STRATFORD UNIVERSITY LOCATIONS

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

BALTIMORE CAMPUS
210 S. Central Avenue
Baltimore, MD 21202
(410) 752-4710
(800) 624-9926 toll free

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

GLEN ALLEN CAMPUS
1104 West Broad Street
Glen Allen, VA 23060
(804) 290-4231
(877) 373-3173 toll free

NEW YORK CAMPUS
555 South Independence Boulevard
Virginia Beach, VA 23452
(703) 497-4466
(866) 528-8363 toll free

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

NEW DELHI CAMPUS
Plot No. 01B Sector 126
Noida, Utter Pradesh, India
+91-120-4064000

REVIEWED OCTOBER 2018

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 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.

Richard R. Shurtz, II. PhD
President
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General Information

Mission

Stratford University is a private institution of higher learning with a diverse student body that includes 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 that:

- 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 maximize the personal and academic growth of students while providing relevant skills and knowledge leading to satisfying careers. 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 individualized assistance.

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

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. This institution is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency. The Virginia and the District of Columbia Rehabilitation Services approve many 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.
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), 655 K Street, NW, Suite 750, Washington, DC 20001, (202) 887-6791.

The Accrediting Bureau of Health Education Schools (ABHES) accredits the Associate of Applied Science in Medical Assisting program at some of the Virginia campuses. ABHES is recognized by the United States Secretary of Education for the accreditation of private, postsecondary institutions in the United States. ABHES is located at 7777 Leesburg Pike, Suite 314N, Falls Church, VA 22043, (703) 917-9503, www.abhes.org.

The American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC) accredits the Associate of Applied Science in Advanced Culinary Arts and the Associate of Applied Science in Baking and Pastry Arts programs at some of campuses. ACFEFAC is located at 180 Center Place Way, St. Augustine, FL 32095, (904) 824-4468, www.acfchefs.org.

As a result of ACICS Council action on April 4, 2017, the Stratford University doctoral programs have been placed on permanent moratorium. ACICS will no longer accept applications for any of its accredited institutions to offer doctoral programs. Therefore, Stratford University’s existing doctoral programs will be taught out by December 31, 2019. This includes Stratford University’s certificate programs which will no longer issue any academic credit towards existing doctoral programs or any other programs. Current Stratford students with questions or concerns are invited to contact compliance@stratford.edu.

State Authorization

On October 17, 2014, the Southern Regional Education Board (SREB) approved Virginia as a member state to participate in National Council for State Authorization Reciprocity Agreements (NC-SARA), and on February 25, 2015, Stratford University became an institutional participant in the NC-SARA initiative. With this membership, Stratford University programs were automatically available to students who reside in the 49 participating states and Washington, D.C. Only California has not yet joined the NC-SARA initiative. Therefore, students located in SARA states are authorized to enroll in any online or face-to-face Stratford University programs and courses.

California: In July 2017, the Bureau began requiring for-profit institutions, regardless of physical presence, to register with the BPPE and collect Student Tuition Recovery Fund (STRF) assessments from students. Stratford University completed registration with the CA BPPE on April 23, 2018 and is approved to offer distance education programs to CA residents.

The following disclosure is required per the California Bureau of Private Postsecondary Education:

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF,
or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a
written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.


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.

Collegiate Memberships and Affiliations

For a current listing of Stratford University’s memberships and professional affiliations, please visit: www.stratford.edu/about/accreditation.

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

University Administration

Dr. Richard R. Shurtz, II
President,

Jim Killan
Chief Executive Officer

Mary Ann Shurtz
Executive Vice President

Natasha Walker University Controller

Feroze Khan
Vice President, International Development

Dr. David Brand
Provost
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:

Daniel Woodley, Chairman of the Board,
Craig Quigley, Vice Chairman of the Board
Richard R. Shurtz, II, PhD - Secretary to the Board
Richard Anderson
Veer V. Bhartiya
Gerald L. Gordon, PhD
Michael Hillyard, DPA
Tariq Khan
Ed Meehan
Frank Turnage, EdD (Emeritus)
Mary Ann Shurtz

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.

Campus Descriptions

Alexandria Campus

Campus President
Dr. Angela Esedebe
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, and computer labs, a spacious learning resource center, student break areas, private student guidance and advising rooms, faculty offices, and a modern administrative workspace. The campus has ample lighted, covered parking in the adjacent parking garage.

Falls Church Campus

Campus President
Dr. Roblyn Lewter
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 parking lot surrounding the building is free and available during campus hours.

Glen Allen Campus

Campus President
Dr. Dutchie Reid
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, 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. The Glen Allen campus has 22 classrooms, offering fine dining in the Lucien Olivier Dining Room.

Newport News Campus

Campus President
Dr. Karen Sturtevant
836 J. Clyde Morris Boulevard
Newport News, VA 23601
(757) 873-4235
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, large auditorium, computer labs, student break areas, private student advising rooms, faculty offices, and a modern administrative work space. The campus has ample lighted parking for students and visitors. The Newport News campus has 19 classrooms.

Virginia Beach Campus

Campus President
Dr. Karen Sturtevant
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, 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. The Virginia Beach campus has 19 classrooms. The parking lot surrounding the building is free and available during campus hours.

Woodbridge Campus

Campus President
Dr. Dutchie Reid
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, computer labs, a learning resource center, private student advising rooms, and student break areas. The campus has ample lighted parking for students and visitors. The Woodbridge campus has 19 classrooms, offering fine dining in the Carême Dining Room.

