

Stratford[®] UNIVERSITY

Changing Lives ... One Student at a Time

2016-2017 Catalog
VIRGINIA

Stratford.edu





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. 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.

A handwritten signature in black ink that reads "Richard R. Shurtz, II". The signature is written in a cursive style with a prominent 'R' and 'S'.

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.

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
- Southern Association of Student Financial Aid Administrators, Member
- Virginia Career College Association, Board Member
- Virginia Association of Student Financial Aid Administrators, Member



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



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 resource center, International Student Office, and Office of Student Accounts occupy the lobby level. Classrooms are located on the first, second, 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.

Glen Allen Campus

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



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.



ACADEMIC POLICIES

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Academic Calendars

2016

		Start	End	Add/Drop	Holidays
Term 1	Session A	1/4/2016	2/7/2016	1/4/2016- 1/6/2016	1/18, MLK Day - University closed 2/15, President's Day - No classes; offices open
	Session B	2/8/2016	3/13/2016	2/8/2016- 2/10/2016	
	Session C	1/4/2016	3/13/2016	1/4/2016- 1/10/2016	
Term 2	Session A	3/14/2016	4/17/2016	3/14/2016- 3/16/2016	
	Session B	4/18/2016	5/22/2016	4/18/2016- 4/20/2016	
	Session C	3/14/2016	5/22/2016	3/14/2016- 3/20/2016	
Term 3	Session A	5/23/2016	6/26/2016	5/23/2016- 5/25/2016	5/30, Memorial Day - University closed 7/4, Independence Day - University closed
	Session B	6/27/2016	7/31/2016	6/27/2016- 6/29/2016	
	Session C	5/23/2016	7/31/2016	5/23/2016- 5/29/2016	
Term 4	Session A	8/1/2016	9/4/2016	8/1/2016- 8/3/2016	9/5, Labor Day - University closed
	Session B	9/5/2016	10/9/2016	9/5/2016- 9/7/2016	
	Session C	8/1/2016	10/9/2016	8/1/2016- 8/7/2016	
Term 5	Session A	10/10/2016	11/13/2016	10/10/2016- 10/12/2016	10/10, Columbus Day - No classes; offices open 11/11, Veterans Day - No classes; offices open 11/24-25, Thanksgiving - University closed 12/19-1/2, Winter Break - No classes; offices open
	Session B	11/14/2016	12/18/2016	11/14/2016- 11/16/2016	
	Session C	10/10/2016	12/18/2016	10/10/2016- 10/16/2016	

2017

		Start	End	Add/Drop	Holidays
Term 1	Session A	1/2/2017	2/5/2017	1/2/2017-1/4/2017	1/2 New Year's Day – University 1/16, MLK Day - University closed 2/20, President's Day - No classes; offices open
	Session B	2/6/2017	3/12/2017	2/6/2017-2/8/2017	
	Session C	1/2/2017	3/12/2017	1/2/2017-1/8/2017	
Term 2	Session A	3/13/2017	4/16/2017	3/13/2017-3/15/2017	
	Session B	4/17/2017	5/21/2017	4/17/2017-4/19/2017	
	Session C	3/13/2017	5/21/2017	3/13/2017-3/19/2017	
Term 3	Session A	5/22/2017	6/25/2017	5/22/2017-5/24/2017	5/29, Memorial Day - University closed 7/4, Independence Day - University closed
	Session B	6/26/2017	7/30/2017	6/26/2017-6/28/2017	
	Session C	5/22/2017	7/30/2017	5/22/2017-5/28/2017	
Term 4	Session A	7/31/2017	9/3/2017	7/31/2017-8/2/2017	9/4, Labor Day - University closed
	Session B	9/4/2017	10/8/2017	9/4/2017-9/6/2017	
	Session C	7/31/2017	10/8/2017	7/31/2017-8/2/2017	
Term 5	Session A	10/9/2017	11/12/2017	10/9/2017-10/11/2017	10/9, Columbus Day - No classes; offices open 11/11, Veterans Day - No classes; offices open 11/23-24, Thanksgiving - University closed 12/21-1/2, Winter Break - No classes; offices open
	Session B	11/13/2017	12/17/2017	11/13/2017-11/15/2017	
	Session 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 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.

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.



Health Sciences Labs

Health sciences laboratory courses provide first-hand experience with course concepts and the opportunity to explore methods used by practitioners in their discipline. Laboratory sessions have particular challenges and opportunities differing from those in a standard classroom environment. Led by the faculty member, hands-on exercises in the laboratory provide students the opportunity to review, plan, and provide explanations within the context of a controlled experiential learning environment. Rather than discussing the tools, experience in the lab provides students the opportunity to handle and operate instruments critical to their success in their chosen career.

Nursing Labs

The nursing labs serve as a mock hospital wing. The beds have headwalls equipped with suction and medical air and are occupied by a variety of adult mannequins. The exam tables are equipped with wall mounted ophthalmoscopes, otoscopes, and blood pressure monitors. There are mock ICU rooms with mannequins that mimic some human reactions. The skills lab has birthing mannequins capable of producing fetal heart tones, wound care, IV placement and catheterization models, a medication cart, a crash cart, and appropriate supplies for carrying out routine nursing procedures.

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 the last date 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 the last date 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 accommo-

date 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 midpoint 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 incom-

plete 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. Grade changes may result in the loss of federal student aid (FSA) eligibility because regulations may limit the time within which aid may be re-awarded or disbursed. Stratford University adheres to a schedule that allows grades to be submitted during the subsequent term. Because of this, students evaluated after grade submissions may have their FSA eligibility recalculated and may need to adjust their payment arrangements.

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 request-



ing 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 Academics 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.

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.

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.

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.

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



PAYMENT AND STUDENT ACCOUNTS

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It is the goal of Stratford University to assist every qualified student in procuring the financial means to enable the student to attend the University. The University participates in a variety of financial assistance programs. These programs are designed to assist students who are currently enrolled or accepted for enrollment, but whose financial resources are inadequate to meet the full cost of their education.

The majority of financial assistance available to students is provided by the federal government and is called federal student aid (FSA). This includes the Direct Lending program for subsidized and unsubsidized Stafford Loans, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study (FWS), and Federal PLUS Loans. These programs are available to those who qualify.

The University also offers alternate source funding and utilizes other private agencies. Alternate source loans enable the student to contribute to education costs while attending the University.

The primary responsibility for meeting the costs of education rests with individual students and their families. 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 term-by-term basis. Students are not obligated beyond the term for which they are currently enrolled. A student may not register for additional academic term of study unless all tuition and fees due have been paid or the student has arranged for an approved alternative payment plan. All students in the same program are charged the same tuition and fees except for active-duty military personnel. 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. Additionally, a student activity fee is charged during a student's first term of enrollment. This fee covers the student's orientation costs such as student ID card.

Baking Kit

Students enrolling in a baking and pastry arts concentration receive a set of tools specific to their concentration. The baking kit includes a carrying tote, digital thermometer, measuring cups and spoons, peeler, various spatulas and spoons, whisk, Microplane, paring knife, decorating tools, bench and bowl scraper, pizza cutter, pastry brush, paring knife, utility knife, chef's knife, serrated knife, palette knife, and honing steel. The fee for this kit can be found in the catalog addendum.

Food Lab Fee

Many of the culinary and baking courses include hands-on laboratory experiences in working kitchens using a variety of equipment and food products. The lab fee covers all ingredients used in culinary, baking, and hospitality courses. The course descriptions located in this catalog outline if a course has associated fees. The fee amount can be found in the catalog addendum.

Culinary Kit

Students enrolled in culinary programs receive a kit of equipment essential to success in kitchen courses. Students are charged for this kit with their tuition and may not provide their own equipment. This is to ensure all students are adequately prepared for all courses. Student may supplement their knife kit with personal equipment. The kit includes a carrying tote, digital thermometer, measuring cups and spoons, peeler, kitchen shears, various spatulas and spoons, tongs, whisk, Microplane, paring knife, boning knife, chef's knife, serrated knife, palette knife, and honing steel. The fee for this kit can be found in the catalog addendum.

Transfer Culinary Kit

A Stratford University student who either graduated from or transfers programs in the School of Culinary and Hospitality Management and previously paid for a culinary or baking kit from Stratford University, is not required to pay for a full kit when pursuing a second degree in the same school. A transfer kit fee is assessed to a student when enrolling in the second program after graduation from the first. The kit contains the difference between a full kit for the program completed and the kit for the new program. See addendum for rates.



Chef Uniform

Students in the culinary arts or baking and pastry arts programs receive chef's uniforms at the beginning of their program. Students must wear uniforms during all kitchen courses. The process for acquiring uniforms is explained by the designated department representative. The cost of uniforms can be found in the catalog addendum.

Nursing Lab Fee

The clinical lab fee covers the University's cost of providing intensive, small group instruction, services, and resources in the clinical laboratory for nursing courses. The course descriptions located in this catalog outline fees associated with courses. The fee amount can be found in the catalog addendum.

Computer Lab Fee

The computer lab fee covers student use of University equipment including computers, scanners, printers, copiers, software, and Internet access. This also includes access to online programs for use with online courses. The fee amount can be found in the catalog addendum.

Computer Lab Fee for Health Sciences Courses

The computer lab fee for health sciences students provides hands-on training on Medisoft usage in the medical office, which is a popular patient billing and accounting software program. It enables healthcare practices to maintain their billing data as well as generate report information. The software handles all the basic tasks a medical biller needs to effectively perform the job. The fee amount can be found in the catalog addendum.

Health Sciences Lab Fee

Health sciences courses which require lab time are charged a health sciences lab fee. This covers the cost of providing intensive, small group instruction, services, and resources in the health sciences labs. The course descriptions located in this catalog outline fees associated with courses. The fee amount can be found in the catalog addendum.

Health Sciences Kit

The health sciences diagnostic skills kit includes equipment and materials students need to complete exercises and skills in their core courses. Students are charged for this kit with their tuition. The cost

for the kit can be found in the catalog addendum. The kit includes a student uniform, a carrying tote, blood pressure cuff, stethoscope, scissors, thermometer, penlights, medical marking pen, goggles, and mask. Students use additional materials in lab courses including iodine scrub packs, latex gloves, Demo Dose simulated blood, and program specific materials.

Nursing Kit

The nursing kit consists of equipment and materials used for nursing lab courses, practicals, and clinicals. Students are charged for this kit with their tuition and it is distributed in their first nursing lab. Students are required to purchase the kit to ensure adequate preparedness for all exercises and skills. The kit includes a carrying tote, latex gloves, gauze sponges and pads, alcohol prep pads, various rolled bandages, various kinds of tape, scissors, sterile dressing supplies, syringes, IV kits, penlight, stethoscope, and a blood pressure cuff. Nursing student uniforms are not included in this kit. Information about uniforms is distributed by the nursing department. The fee for this kit can be found in the catalog addendum.

NCLEX Preparation and Testing Fee

Throughout the nursing program, students take ATI tests designed to prepare them for the certifying exam at the end of their program. This exam is called the NCLEX. The NCLEX prep and testing fee covers the cost of all the ATI tests students take throughout the program. The fee amount can be found in the catalog addendum.

Supplemental Instructional Fee

Stratford University offers lab courses in many of the degree programs. The additional contact hours provided by instructors are covered by the supplemental instructional fee. The course descriptions located in this catalog outline if a course has associated fees. The fee amount can be found in the catalog addendum.

Transfer/Withdrawal Fee for International Students

International students are required to complete at least one term before transferring from the University. If a student decides to transfer before completing one term of study, his/her SEVIS record is transferred to terminated status. Transfer requests submitted after or during Add/Drop Period are not processed. Those records are transferred in terminated status. Students who wish to withdraw must initiate the transfer process by completing the withdrawal form, paying an administrative fee which can be found in the catalog addendum, and submitting the proper documentation to



the International Student Office before the end of week nine of any academic term. Failure to do so may result in late fee charge of one term's tuition.

Payment Options

Federal Student Aid

Federal student aid includes Title IV funding, loans and grants, and other programs. In order to qualify for any form of federal student aid, the student must be enrolled in a program which is approved for federal student aid by the U.S. Department of Education. Students are granted a finite amount for undergraduate and graduate loans. Students may contact the Office of Student Accounts for more specific information. Federal student aid is available to those who qualify.

Federal Subsidized Stafford Loans: Federal Subsidized Stafford Loans are for undergraduate students with financial need. No interest is charged while the student is enrolled at least part-time. The loan goes into repayment six months after the student leaves school, graduates, or drops below part-time enrollment. The standard repayment term is ten years for an undergraduate program.

Federal Unsubsidized Stafford Loans: Federal Unsubsidized Stafford Loans are non-need based student loans from the federal government. The terms and conditions are the same as those for Subsidized Stafford Loans except the student is responsible for the interest throughout the life of the loan. The student has two options of repayment of the accrued interest, either pay the interest while in school or it is capitalized (i.e. added to the loan principal amount) once the loan enters repayment.

Federal PLUS Loans: There are two kinds of Federal PLUS Loans. Parent PLUS loans are available to parents of dependent students to help pay for the educational expenses of the student. Parents may borrow up to the cost of attendance minus other aid per eligible dependent student. Grad PLUS Loans are available to graduate students to help cover education expenses. The process for these loans is the same as for all federal student aid. Loan approval is based on the credit history of the applicant. Repayment begins within 60 days of the final loan disbursement, with the option to defer payment while the student is enrolled at least part-time.

PLUS loans are not based on need, but when combined with other resources, cannot exceed the cost of education. Repayment of Stafford Loans starts six months after the student drops below part-time status, withdraws from the University, or graduates. The six months between when the student leaves the University and when the student must start repaying the loan is considered the grace period.

Federal Pell Grants: Federal Pell Grants may be available in addition to other financial assistance for students working toward their first undergraduate degree. In order to determine eligibility, students must complete the Free Application for Federal Student Aid (FAFSA). The student's expected family contribution (EFC), the cost of attendance, the student's enrollment status, and whether the student attends for a full academic year or less determines eligibility and disbursement amounts. Federal Pell Grants do not need to be repaid and do not accrue interest.

Any Pell Grant eligible student whose parent or guardian died as a result of military service in Iraq or Afghanistan after September 11, 2001 receives the maximum annual award. Students must be under 24 years old or enrolled at least part-time in college at the time of the parent's or guardian's death.

Application for Federal Student Aid

Free Application for Federal Student Aid (FAFSA): In order to be eligible for federal student aid (FSA), students must have or meet the following criteria:

- U.S. citizen with a valid social security number
- High school diploma, a General Education Development (GED) certificate, or completed homeschooling
- Make Satisfactory Academic Progress
- Not owe a refund on a federal grant or be in default on a federal education loan
- Enroll in Selective Service (if male and between the ages of 18 and 25)
- Complete the Student Aid Eligibility Worksheet (if the student has been convicted for the possession or sale of illegal drugs while receiving federal student aid)

Students must complete a Free Application for Federal Student Aid (FAFSA) annually through www.fafsa.ed.gov. The FAFSA requires the school code which is 017053 for Stratford University. Student must use extreme care when completing the application. Before filling out the FAFSA, a student must request a PIN. This is used as an electronic signature. Students should remember their PIN and keep it recorded in a safe place. Requesting a PIN and filling out a FAFSA does not commit a student to using FSA. After filing a FAFSA, Stratford receives an Institutional Student Information Record (ISIR), which notifies the student of eligibility for a Federal Pell Grant and provides the student's EFC. Not all students are eligible to receive FSA and should consult with the Office of Student Accounts during this process.



The Office of Student Accounts has students fill out the following forms as part their FSA application:

- Student Loan Entrance Interview Form
- Credit Balance Authorization Form
- Student Information Release
- If dependent, parents must complete Parent PLUS Loan Application. Generally, dependent students are under 24 years old, not in the military, unmarried, and do not have a child for which the student is supplying half of the support. A full list of the questions that determine dependency can be found at www.fafsa.ed.gov.

Verification: Once the FAFSA, ISIR, and EFC are completed, students may be selected for verification. It is important to remember not all students are selected. The Office of Student Accounts clearly communicates which documents a student needs to provide for verification. All selected students are required to complete verification and no Title IV disbursements are made prior to the completion of verification. These documents may include, but are not limited to:

- Verification worksheet
- Taxes
- Passport, green card, or naturalization documents
- Selective Service
- SNAP and Food Stamps
- Child support paid

The Office of Student Accounts assists students with correcting any incorrect information during the FSA process and communicates any changes in a student's scheduled award. However, any suspected cases of fraud will be reported to the Regional Office of the Inspector General, or if more appropriate, to local law enforcement having jurisdiction to investigate.

Master Promissory Note: When a student decides to enroll at Stratford University, a master promissory note (MPN) must be completed. The MPN is a legal document in which the student promises to repay the loan and any accrued interest and fees. It also explains the terms and conditions of the loan. The MPN is signed digitally using the student's PIN.

Budget: The last step in the FSA process is to review the student's budget. This outlines the cost of attendance, financial assistance awarded, and out-of-pocket expenses owed by the student. The cost of attendance aid being awarded cannot exceed the student's cost of attendance. Students who do not complete the FSA process (e.g. do not submit all required documents) by the end of the second week

of their first term, are packaged as cash paying students, and notified of the payment plan. When students have completed the FSA process, they are referred to as "packaged".

Transfer of Federal Student Aid

Students who have used FSA at another college, institution, or university may transfer their FSA to Stratford University by inputting the University information into their FAFSA, submitting the required documents, and signing a MPN. Students should see the Office of Student Accounts for any questions regarding this process.

Federal Student Aid Disbursements

A student accounts officer provides an estimated award amount and a student budget upon completion of the FAFSA. Once all documents are reviewed for accuracy, an award letter is created. It includes Pell Grant, Federal Supplemental Educational Opportunity Grant, Subsidized Direct Loan, Unsubsidized Direct Loan, and PLUS loans. A copy of this is sent to the student. All Title IV federal student aid funds received by the institution are credited to the student's account upon receipt for the U.S. Department of Education, excluding Federal Work Study.

Federal regulations require that Federal Direct Loans cannot be released nor can a Federal PLUS Loan application be certified until the FAFSA has been completed. Federal student aid information for all institutions attended is obtained from the National Student Loan Data System (NSLDS) page of the student's SAR/ISIR. The student's SAR/ISIR must include a valid EFC code prior to disbursement.

Repackaging of Loans

Each academic year, students are required to repackage their FSA. To do this, students must submit a FAFSA for the current year with the corresponding data. The FAFSA for the new academic year needs to be completed and cleared from verification (if applicable) for all students in order to receive loans or grants. Student loans and grants are not guaranteed from one year to the next due to fluctuations in EFC. It is the students' responsibility to contact the Office of Student Accounts two weeks prior to the end of the academic year. For Pell and FSEOG recipients, the student must contact the Office of Student Accounts two weeks prior to the close-out of the financial aid year (June 30).



Return of Title IV Funds

For many Stratford students, an important source of funding is the Title IV financial assistance programs of the U.S. Department of Education (DoE). Participating students that withdraw from the University may have some or all of the funds returned to the DoE depending on the length of enrollment. Refunds are calculated as mandated by the Higher Education Act of 1965.

Stratford University cannot receive funding from the Department of Education until the student loan has been originated. If loans are received before a student withdraws, drops out, is dismissed, or takes a leave of absence prior to completing 60% of a payment period or term, a Return to Title IV Calculation is done to determine the student's portion of earned aid. This is money earned toward education. For a student who withdraws after the 60% point-in-time, all funds are earned and disbursed to the University. The calculation determines how to return money to the lender. The University must return the amount of Title IV funds no later than 45 days after the date of the student's withdrawal. If a student received a stipend check, the student may have to return or repay funds. If more funds are disbursed than the student earns, the student and the University is required to return a portion of the loans. If less funds are disbursed than the student earns, the institution owes that student a post withdrawal disbursement which must be paid within 120 days of the student leaving the University. The calculation is based on the percentage of earned aid using the following Return to Title IV Calculation:

$$\% \text{ of earned aid} = \frac{\text{Day of the term the student withdrew}}{\text{Total days in term (all terms are 70 days)}}$$

Any break of five days or more is not counted as part of the days in the term. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

$$\text{Aid to be returned} = \text{Amount of federal aid disbursed} - \text{Amount of earned federal aid}$$

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal PLUS Loans
- Federal Pell Grants for which a return of funds is required
- FSEOG for which a return of funds is required
- Other assistance for which a return of funds is required

Notification of Post Withdrawal Disbursements

A Post Withdrawal Disbursement (PWD) occurs when a student has withdrawn and the disbursement of loans and grants are applied to outstanding tuition and fees. When a student withdraws from the University, the University is required to determine the amount of earned student aid by performing a Return of Title IV (R2T4) calculation. If it is determined that a student has earned more aid that was disbursed, a PWD is needed. The student authorizes the University to obtain a PWD by signing an authorization for Post Withdrawal Disbursement. For a Parent PLUS Loan, the parent must sign the authorization for Post Withdrawal Disbursement. The student is notified in writing by the University in the event of a PWD. The notification letter informs the parent or student they have 14 days from the date the University sent notification to determine if they choose to accept PWD. The student must indicate on the credit balance authorization form where they want the University to return a credit balance resulting from overage of their Title IV disbursement. The student may return the credit balance to the lender or request a stipend. A confirmed acceptance of a PWD must be made within 120 days of the date of determination the student withdrew by the University.

Return of Additional Funds

After all tuition and loan obligations are fully satisfied, some students have a remaining positive balance. Students may receive refunds or settlements of any remaining balance via a direct deposit or check referred to as a refund or stipend check. The Office of Student Accounts discusses this with students during their application process. The time it takes for the University and the student varies based on the course session the student is signed up for. The Office of Student Accounts distributes stipends within 14 days of receiving the funds.



Entrance and Exit Interview and Counseling

Loan entrance counseling explains the obligations of the student as a condition of receiving federal student loans. All students using FSA must complete entrance counseling prior to being packaged to ensure the student understands the amount borrowed, rights and responsibilities regarding repayment, and the obligations being assumed.

Upon withdrawal or graduation (or in the last term of the program), the student must complete loan exit counseling. The purpose of this session is to inform students of their tentative total loans received while in attendance at the University, refunds that may be made, and to provide the student with an estimated repayment schedule. If the student is unable to meet with the Office of Student Accounts, an exit interview packet will be mailed.

Borrower Rights and Responsibilities

Students have certain rights and responsibilities when taking on student loans. The student has the right to receive the following information before the first loan disbursement:

- Total amount of the loan
- Interest rate
- Repayment start date
- Effect of loan on other types of financial assistance
- List of loan fees and payment methods
- Yearly and total amount the student can borrow
- Maximum and minimum repayment amount
- Explanation of default and its consequences
- Consolidating and refinancing options for student loans
- Prepay without penalty statement

The borrower has the right to receive the following information before leaving the University:

- Total debt (principle and interest), interest rate, and total interest charged
- Loan repayment schedule including payment due dates, amounts, and frequency
- Name of the lender or agency, where to send payments, and contact information
- Late charges or litigation costs if payments are late
- Consolidating and refinancing options for student loans
- Prepay without penalty statement

The borrower has a responsibility to:

- Understand the terms of MPN
- Make payments, regardless of notice or bill
- Make payments until notification of deferment or forbearance has been granted
- Notify a student accounts officer of graduation, withdrawal, below part-time status, or transfer to another institution
- Notify the University of change in name, address, or Social Security Number
- Receive loan entrance and exit counseling

Out-of-Pocket Expenses and Financial Obligations

Federal student aid covers a predetermined amount toward a student's tuition. If the amount does not cover all of the tuition, students are required to pay the balance out-of-pocket. The Office of Student Accounts develops a payment plan with the student to determine the payment amount. Out-of-pocket expenses vary based on the program, loan amount, and student status.

Federal Supplemental Educational Opportunity Grant

The Federal Supplemental Educational Opportunity Grant (FSEOG) is available on a first come, first serve basis to students with exceptional financial need. Eligible students have an EFC of zero, are freshman, and enrolled part-time. The amount of the grant and the number of students who may receive this grant, depend on the availability of funds from the U.S. Department of Education. Stratford contributes 25% of the FSEOG awarded to each recipient. FSEOG does not have to be repaid.

Scholarship Programs

Stratford University offers several scholarship programs. Information about applying is available in the Office of Admissions.

Stratford University Academic Scholarship Program

The Stratford University Academic Scholarship Program is designed for current students and graduates who are entering a bachelor's or master's degree program meeting the following criteria:

- Current Stratford University student in their final term with a cumulative GPA of 3.5 or higher
- Stratford University graduate with an associate's degree who finished with a cumulative GPA of 3.5 or higher



- Stratford University graduates with a bachelor's degree who finished with an overall GPA of 3.5 or higher

Undergraduate students who meet these criteria are awarded a maximum of \$1,500 which is disbursed in equal portions of \$250 per term, for six terms. Graduate students meeting these criteria are awarded a maximum of \$1,050, which is disbursed in six equal portions of \$175 per term. To remain eligible for this scholarship, students must take at least two courses during the term, maintain a 3.0 GPA, and maintain good-standing status.

High School Senior Scholarship Program

The High School Senior Scholarship Program is designed for eligible high school seniors who enroll at Stratford University during the summer and fall terms following their high school graduation. The scholarship offers the student \$1,500. In order to qualify, students must:

- Complete and submit a scholarship application with the Application for Admission 30 days prior to the start of Term 4 and Term 5 in the calendar year the student intends to enter Stratford University. The high school admissions officers can provide students with the application.
- Provide evidence of having a cumulative GPA of 2.0 or higher
- Submit an essay demonstrating the desire to achieve success in entering the student's selected program
- Provide evidence of being a well-rounded individual who has participated in school activities, community service, etc.

Selected students receive \$750 at the beginning of their third and sixth terms of enrollment. Scholarship winners are chosen by the High School Scholarship Committee and are notified in writing.

Private Scholarship Programs

Stratford University accepts private scholarships from foundations, service clubs, and other organizations. Examples of these programs used by Stratford students include culinary scholarship programs such as the scholarship from Careers in Culinary Arts (C-CAP) Culinary Competition, American Culinary Federation Scholarship Fund, Virginia Culinary Competition, Northern Virginia Culinary Competition, or Discover America.

Stratford First Scholarship

The Stratford First Scholarship is intended to encourage first-time college students. Five recipients are selected at each campus each year to receive \$10,000 to be applied toward tuition and fees. This scholarship cannot be combined with any other scholarship, grant, or discount.

Eligible candidates must be bachelor's degree seeking students with no prior attendance at any institution of higher education. Applicants must be U.S. citizens or legal permanent residents who have graduated from high school with a 3.0 GPA or higher. Stratford University employees and immediate family members are not eligible. Scholarship recipients must enroll no later than the October term and once enrolled may only change programs with approval of the campus dean. Continuation of the scholarship from term to term is contingent on the student passing all classes, maintaining a 3.0 GPA or higher, and staying enrolled in a bachelor's level program. Students who withdraw for any reason are dropped from the program and not eligible to re-enroll in the Stratford First Scholarship.

Applicants must complete a Stratford First Scholarship Application and submit it to the Director of Admissions no later than May 1st. A high school transcript showing a 3.0 GPA or higher must be submitted with the scholarship application.

Stratford Extra Rewards Program

The Stratford Extra Rewards program is for first-time Stratford University undergraduate students with no transfer credits or those transferring 50% or less of their program requirements. The program is valued at up to two free courses for associate's students and up to four free courses for bachelor's students. This scholarship cannot be combined with any other scholarship, grant, or discount.

Students must be U.S. citizens or legal permanent residents. Students must be enrolled in at least two courses per term and enrolled continuously. One term of STNA each academic year, in accordance in the STNA policies in this catalog, constitutes continuous enrollment. A student who withdraws at any time for any reason becomes ineligible for this program. Students who borrow in excess of direct cost are not eligible for the Stratford Extra Rewards program.

Students must sign the Extra Rewards program acknowledgement form confirming knowledge of the terms and conditions of the program.

Students earn tuition credit to be used toward a student's balance when the program is completed. Tuition credit earned through this program has no cash value and is therefore non-refundable; no refund is issued in the event of a tuition credit balance.



Stratford Guarantee

The Stratford Guarantee program gives students who demonstrated their best effort to attend and participate in class a second chance to take the course at no cost. The value of this program varies based on the course to be repeated.

Student must have 100% attendance and receive a failing grade in the course to be repeated. The student may only take the failed course one time within the Stratford Guarantee program. Lab and supplemental instructional fees must be paid for each course repetition; the Stratford Guarantee program only covers the cost of tuition. Students must stay within Satisfactory Academic Progress (SAP) benchmarks.

The faculty member teaching the course must recommend the student for the Stratford Guarantee program.

Federal Work Study Program

The Federal Work Study (FWS) program provides part-time employment to students who need the earnings to offset the cost of their education. Students may work on or off campus for a qualified public, private, or community service organization. Application for the FWS program may be made through the Office of Student Accounts and eligibility is based on financial need and the availability of funds. The University attempts to place students in jobs related to their program of study and work schedules are arranged according to course schedules. The amount of the award and the number of students, who may receive this grant, depends on the availability of funds from the U.S. Department of Education.

Veterans Services Benefits

Stratford University is approved for the training of veterans and eligible dependents and accepts Chapter 30 Montgomery GI Bill, Chapter 33 Post 9/11 GI Bill, Chapter 35 Survivors and Dependents Assistance, Chapter 1606 Montgomery GI Bill Selected Reserve, and Chapter 1607 Reserve Educational Assistance Program (REAP). Students interested in using their military educational benefits at Stratford University should contact the Military Student Office. Students are encouraged to contact their local VA Regional Office regarding questions pertaining to eligibility and entitlements. Upon initial registration to the University, eligible students should submit to the Military Student Office, a copy of their certificate of eligibility and/or a copy of their DD-214 along with a copy of their VA-Form 22-1990 or VA-Form 22-1995.

Stratford University has agreed to participate in the Yellow Ribbon Program under the Post9/11 GI Bill and provides an unlimited matching contribution as a Direct Grant toward the unmet established charges.¹ Eligible students must maintain Satisfactory Academic Progress, conduct, and attendance according to the policies of the University. For information about programs supported by the Yellow Ribbon Program, please contact the Military Student Office.

The Department of Veterans Affairs offers student using VA education benefits through Title 38 or Title 10 (under Ch30, Ch31, Ch32, Ch35, Ch1606, Ch1607, Ch33) the opportunity to apply for the VA Work-Study Program. Stratford University has agreed to participate in this program and provide interested students the opportunity to receive additional allowances paid for performing VA-related activities. To qualify, student must be in receipt of education benefits at a minimum of $\frac{3}{4}$ training time. For more information about the VA Work-Study Program, including how to apply, please visit the campus Military Student Office.

Vocational Rehabilitation Benefits

Stratford University is approved for VA Vocational Rehabilitation and Employment Benefits, Chapter 31. Eligible students should contact their local VA Vocational Rehabilitation Office to determine their eligibility, fill out the 28-1905 form, and obtain approval for payment of benefits. The University must have this approval before the student may enroll.

Military Tuition Assistance

Active duty military students using tuition assistance (TA) are eligible to participate in the University military TA program. This program entitles students to receive tuition assistance to offset the majority of the remaining tuition balance. Students are encouraged to contact their Education Service Office (ESO) to determine eligibility and are required to present a TA authorization form for every course approved prior to the start of the term. This program applies only to tuition charges and eligible fees. The military tuition rate is listed in the catalog addendum.

Military Spouse Career Advancement Accounts Program

Stratford University participates in the Military Spouse Career Advancement Accounts Program (MyCAA) which is a career development and employment assistance program. MyCAA helps military spouses pursue certificates, diplomas, or associate's degrees necessary for gainful employment in high-demand fields. As part of

¹ The Bachelor of Science in Nursing is not unlimited; it is \$2,000.00 of matching funds.



the career lifecycle, eligible military spouses are offered advising to assist with career exploration, education, training, career readiness, and connections. The Military Student Office has more information on the program assistance caps, eligibility requirements, what the program covers, and how to apply.

Employer Reimbursement

If a student's employer will contribute funds to a student's education, it can be done in one of two ways. First, the employer can pay the University directly; second, the employer can reimburse the student the cost of tuition. Students being reimbursed by the employer are required to pay tuition in full at the time of registration. Typically, the student is required to provide the employer with an acceptance letter and course schedules accompanied by a tuition invoice. If a student is planning to use employer reimbursement must let the Office of Student Accounts know so it can be properly processed.

Private Financing

Private financing is available for credit-worthy individuals from Sallie Mae and SunTrust. This is financing from outside agencies not affiliated with the federal student aid program. Please see the Office of Student Accounts for more information.

