technologies such as cloud-based databases. **Prerequisite: None.**

### **CIS131 Programming Fundamentals 4.5**

In this course, students develop skills and concepts essential to good programming practice and program solving. It covers fundamental programming concepts, object-oriented and event-driven programming, basic data structures, algorithmic processes, and problem solving. This is the introductory programming course for IT majors and is designed for students with little or no programming experience. **Prerequisite: None.**

### **CIS133 Technical and Professional Communication 4.5**

The course is designed to facilitate the understanding of the social and professional context of information technology and computing and to prepare the students for entering the workplace. Students learn how IT supports an organization and are introduced to the teamwork concepts, group dynamics as well as a variety of leadership styles as applied to IT business. In addition, the course stresses oral and written professional communication skills by preparation of technical proposals, reports, presentations, and formal papers. **Prerequisite: None.**

### **CIS141 Hardware Fundamentals 4.5**

This course develops knowledge and skills in preventative maintenance, troubleshooting and repair of desktop computers, laptops, printers, expansion buses, multimedia, video, modems, and SCSI controllers. In addition, the course provides an introduction to operating systems installation and troubleshooting, as well as gives an overview of the current trends in technology of memory, monitors, and hand-held devices. *This course requires a computer lab fee.* **Prerequisite: CIS103. Lecture Hours: 35; Lab Hours: 20.**

### **CIS144 OS Architecture 4.5**

The course builds an understanding how an operating system works and its architecture. The students learn how OS concepts are implemented in a real operating system. The course provides an introduction to the system programming as well as current trends in OS research. *This course has a computer lab fee.* **Prerequisite: CIS141. Lecture Hours: 35; Lab Hours: 20.**

### **CIS146 Fundamentals of Networking 4.5**

This course provides the solid foundation of networks and networking in

IT. The topics include routing, switching, physical layer, and application areas. Upon completion, the students are able to compare the characteristics of various communication protocols and how they support application requirements. Both OSI and Internet models are compared and contrasted as they apply to contemporary communication protocols. In addition, the students learn how to solve basic networking problems and perform troubleshooting operations on LANs and connected devices. *This course has a computer lab fee.* **Prerequisite: None. Lecture Hours: 35; Lab Hours: 20.**

### **CIS200 Business Analysis 4.5**

The course provides a comprehensive overview of the business analysis and its role within a modern organization. Students are introduced to the concepts of business modeling, requirement gathering, and UML methodology. Special attention is drawn to exploring the business analysis tools at different stages of SDLC. **Prerequisite: CIS103.**

### **CIS201 Fundamentals of IT Security 4.5**

After taking this course, students understand the field of network security and how it relates to other areas of information technology. This course provides the broad knowledge necessary to prepare for further study in specialized security fields or serves as a capstone course introducing the field. **Prerequisite: CIS146.**

### **CIS202 Fundamentals of Web Technology 4.5**

This course covers the basics of design, implementation, and testing of webbased applications including related software, databases, interfaces, and digital media. The students learn how to apply effective graphic design techniques and methods to create well-designed web pages that meet site requirements. Upon completion, the students are able to create and validate HTML/XHTML documents both by writing HTML code directly and using HTML code generators. In addition, a brief assessment and comparison of emerging and existing web technologies is provided including but not limited to XML and Java. This course has a computer lab fee. **Prerequisite: None. Lecture Hours: 35; Lab Hours: 20.**

### **CIS205 Fundamentals of Human-Computer Interaction 4.5**

This course is designed to build the understanding and the advocacy of the user. Students learn how to employ user-centered methodologies in the development, evaluation, and deployment of IT applications and systems. The topics include user and task analysis, human factors, ergonomics, accessibility standards, and cognitive psychology. Upon completion, students are able to perform a simple usability evaluation for an existing software application and develop an effective user-friendly prototype of a GUI. Special attention is given to ergonomics and current technologies such as mobile, wearable and pervasive computing, and virtual reality systems. **Prerequisite: None.**





**CIS206 Database Concepts and Relational Database Management Systems 4.5**

This course is designed for students with limited or no previous database experience. Course outcomes include a solid understanding of fundamental database terms and concepts such as tables, queries, forms and reports, and their application using a popular database. This course also introduces database analysis, database design, and N-tiered client-server database systems. A problem-based approach using SQL is used in this course. This course has a computer lab fee. **Prerequisite: None. Lecture Hours: 35; Lab Hours: 20**

**CIS207 Programming Languages 4.5**

In this course, students gain an understanding of object-oriented programming concepts with specific emphasis on modern programming languages. This hands-on training course focuses on applet and application development. Basic constructs are explained with more detail than in regular programming courses. Students learn how to create multithreaded applets and applications, and develop platform-independent graphical user interfaces. Lab exercises and projects reinforce ideas and concepts learned. *This course has a computer lab fee.* **Prerequisite: None. Lecture Hours: 35; Lab Hours: 20.**

**CIS211 Internet Concepts 4.5**

In this course students are introduced to all aspects of the Internet, including: its history, how to connect to it, for what, and how it is used. Applications include email, the World Wide Web, on-line services, databases and searching. This course familiarizes students with the Internet and lays the foundation for the design and creation of a Website. The course covers how to use HTML & other Internet technologies to develop Web pages and how to enhance the appearance of Web pages to communicate more effectively. The functions of information technology that support e-business are emphasized. **Prerequisite: None.**

**CIS220 System Analysis and Design 4.5**

This course focuses on how computer-based technologies impact organization IT processes, methods, techniques and tools. Students learn methodologies for analyzing a business problem and determining what role computer-based technologies play in addressing organizational needs. **Prerequisite: CIS200.**

**CIS221 Requirement Engineering 4.5**

This course explores methodologies in requirements engineering. The course covers concepts for systematically establishing informal to formal models of engineering. Students learn how to use systematic decision making to manage requirements for large, complex, software-intensive systems from technical, organizational and management perspectives. **Prerequisite: None**

**CIS223 System Administration and Maintenance 4.5**

The course covers the aspects of administration and maintenance of operating systems, networks, software, file systems and servers, web and database systems, as well as system documentation, policies, and procedures. Topics include further investigation of the operating systems, applications, and administrative activities such as user and group management, security, backup, and disaster recovery planning. The administrative responsibilities over the various domains are assessed, compared, and contrasted. *This course has a computer lab fee.* **Prerequisite: None. Lecture Hours: 35; Lab Hours: 20.**

**CIS224 Legal and Ethical Aspects in Cyber Security 4.5**

Students are introduced to the ethical and legal practices related to cyber security and cyberspace such as privacy, intellectual property, cybercrime, critical infrastructure protection, and cyber warfare. Technology issues are discussed to demonstrate the interdisciplinary influences and concerns to be addressed while developing or implementing effective cyber security laws and policies. The content of the course is targeted at ensuring the privacy, reliability, and integrity of information systems. **Prerequisite: None.**

**CIS225 Network Management 4.5**

In this course, students further develop the knowledge and skills in the network management and administration. The conceptual and practical framework for both wired and wireless network configuration and management is compared and contrasted through a series of hands-on exercises and projects. In order to manage networks efficiently, students learn scripting in different operating systems. The expected learning outcomes include designing LAN/WAN, troubleshooting of a variety of networking problems, and demonstration of effective management skills while operating an enterprise switch through a management console. In addition, the course introduces the performance evaluation procedures. **Prerequisite: CIS146.**

**CIS232 Database Programming 4.5**

Data Modeling and Relational Database Design (DMRDD), including the use of Entity Relationship (ER) modeling is discussed in detail using practical business examples. Normalized, stable, maintainable and welldefined relational databases are analyzed. Rules and constructs of Structured Query Language (SQL) and SQL\*Plus, including various elements of the SELECT statement will be used to create, store, retrieve, and manipulate data in an Oracle database. *This course has a computer lab fee.* **Prerequisite: For information technology students, CIS130. For business administration students, CIS206. Lecture Hours: 35; Lab Hours: 20.**

**CIS243 E-Commerce 4.5**

This course focuses on the foundations of e-commerce, its strategic role, and the organizational and management changes driving e-commerce. An





overview of the hardware, software, data storage, database connection, basic networking infrastructure, and telecommunications technologies supporting e-commerce allows students to build a solid understanding of e-commerce technology. Topics also include protocols used for authentication and payment in e-commerce, introduction to symmetric and public-key encryption, digital signatures, digital certificates, Secure Socket Layer protocol, Transport Layer Services, and secure electronic payment protocols. *This course has a computer lab fee.* **Prerequisite:** None. **Lecture Hours: 35; Lab Hours: 6 Lab Hours: 20.**

#### **CIS247 Information Assurance and Cyber Security Architecture 4.5**

Students learn the basics of information assurance and cyber security architecture. This course includes fundamental aspects of countermeasures over various security domains, computer forensics, information states, security services, threat analysis, and vulnerabilities. While working on individual or team-based projects, students synthesize and apply practical understanding of the principles of data protection, network security, and computer forensics including their understanding of the ethical, legal, and policy issues associated with information assurance and security. **Prerequisite:** CIS201.

#### **CIS253 Server OS 4.5**

This course covers modern server technology, advanced distributed systems theoretical, and technical aspects and their core elements. In this course, students learn how to install, configure, optimize, and troubleshoot current and emerging Windows server operating systems, managing, monitoring, and optimizing server system performance, reliability, and availability. Topics include resource administration, hardware devices and drives, system performance and reliability, network protocols and services, performance analysis of multi-server systems, resource management, and data sharing in grid systems. Modern client server systems such as large cluster based systems, scalable web-server systems, audio/video streaming servers, and VOD servers, optimal server placement, and efficient server selection in large networks are discussed. **Prerequisite:** CIS144.

#### **CIS254 Client OS 4.5**

This course introduces an overview of features and functions of client operating systems. Through hands-on projects the students are gaining practical knowledge in installation, configuration, management, and troubleshooting of current client operating systems in standalone as well as a networked environment. By the end of the course, students have the ability to configure and support environments running current version of Windows OS. **Prerequisite:** None.

#### **CIS256 Database Design 4.5**

In this course, students learn how to produce a detailed database model that provides an appropriate storage structure for data to be used in a system while ensuring data integrity and suitability for general-purpose

queries. A systematic database design process for creating a well-designed database is introduced and various database models including conceptual, physical, and logical are discussed. Special attention is paid to the use of Entity Relation (ER) modeling using practical business examples, relational databases, database normalization, and structured query languages for data manipulation. **Prerequisite:** CIS130.

#### **CIS258 Database Administration 4.5**

In this course, students learn how to create, query, and modify complex and highly scalable database using SQL and PL/SQL, and optimize, maintain, troubleshoot, secure, and monitor database. This hands-on training course focuses on the use of current and emerging relational database tools and technologies to make complex queries and modifications to the database; perform database recovery and monitoring; backup and restore database; perform database auditing, archiving, and distribution; and establish user accounts, roles, and access control. Topics include database objects, database queries, database views, T-SQL scripts, stored procedures, backup types including full and incremental backups, concurrency, table structures and indexing, and database interoperability. Special attention is paid to the use of Oracle and SQL database servers. *This course has a computer lab fee.* **Prerequisite:** CIS130. **Lecture Hours: 35; Lab Hours: 20.**

#### **CIS300 Managing Information Systems 4.5**

This course will focus on information system which supports business decisions, internal business processes, customer relations, and interaction with suppliers. It deals with the organizational foundations of such systems, their strategic role, and the organizational and management changes driving electronic commerce, electronic business and the emerging digital firm. The course includes an overview of the hardware, software, data storage, and telecommunications technologies needed for information systems. The impact of such systems on the reengineering of critical business processes and on the decision making cycle are discussed in detail. **Prerequisite:** None.

#### **CIS301 Event-Driven Programming 4.5**

The course is designed to facilitate practical understanding of event-driven programming. Students are introduced to the event handling methods, event propagation, and exception handling. Also comparison is driven between event-driven programming and command-line programming. The learning outcomes include designing, coding, testing, and debugging simple event-driven programs that respond to user events, as well as developing a code that responds to exception conditions raised during execution. **Prerequisite:** CIS207.

#### **CIS302 Routing and Switching 4.5**

This course covers routing and switching concepts, configuration, implementation, and management. In this course, students learn how to work with complex and converged network infrastructure that includes routers and switches, use of appropriate routing and switching devices and



external management tools, build networks using multi switching technologies over high-speed Ethernet connections, configure and troubleshoot various routed environments including access, distributed, and core environments, and manage access and control overhead traffic in growing routed networks. Topics include proprietary routers and switches for LAN and WAN environments installation and operation, IP, IPX, and IGRP protocols configuration, frame relay and dial-up router interfaces, router capabilities and connecting corporate enterprise networks to an ISP. *This course has a computer lab fee.* **Prerequisite:** CIS146. **Lecture Hours: 35; Lab Hours: 20.**

#### **CIS305 E-Business IT Infrastructure 4.5**

This course discusses the basic networking infrastructure used in e-business and the typical multi-tiered e-business architectures. Technologies include the OSI Reference Architecture, IP protocol, (connection establishment, error control, congestion control) and the HTTP protocols. Topics also include load balancers, web servers, application servers, and database servers in an e-business site architecture as well as software architecture elements. Computer Lab Fee Required. **Prerequisite:** None. **Lecture Hours: 35; Lab Hours: 20.**

#### **CIS311 Data Centers and Virtualization 4.5**

This course introduces the concepts and recent developments in cloud computing and data centers. Upon a review of cloud computing, data centers, and virtualization technologies, the course works on a variety of projects to address practical issues in today's cloud platforms and data centers. **Prerequisite:** None.

#### **CIS339 Network Operations 4.5**

In this course, students further develop the knowledge and skills in corporate network operation including network monitoring, management, maintenance, and troubleshooting. Topics include network communications and data delivery methods, TCP/IP networks implementation, deployment and services, network protocols characteristics and configuration, LAN, WAN, and remote networks' components and implementations, internetworking devices and operating systems, network access control, incident response and reporting, and technologies related to network security, monitoring, and disaster recovery. Special attention is paid to identifying major corporate network issues and tools and techniques used in network troubleshooting. *This course has a computer lab fee.* **Prerequisite:** CIS146. **Lecture Hours: 35; Lab Hours: 20.**

#### **CIS345 Mobile Computing 4.5**

The course provides the insight on mobile computing. It is designed to give an overview of the history and evolution of wireless standards as well as to introduce students to the most current trends in the industry of mobile computing. Special attention is given to current performance issues and emerging technologies. Upon course completion, students are able to

develop simple real-world mobile applications that rely on mobile and wireless data communications. **Prerequisite:** CIS207.

#### **CIS364 Software Quality Assurance 4.5**

The course introduces the software verification and validation and uses both static and dynamic techniques of system checking to ensure the resulting program satisfies its specification and the program as implemented meets the expectations of the stakeholders. Students build a solid understanding of the general testing principles that guide software testing, examine the different phases of testing, and describe the role of regression testing and impact analysis in maintenance. In addition the students learn when and how to apply static analysis for maximum benefit and discover the three main categories of test design techniques. **Prerequisite:** None.

#### **CIS365 Object-Oriented Programming 4.5**

The course introduces the concepts of object-oriented programming such as object-oriented programming paradigm, encapsulation and information hiding, abstraction, inheritance, and polymorphism. Theoretical principles learned are reinforced through design, implementation, testing, and debugging simple programs in an object-oriented programming language. **Prerequisite:** CIS207.

#### **CIS374 Security Mechanisms (Countermeasures) 4.5**

The course is designed to provide an overview of the modern aspects of cryptography, authentication, redundancy, and intrusion detection. The learning outcomes include an installation and configuration of a PKI-based application. Upon completion of the course, the students are able to give the characteristics of an effective password, explain the differences between symmetric and asymmetric cryptosystems, as well as the differences in efficiency and performance between software-based and hardware-based cryptosystems. **Prerequisite:** CIS200.

#### **CIS376 Software Security, Practices, Policies, and Standards 4.5**

This course gives the students the insides of the best security coding practices as well understanding of the role the policies and standards play in modern information security. The topics include an introduction to the goals of secure coding, an overview and comparison of evidence-based security and code access security, authentication methods to system resources and services, and data encryption between systems and services. After completion of the coursework, the participants are able to develop and test a simple application that uses systems services to encrypt a data stream, send it to a different system, and decrypt the data stream. Also the class team works on performing a security audit of the code of an existing system, identifying problems that violate best security coding practices, and making recommendations to fix each problem. In addition, the participants are able to develop a set of policies that implement a specified organizational objective and satisfy the current standards for industry and justify why each policy is necessary to meet a specific objective. **Prerequisite:** CIS200.