Academic Calendars

2018

Term 1

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Holidays
01/15/2018, MLK Day University closed
02/19/2018, President’s Day No classes; offices open

Term 2
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Holidays
05/28/2018, Memorial Day University closed
07/04/2018, Independence Day University closed

Term 4
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Holidays
09/03/2018, Labor Day University closed

Term 5
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<tr>
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<td>10/15/2018 10/21/2018</td>
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Holidays
11/22/2018 11/23/2018, Thanksgiving University closed
12/24/2018 01/06/2019, Winter Break No classes; offices open

2019

Term 1
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<td>02/11/2019 02/13/2019</td>
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</tbody>
</table>
C 01/07/2019 03/17/2019 01/07/2019 01/13/2019

Holidays
01/21/2019, MLK Day University closed
02/18/2019, President’s Day No classes; offices open

Term 2

<table>
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<td>03/18/2019 03/24/2019</td>
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Term 3

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Holidays
05/27/2019, Memorial Day University closed
07/04/2019, Independence Day University closed
7/5/2019, University closed

Term 4

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Holidays
09/02/2019, Labor Day University closed

Term 5

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<tr>
<td>C 10/14/2019</td>
<td>12/22/2019</td>
<td>10/14/2019 10/20/2019</td>
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</tbody>
</table>

Holidays
11/11.2019, Veterans’ Day – No classes, offices open
11/28/2019 11/29/2019, Thanksgiving University closed
12/24/2019 01/05/2020, Winter Break No classes; offices open

Academic Policies

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. Maximum class sizes for lecture classes is 25 students per instructor and 20 students per instructor for lab classes.

**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. Courses are either offered in a full ten-week session (C session) or two five-week sessions (A and B sessions) with each course typically equaling 4.5 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. Certificates are six courses which equal 27 credit hours. Certificate programs do not require any arts and sciences requirements; however, prerequisites may be required based on the subject and student academic history. Diplomas are between twelve and fourteen courses equaling 54 to 63 credit hours. Prerequisites for diploma programs may be required based on the subject and a student’s academic history. Diplomas are generally finished within 12
months or under two academic years. Associate’s degrees consist of twenty courses totaling 90 credit hours. Five arts and sciences courses totaling 22.5 credit hours are required. An associate’s degree takes 15 months or two academic years to complete. Bachelor’s degrees require forty courses or 180 credit hours and twelve arts and sciences courses totaling 54 credit hours. It normally takes 30 months or four academic years to complete a bachelor’s degree. Master’s degrees require twelve courses totaling 54 credit hours. Depending on program content, concentration, or specialization, students may be required to complete a lab or capstone course, externship experience, 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. 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 as well as 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 requirement for completion of 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.

Re-Admitted Students

Students returning to the University after five or more terms of non-enrollment are considered re-admitted students. (A student on standard term of non-attendance (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. 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; however, an official transcript must be submitted to Stratford University within 30 days to be eligible for transfer credit.

Mode of Delivery

Stratford University courses are delivered in three formats: hybrid education, distance education, and externships/clinicals. 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. In all courses, students 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, have discussions with their peers, and interact in their learning environment.

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.

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. Although students are welcome to enroll in any online course that is available at their campus, courses may be administered by a campus other than the student’s identified campus location. Students interested in taking online courses should speak with their academic advisor for details and registration procedures.

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 user name 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 user name and password are e-mailed to students when they enroll for their first term. The e-mail is sent to the e-mail 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.

Acceptance

Notification of Acceptance

Stratford University issues decision letters to students after they have completed their application process and provided the appropriate documentation granting them acceptance 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 required documentation is not allowed to register for subsequent terms. Reasons for conditional acceptance may include, but are not limited to: waiting for official college or high school transcripts, or completing placement tests. The Director of Admissions awards conditional acceptances at their discretion. 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 successfully complete an English and mathematics course 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 the 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.

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. Refer to Academic Calendar for specific Add/Drop dates. Prior to and during the Add/Drop Period, students may drop from a course without incurring any financial penalty. If a course is dropped during the Add/Drop Period, all records related to that course are removed from the student’s academic and financial records and all tuition and/ or fees are refunded for the course. Courses dropped during the designated Add/Drop Period are not evaluated in SAP. 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.

Changing Programs

A program change occurs when a student moves from program to program within the same academic level
without graduating; for instance from one associate program to another. 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 (i.e. enroll into three programs which include returning to a previous program without graduating). 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

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. Students should speak with their academic advisor, obtain a program upgrade form, have any previous transcripts reevaluated prior to registering for courses. In cases where a student downgrades from a higher-level to lower-level program, the same process is followed.

Changing Campuses

For the first term of study, students are assigned a campus at enrollment. Students may choose which campus they prefer based on personal preference. Students receive student services from all departments at their assigned campus including student accounts, registration, and academic advising. The assigned campus houses student documents. A student who wishes 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 has been approved by the receiving campus, students receive all student services at their new campus and all of the student documents are sent to the appropriate offices at the new campus.