Cash Pay: Students may pay for their tuition in full at the time of registration. This is referred to as "cash pay," although a student may use cash, check, credit card, or money order. Stratford University accepts all major credit cards and credit card payment may be done in person or over the phone. Students paying by check must provide a phone number and driver's license number or state-issued ID number on the top of the check and the student ID number in the memo line. Students with college funds may pay for tuition directly.

Payment Plans: Payment plans are available for students using federal student aid and have an out-of-pocket expense or students who would like to pay their entire tuition out-of-pocket. The Office of Student Accounts typically sets up a seven month payment plan and the plan is reevaluated when a student's federal student aid is repackaged for students using a payment plan in conjunction with federal student aid. Payment plans are assessed a fee which can be found in the catalog addendum. Students who want to pay their entire tuition out-of-pocket establish installment dates with the Office of Student Accounts. Late installments are charged a late payment fee which can be found in the catalog addendum. Prior to registering for the following term, students must have a balance of zero unless alternative arrangements have been made with the Office of Student Accounts.

Virginia State Refund Policy

The University obligates students to tuition and fees by the academic term. If the student cancels or withdraws during the Add/Drop Period, the University refunds 100% of the tuition and fee charges, except the non-refundable application fee. If the student withdraws after the Add/Drop Period, the University follows the state refund policy in accordance with §23-276.3 B of the Code of Virginia as follows:

- A student who enters, but withdraws during the first 1/4 (25%) of the course is entitled to receive a refund of 50% of the tuition and laboratory fees.
- A student who enters, but withdraws after completing 1/4 (25%), but less than 1/2 (50%) of the course is entitled to receive a refund of 25% of the tuition and laboratory fees.
- A student who withdraws after completing 1/2 (50%) or more of the course is not entitled to a refund.



STRATFORD LANGUAGE INSTITUTE

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The mission of Stratford Language Institute’s English as a Second Language (ESL) program is to ensure each learner develops linguistically and academically within a socially and culturally supportive environment so they may achieve their personal, professional, and academic goals. The core program establishes skills students need to succeed in English-speaking countries, work environments, and university classrooms. Additional elective classes address skills to complement core curriculum, prepare students for standardized English tests, and advance their knowledge of and relationships to American culture. By addressing the four disciplines (reading, writing, listening, and speaking) in Stratford’s intensive and dynamic English program, the curriculum enables students to develop and excel.

The ESL program is closely coordinated with Stratford’s academic programs. If students satisfy all of the University’s entrance requirements, except for language proficiency, students are conditionally accepted into a degree program. After students graduate from the ESL program, degree program acceptance is finalized and students are able to start courses immediately without further testing.

Admissions Process

Incoming students take the Oxford Online Placement Test on a computer in the learning resource center. It tests students’ abilities in listening, reading, sentence meaning, and language use to measure all language skills. Based on their scores, candidates may register for the courses that match their language level abilities. Students must pay tuition prior to the start of each term through the Office of Student Accounts. The tuition and fees for the ESL courses can be found in the catalog addendum.

Program Structure

Stratford Language Institute’s curriculum is organized in accordance with the international proficiency scale known as the Common European Framework of Reference (CEFR) and with standardized English tests including, but not limited to, the International English Language Testing System (IELTS) and the Test of English as a Foreign Language (TOEFL). Courses are ten weeks long, with 25 lessons of instruction each week. Classes are capped at 15 students, allowing for optimal attention from teachers.

The complete program has core courses and complementary electives that offer skill enrichment in specific areas (reading to discuss a text, accent training, giving presentations, etc.). Sessions are ten weeks long. The full daily program (core and elective) runs from Monday to Thursday, beginning at 9:00am and ending at 1:30pm. The program includes textbooks and assessment materials, is offered on-campus, and measures the material learned during the

sessions. In order to test out of the ESL program and receive a certificate of completion, students must complete at least 180 classroom hours (one ten-week term) of instruction and retake the ESL Oxford Online Placement Test.

Students on Visas

Students on F-1 visas must attend at least eighteen hours of class per week to remain in status.

Core Courses	Elective Courses
ESL001 Basic English	ESL008 Spelling and Vocabulary
ESL010 Level 1	ESL018 Clear Speech
ESL020 Level 2	ESL019 Grammar Fundamentals
ESL030 Level 3	ESL021 Emerging Skills
ESL040 Level 4	ESL022 Elementary Writing
ESL050 Level 5	ESL027 U.S. Survival Skills
ESL060 Level 6	ESL031 Read to Discuss
ESL063 Advanced Conversation and Culture	ESL032 Pre-Intermediate Writing
ESL070 Academic Research and Presentations	ESL041 Improving Pronunciation
ESL071 TOEFL Preparation	ESL042 Intermediate Writing
ESL072 IELTS Preparation	ESL052 College Composition
ESL074 Advanced Communication: Newsroom	ESL053 Presentations
ESL080 Business English II	ESL062 Advanced Reading and Writing
	ESL067 Business English I
	ESL073 Accent Training
	ESL075 Mindful Leadership



UNDERGRADUATE POLICIES

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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.
- 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.
- 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.

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 day 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.

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 (isouadmissions@stratford.edu) for initial applicants and to campus ISO (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 advis-

ing, 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 semester-credits or 4.5 or more quarter-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) or the Association of International Credential Evaluators (www.aiceval.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/Ameri-

can 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 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

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.		
	Benchmark	
Evaluation Interval	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.	

Financial Assistance		
Undergraduate students are evaluated at each 36 Stratford-earned credit hour increment		
Undergraduate students in programs with 72 credits or fewer must maintain a 2.0 CGPA and a 67% ROP at all times and are evaluated each term.		
Undergraduate students who transfer in courses and have 72 credits or fewer to complete a degree at the University must maintain a 2.0 CGPA and a 67% ROP at all times and are evaluated each term.		
	Benchmark	
Evaluation Checkpoint	Minimum CGPA	Minimum ROP
36 Stratford-earned undergraduate credits	1.5 CGPA	50% ROP
72+ Stratford-earned undergraduate credits	2.0 CGPA	67% ROP
Evaluation checkpoints are based on Stratford-earned credits only and do not include transfer credits, credits by exam, and previous experience credit.	CGPA and ROP calculations include transfer credits, credits by exam, previous experience credit, and failed courses.	



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 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.

Financial Assistance SAP Policy

The Department of Education defines an academic year as a minimum of 30 weeks and a predetermined number of earned credits. Undergraduate programs with 72 credits or fewer must maintain a 2.0 CGPA and a 67% ROP at all times and are evaluated each term. Undergraduate students in programs with more than 72 credits are measured every 36 credits earned at Stratford University. Evaluation checkpoints do not include transfer credits, credits by exam, previous experience credit, and failed courses. At the first evaluation checkpoint of 36 earned credits, undergraduate students in programs with 72 more or credits must have a minimum CGPA of 1.5 and a ROP of 50%. At the second evaluation checkpoint of 72 earned credits and all subsequent checkpoints, these undergraduate students must have a minimum CGPA of 2.0 and a ROP of 67%. The CGPA and ROP calculations include transfer credits, credits by exam, previous experience credit, and failed courses. A student who is unable to meet either the quantitative (ROP) or qualitative (CGPA) standard by graduation becomes ineligible for federal student aid or military benefits.

Probation

Students who fail to meet financial assistance SAP requirements and who have successfully appealed are placed on probation for one term. After probation, the student must meet SAP requirements to remain eligible for financial assistance. Under no circumstances can a student be granted two consecutive probationary periods. However, a student may be placed in a probationary status two or more times during their program, if the probationary periods are not consecutive. If a student is withdrawn for any reason during the probationary term, the student is not granted a second probationary term.

Satisfactory Academic Progress Appeal

Students have the right to appeal academic or financial assistance 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 and/or financial assistance 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. The Office of Student Financial Services can assist students with determining eligibility for financial assistance.

Students who have lost eligibility for financial assistance may elect to continue their education on extended enrollment status if they have not been dismissed under the Academic SAP policy. Students on extended enrollment are not eligible for financial assistance and are responsible for all financial arrangements with the University. While in an extended enrollment status, students must seek to correct academic deficiencies by taking remedial courses, retaking failed courses, or practicing previously learned skills. Credits taken during an extended enrollment status count towards maximum time frame calculations. Students on extended enrollment status may reestablish SAP by improving their CGPA and/or ROP to meet the required minimums. Neither a period of absence from the University, nor paying for courses out-of-pocket is considered sufficient to reinstate financial assistance eligibility.

Undergraduate Graduation Requirements

- Complete all required classroom modules, externship hours (if applicable), and all program requirements
- Achieve a minimum GPA of 2.0²
- 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.

2 2.8 for Bachelor of Science in Nursing students



UNDERGRADUATE PROGRAMS

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ARTS AND SCIENCES COURSES

Arts and sciences courses provide 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. Programs with specified arts and sciences courses supersede the structure listed below.

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
HUM110.....	Principles of Ethics.....	4.5
HUM250.....	Cultural Diversity.....	4.5
HUM290.....	Current Topics in the Humanities.....	4.5
HUM320.....	World Literature.....	4.5
HUM330.....	The American Experience.....	4.5
HUM410.....	Understanding World Cultures.....	4.5
HUM490.....	Special Topics in the Humanities I.....	4.5
HUM491.....	Special Topics in the Humanities II.....	4.5
HUM492.....	Special Topics in the Humanities III.....	4.5
HUM493.....	Special Topics in the Humanities IV.....	4.5
MAT111.....	Modern Math with Algebra.....	4.5
MAT210.....	College Algebra.....	4.5
MAT220.....	Discrete Mathematics.....	4.5
MAT290.....	Current Topics in Mathematics.....	4.5
MAT310.....	Statistics.....	4.5
MAT320.....	Probability and Statistics.....	4.5
MAT410.....	Introduction to Calculus.....	4.5
MAT490.....	Special Topics in Mathematics I.....	4.5
MAT491.....	Special Topics in Mathematics II.....	4.5
PSY110.....	Social Psychology.....	4.5
PSY290.....	Current Topics in Psychology.....	4.5
PSY320.....	Human Growth and Development.....	4.5
PSY325.....	Positive Psychology.....	4.5
PSY340.....	Critical Thinking and Reasoning.....	4.5
PSY350.....	Mindful Leadership.....	4.5
PSY490.....	Special Topics in Psychology.....	4.5
SCI110.....	General Science.....	4.5
SCI250.....	Microbiology.....	4.5
SCI290.....	Current Topics in Science.....	4.5
SCI360.....	Introduction to Biochemistry.....	4.5
SCI410.....	Impact of Science and Technology.....	4.5
SCI490.....	Special Topics in Science.....	4.5
SPA210.....	Spanish I.....	4.5
SPA310.....	Spanish II.....	4.5

Associate's Degree Arts and Sciences Requirements

ENGXXX.....	English course (100 or 200 level).....	4.5
HUMXXX.....	Humanities course (100 or 200 level).....	4.5
MATXXX.....	Mathematics course (100 or 200 level).....	4.5
PSYXXX.....	Psychology course (100 or 200 level).....	4.5
SCIXXX.....	Science course (100 or 200 level).....	4.5
Associate's Degree Requirements: 5 courses		22.5 credits

Bachelor's Degree Arts and Sciences Requirements

ENGXXX.....	English course (100 or 200 level).....	4.5
ENGXXX.....	English course (200 level or higher).....	4.5
HUMXXX.....	Humanities course (100 or 200 level).....	4.5
HUMXXX.....	Humanities course (200 level or higher).....	4.5
MATXXX.....	Mathematics course (100 or 200 level).....	4.5
MATXXX.....	Mathematics course (200 level or higher).....	4.5
PSYXXX.....	Psychology course (100 or 200 level).....	4.5
PSYXXX.....	Psychology course (200 level or higher).....	4.5
SCIXXX.....	Science course (100 or 200 level).....	4.5
SCIXXX.....	Science course (200 level or higher).....	4.5
XXXXXX.....	Open Arts and Sciences course (300 level or higher).....	4.5
XXXXXX.....	Open Arts and Sciences course (300 level or higher).....	4.5
Bachelor's Degree Requirements: 12 courses		54 credits

SCHOOL OF BUSINESS ADMINISTRATION

Associate of Applied Science Business Administration

The mission of the Associate of Applied Science in Business Administration program is to allow students to acquire the basic business skills necessary to be effective in the work place. Course work prepares students for the dynamic, changing realities of today's business environment.

Graduates of this program may use associate's degree courses towards an upgraded bachelor's program.

11 Core courses x 4.5 credit hours = 49.5 credit hours
4 Elective courses x 4.5 credit hours = 18 credit hours
5 Arts and Sciences courses x 4.5 credit hours = 22.5 credit hours
20 Total courses x 4.5 credit hours = 90 credit hours

This program typically takes 7 terms to complete for students enrolled full-time.

Core Requirements

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, and 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
Total Core Requirements: 11 courses	49.5 credits

Elective Courses

ACC, BUS, or CIS courses approved by the advisor.

Total Elective Requirements: 4 courses	18 credits
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Arts and Sciences Requirements

See Arts and Sciences section

Total Arts and Sciences Requirements: 5 courses	22.5 credits
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Bachelor of Science
Accounting

The mission of the Bachelor of Science in Accounting program is to provide students with a broad, fundamental knowledge of the field in order to prepare students for a career in accounting. The program allows students to prepare for exams for professional certifications such as Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Managerial Accountant (CMA), or Accredited Business Accountant (ABA). Students interested in pursuing the CPA designation should check with their State Board of Accountancy for complete CPA requirements before enrolling in this program.

- 20 Core courses x 4.5 credit hours = 90 credit hours
- 8 Elective 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 20 terms to complete for students enrolled full-time.

Core Requirements

ACC299..... Intermediate Accounting I.....	4.5
ACC300..... Intermediate Accounting II.....	4.5
ACC301..... Intermediate Accounting III.....	4.5
ACC330..... Cost Accounting.....	4.5
..... OR	4.5
BUS340..... Managerial Accounting.....	4.5
ACC335..... Auditing.....	4.5
ACC350..... Non-Profit/Municipal Accounting.....	4.5
ACC410..... Advanced Accounting.....	4.5
ACC460..... Advanced Federal Taxation.....	4.5
ACC490..... Accounting Capstone.....	4.5
BUS100..... Introduction to Business.....	4.5
BUS112..... Principles of Accounting I.....	4.5
BUS122..... Principles of Accounting II.....	4.5
BUS200..... Business Law: Business, Government, and Society.....	4.5
BUS220..... Business Communications.....	4.5
BUS250..... Principles of Economics.....	4.5
BUS300..... Financial Management.....	4.5
BUS320..... Taxation Principles.....	4.5
BUS360..... Business Ethics.....	4.5

BUS420..... Accounting Information Systems.....	4.5
CIS110..... Computer Office Applications.....	4.5
Total Core Requirements: 20 courses	90 credits

Elective Courses

ACC or BUS courses approved by the advisor.

Total Elective Requirements: 8 courses	36 credits
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Arts and Sciences Requirements

See Arts and Sciences section

Total Arts and Sciences Requirements: 12 courses	54 credits
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Bachelor of Science
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's degree or equivalent and to focus on one of five upper-level concentrations. The primary goal of the bachelor's 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 terms to complete for students enrolled full-time.

Core Requirements

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, and 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
Total Core Requirements: 14 courses	63 credits

Concentration Areas

Finance Requirements (Four courses required)

BUS300..... Financial Management
BUS320..... Taxation Principles
BUS340..... Managerial Accounting
BUS400..... Advanced Financial Management
BUS420..... Accounting Information Systems



- BUS440.....Business Forecasting and Simulation
- BUS450.....Personal Financial Management

Human Resources Requirements (Four courses required)

- BUS350.....Staffing and Employment
- BUS351.....Workplace Safety
- BUS352.....Employment Law
- BUS353.....Labor Management Relations
- BUS354.....Compensation Management
- BUS355.....Managing People
- BUS425.....Diversity in the Workplace

Informatics Requirements (Four courses required)

- CIS206.....Database Concepts and Relational Database Management Systems
- CIS207.....Programming Languages
- CIS211.....Internet Concepts
- CIS232.....Database Programming
- CIS300.....Managing Information Systems
- CIS305.....E-Business IT Infrastructure
- CIS435.....Business Information Systems Security

Management Requirements (Four courses required)

- BUS300.....Financial Management
- BUS305.....International Business Strategies
- BUS325.....Entrepreneurial Leadership
- BUS375.....New Venture Creation
- BUS380.....Project Management
- BUS405.....Business Law: Legal Environment for Business
- BUS415.....Organizational Theory and Development
- BUS416.....Quality Management and Productivity

Marketing Requirements (Four courses required)

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

No Concentration

Four courses from different concentrations required.

Total Concentration Requirements: 4 courses 18 credits

Elective Courses

BUS (minimum four courses) or CIS (minimum one course) courses approved by the advisor.

Total Elective Requirements: 10 courses 45 credits

Arts and Sciences Requirements

See Arts and Sciences section

Total Arts and Sciences Requirements: 12 courses 54 credits

SCHOOL OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY

These programs focus on computer information systems and the constantly changing technologies driving them. They are designed specifically to accommodate the need for trained computer professionals in the information technology fields.

Associate of Applied Science Network Management and Security

The mission of the Associate of Applied Science in Network Management and Security program is to prepare students with the necessary skills for entry-level IT positions. The degree accentuates current industry competencies to provide students the opportunity to learn and understand current trends driving the IT industry. Students become professionals who can install, troubleshoot, and maintain computer networks. Upon completion, students should possess the necessary skills and techniques using modern tools to administer computer networks. A strong emphasis is placed on key topics such as network management, system administration, and security concepts necessary for introductory positions in the computer network industry.

Graduate of this program may use associate's degree courses towards an upgraded bachelor's program.

15 Core courses x 4.5 credit hours = 67.5 credit hours
 5 Arts and Sciences courses x 4.5 credit hours = 22.5 credit hours
20 Total courses x 4.5 credit hours = 90 credit hours

This program typically takes 7 terms to complete for students enrolled full-time.

Core Requirements

CIS103.....Fundamentals of Information Systems.....	4.5
CIS110.....Computer Office Applications.....	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
CIS201.....Fundamentals of IT Security.....	4.5
CIS223.....System Administration and Maintenance.....	4.5
CIS225.....Network Management.....	4.5
CIS247.....Information Assurance Cyber Security Architecture.....	4.5
CIS250.....Basic Router and Switching Configuration in the Enterprise..	4.5
CIS253.....Server OS.....	4.5
CIS254.....Client OS.....	4.5
CIS260.....Network Modeling Tools.....	4.5
CIS290.....Network Implementation Project.....	4.5
Total Core Requirements: 15 courses	67.5 credits

Arts and Sciences Requirements

See Arts and Sciences section

Total Arts and Sciences Requirements: 5 courses 22.5 credits



Bachelor of Science 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 terms to complete for students enrolled full-time.

Core Requirements

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	90 credits

Concentration Areas

Cyber Security Requirements

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

Network Administration Requirement

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

Software Engineering Requirement

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

No Concentration

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

Total Concentration Requirements: 8 courses 36 credits

Arts and Sciences Requirements

See Arts and Sciences section

Total Arts and Sciences Requirements: 12 courses 54 credits

SCHOOL OF HOSPITALITY AND CULINARY ARTS

Professional Diploma Advanced Culinary Arts

This program provides students with the culinary skills required for entry-level cooking positions within the food service industry. The program includes sauces and entrées, vegetables and specialties, and baking and pastry arts, in addition to culinary theory and hospitality management. The American Culinary Federation (ACF) accredits this program at the Falls Church and Woodbridge campuses. *This program requires students to purchase a culinary kit and chef uniform from the University. Students are required to pass the ServSafe exam or possess a Food Handler's license during introductory culinary courses.*

Graduates of this program may use courses towards an upgraded associate's or bachelor's program.

- 13 Core courses x 4.5 credit hours = 58.5 credit hours
- 1 Elective course x 4.5 credit hours = 4.5 credit hours
- 14 Total courses x 4.5 credit hours = 63 credit hours**

This program typically takes 5 terms to complete for students enrolled full-time.



Core Requirements

CUL111..... Culinary Theory and Sanitation.....	4.5
CUL121..... Kitchen Fundamentals.....	4.5
CUL140..... Introduction to Cooking Techniques.....	4.5
CUL142..... Garde Manger.....	4.5
CUL150..... Sauces, Soups, and Stocks.....	4.5
CUL152..... Elements of Entrée Production.....	4.5
CUL160..... Fundamentals of Baking.....	4.5
CUL162..... Pastry Arts.....	4.5
CUL170..... Advanced Culinary Theory.....	4.5
CUL210..... Nutrition and Menu Planning.....	4.5
CUL215..... Dining Room Service.....	4.5
CUL271..... Culinary Skills Externship I.....	4.5
HOS270..... Hospitality Supervision.....	4.5
Total Core Requirements: 13 courses	58.5 credits

Elective Courses

BUS100, BUS112, CUL courses approved by the advisor, HOS291, HOS292, HOS293, HOS294.

Total Elective Requirements: 1 course 4.5 credits

**Associate of Applied Science
Advanced Culinary Arts**

The mission of the Associate of Applied Science in Advanced Culinary Arts program is to give students the culinary skills required for entry into the food service industry with the additional liberal arts education needed for management positions. The program focuses on culinary skills, theory, communication, and problem solving skills. The American Culinary Federation (ACF) accredits this program at the Falls Church, Glen Allen, Newport News, and Woodbridge campuses. *This program requires students to purchase a culinary kit and chef uniform from the University. Students are required to pass the ServSafe exam or possess a food handler's license during introductory culinary courses.*

Graduates of this program may use associate's degree courses towards an upgraded bachelor's program.

15 Core courses x 4.5 credit hours = 67.5 credit hours
5 Arts and Sciences courses x 4.5 credit hours = 22.5 credit hours
20 Total courses x 4.5 credit hours = 90 credit hours

This program typically takes 7 terms to complete for students enrolled full-time.

Core Requirements

CIS110..... Computer Office Applications.....	4.5
CUL111..... Culinary Theory and Sanitation.....	4.5
CUL121..... Kitchen Fundamentals.....	4.5
CUL140..... Introduction to Cooking Techniques.....	4.5
CUL142..... Garde Manger.....	4.5
CUL150..... Sauces, Soups, and Stocks.....	4.5
CUL152..... Elements of Entrée Production.....	4.5
CUL160..... Fundamentals of Baking.....	4.5
CUL162..... Pastry Arts.....	4.5
CUL170..... Advanced Culinary Theory.....	4.5
CUL210..... Nutrition and Menu Planning.....	4.5

CUL215..... Dining Room Service.....	4.5
CUL270..... Food Science.....	4.5
CUL271..... Culinary Skills Externship I.....	4.5
HOS270..... Hospitality Supervision.....	4.5
Total Core Requirements: 15 courses	67.5 credits

Arts and Sciences Requirements

See Arts and Sciences section

Total Arts and Sciences Requirements: 5 courses 22.5 credits

**Associate of Applied Science
Baking and Pastry Arts**

The mission of the Associate of Applied Science in Baking and Pastry Arts program is to give students the skills necessary to pursue careers as pastry chefs. This program stresses the general skills required of all food service professionals from critical thinking and professionalism to an understanding of food safety, nutrition, and service, while emphasizing baking and pastry-specific skills. The American Culinary Federation (ACF) accredits this program at the Falls Church, Glen Allen, Newport News, and Woodbridge campuses. *This program requires students to purchase a culinary kit and chef uniform from the University. Students are required to pass the ServSafe exam or possess a food handler's license during introductory culinary courses.*

Graduates of this program may use associate's degree courses towards an upgraded bachelor's program.

15 Core courses x 4.5 credit hours = 67.5 credit hours
5 Arts and Sciences courses x 4.5 credit hours = 22.5 credit hours
20 Total courses x 4.5 credit hours = 90 credit hours

This program typically takes 7 terms to complete for students enrolled full-time.

Core Requirements

BAK124..... Artisan Breads.....	4.5
BAK134..... Cakes, Custards, and Creams.....	4.5
BAK154..... Specialty and Wedding Cakes.....	4.5
BAK164..... Plated Desserts.....	4.5
BAK174..... Confectionery Production.....	4.5
CIS110..... Computer Office Applications.....	4.5
CUL111..... Culinary Theory and Sanitation.....	4.5
CUL121..... Kitchen Fundamentals.....	4.5
CUL160..... Fundamentals of Baking.....	4.5
CUL170..... Advanced Culinary Theory.....	4.5
CUL210..... Nutrition and Menu Planning.....	4.5
CUL215..... Dining Room Service.....	4.5
CUL270..... Food Science.....	4.5
CUL271..... Culinary Skills Externship I.....	4.5
HOS270..... Hospitality Supervision.....	4.5
Total Core Requirements: 15 courses	67.5 credits

Arts and Sciences Requirements

See Arts and Sciences section

Total Arts and Sciences Requirements: 5 courses 22.5 credits



Associate of Applied Science Hotel and Restaurant Management

The mission of the Associate of Applied Science in Hotel and Restaurant Management program is to provide students with a foundation in hotel and restaurant management skills to prepare them for career advancement within the hospitality industry. This program focuses on applying principles of business communication; supervision; accounting; and planning to front office, housekeeping, customer service, and special events planning.

Graduates of this program may use associate's degree courses towards an upgraded bachelor's program.

15 Core courses x 4.5 credit hours = 67.5 credit hours
 5 Arts and Sciences courses x 4.5 credit hours = 22.5 credit hours
20 Total courses x 4.5 credit hours = 90 credit hours

This program typically takes 7 terms to complete for students enrolled full-time.

Core Requirements

BUS112.....Principles of Accounting I	4.5
BUS120.....Sales and Marketing	4.5
BUS135.....Principles of Management	4.5
BUS220.....Business Communications.....	4.5
CIS110.....Computer Office Applications	4.5
HOS105.....Analysis of the Hospitality Industry	4.5
HOS110.....Food and Beverage Management	4.5
HOS120.....Front Office Procedures.....	4.5
HOS125.....Housekeeping Management.....	4.5
HOS230.....Special Events Planning	4.5
HOS245.....Event Management	4.5
HOS250.....Hospitality Resort Tourism.....	4.5
HOS255.....Customer Service.....	4.5
HOS270.....Hospitality Supervision	4.5
HOS271.....Hotel and Restaurant Externship I.....	4.5
Total Core Requirements: 15 courses	67.5credits

Arts and Sciences Requirements

See Arts and Sciences section

Total Arts and Sciences Requirements: 5 courses 22.5 credits

Bachelor of Arts Hospitality Management

Two + Two Option Available

The mission of the Bachelor of Arts in Hospitality Management is to allow students to build on a core of knowledge gained through the associate's degree in hotel and restaurant management, advanced culinary arts, baking and pastry arts, or equivalent to develop the management skills needed for successful operation of a hospitality-related business. *This program requires culinary and baking students to purchase a culinary kit and chef uniform from the University. Students are required to pass the ServSafe exam or possess a food handler's license during introductory culinary courses.*

At the completion of all lower level requirements, students are awarded the Associates of Applied Science degree. The requirements for the Bachelor of Arts in Hospitality Management program are split into lower- and upper-level courses. The majority of the students prefer this option because it allows them early entry into the job market.

10 Core courses x 4.5 credit hours = 45 credit hours
 15 Concentration courses x 4.5 credit hours = 67.5 credit hours
 3 Elective courses x 4.5 credit hours = 13.5 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 14 terms to complete for students enrolled full-time.

Core Requirements

BUS325.....Entrepreneurial Leadership.....	4.5
BUS310.....Introduction to Financial Management.....	4.5
BUS405.....Business Law: Legal Environment for Business.....	4.5
BUS415.....Organizational Theory and Development.....	4.5
HOS310.....Beverage Operations Management.....	4.5
HOS320.....Hospitality Marketing.....	4.5
HOS330.....Food and Beverage Controls	4.5
HOS355.....Catering Management.....	4.5
HOS440.....Hospitality Facilities Management and Design.....	4.5
HOS490.....Hospitality Capstone.....	4.5
Total Core Requirements: 10 courses	45 credits

Concentration Areas

Advanced Culinary Arts Requirements

CIS110.....Computer Office Applications
CUL111.....Culinary Theory and Sanitation
CUL121.....Kitchen Fundamentals
CUL140.....Introduction to Cooking Techniques
CUL142.....Garde Manger
CUL150.....Sauces, Soups, and Stocks
CUL152.....Elements of Entrée Production
CUL160.....Fundamentals of Baking
CUL162.....Pastry Arts
CUL170.....Advanced Culinary Theory
CUL210.....Nutrition and Menu Planning
CUL215.....Dining Room Service
CUL270.....Food Science



CUL271.....Culinary Skills Externship I
 HOS270.....Hospitality Supervision

Baking and Pastry Arts Concentration

BAK124.....Artisan Breads
 BAK134.....Cakes, Custards, and Creams
 BAK154.....Specialty and Wedding Cakes
 BAK164.....Plated Desserts
 BAK174.....Confectionery Production
 CIS110.....Computer Office Applications
 CUL121.....Kitchen Fundamentals
 CUL160.....Fundamentals of Baking
 CUL170.....Advanced Culinary Theory
 CUL210.....Nutrition and Menu Planning
 CUL215.....Dining Room Service
 CUL270.....Food Science
 CUL271.....Culinary Skills Externship I
 HOS270.....Hospitality Supervision

Hotel and Restaurant Management Concentration

BUS112.....Principles of Accounting I
 BUS120.....Sales and Marketing
 BUS135.....Principles of Management
 BUS220.....Business Communications
 CIS110.....Computer Office Applications
 HOS105.....Analysis of the Hospitality Industry
 HOS110.....Food and Beverage Management
 HOS120.....Front Office Procedures
 HOS125.....Housekeeping Management
 HOS230.....Special Events Planning
 HOS245.....Event Management
 HOS250.....Hospitality Resort Tourism
 HOS255.....Customer Service
 HOS270.....Hospitality Supervision
 HOS271.....Hotel and Restaurant Externship I

Total Concentration Requirements: 15 courses **67.5 credits**

Elective Courses

BAK courses approved by the advisor, BUS100, BUS112, BUS122, BUS135, BUS425 CUL courses approved by the advisor, HOS courses approved by the advisor.

Total Electives Requirements: 3 courses **13.5 credits**

Arts and Sciences Requirements

See Arts and Sciences section

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

SCHOOL OF HEALTH SCIENCES

These programs are designed to give the students the opportunity to acquire the skills necessary for success in the fields of health sciences and healthcare administration. Students study the structure and function of the major body systems in conjunction with medical terminology, professional procedures, medical law and ethics, computer skills, and administrative processes.

Program Information

Externship

Before enrolling in externships, students may be required, at the discretion of the externship site, to:

- Complete a physical examination including current tuberculosis screen results
- Provide evidence of previous hepatitis immunization or lab results indicating an acceptable titer unless a statement is provided indicating immunization is contraindicated for the student
- HIPAA awareness
- CPR certifications
- Provide transportation to and from the externship site
- Consent to a criminal background check

Failure to provide these requirements prior to the externship may result in a delay of completion of the program. Students must plan to be available for a minimum of 135 externship hours during their final term. Students who are employed may be required to adjust their work schedule to accommodate their externship schedule. Academic credit is awarded for the structured, supervised learning experiences in the externship, but no pay is provided. Placement in the externship, selection of the site, and scheduling are at the discretion of the School of Health Science's faculty, whose decisions are final.

CPR Requirements for Health Sciences Students

Current CPR certification is required by most participating hospitals and healthcare providers. The University ensures all students comply with this direction before being placed in an externship position. CPR certification can be obtained through the American Red Cross, American Heart Association (AHA), or other recognized organization. These organizations provide CPR training for a fee, with the AHA course being the more comprehensive of the two. However, both courses are designed for healthcare providers who require successful completion of a CPR course and proof of completion.

Criminal Background Check

Criminal background check requirements for admission vary by program; see the program description for more information. Externship sites may require a health sciences student to undergo a criminal background check and sex-offender status verification prior to



admission to any externship course. Students are responsible for all fees related to these items. Please speak to the designated department representative for more information.

Clothing

Students are expected to come to laboratory courses dressed in their Stratford uniforms. The Stratford uniform consists of blue scrub top and pants and a white lab coat. Students receive the uniform as part of their health sciences kit in the first few weeks of class. The patches must be attached to the left upper arm of each lab coat and scrub top. All students are expected to be in full uniform by the sixth week of class.

National Healthcareer Credentialing Certification Exams

While not a requirement for University students, the University participates with the National Healthcareer Association (NHA) in a program that helps students complete the National Certification Exam and be recognized through the National Allied Health Test Registry for the following career areas:

- Certified Pharmacy Technician (CPhT)
- Certified Clinical Medical Assistant (CCMA)
- Certified Billing and Coding Specialist (CBCS)

Being a member of NHA, Stratford University is authorized to proctor the exams for the above certificate areas. Although NHA exams are not part of the current Stratford University programs, successful completion of these exams can help enhance a student's professional development.