#### **CIS390 Basic Computer Technology, Applications, and Security Bridge 4.5**

This course challenges students in areas of basic computer technology, components of a PC, assembling a PC, installing devices, and installing software including diagnostic software. Preventive maintenance, troubleshooting, and repair of desktop computers, laptops, printers, expansion buses, multimedia, video, modems, and SCSI controllers, as well as and resolving memory, and software issues is investigated. Students will be able to set up, maintain, and service a basic computer system for home or small business. Basic computer safety and security will be addressed. **Prerequisite: None.**

#### **CIS391 Server/OS, Relational Databases, and Software Security Bridge 4.5**

This course covers modern server technology and advanced distributed systems theoretical and technical aspects and their core elements. In this course, students learn how to install, configure, optimize, and troubleshoot current and emerging Windows and other server operating systems, managing, monitoring, and optimizing server system performance, reliability, and availability. Topics also include relational database design and management, and software security. **Prerequisite: None.**

#### **CIS392 Networking Bridge 4.5**

This course covers basic networking and network management. Essential elements of the TCP/IP are investigated. Wired and wireless network configuration and management is compared and contrasted through a series of hands-on exercises and projects. In order to manage networks efficiently, the students learn scripting in different operating systems. Students are able to design LAN/ WAN, troubleshoot of a variety of networking problems, demonstrate effective management skills while operating an enterprise switch through a management console. This includes a study of network protocols and layering, physical and link layers, retransmissions, multiple access, switching network layer, internetworking, intra- and inter-domain routing, transport layer, reliability, congestion control, DNS, Web/ HTTP, content distribution, quality of service, and real-time apps. **Prerequisite: None**

#### **CIS400 Cloud Computing 4.5**

The course focuses on the technology of the cloud. The topics include an overview of social and legal impacts of cloud computing, database and information management aspects of the cloud, architecture of today's cloud computing client systems. In addition, the evolution of the Internet to support the cloud, the architecture of modern cloud data centers, and the technologies used within them is discussed. By the end of the course, the students develop a solid knowledge of the underlying theory, the current set of research and engineering challenges, and newest trends in the field. **Prerequisite: None.**

#### **CIS401 Modern Communications 4.5**

The course explores the concepts of the Digital Age technology and modern communications systems. A thorough theoretical and hands-on introduction to the technical terms and commonly used computer and communications components and devices is provided. The topics include voice, video and data communication technologies and networks, and mobile and over Internet communications. A special attention is focused on the aspects of communication security, privacy, ethical practices, and protective measures. **Prerequisite: None.**

#### **CIS411 Threat Analysis Model 4.5**

This course covers the security threat around the attacks and mitigations while analyzing computer security by building on the high-profile security failures. Different types of the attacks are studied, compared, and contrasted. The students are familiarized with the most effective countermeasures for blocking or weakening the attacks. As an additional learning outcome, they learn how to perform effective security management and risk analysis. Privacy concerns as well as the aspects of law and ethics are introduced. **Prerequisite: CIS200.**

#### **CIS412 Vulnerabilities 4.5**

The students learn how to detect and respond to vulnerabilities and minimize exposure to costly security breaches, as well as to employ real-world exploits and evaluate their effect on the information systems. In addition, the participants learn how to configure vulnerability scanners to identify weaknesses, analyze the results of vulnerability scans, and establish a strategy for vulnerability management. **Prerequisite: CIS201.**

#### **CIS420 Intrusion Detection 4.5**

This course provides students with the theoretical principles and techniques of forensics as it relates to data communication and network intrusion. 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. Special emphasis is placed on computer crimes and forensics in law enforcement and financial accounting practices. Forensic tools are discussed. **Prerequisite: CIS201.**

#### **CIS435 Business Information Systems Security 4.5**

This course focuses on the development of a security policy that balances access, protection and cost, and the importance of a global policy that is consistent throughout the organization. Topics include security threats, security tools, system security, firewalls, voice systems, and security deployment and management. This course deals primarily with management and enforcement of security system requirements, rather than with the actual configuration of hardware. **Prerequisite: None.**





### **CIS460 Software Configuration Management and Packaging**

**4.5**

This course introduces the students to the basics of SCM. The topics include the definitions, a discussion of the benefits of SCM, and an overview of the management of SCM at both organizational and project/program levels. The participants learn different types of software configuration libraries and how to use them to balance the needs for flexibility and stability in the software development process. The guidelines are given for evaluating and selecting the right SCM tools for the specific organization needs. The students also learn to identify the software configuration items and baselines, including methods for assigning unique identifiers to versions and revisions of different types of items and baselines. In addition, this course provides an overview of how to conduct functional, physical configuration, and in-process SCM audits. It also discusses aspects of software release management. **Prerequisite: CIS207.**

### **CIS490 Information Technology Senior Project**

**4.5**

Students work under the supervision of a faculty advisor to further refine and develop their skills and knowledge through a student-created independent project. Project proposals must be submitted to the faculty advisor of the student's choosing and approved by the advisor and the dean before the student may register for this course. The student's final grade for the project will be determined by a faculty committee. **Prerequisite: Approval of the advisor.**

### **ENG099 English Enhancement**

This course focuses on the acquisition of the reading, writing, and listening skills necessary to survive in a college setting. The focus is on advanced note taking; paraphrasing skills; and reviewing grammar, sentence structure, punctuation skills, and style as required for effective written communication. Throughout all class meetings, elements of critical learning skills are addressed to insure a command of English is recalled, understood, and applied. **Prerequisite: None. Note: This course is intended as a remedial class and carries no degree credit. It is equivalent to 4.5 credit hours for purposes of student status and tuition cost.**

### **ENG111 College Composition**

**4.5**

This course focuses on reviewing grammar, sentence structure, punctuation skills, and style points required for effective written communication. Students use a standard handbook and apply proofreading skills to all types of written communications. The student is guided in learning writing as a process: understanding audience and purpose, exploring ideas and information, composing, revising, and editing. **Prerequisite: ENG099 or higher or a score of 5 or greater on the WritePlacer test.**

### **ENG290 Current Topics in English**

**4.5**

This course concentrates on current issues in English including, but not limited to, introductory topics in understanding and creating various genres

of English communication such as narrative prose, technical communication, poetry, and cinematic forms. **Prerequisite: Approval of the advisor.**

### **ENG310 Oral Communications**

**4.5**

This course presents the principles and functions of spoken communications. The student learns how to prepare to deliver various types of oral presentations. Emphasis is on planning and on how to orient content to a particular audience. Students present short talks and plan and present longer, more formal speeches on assigned topics and/or on topics of choice. **Prerequisite: ENG111.**

### **ENG320 Advanced Composition and Research**

**4.5**

This course emphasizes advanced writing and research including understanding the documentation process, presenting material in academic form, and academic research techniques. Materials may include MLA and APA styles, effective use of internet research tools, critical reading processes, and research writing techniques. **Prerequisite: ENG111.**

### **ENG490 Special Topics in English**

**4.5**

This course concentrates on special topics in English. Topics may include, but are not limited to, advanced topics such as English philology and etymology, as well advanced topics in rhetoric and critical interpretation of texts. **Prerequisite: Approval of the advisor.**

### **HUM110 Principles of Ethics**

**4.5**

This course focuses on the application of ethics to personal and professional life. Positive and negative sides to behavior and how this affects self-image and self-respect are discussed. **Prerequisite: None.**

### **HUM250 Cultural Diversity**

**4.5**

This course is designed to provide students with tools to build cultural competence. Students develop positive perception of cultural diversity. The course examines the most important elements of cultural diversity, understanding, and awareness. By understanding the concepts of cultural competence students have a better grasp of diversity categories and the characteristics and systems of cultures. The overall goal is to exemplify the challenges and benefits of diversity and strengthen the possibilities of living and working together in a multicultural society. **Prerequisite: None.**

### **HUM290 Current Topics in the Humanities**

**4.5**

This course concentrates on current issues in the humanities. Topics may include, but are not limited to, introductory topics in philosophy, religion, culture, and/or language arts. **Prerequisite: Approval of the advisor.**

### **HUM410 Understanding World Cultures**

**4.5**

This course discusses civilizations and cultures as they evolved from Eastern, Western, African and South American influences. The students relate diverse





cultures to their impact on contemporary society, politics, and world events.

**Prerequisite:** None.

#### **HUM490 Special Topics in the Humanities 4.5**

This course concentrates on special topics in the humanities. Topics may include, but are not limited to, advanced topics in ethics, philosophy, religious and cultural studies, and/or language arts. **Prerequisite:** None.

#### **HUM491 Special Topics in the Humanities II 4.5**

This course concentrates on special topics in the humanities. Topics may include, but are not limited to, advanced topics in ethics, philosophy, religious and cultural studies, and/or language arts. **Prerequisite:** Approval of the advisor.

#### **HUM492 Special Topics in the Humanities III 4.5**

This course concentrates on special topics in the humanities. Topics may include, but are not limited to, advanced topics in ethics, philosophy, religious and cultural studies, and/or language arts. **Prerequisite:** Approval of the advisor.

#### **MAT099 Fundamentals of Mathematics**

This course provides an introduction to the basic techniques of mathematics and the application to problem solving in different areas of business and industry. The course is intended for remediation of incoming students only; it is not intended to prepare students for College Algebra, Statistics, or Introduction to Calculus. **Prerequisite:** None. **Note:** This course is intended as a remedial class and carries no degree credit. It is equivalent to 4.5 credit hours for purposes of student status and tuition cost.

#### **MAT111 Modern Math with Algebra 4.5**

This course explores a variety of algebraic concepts including rational expressions, radicals, exponents, and quadratic equations. This course also provides an introduction to modern techniques of mathematical problem solving and the application of these techniques in different areas of business and industry, including but not limited to logic, numeration, voting theory, and graph theory. **Prerequisite:** MAT099/110 or an ACCUPlacer score of 75 or greater on the diagnostic arithmetic test.

#### **MAT210 College Algebra 4.5**

This course builds on a variety of algebraic concepts including graphs of equations in two variables, functions and their graphs, linear and quadratic functions, polynomial and rational functions, exponential and logarithmic functions, analytical geometry, systems of equations and inequalities, sequences, induction and the binomial theorem. **Prerequisite:** MAT111 or an ACCUPlacer score of 100 or greater on the arithmetic test and an ACCUPlacer score of 65 or greater on the elementary algebra test.

#### **MAT290 Current Topics in Mathematics 4.5**

This course concentrates on current topics in mathematics. Topics may include, but are not limited to, set theory, algebraic concepts, geometry, and probability. **Prerequisite:** Approval of the advisor.

#### **MAT310 Statistics 4.5**

This course presents material essential to developing a new competency in qualitative literacy. The course focuses on students collecting and interpreting data, descriptive and inferential statistics, and probability. **Prerequisite:** MAT210.

#### **MAT490 Special Topics in Mathematics 4.5**

This course concentrates on special topics in mathematics. Topics may include, but are not limited to, mathematical history and philosophy, Euclidian and non-Euclidian geometries, linear algebra, polar coordinates, vectors, partial derivatives, line integrals, and multiple integrals, as well as applications for these topics. **Prerequisite:** Approval of the advisor.

#### **PSY110 Social Psychology 4.5**

This course provides an application of psychological principles to the development of a stable social framework within business and personal environments. **Prerequisite:** None.

#### **PSY290 Current Topics in Psychology 4.5**

This course concentrates on current issues in psychology. Topics may include, but are not limited to, introductory topics in learning, memory, motivation, emotion, states of consciousness, psychological assessment, mental health, psychology of personality, and creativity. **Prerequisite:** Approval of the advisor.

#### **PSY320 Human Growth & Development 4.5**

This course emphasizes the psychological, cognitive, emotional, and social development of the human organism. Materials include those related to the various stages of the life span, and the developmental Influence of social class, the family, the school, and the group. A focus is placed on the abilities, needs, problems, and concerns of humans to change throughout life, and how people are shaped by their experiences throughout their development. **Prerequisite:** None.

#### **PSY340 Critical Thinking and Reasoning 4.5**

This course is designed to help students develop critical thinking skills. Participants are exposed to both logical and illogical thinking processes as a means to develop their skills in reasoning, analysis and the use of logical arguments. Various kinds of arguments are presented and analyzed, and logical fallacies are explored with the goal of reaching sound conclusions. Deductive and inductive reasoning are examined as are the criteria for sound reasoning and common reasoning mistakes people make. Students



debate issues from different sides with both logical and illogical arguments.

**Prerequisite:** None.

**PSY350 Mindful Leadership 4.5**

This self-exploration course is designed to help professionals become more thoughtful leaders who are able to lead individuals, teams, and organizations. The course focuses on the concept of “Mindful Leadership” and helps to develop “soft skills” necessary to effectively navigate the world. Topics may include, but are not limited to, leadership, emotional intelligence, meditation, personal psychological assessment, mental health, and creativity. **Prerequisite:**None.

**PSY490 Special Topics in Psychology 4.5**

This course concentrates on special topics in psychology. Topics may include, but are not limited to, advanced topics in deviant behavior, psychological testing and assessment, religious behavior, neuropsychology, and psychology and the law. **Prerequisite:** Approval of the advisor.

**SCI110 General Science 4.5**

This course examines scientific concepts and principles in an integrated manner to provide an overview of the sciences. Topics include physics, astronomy, chemistry, earth science, and biology as a means to address areas such as growing global population, limited resources, and the fragile environment. **Prerequisite:** None.

**SCI250 Microbiology 4.5**

This course examines the structure; nutrition; growth; genetics; classification; and ecology of bacteria, viruses, fungi, and protozoa. Attention is given to methods of microbial control and the human immune response to microbes. Students also learn the fundamentals of microscopy, laboratory safety, scientific method, and techniques of experimentation. This course has health sciences lab and supplemental instructional fees. **Prerequisite:** None. **Lecture Hours: 30; Lab Hours: 30.**

**SCI290 Current Topics in Science 4.5**

This course concentrates on current issues in science. Topics may include, but are not limited to, introductory topics in meteorology, geology, ecology, evolutionary biology, and the space sciences. **Prerequisite:** Approval of the advisor.

**SCI360 Introduction to Biochemistry 4.5**

This course examines the basic structures and functions of carbohydrates, lipids, nucleotides, and proteins and their role in human metabolism. Vitamins, co-enzymes, and minerals are examined and pathways for xenobiotic metabolism are discussed. **Prerequisites:** SCI250.

**SCI490 Special Topics in Science 4.5**

This course concentrates on special topics in science. Topics may include, but are not limited to, advanced topics in interdisciplinary studies such as the history of science and technology, cross-cultural studies of science, cosmology, biotechnology, the use of science and technology to enhance human abilities and quality of life, and techniques for assessment and remediation of science and technology hazards. **Prerequisite:** Approval of the advisor.



## Graduate Policies

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## Graduate Admission

The application process requires the following steps for domestic graduate students. Interested students may submit documents in person, via fax, email, or U.S. post. For application documents, please contact the Office of Admissions at the appropriate campus.

- All applicants must complete an Application for Admission and pay the non-refundable application fee. This may be completed on the University's website or in the Office of Admissions.
- Complete the Enrollment Agreement which includes emergency contact information, acknowledgement of University policies, and student information release.
- Meet language requirement, if English is not the primary language. Students whose native language is not English must provide evidence of sufficient facility to do college-level work at an English-speaking institution. Completion of the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) or Combined English Language Skills Assessment (CELSA) is evidence of proficiency in English proficiency before being allowed to begin their Stratford academic programs.
- Submit official bachelor's degree transcript, official master's degree transcript, or equivalent accompanied by a translation if the documents are in a language other than English. An official evaluation may be required at the University's discretion.
- Submit official transcripts from all colleges or universities attended, if applicable. All degrees in a language other than English must be translated for U.S. equivalency for purposes of transcript evaluation.
- If Stratford University is the first university an international student attends in the U.S., a GMAT or GRE score is required. Exceptions to this requirement may be discussed with an admissions officer. Transfer students from accredited U.S. colleges and universities may have the GMAT or GRE requirement waived. Change of status applicants are not required to submit GMAT/GRE requirement.
- International applicants applying to a graduate degree program may be required to submit an updated copy of their resume.
- Acceptance requires a student meet one of the following two criteria:
  - A 2.5 grade point average on a 4.0 scale for undergraduate work supportive of their field of study
  - Evidence of graduate potential demonstrated by relevant professional work experience related to the field of study. This requires evaluation of work experience by the designated department representative, a personal interview, or submission of employment documentation or resume is required. The student may be required to complete undergraduate foundation courses.

Students who wish to upgrade from an undergraduate to graduate degree may do so through the Office of Admissions.

- Submission of all official academic records for secondary/senior secondary school, and college, institute or university attended in India must be verified by the United States India Educational

Foundation (USIEF), Fulbright House, 12 Hailey Road, New Delhi 110001. Students submitting educational qualification documents from institutions in countries other than India may utilize the services of a qualified agency including Embassy or Consulate of their country to verify the copies of the documents.