Course Substitution Policy

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

Course Repetition

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

Course Auditing

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

Independent Study Courses

Students in good standing who are unable to take a course specifically required to complete their degree and graduate on time may earn academic credit by taking an independent study course. Independent study courses may not be taken in a term when the course is offered on the schedule. When the above necessity exists, a student should request an independent study from his/her academic advisor, who contacts the program lead for instructor availability and authorization. If verified that the course needed is unavailable and no other option exists, the student completes the Independent Study Contract and submits the contract to the program lead. An official form for such contracts is required and available on each campus. The faculty member facilitating the independent study adjusts the corresponding course syllabus for the independent study and provides it to the student at the beginning of the term. The content of an independent study course must significantly duplicate material offered in a regularly scheduled course.

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 www.stratford.edu/about/articulation-agreements. Each agreement outlines detailed requirements including the participating campus(es), programs and courses included, and the time frame of the agreement. The specifics of the agreements can be discussed with the designated program representative at the campus.

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.

Students who have a circumstance for which they must be absent, arrive late, or leave class early are responsible for obtaining 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 by Student Support Services and the registrar 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 president, student accounts, registrar, and student support who notifies the student. 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 president 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 published in the refunds section of this catalog, except when a student does not return after a term of STNA.

Student-Initiated-Withdrawal

Pre-Start Cancel: A new student who intends to withdraw prior to the first day of the term will be considered a “Pre-Start Cancel” and not reflect in any institutionally registered measurement.

Cancel: A student attending for the first time who intends to withdraw from the University during the first term he/she is registered should submit a cancellation form to the Director of Admissions. Students who withdraw from the University during their first term on or after the day of the term start, and up to the start
of the fourth week for A and B session courses or the ninth week for C session courses will be considered a “cancel”. A student may only “cancel” once regardless of how long between terms of enrollment, degrees, or levels. Readmit students are not eligible for a cancellation. Cancellations and withdraws of international students is decided by the International Student Office. For “cancel” students, 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 any classes is cancelled; non-attendance constitutes student-initiation. 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 in the second week of the A session, and end of second week of the 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. The last date of attendance is the last recorded date of attendance. Refunds are based on the refund policy published in this catalog.

A student may petition withdraw from a course at any time based on medical need, family emergency, a death in the immediate family, or other significant circumstance resulting in unforeseen hardship for the student. Petitions will be reviewed by academic advisors, who, with the student’s permission, will consult with medical personnel where appropriate. Consultation with faculty members, the student’s advisor, and/or others will be part of the decision process. Petitions will be considered for approval by the Campus President.

**Administrative Withdrawal/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 for the term.

**University-Initiated**

**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 of a C session course, or two consecutive meetings of an A or B session course, which are not the first course meetings is automatically withdrawn. Lab and lecture are considered course meetings. This may be for one or all courses for which the student is registered.

For C session courses, if the three consecutive absences occur at or before the end of seventh week the student receives a W grade. If any or all of the absences occur after these dates, the student will not be withdrawn from the class and a grade is awarded based on student achievement.
For A and B sessions, if the two consecutive absences occur at or before the fourth week, the student receives a W grade. If any or all of the absences occur after these dates, the student will not be withdrawn from the class and a grade is 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 the catalog.

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

**Military Withdrawal**

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

**Re-Entry after Withdrawal**

Students who have been withdrawn from all courses or the University entirely must complete a re-entry form prior to registering for a subsequent term. Re-entry students are those who have been away from the University less than one year based on the Last Date of Attendance (LDA); this includes students who are reentering after a successful appeal to a withdrawal. A student on STNA is considered to be enrolled. Students who enroll into the same program enter into their original catalog year unless a program change or program upgrade is requested by the student. This form is available from the student’s program department or the Office of the Registrar.

**Grading Policies**

**Incomplete Grades**

A grade of incomplete (I) is issued as a place holder when a student has enrolled in a course but is unable to finish the course assigned. Students may request a grade of incomplete (I) from their instructor as long as they have been active in the course, unless extenuating circumstances can be demonstrated. Requests to instructors must be made on or before the last day of the course. Students must complete a request for incomplete form available through the Office of the Registrar or program department and submit it to the instructor for approval. If approved, the instructor will inform the student of the required work and deadline; the designated department representative, and the Office of the Registrar will also be notified of
the request for an incomplete grade. A student is required to make up any incomplete course work within five weeks of the conclusion of the course. If the instructor denies the request, the student may appeal to the campus president. 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 or a new grade is not assigned, the grade of incomplete 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. Withdrawal courses may affect federal student aid or registration eligibility for the next term.

Grade Appeal

In the event a student wishes to challenge or dispute a grade, 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 satisfactory resolution is not reached, 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 president 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 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 environment, 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 is not 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 approved by the campus president. 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 president. 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

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

Falsification

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

First Violation

A faculty member who believes a violation has occurred must contact the designated department representative to determine whether a prior violation was committed by the student. If the alleged violation of the Honor Code is a first violation, it may be resolved through a faculty-student joint conference or by requesting an Academic Integrity Review to determine the accuracy of the allegations and assign appropriate penalties, if warranted. The joint conference is to be held at a time acceptable to both parties. The faculty member informs the student of the details of the suspected violation and the reasons for believing it has occurred. The faculty member is under no obligation to disclose third-party individuals at this time. The minimum penalty for a first violation may be failure of the assignment and the maximum is failure of the course. The faculty works alongside the student to make this a learning opportunity. The student learns why their work is considered plagiarized and how to tie to other work or paraphrase. The assignment is returned, retaken, or a zero is given on the assignment. The faculty denotes the incident in the student’s record. The minimum penalty for a first violation may be failure of the assignment and required completion of antiplagiarism training.