Interested students must complete the application form and submit exam fees to NHA. Students may review a copy of the study guide from Stratford University or purchase the guide on their own. The exam is in a proctored setting at the University, is computerized, and the results are posted immediately after the exam. All certification exam fees and additional study materials are the responsibility of the student. The University does not offer its own version of these exams, nor collect any funds from the organization offering the certification exam.

Associate of Applied Science Medical Assisting

The mission of the Associate of Applied Science in Medical Assisting program is to give students theoretical and hands-on experience allowing them to demonstrate clinical skills including patient care, laboratory procedures, venipuncture, assisting with exams, collecting specimens, administering patient medication, recording vital signs, and taking patient history. Students are able to demonstrate administrative skills including scheduling, bookkeeping procedures, medical office and records management, processing of insurance claims, and procedural and diagnostic coding. The program is accredited by the Accrediting Bureau of Health Education Schools at the Falls Church, Glen Allen, and Woodbridge campuses. *This program requires students to purchase a health sciences kit from the University.*

15 Core courses x 4.5 credit hours = 67.5 credit hours
 5 Arts and Sciences courses x 4.5 credit hours = 22.5 credit hours
20 Total courses x 4.5 credit hours = 90 credit hours

This program typically takes 7 terms to complete for students enrolled full-time.

Core Requirements

CIS110..... Computer Office Applications	4.5
MED110..... Anatomy and Physiology I	4.5
MED120..... Medical Terminology	4.5
MED130..... Medical Insurance, Billing, and, Coding	4.5
MED140..... Basic Clinical Procedures	4.5
MED160..... Medical Computer Applications	4.5
MED210..... Anatomy and Physiology II	4.5
MED220..... Professional Procedures	4.5
MED230..... Medical Law and Ethics	4.5
MED240..... Pharmacology I	4.5
MED250..... Medical Office Practice	4.5
MED255..... Phlebotomy and Medication Administration	4.5
MED260..... Exams and Specialty Procedures	4.5
MED285..... Electrocardiography	4.5
MED290..... Medical Assisting Externship	4.5
Total Core Requirements: 15 courses	67.5 credits

Arts and Sciences Requirements

See Arts and Sciences section

Total Arts and Sciences Requirements: 5 courses **22.5 credits**



Associate of Applied Science Medical Insurance, Billing, and Coding

The mission of the Associate of Applied Science in Medical Insurance, Billing, and Coding program is to prepare students to be knowledgeable about proper identification of medical codes used by insurance companies and to teach students how to use medical office software to process medical insurance bills. It provides comprehensive exposure to the administration of insurance billing and coding. The program explores the many specialty areas of the medical insurance industry. Students gain the competency and experience necessary to succeed in these highly specialized fields.

Graduates of the Medical Insurance, Billing, and Coding program are eligible for certification by the American Academy of Procedural Coders (AAPC) as well as the American Health Information Management Association (AHIMA).

15 Core courses x 4.5 credit hours = 67.5 credit hours
 5 Arts and Sciences courses x 4.5 credit hours = 22.5 credit hours
20 Total courses x 4.5 credit hours = 90 credit hours

This program typically takes 7 terms to complete for students enrolled full-time.

Core Requirements

CIS110 Computer Office Applications	4.5
HIM220 Legal Regulatory Issues in Health Information.....	4.5
MED120 Medical Terminology.....	4.5
MED130 Medical Insurance, Billing, and Coding	4.5
MED160 Medical Computer Applications	4.5
MED270 Medical Finance and Insurance	4.5
MIB129 Anatomy and Physiology for Non-Clinical Majors.....	4.5
MIB130 Diseases of the Human Body.....	4.5
MIB210 Introduction to Diagnostic and Procedures Coding.....	4.5
MIB220 Coding of Clinical and Diagnostic Procedures I	4.5
MIB230 Coding of Clinical and Diagnostic Procedures II	4.5
MIB240 Case Studies in Coding of Patients.....	4.5
MIB250 Medical Reimbursement Systems.....	4.5
MIB260 Electronic Medical Billing.....	4.5
MIB290 Medical Insurance, Billing, and Coding Externship.....	4.5
Total Core Requirements: 15 courses		67.5 credits

Arts and Sciences Requirements

See Arts and Sciences section

Total Arts and Sciences Requirements: 5 courses **22.5 credits**

Associate of Applied Science Pharmacy Technician

The Associate of Applied Science in Pharmacy Technician program objectives are to educate and provide pharmacy technicians capable of assisting pharmacists in the preparation and dispensing of medications. Graduates are capable of working in a variety of healthcare settings such as hospitals, retail, long-term care facilities, home healthcare agencies, clinic pharmacies, mail order pharmacies, and drug wholesalers. Upon completion of the program, students have the necessary knowledge and skills to practice competently as pharmacy technicians. The Falls Church, Glen Allen, Woodbridge, Newport News, and Virginia Beach locations are approved Virginia Board of Pharmacy training sites. *This program requires students to purchase a health sciences kit from the University.*

All pharmacy technician students must complete a criminal background check prior to beginning the program. At the student's expense, an independent background investigation organization performs a federal and all-state criminal background check. Upon disclosure or discovery of convictions or pending cases including, but not limited to, felony(s) or conviction(s) involving theft, drug or pharmacy-related offenses, or physical harm to others, a student is ineligible for the program. The cost for the criminal background check is located in the catalog addendum.

15 Core courses x 4.5 credit hours = 67.5 credit hours
 5 Arts and Sciences courses x 4.5 credit hours = 22.5 credit hours
20 Total courses x 4.5 credit hours = 90 credit hours

This program typically takes 7 terms to complete for students enrolled full-time.

Core Requirements

MED110 Anatomy and Physiology I	4.5
MED120 Medical Terminology.....	4.5
MED210 Anatomy and Physiology II	4.5
MED240 Pharmacology I.....	4.5
MED245 Pharmacology II.....	4.5
MIB130 Diseases of the Human Body.....	4.5
PHT110 Pharmacy Calculations	4.5
PHT220 Institutional and Community Pharmacy Operations.....	4.5
PHT225 Pharmacy Informatics and Technology	4.5
PHT230 Institutional and Community Pharmacy Lab I.....	4.5
PHT240 Institutional and Community Pharmacy Lab II	4.5
PHT250 Advanced Administration Technical Lab.....	4.5
PHT260 Pharmacy Maintenance, Safety, and Quality Assurance Issues.....	4.5
PHT270 Administrative Inpatient and Outpatient Care Management	4.5
PHT290 Pharmacy Externship	4.5
Total Core Requirements: 15 courses		67.5 credits

Arts and Sciences Requirements

See Arts and Sciences section

Total Arts and Sciences Requirements: 5 courses **22.5 credits**



Bachelor of Science Health Information Management

The mission of the Bachelor of Science in Health Information Management program is to produce ethical healthcare professionals who are equipped with the knowledge, skills and dispositions to be successful managers of healthcare data and information. The program focuses on three core areas that provide a solid foundation by offering courses in health sciences, healthcare administration, and information technology. The program enhances life-long learning and prepares students with the advocacy skills to protect patient and consumer rights.

The HIM program prepares graduates to:

- Employ entry-level competencies in health information management (HIM)
- Interpret healthcare policy, accreditation and legal regulations as it pertains to health information management
- Use critical thinking strategies to structure and translate data into usable forms of information
- Advocate for patient and consumer health privacy and confidentiality
- Advance the profession of HIM through activity and affiliation in service and professional organizations

28 Core courses x 4.5 credit hours = 126 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 14 terms to complete for students enrolled full-time.

Core Requirements

BUS210.....	Human Resource Management.....	4.5
BUS380.....	Project Management.....	4.5
CIS130.....	Introduction to Databases.....	4.5
CIS141.....	Hardware and OS Architecture.....	4.5
CIS144.....	OS Architecture.....	4.5
CIS146.....	Fundamentals of Networking.....	4.5
CIS201.....	Fundamentals of IT Security.....	4.5
CIS220.....	Systems Analysis and Design.....	4.5
HCA400.....	Healthcare Delivery Systems.....	4.5
HCA402.....	Epidemiology and Health Services Research.....	4.5
HCA404.....	Strategic Planning.....	4.5
HCA420.....	Quality Performance Improvement.....	4.5
HIM210.....	Health Information Management Systems.....	4.5
HIM215.....	Health Information Systems.....	4.5
HIM220.....	Legal Regulatory Issues in Health Information.....	4.5
HIM270.....	Patient Care Information System.....	4.5
HIM410.....	Health Statistics and Research.....	4.5
HIM430.....	Performance Measurements in Healthcare.....	4.5
HIM450.....	Professional Practice.....	4.5
MED120.....	Medical Terminology.....	4.5
MED130.....	Medical Insurance Billing Coding.....	4.5
MED240.....	Pharmacology I.....	4.5
MIB129.....	Anatomy and Physiology for Non-Clinical Majors.....	4.5
MIB130.....	Disease of the Human Body.....	4.5

MIB210.....	Introduction to Diagnostic and Procedures.....	4.5
MIB220.....	Coding of Clinical Diagnostic and Procedures I.....	4.5
MIB230.....	Coding of Clinical Diagnostic and Procedures II.....	4.5
MIB240.....	Case Studies in Coding of Patients.....	4.5
Total Core Requirements: 28 courses		126 credits

Arts and Sciences Requirements

CIS103.....	Fundamentals of Information Systems.....	4.5
CIS110.....	Computer Office Applications.....	4.5
ENG111.....	College Composition.....	4.5
ENG310.....	Oral Communications.....	4.5
HUM110.....	Principles of Ethics.....	4.5
HUM250.....	Cultural Diversity.....	4.5
MATXXX.....	Mathematics (100 or 200 level).....	4.5
MAT310.....	Statistics.....	4.5
PSY110.....	Social Psychology.....	4.5
PSY320.....	Human Growth and Development.....	4.5
SCI110.....	General Science.....	4.5
SCI250.....	Microbiology.....	4.5
Total Arts and Sciences Requirements: 12 courses		54 credits

Bachelor of Science Health Sciences

The mission of the Bachelor of Science in Health Sciences program is to provide students with the knowledge to manage health services, analyze health systems, and administer medical instruction for diverse populations. Incorporating a robust curriculum related to medical ethics, anatomy, research, and policy, graduates acquire the skills needed to succeed in various community healthcare occupations and develop the foundation to obtain master's level degrees within the discipline.

21 Core courses x 4.5 credit hours = 94.5 credit hours
 7 Electives courses x 4.5 credit hours = 31.5
 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 14 terms to complete for students enrolled full-time.

BUS135.....	Principles of Management.....	4.5
CIS110.....	Computer Office Applications.....	4.5
HCA402.....	Epidemiology and Health Services Research.....	4.5
HCA409.....	Minority and Disparities.....	4.5
HIM215.....	Health Information Systems.....	4.5
HIM410.....	Health Statistics and Research.....	4.5
HSC100.....	Introduction to Health Sciences as a Profession.....	4.5
HSC200.....	Health Promotion/Disease Prevention.....	4.5
HSC300.....	Public/Community Health.....	4.5
HSC310.....	Vulnerable Populations.....	4.5
HSC320.....	Health Education.....	4.5
HSC330.....	Mental Health.....	4.5
HSC400.....	Healthcare of the Aging Adult.....	4.5
HSC410.....	Contemporary Issues.....	4.5
HSC420.....	Senior Project.....	4.5
MED110.....	Anatomy and Physiology I.....	4.5
MED120.....	Medical Terminology.....	4.5
MED210.....	Anatomy and Physiology II.....	4.5



MED230..... Health Law and Ethics	4.5
MIB130..... Diseases of the Human Body.....	4.5
NSG460..... Nutrition and Dietetics	4.5
Total Core Requirements: 21 courses	94.5 credits

Elective Courses

BUS, HCA, HIM, and NSG courses (non-clinical/lab courses only) approved by the advisor.

Total Elective Requirements: 7 courses	31.5 credits
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Arts and Sciences Requirements

ENG111..... College Composition	4.5
ENG310..... Oral Communication	4.5
HUM110..... Principles of Ethics	4.5
HUM250..... Cultural Diversity	4.5
MATXXX..... Mathematics (100 or 200 level).....	4.5
MAT310..... Statistics.....	4.5
PSY110..... Social Psychology.....	4.5
PSY320..... Human Growth and Development.....	4.5
SCIXXX..... Science Course (100 or 200 level).....	4.5
SCI250..... Microbiology	4.5
XXXXXX..... Open Arts and Science course	4.5
XXXXXX..... Open Arts and Science course (300 level or higher).....	4.5
Total Arts and Sciences Requirements: 12 courses	54 credits

**Bachelor of Science
Healthcare Administration**

The mission of the Bachelor of Science in Healthcare Administration program is to prepare students to develop, plan, and manage healthcare programs within healthcare systems. Students build foundations in fiscal management, program administration, information technology, and healthcare policy. The program focuses on reforms, trends, and issues affecting the health and welfare of the community. Graduates are prepared to oversee business operations at hospitals, nursing homes, community service organizations, and other medical facilities.

28 Core courses x 4.5 credit hours = 126 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 14 terms to complete for students enrolled full-time.

Core Requirements

BUS100..... Introduction to Business	4.5
BUS210..... Human Resource Management.....	4.5
BUS220..... Business Communication	4.5
BUS235..... Operations Management.....	4.5
BUS250..... Principles of Economics	4.5
BUS310..... Introduction to Financial Management.....	4.5
BUS325..... Entrepreneurial Leadership.....	4.5
BUS350..... Staffing and Employment	4.5
BUS364..... Marketing Research	4.5

BUS380..... Project Management	4.5
BUS415..... Organizational Theory and Development.....	4.5
HCA400..... Healthcare Delivery Systems.....	4.5
HCA401..... Introduction to Healthcare Administration.....	4.5
HCA402..... Epidemiology and Health Services Research.....	4.5
HCA403..... Healthcare Financial Management	4.5
HCA404..... Strategic Health Planning	4.5
HCA405..... Long-Term Healthcare Management.....	4.5
HCA407..... Health Policy and Reform	4.5
HCA411..... Professional Practice of Healthcare Administration.....	4.5
HCA412..... Medical Group Practice Management	4.5
HCA420..... Quality Performance Improvement	4.5
HIM210..... Health Information Systems	4.5
MED120..... Medical Terminology.....	4.5
MED130..... Medical Insurance, Billing, and Coding	4.5
MED160..... Medical Computer Applications	4.5
MED230..... Medical Law and Ethics	4.5
MIB129..... Anatomy and Physiology for Non-Clinical Majors.....	4.5
MIB130..... Diseases of the Human Body.....	4.5
Total Core Requirements: 28 courses	126 credits

Arts and Sciences Requirements

CIS110..... Computer Office Applications	4.5
ENG111..... College Composition	4.5
ENG310..... Oral Communication	4.5
HUM110..... Principles of Ethics.....	4.5
HUM250..... Cultural Diversity	4.5
MATXXX..... Mathematics (100 or 200 level).....	4.5
MAT310..... Statistics	4.5
PSY110..... Social Psychology.....	4.5
PSYXXX..... Psychology (200 level or higher).....	4.5
SCIXXX..... Science.....	4.5
SCIXXX..... Science (100 or 200 level).....	4.5
XXXXXX..... Open Arts and Sciences course (300 level or higher).....	4.5
Total Arts and Sciences Requirements: 12 courses	54 credits

SCHOOL OF NURSING

Nursing degrees give students the skills required to work in hospitals, nursing homes, out-patient surgery centers, specialized facilities, industrial settings, and doctor's offices. Nurses also work as visiting nurses in patient homes. Students educated as registered nurses (RNs) treat patients, educate patients and the public about various health related conditions, and provide advice and emotional support to patient family members. RNs protect, promote, and optimize health; prevent illness and injury; alleviate suffering; and advocate for patients, families, communities, and populations. RNs also address policies and factors in healthcare systems affecting the quality of the healthcare delivered.

Immunization Policies

Clinical sites may have varying requirements for the vaccination requirements of healthcare workers. Students working at such sites are required to comply with these regulations. If such vaccinations



are contraindicated for medical or religious reasons, contact the designated representative of the nursing program to discuss possible resolutions to this problem

All Stratford nursing students are required, at their own expense, to provide documentation of Hepatitis B vaccination. The Center for Disease Control reports that between 15% and 25% of un-immunized persons working in the healthcare area will contract this potentially serious and sometimes fatal illness. Hepatitis B vaccination requires a series of two to three doses; the dosage series must be started before registering for clinical courses. (If the student already has immunity or if the vaccine is contraindicated for the student, this too must be documented.)

Students enrolled in a clinical course are also required to provide documentation of the following prior to the first day of class:

- Measles/Mumps/Rubella – 2 doses, 4-8 weeks apart
- Varicella Zoster (Chicken Pox) 4-8 weeks apart or reliable history of the disease
- Tetanus/Diphtheria Adult Pertussis TDAP – every 10 years
- Influenza Vaccine – Required yearly
- Tuberculosis screening by PPD and/or X-ray yearly (students with a positive PPD and an initial negative X-ray can be followed with an annual physician screening)
- Drug testing – Drug screening is required prior to entry into clinical courses and some agencies may require additional drug screening. All drug screen testing is at the student's expense.

Clinical Requirements

Attending clinicals is dependent upon meeting the following requirements and providing required documentation. Use the check list below to organize the process.

- Obtain student ID
- Obtain clinical uniform
- Affix patch to left sleeve of shirt and lab coat
- Provide documentation of immunizations
- Complete and maintain certification in basic life support techniques
- Submit evidence of recent physical exam

Student Achievement

All nursing students must maintain a 2.8 CGPA on a 4.00 scale, achieve an 80% (B-) in all nursing courses (courses with the prefix NSG) as well as all science courses (courses with the prefix SCI), a 73% (C) in all non-nursing courses, and meet attendance requirements. Grades are carried out to two decimal points and are not rounded up; achieving a grade below 80%, including a grade of 79.99% in nursing courses results in a course failure. A failed course may be repeated once. Students achieving less than 73% in non-nursing courses must repeat those courses. Students may request a grade review once and are to follow the grade appeal policy outlined in the University catalog. Students who do not meet these requirements are dismissed from the program. If a student's CGPA falls below 2.8 after being accepted, but before beginning nursing courses that student is not permitted to register for nursing courses. If a student's CGPA falls below 2.8 after beginning nursing courses, two terms are given to improve the CGPA before dismissal. Students may appeal this decision.

Students in courses that have theory and laboratory/clinical components must achieve an 80% in each of these course components. Failing one component of the course (either theory or lab/clinical) results in failure of the entire course.

All nursing students must take a comprehensive exam in addition to earning satisfactory grades in all required courses in order to graduate from the program. This exam is part of the program curriculum and must be taken in order for a student to graduate and obtain their transcripts and diploma. For Bachelor of Science in Nursing students, transcripts are not sent to the Virginia Board of Nursing prior to graduation.

Challenge Exams

Nursing students who transfer into the program and wish to receive credit for previously taken nursing courses in nutrition and pharmacology must provide an official transcript and take the University-designated challenge exam. Students must pass level two of the challenge exam in order to receive credit. Challenge exams may not be taken for clinical courses.



Bachelor of Science Nursing

The objectives of the Bachelor of Science in Nursing are to utilize theory and evidence-based practice to provide safe, quality, patient-centered care; to teach care of patients by using clinical judgment, critical thinking, and knowledge of best practices; and to be eligible for licensure. The program creates an environment where competency-based learning can flourish. It prepares graduates for nursing practice and leadership roles.

Nursing practice is both a caring art and a human science developed using nursing knowledge, theory, and research within a holistic, caring framework. Nursing education introduces the science and theory of nursing and assists students with developing an understanding of the distinct perspective of the nursing discipline.

Additional Admission Requirements

All students interested in the Bachelor of Nursing program should follow the Stratford University admissions process, outlined in this catalog.

Freshman: In addition to the University admissions process, applicants seeking entry to the nursing program must submit the following:

- Proof of graduation from high school indicating a cumulative GPA of 3.0 or higher. Applicants who have completed the GED or equivalent must establish a GPA prior to enrolling.
- A passing score report on the most recent version of the ATI Test of Essential Academic Skills (TEAS)
- Two letters of reference
- A personal statement
- Criminal background check at student expense

Transfer Students:³ In addition to the University admissions process, applicants seeking entry to the nursing program must submit the following:

- A passing score report on the most recent version of the ATI Test of Essential Academic Skills (TEAS), a U.S. bachelor's degree with a CPGA or 3.0 or higher, or a U.S. graduate degree
- A minimum cumulative GPA of 3.0
- Two letters of reference
- A personal statement
- Criminal background check at student expense

Nursing applications must meet the deadlines posted by the School of Nursing. Typically, the deadlines are six weeks from the start of the term. Student should contact the Office of Admissions for more information.

Post-Licensure Students: Applicants who hold an active RN license and wish to receive a bachelor's degree may apply for the

³ Most transfer students require eleven quarters to complete the program

Bachelor of Science in Nursing program as post-licensure transfer students. Post-licensure students must have a current RN license and complete a criminal background check at the student's expense.

These RNs receive 72 credits for experiential learning. Up to 63 additional required course credits could be transferred in and applied to the BSN program. To graduate with a BSN, post-licensure students must complete a minimum of 45 credits at Stratford. Required core courses include NSG330⁴ Health Assessment and Diagnostic Reasoning, NSG410 Research and Evidence-Based Nursing Practice (requires having taken statistics), NSG420⁴ Nursing in the Community, NSG470 Leadership, Management, and Contemporary Issues in Nursing, and NSG480 Nursing Capstone Project. Students who transfer in all non-nursing arts and sciences courses need five additional courses which may be selected from a pool of electives.

Functional Expectations

Due to the nature of the work performed in nursing, successful completion of the nursing program requires the ability to perform each of the following functions:

- Employ conventional means of written and spoken English communication
- Apply basic mathematics and statistics used in nursing for nursing practice (ratios, calculations of drug dosages, etc.)
- Read and comprehend graphs and charts
- Use telephones, PDAs, and other common electronic devices
- Distinguish tonal differences in sound, colors of light and shading, tactile sensations (relative temperature, texture, pulses, etc.), and odors
- Move about in populated areas, position patients, and reach and bend with ease
- Safely handle and manipulate standard nursing and medical equipment (syringes, IV stands, electronic monitoring equipment, etc.)
- Conduct CPR on adults and infants and using one- and two-person CPR techniques
- Demonstrate sensitivity to social context and circumstance (professional interactions, familial consultations, etc.), as well as consideration of reasonable patient cultural expectations
- Follow chain of command

State Board Examinations

Paperwork related to licensure should be completed six weeks in advance of graduation. Students receive detailed instruction related to licensure application procedures in the Nursing Capstone Project.

⁴ These courses require either clinical or lab hours. The clock hours remain constant for both pre- and post-licensure students, but the nature of those hours may be modified for the student holding an active RN license.



Students are encouraged to schedule the licensing exam within thirty days of graduation. Transcripts are not sent to the Virginia Board of Nursing prior to graduation.

This program requires students to purchase a nursing kit from the University. All nursing students are charged an NCLEX fee upon beginning nursing courses.

- 20 Core courses x 4.5 credit hours = 90 credit hours
- 3 Medical courses x 4.5 credit hours = 13.5 credit hours
- 5 Elective courses x 4.5 credit hours = 22.5 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 terms to complete for students enrolled full-time.

Elective Courses

Elective Pool One

NSG290, NSG291, NSG490, NSG491, NSG493.

Elective Pool Two

BUS135, BUS210, BUS310, BUS380, CIS103, CIS110, HCA401, HCA402, HCA404, HCA405, HIM210, MED130.

Nursing Program Progression Plan

MATXXX Mathematics course (100 or 200 level) 4.5
ENG111 College Composition 4.5
PSY110 Social Psychology 4.5
PSY320 Human Growth and Development 4.5
ENGXXX English course 4.5
SCI250 Microbiology 4.5
MED110 Anatomy and Physiology I 4.5
MED120 Medical Terminology 4.5
HUM110 Principles of Ethics 4.5
MED210 Anatomy and Physiology II 4.5
HUM410 Understanding World Cultures 4.5
SCI360 Introduction to Biochemistry 4.5
XXXXXX Elective (Pool 1 or 2) CIS110 strongly advised 4.5
XXXXXX Open Arts and Sciences course (300 level or higher) 4.5
NSG100 Introduction to Nursing as a Profession 4.5
NSG210 Case Studies in Pathophysiology 4.5
NSG110 Introduction to Nursing Practice 4.5
NSG120 Foundations of Evidence-Based Nursing Practice 4.5
XXXXXX Elective (Pool 1 or 2) 4.5
NSG220 Pharmacology and Therapeutic Modalities I 4.5
XXXXXX Elective (Pool 1 or 2) 4.5
NSG240 Adult Health Nursing I 4.5
NSG460 Nutrition and Dietetics 4.5
NSG225 Pharmacology and Therapeutic Modalities II 4.5
NSG245 Adult Health Nursing II 4.5
NSG250 Nursing Care of the Childbearing Family 4.5
NSG260 Nursing Care of Children 4.5
XXXXXX Open Arts and Sciences course (300 level or higher) 4.5
NSG330 Health Assessment and Diagnostic Reasoning 4.5
NSG350 Mental Health Nursing 4.5
XXXXXX Elective (Pool 1 or 2) 4.5
NSG360 Nursing Care of Older Adults 4.5
NSG420 Nursing in the Community 4.5
MAT310 Statistics 4.5
XXXXXX Elective (Pool 1 or 2) 4.5
NSG410 Research and Evidence-Based Nursing Practice 4.5
NSG430 Complex Care Nursing 4.5
NSG470 Leadership, Management, and Contemporary Issues in Nursing 4.5
NSG480 Nursing Capstone Project 4.5
NSG492 NCLEX Preparation 4.5
Total Requirements: 40 courses		180 credit

Students should attempt to complete courses in the order listed.



UNDERGRADUATE COURSE DESCRIPTIONS

Undergraduate Course Prefix Designations

ACC	Accounting
BAK	Baking
BUS	Business
CIS	Computer Information Systems
CUL	Culinary
ENG	English
ESL	English as a Second Language
HCA	Healthcare Administration
HIM	Health Information Management
HOS	Hospitality
HUM	Humanities
MAT	Mathematics
MED	Medical
MIB	Medical Insurance, Billing, and Coding
NSG	Nursing
PHT	Pharmacy Technician
PSY	Psychology
SCI	Science
SPA	Spanish

Stratford University uses the following course numbering system which is an accepted higher education system:

- 100-299 Lower-level undergraduate courses
- 300-499 Upper-level undergraduate courses

ACC299 Intermediate Accounting I **4.5 credits**
 This course provides an in-depth study of accounting theory and a review of the accounting cycle. It concentrates on the preparation of financial statements; the valuation of cash; and temporary investments, receivables, and accounting for inventories. The course refers to pronouncements of the Financial Accounting Standards Board (FASB). **Prerequisite: BUS122.**

ACC300 Intermediate Accounting II **4.5 credits**
 This course covers the accounting for intangible assets, current and non-current liabilities, stockholders' equity, investments, income taxes, compensation, leases, additional reporting issues, and discounted cash flows. The material refers to pronouncements of the Financial Accounting Standards Board and the American Institute of Certified Public Accountants. **Prerequisite: ACC299.**

ACC301 Intermediate Accounting III **4.5 credits**
 This course is a continuation of Intermediate Accounting II. Topics covered include accounting for investments, revenue recognition, income taxes, pensions and postretirement benefits, and leases; accounting changes and error analysis; preparation of the statement of cash flows; and full disclosure in financial reporting. The material refers to pronouncements of the Financial Accounting Standards Board and the American Institute of Certified Public Accountants. **Prerequisite: ACC300.**

ACC330 Cost Accounting **4.5 credits**
 This course covers accounting procedures relating to the process cost system, the estimated cost system, and the standard cost system. It examines the accounting for by-products and includes comprehensive coverage of budgeting for all areas of business enterprise: sales, production, commercial expenses, capital investments, and forecasting. **Prerequisite: ACC300.**

ACC335 Auditing **4.5 credits**
 This course covers the theory of auditing, including the educational and moral qualifications for auditors, as well as the role of the auditor in the economy. It emphasizes professional standards, professional ethics, and the legal liability of auditors. It comprehensively covers planning and designing an audit program, gathering and summarizing evidence, and internal control. **Prerequisite: ACC300.**

ACC350 Non-Profit/Municipal Accounting **4.5 credits**
 This course analyzes accounting procedures peculiar to non-profit organizations and municipalities. It illustrates statements commonly prepared for each type of organization, fund, and account group. The course also encompasses GAAP standards and reporting requirements that pertain to non-profit organizations and GASB standards and reporting requirements that relate to government accounting. **Prerequisite: ACC300.**

ACC410 Advanced Accounting **4.5 credits**
 This course covers accounting for home office and branches, business combinations, and consolidations. It provides a continuation of the preparation for the CPA examination as well as various techniques for solving some of the more complex problems in the business environment. **Prerequisite: ACC300.**

ACC460 Advanced Federal Taxation **4.5 credits**
 This course includes a comprehensive study of the federal income tax structure and the practical application of income tax accounting to specific problems as related to individuals and proprietorships. It emphasizes the general filing status, includable and excludable income, analysis of the categories of itemized and other deductions, tax treatment of sales and exchange of property, available depreciation methods, and recapture provisions. In addition, the course introduces the alternative minimum tax on individuals, the earned income credit, child care credit, and credit for the elderly. **Prerequisite: BUS122.**

ACC490 Accounting Capstone **4.5 credits**
 This course is designed to aid the student in synthesizing and applying knowledge gained in earlier courses and to conduct applied professional research in accounting. Discussion questions, exercises, and research cases are assigned and reviewed from the research textbook. The initial sessions are also used to assist the students to define a research project, develop a research proposal, and initiate a research effort. The final report is defended by the student in a presentation to the instructor. This course is to be taken in a student's final term. **Prerequisite: Approval of the advisor.**

BAK124 Artisan Breads **4.5 credits**
 This course focuses on the art of bread baking from quick and yeast breads to laminated doughs and international and breakfast breads. Students also learn how artisan baking differs from commercial bread baking. *This course has food and supplemental instructional fees.* **Prerequisite: CUL160. Lecture Hours: 25; Lab Hours: 40.**

BAK134 Cakes, Custards, and Creams **4.5 credits**
 This course covers the wide range of smooth and creamy textured desserts including puddings, custards, mousses, soufflés, and ice cream. A range of cakes and pies are also studied and prepared. *This course has food and supplemental instructional fees.* **Prerequisite: CUL160. Lecture Hours: 25; Lab Hours: 40.**



BAK154 Specialty and Wedding Cakes 4.5 credits
 This course teaches students the advanced skills of cake decorating using a range of media. Students work with royal icing, fondant, gum paste, and pastillage. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL160. **Lecture Hours: 25; Lab Hours: 40.**

BAK164 Plated Desserts 4.5 credits
 In this course, students learn the skills specific to the pastry chef who needs to create plated desserts. Desserts studied include a range of American and international works, while also teaching students how to work with fruits, liqueurs, and dessert sauces. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL160. **Lecture Hours: 25; Lab Hours: 40.**

BAK174 Confectionery Production 4.5 credits
 In this course, students focus on sweet confections including cookies, candies, and petit fours, while learning to create dessert displays using chocolate and sugar sculpture. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL160. **Lecture Hours: 25; Lab Hours: 40.**

BAK232 International Desserts 4.5 credits
 This course is designed to introduce students to the history and preparation of a variety of international pastries and desserts. Cuisines from Europe, Africa, Asia, and the Americas are covered. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL160. **Lecture Hours: 25; Lab Hours: 40.**

BAK233 Food Sensitivities and Spa Desserts 4.5 credits
 This course is designed to introduce preparation and production methods for bakery and pastry products for food sensitivities. This course includes theory and production of desserts, breakfast items, cakes, and cookies designed for low fat, gluten free, lactose intolerant, diabetic, and vegan people. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL160. **Lecture Hours: 25; Lab Hours: 40.**

BAK234 Holiday Breads 4.5 credits
 This course focuses on the art of holiday bread baking including quick, yeast, international, and breakfast breads. Students also learn how breads have symbolic significance during various holidays from all over the world. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL160. **Lecture Hours: 25; Lab Hours: 40.**

BAK235 Chocolate Arts 4.5 credits
 This course introduces students to the art of working with chocolate. Topics include chocolate tempering, cutting shapes, transfer sheets, display pieces, and candies. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL111. **Lecture Hours: 25; Lab Hours: 40.**

BAK236 Sugar Arts 4.5 credits
 This course introduces students to the art of working with sugar and the design of showpieces. Students are exposed to the idea of sugar as art, covering techniques in poured, pulled, blown, and spun sugar. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL111. **Lecture Hours: 25; Lab Hours: 40.**

BUS100 Introduction to Business 4.5 credits
 This course provides a background on business and management. Students discuss human relations, organizational structure, communications, technology in business, and strategic planning. **Prerequisite:** None.