## TOEFL (Internet-based Test)

- 79 Minimum Program Requirement
- Below 75 requires Intensive English Language Program

## IELTS

- 6.5 (Graduate) Minimum Program Requirement
- Below 5.5 requires Intensive English Language Program

## CELSA

- 59 (Graduate) Minimum Program Requirement
- Below 50 requires Intensive English Language Program

## PTE A

- 59 (Graduate) minimum Program Requirement
- Below 50 requires Intensive English Language Program

Students who have got admission without IELTS score, have to mandatorily complete IELTS within one year of admission with 6.5 band score.

## Transfer Credit

Stratford University has established a transfer credit policy which is consistent with accreditation requirements. The policy is designed to facilitate the transfer of students and credits from one college or university to another, assure maximum utilization of prior learning, and encourage students to advance as far through the educational system as they can in pursuit of their goals. The evaluation of transfer courses to determine the award of University transfer credit is a multistep process initially driven by an assessment of the institutional source and educational quality of the course work.

Transfer credits are determined by the timeliness, relevance of content, acquired skills, and knowledge obtained from the course(s). Transfer credits may be awarded for courses taken from nationally or regionally accredited institutions. Transferred courses must be three or more credits, completed with a grade of C or higher, and coincide with the University's program outline. Courses with other grades may be transferred in at the discretion of the designated representative. Additional documentation in





the form of course descriptions, syllabi, or a competency test may be requested, if needed, to assure the transferred course is equivalent to one of the courses required for completion of a certificate, diploma, or degree at Stratford University. Credits based on clock hours are not transferrable to Stratford University. Students may transfer credits earned from another program within the University after approval of the designated department representative.

Domestic students submitting transcripts from international institutions for transfer credit are required to submit a transcript evaluation by an agency approved by ACICS. Transcripts sent from any school, college, or university, recorded in a language other than English must be accompanied by an official translation. All documents must be original or a certified copy. Transcript translation service is available through agencies recognized by the National Association of Credential Evaluation Services ([www.naces.org](http://www.naces.org)) or the Associate of International Credential Evaluators ([www.aice-eval.org](http://www.aice-eval.org)).

During the admission process, students must disclose which colleges, institutions, and universities from which they wish to submit transcripts for transfer credit evaluation. Official transcripts from each college, institution, or university must be submitted for evaluation within 30 days of enrollment. It is the responsibility of the student to provide the University with all postsecondary transcripts detailing courses taken at other institutions. Transfer credits from courses completed at institutions other than Stratford University are noted on the transcript with a posting of TC. Transfer courses are not counted under the qualitative measurement of GPA; however, transfer courses are counted as attempted credits under the quantitative measurement, which includes the completion percentage and the maximum time frame requirement.

## Military Training

Military students may receive credit for training received while in the military. This experience and/or training should be shown on a military transcript submitted to the designated department representative for transfer credit evaluation. Military transcripts accepted for evaluation include AARTS (Army/American Council on Education Registry Transcript System), SMART (Sailor Marine American Council on Education Registry Transcript System), CCAF (Community College of the Air Force), CGI (Coast Guard Institute), as well as other SOC colleges and universities.

## Prior Learning Assessment and Recognition

Credit for prior experiences, also known as Prior Learning Assessment and Recognition (PLAR) may be awarded as prior learning credits. These credits are posted on the transcript as CR. These CR credits are not counted under the qualitative measurement of GPA; however, they are counted as attempted credits under the quantitative measurement, which includes the completion percentage and the maximum time frame requirement.

A non-refundable fee per course must be paid before the materials submitted to the committee are reviewed; the amount of this fee can be found in the catalog addendum. Graduate-level previous experience credit is typically not awarded, however, in compelling situations, credit for prior experiences may be awarded. A maximum of 27 quarter-credits towards a master's degree may be granted for life experience. Credit given for prior experience cannot be used as a substitute for a course previously taken for which a passing grade was not received.

All other credit awarded is based on an assessment of the knowledge, skills, or competencies acquired. In order to be considered, the student must provide clearly organized and documented evidence proving the knowledge is equivalent to college-level learning. To be considered for credit for previous experience the following applies:

- The student must be enrolled at the University
- The student must explain how the prior learning relates to the student's degree program, what experience was gained, and what specific courses for which the student is requesting credit.
- The credit requested must be course-equivalent and applicable to the student's program of study.

The student must provide documentation of the learning being claimed. Students may apply for previous experience and earn academic credit through a number of avenues:

- Submit a life experience portfolio (for extensive experience)
- Write an experience learning essay
- Complete a formal interview
- Engage in a simulation or role playing exercise
- Present a case study or product assessment

Documentation may include, but is not limited to, licenses or certifications, attendance at seminars, workshops or conferences, community service, specialized training, work experience, resumes, letters from employers or others who can confirm job duties, various tests or other assessments, and military experience. The material submitted by the student is reviewed by an individual certified to review prior experiences. The designated individual determines the number of credits, if any, to be granted based upon the material submitted.

## Sources of Credit

Maximum Allowed Transfer Credit: Students must earn the minimum percent of their degree at Stratford University for their program level to fulfill degree requirements.

| Degree | Transfer Credits Allowed | Credits at Stratford |
|--------|--------------------------|----------------------|
| Master | 27 credits               | 27 credits           |



## Graduate Student Status

**Part-Time:** Graduate students are considered part-time when enrolled for 4.5 credits. Part-time graduate students are eligible to receive federal student aid.

**Full-Time:** Graduate students must attempt at least 9 quarter-credits per term in order to maintain full-time status.

A student may be permitted to exceed the full-time status in exceptional circumstances when the student benefits. Undergraduate students with a CGPA of 3.25 or higher and graduate students with a CGPA of 3.5 or higher may take up to 18 credits per term. Students below these averages are limited to 13.5 credits per term. Students may not exceed four courses per term. There is no waiver process to allow students to exceed 18 credit hours per term.

## Grades

The formal grading system utilized by Stratford University conforms to recognized educational standards. Students are available to students through Moodle or the self-service portal. Any questions regarding the posting of grades should be addressed to the student's instructor or the Office of the Registrar.

## Graduate Grading System

| Grade | Grade Points | Description                |
|-------|--------------|----------------------------|
| A     | 4.00         | Excellent                  |
| A-    | 3.67         |                            |
| B+    | 3.33         |                            |
| B     | 3.00         | Average                    |
| B-    | 2.67         |                            |
| C+    | 2.33         |                            |
| C     | 2.00         | Poor                       |
| C-    | 1.67         |                            |
| D+    | 1.33         |                            |
| D     | 1.00         | Very Poor                  |
| F     | 0.00         | Failing                    |
| AU    | 0.00         | Audited Course             |
| CE    | 0.00         | Credit by Exam             |
| CR    | 0.00         | Previous Experience Credit |
| I     | 0.00         | Incomplete                 |
| P     | 0.00         | Passing                    |
| TC    | 0.00         | Transfer Credit            |
| W     | 0.00         | Withdrawal                 |

## Satisfactory Academic Progress

The Satisfactory Academic Progress (SAP) policy fulfills the requirements expressed by the Higher Education Act (HEA), U.S. Department of

Education, and the Accrediting Council for Independent Colleges and Schools (ACICS). Students must maintain a satisfactory level of academic progress toward completing a degree in order to remain enrolled at the University and/or receive financial assistance via federal student aid or military benefits.

SAP is evaluated based on quantitative and qualitative components. All students are measured against qualitative and quantitative standards. The Office of the Registrar and the Office of Student Financial Services generate and monitor respective SAP reports. After grades are posted, student cumulative grade point average and rate of progression are calculated to determine if a student is making Satisfactory Academic Progress.

## Qualitative Measurement

Qualitative measurement is determined by a student's cumulative grade point average (CGPA) and is calculated by dividing the quality points by the total attempted credits except repeated courses only include the last attempted grade. Quality points are determined for credits earned by multiplying the course grade point by the course credit value; sum the quality points for all courses. To meet the qualitative standards, students must meet the minimum CGPA as determined by the benchmarks below.

## Quantitative Measurement

The quantitative measurement is the rate of progression (ROP) and determined by overall completion percentage. Minimum completion percentage is calculated by dividing the credits earned by the credits attempted rounded to the nearest whole percent. This is assessed each academic term. To meet the quantitative standards, students must have a minimum ROP as determined by the benchmarks below. Federal guidelines establish students must progress through their program which allows them to graduate within 150% of the published number of program credits. This is called the maximum time frame (MTF). For example, an associate's program is 90 credits multiplied by 150% is 135 credits; student must graduate from the program with not more than 135 attempted credits. Students may not exceed the maximum time frame, even if the student did not receive financial assistance.

If a student enrolls in a subsequent program, the MTF is reset to the second program. Transfer courses, credits by exam, previous experience credits, and failed courses applicable to the subsequent program are deducted from the MTF of the subsequent program. The MTF reset is granted for subsequent programs regardless of whether the student graduated from the previous program. For instance, a student in a bachelor's degree program is allowed 270 credits (180 credits x 150%) to complete the program. If the student does a program change to a second bachelor's program and transfers 27 credits, the MTF for the second program is an additional 270 credits, but the 27 transfer credits are used toward the 270 credit allotment leaving 243 credits for the student to complete the second program.



## SAP Conditions

**Transfer Credits, Credits by Exam, Previous Experience Credit:** Approved transfer credits from another institution, credits by exam, and previous experience credit affect ROP only. They are not calculated in CGPA. These are counted as both attempted and earned credits for purposes of evaluation intervals.

**Pass/Fail Credits:** Courses graded on a pass/fail basis are not included in CGPA calculation, but affect the ROP calculation.

**Course Withdrawals:** If a student withdraws from a course and receives a W, the grade is excluded from the CGPA calculation, but is part of the ROP calculation and affects the MTE.

**Incompletes:** An incomplete grade is a transition grade to allow the registrar to close the term and issue grade reports. During the period the incomplete is on the transcript, it is not calculated in either CGPA or ROP calculations until a letter grade is assigned.

**Remedial Courses:** Remedial courses do not affect CGPA or ROP calculations.

**ESL Courses:** ESL courses do not affect CGPA or ROP calculations.

**Audited Courses:** Audited courses do not affect CGPA or ROP calculations.

**Standard Term of Non-Attendance:** Standard Terms of Non-Attendance do not affect CGPA or ROP calculations.

**Repeated Courses:** Courses which earn a grade, including failed grades, and are subsequently repeated are included in CGPA and ROP calculations. Courses are counted as attempted each time the course is taken. All grades remain on the transcript, but only the last grade is included in the CGPA.

**Program Change:** A program change occurs when a student moves programs at the same academic level without graduating; for instance, from one associate's program to a second. Only courses applicable to the second program are applied and subject to CGPA and ROP calculations. This includes transfer credits, credits by exam, previous experience credit, and failed courses. Qualitative and quantitative measurements are based on the second program benchmarks. Students may change programs twice, i.e. enroll into three programs without graduating. A student who changes a program for a second time, into a third program, must have completed 67% of the program prior to changing.

**Program Upgrade:** A program upgrade occurs when a student moves from a lower-level to higher-level program without completing the lower-level program. For instance, a student moves from an associate's program

to a bachelor's program. Only courses applicable to the second program are applied and subject to CGPA and ROP calculations. This includes transfer credits, credits by exam, previous experience credit, and failed courses. Qualitative and quantitative measurements are based on the second program benchmarks. In cases where a student downgrades from a higher-level to lower-level program, the same process is followed.

**Second Degree:** A student who graduates may enroll in a second program. Only courses applicable to the second program are applied and subject to CGPA and ROP calculations. This includes transfer credits, credits by exam, previous experience credit, and failed courses. Qualitative and quantitative measurements are based on the higher-level program benchmarks.

## Academic SAP Policy

Academic SAP reports are generated at the end of each term for each student. The CGPA and ROP must be at or exceed the benchmark associated with the evaluation interval. If a student does not meet the CGPA and/or ROP benchmarks at the end of the term, the student is placed on a SAP status in the subsequent term. Evaluation intervals are based on the total attempted credits. Attempted credits include transfer credits, credits by exam, previous experience credit, and failed courses. The CGPA includes failed courses and the ROP calculation includes transfer credits, credits by exam, previous experience credit, and failed courses.

**Graduate:** Graduate students in the evaluation interval of zero to 27 attempted credits must have a minimum CGPA of 2.5 and a ROP of 50%. Graduate students in the evaluation interval of 28 or more attempted credits must have a minimum CGPA of 3.0 and a ROP of 67%. When a graduate student transfers 27 or more credits, the student is always evaluated at the 28 or more attempted credit evaluation interval.

| Academic   |  |             |
|--|--|-------------|
| Students are evaluated at the end of each term   |  |             |
| Evaluation Interval  | Benchmark  |             |
|  | Minimum CGPA   | Minimum ROP |
| 0-27 Stratford graduate attempted credits  | 2.5 CGPA   | 50% ROP     |
| 28+ Stratford graduate attempted credits   | 3.0 CGPA   | 67% ROP     |
| Evaluation intervals are based on attempted credits which include transfer credits, credits by exam, previous experience credit, and failed courses. | CGPA and ROP calculations include transfer credits, credits by exam, previous experience credit, and failed courses. |             |

A student may be placed on the following academic SAP status and must





take the required action associated with the status. A student who is placed on an academic SAP status and meets the requirements in the subsequent term returns to good standing status. A student who does not meet the requirements in the subsequent term is placed on the next status. If a student has a break in enrollment of more than one term and is re-admitted or re-enters into the same program, the previous status(es) apply. If the student changes or upgrades to a different program, no previous status is applied and the process for program changes applies.

**Good Standing:** Students are in good standing when the minimum CPGA and ROP is met or exceeded. Students in good standing are eligible to register for courses and receive financial assistance.

**Alert:** Students are placed on alert status in the first term the CGPA and/or ROP falls below the minimum.

**Warning:** Students are placed on warning status the second term the CGPA and/or ROP falls below the minimum. This status requires students to have their course schedule approved by the academic advisor and meet with an academic advisor monthly.

**Probation:** Students are placed on probation status the third term the CGPA and/or ROP falls below the minimum. This status requires students to have their course schedule approved by the academic advisor and meet with an academic advisor bi-weekly.

**Dismissal:** Students are placed on dismissal status the fourth term the CGPA and/or ROP falls below the minimum. Students who are academically dismissed are no longer active students of the University and are ineligible for financial assistance. Students who reach the maximum time frame are dismissed and no longer eligible to enroll or receive financial assistance. F-1 students dismissed for failing to meet SAP requirements have their student status terminated.

## Satisfactory Academic Progress Appeal

Students have the right to appeal academic statuses where exceptional circumstances can be demonstrated. Appeals must be submitted in writing to the campus dean, describe any mitigating circumstances the student feels deserve further consideration, and within fourteen days after grades for the term in question have been issued. The appeal is forwarded to the SAP Appeals Committee, to review the written records, collect other information as necessary, and issue the final determination. The SAP Appeals Committee consists of members of the campus community chosen by the campus dean. Exceptional or mitigating circumstances may include extended illness of an immediate family member (parent, spouse, sibling, or child), extended illness or personal injury of the student, or death of an immediate family member (parent, spouse, sibling, or child). If a student should warrant subsequent statuses, each successive appeal should cite a different reason for re-entry. Students may not appeal ineligible statuses for

two consecutive terms. Students are required to indicate why their enrollment should not be terminated and provide reasons for failing to meet the SAP requirements. Students are also required to supply documented evidence in support of their appeal. The decision of the campus dean and/or SAP Appeals Committee is made within ten business days of receiving the letter of appeal. This decision is final.

## Re-Entry after SAP Dismissal

If an appeal is granted, the SAP Appeals Committee determines the provisions for re-entry on a case-by-case basis. Any student who returns based on an appeal of dismissal has SAP evaluated on a term-by-term basis until the student is meeting SAP standards.

## Graduate Graduation Requirements

- Students must complete required courses in the program of study
- Complete all required classroom modules, externship hours (if applicable), and all program requirements
- Achieve a minimum GPA of 3.0
- Complete at least 50% of the program credits at the University
- Fulfill all degree requirements within five years from beginning the first course
- Satisfy all financial obligations
- Complete an academic checkout form signed by the designated department representative

Students who do not meet these requirements may petition for re-admission and must develop a degree plan to provide for completion within a two year period. Stratford University reserves the right to update or change the curricula at any time. Any candidate for a degree is held to compliance with changes for the uncompleted portion of the program of study. If it is determined a student will not be able to fulfill the graduation requirements, the University reserves the right to discontinue a student's enrollment.