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 president 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 president, who is the only individual that may recommend alternative actions. A second issue with plagiarism results in a more in depth learning session held with the faculty, student, and campus librarian. Students may be required to repeat the online modules on avoiding plagiarism and APA.

Third Violation

The campus president and designated program representative are notified and the offense is noted in the student’s record. 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.

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 President**

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 president. If the alleged violation is a second violation, an Academic Integrity Review must be held. The campus president 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 president 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 last date of attendance marks the start of the non-enrolled period. A student who is not enrolled for five terms or more must follow the re-admitting process in the Academic Policies section of this catalog. Students may take one term of STNA per academic year when enrolled for the entire 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 the Student and Exchange Visitor Program (SEVP) 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 president.

**Unbound Program**

The Unbound Program, a bring your own device (BYOD) program, requires all students taking specific courses to bring an approved device to class. The purpose for bringing the device to class is to enrich education by broadening and enhancing the quality of the academic experience and to increase the integration of technology into the classroom. If a student does not own an approved device, they can purchase an approved device from Stratford University using Title IV or a payment plan. The approved devices and fee amounts can be found in the catalog addendum.

**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. The e-book platform is VitalSource and the books are distributed through EDMAP.

**Requesting Transcripts and Enrollment Verification**

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

**Transfer of Stratford Credits**

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

**Tuition, Fees, and Financial Aid**

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.
programs which are designed to assist accepted or currently enrolled students, but whose financial resources are inadequate to meet the full cost of their education.

The majority of financial assistance is provided by the federal government in the form of 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 student 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.

Payment Options

Federal student aid includes Title IV funding, loans and grants, and other programs. In order to qualify for any form of federal student aid, a 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 Direct Loan: 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 Direct Loan: 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.

**Tuition and Fees**

Tuition and fees are based on the educational level and type of the student’s program. Tuition is charged on a term-by-term basis. Students have no financial obligation beyond the term for which they are currently enrolled. A student may not register for an 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 including a student identification 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. 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. Students may supplement their kit with personal equipment or tools.

Transfer Culinary Kit

A Stratford University student who either graduated from or transfers programs in the School of Hospitality and Culinary Arts 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.

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.

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.

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.

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 ATI 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 preparation and testing fee covers the cost of all the ATI tests students take throughout the program. This does not cover the cost of taking the NCLEX at the conclusion of the program. The fee amount 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.

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 SEVP record is transferred to
terminated status. Transfer requests submitted during or after 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 eight of any academic term. Failure to do so may result in a late charge of one term’s tuition. Failure to do so may result in late fee charge of one term’s tuition.

Federal Student Aid

Federal Student Aid

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 completing 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 repack 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:

Percent of Earned Aid = Day of the term the student withdrew divided by 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:

Aid to be Returned = Amount of federal aid dispersed minus the 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
- Consolitating 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.

Veterans Services Benefits

Stratford University programs are 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 221990 or VA-Form 22-1995.

Stratford University has agreed to participate in the Yellow Ribbon Program under the Post 9/11 GI Bill and provides an unlimited matching contribution as a Direct Grant toward the unmet established charges. (*The Bachelor of Science in Nursing program is not unlimited; it is $2,000.00 of matching funds.) 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 ¾ 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 programs are approved for VA Vocational Rehabilitation and Employment Benefits, Chapter 31. Eligible students should contact their local VA Vocational Rehabilitation Office to determine their eligibility, complete 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. (*The Bachelor of Science in Nursing program is not eligible for the tuition assistance discount) 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 the career life-cycle, 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. Students planning to use employer reimbursement must notify the Office of Student Accounts for proper processing.

**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.

**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.

**Private Financing**

Private financing is available for credit-worthy individuals from Sallie Mae. 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 quarter. If a new student decides not to enroll or withdraws, within the first term of instruction, the University refunds 100% of all tuition and fees charged. If a continuing student withdraws during the Add/Drop Period, the University refunds 100% of the tuition and fee charges, except the non-refundable application fee. If a continuing student withdraws after the Add/Drop Period, the University follows the Code of Virginia Regulations as stated 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.

Maryland State Refund Policy

The University obligates students to tuition and fees by the academic term. Within seven calendar days of signing the Enrollment Agreement, if the student decides not to enroll or withdraws, regardless of whether it is before or after the first day of instruction, the University refunds 100% of all tuition and fees charged, except for the non-refundable application fee. 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 a student withdraws after the seven-day cancellation period and the first day of instruction, refunds are based on all tuition; fees; and charges for materials, supplies, or book. If the student withdraws after the Add/Drop Period, the University follows the Code of Maryland Regulations as stated below:

<table>
<thead>
<tr>
<th>Proportion Taught by Withdrawal Date</th>
<th>Tuition Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 10%</td>
<td>90% refund</td>
</tr>
<tr>
<td>10% up to, but not including 20%</td>
<td>80% refund</td>
</tr>
<tr>
<td>20% up to, but not including 30%</td>
<td>60% refund</td>
</tr>
<tr>
<td>30% up to, but not including 40%</td>
<td>40% refund</td>
</tr>
<tr>
<td>40% up to 50%</td>
<td>20% refund</td>
</tr>
<tr>
<td>More than 50%</td>
<td>No refund</td>
</tr>
</tbody>
</table>
Scholarship Programs