BUS112 Principles of Accounting I 4.5 credits
 This course is an introduction to the basics of accounting procedures. Topics include accounting techniques and cycles, billings, balance sheets, and financial statements. **Prerequisite:** None.

BUS120 Sales and Marketing 4.5 credits
 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. **Prerequisite:** None.

BUS122 Principles of Accounting II 4.5 credits
 This course expands the student's knowledge of preparing balance sheets and financial statements. Students prepare general ledger entries, payroll, and discuss budget control. **Prerequisite:** BUS112.

BUS135 Principles of Management 4.5 credits
 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. **Prerequisite:** None.

BUS200 Business Law: Business, Government, and Society 4.5 credits
 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. **Prerequisite:** BUS100.

BUS210 Human Resource Management 4.5 credits
 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 also discussed. **Prerequisite:** BUS100. **For BS Health Information Management students, PSY110.**

BUS220 Business Communications 4.5 credits
 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 presentations are critiqued on the message intended and message received. **Prerequisite:** None.

BUS235 Operations Management 4.5 credits
 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. **Prerequisite:** BUS100.

BUS240 International Business 4.5 credits
 This course discusses how the global economic, political, and cultural environment affects domestic and international businesses, international operations and dependency, and public policy decisions. **Prerequisite:** BUS100.

BUS250 Principles of Economics 4.5 credits
 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.

BUS290 Current Topics in Business I 4.5 credits
 This course offers a comprehensive discussion of a current or popular topic in the business field. Students analyze the topic critically and understand how it impacts the field and the student's career. The exact topic is announced in the term schedule. **Prerequisite:** Approval of the advisor.



BUS291 Current Topics in Business II 4.5 credits
 This course offers a comprehensive discussion of a current or popular topic in the business field. Students analyze the topic critically and understand how it impacts the field and the student's career. The exact topic is announced in the term schedule. **Prerequisite:** Approval of the advisor.

BUS300 Financial Management 4.5 credits
 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, analyzing investment options, and assessing risk and return of financing business endeavors. **Prerequisite:** BUS122.

BUS302 Microeconomics 4.5 credits
 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 credits
 This course focuses on the strategies and structures of international businesses. Topics include cultural differences, economics, and politics of international trade and investment, form and functions of the global monetary system, and assessment of the special roles of an international business's various functions. **Prerequisite:** BUS240.

BUS310 Introduction to Financial Management 4.5 credits
 This course is for non-business majors only. This course introduces the student to topics in financial management such as financial statement analysis, capital budgeting analysis, working capital (accounts receivable, inventory, and cash) management, structure and cost of capital, and interest rate determination methods. Some integration of international finance in these topics is also presented, because of its significant impact on financial management. This course also presents a general view of the financial system, including the financial market system, financial institutions, the firm's objective in the business environment, and the history of financial management. **Prerequisite:** None.
Note: Not open to students with credit for Financial Management (BUS300).

BUS320 Taxation Principles 4.5 credit
 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 disclosures. **Prerequisite:** BUS122.

BUS325 Entrepreneurial Leadership 4.5 credits
 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. **For students in the School of Hospitality and Culinary Arts, HOS270.**

BUS340 Managerial Accounting 4.5 credits
 This course covers financial accounting concepts and managerial accounting topics. It 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 credits
 This course examines current issues affecting staffing and employment practices and the impact on the organization's ability to compete in the marketplace, to develop and maintain a successful workforce, and comply with the various regulations governing staffing and employment practices. Major topics include technical issues involved in developing and implementing selection programs within organizations; how to achieve successful person to job practices and govern staffing and employment; and staffing procedures, policies, techniques, and problems; and the role of public policy on staffing/employment practices. **Prerequisite:** BUS210 or HOS270.

BUS351 Workplace Safety 4.5 credits
 This course is designed to educate and increase the 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 credits
 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 is also reviewed. **Prerequisite:** BUS210 or HOS270.

BUS353 Labor Management Relations 4.5 credits
 The historical, current, and legal analysis of labor relations in the U.S. 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 and 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 credits
 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 for solving specific problems and avoiding expensive errors. **Prerequisite:** None.

BUS355 Managing People 4.5 credits
 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 the impact of dynamic changes on these areas. **Prerequisite:** None.

BUS360 Business Ethics 4.5 credits
 This course analyzes basic principles of business ethics, moral reasoning, and the capitalistic economic system. Topics include a framework for moral reasoning; government regulation; ethics of bribery, price fixing, pollution, resource depletion, product safety, and consumer protection; and the rights and duties of employees and corporations. **Prerequisite:** None.



- BUS361 Buyer Behavior** 4.5 credits
 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 credits
 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 credits
 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 credits
 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 credits
 This course provides 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 credits
 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.**
- BUS367 Business to Business Marketing** 4.5 credits
 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 credits
 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 credits
 This course allows students to manage a project within their major field of study. Students prepare a project plan including details of their project, deliverables, dates they are completed, and the associated learning exhibited. 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 credits
 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 credits
 This course addresses the changing dynamics of business in the legal system. The basic theories of business law are covered 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), copyright, trademark, and protection of intellectual property. **Prerequisite: None.**
- BUS415 Organizational Theory and Development** 4.5 credits
 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 or HOS270.**
- BUS416 Quality Management and Productivity** 4.5 credits
 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 credits
 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 environments and techniques to reap the most value at the least cost. **Prerequisite: BUS122.**
- BUS425 Diversity in the Workplace** 4.5 credits
 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 credits
 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 credits
 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 credits
 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 credits

This is a capstone course. The course encompasses 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. This course is to be taken in the student's final term.

Prerequisite: Approval of the advisor.

BUS491 Special Topics in Business 4.5 credits

This course is designed to investigate and evaluate current topics or specialized areas of business. **Prerequisite:** Approval of the advisor.

CIS103 Fundamentals of Information Systems 4.5 credits

Students learn the founding concepts of information technology 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.

CIS110 Computer Office Applications 4.5 credits

In this course, students learn how to generate word processing, spreadsheet, database, and presentation documents using the Microsoft Office Professional Suite and other contemporary office utility products. Topics include editing methods, document merging, templates, document preparation, file naming and storage conventions, backup methods, macros, desktop publishing, object linking and embedding (OLE), and Visual Basic application extensions. **Prerequisite:** None.

CIS130 Introduction to Databases 4.5 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 credits

This course covers the basics of design, implementation, and testing of web-based 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 credits

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 credits

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 credits

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 credits

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 and 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 credits

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. For BS Health Information Management students, none.**

CIS221 Requirement Engineering 4.5 credits

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 credits

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 credits

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 credits

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 credits

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 well-defined 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 credits

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: 20.**

CIS247 Information Assurance and Cyber Security Architecture 4.5 credits

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.**

CIS250 Router and Switch Configuration in the Enterprise 4.5 credits

In this course, students learn how to work with networks that include routers and switches. They are able to install, configure, and operate Cisco routers and switches within LAN and WAN environments. Students configure IP, IPX, and IGRP protocols, as well as frame relay and remote access dial-up router interfaces. *This course has a computer lab fee.* **Prerequisite: CIS146. Lecture Hours: 35; Lab Hours: 20.**

CIS253 Server OS 4.5 credits

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 credits

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 credits

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 credits

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.**

CIS260 Network Modeling Tools 4.5 credits

The course covers basic concepts and practices of network modeling. Using various network modeling tools, students learn how to accurately simulate the behavior of a real-world network and predict the impact of changing the virtual network model configurations, link capacity, traffic volumes, and characteristics on the real network. **Prerequisites:** CIS146, CIS225.

CIS290 Network Implementation Project 4.5 credits

This course is designed to give students practical experiences with constructing a network system. Students work under the supervision of a faculty advisor to further refine and develop their skills and knowledge through a student-created independent project. **Prerequisite:** Approval of the advisor.

CIS291 Current Topics in Information Technology I 4.5 credits

This course offers comprehensive discussion of a current or popular topic in the information technology field. Students analyze the topic critically and understand how it impacts the field and the student's career. The exact topic is announced in the term schedule. **Prerequisite:** Approval of the advisor.

CIS292 Current Topics in Information Technology II 4.5 credits

This course offers comprehensive discussion of a current or popular topic in the information technology field. Students analyze the topic critically and understand how it impacts the field and the student's career. The exact topic is announced in the term schedule. **Prerequisite:** Approval of the advisor.

CIS300 Managing Information Systems 4.5 credits

This course focuses 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 credits

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 credits

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 credits

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, and 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. *This course has a computer lab fee.* **Prerequisite:** None. **Lecture Hours: 35; Lab Hours: 20.**

CIS311 Data Centers and Virtualization 4.5 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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, trouble-shooting, 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 credits

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 credits

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 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 credits

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 credits

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 credits

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 credits

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 credits

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 credits

This course focuses on the development of a security policy that balances access, protection and cost, and the importance of a global policy 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 credits

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 credits

Students work under the supervision of a faculty advisor to further refine and develop their skills and knowledge through a student-created independent project. **Prerequisite: Approval of the advisor.**

CUL111 Culinary Theory and Sanitation 4.5 credits

This course focuses on basic food service sanitation practices and discussion of selected culinary topics. The selected topics include culinary professionalism, kitchen staples, basic kitchen tools and equipment, dairy products, and culinary weights and measures. Students prepare for a nationally administrated sanitation examination. **Prerequisite: None.**

CUL121 Kitchen Fundamentals 4.5 credits

This course consists of practical training in the kitchen as well as classroom discussion of cooking techniques and meat, fish, and poultry. In full uniform, students learn knife skills and basic food preparation techniques as well as practical sanitation skills. *This course has food and supplemental instructional fees.* **Prerequisite: CUL111. Lecture Hours: 25; Lab Hours: 40.**

CUL140 Introduction to Cooking Techniques 4.5 credit

This course focuses on the basics of cooking grain, vegetables, meats, and seafood through the preparation of sandwiches, appetizers, soups, salads, and breakfast cookery. *This course has food and supplemental instructional fees.* **Prerequisite: CUL121. Lecture Hours: 25; Lab Hours: 40.**

CUL142 Garde Manger 4.5 credits

This course examines the advanced aspects of garde manger and includes hors d'oeuvres, charcuterie, and the basics of ice carving. *This course has food and supplemental instructional fees.* **Prerequisite: CUL140. Lecture Hours: 25; Lab Hours: 40.**

CUL150 Sauces, Soups, and Stocks 4.5 credits

This course introduces production methods for sauces and stock production. It includes basic stocks and soups, reduction and clarification of stocks, and five leading and small sauces. It covers the three main categories of soups and the basics of meat fabrication. *This course has food and supplemental instructional fees.* **Prerequisite: CUL140. Lecture Hours: 25; Lab Hours: 40.**

CUL152 Elements of Entrée Production 4.5 credits

This course examines the various aspects of à la carte and production cooking skills with a focus on the principal cooking methods. The importance of timing and plate presentation are emphasized. *This course has food and supplemental instructional fees.* **Prerequisite: CUL140. Lecture Hours: 25; Lab Hours: 40.**

CUL160 Fundamentals of Baking 4.5 credits

This course introduces preparation and production methods for baking. It includes bake shop layout, work flow, and equipment; theory and production of yeast breads, quick breads, cakes, and cookies; fruit, pudding, and custard pies; and puff pastry and pâte à choux items. *This course has food and supplemental instructional fees.* **Prerequisite: CUL111. Lecture Hours: 25; Lab Hours: 40.**

CUL162 Pastry Arts 4.5 credits

This course focuses on techniques and fundamentals of classical and contemporary plated desserts, laminated fermented doughs, cake decorating, sorbets, and mousses. *This course has food and supplemental instructional fees.* **Prerequisite: CUL160. Lecture Hours: 25; Lab Hours: 40.**

CUL170 Advanced Culinary Theory 4.5 credits

This course introduces students to basic, practical application of culinary mathematics. Each student is required to use a calculator. Areas of study include calculation of food cost, recipe yields, recipe costing, purchasing amounts, and other topics relevant to food service mathematics. **Prerequisite: CUL111.**

CUL210 Nutrition and Menu Planning 4.5 credits

This course examines the basic elements of nutrition and the responsibilities of restaurants to provide nutritious cuisine to their clients. Students create a variety of menus, each focusing on a different nutritional issue. In addition to nutrition concerns, students discuss the basic elements of menu creation. **Prerequisite: None.**

CUL215 Dining Room Service 4.5 credits

The purpose of this course is to develop the skills of a dining room server and to create a common language between the dining room and the kitchen. Through this course and theoretical and practical applications of table service, students gain an appreciation of all the elements of the front of the house. *This course has a supplemental instructional fee.* **Prerequisite: None. Lecture Hours: 25; Lab Hours: 40.**

CUL240 Purchasing and Receiving 4.5 credits

This course examines the basic aspects of procurement within the food service industry. Topics include ordering, menu forecasting, and delivery schedules. The course also introduces receiving, proper storage and handling techniques, and inspections of deliveries and invoices. Students learn basics of electronic purchasing, inventory controls, FIFO, security, legal and ethical aspects of procurement, and resources available in the industry. **Prerequisite: None.**

CUL241 Catering 4.5 credits

This course introduces the skills needed to manage both on-premise and off-premise catering operations. Subject matter includes marketing and sales, recipe costing, menu development, kitchen and dining room layouts, staff requirements, and cooking and serving skills particular to catered events. **Prerequisite: None.**

CUL251 Bounty of the Sea 4.5 credits

This course exposes students to many types of seafood and provides an understanding of the cleaning, safe handling, cooking methods, sauces, and accompaniments lending themselves to seafood. *This course has food and supplemental instructional fees.* **Prerequisite: CUL140. Lecture Hours: 25; Lab Hours: 40.**



CUL252 Chiles in the Global Kitchen 4.5 credits
 This course examines the use of chiles in cuisines around the world. Students prepare dishes demonstrating the range of flavors and heat levels possible using chiles. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL140. **Lecture Hours: 25; Lab Hours: 40.**

CUL253 American Regional Cuisine 4.5 credits
 This course introduces the production of American regional cuisines through a focus on various ingredients, cooking methods, food textures, flavor combinations, and plate presentations. Students also learn the impact of immigration patterns and indigenous products on the development of each cuisine. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL140. **Lecture Hours: 25; Lab Hours: 40.**

CUL254 International Cuisine 4.5 credits
 This course exposes students to the preparation of international dishes made in the traditional manner. Cuisines from Europe, Africa, Asia, and the Americas are covered. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL140. **Lecture Hours: 25; Lab Hours: 40.**

CUL255 Italian Cuisine 4.5 credits
 This course provides students with a working knowledge of the many regions of Italy and their unique and distinct styles of cooking. Students learn the names of the regions and the specific products of each region. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL140. **Lecture Hours: 25; Lab Hours: 40.**

CUL256 Indian Cuisine 4.5 credits
 This course introduces students to the taste, preparation methods, and techniques used in various regional Indian cuisines. This course helps students to understand common culinary practices and the relationship between the resources and cuisines of different regions of India. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL140. **Lecture Hours: 25; Lab Hours: 40.**

CUL257 French Cuisine 4.5 credits
 This course provides students with a working knowledge of the many regions of France and their unique and distinct styles of cooking. Students learn the names of the regions and the specific products of each region. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL140. **Lecture Hours: 25; Lab Hours: 40.**

CUL270 Food Science 4.5 credits
 This course is designed to introduce students to scientific principles related to food preparation. Students conduct experiments and discuss results. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL111, SCH110, MAT111 or MAT210. **Lecture Hours: 35; Lab Hours: 20.**

CUL271 Culinary Skills Externship I 4.5 credits
 This course provides the student with on the job experience. Students work at approved sites in the preparation of food. Students also document their work hours and submit reports evaluating their experience. **Prerequisites:** Approval of the advisor. **Lecture Hours: 0; Externship Hours: 135.**

CUL272 Culinary Skills Externship II 4.5 credits
 This course provides the student with on the job experience. Students work at approved sites in the preparation of food. Students also document their work hours and submit reports evaluating their experience. **Prerequisites:** Approval of the advisor. **Lecture Hours: 0; Externship Hours: 135.**

CUL273 Culinary Skills Externship III 4.5 credits
 This course provides the student with on the job experience. Students work at approved sites in the preparation of food. Students also document their work hours and submit reports evaluating their experience. **Prerequisites:** Approval of the advisor. **Lecture Hours: 0; Externship Hours: 135.**

CUL291 Current Topics in Culinary Arts I 4.5 credits
 This course offers a comprehensive discussion of a current or popular topic in the culinary or baking fields. Students analyze the topic critically and understand how it impacts the field and the student's career. The exact topic is announced in the term schedule. This course includes a lab component. *This course has a food fee.* **Prerequisite:** Approval of the advisor. **Lecture Hours: 25; Lab Hours: 40.**

CUL292 Current Topics in Culinary Arts II 4.5 credits
 This course offers a comprehensive discussion of a current or popular topic in the culinary or baking fields. Students analyze the topic critically and understand how it impacts the field and the student's career. The exact topic is announced in the current term schedule. This course includes a lab component. *This course has food and supplemental instructional fees.* **Prerequisite:** Approval of the advisor. **Lecture Hours: 25; Lab Hours: 40.**

CUL293 Current Topics in Culinary Arts III 4.5 credits
 This course offers a comprehensive discussion of current or popular topics in the culinary or baking fields. Students analyze the topic critically and understand how it impacts the field and the student's career. The exact topic is announced in the current term schedule. This course includes a lab component. *This course has a supplemental instructional fee.* **Prerequisite:** Approval of the advisor. **Lecture Hours: 25; Lab Hours: 40.**

CUL294 Current Topics in Culinary Arts IV 4.5 credits
 This course offers a comprehensive discussion of current or popular topics in the culinary or baking fields. Students analyze the topic critically and understand how it impacts the field and the student's career. The exact topic is announced in the current term schedule. **Prerequisite:** Approval of the advisor.

CUL340 Introduction to Gastronomy 4.5 credits
 This course introduces students to the interdisciplinary study of food, cooking, and food service throughout the history of human culture. These areas include economics, history, nutrition, anthropology, history, art, literature, literary criticism, natural sciences, and the culinary arts. There is a unit devoted to the art and craft of food writing. By the end of the term, students have a broad understanding of the role food plays in historical and contemporary societies and its impact on world civilization. **Prerequisite:** None.

CUL380 Culinary Cultural Traditions 4.5 credits
 This course examines the major historical and geographical developments in the Americas, Asia, Europe, and Africa with regard to the various regional cuisines and the ways in which these developments have affected the creation of related cultural patterns including gastronomic choices, cooking habits and technologies, and the use of local ingredients to meet nutritional and cultural needs. Topics for discussion include the power and impact of cultural symbols, food and religion, and the ways in which generations teach their young to honor their cultural heritage. The impact of world exploration, trade, and transportation technologies are also considered. **Prerequisite:** CUL121.

CUL490 Culinary Arts Capstone 4.5 credits
 Students work under the supervision of a faculty advisor to further refine and develop their skills and knowledge through a student-created independent project. Projects may include, but are not limited to, writing a research paper, designing a catered event, designing and preparing a multi-course menu, designing and teaching a course to faculty and students, creating a system that could be applied to a hospitality operation for greater efficiency or effectiveness, or performing the role of a general manager in a hotel. This course is to be taken at the end of a student's program, during which the student shadows a senior member of the management team (e.g. Executive Sous Chef, Executive Chef, Director of Food and Beverage, Head Pastry Chef), or owner for a minimum of 30 hours. **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 credits

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 to write 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 credits

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 credits

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 placed on planning and 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 credits

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 credits

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.**

ESL001 Basic English

This core course develops the four primary skills: reading, writing, speaking, and listening. No prior English is necessary. Students who successfully complete this course are able to form letters, spell, read basic words, identify objects in the classroom, describe their families, identify and count money, communicate the personal information necessary for registration or application forms, use numbers, tell time, exchange greetings, use simple action verbs, and discuss the weather. **Prerequisites: TOEFL iBT score of 0-19 or IELTS Band 0-3.5.**

ESL008 Spelling and Vocabulary

This elective teaches students the words they need to develop sentences. They learn vocabulary to identify their surroundings in the classroom, at home, and around town; adjectives to describe themselves and others; verbs to discuss simple actions; and emotions to differentiate their states of being. They also create and ask simplistic questions, which are used to elicit the vocabulary they have learned. Finally, spelling is a crucial element in this elective, so that students can create successful written work. **Prerequisites: TOEFL iBT score of 0-34 or IELTS Band 0-3.5.**

ESL010 Level 1

This core course is the first step towards fluency. Oral and written sentences are starting to be formed systematically. Students who successfully complete this course are able to make statements; ask questions; discuss nouns; clarify and ask about possessions; describe objects and people; explain locations using relevant prepositions; describe things found in immediate surroundings; discuss daily life and schedules; infuse writing and speaking with nuances such as time clauses, conjunctions, and quantifiers; and describe past events and actions. **Prerequisites: Oxford Online Placement Test score of 1-19, TOEFL iBT score of 20-34, or IELTS Band 0-3.5.**

ESL018 Clear Speech

Upon completing the Clear Speech elective, students are able to speak more clearly, listen to other people more efficiently, guess the pronunciation of written words, identify syllables of words, correctly spell words pronounced by an English speaker, distinguish key words in every sentence, enunciate using correct intonation, manipulate the stress in sentences to create different meanings, construct oral sentences more easily and rapidly, and create and perform a final conversation project. **Prerequisites: ESL001, Oxford Online Placement Test score of 1-19, TOEFL iBT score of 0-34, or IELTS Band 0-3.5.**

ESL019 Grammar Fundamentals

This elective course focuses on practicing grammar in context within the four main language skills. Students listen to authentic conversations, read texts, and review and practice specific grammar (including present tenses, adjectives, prepositions, possessives, articles, and count and non-count nouns) in order to understand authentic English. **Prerequisites: ESL001, Oxford Online Placement Test score of 1-19, TOEFL iBT score of 20-34, or IELTS Band 0-3.5.**

ESL020 Level 2

This core course expands upon the student's English in listening, speaking, reading, and writing. Students who successfully complete this course are able to discuss risks; use appropriate articles in their writing; identify patterns and lexical chunks; give commands; discuss options and abilities; make polite requests; ask for permission; explain and ask about actions in progress; share preferences, likes, and dislikes; make plans; predict the future surrounding certain situations; make offers and promises; give suggestions; advise peers; communicate obligations and necessities; address mannerisms; make comparisons; and discuss the best and worst of various categories. **Prerequisites: ESL010, Oxford Online Placement Test score of 20-29, TOEFL iBT score of 20-34, or IELTS Band 0-3.5.**

ESL021 Emerging Skills

This elective course comes at a point where students are learning to describe abstract concepts and ideas. Upon completing this course, students are able to read paragraphs for meaning, infer the meaning of words and phrases, rely less on translation, improve their vocabulary, speak casually about both familiar and unfamiliar topics, incorporate idioms into their everyday speech, listen critically, paraphrase passages, support their responses from text, reproduce in writing what is heard orally, differentiate sounds for spelling, improve handwriting, and enhance comprehension of word order and sentence construction. **Prerequisites: ESL010, Oxford Online Placement Test score of 20-29, TOEFL iBT score of 20-34, or IELTS Band 0-3.5.**



ESL022 Elementary Writing

This elective course is specifically designed for English language learners at the lower-intermediate level. It emphasizes competency in the skill of writing as associated with intermediate grammar, vocabulary, and common expressions. With a focus on the process of writing paragraphs, students learn organizational principles and step-by-step writing. Collaborative writing and peer feedback are part of each chapter. **Prerequisites:** ESL010, Oxford Online Placement Test score of 20-29, TOEFL iBT score of 20-34, or IELTS Band 0-3.5.

ESL027 U.S. Survival Skills

This elective course is designed primarily for new students to Stratford University and the Washington, D.C. metro area. The course covers such tasks as getting a drivers' license in Virginia, using WMATA, acquiring discount cards and memberships at local businesses, as well as finding and attending fun and interesting activities for the weekend. Some of the classes take place outside of the classroom at specific community places. Students have at least an elementary understanding of English. **Prerequisites:** ESL010, Oxford Online Placement Test score of 20-29, TOEFL iBT score of 20-34, or IELTS Band 0-3.5.

ESL030 Level 3

This core course emphasizes accuracy in communication. Students move from simply being understood to speaking with correct grammar and more specific vocabulary. The writing assignments adhere to academic models and standards. Students who successfully complete this course are able to write and talk about certain conditions of the present time; discuss action in progress; make schedules; make suggestions with *let's*; *discuss events that happened once in the past*; *communicate recurring past events*; *tell stories from childhood*; *demonstrate academic writing ability*; *determine and measure amounts and quantities*; *use objects and pronouns with ease*; *relay actions that began in the past and are true or continuing in the present*; *describe people, places, things, ideas in detail*; *contrast how different people perform actions*; *explain frequency of actions*; *give directions*; *and explain locations in detail*. **Prerequisites:** ESL020, Oxford Online Placement Test score of 30-39, TOEFL iBT score of 35-54, or IELTS Band 0-3.5.

ESL031 Read to Discuss

This elective course is ultimately meant to encourage reading outside of school texts alone. Upon completing this course, students are able to read short stories, read chapter books, summarize a story, follow a plot, gain vocabulary meaning from context, identify and discuss basic literary concepts, learn and recite from memory, appreciate nuances in writing, understand irony, discern between British and American English, explain coincidences, examine phrasal connectivity, have intonation while reading aloud, act natural while reading aloud, recognize the importance of adjectives in effective writing, and follow models to write their own stories. **Prerequisites:** ESL020, Oxford Online Placement Test score of 30-39, TOEFL iBT score of 35-54, or IELTS Band 0-3.5.

ESL032 Pre-Intermediate Writing

This elective course is specifically designed for English language learners at the intermediate to upper-intermediate level. This course emphasizes competency in the skill of writing as associated with intermediate grammar, vocabulary, and common expressions. **Prerequisites:** ESL020, Oxford Online Placement Test score of 30-39, TOEFL iBT score of 35-54, or IELTS Band 0-3.5.

ESL040 Level 4

This core course provides the opportunity to expand written and oral communication into a wider range of styles and situations. While topics vary, students are encouraged to express personal ideas and present convincing arguments supported by facts and research. Students who successfully complete this course are able to discuss the future in detail; make schedules; predict possibilities and outcomes; connect the present to actions progressing at a certain time in the future; show abilities; make kind requests and offers; give suggestions; prohibit certain actions; claim necessary actions; explain preferences; note what is possible and impossible in the future; explain ideas by speaking actively about complex situations; use prepositions in speaking with lexical chunks; compare actions and people; articulate equality and inequality; describe challenges surrounding terrible situations (e.g. natural disasters); and improve writing through use of complex sentence structure, descriptive clauses, and conjunctions. **Prerequisites:** ESL030, Oxford Online Placement Test score of 40-49, TOEFL iBT score of 35-54, or IELTS Band 4-5.

ESL041 Improving Pronunciation

This elective course is intended to help students express themselves well and with academic confidence. Upon completing this course, students are able to speak with better diction, better pronunciation, and better voice inflection in everyday verbal communication as well as in plays, presentations, and storytelling situations. Using several different approaches to storytelling, students learn effective techniques for verbally telling story jokes, retelling stories from noted authors, and effectively delivering lines in a stage performance. They learn how to assess their own and others' performances and to offer helpful critiques and suggestions to improve performance through skill-based rubrics, written criticism, and reflective writing assignments. **Prerequisites:** ESL030, Oxford Online Placement Test score of 40-49, TOEFL iBT score of 35-54, or IELTS Band 4-5.

ESL042 Intermediate Writing

This elective course is designed for English language learners at the intermediate level. It focuses on the process of writing paragraphs to essays step by step and helps students explore and organize their ideas in writing. **Prerequisites:** ESL030, Oxford Online Placement Test score of 40-49, TOEFL iBT score of 35-54, or IELTS Band 4-5.

ESL050 Level 5

This core course is an extension of the intermediate language levels. The assignments target each skill to continue to move toward accuracy in speaking and writing. Students who successfully complete this course are able to use all the tenses of the English language in writing and speaking; identify uses of English tenses; recognize tenses in select readings and texts; select correct tenses for conversation and writing; write about intentions that were not carried out; express regret, obligation, and probability; employ precise adjectives and nouns to enhance writing; use multiple adjectives naturally to describe a noun; quantify amounts; and recognize situational differences requiring specific grammatical choices. **Prerequisites:** ESL040, Oxford Online Placement Test score of 50-59, TOEFL iBT score of 55-74, or IELTS Band 4-5.

ESL052 College Composition

This elective course focuses on reviewing grammar, sentence structure, punctuation, skills, and style points required for effective communication. Materials include textbooks, journals, and writing portfolios. The student is guided along the writing process. Emphasis includes understanding the audience and purpose, exploring ideas, composing, revising, and editing. **Prerequisites:** ESL040, Oxford Online Placement Test score of 50-59, TOEFL iBT score of 55-74, or IELTS Band 4-5.



ESL053 Presentations

This elective course is meant to show students the process of presenting ideas from start to finish. Upon completing this course, students are able to converse about familiar topics, relay personal anecdotes, express their opinions regarding the topic at hand, recognize and respect foreign cultures and their customs, perform successful research using computers and databases, write a five-minute presentation, give a five-minute presentation, answer questions regarding their chosen topic, and effectively engage and adapt to different audiences. **Prerequisites:** ESL040, Oxford Online Placement Test score of 55-59, TOEFL iBT score of 55-74, or IELTS Band 4-5.

ESL060 Level 6

This core course emphasizes formal speaking skills and writing as well as idioms and expressions. Students who successfully complete this course are able to ask varied and complex questions; speculate about what they think to be true; ask direct and indirect questions; report information or commands previously given; distinguish between active and passive voice and correctly use both; write complex adjective descriptions; describe conditions that are real or unreal in the present, future, or past; coordinate ideas using conjunctions; tighten and clarify writing by excluding unnecessary words; expand and improve use of adverbs; connect related information; argue points of view; and write and speak academically, using varied and complex tenses, clauses, and grammatical forms. **Prerequisites:** ESL050, Oxford Online Placement Test score of 60-79, TOEFL iBT score of 55-74, or IELTS Band 5-6.5.

ESL062 Academic Reading and Writing

This elective course challenges students to absorb and produce with clarity and purpose. Students who successfully complete this course are able to read, evaluate, and discuss academic texts critically; demonstrate note-taking and study techniques appropriate for success in a university classroom; write papers in which they present and defend their ideas in an academic style; and select applicable methods to prepare for exams. This course is designed to help students study any subject matter in English at the university level. Authentic academic readings, grammar, and vocabulary development tasks using the Academic Word List prepare students to take tests, to write papers, and to increase reading speed and comprehension. **Prerequisites:** ESL050, Oxford Online Placement Test score of 60-79, TOEFL iBT score of 55-74, or IELTS Band 5-6.5.

Note: Students who pass level ESL062 do not need to take the WritePlacer when applying to or enrolling in a degree program.

ESL063 Advanced Conversation and Culture

This core course helps advanced ESL students develop an understanding of American culture through reading, writing, speaking, and listening activities. Students develop skills in the areas of fluency, visual literacy, critical thinking, and media fluency. Through reading the news, students reinforce grammar skills and gain new vocabulary and awareness of idiomatic expressions while discussing world events and asking questions about objectivity and the role of media in shaping public opinion. Students move from being consumers of news to producers of news by creating individual and group projects based upon online research, interviews, and interactive field trips. Speaking and writing skills are evaluated on a weekly basis. Students produce original reports in forms that might include blog posts, recorded interviews, audio reports, and photo essays with live or recorded narration. **Prerequisites:** ESL050, Oxford Online Placement Test score of 60-79, TOEFL iBT score of 55-74, or IELTS Band 5-6.5.

ESL067 Business English I

4.5 credits

This course covers an understanding of the vocabulary of American business culture through reading, writing, speaking, and listening activities. This course develops informal discussion skills, formal speaking skills, ability to work in groups, and university-level writing, as well as common idioms and expressions. **Prerequisites:** ESL050, Oxford Online Placement Test score of 60-79, TOEFL iBT score of 55-74, or IELTS Band 5-6.5.