## Processes and Requirements

Students must complete the academic checkout forms prior to enrolling for their last term. This must be signed by various departments and it is the student's responsibility to complete it. After grades are posted for their final term, the designated department representative reviews the transcript and approves it. The diplomas are ordered after the designated department representative's approval. Diplomas are typically ready within one academic term. Students may have their diploma mailed to them or it can be picked up on-campus. International students should contact the Office of the Registrar the February before graduation for forms requesting invitation letters.





## **Ceremonies**

Stratford University holds graduation ceremonies in January for graduates of all programs. It is a special event for the University, students, and their families to celebrate the personal and academic accomplishments of the student. Students should contact the Office of the Registrar for information about signing up for the ceremony. Caps and gowns are available in Student Support Services and are assessed a graduation fee which can be found in the catalog addendum. Student may apply to walk at the ceremony ahead of their official graduation, if they will complete the same term as the ceremony is being held. This must be approved by the campus dean. Diplomas are not distributed at the ceremony. Students must complete the academic checkout process through the Office of the Registrar in order to obtain their diploma.

## **Course Substitution Policy**

Some students enter the University possessing certain skills which allow them to begin at an advanced point in their program of study or to substitute a course in the program. In order to serve the specific educational needs of these students, the designated department representative may grant course substitutions on a case-by-case basis. Course substitutions normally apply only to core courses, not to arts and sciences courses. The primary exception is the case in which a student transfers advanced mathematics course(s). In this case, the student may be permitted to take an appropriate Stratford University elective in place of the substituted course. Students interested in a course substitution should contact their academic advisor for more information.



## Graduate Programs

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## School of Business Administration

### Master Degree Business Administration

The mission of the Master of Business Administration program is to prepare students for careers in various aspects of business, management, and leadership in the private and public sectors. The curriculum incorporates the industry reliance on information technology, recognition of the international business environment, contemporary issues affecting business enterprises, and the need for companies to undergo frequent transformation. The program assists students with developing and nurturing their analytical, technical, and interpersonal skills.

Students acquire a comprehensive foundation in the fundamentals of business, the global environment in which they will function, and the analytical tools for intelligent decision making. Students gain added functional expertise with an option to select specialization courses.

This program is available online and on-campus at all Virginia campuses.

#### Additional Admissions Requirements

- Students who hold an accredited undergraduate degree in business administration, accounting, finance, management, economics, or other related field may be deemed to have acquired competency in the core areas if the degree is not more than eight years old and if the core courses were completed with a grade of C or higher.
- Students who hold an undergraduate degree in an unrelated field will be required to demonstrate competency in the business core areas. Competency can be demonstrated by completing necessary coursework prior to beginning graduate studies at Stratford University or by completing appropriate bridge courses offered through the Stratford University on-campus or online program.

#### Competency Requirements

| Number       | Course Name              |
|--------------|--------------------------|
| BUS100 ..... | Introduction to Business |
| BUS120 ..... | Sales and Marketing      |
| BUS230 ..... | Financial Accounting     |
| BUS235 ..... | Operations Management    |
| BUS250 ..... | Principles of Economics  |

Documented work experience may be evaluated to meet some or all competency areas.

Competency to be offered only to non-business/technical graduates.

8 Core courses x 4.5 credit hours = 36 credit hours

4 Specialization courses x 4.5 credit hours = 18 credit hours

**12 Total courses x 4.5 credit hours = 54 credit hours**

*This program typically takes 6 quarters to complete for students enrolled full time.*

#### Core Requirements

| Number                                    | Course Name                               | Credits   |
|---|---|-----------|
| EBM502.....                               | Research Methods .....                    | 4.5       |
| EBM510.....                               | Information Processing and the Web .....  | 4.5       |
| EBM558 .....                              | Corporate Finance .....                   | 4.5       |
| EBM560 .....                              | Managerial Accounting                     |           |
|   | or  |           |
| EBM562.....                               | International Managerial Accounting ..... | 4.5       |
| EBM587.....                               | Strategic Business Marketing .....        | 4.5       |
| EBM635.....                               | Business Transformation .....             | 4.5       |
| EBM640.....                               | International Business                    |           |
|   | or  |           |
| EBM642.....                               | Managerial International Business .....   | 4.5       |
| EBM690.....                               | Business Capstone .....                   | 4.5       |
| <b>Total Core Requirements: 8 courses</b> |   | <b>36</b> |

#### Specialization Requirements

Students may select one of the following specializations or select no specialization where four courses from four different specialization areas are selected.

| Number  | Course Name                                  | Credits |
|---|--|---------|
| <b>A. Entrepreneurship Requirements (four courses required)</b> |  |         |
| EBM572.....   | International Economics .....                | 4.5     |
| EBM660.....   | Growth Strategies for Emerging Companies ..  | 4.5     |
| EBM662.....   | Growth Strategies for Emerging Markets ..... | 4.5     |
| EBM670.....   | New Venture Creation .....                   | 4.5     |
| EBM672 .....  | International Competitive Strategies .....   | 4.5     |
| EBM675.....   | Business Plan for the New Venture .....      | 4.5     |
| <b>B. Finance Requirements (four courses required)</b>          |  |         |
| EBM563.....   | Introduction to Corporate Finance .....      | 4.5     |
| EBM564.....   | Credit scoring and the Organization .....    | 4.5     |
| EBM565.....   | Customer Management .....                    | 4.5     |
| EBM566.....   | Credit Management & Debt Recovery .....      | 4.5     |
| EBM567.....   | Credit Analysis and Lending Management ....  | 4.5     |
| EBM568.....   | Fraud Risk Management .....                  | 4.5     |
| EBM600 .....  | Investments .....                            | 4.5     |



|              |                                    |     |
|--------------|------------------------------------|-----|
| EBM610 ..... | Financial Management .....         | 4.5 |
| EBM611 ..... | Financial Statement Analysis ..... | 4.5 |
| EBM615.....  | Capital Formation .....            | 4.5 |
| EBM620 ..... | Financial Decision Making.....     | 4.5 |
| EBM625 ..... | Advanced Financial Management..... | 4.5 |

#### **C. International Business Requirements** (four courses required)

|              |  |     |
|--------------|--|-----|
| EBM505.....  | Global Leadership in Business Enterprise I ..    | 4.5 |
| EBM572.....  | International Economics .....                    | 4.5 |
| EBM575.....  | Global Economy.....                              | 4.5 |
| EBM590 ..... | International Money, Banking & Financial Markets | 4.5 |
| EBM645 ..... | Geopolitics .....                                | 4.5 |

#### **D. Information Technology and e-Commerce Requirements** (four courses required)

|              |   |     |
|--------------|---|-----|
| EBM500.....  | Business Applications over the Internet .....                     | 4.5 |
| EBM515.....  | Electronic Commerce: Business Models & Strategies                 | 4.5 |
| EBM535.....  | Information Technology & Corporate Transformation                 | 4.5 |
| EBM540.....  | E-Commerce Web Site Development Theory and<br>Management I .....  | 4.5 |
| EBM545 ..... | E-Commerce Web Site Development Theory and<br>Management II ..... | 4.5 |
| EBM680.....  | Project Management .....  | 4.5 |
| SOF510.....  | Data Structures and Algorithms .....                              | 4.5 |
| SOF515.....  | Relational Database Management .....                              | 4.5 |

#### **E. Management Requirements** (four courses required)

|             |   |     |
|-------------|---|-----|
| EBM504..... | Organizational Behavior .....                 | 4.5 |
| EBM505..... | Global Leadership in Business Enterprise I .. | 4.5 |
| EBM506..... | Entrepreneurship & Venture Management ...     | 4.5 |
| EBM525..... | Global Leadership in Business Enterprise II.. | 4.5 |
| EBM555..... | Business and Public Policy .....              | 4.5 |

#### **F. Marketing Requirements** (four courses required)

|              |   |     |
|--------------|---|-----|
| EBM515.....  | Electronic Commerce: Business Models & Strategies | 4.5 |
| EBM552 ..... | Internet Marketing Strategies .....               | 4.5 |
| EBM580.....  | Managerial Marketing and Market Research          | 4.5 |
| EBM650 ..... | International Marketing Management .....          | 4.5 |
| EBM675.....  | Business Plan for the New Venture.....            | 4.5 |

#### **G. Supply Chain Management Requirements** (four courses required)

|              |  |     |
|--------------|--|-----|
| EBM610 ..... | Financial Management .....                   | 4.5 |
|              | or   |     |
| EBM620 ..... | Financial Decision Making .....              | 4.5 |
| EBM622 ..... | International Financial Decision Making .... | 4.5 |
| EBM655.....  | Supply Chain Management Operations .....     | 4.5 |
| EBM656 ..... | Supply Chain Business Process Design .....   | 4.5 |

|              |   |     |
|--------------|---|-----|
| EBM657 ..... | Supply Chain Inventory Management ..... | 4.5 |
| EBM680.....  | Project Management .....                | 4.5 |

#### **H. Human Resource Management Requirements**

(Four courses required)

|              |   |     |
|--------------|---|-----|
| EBM 520..... | Human Resource Management .....         | 4.5 |
| EBM 521..... | Compensation & Benefit Management ..... | 4.5 |
| EBM 522..... | Industrial Relations & Labor Laws ..... | 4.5 |
| EBM 523..... | Performance Management .....            | 4.5 |

#### **I. Insurance Requirements:**

|             |   |     |
|-------------|---|-----|
| EBM604..... | Insurance Management .....                    | 4.5 |
| EBM605..... | Insurance Operations .....                    | 4.5 |
| EBM617..... | Insurance Services: Life Insurance .....      | 4.5 |
| EBM618..... | Insurance Services: Property & Casualty ..... | 4.5 |
| EBM619..... | Insurance Services: Health Care.....          | 4.5 |
| EBM637..... | Insurance Policy: Life Insurance.....         | 4.5 |
| EBM638..... | Insurance Policy: Property and Casualty.....  | 4.5 |
| EBM639..... | Insurance Policy: Health Care.....            | 4.5 |

#### **J. No Specialization**

#### **K. Multiple Specialization can opt for more than one specialization in a program**

(Must take any four specialization courses)

#### **Master of Business Administration (MBA) Degree**

**Total Graduate level Credits Required for Graduation** **54**






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**School of Computer Science and  
Information Technology**

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**Master of Science Degree  
Information Systems**

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The goal of the Master of Science in Information Systems program is to provide students with the theoretical foundation of information systems. The program enables students to develop technical and management skills by participating in competency based projects focused on the development, integration, deployment, and management of enterprise information systems within the modern business environment. The program uses sound practices, current and emerging tools and technologies, and effective teamwork approaches.

7 Core courses      x 4.5 credit hours      = 31.5 credit hours

5 Elective courses      x 4.5 credit hours      = 22.5 credit hours

**12 Total courses x 4.5 credit hours = 54 credit hours**

*This program typically takes 6 quarters to complete for students enrolled full time.*

**Core Requirements**

| Number       | Course Name                                   | Credits |
|--------------|---|---------|
| EBM502.....  | Research Methods .....                        | 4.5     |
| ISM511.....  | Enterprise Architecture.....                  | 4.5     |
| ISM521.....  | Database Systems Technology.....              | 4.5     |
| ISM531.....  | Ethics and Professional Issues in IT.....     | 4.5     |
| ISM540.....  | Information Systems Management Project I..... | 4.5     |
| ISM542.....  | Information Systems Security.....             | 4.5     |
| SOF 501..... | IT Project Management.....                    | 4.5     |

**Total Core Requirements: 7 courses**

**31.5 credits**

**Elective Courses**

ISM530, ISM550, ISM560, ISM570, ISM580, ISM581, ISM590, ISM591, ISM592, ISM593, ISM600

**Total Elective Requirements: 5 courses**

**22.5 credits**

**Cooperative Education Option (Optional)** In this program area, students benefit from the opportunity to apply the skills learned in the classroom in a real world environment. Students may incorporate cooperative education courses throughout the program instead of waiting until program completion. These courses are in addition to the program outline above.

CIS500, CIS501, CIS502, CIS503.





## School of Computer Science & Information Technology

### Master of Science Degree in Cyber Security

The goal of the Master of Science in Cyber Security program is to provide the graduate with a solid foundation in the technology and practice of cyber security to be well prepared for careers in high demand areas of cyber security. It provides practical experience in strategies of prevention and detection of cyber threats and vulnerabilities, as well as responding to and recovering from cyber-attacks. The psychology of hacking and the human elements in cyber security are addressed along with the basics of cybercrime investigation and digital forensics.

Students with an accredited undergraduate degree in computer science, information systems, or other related field, may be deemed to have acquired competency in the core areas. All the courses must have been passed with a grade of C or better. Students with an undergraduate degree in an unrelated field will be required to demonstrate competency in the IT core areas. Competency can be demonstrated by completing necessary coursework prior to beginning graduate studies at Stratford University, by completing the appropriate bridge courses offered through the Stratford University on-campus or online program, or through Prior Learning Assessment Credit.

#### Competency Requirements

1. CIS390 Basic Computer Technology, Applications, and Security Bridge
2. CIS391 Server/OS, Relational Databases, and Software Security Bridge
3. CIS392 Networking Bridge

12 Core courses x 4.5 credit hours = 54 credit hours

**12 Total courses x 4.5 credit hours = 54 credit hours**

*This program typically takes 6 quarters to complete for students enrolled full time.*

#### Core Requirements

| Number      | Course Name                                   | Credits |
|-------------|---|---------|
| CIS595..... | Cyber Security Capstone.....                  | 4.5     |
| CIS596..... | Current Topics in Cyber Security I.....       | 4.5     |
| CIS600..... | Ethical Hacking.....                          | 4.5     |
| CIS610..... | Global Issues in Cyber Security.....          | 4.5     |
| CIS630..... | Security Analytics.....                       | 4.5     |
| CIS700..... | Cyber Security Prevention and Protection..... | 4.5     |
| CIS705..... | Strategies in Cyber Conflict.....             | 4.5     |
| CIS710..... | Culture of Security.....                      | 4.5     |
| CIS715..... | Physical Security.....                        | 4.5     |
| SOF685..... | Digital Forensics.....                        | 4.5     |
| SOF701..... | Cyber Law and Compliance.....                 | 4.5     |
| SOF705..... | Auditing and Incident Response.....           | 4.5     |

**Total Core Requirements: 12 courses**

**54**

**Cooperative Education Option (*Optional*)** In this program area, students benefit from the opportunity to apply the skills learned in the classroom in a real world environment. Students may incorporate cooperative education courses throughout the program instead of waiting until program completion. These courses are in addition to the program outline above.

CIS500, CIS501, CIS502, CIS503



## Graduate Course Prefix Designations

Graduate courses have numbers 500 and above. Consult with your advisor prior to enrollment to make certain that your course selection will meet your degree or diploma requirements and that you satisfy all prerequisites. Each course description includes all pre-requisite requirements. Any exceptions to these requirements must be approved by the Dean.