Disclosure:
Recipients of any one Stratford University Institutional tuition reduction in the form of an institution grant, discount, scholarship or other award cannot participate in any other Stratford University Institutional tuition reduction. Students can only participate in one Stratford University Institutional tuition reduction. The granting of an institutional tuition reduction has no impact on an applicant admissions decision to Stratford University as all applicants for these awards must meet the University’s degree specific eligibility requirements and be admitted to a degree-seeking program at Stratford University. Employees of Stratford University and their immediate families are ineligible to participate in these award programs. Full details of terms and condition are available at https://www.stratford.edu/services/first-scholarships

Alumni Advantage Award:
The Stratford University Alumni Advantage Award is a 15% reduction in tuition ONLY offered to students who graduated from a degree seeking program at of Stratford University and are returning to begin another degree seeking program. Student must submit the Alumni Advantage Award application before the published first day of classes in the quarter for which they would like the Alumni Advantage Award to be applicable and prior to commencing the new degree program. This award has no cash value and can only be used for payment of tuition and will be applied to each classes completed at Stratford University as part of the degree program. This discount is not applicable to any fees applicable to the program or any other fees posted to the account. Once approved for participation, student must remain continuously enrolled through the duration of their degree program. If student withdraw from their degree program before graduating, student becomes ineligible for using 15% tuition reduction if student resumes active enrollment subsequent to withdrawal. To remain eligible, award recipient must participate in a University approved community service activity and financial counselling activity within the first term of enrollment and within the first term after every academic year. Full detailed terms and conditions are available at https://www.stratford.edu/services/first-scholarships. Applications can be submitted at: https://stratfordedu.formstack.com/forms/2018_alumni_advantage_award_application

Professional Affiliate Grant:
The Stratford University Professional Affiliate Grant is offered to any new or readmitting student who is employed in a position directly related to their program of study at Stratford University. Stratford University Professional Affiliate Grant is a 15% tuition reduction offered to any new or readmitting student starting in any term after term 4 2018. Readmit student is defined as a student who has been withdrawn from active enrollment for at least 5 consecutive terms and a new student is a student who has never previously enrolled at Stratford University. Applicant must submit documentation with the application that shows employment in the form of a job letter or paystub. The grant is for tuition ONLY and applicant is responsible for payment of all fees related to program and any other fee charged by Stratford University while enrolled. The grant shall be applied at the time the student enrolls in the class. Classes taken that are not related to the program of study shall not be eligible for the award. This grant cannot be used for repeat classes. Applicant is eligible for the grant so long as they remain enrolled at Stratford University. Grant applicant that withdraws from Stratford University after being approved for said grant and prior to graduating from degree program shall forfeit eligibility for any future participation in this program. Award application must be
submitted prior to the first day of the term in which the applicant is admitted as a new student or a readmit to Stratford University in order to qualify for award. To remain eligible, applicant must participate in a University approved community service activity and financial counselling activity within the first term of enrollment and within the first term after every renewal. Applications can be submitted at: https://stratfordedu.formstack.com/forms/su_affiliate_grant

Stratford Extra Rewards:
The Stratford extra Rewards is only offered to students enrolled in an undergraduate program leading to an AAS degree or a Bachelor's degree. The earning rate of the Stratford University Extra Rewards credit program is $166.50 per class completed at Stratford University after enrollment in the program subject to all applicable program terms and conditions. The maximum amount of the award a recipient can receive is $3,330.00 for an AAS degree and $6,660.00 for a Bachelor's degree. For a course to count toward earning Stratford University Extra Rewards credit, you must achieve a 2.50 Term GPA, successfully complete the term with a minimum of two (2) enrolled courses, and be in satisfactory academic standing for that term as it relates to Satisfactory Academic Progress (SAP) and rate of Progress (ROP). (See catalog for details).

Student will not be eligible for participation in the Stratford University Extra Rewards program if they transfer in more than fifty percent (50%) of the academic credits needed to complete their program of study. Earned Stratford University Extra Reward credits will automatically be applied to the final term of your qualifying degree program, at the time of graduation. Stratford University Extra Rewards is, in part, a needs-based program, and therefore Stratford University Extra Rewards will be capped at out of pocket tuition payments only, up to the maximum award for the respective degree program. Out of pocket tuition payments include payment plan payments or loans needed to cover tuition and fees. Out of pocket payments do not include grants, scholarships, or other third party payments and reimbursements. Participation in direct cost is a requirement for students to qualify for Stratford University Extra Reward credits. For all participating students, any refunds issued after 2016-Q3 that is attributable to Title IV disbursement would be deemed to be non-participation in direct cost and will make student ineligible for Stratford University Extra Reward credits earned or ineligible for future participation in the program. Unsubsidized, Subsidized and Plus loan disbursements are considered Title IV loan disbursements for the purpose of this program. Student must remain continuously enrolled and progressing toward their program completion; Effective 1/1/2019 a student who takes no more than 3 consecutive terms off will not forfeit Stratford University Extra Rewards earned including all previously earned reward credits. If a student is withdrawn longer than 3 academic term, the student will forfeit all previously earned awards and will not be eligible for future participation in the program. Award application must be submitted prior to the first day of the term in which the applicant is seeking to use the award. Applications can be submitted at: https://stratfordedu.formstack.com/forms/su_extra_rewards