ESL070 Academic Research and Presentations

This core course is similar to a college-level freshman English class. Students who successfully complete this course produce essays and reports that replicate university-level coursework and learn to apply critical-thinking techniques necessary for success on standardized tests and in the university classroom. They gain essential writing skills, such as making use of primary and secondary sources within a focused, academic argument and developing an awareness of how audience and context affect a writer's rhetorical choices. Additionally, they learn how to avoid plagiarism and dramatically improve their use of authentic language as they prepare and deliver oral presentations in an academic style on various topics. **Prerequisites:** ESL060, Oxford Online Placement Test score of 80-100, TOEFL iBT score of 75-95, or IELTS Band 5-6.5.

ESL071 TOEFL Test Preparation

This core course is meant to familiarize and prepare students for the TOEFL exam. Students who successfully complete this course learn strategies to improve their scores on the iBT TOEFL test. Using materials that simulate real iBT TOEFL exams, students learn and practice proven test-taking strategies for each TOEFL subject area. Students also take full-length TOEFL-type exams under realistic testing conditions in order to develop the time-management skills and self-confidence necessary to increase their TOEFL scores, and receive regular feedback through guided individual and group activities. **Prerequisites:** ESL060, Oxford Online Placement Test score of 80-100, TOEFL iBT score of 75-95, or IELTS Band 5-6.5.

ESL072 IELTS Test Preparation

This core course is meant to familiarize and prepare students for the IELTS exam. Students who complete this course learn test-taking strategies that help them reach their desired score on the International English Language Testing System (IELTS) exam. Through the use of authentic IELTS test materials published by Cambridge University Press, students develop their listening, reading, writing and speaking skills in preparation for the IELTS exam and receive targeted help in areas needing improvement. One authentic IELTS test is used in class each week (ten tests total). **Prerequisites:** ESL060, Oxford Online Placement Test score of 80-100, TOEFL iBT score of 75-95, or IELTS Band 5-6.5.

ESL073 Accent Training

This elective course educates students about how American English sounds are created and used. Students who successfully complete this course are able to speak with more natural American intonation and rhythm and better understand the speech of native English speakers. Students feel comfortable practicing intonation, linking sounds, and performing rhythm exercises. **Prerequisites:** ESL060, Oxford Online Placement Test score of 80-100, TOEFL iBT score of 75-95, or IELTS Band 5-6.5.

ESL074 Advanced Communication: Newsroom

This core course develops valuable presentation, research, and interpersonal skills, to include the following: public speaking, skillful listening, planning and time management, and collaboration, as they work to create original content for blog and video. Students decide, with the teacher's guidance, on current news stories to cover. They are involved in all parts of the process of creating news, including researching topics, writing relevant interview questions, conducting interviews, and presenting stories orally and in writing. **Prerequisite:** ESL060, Oxford Online Placement Test score of 80-100, TOEFL iBT score of 75-95, or IELTS Band 5-6.5.

ESL075 Mindful Leadership

This elective course introduces students to the "soft skills" of interpersonal communication, which are increasingly necessary to achieve success on a personal and professional level. 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. **Prerequisites:** ESL060, Oxford Online Placement Test score of 80-100, TOEFL iBT score of 75-95, or IELTS Band 5-6.5.

**ESL080 Business English II**

This core course continues to cover an understanding of the vocabulary of American business culture through reading, writing, speaking, and listening activities. Students who successfully complete this course are better positioned to be competitive in today's tough job market. The course targets the written, oral, and nonverbal communication skills essential for success in the American workplace. Students learn to sit for a professional interview, present themselves professionally in terms of attire and body language, and pitch their strengths and discuss challenges in a positive way. They gain insight into U.S. office and workplace culture and get practice answering behavioral interview questions, socializing in business situations, solving problems over the telephone, giving professional presentations, and networking. Additional topics are available depending on the specific goals and interests of the class. **Prerequisites:** ESL070, Oxford Online Placement Test score of 80-100, TOEFL iBT score of 96-109, or IELTS Band 7-9.

HCA400 Healthcare Delivery Systems 4.5 credits

This course examines the organization and delivery of healthcare systems. Students evaluate the components and operation of healthcare organizations including e-health delivery. Topics include accreditation standards as well as regulatory and licensure requirements. Federal health information initiatives in the healthcare delivery system are discussed. **Prerequisite:** None.

HCA401 Introduction to Healthcare Administration 4.5 credits

This course is designed to provide students with an understanding of the U.S. healthcare structure. It also teaches students practical and conceptual skills with the aim of helping students understand corporate compliance, as well as consumerism effects on the healthcare organization. **Prerequisite:** None.

HCA402 Epidemiology and Health Services Research 4.5 credits

This course is designed to provide professional growth and understanding of public health and management dynamics using the principles of epidemiology, research theories, and methods. Special focus is on the health and social determinants affecting health status, access to essential healthcare, capacity building, and health service disparities. **Prerequisite:** MED120.

HCA403 Healthcare Financial Management 4.5 credits

The focus of the course is on financial planning; budgeting; and managing Medicaid, Medicare, and health maintenance organizations including capitalization, fee-for service, indemnity, and premium and membership assessment for managed care organizations. This course also develops knowledge and skills about small business planning, staffing, organizing, and financing. **Prerequisite:** BUS122 or BUS310.

HCA404 Strategic Health Planning 4.5 credits

This course provides students with the philosophy and activities of strategic management and its specific activities such as strategic thinking, strategic planning, and managing strategic momentum in the healthcare industry. It emphasizes the need for accountability in today's healthcare environment and briefly traces its historical foundations. **Prerequisite:** None.

HCA405 Long-Term Healthcare Management 4.5 credits

This course is designed to examine the concepts and expanding role of long-term care in the U.S. healthcare services. It also examines the continuum of long-term care service including nursing care facilities, sub-acute specialty units, long-term acute care, adult day care, home healthcare, hospices, and community based alternatives. **Prerequisite:** None.

HCA407 Health Policy and Reform 4.5 credits

This course focuses on healthcare policy and reform in healthcare administration, nursing, allied health sciences professions, and other health related areas. It covers concepts, tools, and techniques of health policy formulation, process, and implementation. It examines historical perspectives and strategies in planning, financing, and managing healthcare delivery organizations in the U.S. **Prerequisite:** HCA401 or MED270.

HCA409 Minority and Health Disparity 4.5 credits

This course examines the major healthcare disparities affecting minorities. The course also explains the mission and role of the Office of Minority Health (OMH) and discusses what causes health disparities between ethnic and racial groups. **Prerequisite:** HCA402.

HCA411 Professional Practice of Healthcare Administration 4.5 credits

The professional practice of healthcare administration provides students with an opportunity to explore the theory and principles of healthcare administration through job shadowing or supervised learning situations. This exposure helps students to observe how professionals handle their responsibilities. Students review concepts to help them prepare for certification examination. **Prerequisite:** HCA400.

HCA412 Medical Group Practice Management 4.5 credits

This course examines the planning and management of physician-based group practices. Students have an in depth approach to the challenges and opportunities within the medical practices with technical expertise in management, contracts, planning, and design. Acquisition of competencies helps to provide specialized, comprehensive management resources for physicians in private practice and for other related healthcare organizations. **Prerequisites:** None.

HCA420 Quality Performance Improvement 4.5 credits

This course provides an overview of quality assessment and improvement. Application of management tools such as benchmarking techniques, statistical quality control and risk management are used to analyze healthcare systems. Topics include analyzing disease management process as well as utilization and resource management. The application of patient and organization safety initiatives is discussed. **Prerequisite:** None.

HIM210 Health Information Management Systems 4.5 credits

This course focuses on the organization of healthcare delivery and the health information management profession. It emphasizes health record content, accrediting and regulatory standards, legal aspects of releasing health information, retention, and storage and retrieval systems. Students explore the fundamental concepts of information technology applied to healthcare from the perspectives of providers, payers, and consumers. Major topics include the electronic health record, health information systems, repositories and data bases, enterprise-wide systems, laboratory, radiology (PACs) systems, voice recognition, physician order entry, telemedicine, and decision support systems. **Prerequisite:** None.

HIM215 Health Information Systems 4.5 credits

This course is a study of the development of health information resources and systems, including database architecture and design. Students study the life cycle of systems development and evaluate human factors and user interface design. Various clinical, business, and specialty systems applications are also evaluated within the context of the healthcare delivery systems. **Prerequisite:** None.

HIM220 Legal Regulatory Issues in Health Information 4.5 credits

This course introduces the student to the legal regulations and systems in health information management. Students are exposed to the roles and responsibilities of health information managers in maintaining medical records as a legal document and adhering to the right to privacy and confidentiality. **Prerequisite:** None.

HIM270 Patient Care Information Systems 4.5 credits

This course provides a thorough coverage of concepts, methodologies, and techniques available to support patient care processes using information technology. It includes a review of factual and patient information systems, signal and pattern processing applications, decision support, simulation, education, and training applications. **Prerequisite:** None.



HIM410 Health Statistics and Research 4.5 credits

This course examines various types of health statistics, as well as techniques and computerized software for data collection, presentation, and retrieval. The course is designed to assist students in developing an understanding of the research process. Students learn to selectively apply the steps of the research process and to critically analyze research studies. The course includes a discussion on epidemiological research and ethical issues in healthcare research.

Prerequisite: HIM210 or HIM215.

HIM430 Performance Measurements in Healthcare 4.5 credits

The course provides an overview of different models for performance measurement, indicator development strategies, and a discussion of issues specific to several stakeholder groups. Students working in other healthcare or public sectors, such as education and social work, may also find the course useful.

Prerequisite: HIM210.

HIM450 Professional Practice 4.5 credits

This course allows students to explore the health information management professions by giving opportunities to interview professionals and visit different types of healthcare facilities in the area. These opportunities vary from year-to-year based upon availability. The students participate in learning forums where they experience hands-on application activities in health information functions performed in departments from patient entry to discharge. These simulated activities prepare students to sit for the CAHIM certification exam. **Prerequisite:** None.

HOS105 Analysis of the Hospitality Industry 4.5 credits

This course lays the groundwork for a basic understanding of the lodging and food service industry by tracing the industry's growth and development both nationally and internationally, reviewing the organization of hotel and food and beverage operations, and focusing on industry opportunities and future trends.

Prerequisite: None.

HOS110 Food and Beverage Management 4.5 credits

This course provides a basis for understanding the challenges and responsibilities involved in managing a food and beverage operation. Levels of management, commercial food service operations, and nutritional concerns are discussed. **Prerequisite:** None.

HOS120 Front Office Procedures 4.5 credits

This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel from the reservations process to check-out and settlement. The course also examines the various elements of effective front office management, paying particular attention to the planning and evaluation of front office operations and to human resources management.

Prerequisite: None.

HOS125 Housekeeping Management 4.5 credits

This course offers an overview of housekeeping within the hotel and restaurant industries. Emphasis is placed on terminology, modern management techniques, planning, organizational functions, staffing, decision making, and problem solving. **Prerequisite:** None.

HOS230 Special Events Planning 4.5 credits

This course defines the scope of the meeting and event planning arena. It focuses on all aspects of design, development, and execution of an event. Topics include site selection, marketing, registration, contract negotiation, and food and beverage planning. **Prerequisite:** None.

HOS245 Event Management 4.5 credits

This course encompasses all phases of the specialized training needed in event management including design, financing, budgeting, leadership, and integrated marketing. It provides the critical background needed to improve effectiveness and profitability as an event manager. **Prerequisite:** None.

HOS250 Hospitality Resort Tourism 4.5 credits

This course introduces a variety of management techniques for operating hotels with facilities such as golf courses, skiing, water sports, spas, and more. The traditional hotel property is being joined by these multi-faceted operations and this course demonstrates the fundamentals regarding these types of properties and their specific issues. **Prerequisite:** None.

HOS255 Customer Service 4.5 credits

This course explains the principles of customer service as applied specifically to the hospitality industry. Demonstrating how to deal with demands handed down from higher management levels, guests, and employees. **Prerequisite:** None.

HOS270 Hospitality Supervision 4.5 credits

This course explains the principles of supervision as applied specifically to the hospitality industry. Demonstrating how supervisors deal with demands handed down from higher management levels, guests, and the employees they supervise. **Prerequisite:** None.

HOS271 Hotel and Restaurant Externship I 4.5 credits

Students gain practical experience in the daily operation of a hospitality property. The students rotate through the various workstations of the property and acquire the skills for those positions. Students find their externship sites with the assistance of the faculty. **Prerequisite:** Approval of the advisor. **Lecture Hours: 0; Externship Hours: 135.**

HOS272 Hotel and Restaurant Externship II 4.5 credits

Students gain practical experience in the daily operation of a hospitality property. The students rotate through the various workstations of the property and acquire the skills for those positions. Students find their externship sites with the assistance of the faculty. **Prerequisite:** Approval of the advisor. **Lecture Hours: 0; Externship Hours: 135.**

HOS273 Hotel and Restaurant Externship III 4.5 credits

Students gain practical experience in the daily operation of a hospitality property. The students rotate through the various workstations of the property and acquire the skills for those positions. Students find their externship sites with the assistance of the faculty. **Prerequisite:** Approval of the advisor. **Lecture Hours: 0; Externship Hours: 135.**

HOS291 Current Topics in Hospitality I 4.5 credits

This course offers a comprehensive discussion of a current or popular topic in the hospitality field. Students analyze the topic critically and understand how it impacts the field and the student's career. The exact topic is announced in the term schedule. **Prerequisite:** Approval of the advisor.

HOS292 Current Topics in Hospitality II 4.5 credits

This course offers a comprehensive discussion of a current or popular topic in the hospitality field. Students analyze the topic critically and understand how it impacts the field and the student's career. The exact topic is announced in the term schedule. **Prerequisite:** Approval of the advisor.

HOS293 Current Topics in Hospitality III 4.5 credits

This course offers a comprehensive discussion of a current or popular topic in the hospitality field. Students analyze the topic critically and understand how it impacts the field and the student's career. The exact topic is announced in the current term schedule. **Prerequisite:** Approval of the advisor.

HOS294 Current Topics in Hospitality IV 4.5 credits

This course offers a comprehensive discussion of a current or popular topic in the hospitality field. Students analyze the topic critically and understand how it impacts the field and the student's career. The exact topic is announced in the current term schedule. **Prerequisite:** Approval of the advisor.



HOS310 Beverage Operations Management 4.5 credits
 This course provides students with the practical knowledge needed to manage a bar or beverage operation. This course presents principles and theories to support and reinforce practical aspects. Federal, state, and local regulations governing operations serving alcoholic beverages are presented. **Prerequisite:** None.

HOS320 Hospitality Marketing 4.5 credits
 This course takes a practical perspective in introducing students to the marketing of hotels, restaurants, and clubs. There are chapters on market segmentation, marketing research, advertising, public relations, promotions, packaging, pricing strategies, revenue maximization, travel purchasing systems, and the future of hospitality marketing. **Prerequisite:** None.

HOS330 Food and Beverage Controls 4.5 credits
 This course covers the principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, cost-volume-profit analysis, income and cost control, menu pricing, labor cost control, and computer applications. **Prerequisite:** None.

HOS345 Charcuterie 4.5 credits
 This course examines the advanced aspects of charcuterie and includes forcemeats, mousses, sausages, cured meats, fish and poultry, and the basics of smoking as a flavoring and curing agent. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL140 or CUL152. **Lecture Hours:** 25; **Lab Hours:** 40.

HOS350 Wine Appreciation 4.5 credits
 This course introduces students to terminology and principles used in the wine industry. Focus is on names and characteristics of grape varieties, differences between Old World and New World wines, qualities and characteristics of Old World wines, and principles of wine and food pairing. In addition, students cover a brief overview of other alcoholic beverages including beer and distilled liquors. Many classes include a tasting of four to eight wines so students may experience the flavors, bodies, and aromas in different wines. *This course has a food fee.* **Prerequisite:** Students must be 21 years of age to participate in tasting.

HOS355 Catering Management 4.5 credits
 This course introduces the skills needed to manage on-premise catering operations. Subject matter includes marketing and sales, recipe costing, menu development, kitchen and dining room layouts, staff requirements, and cooking and serving skills particular to catered events. **Prerequisite:** None.

HOS365 International Hotel Management 4.5 credits
 This course provides the background every graduate needs in today's rapidly changing global marketplace. It prepares students to plan, develop, market, and manage hotels in the international arena. It gives students a solid foundation for understanding and managing cultural diversity in the workplace and underscores the importance of protocol in international interactions. **Prerequisite:** None.

HOS375 Recipe and Product Development 4.5 credits
 This course focuses on the scientific process of creating and testing a recipe to achieve a desired result. In addition, students study the steps needed to bring a product, once developed, to the mass market, as well as the types of ingredients often reserved only for mass-marketed foods. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL140 or CUL152. **Lecture Hours:** 25; **Lab Hours:** 40.

HOS415 Convention Management 4.5 credits
 This course defines the scope and segmentation of the convention and group business market, describes marketing and sales strategies to attract markets with specific needs, and explains techniques to meet those needs as part of meeting and convention service. **Prerequisite:** None.

HOS425 Security and Loss Prevention 4.5 credits
 Liability is a risk in the hospitality industry. Security and safety of the guest is essential, as is the prevention of lawsuits. Training of the employees, development of inspection checklists, and maintenance of these functions are introduced. This course discusses the necessary steps for security and loss prevention while being proactive which includes protecting assets, hotel, employees, and guests. **Prerequisite:** None.

HOS430 Hospitality Facilities Design 4.5 credits
 This course focuses on the style and design of restaurants to achieve pleasing aesthetics and functionality. Students learn from case studies as well as texts the skills needed to design a restaurant. **Prerequisite:** None.

HOS435 Revenue Management 4.5 credits
 Managing the revenue in a hospitality operation is the key to a profitable operation. Yield is money and yield management is a technique to maximize revenue by managing room rates. This course teaches students how to effectively manage hotel rates, while analyzing its revenue per available room (REVPAR). **Prerequisite:** None.

HOS440 Hospitality Facilities Management and Design 4.5 credits
 This course focuses on the management and design of hotel and restaurant facilities. Students learn about operating budgets, energy management, water and waste systems, facility designs, and equipment. **Prerequisite:** None.

HOS445 Presentation and Plate Design 4.5 credits
 This course focuses on traditional and contemporary plate presentation. Students prepare to meet the exacting standards of the industry through competitions, both in-house and nationally. Domestic and international standards are introduced as they apply to upper level chef positions. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL140 or CUL152. **Lecture Hours:** 25; **Lab Hours:** 40.

HOS455 Product Preservation Technology 4.5 credits
 This course introduces students the growing field of packaging and preserving food. Students view preservation procedures both from the consumers' perspective, discussing pros and cons of using pre-prepared foods, and from the producer's perspective. Students learn the technology and techniques for preparing irradiated, sous-vide, cryovac, frozen, freeze dried, and oven dried foods. In addition, students gain hands-on experience using one or more of these techniques. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL140 or CUL152. **Lecture Hours:** 25; **Lab Hours:** 40.

HOS490 Hospitality Capstone 4.5 credits
 The capstone course provides a culminating experience for students to integrate their knowledge, skills and dispositions into a student centered independent project. This course should be taken at the end of the student's program. Students work under the supervision of a faculty advisor to develop the capstone. For hospitality, the students critically analyze course work and experiences to demonstrate a range of abilities. The capstone projects may include, but are not limited to, writing a research paper, designing a catered event, designing and preparing a multi-course menu, designing and teaching a course to faculty and students, and creating a system that could be applied to a hospitality operation for greater efficiency or effectiveness. **Prerequisite:** Approval of the advisor.

HOS491 Special Topics in Hospitality I 4.5 credits
 This course offers a comprehensive discussion of a current or popular topic in the hospitality field. Students analyze the topic critically and understand how it impacts the field and the student's career. The exact topic is announced in the term schedule. **Prerequisite:** Approval of the advisor.



HOS492 Special Topics in Hospitality II 4.5 credits
 This course offers a comprehensive discussion of a current or popular topic in the hospitality field. Students analyze the topic critically and understand how it impacts the field and the student's career. The exact topic is announced in the term schedule. **Prerequisite: Approval of the advisor.**

HOS493 Special Topics in Hospitality III 4.5 credits
 This course offers a comprehensive discussion of a current or popular topic in the hospitality field. Students analyze the topic critically and understand how it impacts the field and the student's career. The exact topic is announced in the term schedule. **Prerequisite: Approval of the advisor.**

HOS494 Special Topics in Hospitality IV 4.5 credits
 This course offers a comprehensive discussion of a current or popular topic in the hospitality field. Students analyze the topic critically and understand how it impacts the field and the student's career. The exact topic is announced in the term schedule. **Prerequisite: Approval of the advisor.**

HSC100 Introduction to Health Sciences as a Profession 4.5 credits
 This course introduces students to what it means to be a member of the professions that make up health sciences. Relevant skills, knowledge, and attitudes that underpin practice will be investigated. The values, principles, and standards developed by the discipline are discussed as a framework for personal and professional development. Students are introduced to a variety of career paths and professional organizations. Students examine their individual learning style and ability to think critically and apply this knowledge to develop a personal strategy for success in the program. **Prerequisite: None.**

HSC200 Health Promotion/Disease Prevention 4.5 credits
 This course introduces students to challenges and proposed solutions to issues that impact health and cause disease. Topics covered include communicable disease, chronic, non-communicable diseases, accidents, and injuries. Additionally, students investigate environmental threats to health, and innovative solutions to public health problems. **Prerequisite: None.**

HSC300 Public/Community Health 4.5 credits
 This course introduces the student to issues of healthcare of the community. Assessments of the community, risk identification, and population based healthcare are studied. Public health concepts to promote, maintain, and restore health to families, groups, populations, and communities are explored, as well as the structure of the public health system. **Prerequisite: None.**

HSC310 Vulnerable Populations 4.5 credits
 This course focuses on vulnerable populations, who they are, and their special needs. Factors that influence vulnerability and services specific for the vulnerable populations are investigated. **Prerequisite: None.**

HSC320 Health Education 4.5 credits
 This course focuses on educating the community on health issues including chronic disease, infectious and communicable diseases, healthy living, and immunization. Theories and strategies for effective community health education are addressed. **Prerequisites: None.**

HSC330 Mental Health 4.5 credits
 This course focuses on individuals, groups, and families experiencing mental health issues. Concepts of mental health promotion, illness, crisis intervention, rehabilitation, and integration into the community are included. It also investigates the way society views mental health issues and how this affects service provision. **Prerequisite: None.**

HSC400 Healthcare of the Aging Adult 4.5 credits
 This course focuses on the older adult and their families. Concepts include normal aging, in addition to physical, cognitive, psychological changes that occur with age. Needs of the older adult including healthcare requirements, cultural, social, ethnic, and economic factors are investigated. The course also examines the way society views aging and how this affects service provision. **Prerequisite: None.**

HSC410 Contemporary Issues 4.5 credits
 This course introduces the student to issues of community healthcare. Assignments in the course focus on special issues in health sciences that may include family violence, elder abuse, substance abuse, emerging infectious disease, and special population health. **Prerequisite: None.**

HSC420 Senior Project 4.5 credits
 This course encompasses key elements of health sciences that have been studied throughout the bachelor program. Students work under the supervision of a faculty advisor to further refine and develop their knowledge, skills, and disposition in a chosen area of health science through the creation of an independent project or case study. This course is taken in the student's final quarter. **Prerequisite: Approval of the advisor.**

HUM110 Principles of Ethics 4.5 credits
 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 credits
 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 credits
 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.**

HUM320 World Literature 4.5 credits
 This course emphasizes an understanding and appreciation of world literature. Materials covered include Western and non-Western literary endeavors. The focus is on similarities among the various literatures, analysis of literary genre, and appreciation of voice. **Prerequisite: None.**

HUM330 The American Experience 4.5 credits
 This course emphasizes the development of American values and institutions through analysis of social, political, and economic materials. The course examines the influence of political, economic, social, and environmental factors as it explores ideas of individualism, success, and national character. Materials may include historical documents; literature; and social, political, and artistic works. **Prerequisite: None.**

HUM410 Understanding World Cultures 4.5 credits
 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 I 4.5 credits

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 credits

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 credits

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.**

HUM493 Special Topics in the Humanities IV 4.5 credits

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 credits

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 credits

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.**

MAT220 Discrete Mathematics 4.5 credits

This course provides an overview of mathematical abstractions and notations related to computer science. Students use critical thinking to apply discrete mathematic techniques to solve problems. Topics include logic and proof, basic set theory, algorithms, induction, graph theory, recurrence relations, and probability. **Prerequisite: MAT210.**

MAT290 Current Topics in Mathematics 4.5 credits

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 credits

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: MAT111 or higher.**

MAT320 Probability and Statistics 4.5 credits

This course introduction to probability and statistics as it relates to computer science. Students strategize on collecting, analyzing and interpreting data. Topics include data presentation, fundamentals probability, measures of central tendency, and statistical inference. **Prerequisite: MAT210.**

MAT410 Introduction to Calculus 4.5 credits

This course focuses on techniques of differential and integral calculus. Students gain a sound, intuitive understanding of the basic concepts of calculus through a problem-solving approach. Topics include functions, graphs, and limits; differentiation; derivatives; exponential and logarithmic functions; integration; and variables. **Prerequisite: MAT210.**

MAT490 Special Topics in Mathematics I 4.5 credits

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.**

MAT491 Special Topics in Mathematics II 4.5 credits

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.**

MDL099 Moodle for Students

The purpose of this course is to orient students to Moodle before they take the regular classes that require them to have basic knowledge of Moodle. The class is intended to supplement the face-to-face orientation given to students at campus level. Most importantly, students are able to learn about the mechanics of Moodle without necessarily waiting for the start date of their regular classes. It is designed to help students understand various features and functionalities of Moodle and increase their readiness and self-confidence in taking online courses. **Prerequisite: None.**

MED110 Anatomy and Physiology I 4.5 credits

This course is a scientific study of the structure of the human body and its parts including organization of the body and the relationships and function of the digestive, urinary, cardiovascular, lymphatic, respiratory, reproductive systems, nutrition, and metabolism. Laboratory activities coincide with lectures to enhance understanding of each topic by providing visual and hands-on experiments. *This course has health sciences lab and supplemental instructional fees.* **Prerequisite: None. Lecture Hours: 30; Lab Hours: 30.**

MED120 Medical Terminology 4.5 credits

This course presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A programmed learning, word building systems approach is used to learn word parts for constructing or analyzing new terms. This provides the opportunity to decipher unfamiliar terms and check their spelling. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations introduced as related terms are presented with each unit. **Prerequisite: None.**



MED130 Medical Insurance, Billing, and Coding 4.5 credits

This course trains students in the major medical insurance and claim forms processing. It includes information on national and other common insurance plans, as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems are also discussed. Daily financial practices including patient fee determining, credit arrangements bookkeeping, and bank-keeping procedures are discussed. Additionally the process of purchasing equipment and supplies are covered. Computer use in the ambulatory environment is also taught. *This course has a computer lab fee.* **Prerequisite: MED120. Lecture Hours: 30; Lab Hours: 30.**

MED140 Basic Clinical Procedures 4.5 credits

This course focuses on universal precautions in the medical environment, including understanding blood borne pathogens, HIV/AIDS and hepatitis, infection control, collecting and handling specimens, and an introduction to microbiology. In addition, students gain proficiency in medical asepsis in a simulated setting. Emergency procedures are also covered. *This course has health sciences lab and supplemental instructional fees.* **Prerequisite: MED110. Lecture Hours: 30; Lab Hours: 30.**

MED160 Medical Computer Applications 4.5 credits

This course gives students the exposure to computer software applications as used in the medical office environment. This includes the use of medical office management software for organizing front office procedures and word processing software for typing medical reports and transcription. Other medical software may be introduced. *This course has a computer lab fee.* **Prerequisite: CIS110. Lecture Hours: 30; Lab Hours: 30.**

MED210 Anatomy and Physiology II 4.5 credits

This course is a scientific study of the structure of the human body and its parts, including relationships and functions of the integumentary, muscular-skeletal, nervous, and endocrine systems. Laboratory activities coincide with lectures to enhance understanding of each topic by providing visual and hands-on experiments. *This course has health sciences lab and supplemental instructional fees.* **Prerequisite: MED110. Lecture Hours: 30; Lab Hours: 30.**

MED220 Professional Procedures 4.5 credits

This course assists students as they transition from the classroom into professional medical assisting practice. A comprehensive review of the clinical, administrative, and general areas of competence required for entry-level practice are covered as well as the methods of obtaining professional credentials. *This course has health sciences lab and supplemental instructional fees. This course is assessed a medical assisting testing fee.* **Prerequisite: MED250. Lecture Hours: 30; Lab Hours: 30.**

MED230 Medical Law and Ethics 4.5 credits

This course is designed to cover medical jurisprudence and medical ethics. Legal aspects of office procedures are covered, including a discussion of various medical and ethical issues in today's medical environment. **Prerequisite: None.**

MED240 Pharmacology I 4.5 credits

Various aspects of clinical pharmacology are discussed in this course including a study of the various medications currently prescribed for the treatment of illnesses and diseases based on a systems method. Included in the course are common abbreviations used in prescription writing, interpretation of prescriptions, and legal aspects of prescriptions. In addition, dosage calculations and administration are taught and practiced. **Prerequisite: MED210. For BS Health Information Management students, HIM270.**

MED245 Pharmacology II 4.5 credits

This course is a continuation of Pharmacology I. Students examine physiological effects and medicinal treatments of diseases related to the respiratory, gastrointestinal, cardiovascular, immune, renal, endocrine, reproductive, muscular, and nervous systems. In addition, students review the Physicians' Desk Reference and the top 200 drugs used in today's most common diseases/conditions. **Prerequisites: MED210, MED240.**

MED250 Medical Office Practice 4.5 credits

This course introduces students to the administrative functions of the medical office or clinic. Emphasis is placed on written and oral communication, scheduling, medical records, documentation, and filing. In addition, telephone techniques, etiquette, and management and human resource skills are covered. **Prerequisite: MED120.**

MED255 Phlebotomy and Medication Administration 4.5 credits

This course is a review of laboratory and clinical procedures in a medical office. The course includes the discussion of possible complications with phlebotomy. The students perform venipuncture and capillary sticks while using proper safety procedures. *This course has health sciences lab and supplemental instructional fees.* **Prerequisites: MED210, MED140. Lecture Hours: 30; Lab Hours: 30.**

MED260 Exams and Specialty Procedures 4.5 credits

This course presents theories and principles of patient care, including taking medical histories and documentation, the physical examination, rehabilitation medicine, minor surgery, and specialty procedures. *This course has health sciences lab and supplemental instructional fees.* **Prerequisite: MED140. Lecture Hours: 30; Lab Hours: 30.**

MED270 Medical Finance and Insurance 4.5 credits

This course provides students with training in areas such as managing records, billing and collections, financial management, medical insurance, and medical office management. Computer use in the ambulatory environment is also taught. **Prerequisite: MED120.**

MED285 Electrocardiography 4.5 credits

This course enables the student to perform electrocardiography (EKG) and recognize and interpret basic cardiac rhythms along with atrial, junctional, and ventricular arrhythmias. Recognition and identification of the location of various myocardial infarctions is also included in the course. Utilizing the skills learned the student is able to identify and respond appropriately to life threatening cardiac arrhythmias and EKG changes. *This course has health sciences lab and supplemental instructional fees.* **Prerequisites: MED210. Lecture Hours: 30; Lab Hours: 30.**

MED290 Medical Assisting Externship 4.5 credits

This course requires students to integrate and apply knowledge and skills to ambulatory healthcare settings. Students perform medical assistant administrative, clinical, and laboratory duties under the supervision of trained mentors to efficiently transition to the role of a medical assistant. **Prerequisite: Approval of the advisor. Lecture Hours: 0; Externship Hours: 162.**

MIB129 Anatomy and Physiology for Non-Clinical Majors 4.5 credits

This course focuses on the foundations of the structure and function of the human body. Information presented in this course serves as framework for understanding health and disease. Study begins with basic terminology and cell structure and extends to a survey of the organ systems. Students are introduced to clinical terminology for documenting patient's medical diagnosis and services. This course bridges between clinical data and the administrative process. **Prerequisite: None.**



MIB130 Diseases of the Human Body 4.5 credits

This course is a scientific study of the human body's diseases and disorders, including signs and symptoms, etiology, diagnosis, and treatment. **Prerequisites:** MIB129, MED120. For AAS Pharmacy Technician, MED110, MED120, MED210.

Note: Prerequisites based on program requirements.