CIS..... Computer Information Systems  
 EBM..... Business  
 ISM..... Information Systems  
 SOE..... Software Engineering

## Graduate School Course Descriptions

| Number | Course Name | Credits |
|--------|-------------|---------|
|--------|-------------|---------|

|        |   |   |
|--------|---|---|
| CIS500 | <b>Cooperative Education I :<br/>Computer Information Systems</b> | 1 |
|--------|---|---|

Cooperative Education allows students to combine academic study with onthe-job experience by working on paid training assignments coordinated and approved by Departmental Faculty. Upon completion of this course, students are able to apply theory to practice by demonstrating program learning outcomes in real work environments. **Prerequisite: Approval of the advisor.**

|        |   |   |
|--------|---|---|
| CIS501 | <b>Cooperative Education II:<br/>Computer Information Systems</b> | 1 |
|--------|---|---|

Cooperative Education allows students to combine academic study with onthe-job experience by working on paid training assignments coordinated and approved by Departmental Faculty. Upon completion of this course, students are able to apply theory to practice by demonstrating program learning outcomes in real work environments. **Prerequisites: Approval of the advisor and completion of 9 additional credits earned towards a graduate degree in the School of Computer Information Systems.**

|        |  |   |
|--------|--|---|
| CIS502 | <b>Cooperative Education III:<br/>Computer Information Systems</b> | 1 |
|--------|--|---|

Cooperative Education allows students to combine academic study with onthe-job experience by working on paid training assignments coordinated and approved by Departmental Faculty. Upon completion of this course, students are able to apply theory to practice by demonstrating program learning outcomes in real work environments. **Prerequisites: Approval of the advisor and completion of 18 additional credits earned towards a graduate degree in the School of Computer Information Systems.**

|        |   |   |
|--------|---|---|
| CIS503 | <b>Cooperative Education IV: Computer Information Systems</b> | 1 |
|--------|---|---|

Cooperative Education allows students to combine academic study with onthe-job experience by working on paid training assignments coordinated and approved by Departmental Faculty. Upon completion of this course, students are able to apply theory to practice by demonstrating program learning outcomes in real work environments. **Prerequisites: Approval of the advisor and completion of 18 additional credits earned towards a graduate degree in the School of Computer Information Systems.**

|        |                                |     |
|--------|--------------------------------|-----|
| CIS595 | <b>Cyber Security Capstone</b> | 4.5 |
|--------|--------------------------------|-----|

The capstone course provides an opportunity to showcase projects and experiences in the field. During the process of designing an e-portfolio, students enhance their resume, interviewing skills, and highlight experiences. **Prerequisite: Approval of the advisor.**

|        |   |     |
|--------|---|-----|
| CIS596 | <b>Current Topics in Cyber Security I</b> | 4.5 |
|--------|---|-----|

The course investigates emerging security threats and countermeasures in network and computing technologies, including wireless networks, computer-controlled physical systems, mobile technology, new technologies, and social networks. **Prerequisite: None.**

|        |                        |     |
|--------|------------------------|-----|
| CIS600 | <b>Ethical Hacking</b> | 4.5 |
|--------|------------------------|-----|

This course investigates attackers' tactics and strategies to better understand possible vulnerabilities and intrusions. Students engage in virtual labs on penetration testing and respond to vulnerabilities and intrusions through ethical hacking techniques, actually carrying out reconnaissance, launching an attack, and evaluating the results. **Prerequisite: None.**

|        |  |     |
|--------|--|-----|
| CIS610 | <b>Global Issues in Cyber Security</b> | 4.5 |
|--------|--|-----|

This course focuses on the global nature of cyber security. It investigates the cultural and human factor of global security, how cultural differences can hinder cooperation, and the need for agreements and policies that allow for a movement from a culture of fear to a culture of awareness and cooperation. Specific cases in global cyber security, cyber threats, and cybercrime are addressed. **Prerequisite: None.**

|        |                           |     |
|--------|---------------------------|-----|
| CIS630 | <b>Security Analytics</b> | 4.5 |
|--------|---------------------------|-----|

This course focuses on the methodology to conduct cyber security risk assessments, analysis, and response. This includes identifying, classifying, and analyzing cyber threats and vulnerabilities in cyber and physical systems. Students conduct analysis in virtual labs, and create risk mitigation or response plans. **Prerequisite: None.**

|        |   |     |
|--------|---|-----|
| CIS700 | <b>Cyber Security Prevention and Protection</b> | 4.5 |
|--------|---|-----|

This course focuses on theoretical and practical strategies for protecting against cyber-attacks. It provides opportunities through virtual labs for students to engage in intrusion detection and network defense. **Prerequisite: None.**





#### **CIS705 Strategies in Cyber Conflict 4.5**

This course focuses on cyber conflict from a strategic perspective, including the concepts of cyber-deterrence and the offensive and defensive levels of response. It equips students with the tools necessary to recognize emerging cyber-attacks and design strategic plans to address the threats. Anything connected to the Internet is vulnerable. Cyber-attacks will precede any conventional warfare. Therefore emerging cyber warfare threats are introduced along with strategies to deceive, confine, and neutralize the offender. **Prerequisite: None.**

#### **CIS710 Culture of Security 4.5**

This course focuses on the organizational culture of security. People are not what have changed, but technology has. Where individuals are not grounded in a culture of security, there is potential for improper actions that can lead to cyber security threats. The course investigates the human aspects in cyber security including the psychology of security, hacker culture, and how organizations can develop a culture where everyone is aware and actively engaged in security. **Prerequisite: None.**

#### **CIS715 Physical Security 4.5**

This course focuses on the physical security of an organization, including threats, vulnerabilities, and controls. Social Engineering is a critical factor in physical security that is investigated. **Prerequisite: None.**

#### **EBM500 Business Applications over the Internet 4.5**

The purpose of this course is to analyze how computer communications, data storage, and data analysis technologies have caused strategic shifts in company operating practices. Students learn that information technology is a tool that can facilitate valuable changes in business processes. This course reviews software that is available for customer relationship management (CRM), enterprise resource planning (ERP), supply chain management, enterprise application integration (EAI), business intelligence (BI), data warehousing, and decision support. The course consists of case studies of successful and unsuccessful e-business process improvement projects. **Prerequisite: None.**

#### **EBM502 Research Methods 4.5**

The course focuses on methods for the conduct of research and development projects. Specifically, students learn about the scientific method, as well as research/design requirements and objectives. Course work involves qualitative, quantitative, and case studies; performance metrics; design procedures and control; sources of error and bias. In addition, evaluation tools and formal validation methods are discussed. **Prerequisite: None.**

#### **EBM504 Organizational Behavior 4.5**

This course analyzes both the formal and informal aspects of the management process. Topics include: human behavior in an organizational environment, individual behavior patterns, superior/ subordinate relationships, group dynamics, communication, motivation and decision-

making, and the impact of innovation and change on the organization. **Prerequisite: None.**

#### **EBM505 Global Leadership in Business Enterprise I 4.5**

This course focuses on an integrative approach to organizational concepts, management principles, and the effects of leadership styles and human resource policies and practices on organizational performance in a global and competitive work environment. **Prerequisite: None.**

#### **EBM506 Entrepreneurship and Venture Management 4.5**

This course presents the knowledge and skills needed to create and manage a new venture. It also examines the various dynamics associated with the various forms of entrepreneurial activity. In this course students are required to interview an entrepreneur, develop recommendations for a company and address challenges, and analyze a sector to uncover entrepreneurial opportunities and develop your own business concepts. **Prerequisite: None.**

#### **EBM510 Information Processing and the Web 4.5**

This course will include the effective use of the Internet for business applications. Topics will include: Data integration and warehousing, data marts, internet infrastructure and web databases (dB), e-business information portals and common warehouse model. An internet platform consisting of Oracle 8i with Java VM, CORBA support will provide a foundation for data warehousing and e-business intelligence. **Prerequisite: None.**

#### **EBM515 Electronic Commerce: Business Models and Technologies 4.5**

This course presents the state-of-the-art in electronic commerce. Its focus is on the current and future impact of e-commerce on the student's organization, industry, and professional activities. Specific topics include creating new business opportunities; identifying new customers and additional value in existing customers; realigning the organization for the new environment, addressing contemporary uncertainties, for example, government regulation, taxation, security, privacy, and intellectual property rights; creating a market presence; measuring success, return on investment, and profitability; and sustaining the pace of change through appropriate staffing, hiring, outsourcing, and partnering. Students examine recent successes and failures in e-commerce through case studies and other readings and will develop an e-commerce business plan for their organization. **Prerequisite: None.**

#### **EBM520 Human Resource Management 4.5**

This course provides the fundamentals of human resource management (HRM). Topics covered are organizational psychology, human interaction, individual effectiveness and social issues. Other areas include human resource planning, strategic management, organizational structure, legal environment and organizational staffing. **Prerequisite: None.**



#### **EBM 521 Compensation & Benefit Management 4.5**

This course focuses on how organizations use compensation and benefits to achieve their operational & strategic goals. It explores compensation design, analysis, and evaluation. The design of pay systems, paying for performance, and the administration of pay systems are appraised and assessed. **Prerequisite: None**

#### **EBM 522 Industrial Relations & Labor Laws 4.5**

This course focuses on the Management of employees, both individually and collectively. It demonstrates how individual relations & labor law remain a central feature of organizational life. This course examines the conceptual and practical aspects of employee relations at the macro and micro levels. **Prerequisite: None**

#### **EBM 523 Performance Management 4.5**

This course provides a powerful combination of training, communicating, and motivating skills that will enable the students to successfully challenge your staff to reach higher levels of performance. It will focus on understanding the performance management process, legal basis for performance management practice, effectively conduct performance appraisals, understanding the relationship between performance management and staff development **Prerequisite: None**

#### **EBM525 Global Leadership in Business Enterprise II 4.5**

This course is a continuation of EBM505. This course will discuss case studies in leadership and addresses problems that organizations go through because of the leadership flaws. **Prerequisite: EBM505.**

#### **EBM535 Information Technology and Corporate Transformation 4.5**

This course examines how organizations are dependent on information technology not only for management of operations, but more also as a key enabler of competitive advantage. Also examined is the growth in corporate spending on IT components such as hardware, software, telecommunications, and for information systems (IS) personnel. Specific topics to be discussed include strategic planning for IT activities and projects, project-level planning and management, the role of the IT leader or chief information officer, and achieving the balance between insourcing and outsourcing of various IS functions. **Prerequisite: None.**

#### **EBM540 Commerce WEB Site Development I 4.5**

The emphasis of this course will be on the development of websites. The fundamentals of website development using HTML and other tools will be addressed. Topics will include: web hosting, Application Service Providers (ASPs), Oracle and PeopleSoft databases and software, XML, style sheets. The participant will develop a website as part of the course. **Prerequisite: None.**

#### **EBM545 Commerce WEB Site Development II 4.5**

The emphasis of this course will be the advanced development of websites for business development. In this course, specific business websites will be studied for content, advertising, structure and usefulness. The participant will develop a number of business related websites and analyze them for effectiveness. Data warehousing and retrieval techniques will be addressed. In addition, future website development tools will be studied. **Prerequisite: EBM540.**

#### **EBM552 Internet Marketing Strategies 4.5**

This course introduces the student to concepts, tools, and techniques as they apply in business-to-consumer (B2C) and business- to-business (B2B) electronic marketing. Specific topics include: branding and recognition; consumer and organizational behavior in an e-market place; channels and relationship marketing; tools and techniques in the B2B market; and assessment of e-market opportunities. **Prerequisite: EBM515.**

#### **EBM555 Business and Public Policy 4.5**

This course discusses political, legal, economic, and ethical forces acting on business as well as the interaction of the market system and public policy process in the development of law and regulation. **Prerequisite: None.**

#### **EBM558 Corporate Finance 4.5**

This course is an in-depth analysis of financial considerations relating to maximizing the value of a corporation. It examines the setting of financial and corporate goals in terms of maximizing shareholders' equity, optimal financing policy and relationships among dividend policy, debt levels, capital costs, return on investments, and growth. **Prerequisite: EBM 560 or EBM 562.**

#### **EBM560 Managerial Accounting 4.5**

In this course, attention is directed towards the core of the management control and financial reporting systems integrally related to information systems. The fundamentals of accounting and how they relate to business and an in-depth analysis of the tax consequences of forming, operating, and liquidating a corporation and transactions with shareholders will be discussed. Analysis of financial records and business balance sheets will also be addressed. **Prerequisite: None.**

#### **EBM562 International Managerial Accounting 4.5**

This course presents generally accepted accounting principles which are used by other countries and the United States to report financial information to global users. The course familiarizes the student with the knowledge needed to analyze and interpret consolidated financial statements that are presented by local, multinational, and transnational corporations. The course content includes international accounting regulations and practices, as well as some of the current research on the application of worldwide accounting standards. **Prerequisite: None.**



#### **EBM- 563 Introduction to Corporate Finance 4.5**

This Introductory course will provide an overview of the American culture, financial governmental regulations, spending patterns of Americans, social security, credit bureau, FICO score, credit card usage and life cycle, ATM, PIN, payment and authorization, credit line changes and fraud.

**Prerequisite: None.**

#### **EBM- 564 Credit scoring and the Organization 4.5**

This module emphasizes the concept of credit scoring and its potential benefits to both the organization and the individual user. It gives an overview of the framework of a credit scoring system within a financial services organization. It covers types of credit scoring (tailored versus generic) and uses of (application; behavioral; customer; collections and fraud) scoring throughout the credit cycle, credit risk assessment, Developing and managing Credit Scoring Systems.

**Prerequisite: None.**

#### **EBM- 565 Customer Management 4.5**

This course explains customer management and the balance between controlling a lending portfolio whilst also growing the same lending book. It also educates about issues concerned with lending multiple products to the same customer. Its covers the issues like Authorizations, Control processes for granting additional credit, Using Automated Decision-making systems, Transactional fraud control, Behavioral Scoring, Development and Maintenance of Behavior scorecards, Customer Level Scoring, Portfolio Management and Management information

**Prerequisite: None**

#### **EBM- 566 Credit Management & Debt Recovery 4.5**

The course would focus on credit assessment/ratings on sample debtors, design effective T & C's and Credit Application forms for prompt payments, focus on improvement in Company Receipts and Cash Flows, understanding the issues involved in pursuing slow payers and debtor recovery, legal Processes in the Collection of Debts, International banking payment methods to minimize credit risks **Prerequisite: None**

#### **EBM- 567 Credit Analysis and Lending Management 4.5**

This course is designed to provide students with a detailed understanding of the theoretical and practical issues associated with credit analysis and lending. Course topics include lending theory, credit risk management, analysis of various lending products, management of loan portfolios and problem loans **Prerequisite: None**

#### **EBM- 568 Fraud Risk Management 4.5**

This course provides an overview of fraud risk management fundamentals, identifies new regulatory mandates from around the world, and spotlights key practices that organizations have found to be effective in the current environment. The course focuses on analyzing the effectiveness of controls to mitigate risks. Fraud risk assessment: key elements of an effective fraud

risk assessment process; common deficiencies in fraud risk assessments: process to develop a fraud risk assessment for a hypothetical organization, Fraud control activities: roles of entity-level and process-level controls: Identify how proactive fraud detection activities complement entity-level and processlevel controls and assist management and those charged with governance: Information and communication: challenges in providing fraud awareness training, approaches for delivering fraud awareness training cost-effectively. **Prerequisite: None**

#### **EBM572 International Economics 4.5**

This course examines key dimensions of the global economy and global economics, including international business opportunities and risks, trade theory and policy, the balance of payments, foreign exchange markets, exchange rate systems and risks, and international payment systems. The role of multinational corporations and elements of international corporate strategies and direct investment are also covered. Students are required to follow current events in the global economy and discuss how these events impact managerial decisionmaking. **Prerequisite: None.**

#### **EBM575 Global Economy 4.5**

This course discusses key dimensions of the global economy, including international business opportunities and risks. Trade theory and policy, the balance of payments, foreign exchange markets, exchange rate systems and risks, and international payment systems are also discussed. Additional topics such as foreign direct investments might also be discussed in addition to the changing role of multinational corporations and elements of international corporate strategies. **Prerequisite: None.**

#### **EBM580 Managerial Marketing and Market Research 4.5**

This course provides an overview of marketing, with special focus on market research as a means of determining or validating strategy. The course is aimed at the manager, who is the ultimate user of the research and who is responsible for determining the major scope and direction of marketing activities. Techniques of data collection, evaluation of alternative sources of information, methods of evaluating data, and methods of presenting the results are covered. The course also addresses: how to define information needs; how to test marketing procedures; forms of analysis applicable to market research information, and the role of models in decision making. **Prerequisite: None.**

#### **EBM587 Strategic Business Marketing 4.5**

This course examines marketing variables and marketing strategy in developed and developing countries. The importance of differences among nations in language, culture and social forces, politics and laws, values, channels or distribution, and buyer behavior is examined. The course also emphasizes the importance of the marketing orientation in the present global competitive environment and the relationships between marketing and business development and strategy in an international setting. **Prerequisite: None.**





#### **EBM590 International Money, Banking, and Financial Markets** **4.5**

This course explores the role that international finance markets play in the business environment. Students study principles and applications of international financial markets and their impact on the world economy. The course also addresses currency exchange mechanisms in theory and practice, including international monetary systems; offshore financial markets and currency risk management, including interest rate and currency futures, options, and swaps. **Prerequisite: None.**

#### **EBM600 Investments** **4.5**

This course will discuss the treatment of equity, debt, speculative markets and formulation of capital. Emphasis will be placed on Investment strategies for e-businesses. Particular attention will be given to raising capital for business from various sources. Partnerships and other techniques for corporate development will be discussed. Some discussion of securities markets will be undertaken with an emphasis portfolio management. **Prerequisite: EBM558 or EBM610.**

#### **EBM604 Insurance Management** **4.5**

This course emphasizes the concept of the Law of Large Numbers, types of insurance policies, how Insurance benefits society, premium Allocation, insurance laws & regulations, insurance industry. It gives a detailed overview of The Insurance Transaction, Producer Functions, and Insurance Marketing Systems relating to Intangible Services Marketing. It also describes types of Classifications and Types of Insurers, Insurer Functions, the Underwriting Process, Goals of the Claim Function, Policy Analysis, concept of risk & insurance, corporate governance. **Prerequisite: None**

#### **EBM605 Insurance Operations** **4.5**

This course explains the Role of Insurance companies in the economy, players, organization structure of insurance companies, Insurance Regulations. It also educates students about issues concerned Marketing Mix, Matching Products to target market. Topics covered include the Process of Product Development, Characteristics of effective product development, designing documents as per law, pricing & financial design of insurance products, Distribution Channels, Customers of Insurance Company, Claim investigation, Claims on insured/reinsured policies. **Prerequisite: None**