Stratford First scholarship
The Stratford First Scholarship is designed for eligible high school seniors who enroll at Stratford University during the summer and fall terms following their high school graduation. Up to five recipients are selected at each campus each year to receive $10,000 to be applied toward tuition and fees. The Stratford First Scholarship provides financial assistance to graduating High School Seniors pursuing a post-secondary education for the first time. In order to qualify, applicants must meet the following: Scholarship application must be completed and submitted by 11:59 p.m., May 1st of the calendar year. Application must be accompanied with at least a 500-word essay explaining the student’s choice of study and how it will
benefit their community. Please include current extra-curricular activities and community services. Applicant must have graduated from high school with a minimum cumulative GPA of 2.5 as evidenced on their official high school transcript. Applicant must have a letter of recommendation from counselor or teacher. Applicant must be a U.S. Citizen or Legal Permanent resident. Applicant must enroll in a Bachelor’s degree program at Stratford University. Student will have up to one (1) year after approval to use the scholarship. Enrollment status must be full-time (3 classes per quarter). Applications can be submitted at: https://stratfordedu.formstack.com/forms/stratford_first_scholarship_application

Stratford Culinary Competition Scholarship
The Stratford University Culinary Competition Scholarship is offered to team members of a winning team who placed 1st, 2nd, or 3rd in the Pro Start, CCAP, or Skills USA competitions in Virginia or Maryland. Students who place must apply for the scholarship within 60 days of placing in competition. To remain eligible, students must be enrolled in an eligible hospitality or culinary program in the School of Hospitality & Culinary Arts at Stratford University. Except with the approval of the campus director or designee, students receiving this award are required to enroll in a minimum of two (2) classes each quarter.

Amounts:
Culinary: 1st place $15,000; 2nd place $10,000; 3rd place $5,000.
Hospitality: 1st place $10,000; 2nd place $5,000; 3rd place $2,500.

If a recipient of this scholarship is admitted in the Bachelor’s program and changes to the AAS program prior to completing the BS degree, while remaining eligible for the award, previously awarded credits will be adjusted to the AAS level as if the student was originally in the AAS program. If a recipient of this scholarship is admitted in the AAS program and changes to the BS program prior to completing the AAS degree while remaining eligible for the award, previously awarded credits will be adjusted to the BS level as if the student was originally in the BS program.

The Stratford University Athletic Scholarship
The Stratford University Athletic scholarship is offered to any student at the Newport News or Virginia Beach Campus who participates in an eligible sports program at Stratford University the time of admission and remain active in that program for the duration of studies at Stratford University. Student must be a new student admitted for the first time to Stratford University after term 3 2018 with a cumulative high school or college transfer GPA of at least 2.0. Discontinuing participation in the sports program will result in the loss of any unused portion of the award, with no possibility of reinstatement. Award recipient must be enrolled in at least two classes each term. Student must maintain satisfactory academic process defined as a 2.5 cumulative GPA and agree to participate in an acceptable community service project that is associated with the program of study at least once each academic year, (Acceptability will be determined by the athletic director or coach) and also participate in an appropriate financial counseling workshop at least once each academic year. (Acceptability will be determined by the SFS advisor.) Transfer students with more than 50% of the credits required to complete their degree are ineligible for this program. No portion of this award can be earned for classes repeated at or transferred in to Stratford University. The award amounts are as follows:

AAS Degree: the award will be up to $4,000.00, payable in $200.00 increments for every class completed at Stratford University for eligible undergraduate AAS degree programs. The degree must be the one the student-athlete is accepted to on admission to Stratford University.
Bachelor’s Degree: the award will be up to $10,000.00 payable in $250.00 increments for every class completed at Stratford University for eligible undergraduate Bachelor’s degree program. The degree must be the one the student-athlete is accepted to on admission to Stratford University. Application must be submitted prior to the start of the first term of enrollment to Stratford University. Applications can be submitted at: https://stratfordedu.formstack.com/forms/athletic_scholarship_application

Stratford Guarantee:
The Stratford Guarantee program allows a eligible students to receive a complimentary course one time at the recommendation of an instructor if the student does not attain a passing grade in the course but completes all the requisite course work for the class and attended all class sessions up through the end of the term and wishes to repeat the course at no additional tuition charge. Lab and supplemental instructional fees must be paid for each course repetition as the Stratford Guarantee program only covers the cost of tuition. There is no limit to the number of different complimentary courses received in a program duration, as long as student maintains in compliance to Rate of Progress (ROP) and Satisfactory Academic Progress (SAP) requirements. Refer to the Catalog for ROP and SAP requirements. However each course is eligible for a Stratford Guarantee only once.

The complimentary classes must be taken in addition to Title IV and VA eligibility minimums; Or taken alone as the only enrolled course during the following term. Prior to the first day of the term in which the complimentary course will be repeated, the student must receive the written recommendation of the instructor to repeat the course at no charge and all ensuing approvals must be received from the campus president.

Corporate Alliance:
The Stratford University Corporate Alliance program allows an employee of a company that signed a Corporate Alliance program agreement to receive either a 10 or 15% reduction in tuition. The tuition reduction received is based upon the agreed to discount rate contained in the agreement signed between Stratford University and the Corporate Alliance Partner subject to benefits provided to each company as contained in the agreement. The tuition reduction is valid so long as the employee remains employed by the Corporate Alliance Partner as certified by the employment verification document signed by a representative of the Corporate Alliance Partner. The employee is required to submit the employment verification document each term to Stratford University to confirm continued said employment. The tuition reduction ceases when the student is no longer an employee of the Corporate Alliance Partner or on termination of the Corporate Alliance agreement.