MIB210 Introduction to Diagnostic and Procedures Coding 4.5 credits

This course covers the basic guidelines and coding conventions in ICD-9-CM. The focus of the course is on the professional guidelines for outpatients. The proper diagnostic assignments based on the documentation are discussed as well as the proper use of multiple codes, 1 digit, 4 digits, and 5 digits specificity. *This course has a computer lab fee.* **Prerequisite:** MED130. **Lecture Hours: 30; Lab Hours: 30.**

MIB220 Coding of Clinical and Diagnostic Procedures I 4.5 credits

This course covers the basic guidelines and coding conventions in CPT; the focus continues on the professional guidelines for outpatients introduced in Introduction to Diagnostic and Procedures Coding. The evaluation and management of documentation guidelines are discussed as well as the proper of procedural codes and associated modifiers. *This course has a computer lab fee.* **Prerequisite:** MIB210. **Lecture Hours: 30; Lab Hours: 30.**

MIB230 Coding of Clinical Diagnostic Procedures II 4.5 credits

This course covers advanced guidelines and coding conventions in CPT and, as a continuation of Coding of Clinical and Diagnostic Procedures I, the focus is on the professional guidelines for outpatients. The evaluation and management of documentation guidelines are discussed as well as the proper use of modifiers. *This course has a computer lab fee.* **Prerequisite:** MIB220. **Lecture Hours: 30; Lab Hours: 30.**

MIB240 Case Studies in Coding of Patients 4.5 credits

This course covers the abstracting guidelines and coding conventions in ICD and HCPCS coding. This course focuses on the professional guidelines discussed in Coding of Clinical and Diagnostic Procedures II. The evolution and management of documentation guidelines are discussed as well as the proper use of coding diagnosis with procedures. **Prerequisite:** MIB230.

MIB250 Medical Reimbursement Systems 4.5 credits

This course covers the third party payers (Managed Care, Medicaid, tri-care, and worker's compensation) and related terminology. This course gives students an in-depth look at how third party payers are billed. It covers rules and regulations, submission of the correct claim form, the criteria needed for each payer, the federal laws for each payer, identification of benefits or non-benefits for each third party payer, and how to calculate payments. **Prerequisite:** MED130.

MIB260 Electronic Medical Billing 4.5 credits

Students are introduced to medical office reimbursement through electronic processes and procedures. This course covers billing and insurance procedures, contracts and requirements, principles and compliances to sustain medical practice, coding and claims processing for health plans using medical office management software, submission of paper and electronic claims, and inspecting and monitoring the billing process. **Prerequisite:** None.

MIB290 Medical Insurance, Billing, and Coding Externship 4.5 credits

This course provides experience as a medical insurance biller and coder in an in-service or virtual setting. Students practice direct application of administrative and coding functions of a professional medical biller and coder. **Prerequisite:** Approval of the advisor. **Lecture Hours: 0; Externship Hours: 135.**

NSG100 Introduction to Nursing as a Profession 4.5 credits

This course introduces students to what it means to be a member of the profession of nursing and the skill knowledge and attitudes that underpin nursing practice. The values, principles, and standards developed by the profession are discussed as a framework for personal and professional development. Students are introduced to scholarly writing, drug dosage calculations, and NCLEX style evaluation methods. Students examine their individual learning style and ability to think critically and apply this knowledge to develop a personal strategy for success in the nursing program. *This course has a NCLEX preparation and testing fee.* **Prerequisites:** ENG111, PSY110, MAT111 or higher, MED120, MED210, SCI250, and SCI360 with a C or higher and a minimum cumulative GPA of 2.8.

NSG110 Introduction to Nursing Practice 4.5 credits

This course builds on professional concepts introduced in Introduction to Nursing as a Profession such as accountability, legal, ethical, and regulatory standards of care. Students are introduced to concepts related to nursing practice and evidenced based care. The nursing process is presented as the framework for providing safe, effective, and competent patient care. Basic human needs, the health-illness continuum, care planning, growth and development theories, communication and patient's rights are explored. **Prerequisite or co-requisite:** NSG100. **Prerequisite:** MED120.

NSG120 Foundations of Evidence-Based Nursing Practice 4.5 credits

In this course, students learn and practice basic nursing psychomotor; cognitive; and affective skills, assessment, and professional communication skills in a laboratory setting. *This course has a nursing lab fee.* **Prerequisite or co-requisite:** NSG110. **Lecture Hours: 30; Lab Hours: 30.**

NSG210 Case Studies in Pathophysiology 4.5 credits

This course focuses on case studies to develop student understanding of deficits in functions of human body systems associated with disruption of human physiology. Students learn to differentiate between normal and abnormal physiological functions and conditions, especially those involving health problems commonly encountered in clinical practice. **Prerequisite:** MED210, SCI360.

NSG220 Pharmacology and Therapeutic Modalities I 4.5 credits

This course focuses on the fundamental pharmacological principles and knowledge required for basic pharmacological management of patients with common acute and chronic health conditions. Course content includes an overview of selected drug classes, with emphasis on the nursing process and diagnostic reasoning in relation to drug categories and patient monitoring. Factors such as cost-benefit, risk-benefit, efficacy, side-effects, adverse responses, and legal liability are considered in regard to use of pharmacological interventions. **Prerequisite:** NSG210, SCI360. **Co-requisite:** NSG240.

NSG225 Pharmacology and Therapeutic Modalities II 4.5 credits

This course is a continuation of Pharmacology and Therapeutic Modalities I. Course content includes an overview of selected drug classes, with emphasis on the nursing process and diagnostic reasoning in relation to drug categories and patient monitoring. Factors such as cost-benefit, risk-benefit, efficacy, side-effects, adverse responses, and legal liability are considered in regard to use of pharmacological interventions. **Prerequisite:** NSG220.

NSG240 Adult Health Nursing I 4.5 credits

This course focuses on nursing care of adult patients. Students use the nursing process and critical thinking skills to plan nursing care for adults with health problems across the illness continuum. Students develop communication and collaboration skills with healthcare team members when providing care and evaluating outcomes. The clinical component utilizes acute healthcare settings and focuses on activities for students to apply course concepts in the care of patients. *This course has a clinical course fee.* **Prerequisites:** NSG110, NSG120, NSG210, SCI360, and a drug screening at student expense. **Co-requisite:** NSG220. **Lecture Hours: 30; Clinical Hours: 60.**



NSG245 Adult Health Nursing II 4.5 credits

This course is a continuation of the clinical component of Adult Health Nursing I, it builds upon the practice components, and complements the course content of Pharmacology and Therapeutic Modalities II. The student continues using the nursing problem solving process and critical thinking skills to provide nursing care to adults in an acute care setting. *This course has a clinical course fee.* **Prerequisite:** NSG240. **Co-requisite:** NSG225. **Lecture Hours: 30; Clinical Hours: 60.**

NSG250 Nursing Care of the Childbearing Family 4.5 credits

This course focuses on nursing care of the childbearing family from pre-pregnancy through postpartum and includes care of the healthy neonate, the well-woman, and the family. The clinical component includes nursing care in acute and primary care settings. *This course has a clinical course fee.* **Prerequisite:** NSG245. **Lecture Hours: 30; Clinical Hours: 60.**

NSG260 Nursing Care of Children 4.5 credits

This course explores developmentally appropriate nursing care for children and their families experiencing acute and chronic pediatric problems. The clinical component encompasses acute and primary care settings, in addition to care of children with special needs. *This course has a clinical course fee.* **Prerequisites:** NSG245, PSY320. **Lecture Hours: 30; Clinical Hours: 60.**

NSG290 Current Topics in Nursing I 4.5 credits

This course addresses current topics in the field of nursing. Course topics vary based on student interest, evolving issues, and priorities in practice. The exact topic is announced in the term schedule. **Prerequisite:** Approval of the advisor.

NSG291 Current Topics in Nursing II 4.5 credits

This course addresses current topics in the field of nursing. Course topics vary based on student interest, evolving issues, and priorities in practice. The exact topic is announced in the term schedule. **Prerequisite:** Approval of the advisor.

NSG292 Current Topics in Nursing III 4.5 credits

This course addresses current topics in the field of nursing. Course topics vary based on student interest, evolving issues, and priorities in practice. The exact topic is announced in the term schedule. **Prerequisite:** Approval of the advisor.

NSG330 Health Assessment and Diagnostic Reasoning 4.5 credits

This course focuses on the physical assessment and diagnostic reasoning skills required to perform health assessments on adults in a clinical setting. Particular attention is given to distinguishing normal anatomical and physiological variation from common abnormalities. *This course has a nursing lab fee.* **Prerequisite:** NSG245. **Lecture Hours: 30; Lab Hours: 30.**

NSG350 Mental Health Nursing 4.5 credits

This course focuses on the care of individuals, groups, and families experiencing mental health issues. The clinical component allows students exposure to a variety of mental health issues in a clinical setting. This course provides coverage of key psychiatric nursing principles. Concepts include mental health promotion, illness prevention, crisis intervention, and psychiatric rehabilitation and recovery. *This course has a clinical course fee.* **Prerequisites:** NSG210, NSG225, NSG245. **Lecture Hours: 30; Clinical Hours: 60.**

NSG360 Nursing Care of Older Adults 4.5 credits

This course focuses on caring for older adults and families experiencing acute and chronic health problems of the elderly. The clinical component includes planning and coordinating patient and family care services in continuing care retirement communities and long-term care facilities. *This course has a clinical course fee.* **Prerequisites:** NSG210, NSG225, NSG245, NSG460.

NSG399 Experiential Learning (used only to designate RN license) 72 credits

All post-licensure BSN students are required to submit verification of a current and unencumbered RN license in the form of a state-issued document. This course code is used designate the previously obtained license on the student transcript. It is not a course offered at Stratford University.

NSG410 Research and Evidence-Based Nursing Practice 4.5 credits

This course emphasizes the use of critical thinking and statistical analysis to select, analyze, and evaluate nursing research reports and problems. Students conduct a literature search, identify strengths and weaknesses in research methodology, and write a research proposal in which the experimental design, statistical methods, and data collection procedures are appropriate to the research question or hypothesis. **Prerequisites:** MAT310, NSG250, NSG260, NSG350, NSG360 (can be co-requisite).

NSG420 Nursing in the Community 4.5 credits

This course introduces the student to community health nursing. Assessments of the community, risk identification, and population-based healthcare are studied. Public health concepts to promote, maintain, and restore health to families, groups, populations, and communities are explored. This course also covers health education, disease prevention, assessment, and interventions for patients with varying backgrounds, cultures, needs, and expectations. *This course has a clinical course fee.* **Prerequisite:** NSG250, NSG260, NSG350, NSG360 (can be co-requisite). **Lecture Hours: 30; Clinical Hours: 60.**

NSG430 Complex Care Nursing 4.5 credits

This course focuses on the nursing care of patients with serious illnesses or multisystem dysfunction requiring intensive monitoring and therapies in complex care settings. Students learn the importance of factors related to patient care such as, but not limited to the role of the family, survival rates of patients, prolonged immobility, ethical considerations, psychosocial support, alterations in consciousness, and care for special needs populations. *This course has a clinical course fee.* **Prerequisites:** NSG245, NSG330. **Lecture Hours: 30; Clinical Hours: 60.**

NSG460 Nutrition and Dietetics 4.5 credits

This course introduces the different methods used to analyze diet nutrient composition, nutritional labeling information, and methods for the design of diets and for providing dietary advice. Standard methods used for nutritional health are covered, including growth charts, body mass index (BMI), and body composition. Students learn to apply the nursing process to meet the dietary needs of clients. Students use the nursing process and critical thinking to plan, implement, and teach nutritional information and diet needs to clients with specific dietary requirements. **Prerequisite:** NSG240.

NSG470 Leadership, Management, and Contemporary Issues in Nursing 4.5 credits

This seminar-style course focuses on the theoretical and practical principles of leadership and management in nursing. Students apply principles of nursing leadership to a variety of clinical scenarios in which legal, ethical, political, economic, and social contexts must be taken into account. Contemporary issues in healthcare policy and global health are also examined within the context of nursing leadership. **Prerequisite:** Approval of the advisor.

NSG480 Nursing Capstone Project 4.5 credits

This seminar course focuses on the assimilation of concepts related to professional nursing and clinical experience behaviors critical for the transition from student to professional registered nurse. Current and future nursing trends, particularly those involving leadership and management, are explored. A capstone project and presentation of findings to nursing and/or specialty staff is completed by the student. **Prerequisites:** NSG360, NSG420, NSG430. **Lecture Hours: 15; Capstone Hours: 120.**



NSG490 Special Topics in Nursing I 4.5 credits
 This course concentrates on special topics in nursing. Topics vary according to student interest and may include, but are not limited to, current trends, technological advances, best practices, and practical applications within the nursing profession. **Prerequisite: Approval of the advisor.**

NSG491 Special Topics in Nursing II 4.5 credits
 This course concentrates on special topics in nursing. Topics vary according to student interest and may include, but are not limited to, current trends, technological advances, best practices, and practical applications within the nursing profession. **Prerequisite: Approval of the advisor.**

NSG492 NCLEX Preparation 4.5 credits
 This course focuses on preparing the student to successfully pass the NCLEX exam by familiarizing them with the test structure and content blueprint. Students develop a plan based on a personalized assessment of individual study needs and develop proficiency with NCLEX style questions and formatting through guided practice. **Prerequisites: NSG420, NSG430. Co-requisite: NSG480.**

NSG493 Special Topics in Nursing III 4.5 credits
 This course concentrates on special topics in nursing. Topics vary according to student interest and may include, but are not limited to, current trends, technological advances, best practices, and practical applications within the nursing profession. **Prerequisite: Approval of the advisor.**

PHT110 Pharmacy Calculations 4.5 credits
 This course covers a review of basic math and algebraic principles, including numerical systems, fractions, decimals, ratios, proportions, and percentages. Emphasis is placed on systems of measurement, concentrations, dilutions, alligations, and basic pharmacological accounting. This course also covers advanced technical dosage and pharmaceutical calculations. Students learn to calculate dosages, milliequivalents, and IV flow rates. **Prerequisite: MAT111 or MAT210.**

PHT220 Institutional and Community Pharmacy Operations 4.5 credits
 This course covers the process of reading and filling prescriptions in the ambulatory, community, retail, institutional, and hospital setting. The course also examines the evolution of healthcare up to and including an in-depth overview of the modern pharmacy in addition to the role of pharmacy technicians in home care, long-term care settings, and infusion. **Prerequisite: MED240.**

PHT225 Pharmacy Informatics and Technology 4.5 credits
 This course examines how pharmacy informatics focuses on medication and data within health systems. Students learn about the acquisition, storage, analysis, use, and dissemination of medication using informatics. The course discusses data management, integration of informatics, supply chains, outcomes measures, and ecosystems. **Prerequisite: PHT220.**

PHT230 Institutional and Community Pharmacy Lab I 4.5 credits
 Students practice receiving, interpreting, entering, and filling various prescription orders common to community pharmacies. In addition, laboratory assignments guide students through the documentation required by pharmacies. The course also introduces students to the machinery, equipment, software programs, and supplies used in pharmacies. *This course has health sciences lab and supplemental instructional fees.* **Prerequisite: MED240. Lecture Hours: 30; Lab Hours: 30.**

PHT240 Institutional and Community Pharmacy Lab II 4.5 credits
 This course is a continuation of Institutional and Community Pharmacy Lab I. Students practice in the preparation of non-compounded products, non-sterile and sterile compounded products, cytological, and hazardous medication products. *This course has health sciences lab and supplemental instructional fees.* **Prerequisites: PHT220, PHT230. Lecture Hours: 30; Lab Hours: 30.**

PHT250 Advanced Administration Technical Lab 4.5 credits
 Students learn current methods for administering and documenting medications in various practice settings. Topics include monitoring medication therapies and the theoretical skills necessary for the intravenous admixture of advanced techniques. Students engage in patient case scenarios of common complications experienced in routine drug administration. *This course has health sciences lab and supplemental instructional fees.* **Prerequisite: MED240. Lecture Hours: 30; Lab Hours: 30.**

PHT260 Pharmacy Maintenance, Safety, and Quality Assurance Issues 4.5 credits
 Students learn the laws and regulations regarding the entry of prescriptions into a database and the preparation of labels. In addition, students learn the counting, measuring, compounding, packaging, labeling, and repackaging of drugs to be dispensed under both national and state levels. Also, the laws regarding drug recall, prior authorization, and the stocking of automated dispensing devices. This course focuses on maintaining the security of inventory to deter theft. Quality control and assurance methods are discussed to prevent errors and violations. **Prerequisite: None.**

PHT270 Administrative Inpatient and Outpatient Care Management 4.5 credits
 This course teaches students to assist the pharmacist in collecting, organizing, and evaluating information for direct patient care, medication use review, and departmental management. Students learn to secure information from the patient's medical chart, record, and patient profile. Students also practice creating a new patient profile or entering data into an existing profile according to an established manual procedure or electronic procedure. In addition, students learn billing as well as the collection of payment for pharmacy goods and services. Students also learn methods of payment and the verification of coverage by third party payers. Students learn how to interview patients, their representatives, caregivers, and healthcare professionals. Finally, students learn how to use various forms of technology for storing, accessing, and recording data. **Prerequisite: PHT220.**

PHT290 Pharmacy Externship 4.5 credits
 The students enlist their learned skills and knowledge under the supervision of pharmacists, pharmacy technicians, and healthcare workers. Students perform skills to assist in dosage calculations, reading, and the filling of prescriptions and medication orders. The externship contains a balance of administrative and clinical experiences. Upon completion of the course, students have acquired the necessary knowledge and skills to practice competently as pharmacy technicians. *This course requires a pharmacy technician certification exam fee.* **Prerequisite: Approval of the advisor and a passing score on the pharmacy technician certification exam. Lecture Hours: 0; Externship Hours: 135.**

PSY110 Social Psychology 4.5 credits
 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 credits
 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 and Development 4.5 credits

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, 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.**

PSY325 Positive Psychology 4.5 credits

This course provides an introduction to the relatively new field of positive psychology. Positive psychology calls for as much focus on strength as on weakness, as much interest in building the best things in life as in repairing the worst, and as much attention to fulfilling the lives of healthy people as to healing the wounds of the distressed. Historically, psychology has been 'negative' in orientation. It has narrowly sought to understand and repair human weaknesses and liabilities. Positive psychologists say the psychology of the past sixty years is incomplete. As simple as that sounds, it demands a change in perspective. This seminar focuses on the basics of positive psychology. Students are provided with opportunities to understand theory and research pertaining to the psychology of human strengths, assets, abilities, and talents. Knowledge gains are reinforced with personalized experiential learning exercises. **Prerequisite: None.**

PSY340 Critical Thinking and Reasoning 4.5 credits

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, 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 credits

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 credits

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, neurophysiology, and psychology and the law. **Prerequisite: Approval of the advisor.**

SCI110 General Science 4.5 credits

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 credits

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 credits

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 credits

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.**

SCI410 Impact of Science and Technology 4.5 credits

This course is an introduction to the basic concepts of science and future thinking. The content demonstrates how scientific and technological advances have significantly impacted all aspects of contemporary life. **Prerequisite: None.**

SCI490 Special Topics in Science 4.5 credits

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.**

SPA210 Spanish I 4.5 credits

This course uses vocabulary and language structure through a series of activities designed for realistic communication which allow students to achieve both written and spoken Spanish language skills. Through reading, dialogue, and associated study, students develop an understanding of the language and cultural distinctions of Spanish speakers worldwide. **Prerequisite: None.**

SPA310 Spanish II 4.5 credits

This course reviews the fundamentals of the Spanish language and provides special attention to the continuing development of students' conversational and reading skills. Students build upon their understanding of the language in both written and oral forms. **Prerequisite: HUM210.**

STR101 Stratford 101

This course is designed to prepare first-semester freshmen for the rigors and responsibilities of college by providing instruction in professionalism, time management, study skills and student responsibilities. Students develop the skills necessary for success in the new and demanding environment of college and increase the likelihood they will achieve their degrees. This is accomplished by providing instruction in time management, studying, test taking, interpersonal and communications skills as well as University requirements, policies and procedures. The importance of attendance, participation, group work and other strategies for success are emphasized. The skills cultivated in STR101 are utilized in all other academic and lab courses and students' professional lives as they progress through employment and managerial positions.



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.
- 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.⁵
- 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 em-

⁵ International degrees must be equivalent to a complete U.S. bachelor's degree

ployment 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.

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) or the Associate of International Credential Evaluators (www.aiceval.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 evalu-



ation 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.

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.

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.

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.

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 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.

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.

Financial Assistance SAP Policy

The Department of Education defines an academic year as a minimum of 30 weeks and a predetermined number of earned credits. Graduate students are measured every 27 credits earned at Stratford. Evaluation checkpoints do not include transfer credits, credits by exam, previous experience credit, and failed courses. At the first checkpoint of 27 earned credits, graduate students must have a minimum CGPA of 2.5 and a ROP of 50%. At the second checkpoint of 54 earned credits, graduate students must have a minimum CGPA of 3.0 and a ROP of 67%. The CGPA and ROP calculations include transfer credits, credits by exam, previous experience credit, and failed courses. A student who is unable to meet either the quantitative (ROP) or qualitative (CGPA) standard by graduation becomes ineligible for federal student aid or military benefits.

Probation

Students who fail to meet financial assistance SAP requirements and who have successfully appealed are placed on probation for one term. After probation, the student must meet SAP requirements to remain eligible for financial assistance. Under no circumstances can a student be granted two consecutive probationary periods.

Academic		
Students are evaluated at the end of each term		
	Benchmark	
Evaluation Interval	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.

Financial Assistance		
Graduate students are evaluated at each 27 Stratford-earned credit hour increment		
Graduate students who transfer in courses and have 27 credits or fewer to complete a degree at the University must maintain a 3.0 CGPA and a 67% ROP at all times and are evaluated each term.		
	Benchmark	
Evaluation Checkpoint	Minimum CGPA	Minimum ROP
27 Stratford-earned graduate credits	2.5 CGPA	50% ROP
28+ Stratford-earned graduate credits	3.0 CGPA	67% ROP
Evaluation checkpoints are based on Stratford-earned credits only and do not include transfer credits, credits by exam, and previous experience credit.		CGPA and ROP calculations include transfer credits, credits by exam, previous experience credit, and failed courses.



However, a student may be placed in a probationary status two or more times during their program, if the probationary periods are not consecutive. If a student is withdrawn for any reason during the probationary term, the student is not granted a second probationary term.

Satisfactory Academic Progress Appeal

Students have the right to appeal academic or financial assistance 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 and/or financial assistance 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. The Office of Student Financial Services can assist students with determining eligibility for financial assistance.

Students who have lost eligibility for financial assistance may elect to continue their education on extended enrollment status if they have not been dismissed under the Academic SAP policy. Students on extended enrollment are not eligible for financial assistance and are responsible for all financial arrangements with the University. While in an extended enrollment status, students must seek to correct academic deficiencies by taking remedial courses, retaking failed courses, or practicing previously learned skills. Credits taken

during an extended enrollment status count towards maximum time frame calculations. Students on extended enrollment status may reestablish SAP by improving their CGPA and/or ROP to meet the required minimums. Neither a period of absence from the University, nor paying for courses out-of-pocket is considered sufficient to reinstate financial assistance eligibility.

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 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 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.



GRADUATE PROGRAMS

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An academic staff and state-of-the-art facilities support the Stratford graduate programs. Research-driven academic projects are central to the educational structure. Projects may include computer networking, satellite system design, signal processing, microelectronics, website design, database design, business plans, and venture capital proposals. Students and faculty pursue scholarly work related to the disciplines addressed in these programs. Facilities are in place to utilize the latest technology for teaching, research, and other scholarly activities. Graduates are qualified for a number of high-level technical and management positions in industry and government.

SCHOOL OF BUSINESS ADMINISTRATION

Master of Science Accounting

The mission of the Master of Science in Accounting program is to equip students seeking positions as professional accountants in industrial, financial, governmental, global, and non-profit institutions with the specialized knowledge and skills demanded of the profession and necessary for success. The program also aims to provide graduates with as much of the academic background necessary to pursue certifications such as public accounting (CPA) and management accounting (CMA).

The program provides a global focus with a balanced integration of theoretical and practical accounting standards. These standards are blended with quantitative methods in decision making and a response to current trends and demands in the profession – especially forensic accounting, advanced accounting practices, and use of technology and accounting information systems in the workplace. Faculty members and students access and use Internet databases and websites, Stratford University research databases, and basic accounting software programs.

Students should have a bachelor's degree in accounting, business, or related field with at least five accounting courses prior to enrolling in this program. Accounting courses could include accounting principles, cost, managerial, or intermediate accounting. Students interested in pursuing the CPA designation should check with their State Board of Accountancy for complete CPA requirements before enrolling in this program.

9 Core courses x 4.5 credit hours = 40.5 credit hours
 3 Elective courses x 4.5 credit hours = 13.5 credit hours
12 Total courses x 4.5 credit hours = 54 credit hours

This program typically takes 6 terms to complete for students enrolled full-time.

Core Requirements

ACC563 Accounting Information Systems	4.5
ACC564 Advanced Managerial Accounting	4.5

ACC565 Advanced Auditing	4.5
..... OR	4.5
ACC566 Forensic Accounting	4.5
ACC569 Systems Auditing	4.5
ACC571 Advanced Financial Accounting	4.5
EBM530 Business Law	4.5
EBM560 Managerial Accounting	4.5
..... OR	4.5
EBM562 International Managerial Accounting	4.5
EBM570 Microeconomics	4.5
EBM558 Corporate Finance	4.5
..... OR	4.5
EBM610 Financial Management	4.5
Total Core Requirements: 9 courses	40.5 credits

Elective Courses

ACC567, ACC568, ACC572, EBM504, EBM640 or EBM642.

Total Elective Requirements: 3 courses **13.5 credits**

Master Business Administration

The mission of the Master of Business Administration program is to provide graduate learners with the skills needed to be successful managers and leaders in a competitive global business environment. The core business functions of economics, finance, sustainability, business ethics, global operations, market, human resources, project management and organization behavior, management information systems, and corporate strategy are taught with a focus on problem solving and practical application in the workplace. The curriculum balances the technical, data-driven, quantitative skills to make objective decisions with interpersonal and communication skills necessary to work effectively with people at all levels from all cultures. Most importantly, these topic areas are integrated throughout the curriculum. The concepts and theories learned in the program are applied to the capstone that combines academic and professional development.

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 terms to complete for students enrolled full-time.

Core Requirements

EBM502 Research Methods	4.5
EBM503 Global Leadership and Organizational Behavior	4.5
EBM532 Legal Environment and Business	4.5
EBM554 Global Economies and Markets	4.5
EBM573 Global Business Operations	4.5
EBM587 Strategic Business Marketing	4.5
EBM595 Competitive Strategy and Innovation	4.5
EBM609 Financial Management and Policies	4.5
EBM632 Sustainability and Social Entrepreneurship	4.5
EBM636 Organizational Change Management	4.5



EBM680.....Project Management.....	4.5
EBM690.....Business Capstone.....	4.5
Total Core Requirements: 12 courses	54 credits

International Master Business Administration

The mission of the International Master of Business Administration program aims to help managers gain a distinct advantage in their profession, whether they are in industrial, financial, global, government, or non-profit institutions. To achieve this goal, Stratford University offers a broad-based program curriculum which strikes a balance between technical training and practical problem-solving founded on current management theories and approaches. It is complemented by case analysis, company/industry studies, business games, and other experiential learning methods. International business students engage in an intensive study in current management concepts and techniques through a core curriculum covering the functional areas in business as well analytical decision making. Students gain added functional expertise by selecting specialization courses.

10 Core courses x 4.5 credit hours = 45 credit hours
 2 Specialization courses x 4.5 credit hours = 9 credit hours
12 Total courses x 4.5 credit hours = 54 credit hours

This program typically takes 6 terms to complete for students enrolled full-time.

Core Requirements

EBM502.....Research Methods.....	4.5
EBM503.....Global Leadership and Organizational Behavior.....	4.5
EBM532.....Legal Environment and Business.....	4.5
EBM535.....Information Technology and Corporate Transformation.....	4.5
EBM554.....Global Economies and Market.....	4.5
EBM562.....International Managerial Accounting.....	4.5
EBM573.....Global Business Operations.....	4.5
EBM609.....Financial Management and Policies.....	4.5
OR.....	4.5
EBM610.....Financial Management.....	4.5
EBM642.....International Business Management.....	4.5
EBM690.....Business Capstone.....	4.5
Total Core Requirements: 10 courses	45 credits

Specialization Requirements (Choose one specialization)

Entrepreneurship Requirements (Two courses required)

EBM662.....Growth Strategies for Emerging Markets
EBM670.....New Venture Creation
EBM672.....International Competitive Strategy and Innovation

Finance Requirements (Two courses required)

EBM590.....International Money, Banking, and Financial Markets
EBM622.....International Financial Decision Making
EBM627.....International Financial Management

Global Leadership Requirements (Two courses required)

EBM525.....Global Leadership in Business Enterprise II
EBM557.....Corporate Governance
EBM645.....Geopolitics

Information Technology and e-Commerce Requirements (Two courses required)

EBM500.....Business Application over the Internet
EBM515.....E-Commerce: Business Models and Strategies
EBM552.....Internet Marketing Strategies
EBM680.....Project Management

Marketing Requirements (Two courses required)

EBM580.....Managerial Marketing and Market Research
EBM587.....Strategic Business Marketing
EBM650.....International Marketing Management

Total Specialization Requirements: 2 courses **9 credits**

SCHOOL OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY

Master of Science 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 are 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.

Competency Requirements

- CIS390 Basic Computer Technology, Applications, and Security Bridge
- CIS391 Server/OS, Relational Databases, and Software Security Bridge
- 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 terms to complete for students enrolled full-time.



Core Requirements

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 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.

Master of Science

Cyber Security Leadership and Policy

The Master of Science in Cyber Security Leadership and Policy program builds on a strong technical foundation, providing graduates with the knowledge, skills, and dispositions to lead cyber security teams, managing digital security within organizations. It integrates learning of an enterprise’s business needs, relevant policy and legal issues, and the management of both physical and digital oversight of systems.

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 are 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.

Competency Requirements

- CIS390 Basic Computer Technology, Applications, and Security Bridge
- CIS391 Server/OS, Relational Databases, and Software Security Bridge
- 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 terms to complete.

Core Requirements

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
CIS725 Cyber Security Methods of Analysis	4.5
CIS735 International Cyber Policy and Standards	4.5
CIS745 Developing Cyber Security Policy	4.5
CIS755 Cyber Security Policy Implementation	4.5
CIS791 Cyber Security Leadership Capstone	4.5
SOF701 Cyber Law and Compliance	4.5
SOF705 Auditing and Incident Response	4.5
SOF710 Cyber Security Leadership	4.5
Total Core 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.

CIS500, CIS501, CIS502, CIS503.

Master of Science

Digital Forensics

The goal of the Master of Science in Digital Forensics is to provide the next step for professionals and graduates of the Master of Science in Cyber Security program to develop the knowledge, skills, and dispositions to start a career in digital forensics. Digital technology is changing rapidly and it requires individuals who not only have a passion for forensics and incident response, but are lifelong learners who can keep up with the changing environment. The program provides a foundation needed to complete certification exams in 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 are 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.

Competency Requirements

- CIS390 Basic Computer Technology, Applications, and Security Bridge
- CIS391 Server/OS, Relational Databases, and Software Security Bridge
- 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 terms to complete.

Core Requirements

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
CIS720 Cyber Crime.....	4.5
CIS730 Cyber Forensic Data Collection and Preservation.....	4.5
CIS740 Analysis of Forensic Data.....	4.5
CIS750 Validation and Testimony Preparation.....	4.5
CIS760 Advanced Digital Forensics.....	4.5
CIS790 Digital Forensics Capstone.....	4.5
SOF701 Cyber Law and Compliance.....	4.5
SOF705 Auditing and Incident Response.....	4.5
Total Core 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.

CIS500, CIS501, CIS502, CIS503.

**Master of Science
 Information Systems**

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 terms to complete for students enrolled full-time.

Core Requirements

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
SOF501 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.

Master of Science

Networking and Telecommunications

The mission of the Master of Science in Networking and Telecommunications program is to provide a thorough knowledge base for managers and technology professionals concerned with the design, development, implementation, operation, and management of telecommunications systems and networks. The courses offer an extensive theoretical knowledge and practical skills in a variety of modern communication networks. In addition, the students are introduced to the ethical, legal, and policy aspects within the networking and telecommunications professional fields. Upon completion of the program, the graduates are able to design, deploy, and maintain high quality modern telecommunications systems and networks, and manage the telecommunications and networking teams within an organization.

8 Core courses x 4.5 credit hours = 36 credit hours
 4 Elective 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 terms to complete for students enrolled full-time.