#### **EBM610 Financial Management** **4.5**

This course provides an overview of financial management, with an emphasis on analysis of financial decisions pertinent to management of a business firm. The course identifies the responsibilities of financial managers, financial problems facing firms, and the various approaches to financial decision making. Specific topics covered include capital acquisition, working capital management, capital budgeting, valuation theories, and dividend and long-term financial policies. **Prerequisite: EBM560 or EBM562.**

#### **EBM611 Financial Statement Analysis** **4.5**

This course examines financial accounting rules and helps students develop skills in interpreting and analyzing external financial reports. Both traditional and recently advocated methods of financial statement analysis will be studies, taking the perspectives of investors and creditors. Among the topics to be investigated are: 1) the mechanics of financial statement analysis; 2) manager's incentives in making accounting choices; 3) the usefulness of accounting numbers in an effective market; and, 4) international comparisons of financial statements. **Prerequisite: EBM560 or EBM562.**

#### **EBM615 Capital Formation** **4.5**

Determinants of saving and investment and resultant funds flow are evaluated. Special emphasis on the level and risk structure and term structure of interest rates. The role and management of financial institutions is stressed. **Prerequisite: EBM558 or EBM610**

#### **EBM617 Insurance Services: Life Insurance** **4.5**

This aim of this course is to provide students with the knowledge of life and health Insurance principles and services in UK and USA in compassion with India. The students will able to understand the different types of life insurance plans and products, and its variations in USA and India. It covers the principal aspects of the life insurance industry, life insurance company operations and its regulatory environment. The US Regulation governing life Insurance and the grievance addressal system in life insurance will also be discussed. **Prerequisite: None**

#### **EBM618 Insurance Services: Property and Casualty** **4.5**

Property and casualty insurance protects a person or business from damage to, or loss of insured property and as well as legal liability for losses caused by injury to other people or their property or the loss of its income-producing liabilities. P & C Insurance contributes to economic growth and development by mitigating financial volatility resulting from large losses, motivating investment in property and commercial activity with inherent risks and facilitating commerce and trade. Casualty insurance is typically combined with property insurance and often referred to as "property and casualty" insurance. Property insurance insures the location of the business while casualty insurance insures the business. P & C insurance is divided into personal lines and commercial lines. **Prerequisite: None**

#### **EBM619 Insurance Services: Health Care** **4.5**

This course summarizes the learning and formulates strategies for the management of various challenges which will encounter in the healthcare environment in USA, UK and India. Healthcare service is in increasing demand in India, UK and United States. This course explores the opportunities for improvement in the design and management of US healthcare services and operations. Services include managing healthcare industry, utilization pharmacy benefit management, network development and regulation. Operations include excel solver, scheduling, economic





and decision analysis. The various forms of provider models and service delivery systems found in private and public health sectors are described, including ambulatory, acute, and long-term care. **Prerequisite: None**

#### **EBM620 Financial Decision Making 4.5**

This course will discuss theory and practice of business finance, emphasizing the impacts of long- and short-term uses and sources of funds on the firm's value. **Prerequisite: EBM558 or EBM610**

#### **EBM622 International Managerial Financial Decision Making 4.5**

This course discusses the theory and practice of international managerial finance decision-making, emphasizing the impacts of long and short term uses and sources of funds on the firm's value. Students learn to evaluate international business opportunities, compare financial alternatives, and identify and solve problems related to the use of funds. **Prerequisite: EBM558 or EBM610**

#### **EBM625 Advanced Financial Management 4.5**

In this course we examine advanced case studies in financial management: working capital policy, capital budgeting, financing with debt and equity, project finance, dividend policy, valuation, and investment banking in the contexts of private equity, venture capital, initial public offering, leveraged buyout, and management buyout. **Prerequisite: EBM558 or EBM610**

#### **EBM635 Business Transformation 4.5**

With today's fast-paced and hectic way of doing business, change in the workplace has become an everyday reality. Change happens rapidly and sometimes with very little notice. Major changes such as mergers, takeovers, and layoffs can leave employees feeling confused, fearful, or disheartened. This course is designed to help future managers work through organizational change by studying strategies for providing positive leadership. This course covers multiple perspectives on managing organizational change, including methodologies for diagnosing management competency, theoretical frameworks for understanding organizational competency, and strategies for changing organizational culture and personal behavior. **Prerequisite: None.**

#### **EBM637 Insurance Policy: Life Insurance 4.5**

This course summarizes the learning of major life insurance policies and plans pertaining to USA, UK and India. The course provides the students with understanding of Insurance mechanism. The students will be able to understand the different types of life insurance policies and products in UK and USA. It covers the principal aspects of the life insurance industry, concepts of insurance and how it is used to cover risk. The relationship between insurer and their customers and the importance of insurance contracts are discussed. **Prerequisite: None**

#### **EBM638 Insurance Policy: Property and Casualty 4.5**

Property and casualty insurance is insurance that protects against property losses to your business, home or your vehicle and/or against legal liability that may result from injury or damage to the property of others. This type of insurance can protect a person or a business with an interest in the insured physical property against losses. P&C policy is a broad category of coverage against loss of property, damage or other liabilities and how important is this insurance coverage policy. Property and casualty insurance can most often be defined as a contract in which the insurance company agrees to pay for any personal or property damages in exchange for an agreed upon monthly fee. This course will be more focused towards the P & C insurance policy in USA. Casualty insurance is typically combined with property insurance and often referred to as "property and casualty" insurance. Property insurance insures the location of the business while casualty insurance insures the business International Organization for standardization (ISO) provides services for insurance companies that write the following lines of property/casualty insurance. **21 Prerequisite: None**

#### **EBM639 Insurance Policy: Health Care 4.5**

This course will introduce the student to the intricate processes that public policymakers use to influence the health status of a society. Workers compensation and rules and the laws governing the health care industry will be examined. A historic review of trends will be evaluated and the challenges of future health care delivery will be examined. The role of Indian, UK and USA policy formation and implementation are reviewed. The various stakeholders in health care delivery are identified. **Prerequisite: None**

#### **EBM640 International Business 4.5**

This course examines current organizations and practices of domestic and foreign businesses in the international market; problems of trade and foreign government regulation barriers, investment opportunities and economic arrangements and developments; and the role of the manager in the rapidly changing economic environment. **Prerequisite: None.**

#### **EBM642 Managerial International Business 4.5**

This course explores the issues which face managers when operating in international environments. The course exposes students to strategic and operational aspects of international business management. Topics include: an overview of global management; cultural, legal, and political influences on international management; international trade and investment; transnational operations and marketing; international human resource management; cross-cultural communication and decision-making; international strategies; and organizing international enterprises. **Prerequisite: None.**



#### **EBM645 Geopolitics**

**4.5**

This course examines the complex and turbulent international environment. A manager requires both a basic conceptual framework that can inform and order political and economic events, and an understanding of how the international political economy actually affects strategy. Geopolitics explores the structure and evolution of the international political-economic system, and then looks at several critical issues areas, such as economic and currency unions, technological advances, strategic alliances, and national competitiveness. Current events and issues are introduced as appropriate. The emphasis of the course is on implications for domestic and global strategy. **Prerequisite: None.**

#### **EBM650 International Marketing Management**

**4.5**

The course examines international market segmentation, product attributes, cultural differences, and economic differences, differences in product and technical standards, global advertising, and international pricing in transnational business operations. It stresses application of marketing concepts, principles and procedures for planning, development, implementation and control of marketing programs. Course emphasis is on the matching of organization resources and strengths with global marketing opportunities, and strategies to overcome environmental threats. Central to the course is a team project involving the development of a marketing plan for a product or service to be marketed in at least two countries. **Prerequisites: EBM587.**

#### **EBM655 Supply Chain Management Operations**

**4.5**

The course examines supply chain management including sourcing, manufacturing, distribution, technologies, and quantitative models used in managing the supply chain. It exposes students to the buyer supplier relationship as well as topics related to design and management of supply chains, from incoming raw materials to final product delivery. Course topics will include supply chain network design, facility planning, capacity planning, globalization and outsourcing, transportation and key logistical concepts, information technology, and global issues in supply chain management. **Prerequisite: None.**

#### **EBM656 Supply Chain Business Process Design**

**4.5**

This course examines both manufacturing and administrative/service processes to include the traditional/ classical methods of process analysis. Major focus of the course is on current methods such as work-group analysis and cross-functional analysis. Assessment, evaluation of processes, and techniques such as the rating method, performance evaluation, benchmarking, and the quality profile are described. **Prerequisite: EBM655.**

#### **EBM657 Supply Chain Inventory Management**

**4.5**

This course will focus on the design of the distribution system and the planning and control system used to manage the supply chain. It provides students with the concepts of purchasing and inventory management to include purchasing and inventory planning processes, supplier selection,

contract negotiations, "Green" policies, and procurement. This course explores the transportation and logistics concepts within supply chains. Topics covered will include tools and techniques used in the design and operation of transportation and logistics systems and global issues in transportation and logistics management. **Prerequisite: EBM655.**

#### **EBM660 Growth Strategies for Emerging Companies**

**4.5**

This course offers practical management tools to help grow and manage high potential new ventures. Topics include internal rapid growth strategies (including product development (high and low technology), vertical expansion, horizontal expansion, etc.), external rapid growth strategies (rollups, exporting, franchising, and acquisition, etc.), and unique growth techniques for technology product based firms. Leadership, human relations, and bootstrapping are important supporting topics. This course is useful for those who intend to start their own companies and those who intend to work in an entrepreneurial company. Future investment bankers, venture capitalists, merger and acquisition professionals, and business brokers will benefit as well. **Prerequisite: None.**

#### **EBM662 Growth Strategies for Emerging Markets**

**4.5**

This course examines how firms conduct an analysis and selects new international markets for entry, how firms develop strategies for successfully entering these markets, and how firms manage these markets for growth and subsequent expansion. **Prerequisite: None.**

#### **EBM670 New Venture Creation**

**4.5**

This course is an introduction to the entrepreneurial process from conception to birth of a new venture, attributes of successful entrepreneurs, business planning, innovation and creativity, opportunity recognition, venture screening, identification and financing of resources, staffing, feasibility analysis, marketing, and growing a business into a sustainable enterprise. The course includes case studies of successful and unsuccessful ventures. **Prerequisite: None.**

#### **EBM672 International Competitive Strategy and Innovation**

**4.5**

This course examines the innovation process, appropriation of economic value from innovation, competition between technologies, strategies for competing against established firms, and management of innovation. **Prerequisite: EBM670.**

#### **EBM675 Business Plan for the New Venture**

**4.5**

In this course each student must produce a business plan that will be accepted for the annual program business plan competition. It is expected that several business plans will be of sufficient quality that they will attract financing. Topics include a deep review of business plan construction and its derivative short forms (1 page summary, 3 pages summary, and executive summary). **Prerequisite: None.**



**EBM680 Project Management 4.5**  
The course focuses on the effective organization of projects, tracking of costs and time expenditures, management of quality and risks, evaluation of human resources requirements, and the overcoming of potential obstacles. **Prerequisite: None.**

**EBM690 Business Capstone 4.5**  
This capstone course gives the MBA student the opportunity to pull together and build upon what has been learned in separate business fields and utilizes this knowledge in the analysis of complex business problems. This “capstone course” is designed to aid the student in synthesizing and applying knowledge gained in earlier courses and applies these skills through actual business cases. Prerequisite: This course must be taken in the final quarter of enrolment, but may be taken along with another course which will lead to the completion of the program. **Prerequisite: Approval of the advisor.**

**ISM 511 Enterprise Architecture 4.5**  
The course examines the principles and practices needed to define and implement successful enterprise architectures. Students will gain experience in using information technology to assess the needs of an organization to improve performance and sustainability. **Prerequisite: None.**

**ISM 521 Database Systems Technology 4.5**  
This course explores the principles and methodologies of database design, architecture, and techniques for database application. Topics covered include relational design, SQL, transaction processing, decision support, integrity and security. **Prerequisite: None.**

**ISM 530 Decision Systems Technology 4.5**  
A broad overview of decision making and the systems that are designed to support the process is presented, in addition to the management process, computer support for management, the technology of management, decision technology system types, including artificial intelligence, decision support systems, executive and geographic information systems, and idea processing systems, system architectures, system integration considerations, system design and development methodologies, system performance measurement and evaluation, management of decision technology systems, organizational and user issues. **Prerequisite: None.**

**ISM 531 Ethics and Professional Issues in IT 4.5**  
This course provides a framework for making ethical decisions in information systems management. The course explores professional issues and societal implications of information technology. Topics to be covered include professional ethics, privacy, security risks, property rights, social media, and criminal conduct. **Prerequisite: None.**

**ISM 540 Information Systems Management Project I 4.5**  
In this class, students work individually with the faculty member on a mutually agreed project that gives the student an opportunity to understand the full lifecycle of an IT project. With permission of the instructor or the Dean, Curricular Practical Training (CPT) may be used to satisfy some requirements of this course. **Prerequisite: Approval of the advisor.**

**ISM 542 Information Systems Security 4.5**  
This course provides an overview of the information security and assurance methodologies and procedures. Topics include information security planning, staffing functions, inspection and protection information assets, pre/post incident procedures, managerial responses. **Prerequisite: None.**

**ISM 550 Human Computer Interaction 4.5**  
This course explores the theories and methodologies in human computer interaction. Students will work on projects to design, implement and evaluate computer interfaces. Topics to be covered are human computer interaction models, sensor recognition, multimedia interfaces, task analysis and evaluation. **Prerequisite: None.**

**ISM 560 Cloud Computing 4.5**  
This course will explore the fundamentals of cloud computing concepts and capabilities. Through hands-on projects, students will learn how to create maps, cloud services for managing and processing data, and techniques for evaluating cloud infrastructures. **Prerequisite: None.**

**ISM 570 Technological Innovations 4.5**  
This course examines the emerging and innovative processes in corporate enterprise, research, and manufacturing. Through team-based projects, students will learn how to analyze, plan, and implement information technology innovation strategies to enhance all types of businesses. **Prerequisite: None.**

**ISM 580 Tools and Technologies I 4.5**  
This course provides knowledge of the fundamental tools and technologies used in information systems. Students will explore various methodologies needed to analyze applications and operating systems. **Prerequisite: None.**

**ISM 581 Tools and Technologies II 4.5**  
This course provides advanced knowledge of the tools and technologies used in information systems. Through hands on team based projects, students will explore using various tools and technologies in real world settings. **Prerequisite: None.**





**ISM 590 Current Topics in Information Systems I 4.5**

Current topics in the field on Information Systems will be discussed. Topics will be announced in the current term schedule. **Prerequisite:** Approval of the advisor.

**ISM 591 Current Topics in Information Systems II 4.5**

Current topics in the field on Information Systems will be discussed. Topics will be announced in the current term schedule. **Prerequisite:** Approval of the advisor.

**ISM 592 Current Topics in Information Systems III 4.5**

Current topics in the field on Information Systems will be discussed. Topics will be announced in the current term schedule. **Prerequisite:** Approval of the advisor.

**ISM 593 Current Topics in Information Systems IV 4.5**

Current topics in the field on Information Systems will be discussed. Topics will be announced in the current term schedule. **Prerequisite:** Approval of the advisor.

**ISM 600 Information Systems Management Project II 4.5**

In this class, students will create prototype systems for “real” organizations based on function design requirements. The student will work individually with the faculty member on a mutually agreed project that gives the student an opportunity to understand the full lifecycle of an IT project. With permission of the instructor or the Dean, Curricular Practical Training (CPT) may be used to satisfy some requirements of this course. **Prerequisite:** Approval of the advisor.

**SOF 501 IT Project Management 4.5**

This course examines the principles and practices of effective project management. Students will learn the roles of managers, techniques for controlling cost, scheduling and performing as it relates to IT projects. Topics include leadership, IT business process development, project planning, management, communications and evaluation. **Prerequisite:** None.

**SOF510 Data Structures and Algorithms 4.5**

This course introduces the definitions, implementations, and applications of the most commonly used data structures used in Computer Science, including the concept of abstract data types. The course also introduces the basic formalism and concepts used in the analysis of algorithms and in algorithm design. The relative efficiency of the algorithms studied is estimated by the informal application of these ideas. The algorithms and data structures discussed include those for sorting, searching, graph problems, dynamic programming, combinatorial search and others. **Prerequisite:** None.

**SOF515 Relational Database Management 4.5**

The course aims at explaining the basic concepts of database architecture, data storage, and the relational database model. The students will be able to express queries in relational algebra, SQL, and ordinary English, and be able to embed SQL queries in a PL/SQL program. Students design a relational database. Students also understand and apply the concepts and techniques of concurrency control and database recovery. **Prerequisite:** None.