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.
International Student Scholarships

The University’s International Student Office awards scholarships for students who enter the University through the International Student office. All scholarship applicants must meet admissions requirements, be in good standing with Stratford University, must maintain valid F-1 status, and have a zero balance.

The Diplomat Scholarship:

Offered to International students on an A1 visa attending Stratford University at a location in the United States in an eligible degree seeking program. The scholarship is in the form of a 30% tuition reduction applicable to tuition only. All fees associated with classes and other institutional fees are student’s responsibility. The discount will be applied to tuition only for the duration of enrollment at Stratford University. If student withdraws from class and are eligible for an institutional refund, the applicable institutional refund rate will be applied to the previously issues Diplomat Scholarship. Student must attain and maintain the minimum GPA requirement for the degree program as follows. 2.5 GPA for an undergraduate degree and 3.0 GPA for a graduate degree. If the students GPA falls below the aforementioned minimum requirement in any term after enrolling, student will no longer be eligible for the scholarship. The student remains eligible for the Diplomat scholarship so long as the student remains continuously enrolled in the eligible degree seeking program at Stratford University. A student loses all eligibility for said scholarship if the student withdraws after signing the acknowledgement agreement for the diplomat scholarship. If the student withdraws from Stratford University prior to completing the degree program, the student loses all eligibility for continued participation in this scholarship. For the purpose of this policy, nonattendance for any term except in the case of STNA will be considered withdrawn. Award application must be submitted prior to the first day of the term in which the applicant is admitted as a new student to Stratford University in order to qualify for award.

Global Diversity Scholarship:

Offered to target under-represented populations among international students. Award can be offered for new initial or transfer students who have gained admission to Stratford University. Criteria/regulations: Eligible for newly enrolling students from a designated set of countries (Countries listed in the table). Applicants for undergraduate programs must demonstrate high school GPA minimum of 3.0 on a 4-point scale. Applicants for graduate program must demonstrate minimum undergraduate GPA of 3.5. Applicants must meet all admission criteria to their desired program. Deadlines: Scholarship application must be submitted upon application to the university. A maximum of 15 awards can be granted per term. Award will be credited to the student’s tuition for the third quarter of enrollment. Initial status students must enroll within 6 months of the award of the scholarship to avail the award. Award value: $1,500.00 Students eligible for this scholarship must be new or transfer students from one of the following countries Haiti, Cuba, Jamaica, Bahamas, South America, Afghanistan, Europe, Sri Lanka, Yemen, Jordan, Oman, Palestine, Mongolia, Canada, Sudan, Korea, Taiwan, Libya, Tunisia, Ghana, Kenya, Zimbabwe, Japan, Thailand, Equatorial Guinea, Kazakhstan, Tajikistan, Ukraine, Malaysia, Indonesia, Pakistan. Applicants must start their program during term 2, 3, or 5.
Stratford Merit Scholarship:

Offered to new initial status and new transfer international students who demonstrate academic excellence.

Criteria/regulations: Eligible for newly enrolling students who have gained admission to Stratford University. Applicants for undergraduate program must demonstrate minimum high school GPA of 3.85 and English language proficiency score of 7.5 IELTS and 90 TOEFL or higher. Applicants for graduate program must demonstrate minimum undergraduate GPA of 3.85, English language proficiency score of 7.5 IELTS and 90 TOEFL or higher, and GRE score of 310 or higher. Transfer students may not qualify if they are transferring in 3 or more courses to Stratford University. Transfer students must be in valid F-1 status.

Deadlines: Scholarship application must be submitted upon application to the university. A maximum of fifteen awards can be granted per term. Award will be credited to the student’s tuition after completion of third term of enrollment. Initial status students must enroll within 6 months of the award of the scholarship to avail the award.

Academic Progress Policy for All Students

All students must maintain satisfactory progress toward completion of their academic program. Academic progress is reviewed at the end of each term in which a student matriculates in an academic program at the University, regardless of whether financial aid was received for that term. Each student's status is determined during that review, and a status is assigned for the next term in which a student enrolls. Students whose academic performance is consistent with all academic standards are deemed to be in “good academic standing”.

This policy is based upon, and is consistent with, all the other academic and grading policies of the University. The details and examples of grading, GPA calculations, etc. provided below are for illustrative and explanatory purposes only and should not be construed as superseding any of the University's policies regarding grading, transfer of credit, proficiency, or other issues.

Basis of Measurement

The Academic Progress Standards are measured through mathematical calculations based upon the data in each individual student's record. There are three different standards which are explained below:

Qualitative Requirement: (Grade Point Average or “GPA” in program): Students must maintain a specified minimum cumulative grade point average within their program as listed in the Satisfactory Progress Table. Courses carrying grades standard grades (A, A-, B+, B, B-, C+ etc. including F) are considered in the GPA calculation. Grades of I, W, or P, transfer credits, credits by proficiency, or other courses specifically excluded due to change of program or other administrative action, do not affect the GPA. Grade point averages will be recalculated when an “incomplete” (I) grade is resolved. If a class is repeated, only the highest grade will be calculated in the GPA.
Quantitative Requirement: (Completion Rate or “Pace” in program): In addition to maintaining a satisfactory GPA, students must also maintain “pace” toward the completion of their program by earning a minimum percentage of credit hours attempted, as shown in the Satisfactory Academic Progress Table. All University-level (non-remedial) credits for courses taken at the University or accepted as transfer credit by the University, and applicable to the student’s current program, are considered “attempted credits” regardless of the grade received. “Earned credits” include all of the student’s “attempted credits” for which credit has been earned (passing grades). This includes courses for which standard grades (A, A-, B+, B, B-, C+ etc.) have been earned, as well as P grades and TC (transfer credits). Completion rates may be recalculated when an “incomplete” (I) grade is resolved. If a class is repeated, it will be counted as “attempted” for each incidence but may only be counted as “earned” once.