Core Requirements

CIS520 Wireless Telecommunications.....	4.5
CIS580 Data Networking.....	4.5
CIS593 Routing and Switching I.....	4.5
CIS594 Routing and Switching II.....	4.5
EBM502 Research Methods.....	4.5
EBM680 Project Management.....	4.5
SOF570 Network Security.....	4.5
SOF590 Software Engineering Capstone I.....	4.5
Total Core Requirements: 8 courses		36 credits

Elective Courses

CIS530, CIS540, CIS550, CIS560, CIS570, CIS601, CIS620, ISM560, SOF575, SOF595, SOF596, SOF597, SOF598.

Total Elective Requirements: 4 courses

18 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.

Master of Science Software Engineering

The goal of the Master of Science in Software Engineering program is to provide a foundation in software engineering concepts and techniques, management, and integration using proven sound practices and effective teamwork approaches needed to oversee software projects of high technical complexity and agility. The program prepares students with competency based experiences to develop platform- and device- independent, scalable, cost-effective, and efficient software solutions for government and industry clients.

- 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 terms to complete for students enrolled full-time.

Core Requirements

EBM502.....Research Methods.....	4.5
ISM521.....Database Systems Technology.....	4.5
ISM531.....Ethics and Professional Practice Issues in IT.....	4.5
SOF501.....IT Project Management.....	4.5
SOF535.....Object-Oriented Analysis and Design.....	4.5
SOF581.....Software Modeling.....	4.5
SOF590.....Software Engineering Capstone I.....	4.5
Total Core Requirements: 7 courses	31.5 credits

Elective Courses

ISM550, SOF584, SOF586, SOF587, SOF588, SOF589, SOF591, SOF595, SOF596, SOF597, SOF598.

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 HOSPITALITY AND CULINARY ARTS

Master of Science International Hospitality Management

The mission of the Master of Science in International Hospitality Management program is to prepare tomorrow's leaders in the international hospitality field. As the hospitality industry increasingly seeks employees with college degrees, especially those with degrees in hospitality or hospitality-related fields, the expectation for a master's degree to acquire management-level positions continues to increase. This program offers a natural progression from the undergraduate to graduate program and provides entry-level and seasoned hospitality professionals with the skills and knowledge they need to stand out and advance in the competitive hospitality industry.

The learning goals of the program include evaluating, synthesizing, and applying knowledge gained from core professional program courses to solve problems. Students learn to communicate effectively in their professions using ethical practices and cross-cultural sensitivity and understanding. Lastly, students apply information technology and professional techniques in the service of culinary and hospitality enterprises.

- 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 terms to complete for students enrolled full-time.

Core Requirements

EBM502.....Research Methods.....	4.5
EBM520.....Human Resource Management.....	4.5
EBM554.....Global Economics and Markets.....	4.5
EBM587.....Strategic Business Marketing.....	4.5
HSM510.....Strategic Planning in the Hospitality Industry.....	4.5
HSM520.....Financial Management in Hospitality.....	4.5
HSM530.....Managerial Economics in Hospitality.....	4.5
HSM540.....Facilities and Assets Development and Management.....	4.5
HSM550.....Information Technology in the Hospitality Industry.....	4.5
HSM570.....Operations Management in Hospitality.....	4.5
HSM590.....Current Issues in Hospitality Management.....	4.5
HSM595.....Graduate Research Production and Design.....	4.5
Total Core Requirements: 12 courses	54 credits



SCHOOL OF HEALTH SCIENCES

Master of Science Healthcare Administration

Due to the increased demands for quality healthcare, the healthcare industry has become the third largest employer in the U.S. There are a variety of opportunities for healthcare administrators in public, private, and international sectors. The Master of Science in Healthcare Administration program is designed to prepare students to become managers of hospitals, health services organizations, medical groups, managed healthcare organizations, and public health infrastructures. Students gain competencies in management, leadership, communication, healthcare policy, and quality.

By the end of the program, graduates are able to:

- Create strategic operational plans to guide healthcare organizations
- Demonstrate operational and fiscal management of healthcare organizations
- Employ leadership theories to manage and advocate for individuals and communities
- Interpret the impact of healthcare policy and economics on service delivery both nationally and internationally
- Use evidence-based data and research methods to guide organizational transformations and quality assurance
- Employ analytical and critical-thinking skills to improve workplace performance and healthcare delivery

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 terms to complete for students enrolled full-time.

Core Requirements

EBM504.....Organizational Behavior.....	4.5
EBM520.....Human Resource Management.....	4.5
HCA500.....U.S. Healthcare Delivery System.....	4.5
HCA501.....Health Policy, Legal, and Ethic.....	4.5
HCA502.....Societal and Cultural Issues in Healthcare.....	4.5
HCA505.....Global Health.....	4.5
HCA510.....Healthcare Management.....	4.5
HCA515.....Healthcare Finance.....	4.5
HCA520.....Health Information Systems.....	4.5
HCA530.....Quality Performance Management.....	4.5
HCA540.....Strategic Planning and Marketing.....	4.5
HCA590.....Healthcare Administration Capstone.....	4.5
Total Core Requirements: 12 courses	54 credits

GRADUATE COURSE DESCRIPTIONS

Graduate Course Prefix Designations

ACC	Accounting
CIS	Computer Information Systems
EBM	Business
HCA	Healthcare Administration
ISM	Information Systems
HSM	Hospitality
SOF	Software Engineering

Graduate courses have numbers 500 to 799. Consult with an academic advisor prior to enrollment to ensure course selections meet program requirements and satisfy all prerequisites.

ACC563 Accounting Information Systems 4.5 credits
This course introduces students to systems analysis and the application of information systems concepts to the accounting process and accounting models, both manual and automated. **Prerequisite: None.**

ACC564 Advanced Managerial Accounting 4.5 credits
This course Investigates advanced topics in managerial accounting. Topics include cost projections, analysis and interpretation, analysis under uncertainty, capital budgeting, linear programming, and decentralized operations. **Prerequisite: EBM560 or EBM562.**

ACC565 Advanced Auditing 4.5 credits
This course surveys in-depth analysis of current auditing issues, including professional standards and ethics, internal control gathering and documentation of evidences, and statistical sampling. The course focuses on detailed analysis of audit programs as well as concepts concerning the financial condition and operation of commercial enterprises. **Prerequisite: ACC335 or approval of the advisor.**

ACC566 Forensic Accounting 4.5 credits
This course provides a framework for an understanding of forensic accounting. Topics covered include various foundation areas of importance to the forensic accountant, the basic forensic accounting tool-oriented areas, and practice areas relevant to forensic accounting. **Prerequisite: ACC335 or approval of the advisor.**

ACC567 Federal Taxation 4.5 credits
This course presents an overview of U.S. taxation of individuals and businesses. It also discusses tax planning necessary for an optimal tax saving. The course involves tax research methodology and the preparation of business and individual tax returns using some of the latest tax software. **Prerequisite: None.**

ACC568 International Taxation 4.5 credits
This course presents a foundational overview of the taxation related to the U.S. and several other nations in Asia, Europe, Africa, and the Americas. The specifics addressed are tax issues for business as well as individuals as it relates to double taxation, transfer taxes, and other tax concerns. Also, the course looks at situations from a planning approach that gives the most beneficial tax situation. **Prerequisite: None.**



ACC569 Systems Auditing **4.5 credits**
 This course presents the system and principles of auditing accounting and financial information systems. Current practices of auditing both simple and complex information systems are addressed. Also addressed are the audit program and testing procedures necessary for conducting an information system audit with a focus on documentation of evidence. **Prerequisite: None.**

ACC571 Advanced Financial Accounting **4.5 credits**
 This course covers accounting for home office and branches, business combinations, and consolidations. It provides a continuation of the preparation for the CPA examination as well as various techniques for solving some of the more complex problems in the business environment. **Prerequisite: EBM560 or EBM562.**

ACC572 Advanced Accounting Theory **4.5 credits**
 This course provides a frame of reference for advanced accounting theories. It emphasizes income, liability, and asset valuation based on inductive, deductive, and capital market approaches. It also surveys price level changes, monetary and non-monetary aspects, problems of ownership equities, and the disclosure of relevant information to investors and creditors. **Prerequisite: ACC300 or approval of the advisor.**

CIS500 Cooperative Education I: Computer Information Systems **1 credit**
 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.**

CIS501 Cooperative Education II: Computer Information Systems **1 credit**
 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.**

CIS502 Cooperative Education III: Computer Information Systems **1 credit**
 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 18 additional credits earned towards a graduate degree in the School of Computer Information Systems.**

CIS503 Cooperative Education IV: Computer Information Systems **1 credit**
 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 18 additional credits earned towards a graduate degree in the School of Computer Information Systems.**

CIS520 Wireless Telecommunications **4.5 credits**
 This course concentrates on developing a fundamental understanding of international wireless networks. Both fixed and mobile systems are addressed from a practical design and implementation point of view. This course considers propagation effects for outdoor and indoor systems, modulation technologies, data encoding, antenna design, cellular layout, and the design of personal communications devices. Particular emphasis is placed on new Low Earth Orbit (LEOs) Satellites and other technologies emphasizing wireless communications. **Prerequisite: None.**

CIS530 Digital Communications **4.5 credits**
 This course concentrates on digital communication techniques as utilized in present and future systems. An emphasis is placed on analog to digital conversions, digital sampling techniques, digital modulation and transmission, and multiplexing and coding techniques. The uses of Laplace, Z transforms, and discrete-time systems are covered. Power spectral density analysis, coherent, and non-coherent modulation are important topics. Realization of digital transmission techniques and medium as well as spread spectrum are covered. Satellite communications and multiple access techniques are also important topics. **Prerequisite: None.**

CIS540 Signal Processing **4.5 credits**
 This course emphasizes topics involved with digital signal processing. Topics include digital sampling and filtering techniques. The use of Laplace and Z transforms are covered. Other topics include discrete time systems, frequency analysis, and design of digital filters. Additional topics covered are discrete and fast fourier transform, power spectral estimation, and adaptive filters. An emphasis is placed on designing digital filters for communications processing. **Prerequisite: None.**

CIS550 Wireless and Fixed Hybrid Networks **4.5 credits**
 This course emphasizes the design and implementation of wireless/fixed networks needed to deliver wireless access to customers. Topics covered include cellular interfaces to wire line networks, access to the Internet, network management, transmission systems, and internet protocols. The designing of networks including traffic analysis; handoffs; and multiplexing of American, European, Asian, and Canadian systems are considered. **Prerequisite: None.**

CIS560 Satellite Communications **4.5 credits**
 The topics included in this course consider the latest digital communications techniques as related to satellite. The design, fabrication, and launching techniques are understood through concepts such as weight power and on board payload design; propagation effects and path calculations are discussed. Other topics include TDMA/CDMA multiplexing for networks, bit error performance for various modulation techniques, and network management and synchronization. Advanced topics such as Very Small Aperture Terminals (VSAT) and Low Earth Orbit (LEO) systems are introduced. **Prerequisite: CIS530.**

CIS570 Fiber Optic Communications **4.5 credits**
 The theory and practical implementation of fiber optic systems are addressed in this course. Topics considered are related to electromagnetic transmission over fiber, the design and fabrication of fiber strands, and implementations of wide band systems using fiber. Wave Division Multiplexing and Dense Wave Division Multiplexing (DWDM) as well as SONET are covered as well as Designs using single and multimode systems are included. **Prerequisite: CIS530.**

CIS580 Data Networking **4.5 credits**
 The topics in this course include data communications, data Link control, data encoding, Wide Area Networks, Local Area Networks, Network Protocols (TCP/IP), and security related to the Internet. Communications Architecture considering the seven layer protocol system are addressed. Other topics are Circuit and Packet Switching, Frame Relay, and Asynchronous Transfer (ATM). Network Management using SNMP are covered. Understanding of the design and implementation of the Internet are emphasized. **Prerequisite: CIS530.**



- CIS585 Voice over IP 4.5 credits**
This course discusses transmission of Voice over a Packet-switched network. The students in this course deal with typical VoIP network scenarios such as campus and multi-site private networks. Communications Protocols for VoIP such as RTP and RTCP are discussed in detail. In addition, topics such as security and quality issues are also discussed. **Prerequisite: None.**
- CIS593 Routing and Switching I 4.5 credits**
This is an introductory course which studies different hardware technologies, like Ethernet and token ring, discusses VLSM, introduces different routing protocols, and includes hands-on experience in the CSIT department's routing and switching lab. **Prerequisite: CIS580.**
- CIS594 Routing and Switching II 4.5 credits**
This course discusses different bridging techniques, including SRB, RSRB, and DLSW. It also includes advanced routing protocols like OSPF and EIGRP and route redistribution. The course includes hands-on experience in the routing and switching lab. **Prerequisite: CIS593.**
- CIS595 Cyber Security Capstone 4.5 credits**
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 Current Topics in Cyber Security I 4.5 credits**
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.**
- CIS597 Current Topics in Cyber Security II 4.5 credits**
This course provides in-depth examination of topics in the management of information systems security. Students explore access control systems and methodology, risk management, business continuity and disaster recovery planning, legal and ethical issues in information system security, computer operations security, physical security, and information security maintenance. **Prerequisite: None.**
- CIS600 Ethical Hacking 4.5 credits**
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.**
- CIS601 Distributed Computing Systems 4.5 credits**
This course focuses on concepts that arise in the design and implementation of distributed applications; issues that arise in making distributed applications secure, reliable, and scalable are discussed. Programming assignments involve middleware technologies such as TCP/IP sockets and RMI. **Prerequisite: CIS580.**
- CIS610 Global Issues in Cyber Security 4.5 credits**
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 cyber crime are addressed. **Prerequisite: None.**
- CIS620 Telecommunications Applications Architecture 4.5 credits**
This course emphasizes topics related to Telecommunications applications. Specific topics covered are video conferencing over networks, picture processing, video and audio streaming, and video over web-enabled networks. The discussion of mathematical techniques for data compression and picture enhancement is covered. Three-dimensional image analysis and transmission of data with low signal to noise ratios are discussed. **Prerequisite: None.**
- CIS630 Security Analytics 4.5 credits**
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 Cyber Security Prevention and Protection 4.5 credits**
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 credits**
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 credits**
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 credits**
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.**
- CIS720 Cyber Crime 4.5 credits**
This course focuses on the investigation of digital and computer-based crimes. This includes investigations of the types of crimes committed in cyberspace from misuse to terrorism and espionage. **Prerequisite: None.**
- CIS725 Cyber Security Methods of Analysis 4.5 credits**
This course focuses on analytics and incidence response. It investigates tools and techniques to handle increasing cyber attacks. The study of big security analytics can provide insights attacks and threats. Students are introduced to thinking with an analytical mindset, one that is curious, explores the data, finds patterns, and follow the trail left by the attacker. **Prerequisite: None.**
- CIS730 Cyber Forensic Data Collection and Preservation 4.5 credits**
This course focuses on the processes and technologies used in the collection and preservation of digital evidence. This includes investigation of how to recover information, follow chains of evidence, and access encrypted or deleted evidence from computer, mobile, or cloud environments. **Prerequisite: None.**



CIS735 International Cyber Policy and Standards 4.5 credits

This course focuses on international policies and how they relate to U.S. Foreign Cyber Security Policy. The course investigates which countries subscribe to global policies such as those of NATO and EU and the effect of security when countries do not adopt the same policies. **Prerequisite: None.**

CIS740 Analysis of Forensic Data 4.5 credits

This course focuses on the preservation and analysis of collected forensic data. This includes how to package and securely transport electronic evidence, document a cyber crime scene, and maintain the integrity of the evidence. It also investigates tools for preservation and analysis. **Prerequisite: None.**

CIS745 Developing Cyber Security Policy 4.5 credits

This course focuses on analyzing the security needs of an organization and then developing a policy plan that addresses both digital and physical security. This includes investigation of policy design for web, networks, social media, mobile devices, email, facility security, and human issues of security. **Prerequisite: None.**

CIS750 Validation and Testimony Preparation 4.5 credits

This course focuses on validating the data collected and then preparing evidence for reporting and preparing depositions. **Prerequisite: None.**

CIS755 Cyber Security Policy Implementation 4.5 credits

This course focuses on the implementation of cyber security policies. It investigates control frameworks and strategies for implementation, evaluation of implementation, and adjusting to meet new threats. **Prerequisite: None.**

CIS760 Advanced Digital Forensics 4.5 credits

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.**

CIS790 Digital Forensics Capstone 4.5 credits

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

CIS791 Cyber Security Leadership Capstone 4.5 credits

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.**

EBM502 Research Methods 4.5 credits

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

EBM503 Global Leadership and Organizational Behavior 4.5 credits

This course gives the graduate learner the opportunity to study the most recent thinking on building competitive advantage through human resource development and knowledge management. An integrated portfolio of topic areas and the opportunity to present current, relevant strategies and resources in today's organizations is focused upon throughout this course. This course analyzes both the formal and informal aspects of the management process. Topics include: human behavior in an organizational environment, human capital, group dynamics, communication, motivation and decision-making, and the impact of innovation and change on the organization. **Prerequisite: None.**

EBM504 Organizational Behavior 4.5 credits

This course analyzes the formal and informal aspects of the management process. Topics include human behavior in an organizational environment, individual behavior patterns, superior and 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 credits

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 credits

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, address challenges, analyze a sector to uncover entrepreneurial opportunities, and develop business concepts. **Prerequisite: None.**

EBM515 E-Commerce: Business Models and Strategies 4.5 credits

This course focuses 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 develop an e-commerce business plan for their organization. **Prerequisite: None.**

EBM520 Human Resource Management 4.5 credits

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.**

EBM525 Global Leadership in Business Enterprise II 4.5 credits

This course is a continuation of Global Leadership in Business Enterprise I. This course discusses case studies in leadership and addresses problems organizations go through because of leadership flaws. **Prerequisite: EBM503 or EBM505.**

EBM530 Business Law 4.5 credits

This course examines the legal environment in which businesses operate. In particular, torts, contracts, government regulation, types of businesses, and formulation of companies are covered. This course also considers topics related to legal concepts of commercial transactions. Specifically addressed are collection of debts, sale of goods (warranties, product liability), secured transactions, and bankruptcy. **Prerequisite: None.**

EBM532 Legal Environment and Business 4.5 credits

This course examines the legal environment in which businesses operate. In particular, torts, contracts, government regulations, types of businesses, and formulation of companies are covered. This course also considers topics related to legal concepts of commercial transactions. Specifically addressed are: collection of debts, sale of goods, warranties, product liabilities, secured transactions and bankruptcy. **Prerequisite: None.**



EBM535 Information Technology and Corporate Transformation

4.5 credits

This course examines how organizations are dependent on information technology not only for management of operations, but 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 in-sourcing and outsourcing of various IT functions. **Prerequisite: None.**

EBM552 Internet Marketing Strategies

4.5 credits

This course introduces students 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.**

EBM554 Global Economies and Markets

4.5 credits

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

EBM555 Business and Public Policy

4.5 credits

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.**

EBM557 Corporate Governance

4.5 credits

This course introduces students to corporate governance as a means of ensuring companies are able to achieve strategic objectives and to analyze techniques to assess performance. Corporate governance is introduced as a system of components including regulators, boards of directors, corporate officers, and internal control systems. The course teaches students about specific governance and the internal control systems leaders can use to promote responsibilities conducted by companies and their employees, and shows how personal values can play a critical role in effective leadership. Additional topics include leadership development, managerial succession, management and board relations, acquisitions and takeovers, and boardroom conflict. **Prerequisite: None.**

EBM560 Managerial Accounting

4.5 credits

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 it relates to business and an in-depth analysis of the tax consequences of forming, operating, and liquidating a corporation and transactions with shareholders are discussed. Analysis of financial records and business balance sheets are also addressed. **Prerequisite: None.**

EBM562 International Managerial Accounting

4.5 credits

This course presents generally accepted accounting principles used by other countries and the U.S. to report financial information to global users. The course familiarizes students 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.**

EBM570 Microeconomics

4.5 credits

This course discusses intermediate microeconomic theory, with emphasis on production and costs, market structure and pricing, risk analysis, and investment theory and capital budgeting. **Prerequisite: None.**

EBM572 International Economics

4.5 credits

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 decision-making. **Prerequisite: None.**

EBM573 Global Business Operations

4.5 credit

This course focuses on the past, current, and emerging quality improvement theories, practices, techniques and skills, including an overview of organizational systemic processes and programs necessary to deliver quality results including Malcolm Baldrige Award, Six Sigma, Lean Engineering, and ISO 9000. The mechanics, structures, and dynamics of effective quality improvement teams are covered, as are issues relating to the effective implementation of quality-related programs. **Prerequisite: None.**

EBM580 Managerial Marketing and Market Research

4.5 credits

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 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 credits

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 credits

This course explores the role 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 and offshore financial markets and currency risk management, including interest rate and currency futures, options, and swaps. **Prerequisite: None.**

EBM595 Competitive Strategy and Innovation

4.5 credits

This course covers how to overcome “executive intuition” by converting a vision into definite plans that can be operationally implemented. Strategy support systems are used to assist in making the transition from a change-resistant operational approach to a future-oriented strategic approach. The innovation process itself is clarified through explaining economic value from innovation, competition between technologies, competitive strategies. Coursework includes essential tools for developing a successful sustainability strategy. Opportunity for practice and experimentation in strategy formulation is provided. **Prerequisite: None.**



EBM609 Financial Management and Policies 4.5 credits

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, analyzing financial statements and growth. **Prerequisite: None.**

EBM610 Financial Management 4.5 credits

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. IMBA students take EBM562 a prerequisite per program requirements.**

EBM622 International Financial Decision Making 4.5 credits

This course discusses the theory and practice of international management. Topics include 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: EBM609 or EBM610.**

EBM627 International Financial Management 4.5 credits

This course provides basic theories and concepts for financial decision making, including International Financial Reporting Standards (IFRS), hedging and risk management. Advanced case studies in financial management are conducted including any of the following topics: working capital policy, capital budgeting, financing with debt and equity, project finance, dividend policy, and valuation. In addition, investment banking topics are covered by explaining venture capital, initial public offering, leveraged buyout, and management buyout. **Prerequisite: EBM609 or EBM610.**

EBM630 Special Projects 4.5 credits

The students in this program develop a written report on some project of interest. This project is undertaken with the guidance of a faculty member. A high quality report is expected on the development of an e-business utilizing the lessons learned in the course work. An oral presentation of the report is expected. **Prerequisite: Approval of the advisor.**

EBM632 Sustainability and Social Entrepreneurship 4.5 credits

This course emphasizes the development of ethical and moral frameworks for business decision and aims at enhancing professional moral conduct. It recognizes organizational behaviors and decisions are made by individual leaders, managers, and employees with personal beliefs, values, and goals. Particular attention is given to the analysis of behavior and intentions in a specific situation and to develop students' ability to render the highest order (wisest) ethical decisions to a particular moral problem. A variety of ethical models and perspectives are reasoned and explored for their impact on ethical business issues. **Prerequisite: None.**

EBM635 Business Transformation 4.5 credits

This course helps 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.**

EBM636 Organizational Change Management 4.5 credits

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 competence, theoretical frameworks for understanding organizational competency, and strategies for changing organizational culture and personal behavior. **Prerequisite: None.**

EBM640 International Business 4.5 credits

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 International Business Management 4.5 credits

This course explores the issues facing 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 credits

This course examines the complex and turbulent international environment. A manager requires both a basic conceptual framework informing and ordering 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 looks at several critical issue 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 credits

The course examines international market segmentation; product attributes; cultural differences, 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, and 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. **Prerequisite: EBM587.**

EBM662 Growth Strategies for Emerging Markets 4.5 credits

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 credits

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 credits
 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.

EBM680 Project Management 4.5 credits
 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 credits
 This capstone course gives students 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 students in synthesizing and applying knowledge gained in earlier courses and applies these skills through actual business cases. The course should be taken in a student's final term. **Prerequisite:** Approval of the advisor.

HCA500 U.S. Healthcare Delivery System 4.5 credits
 This course provides an overview structure and components of the U.S. healthcare systems. Students explore the social, legal, and economic factors that influence the organization of the public health and medical care systems. **Prerequisite:** None.

HCA501 Health Policy, Legal, and Ethic 4.5 credits
 This course provides an overview of health policy, regulation, and court decisions affecting healthcare organizations. Students use case studies to explore the impact of policy on making legal and ethical decisions related to healthcare delivery and organizations. **Prerequisite:** None.

HCA502 Societal and Cultural Issues in Healthcare 4.5 credits
 This course discusses behavioral health and the social determinants that influence healthcare in communities. Students examine theoretical principles, methods, and skills essential to plan, implement, and evaluate individual and community development activities as they relate to healthcare. **Prerequisite:** None.

HCA505 Global Health 4.5 credits
 This course explores social, economic, political, and environmental factors affecting healthcare around the world. Students use an interdisciplinary approach to analyze global health disparities and develop strategies for managing healthcare systems around the world. **Prerequisite:** None.

HCA510 Healthcare Management 4.5 credits
 This course analyzes tools and techniques required to make operational decisions in healthcare systems. Students learn topics of decision making, process flow, systems management, project management, communication, and capacity management. **Prerequisite:** None.

HCA515 Healthcare Finance 4.5 credits
 This course explores the financial structure and the impact of healthcare reform on organizations. Students examine the role of finance and accounting in developing, managing, and controlling finances in healthcare organizations. **Prerequisite:** None.

HCA520 Health Information Systems 4.5 credits
 This course provides an overview of the role of data and information technology in managing healthcare systems. Students explore various types of technology used to manage patient scheduling and billing, interoperability, confidentiality, and electronic health records. **Prerequisite:** None.

HCA530 Quality Performance Management 4.5 credits
 This course analyzes the basis of healthcare quality, evidence based decision making and its impact on patient safety. Students learn methods of assessing quality at all levels of a healthcare system and the regulations governing the quality of healthcare. **Prerequisites:** None.

HCA540 Strategic Planning and Marketing 4.5 credits
 This course develops skills and techniques for strategic management and marketing of healthcare services. Students explore the essentials of a strategic plan and practice drafting strategic and marketing plans that satisfy stakeholders and meet the mission of the organization. **Prerequisite:** None.

HCA590 Healthcare Management Capstone 4.5 credits
 This advanced course allows students to integrate theory into practice by demonstrating their knowledge and skills in healthcare administration. Students complete a research based project addressing a real world issue in healthcare administration. **Prerequisite:** None.

HSM510 Strategic Planning in the Hospitality Industry 4.5 credits
 The purpose of this course is to develop conceptual and analytical strategic evaluation skills and provide comprehensive knowledge of the strategic management process. Topics examined include environmental analysis, firm resource analysis, competitive analysis, strategy formulation and implementation, international strategy, and strategic control. The goal is to provide students with the ability to develop vision, mission statements, and objectives for an organization; identify key strategic issues facing the hospitality industry; apply tools for effectively influencing an organization's structure; systems culture and relationships; analyze the internal and external environments in which the organization operates; and to formulate organizational strategies. **Prerequisite:** None.

HSM520 Financial Management in Hospitality 4.5 credits
 This course builds a knowledge foundation in finance and accounting in order to prepare students to make sound decisions. Topics in this course include hospitality accounting systems, financial analysis, operational analysis, cost behavior, budgeting, forecasting, pricing feasibility analysis, and equity management. Students learn how to use accounting techniques to measure profit and net worth, establish differences between internal and external accounting reports, and analyze financial and accounting reports to assist in decision choices. **Prerequisite:** None.

HSM530 Managerial Economics in Hospitality 4.5 credits
 This course provides a thorough understanding of financial economic analysis as it pertains to individual and organizational behavior. The course reviews theories of demand, short-term asset management, strategic valuation, capital budgeting analysis, capital structure decisions, leasing, and international financial management. Students learn to apply basic financial economic concepts, measure the impact of economic decisions on individuals and organizations, and the use of financial economic analysis in the decision-making process. **Prerequisite:** None.

HSM540 Facilities and Assets Development and Management 4.5 credits
 This course creates a foundation for success by teaching students to evaluate and manage a hospitality organization's facilities and assets. Topics include feasibility, risk, facility location, functional planning and design, architectural drawings, engineering criteria, construction management, contracts, and scheduling. Upon completion of the course, students are able to determine risks associated with facilities and other assets in the hospitality industry. **Prerequisite:** None.