**SOF535 Object-Oriented Analysis and Design 4.5**

The course discusses object-oriented systems, software reusability, software modularity, top-down and bottom-up approaches, object classification, generality, meta programming, and concurrent, object-oriented programming languages. **Prerequisite:** None.

**SOF581 Software Modeling 4.5**

This course provides an overview of software analysis and design. The course explores the fundamentals of object oriented analysis and design processes, use-case analysis, object modeling, design patterns and metrics. **Prerequisite:** SOF535.

**SOF584 Software Quality Assurance 4.5**

This course covers the components of quality assurance throughout the software development process. The course provides a framework for planning, reviewing, testing, configuring, managing metrics, and models. Students explore software quality approaches to use in a variety of settings. **Prerequisite:** None.

**SOF586 Software Engineering for the World Wide Web 4.5**

This course provides an overview of web engineering concepts, methods, and technologies. The course explores the requirements engineering for web applications, testing, metrics, operations and maintenance of web applications, security, and project management. **Prerequisite:** None

**SOF587 Secure Software Design 4.5**

This class examines the theory and practice of software security. The course focuses on some common software security risks, including buffer overflows, race conditions and random number generation, and on the identification of potential threats and vulnerabilities early in the design cycle. Students learn how to use the tools for identifying and eliminating security vulnerabilities, techniques to prove the absence of vulnerabilities, and ways to avoid security holes in new software and on essential guidelines for building secure software. **Prerequisites:** SOF581.

**SOF588 Enterprise Software Development 4.5**

This course covers the designing and engineering of large enterprise software systems. Students analyze and design enterprise software systems with particular emphasis on the architectures. Topics to include web





services, clouding platforms, service oriented architecture, event driven architecture, data modeling, and software engineering. **Prerequisites:** None.

#### **SOF589 Mobile Software Engineering 4.5**

This course explores the trends, designs, and deployment issues of mobile application development. The course covers mobile platforms, mobile browsers, mobile devices, mobile computing, and interface designs. **Prerequisites:** SOF535.

#### **SOF590 Software Engineering Project I 4.5**

This course provides experience in applying software engineering techniques by giving students an opportunity to produce software when working in teams under the schedule constraints commonly experienced in industry. As a component of the course, the instructor emulates the vagueness shown by typical customers in describing requirements. The instructor serves as a guide and mentor, not as a traditional teacher. This course should be taken in a student's final quarter. **Prerequisite:** Approval of the advisor.

#### **SOF591 Software Engineering Project II 4.5**

This course provides an opportunity for students to develop software for real organizations based on functional requirements. The students work in teams under the schedule constraints commonly experienced in industry. The students work with faculty members on a mutually agreed project to provide experience in the full lifecycle of a software project. With permission of the instructor or the dean, cooperative education may be used to satisfy some requirements of this course. **Prerequisite:** Approval of the advisor.

#### **SOF595 Current Topics in Software Engineering I 4.5**

This course addresses current topics in the software engineering field. The exact topic is announced in the term schedule. **Prerequisite:** Approval of the advisor.

#### **SOF596 Current Topics in Software Engineering II 4.5**

This course addresses current topics in the software engineering field. The exact topic is announced in the term schedule. **Prerequisite:** Approval of the advisor.

#### **SOF597 Current Topics in Software Engineering III 4.5**

This course addresses current topics in the software engineering field. The exact topic is announced in the term schedule. **Prerequisite:** Approval of the advisor.

#### **SOF598 Current Topics in Software Engineering IV 4.5**

This course addresses current topics in the software engineering field. The exact topic is announced in the term schedule. **Prerequisite:** Approval of the advisor.

#### **SOF685 Digital Forensics 4.5**

This course provides an in-depth investigation of practice of digital forensics. This includes computer forensics, network forensics, mobile forensics, and other types and modes of computer-facilitated attacks. Students carry out securing the scene and initial mining for evidence. **Prerequisite:** None.

#### **SOF701 Cyber Law and Compliance 4.5**

This course introduces the student to the essential aspects of information security and the law. The course investigates privacy laws, intellectual property laws, information technology regulations and compliance, as well as elements of cybercrime. **Prerequisite:** None.

#### **SOF705 Auditing and Incident Response 4.5**

This course focuses on the audit process, risk assessment, and response. Concepts that are addressed include information gathering, vulnerability analysis, and penetration testing reports and post testing actions. **Prerequisite:** None



## Student Services

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## Academic Advising

Students receive academic advising at a minimum, once a term during the registration process. Academic advisors assist students in selecting courses appropriate for their program and schedules. At any time during the term, students may schedule an appointment with their academic advisor, designated department representative, or instructor for assistance. Online students may contact their academic advisors via email or phone. The University provides academic counseling and support to students who are not meeting Satisfactory Academic Progress (SAP). Students are strongly encouraged to schedule an appointment in the Office of Student Services to meet with a tutor to meet and overcome any academic challenges.

## Academic Advising

Students receive academic advising at a minimum, once a term during the registration process. Academic advisors assist students in selecting courses appropriate for their program and schedules. At any time during the term, students may schedule an appointment with their academic advisor, designated department representative, or instructor for assistance.

## Career Services Center

Career assistance is provided to students in pursuit of professional employment and career advancement. The Career Services Center assists students with obtaining the skills necessary for successful interviewing and provides a network of employers in each discipline. The Career Services Center offers a full range of programs 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 University offers the following resources:

- Resume review
- Job leads
- Job search methods
- Interview preparation and role playing
- Career strategy development
- Career fairs
- Exit interviews

The University does not guarantee employment. Poor attendance, poor grades, and inability to provide the Career Services Center with the necessary requirements can impact a student's ability to obtain employment. Students must sign an authorization form available in the Career Services Center and have a current resume on file in order to receive job assistance. In addition, graduates should notify the Career Services Center as soon as they become employed in their career field. Job search assistance is always available to alumni who remain in their field of study.

## Student Support Services

Student Support Services provides a wide variety of services to maximize student satisfaction, personal, and academic success. It links students to a wide range of community services, including, but not limited to, housing, transportation, and child care resources.

Student Support Services houses resources for students with disabilities. Student with disabilities of any kind should contact the Student Support Services office to obtain the assistance needed. Stratford University is committed to making reasonable accommodations to help students succeed.

The University believes that student organizations are vital to the development of the student. Student Support Services works with students to form clubs and organizations in keeping with the mission of the University. To find out more about current organizations or how to initiate one, please check with Student Support Services.

- American Culinary Foundation, Greater Baltimore Chapter is a group of students along with professionals who host competitions, lectures, demos, and networking opportunities within the industry.
- Entrepreneurial Action Us (ENACTUS) is an international organization comprised of students in colleges and universities from over 40 countries world-wide. The goal is to provide the low income population with the education and skills training needed to succeed in a competitive global economy. SIFE students apply business concepts to develop community outreach projects that improve the quality of life and standard of living for people in need. SIFE provides university students with the opportunity to make a meaningful contribution to their communities while also discovering their potential to achieve an even greater impact as the business leaders of tomorrow.

## Learning Resource Center

The learning resource center at each location serves the study and research needs of the students, faculty, and staff of Stratford University. The learning resource center collection and resources consist of various media types including books, DVDs, periodicals, databases, and electronic resources. While the size and scope of the learning resource center at each campus varies based on the size of the student body, the learning resource center remains a central resource to each campus community, with appropriate print and digital media resources, Internet and database access, and professional staff. The libraries at all locations offer research assistance to students.

The learning resource center serves the study and research needs of the students, faculty, and staff of Stratford University. The collection and resources consist of various media types including books, DVDs, periodicals,



databases, and electronic resources. These resources give students the opportunity to familiarize themselves with the tools used in their future professions. The learning resource center is an essential resource to the campus community, with appropriate print and digital media resources, Internet and database access, and professional staff.

The learning resource center maintains an expanding collection of culinary, hospitality management, general education, and recreational books; audiovisual materials; and periodicals (both print and electronic). The InMagic/Genie electronic card catalog system enables the University to have access to the holdings of libraries throughout Maryland and the United States. Access to the Internet through the computer lab is available and students have access to in-house online databases for their research.

The library at each location serves the study and research needs of the students, faculty, and staff of Stratford University. The additional location site has a library with comfortable seating and dedicated support staff. Shelf racked books and online texts are available for students, staff, and faculty. The learning site has smaller areas for books and seating. Books from the campus are available for delivery to the learning site in less than 24-hour notice. Students at both sites have access to robust online learning resources through the Stratford University web portal. The libraries at all locations offer research assistance to students.

### Computer Labs

The University provides computers, scanners, printers, copiers, and Internet access for student use while conducting research and for working on assignments. The labs offer a wide variety of computer applications, including word processing, spreadsheets, desktop publishing, and other software for educational use. These are located in the library and in various classrooms on-campus. Both sites have dedicated computer labs with Wi-Fi connectivity as well as dedicated leased line. Lajpat Nagar site has twenty one computers; Gurgaon site has eight computers. Besides the availability of these computers, students at both the sites are welcome to use their laptops through Wi-Fi connectivity.

### New Student Orientation

Stratford University holds New Student Orientation each term to familiarize new students with the processes and procedures of the University. It is critical that new students make every attempt to attend. Orientation gives students an opportunity to meet with their designated department representative, the Office of the Registrar, the Office of Student Accounts, and to receive Moodle instruction. This is an opportunity to discuss payment, course selection, and address any last minute issues. Orientation is typically held the week before the start of the term. The University attempts to provide an orientation time for all student schedules. Online students receive an online orientation. Upon completion of each session, students

are sufficiently and satisfactorily oriented to the University, its equipment, services, staff, and faculty.

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### Description of Facilities

Stratford University campuses have been designed for students' educational convenience. All classrooms are equipped with whiteboards, comfortable seating, ceiling mounted projectors, projection screens, computer cabling and wireless Internet access. The University has general purpose and state-of-the-art specialized classrooms. General purpose classrooms are traditional rooms with specific scheduling requirements determined by best matching the subject being presented with consideration of the room and class size. Scheduling priority is given to courses where the instructor requires technology to support the delivery of instruction and where the technology is used on a regular basis. Specialized classrooms have been equipped with information technology equipment, laboratory equipment and supplies, or specialized resources as needed in the culinary and the health sciences programs. Classrooms, media services, and computer laboratories are available for use when classes are not in session.

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## Student Lounges

All campuses have student lounges where students can socialize and study. Student lounges have access to wireless Internet connections, food and drink vending machines, and microwaves. Students have access to lounges during University business hours. For information about wireless Internet access passwords, students may contact the IT Service Desk at [servicedesk@stratford.edu](mailto:servicedesk@stratford.edu).

## Military Student Office

Stratford University welcomes applications from active duty military, veterans, reservists, eligible spouses, and dependents. Eligible students can apply benefits to their education at the university from the following programs:

- Chapter 33 Post-9/11 G.I. Bill
- Chapter 30 Montgomery G.I. Bill
- Chapter 35 Dependent and Survivor
- Chapters 1606 and 1607 Reserve G.I. Bill
- Chapter 31 Vocational Rehabilitation
- Active Duty Tuition Assistance (TA) through Navy, Marines, Army, Air Force, and National Guard
- MyCAA Military Spouse Scholarship

The VA Certifying Official on campus provides assistance in applying for benefits through the VA or service component, and also serves as a one-stop shop for guidance on all questions about the University. The School Certifying Official (SCO) also provides initial information about University resources available to the military community when students enter the University and is also available to assist students throughout their program.

Stratford University has aligned with Presidential Executive Order 13607 "Principles of Excellence", and also works to implement President Obama's "8 Keys to Success". These programs were created to ensure the military community students receive the support needed to succeed in their education and professional lives. For more information on these programs and how Stratford is working to make the University experience of the military community even better, go to <http://www.stratford.edu/mso>.

## International Student Office

The Falls Church campus houses the International Student Office and provides support for international students including admissions assistance and obtaining F-1/J-1 visas, transferring universities, securing housing, travelling inside and outside the U.S., obtaining CPT and OPT employment authorization, and advice for securing H-1 visas. The office serves as the gateway to Stratford for the international student community at the Falls Church campus. For other campuses, international student support is available through the Office of Admissions.

## Student Resources

**Tutoring Program:** Stratford University offers tutoring services and academic support to all students. There is no charge to students for tutoring services. Professional and peer tutors provide tutoring on a one-on-one or group study basis. Each campus provides assistance in a diverse range of subjects, which include English, mathematics, specific areas of study, and academic skills development.

Students requesting tutoring must attend all classes, clarify their needs with the tutor, bring all materials to tutoring sessions, share academic progress and concerns with tutor, and complete an evaluation after completing tutoring session(s).

Tutors address the need of time management and homework priority planning for students struggling to progress in completing out-of-class English assignments. Assistance includes daily and weekly planning with study skill materials and the standard College Success textbook.

**Student Activities:** Student activities are scheduled throughout the year. This includes on-campus entertainment; campus sponsored mixer cookouts, cookie, and pizza nights; and access to recreational, cultural, and social events. The University posts all activities by calendar and by social media. In addition, students are notified by e-mail and flyers around each campus. Student Support Services at Falls Church publishes the Stratford Times student newsletter on a periodic basis.

**Housing Assistance:** Information about low-cost or student-friendly housing is available through the Student Support Services office.

## Student Discounts

- Software discounts – Ask the IT Service Desk for more information
- Amazon Student – Get 50% off an Amazon Prime membership
- Ask about student discounts – Show a Stratford Student ID anywhere offering student discounts



## **Parking**

Parking is readily available at all campuses and is free to inquiring and current students. Parking lots are lighted, well secured, and have clearly marked spaces for handicapped parking. Stratford University is not liable for any vehicle damage occurring in the parking lots. Students and University guests are responsible for their possessions at all times while on-campus.



# University Policies

## Section Contents

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## Changes to Catalog, Procedures, or Policy

This University catalog is current at the time of printing. At any time, it may be necessary or desirable for Stratford University to make changes to this catalog due to the requirements and standards of the University's accrediting body, state, licensing agency, U.S. Department of Education, market conditions, employer needs, or other reasons. The University reserves the right to make changes to any portion of this catalog, including the amount of tuition and fees, academic programs and courses, program completion and graduation requirements, policies and procedures, faculty and administrative staff, the academic calendar and other dates, attendance policies, grievance and complaint procedures, and other provisions.

Stratford University also reserves the right to make changes in equipment and instructional materials; modify curriculum; and when size and curriculum permit, to combine courses. The campus director and/or campus dean should be contacted for information concerning any such changes. These changes are published in the catalog addendum available on the University website at [www.stratford.edu/catalog](http://www.stratford.edu/catalog).

## Consumer Information

Stratford University provides disclosure and reporting information to its current and prospective students. It is available online at <http://www.stratford.edu/disclosure> or in print by request. Each program has unique information on retention rates, completion or graduation rates, and placement and types of employment obtained.

## Formal Grievance Procedures

Student success is a priority at Stratford University. The faculty and staff attempt to create an atmosphere conducive to learning. The University strives to be open to concerns of all interested parties.

If the matter concerns a final grade for a course, a student should attempt to resolve concerns about final grades informally in discussions with the instructor of record. A final grade is reviewed only when there is a question whether the grade was calculated in accordance with the requirements and grading procedures stated in the course syllabus. A complaint that is not resolved informally between a student and an instructor should be referred in writing (email or letter sent by U.S. post) first to the appropriate designated department representative and if still unresolved, to the campus dean. The decision of the campus dean is final. Problems involving course grades must be brought forward within three weeks of the end of the term in which the grade was earned. Final decisions are issued within five business days of receipt of the complaint.

A student who has an academic grievance other than a grade should attempt to resolve it informally in discussions with the appropriate faculty member. A complaint that is not resolved informally between a student and

instructor or the student's advisor is to be referred in writing (email or letter sent by post) to the appropriate designated department representative. If not resolved, the complaint may be taken to the campus dean. The decision of the campus dean regarding the issue or issues of concern is final. Non grade related academic complaints must be brought forward within 30 days of the end of the term in which the concern occurred. Final decisions are issued within five business days of receipt of the complaint.

Non-academic complaints should be addressed to the department or office in which the problem originated. Complaints not resolved at the department or office level may be referred in writing (email or letter sent by post) to the office or department supervisor. If students are not satisfied with the resolution of a problem by a supervisor, they may refer the concern to the office of the campus director. The decision of the campus director regarding the issue or issues of concern is final. Final decisions are issued within five business days of receipt of the complaint.

If, after following the above stated procedure, the concerned party feels the issue has not been resolved, concerns may be sent in writing to the following:

Accrediting Council for Independent Colleges and Schools

750 First Street, NE, Suite 980  
Washington, DC 20002-4241  
(202) 336-6780  
[www.acics.org](http://www.acics.org)

Students may contact the Office of the Inspector General (OIG) Fraud Prevention Hotline if there is suspected fraud, waste, or abuse involving U.S. Department of Education funds or programs. Complaints or concerns are evaluated and may receive further investigation by the OIG or other offices within the U.S. Department of Education. The hotline does not provide updates concerning OIG activities.

Inspector General's Hotline  
Office of the Inspector General  
U.S. Department of Education  
100 Maryland Avenue, SW  
Washington, DC 20202  
(800) 647-8733

Maryland residents who wish to file a complaint about their educational experience in Stratford University programs may contact the following oversight bodies:

Maryland Higher Education Commission  
6 North Liberty Street, 10th Floor  
Baltimore, MD 21202  
(410) 767-3388  
<http://www.mhec.state.md.us/higherEd/acadAff/>





MHECStudentComplaintProcess.pdf

Office of the Attorney General  
 Consumer Protection Division  
 200 St. Paul Street  
 Baltimore, MD 21202  
 Consumer Protection Hotline: (410) 528-8662  
 Toll Free: (888) 743-0823  
[consumer@oag.state.md.us](mailto:consumer@oag.state.md.us)  
<http://www.oag.state.md.us/Consumer/Complaint.htm>

Under the aegis of the State Authorization Reciprocity Agreements (SARA) Stratford University accepts oversight by the State Council of Higher Education in Virginia (SCHEV) for students enrolled in distance education courses or programs. Students who have unresolved complaints or concerns should contact SCHEV for assistance.

State Council of Higher Education for Virginia  
 101 N. 14th St., 10th Floor  
 James Monroe Building  
 Richmond, VA 23219  
 Tel: (804) 225-2600  
 Fax: (804) 225-2604  
<http://www.schev.edu/students/studentcomplaint.asp>

#### Non-Academic Dishonesty or Misconduct

- Physical and/or psychological abuse, threat, or harassment
- Initiation of; causing to be initiated; any false report; or warning or threat of fire, explosion, or other emergency
- Unauthorized use; possession; or storage of any weapon, dangerous chemical, or explosive element
- Disrupting, obstructing, or interfering with University-sponsored events
- Theft of University equipment, products, and supply materials; this includes software 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.
- Unauthorized possession, use, sale, or distribution of alcoholic beverages or any illegal or controlled substances
- Gambling or holding a raffle or lottery at the University without approval
- Disorderly, lewd, or obscene conduct
- A breach of established or reasonable classroom safety procedures

#### Warning, Probation, or Dismissal

Depending on the seriousness of the conduct violation, a student may be issued a written warning. This letter may be from a faculty member, designated department representative, the campus dean, or campus director. The student may be put on probation for a second or more serious violation. The length and academic consequences of this probation is determined by the University staff or faculty issuing it. This is documented in the student's file. Students are dismissed from the University after a third or very serious violation. The student may be dismissed after only one violation if the severity of the instance warrants dismissal. This type of disciplinary action is determined by a joint decision of the campus dean and director. The student may appeal these decisions following the procedures listed in this catalog. This is documented in the student's file.

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

- Academic or non-academic dishonesty of any kind
- Failure to maintain Satisfactory Academic Progress
- Violation of University policies and procedures
- Failure to maintain financial obligations

#### Conduct Appeals Process

After reviewing all pertinent information, informing the student of charges, and meeting with the student, the campus director or a designated representative may impose disciplinary actions or dismiss the charges. A student that is dissatisfied with this decision may appeal the case to the Review Committee. The Review Committee is composed of at least three University members and selected for each appeal based on their availability and to avoid the perception of any conflict of interest that might jeopardize a fair hearing for the student. The student has the right to call witnesses. The Review Committee hears the appeal in a timely manner. The campus director presents the case against the student. The Review Board's decision is submitted in writing and its decision is final. If the student is not under probation or dismissed from the University, enrollment may continue.

#### Inclement Weather Policy

Due to adverse weather conditions, Stratford University may be required to close, have delayed opening, or early closing. The University recognizes the importance of students attending class, thus, every effort is made to hold on-campus classes during inclement weather as long as staff, faculty, and student safety is not compromised. If a campus is closed or delayed, the decision is made by 6:00AM and announced on the University website, local TV stations, through the RAVE alert system, and radio. Students, faculty, and staff should check multiple sources for delay and/or closing information. Online courses are not cancelled due to inclement weather.



The campus director and campus dean determine the need to close, delay opening, or close early due to inclement weather. Each campus makes its own decisions based on weather reports and surrounding conditions, the campus parking lots, commercial transportation schedules, sidewalks, and other commonly used walkways. If adverse weather begins during University hours, classes are dismissed based on the campus director and campus dean's coordinated announcement. During inclement weather, the University maintains full operations unless specifically announced by University officials.

Missed class meetings are made up before the grades for the term are submitted. Faculty members are required to make accommodations for fulfilling contact hour requirements for missed classes. Students are responsible to complete all make up hours.

Off-site clinical, capstone, or externship courses may follow different inclement weather policies depending on location and/or the policies of the host facility or institution. Students are required to check with the faculty member or advisor about inclement weather policies for courses conducted off campus.

Off-site capstone or externship courses may follow different inclement weather policies depending on location and/or the policies of the host facility or institution. Students are required to check with the faculty member or advisor about inclement weather policies for courses conducted off campus.

## **Non-Discrimination Policy**

Stratford University does not discriminate on the basis of race, color, religion, national origin, sex, age, or handicap. The University complies with the Civil Rights Act of 1964, related executive orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974, and all civil rights laws of Virginia.

Stratford University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. No qualified individual with a disability are excluded from participation in; be denied the benefits of; or be subjected to discrimination in any activity, service, or program of the University solely by reason of disability. Each qualified individual with a disability who meets the academic and technical standards required to enroll in and participate in University programs are provided with equal access to educational programs in the most integrated setting appropriate to that person's needs through reasonable accommodation.

It is the student's responsibility to initiate the process for disability services. The process for obtaining a reasonable accommodation is interactive and begins with the student's disclosure of disability and a request for reasonable accommodations. The student is responsible for providing Student Support

Services with documentation not more than three years old of disability from a licensed professional which sets forth the recommended accommodations. Documentation is required at the beginning of each academic year and instructors should be notified before the start of each course. Student requests for accommodations are considered on an individual basis.

## **Student Records and Release of Information**

Stratford University maintains student records during and after a student's enrollment and abides by all components of the Family Educational Rights and Privacy Act (FERPA) (Public Law 93-380 which is Section 438 of the General Education Provision Act). A transcript is kept indicating student accomplishments in terms of credits. Transcripts are kept in digital format indefinitely. Students interested in receiving transcripts should refer to the Requesting Transcripts section of this catalog. Student records are kept for a minimum of five years.

All records are maintained in accordance with the Family Educational Rights and Privacy Act of 1974. The University withholds all student information from third parties unless the student requests, in writing, for the information to be released. The University has adopted policies and procedures which permits students the opportunity to view their educational records upon request. Educational records mean those records, files, documents, and other material containing information directly related to a student. Educational records do not include working papers concerning students, such as informal notes and other temporary notes of a similar nature in the sole possession of the faculty or staff and are not accessible or revealed to any other person.

The University does not permit access to or release of confidential information to any individual or agency without the written consent of the student, except for the following reasons:

- Records required by Stratford University officials in the proper performance of their duties
- Organizations conducting studies for educational and governmental agencies
- U.S. government agencies as listed in Public Law 93-380
- Accrediting agencies
- Parents of dependent children as defined in the Internal Revenue Code of 1954
- Appropriate persons in connection with an emergency listed as emergency contacts
- Other educational institutions upon request of transcripts for students seeking enrollment in that institution
- In connection with the award of federal student aid
- In response to legal court orders



Name; address; telephone number; date and place of birth; program undertaken; dates of attendance; and certificates, diplomas, and degrees awarded may be provided to third parties unless the request to omit such information is presented in writing.

By agreeing to enroll at Stratford University students agree to give the University permission to use the student's name, photographic likeness, or written/spoken words in any format, for any lawful purpose.

## **Campus Safety**

Stratford University publishes an Annual Security Report which includes policies for staff and student safety. This can be found on the University website at [www.stratford.edu/disclosures](http://www.stratford.edu/disclosures) or is available in print on-campus. These security regulations are designed to ensure the safety of all individuals at the University. Compliance with policies, as well as federal, state, and local laws, is required in order to fulfill the mission of the University. Although the University strives to ensure a safe environment, each person must take ultimate responsibility for personal safety and personal belongings. Stratford University campus security policies cover issues concerning crime prevention, the reporting of crimes, sexual assault, alcohol and drug use, and other related matters.

## **Weapons, Drugs, and Alcohol Zero Tolerance and Prevention Policy**

The University maintains the use of illegal drugs and the abuse of alcohol and/or controlled substances inhibit students from obtaining their maximum potential and employees from performing their duties to the best of their abilities. As a condition of enrollment, each student of Stratford University agrees to abide by the terms of the following statements.

### **Weapons**

A weapon is defined as any object, instrument, device, or substance designed to inflict a wound, cause injury or incapacitate and any other normally innocuous device modified and employed to facilitate such wounding, injury, or incapacitation. Possession or brandishing of any weapon or any other object in a menacing or threatening manner on institutionally owned or controlled property is prohibited.

### **Drugs**

For the protection and welfare of students and employees, Stratford University has established a zero tolerance policy for the possession, use, sale, or distribution of illegal drugs on-campus or during off-campus University activities. The use, sale, or distribution of controlled substances is also prohibited on-campus or during off campus University activities.

## **Alcohol**

Stratford University prohibits the possession, consumption, or sale of alcohol on-campus or during off campus University activities, unless explicit consent is given by the University and permitted by local and state law. The use of alcoholic beverages must be approved by campus leaders and/or University Administration. The legal age to consume alcohol in the U.S. is 21 years old. The University does not serve alcohol to individuals younger than 21 years old.

Students or employees who report to campus under the influence of alcohol, illegal drugs, or controlled substances are subject to University disciplinary actions up to and including dismissal from the University for students and termination for employees. Individuals who violate state or federal drug laws are referred by the University to the appropriate authorities for criminal prosecution. As a condition of enrollment, each student of Stratford University agrees to abide by the terms of the above statements and notify the campus director of any criminal drug status conviction for a violation occurring at the University no later than five days after conviction.

## **Student Information**

Students should update the self-service portal or alert the Office of the Registrar if any contact information changes including mailing address, phone number, email, and employer, if applicable. If the student has not informed the University of changes in contact information, the University is not liable for items sent to an incorrect address.

In order for students to receive a 1098 tax form, students must submit a signed copy of their social security card and valid photo ID by the end January for the following fiscal year. These documents must be submitted to the Office of the Registrar in person, email, or U.S. post.

## **Student ID Numbers and Cards**

Each Stratford student is assigned a unique student ID number used throughout their career at the University. The Office of Admissions assists students in obtaining their student ID during the enrollment process.

## **Email**

All students are given a Stratford specific email address. The University prefers students use this email for all University correspondence. Student may have this email forwarded to a private email if they so choose and should contact the IT Service Desk with any questions or concerns.

## **Technical Support**

The University provides technical support to all students, faculty, and staff through the Stratford University Service Desk system. The Service Desk can



be reached at servicedesk@stratford.edu. Students, faculty, or staff having problems with any technical problem should email the Service Desk, which is referred to as putting in a ticket. The Service Desk replies with notification of receipt and follows up with assistance.

## Computer Specifications

| PC   | Apple  | Apple iPad  | Microsoft Surface Pro  | Android Tablet ††  |
|--|--|---|--|--|
| <b>Processor</b>   |  |   |  |  |
| Intel or AMD 1.5GHz or greater *   | Intel-Based CPU @ 1.5GHz or greater                              | Apple A7 or greater                                 | Intel Core i3 or greater   | 1.5GHz or greater  |
| <b>Model</b>   |  |   |  |  |
|  |  | Apple iPad Air 1 <sup>st</sup> Generation or Newer  | Microsoft Surface Pro 2 or greater                               | Varies by manufacturer   |
| <b>Operating System</b>  |  |   |  |  |
| Windows 7 w/ Service Pack 1 or greater 32-bit minimum / 64-bit recommended | OS X 10.9 (Mavericks) or greater                                 | iOS 8.x or greater                                  | Microsoft Windows 8.1 Pro or greater                             | Android 4.4.x (KitKat) or greater                                |
| <b>Software Requirements</b>   |  |   |  |  |
| Microsoft Office 2010 (or greater) or Office365***                         | Microsoft Office 2011 for Mac (or greater) or Office 365 †       | Microsoft Office 365 Apps (Free in AppStore) †      | Microsoft Office 2010 (or greater) or Office 365***              | Microsoft Office 365***  |
| Current version of Adobe Acrobat Reader                                    | Current version of Adobe Acrobat Reader                          | Word, Excel, PowerPoint, OneNote, OneDrive, Outlook | Current version of Adobe Acrobat Reader                          | Current version of Adobe Acrobat Reader                          |
| Current version of Java  | Current version of Java  |   | Current version of Java  | Current version of Java  |
| Current version of Flash   | Current version of Flash   |   | Current version of Flash   | Current version of Flash   |
| Current version of Silverlight   | Current version of Silverlight                                   |   | Current version of Silverlight                                   | Current version of Silverlight                                   |
| Current version of Internet Explorer, Firefox, Safari, or Chrome           | Current version of Internet Explorer, Firefox, Safari, or Chrome |   | Current version of Internet Explorer, Firefox, Safari, or Chrome | Current version of Internet Explorer, Firefox, Safari, or Chrome |
| <b>RAM</b>   |  |   |  |  |
| 4GB Minimum (8GB recommended)  |  |   | 4GB Minimum (8GB or greater recommended)                         | 2GB Minimum (3GB or greater recommended)                         |





| Disk Space  |  |  |   |  |
|---|--|--|---|--|
| 20GB or more of available disk space (recommended)  |  | 16GB Minimum (32 GB or greater recommended)  | 20GB or greater of available hard drive space | 16GB Minimum (32GB or greater recommended) |
| Display   |  |  |   |  |
| 1280x800 or greater   |  | 1366x768 or greater  | 2048x1536                                     | 1920x1280 or greater                       |
| Additional Requirements   |  |  |   |  |
| DVD Optical Drive (internal or external)  |  | Protective Cover with Integrated Keyboard (highly recommended)<br>Webcam/microphone (built-in or external) ††† | Webcam/microphone (built-in or external) †††  | 1280x800 or greater                        |
| Webcam/microphone (built-in or external) †††  |  |  |   |  |
| RJ-45 Ethernet Port and/or Wi-Fi Adapter  |  |  |   |  |
| USB 2.0 and/or USB 3.0 port(s)  |  |  |   |  |
| USB Thumb Drive suggested for transferring files  |  |  |   |  |
| Audio   |  |  |   |  |
| Speakers (built-in or external) or headset  |  |  |   |  |
| Microphone (optional)   |  |  |   |  |
| Internet Connection and Web Browser Requirements  |  |  |   |  |
| Broadband (high-speed) Internet connection for access to online resources such as Moodle, webinars, learning aids, etc. Check with service provider for what speeds are available (higher speeds will generally result in a higher quality online experience). Examples of broadband include, but are not limited to, cable, fiber optic (FiOS), and DSL. |  |  |   |  |

\*\* All active Stratford University students in good academic and financial standing are given free access to Office 365.

† All active Stratford University students in good academic and financial standing are given free access to Office 365. The free Office 365 apps integrate with the Office 365 account to provide a more convenient experience. Please note that while Pages, Numbers, and Keynote may be somewhat compatible with Microsoft Office, they do not offer a comparable experience and may not facilitate seamless document interchange with peers and instructors.

†† Stratford University does not recommend the use of Android-based tablets as a classroom academic aid due to the potential adverse impact of "ill-behaved" applications on in-class experience (such as reduced battery life, system instability, etc.). Furthermore, upgrades to newer versions of the Android operating system may or may not be supported based on the manufacturer of the device. As such, any support provided by Stratford staff will be limited to "best effort."

††† Anyone taking an online course from Stratford University is required to have a working webcam for virtual sessions. Number of virtual sessions

are determined by the instructor for each course. Webcams can be built into the computer or can be purchased as an add-on. Webcams are also build into iPad models supported by Stratford University.

Glossary:

STNA (Standard Term of Non-Attendance): An active enrollment status

FRRO (Foreigners Regional Registration Office): if stipulated courses not taken then irregularity to be reported to FRRO.

Academic year: An academic year is comprised of three, ten-week terms for a total of 30 weeks.

Calendar year: A calendar year is 12 months.

Prerequisite: A requirement that must be fulfilled before a student may take a course.

On-campus

Online