**HSM550 Information Technology in the Hospitality Industry 4.5 credits**

This course provides an understanding of how the hospitality industry applies information technology for management, decision making, and competitive advantage. Topics examined in this course include the information system concept and its components, networks, e-commerce, restaurant management systems (RMS), property management systems (PMS), global distribution systems (GDS), central reservations systems (CRS), and database management systems (DBMS). Upon completion of the course, students are able to identify specific information systems used in the hospitality industry, to evaluate the advantages and disadvantages of their application in different areas, and to use them to measure performance and service. **Prerequisite: None.**

HSM570 Operations Management in Hospitality 4.5 credits

This course builds upon existing knowledge of several other areas of management. It concentrates on the effective management of the hospitality products/service delivery and focus on the hospitality product, customer service, and information processing operations. Therefore, it involves designing, planning, and controlling activities and technologies employed in hospitality organizations in order to make daily strategic operational decisions. Topics include current operation tools and techniques currently used in the industry, operations strategy, process analysis and design, total quality management, and project management. Students use quantitative modeling, case studies, and computer software to analyze and solve operations management challenges and make operational decisions. Upon conclusion of this course, students are able to recognize and analyze operational areas in hospitality organizations and identify the position of operations management within a wider management spectrum. **Prerequisite: None.**

HSM590 Current Issues in Hospitality Management 4.5 credits

This course exposes students to timely topics of critical importance to the hospitality industry. This course uses current articles, case studies, and guest speakers to advance knowledge of the most current issues facing hospitality managers. Course topics and objectives are adapted each term to meet the changing needs of the industry, such as distribution in the hospitality industry, electronic distribution, service excellence, international employment relations, tourism, or entrepreneurship. **Prerequisite: None.**

HSM595 Graduate Research Production and Design 4.5 credits

This course provides supervised research where students utilize appropriate marketing design and quantitative and qualitative research tools to construct workable business plans or professional papers as the terminal requirement of their course of study. This course should be taken in a student's final term. **Prerequisite: Approval of the advisor.**

ISM511 Enterprise Architecture 4.5 credits

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

ISM521 Database Systems Technology 4.5 credits

In this course, students explore the security challenges and threats in database systems. Students learn how to protect unauthorized disclosure and modification for legitimate users. Students examine state-of-the-art security technologies. In addition to the security issues, the course addresses issues related to distributed databases and current technologies, such as service oriented architecture, cloud computing, etc. **Prerequisite: None.**

ISM530 Decision Systems Technology 4.5 credits

A broad overview of decision making and the systems designed to support the process is presented in this course. In addition, computer support for management; the technology of management; decision technology system types, artificial intelligence, and decision support systems; executive and geographic information systems; idea processing systems; system architectures; system integration considerations; system design and development methodologies; system performance measurement and evaluation; management of decision technology systems; and organizational and user issues are addressed. **Prerequisite: None.**

ISM531 Ethics and Professional Issues in IT 4.5 credits

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 covered include professional ethics, privacy, security risks, property rights, social media, and criminal conduct. **Prerequisite: None.**

ISM540 Information Systems Management Project I 4.5 credits

In this course, students work individually with the faculty member on a mutually agreed project giving students an opportunity to understand the full lifecycle of an IT project. With permission of the designated department representative, Curricular Practical Training (CPT) may be used to satisfy some requirements of this course. **Prerequisite: Approval of the advisor.**

ISM542 Information Systems Security 4.5 credits

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, and managerial responses. **Prerequisite: None.**

ISM550 Human-Computer Interaction 4.5 credits

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

ISM560 Cloud Computing 4.5 credits

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

ISM570 Technological Innovations 4.5 credits

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.**

ISM580 Tools and Technologies I 4.5 credits

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.**

ISM581 Tools and Technologies II 4.5 credits

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

ISM590 Current Topics in Information Systems Management I 4.5 credits

Current topics in the field on information systems are discussed. Topics are announced in the term schedule. **Prerequisite: Approval of the advisor.**



ISM591 Current Topics in Information Systems Management II 4.5 credits

Current topics in the field on information systems are discussed. Topics are announced in the term schedule. **Prerequisite: Approval of the advisor.**

ISM592 Current Topics in Information Systems Management III 4.5 credits

Current topics in the field on information systems are discussed. Topics are announced in the term schedule. **Prerequisite: Approval of the advisor.**

ISM593 Current Topics in Information Systems Management IV 4.5 credits

Current topics in the field on information systems are discussed. Topics are announced in the term schedule. **Prerequisite: Approval of the advisor.**

ISM600 Information Systems Management Project II 4.5 credits

In this class, students create prototype systems for “real” organizations based on function design requirements. The student works 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.**

SOF500 Software Engineering 4.5 credits

The course covers basic concepts and practices within the field important to practitioner and theorist, as the rate of change in software engineering technology continues to increase. It also examines current issues in systems engineering, software architectures, product assurance principles, and software project management, all described in terms of established software process improvement models. Various industry life-cycle models are presented, with examples of their use. Case studies may also be included. **Prerequisite: None.**

SOF501 IT Project Management 4.5 credits

This course examines the principles and practices of effective project management. Students 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 credits

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, and combinatorial search. **Prerequisite: None.**

SOF515 Relational Database Management 4.5 credits

The course aims at explaining the basic concepts of database architecture, data storage, and the relational database model. Students are 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.**

SOF520 Software Verification and Validation 4.5 credits

The evaluation of software for correctness, efficiency, performance, and reliability is addressed. Specific skills covered include program proving, code inspection, unit-level testing, and system-level analysis. The difficulty and cost of some types of analysis are examined in addition to the need for automation of tedious tasks. Problem-solving skills are stressed, especially in analysis of code. The textbook world is contrasted with the real world using case studies from the book and personal experiences. Industry attitudes toward reliability and performance are also discussed. **Prerequisite: None.**

SOF525 Software Maintenance 4.5 credits

This course provides a guide for the transition from programming for the short-term to programming for the long-term. The role of creation and maintenance in the software development process as well as analysis and implementation of a software design is reviewed. The need for software maintenance and evolution, software maintenance process and performance issues, planning for extended software life, and effective mechanisms to control software change are additional topics of discussion. **Prerequisite: SOF500.**

SOF535 Object-Oriented Analysis and Design 4.5 credits

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.**

SOF540 Distributed Systems 4.5 credits

Topics central to the design and management of distributed computing systems, including distributed synchronization and resource sharing, concurrency control in distributed databases, distributed simulation languages for distributed computing, management proof techniques for distributed systems, and distributed operating systems are covered. **Prerequisite: SOF535.**

SOF545 Middleware and Components Based Software Development 4.5 credits

This course discusses component-based software development for enterprise applications. Topics include component models and multi-tier architectures. Specific case studies include topics such as Enterprise Java Beans, DCOM, CORBA, and .NET. **Prerequisite: SOF535.**

SOF552 C# Programming 4.5 credits

This course gives students a basic overview of programming in C# in the .NET framework. This course emphasizes use of visual studio, C# language essentials, object-oriented programming, database programming and other skills needed for C# developers. This is a beginner’s course in object-oriented programming which guides students on how to use business classes, inheritance, and interfaces the way they are used in the real world. **Prerequisite: None.**

SOF553 Java Programming 4.5 credits

This course covers the essential elements of the Java programming language, including class libraries, packages, and exception handling. Students write Java programs for web and stand-alone applications using primitive types, tokens, operators, and expressions. Students use strings, arrays, graphics, and animation tools in their programs. Emphasis in the course is placed on the development, implementation, and execution of projects with an eye to industry standards. **Prerequisite: None.**

SOF560 Operating Systems 4.5 credits

This course offers a hands-on introduction to operating systems, including multiprogramming, communication and synchronization, memory management, IO subsystems, and resource scheduling policies. The laboratory component consists of constructing a small kernel, including functions for device IO, multitasking, memory management, dynamic linking and loading, and socket-driven window management. **Prerequisite: None.**



- SOF570 Network Security** 4.5 credits
Security concepts needed for the design, use, and implementation of secure voice and data communications networks, including the Internet, are introduced. The course provides an overview of networking technology and standards including an introduction to the Internet communications protocols. Specific security subjects addressed include firewalls, packet filtering, virtual private networks (VPNs), wireless network security, and operating system security. **Prerequisite: None.**
- SOF575 Internet Protocols** 4.5 credits
This course discusses protocol specifications and formal description methods, finite-state descriptions of Internet protocols, specification and description language, and implementation of protocol specification. **Prerequisite: None.**
- SOF580 Data Communications** 4.5 credits
This course covers the technology underlying data-communications systems, such as transmission media, modulation and demodulation, multiplexing, packet switching, hardware, software, and network operations. Topics included are fiber optics, the Integrated Services Digital Network (ISDN), T-1 and T-3 multiplexers, the open systems interconnection (OSI) model, and integrated voice-data equipment. Methods for determining system requirements as well as approaches to system design are covered in light of current data communications equipment, applications, services, and their future trends. **Prerequisite: None.**
- SOF581 Software Modeling** 4.5 credits
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 credits
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.**
- SOF585 Digital Forensics** 4.5 credits
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.**
- SOF586 Software Engineering for the World Wide Web** 4.5 credits
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: SOF581.**
- SOF587 Secure Software Design** 4.5 credits
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 credits
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: SOF581.**
- SOF589 Mobile Software Engineering** 4.5 credits
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: SOF500, SOF535.**
- SOF590 Software Engineering Capstone I** 4.5 credits
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 term. **Prerequisite: Approval of the advisor.**
- SOF591 Software Engineering Capstone II** 4.5 credits
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 credits
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 credits
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 credits
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 credits
This course addresses current topics in the software engineering field. The exact topic is announced in the term schedule. **Prerequisite: Approval of the advisor.**
- SOF610 Applied Cryptography** 4.5 credits
This course is a comprehensive introduction to modern cryptography that is aimed primarily at those interested in applications. The topics discussed include an introduction to classical cryptography, encryption algorithms, hash functions, and message authentication codes. In the area of public-key cryptography, topics include an overview of specific systems (Diffie-Hellman, RSA, DSA, etc.) and a few advanced protocols. The security of these schemes and the use of public-key techniques for generating digital signatures are described. An emphasis is placed on tools used to secure the Internet and enable secure electronic commerce. **Prerequisite: None.**
- SOF620 Database Security** 4.5 credits
This course focuses upon security threats and issues specific to databases. This comprehensive database security course provides all the information that both Data Base Administrators (DBA) and security professionals need to develop, deploy, and maintain a secure database solution. This vendor neutral course expands the security context of database technologies and examines in detail the exploitation of database vulnerabilities, irrespective of the underlying vendor technology. It exposes the pitfalls of database design, their means of identification, and the methods of exploiting vulnerabilities. **Prerequisite: None.**



SOF630 Advanced Network Security 4.5 credits

This course delivers a comprehensive overview of network security, including general security concepts. Communication security is studied, including remote access, email, the web, directory and file transfer, and wireless data. Common network attacks are introduced. Cryptography basics are incorporated and operational and organizational security is discussed as it relates to physical security, disaster recovery, and business continuity. Computer forensics is introduced. This course involves an intense examination of network security defense techniques and countermeasures with defense fundamentals explained in detail. Topics include network defense techniques such as designing firewall systems and IDS, configuring firewalls, VPNs, Trojan port members, and security related RFCs. **Prerequisite: SOF570.**

SOF640 Secure E-Commerce 4.5 credits

This course covers the theoretical foundations, implementation problems, and research issues of the emerging area of electronic commerce. It discusses technological, conceptual, and methodological aspects of electronic commerce. The course format combines lectures, seminar presentations, and classroom discussions. Cryptography review, cryptographic protocols, secure electronic transactions, public key certificates and infrastructures, authentication and authorization certificates, secure credential services and role-based authorization, mobile code security, security of agent-based systems, electronic payment systems, intellectual property protection, secure time stamping, and notarization. **Prerequisite: None.**

SOF650 Secure Software Verification and Validation 4.5 credits

This course presents theory and practice of software testing. It covers structural testing including such topics as syntax testing, mutation testing, tools for software testing, testing specifications, black-box and white-box testing, code inspections, metrics, usability testing, testing documentation, website testing, security testing, beta testing, quality assurance, and software safety. **Prerequisite: SOF500.**

SOF660 Intrusion Technologies and Defenses 4.5 credits

This course provides an in-depth introduction to the science and art of intrusion detection. The course consists of lectures and a series of interactive research oriented seminars. Topics covered include an overview of intrusions, history and state of the art of intrusion detection, the principles and techniques of intrusion detection, the limitations and open problems of intrusion detection, countermeasures against intrusion detection, case study of representative techniques used in intrusion detection systems, forensics, and virus and worm defense. In addition to the principles and techniques of intrusion detection, the course has substantial hands-on components. **Prerequisite: SOF570.**

SOF670 Authentication Technologies and Standards 4.5 credits

This course provides an overview of the use of authentication for identification with an emphasis on its role in information assurance, technical methodology of authentication, and evaluation of authentication systems. **Prerequisite: SOF570.**

SOF675 Wireless Security 4.5 credits

This course enables an individual to plan, select, and implement the appropriate wireless hardware and deploy the correct security controls to support a typical environment. A focus on radio frequency technologies in a vendor neutral environment, with hands-on laboratories to reinforce concepts, allows participants the broadest exposure to key concepts. The course consists of hands-on learning using the latest enterprise wireless LAN security and auditing equipment. This course addresses in detail the most up-to-date WLAN intrusion and DoS tools and techniques, functionality of the 802.11i amendment to the 802.11 standard, the inner-workings of each EAP type used with wireless LANs today, and every class and type of WLAN security solution available on the market, from wireless intrusion prevention systems to wireless network management systems. **Prerequisite: None.**

SOF680 Operating System Security 4.5 credits

This course provides an in-depth examination of the principles of distributed systems in general and distributed operating systems in particular. Covered topics include processes and threads, concurrent programming, distributed inter-process communication, distributed process scheduling, shared virtual memory, distributed file systems, security in distributed systems, distributed middleware, and applications such as the web and peer-to-peer systems. Some coverage of operating system principles for multiprocessors is also included. A brief overview of advanced topics such as multimedia operating systems, real-time operating systems, and mobile computing is provided, time permitting. **Prerequisite: SOF560.**

SOF685 Computer Forensics 4.5 credits

This course focuses on review of the specific manifestations of cybercrime, including hacking, viruses, and other forms of malicious software. Methods to investigate cybercrime, focuses on requirements for collection and reporting of evidence for possible use in criminal cases. Topics include an overview of the forensic relevance of encryption, the examination of digital evidence for clues, and the most effective way to present evidence and conclusions in a court of law. **Prerequisite: None.**

SOF690 Disaster Recovery and Business Continuity Planning 4.5 credits

This course introduces the fundamental concepts common to disaster prevention and recovery planning methods; the focus is on the development of emergency response plans (ERPs) and disaster recovery plans (DRPs). The practical methods developed in this course include gathering, analyzing, and managing this information. This course enables the students to develop a framework to justify disaster prevention and recovery expenditures based on a prioritized accounting of specific organizational vulnerabilities and risks. The course establishes this concept as part of a broader consequence management (CM) concept, which includes business continuity; business process reconstitution; and ongoing training, testing, and assessment support for these plans. **Prerequisite: None.**

SOF695 Threat and Vulnerability Management 4.5 credits

This course addresses one of the key aspects of information security: threat and vulnerability management. Students are taught a phased approach to information security risk management based on the OCTAVE criteria. Students learn to build asset-based threat profiles, identify infrastructure vulnerabilities, and develop security strategies and plans. At the end of this course, students have the tools necessary to conduct a risk assessment of their organization and implement mitigation strategies. **Prerequisite: None.**

SOF700 Risk Assessment and Management 4.5 credits

This course describes the risk management methodology as a specific process; a theory; or a procedure for determining assets, vulnerabilities, threats, and how security professionals can protect them. This course is targeted towards security professionals who need to learn risk management skills. It goes beyond the physical security realm to encompass all risks to which a company may be exposed. **Prerequisite: None.**

SOF701 Cyber Law and Compliance 4.5 credits

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 credits

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.**



SOF710 Cyber Security Leadership

4.5 credits

This course focuses on leadership and management of security issues that affect organizations. This includes investigation of the human factor, disaster recovery planning, and leading through an attack. **Prerequisite: None.**



POST-GRADUATE AND DOCTORAL POLICIES

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Doctoral-level programs offered at Stratford University have been reviewed for quality and integrity by ACICS; however ACICS does not currently have recognition from the United States Department of Education or the Council of Higher Education Accreditation (CHEA) to accredit programs at the doctoral level. The scope of ACICS's recognition for financial aid purposes extends through the master degree level only.

Post-Graduate and Doctoral Admission

The application process requires the following steps for doctoral 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.
- A TOEFL score of 550 or an equivalent score on an internationally recognized test, if English is not the primary language.
- Submit proof of an earned master's degree in specified field of study:
 - Candidates for the Certificate of Advanced Studies in Business Futures and the Doctor of Business Administration must have an earned master's in business administration, management, or related field(s) that demonstrates exposure to managerial functions; or a master's degree in an unrelated field with significant business/managerial experience.
 - Candidates for the Certificate of Advanced Studies in Enterprise Architecture and the Doctor of Information Technology must have an earned master's in the computing field such as information technology, software engineering, or related fields that demonstrates exposure to information technology.

- Submit official transcripts from all colleges or universities attended. All degrees in a language other than English must be translated for U.S. equivalency for purposes of transcript evaluation.
- Provide GMAT or GRE exam score; this requirement may be waived for an applicant by the Doctoral Programs Steering Committee's Admissions Sub-Committee
- Resume outlining a minimum of five years of significant professional work experience in the related field of study; this requirement may be waived or altered for an applicant by the Doctoral Program Admissions Sub-Committee.
- A 750 word Statement of Purpose indicating the applicant's interest in pursuing the advanced degree and the relationship to their future goals.
- A 750 word research and writing sample; a specific topic is provided for each cohort.
- Two letters of recommendation that demonstrate capability to succeed at doctoral-level studies using the form provided by the University.

International students must adhere to the University's additional admissions requirements for international students, outlined in detail in the University's catalog.

Acceptance requires a student meet the following criteria:

- A 3.0 grade point average on a 4.0 scale for the master's degree in the student's field of study.
- Approval and acceptance by the Doctoral Programs Steering Committee's Admissions Sub-Committee.
- Successful completion of BUS801 Qualitative Research and Academic Writing with a grade of 3.0 or higher.

Transfer Credit

No transfer credit into the program is allowed.

Sources of Credit

Credit can only be achieved by achieving a 2.0 grade in the according doctoral course at Stratford University.



Post-Graduate and Doctoral Graduation Requirements

- Students must complete the required courses in the program of study at the University
- Complete all required classroom modules, externship hours (if applicable), and all program requirements
- Achieve a minimum grade of 2.0 in each course and a cumulative grade point average of 3.0
- Fulfill all degree requirements within five calendar 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. 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 June 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 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.



POST-GRADUATE AND DOCTORAL PROGRAMS

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POST-GRADUATE PROGRAMS

SCHOOL OF BUSINESS ADMINISTRATION

Certificate of Advanced Studies Business Futures

The Certificate of Advanced Studies in Business Futures is designed to prepare leaders from diverse industries and organizations to become specialized business consultants. This program focuses on the best practices in the business functions of consulting as well as in-depth education in business intelligence. Learners specialize in global leadership, strategic foresight, entrepreneurship, or technology leadership.

6 Core courses x 9.0 credits = 54 credit hours
6 Total courses x 9.0 credits = 54 credit hours

This program typically takes 6 terms to complete for students enrolled full-time.

Core Requirements

BUS800..... Financial Intelligence.....	9.0
BUS801..... Qualitative Research and Academic Writing.....	9.0
BUS810..... Leadership and Emotional Intelligence.....	9.0
BUS815..... Organizational Intelligence.....	9.0
BUS820..... Innovative Intelligence and Creativity.....	9.0
BUS840..... Strategic Intelligence.....	9.0
Total Core Requirements: 6 courses	54 credits

Certificate Advanced Business Research

The Certificate of Advanced Business Research is designed to prepare leaders and consultants from diverse industries and organizations to develop innovative business best practices for transforming organizations in today's dynamic environment. This certificate focuses on in-depth education in ethics and cultural intelligence as well as designing and delivering a research project that applies contemporary thought, theories, and practices in the learner's professional field.

1 Core course x 9.0 credit hours = 9 credit hours
 2 Specialization courses x 9.0 credit hours = 18 credit hours
3 Total courses x 9.0 credit hours = 27 credit hours

This program typically takes 3 terms to complete for students enrolled full-time.

Core Requirements

BUS990..... Doctoral Project.....	9.0
Total Core Requirements: 1 course	9 credits

Specialization Requirements (Choose one specialization)

Global Leadership Requirements (Two courses required)

BUS900..... Global Leadership I
BUS901..... Global Leadership II

Strategic Foresight Requirements (Two courses required)

BUS920..... Strategic Foresight I
BUS921..... Strategic Foresight II

Entrepreneurship Requirements (Two courses required)

BUS910..... Entrepreneurship I
BUS911..... Entrepreneurship II

Information Technology Leadership Requirements (Two courses required)

CIS930..... Technology Leadership I
CIS931..... Technology Leadership II

Total Specialization Requirements: 2 courses

18 credits

SCHOOL OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY

Certificate of Advanced Studies Enterprise Architecture

The Certificate of Advanced Studies in Enterprise Architecture is designed to prepare leaders from diverse industries and organizations to become global consultants. This program focuses on the best practices in the business functions of consulting as well as in-depth education in enterprise architecture. Learners specialize in cyber security, big data analytics, entrepreneurship, or technology leadership.

6 Core courses x 9.0 credits = 54 credit hours
6 Total courses x 9.0 credits = 54 credit hours

This program typically takes 6 terms to complete for students enrolled full-time.

Core Requirements

BUS801..... Qualitative Research and Academic Writing.....	9.0
BUS810..... Leadership and Emotional Intelligence.....	9.0
BUS820..... Innovative Intelligence and Creativity.....	9.0
CIS800..... Enterprise Systems Architecture.....	9.0
CIS825..... Enterprise Data Architecture.....	9.0
CIS835..... Cloud and Virtualization Architecture.....	9.0
Total Core Requirements: 6 courses	54 credits



Certificate

Advanced Technology Research

The Certificate of Advanced Technology Research is designed to prepare leaders and consultants from diverse industries and organizations to develop technology best practices for transforming organizations in today's dynamic environment. This certificate focuses on in-depth education in ethics and cultural intelligence as well as designing and delivering a practical, research project.

- 1 Core course x 9.0 credit hours = 9 credit hours
- 2 Specialization courses x 9.0 credit hours = 18 credit hours
- 3 Total courses x 9.0 credit hours = 27 credit hours**

This program typically takes 3 terms to complete for students enrolled full-time.

Core Requirements

BUS990.....Doctoral Project	9.0
Total Core Requirements: 1 course	9 credits

Specialization Requirements (Choose one specialization)

Big Data Analytics Requirements (Two courses required)

CIS900.....Data Warehousing and Data Mining	
CIS901.....Big Data Analysis	

Cyber Security Requirements (Two courses required)

CIS920.....Offensive Cyber Security	
CIS921.....Defensive Cyber Security	

Entrepreneurship Requirements (Two courses required)

BUS910.....Entrepreneurship I	
BUS911.....Entrepreneurship II	

Information Technology Leadership Requirements (Two courses required)

CIS930.....Technology Leadership I	
CIS931.....Technology Leadership II	
Total Specialization Requirements: 2 courses	18 credits

DOCTORAL PROGRAMS

**SCHOOL OF BUSINESS
ADMINISTRATION**

Doctor

Business Administration

"Business Leadership in the Age of Intelligence"

The mission of the Doctor of Business Administration program is the development of business leaders from diverse industries and organizational environments characterized by chaos, complexity and constant change. This program addresses the most contemporary thinking on business issues from multiple disciplines. The program prepares current and future business leaders for navigating the evolving intelligence terrain necessary to lead enterprises to greater heights of value creation for customers, employees, shareholders, and the global community.

- 7 core courses x 9.0 credits hours = 63 credit hours
- 2 specialization courses x 9.0 credit hours = 18 credit hours
- 9 total courses x 9.0 credit hours = 81 credit hours**

This program typically takes 15 terms to complete for students enrolled full-time.

Core Requirements

BUS800.....Financial Intelligence.....	9.0
BUS801.....Qualitative Research and Academic Writing	9.0
BUS810.....Leadership and Emotional Intelligence	9.0
BUS815.....Organizational Intelligence.....	9.0
BUS820.....Innovative Intelligence and Creativity.....	9.0
BUS840.....Strategic Intelligence	9.0
BUS990.....Doctoral Project	9.0
Total Core Requirements: 7 courses	63 credits

Specialization Requirements (Choose one specialization)

Global Leadership Requirements (Two courses required)

BUS900.....Global Leadership I	
BUS911.....Global Leadership II	

Strategic Foresight Requirements (Two courses required)

BUS920.....Strategic Foresight I	
BUS921.....Strategic Foresight II	

Entrepreneurship Requirements (Two courses required)

BUS910.....Entrepreneurship I	
BUS911.....Entrepreneurship II	

Information Technology Leadership Requirements (Two courses required)

CIS930.....Technology Leadership I	
CIS931.....Technology Leadership II	
Total Specialization Requirements: 2 courses	18 credits



SCHOOL OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY

Doctor Information Technology

“Information Technology Leadership in the Age of Innovation”

The mission of the Doctor of Information Technology program is the development of information technology leaders of diverse industries and organizations to be capable of leading enterprises in environments characterized by chaos, technological complexity, and constant change. This program addresses the most contemporary thinking on information technology issues of multiple disciplines and prepares future information technology leaders to avail of this evolving intelligence to lead enterprises to greater heights of value creation for customers, employees, vendors, shareholders, and the global community.

7 core courses x 9.0 credits hours = 63 credit hours
 2 specialization courses x 9.0 credit hours = 18 credit hours
9 total courses x 9.0 credit hours = 81 credit hours

This program typically takes 15 terms to complete for students enrolled full-time.

Core Requirements

BUS801.....Qualitative Research and Academic Writing.....	9.0
BUS810.....Leadership and Emotional Intelligence.....	9.0
BUS820.....Innovative Intelligence and Creativity.....	9.0
BUS990.....Doctoral Project.....	9.0
CIS800.....Enterprise Systems Architecture.....	9.0
CIS825.....Enterprise Data Architecture.....	9.0
CIS835.....Cloud and Virtualization Architecture.....	9.0
Total Core Requirements: 7 courses	63 credits

Specialization Requirements (Choose one specialization)

Big Data Analytics Requirements (Two courses required)

CIS900.....Data Warehousing and Data Mining
CIS901.....Big Data Analysis

Cyber Security Requirements (Two courses required)

CIS920.....Offensive Cyber Security
CIS921.....Defensive Cyber Security

Entrepreneurship Requirements (Two courses required)

BUS910.....Entrepreneurship I
BUS911.....Entrepreneurship II

Information Technology Leadership Requirements (Two courses required)

CIS930.....Technology Leadership I	
CIS931.....Technology Leadership II	
Total Specialization Requirements: 2 courses	18 credits

DOCTORAL COURSE DESCRIPTIONS

Doctoral Course Prefix Designations

BUS	Business Administration
CIS	Computer Information Systems

Doctoral courses have numbers 800 and above. Consult with a doctoral program advisor prior to enrollment to ensure course selections meet program requirements and satisfy all prerequisites

BUS800 Financial Intelligence 9.0 credits

This course provides the students with the basic understanding of financial and business economic concepts. The course emphasizes the value of the organization's financial statements, and the resultant analysis critical to assessing business performance. The student also addresses the theoretical foundation of value creation and focus on identifying critical financial metrics used by today's managers and executives to make strategic decisions necessary to maximize organizational value. **Prerequisite: None.**

BUS801 Qualitative Research and Academic Writing 9.0 credits

This course explores the multiple dimensions of qualitative research with emphasis on case study design and phenomenological approaches to research inquiry. The course content addresses both the theoretical and practical dimensions of conducting qualitative research. In addition, students make the connections between research design and scholarly writing. Case study analyses serves as one of numerous forms of social science research. Students are able to distinguish and evaluate research scenarios that are aligned to case study methodologies and conduct real world phenomenon investigations that meet the rigorous protocol of scholarly inquiry. **Prerequisite: None.**

BUS810 Leadership and Emotional Intelligence 9.0 credits

This course provides students with the opportunity to develop their understanding of what today's leaders need to achieve optimal success. The content and exercises in this course enables students to develop the skills necessary to lead and achieve maximum satisfaction in both their professional and personal lives. The course focuses on developing the student's emotional intelligence (EI) skills and competencies to enable them to achieve excellence in developing ideal, total leadership. **Prerequisite: None.**

BUS815 Organizational Intelligence 9.0 credits

Since structure follows strategy, this course builds on BUS840 to examine various forms of organizational structure and how these forms allow certain strategies to be more or less successful relative to the organization's external environment. Students explore organizational systems including components, processes and interactions, as well as technology and its role as a help or substitute for leadership. This course teaches how leaders and followers can work together to create configurations of strategy, structure technology, and leadership styles that have the greatest likelihood of success in accomplishing the organization's goals while transforming the people of the organization, both followers and outside constituents, to higher levels of satisfaction and performance. **Prerequisite: BUS840.**

BUS820 Innovative Intelligence and Creativity 9.0 credits

This course is an introduction to the modern practice of creative thinking, idea generation, and innovation in all areas of business and professional environments. The student gains knowledge of the creative process and use it to solve problems or capitalize on opportunities in any area of study, professional endeavor, or personal life. In addition to learning the conceptual aspects of creative theories and techniques the student also practices these techniques in a series of creativity and innovation challenges. **Prerequisite: None.**



BUS840 Strategic Intelligence 9.0 credits

In this course, students take the base of knowledge and understanding about business models, people, and business leadership and begin to build comprehension of strategic thinking as it relates to design, planning, and implementation of strategies and tactics meant to accomplish the organization's goals and objectives. Students will examine different schools of strategic planning and learn when and where each school is effective. The course also challenges students to respond to and influence change with a spirit of exploration, learning, openness, and mutual support and encouragement. Lastly, students improve their critical thinking and writing skills as they examine the schools of strategic planning and how strategy shapes organizational design. **Prerequisite: None.**

BUS900 Global Leadership I 9.0 credits

Today's businesses are exposed to a number of international risks due to the cross-border operations. Therefore, it is becoming increasingly important for the managers to be aware of international financial operations in order to stay competitive in the global market. This is an advanced level course on international financial management, viewed primarily from a managerial perspective of doing business overseas. The course incorporates advanced case studies/research papers on topics such as exchange rates, currency markets, currency risks and hedging decisions, international capital markets, and international corporate finance. **Prerequisite: None.**

BUS901 Global Leadership II 9.0 credits

This course focuses on the non-monetary aspects of the global economy. It provides tools, in the form of theory as well as empirical events in international economics, to elicit and comprehend the challenges and complexity of international trade and multinational corporations' competition. This course focuses on developing a student's understanding of advanced topics in international economics. Course subjects include economics and globalization, international development, global competition, comparative advantage, outsourcing, and foreign direct investment. **Prerequisite: None.**

BUS910 Entrepreneurship I 9.0 credits

The focus of this course is on the theoretical and practical implications of the planning, strategic formulation and implementation of venture management best practices. Effective decision making practices are critically evaluated and reviewed. This course takes an international view of venture management and leadership in a globalized and borderless world economy. **Prerequisite: None.**

BUS911 Entrepreneurship II 9.0 credits

The focus on this course is on the benefits, advantages, and risks associated with the global entrepreneurial process. Best practices associated with various forms of global entries are discussed and evaluated. Special focus are given to exporting, importing, licensing agreements, international franchising, foreign indirect investment, and the establishment of wholly-owned entrepreneurial subsidiaries overseas. **Prerequisite: None.**

BUS920 Strategic Foresight I 9.0 credits

With the business environment being characterized today as chaotic, complex, conflict-ridden, and constantly changing, organizations face a myriad of issues that traditional planning is unable to tackle. This course focuses on the need for business leaders to cultivate a "mental model" of their external environment and core competencies five to ten years out into the future. The student is introduced to strategic foresight tools to aid in this process. This course also examines future consumer, organizational, and societal trends and asks how strategic thinking can help align the organizational vision. **Prerequisite: None.**

BUS921 Strategic Foresight II 9.0 credits

In this course, the student investigates how the 21st century world is a dynamic arrangement of interconnected parts, and how developing countries of the global South fare within the global economy. Students examine baseline forecasts and use computer models to generate alternative scenarios in demographic, environmental, economic, and socio-political domains. Students gain practical experience in using system dynamics to help global change organizations in their policy-making process. **Prerequisite: None.**

BUS990 Doctoral Project 9.0 credits

In this course, students apply their knowledge and skills to initiate a doctoral project. In consultation and approval of the program director, the student designs, conducts research, and creates a project on a topic related to their field of study. Students apply the most contemporary theories, tools, techniques, and innovative approaches to address real-world business problems. **Prerequisite: Approval of the advisor.**

CIS800 Enterprise Systems Architecture 9.0 credits

The course addresses fundamentals of how Enterprise Systems Architecture (ESA) serves to integrate strategic, business, and technology planning and documentation methods, which supports enterprise-wide information technology resource development and governance in the context of business requirements. This course examines how enterprise architectures combine business elements (strategic directions and business drivers, information technology elements, standards, technology capabilities, and trends) to provide a blueprint that both enables and constrains technology management decisions by combining business elements (such as strategic directions and business drivers) with information technology elements (such as standards, technology capabilities and trends). **Prerequisite: None.**

CIS825 Enterprise Data Architecture 9.0 credits

This course addresses the principles underlying data science and architecture, how data evolves with organizations, and the challenges organizations face in structuring and managing their data. It also discusses proven methods and technologies to solve the complex issues dealing with data. The data modeling and data model management, data quality, data governance, enterprise information management, database design, data warehousing, and warehouse design are also discussed. **Prerequisite: None.**

CIS835 Cloud and Virtualization Architecture 9.0 credits

This course addresses the foundations of cloud computing for making cloud computing decisions for solving critical business problems in today's highly competitive environment. Topics include private, public, and hybrid clouds; SAAS; IAAS; and PAAS. **Prerequisite: None.**

CIS900 Data Warehousing and Data Mining 9.0 credits

This course addresses the advanced concepts, techniques, and applications of data warehousing and data mining. Topics covered in this course include: dimensional modeling, extraction-transformation-loading (ETL), online analytical processing (OLAP), data mining, decision tree, association mining, and clustering. Through relevant group projects and hands-on activities students learn the practical applications of data warehousing, data mining, and the job of a big data specialist. **Prerequisite: None.**

CIS901 Big Data Analysis 9.0 credits

This course addresses the big data analytics application of advanced analytic techniques to very big data sets. Big data is explained as an enterprise asset and organizational and analytics tools; techniques, platforms are explored. Through relevant group projects and hands-on activities students learn the big data diverse sources, platforms, and data types. **Prerequisite: None.**



CIS920 Offensive Cyber Security 9.0 credits

This course addresses the offensive security processes, tools, and technologies in ethical hacking, software design, and penetration testing. The focus is to teach students how to think like a hacker and cyber security professional.

Prerequisite: None.

CIS921 Defensive Cyber Security 9.0 credits

This course addresses the defensive security processes, tools, and technologies in software, hardware, and network architecture with a focus on defense in depth. The focus is to teach students how to think like a cyber security professional to protect their computers, software, hardware, and network infrastructures. **Prerequisite: None.**

CIS930 Information Technology Leadership I 9.0 credits

This course addresses the disruptive power of digital technology from the rise of globalization, social networking, internet of things, big data, cloud, virtualization, and wearable devices to the shifting role of today's IT leaders focused on digital-based business innovation and transformation. **Prerequisite: None.**

CIS931 Information Technology Leadership II 9.0 credits

This course addresses the role of IT leaders in digital-based IT strategy in business and how IT is a strategic asset that drives customer loyalty and value. IT leaders develop a digital focused strategy for an organization. **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.

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.

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.

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.



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.

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.

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 ini-

tial 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).

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

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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.

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

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/MHECStudent-ComplaintProcess.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
<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.

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 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

** 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 built into iPad models supported by Stratford University.



PC	Apple	Apple iPad	Microsoft Surface Pro	Android Tablet ††
Processor				
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
Model				
		Apple iPad Air 1st Generation or Newer	Microsoft Surface Pro 2 or greater	Varies by manufacturer
Operating System				
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
Software Requirements				
Microsoft Office 2010 (or greater) or Office 365**	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
RAM				
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	1280x800 or greater
Additional Requirements				
DVD Optical Drive (internal or external)		Protective Cover with Integrated Keyboard (highly recommended)	Webcam/microphone (built-in or external) †††	
Webcam/microphone (built-in or external) †††				
RJ-45 Ethernet Port and/or Wi-Fi Adapter		Webcam/microphone (built-in or external) †††		
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.				



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