Maximum Timeframe Standard: In addition to the qualitative and quantitative requirements, all students complete their academic program within one and one-half times the standard program length as measured in credit hours. All “attempted credits” applicable to the student’s program are included in the maximum timeframe calculation. The maximum timeframe for students with dual majors shall be adjusted proportionately to the total credits required for the completion of both programs.

Standards of Academic Progress

Evaluation Interval: All students are evaluated at end of each academic term.

Undergraduate Diploma/Certificate Programs

<table>
<thead>
<tr>
<th>Attempted Credits in Program:</th>
<th>Minimum GPA</th>
<th>Minimum Pace</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 or more attempted credits</td>
<td>2.0 GPA</td>
<td>50%</td>
</tr>
</tbody>
</table>

All Other Undergraduate Programs

<table>
<thead>
<tr>
<th>Attempted Credits in Program:</th>
<th>Minimum GPA</th>
<th>Minimum Pace</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-36 attempted credits</td>
<td>1.0 GPA</td>
<td>33%</td>
</tr>
<tr>
<td>36.5 - 72 attempted credits</td>
<td>1.5 GPA</td>
<td>60%</td>
</tr>
<tr>
<td>Greater than or equal to 72.5</td>
<td>2.0 GPA</td>
<td>66%</td>
</tr>
</tbody>
</table>

Graduate Programs

<table>
<thead>
<tr>
<th>Attempted Credits in Program:</th>
<th>Minimum GPA</th>
<th>Minimum Pace</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-29.5 attempted credits</td>
<td>2.3 GPA</td>
<td>40%</td>
</tr>
<tr>
<td>Greater than or equal to 30</td>
<td>3.0 GPA</td>
<td>66%</td>
</tr>
</tbody>
</table>

Transfer Credits, Credit by Examination, AP Credit, etc.: Each transfer student shall have his/her academic status evaluated at the beginning of his/her first term of enrollment at the University (once all
transfer credits have been posted). Credits accepted for transfer and applicable to the student’s enrolled program are considered both “attempted” and “earned” for the quantitative requirement, but do not affect the GPA calculation (qualitative requirement). Credits earned by examination, AP, CLEP, or other similar credits are not considered “attempted” or “earned”, and do not affect the GPA calculation.

**Change of Program:** Students who change academic programs will have their academic progress re-evaluated based solely on those classes/credits which are applicable to the student’s current enrolled program(s). Such evaluation will include all applicable coursework, regardless of grade received. Such re-evaluation shall not occur during a term in which the student is actively enrolled, but before the beginning of the following term.

**Students Re-Enrolling After an Absence:** Former students who are re-enrolling after an absence of two terms or more are treated in a manner similar to transfer students in that only those credits applicable to the student’s current program(s) are considered. However, the actual grades earned at the University in those classes (including failures/withdrawals) are used in both the qualitative and quantitative calculations as appropriate. Each returning student may request to have his/her academic status re-evaluated at the beginning the term in which he/she returns to enrollment at the University (once all transfer credits have been posted).

**Student Status and the Evaluation Process**

**Good Academic Standing Status:** A student whose academic record is in compliance with the Mathematical Standards of this Policy is considered to be in “Good Academic Standing” status. For student financial aid recipients/applicants, Good Academic Standing status means the student is academically eligible to receive financial aid for the term.

**Evaluation at End of Each Enrolled Term:** At the end of each term a student is enrolled at the University, an evaluation will be performed to determine the student’s status for the following term. The status will carry forward through a standard term of non-attendance.

Students who are in compliance with all three of the published standards (qualitative, quantitative, and maximum timeframe) as of the end of any term attended are placed in “Good Academic Standing” status for the following term. Students are notified through the Student Portal system when they are placed on or removed from Academic Warning, Academic Probation, or Academic Suspension status.

**Academic Warning Status:** Students who are in good academic standing during a term and subsequently fail to meet the minimum GPA (qualitative) and/or the minimum percentage of hours earned (quantitative) standards at the end of the term will be placed in Academic Warning status for the next term. Students placed in this status have one term to correct or improve the deficiency. Students in Academic Warning status are expected to seek assistance through their Campus Program Lead, Advisor or other Faculty/Staff Member) at their home campus.

For student financial aid recipients/applicants, Academic Warning status includes Financial Aid Warning status. Aid applicants/recipients remain academically eligible to receive financial aid while in Financial Aid Warning status but are warned that such eligibility is in jeopardy if academic performance is not improved.
Return to Good Academic Standing After Academic Warning: Students who are in Academic Warning status and correct the deficiency by meeting or exceeding the mathematical standards as of the end of the next enrolled term will be removed from Academic Warning status and returned to Good Academic Standing status at the end of the Academic Warning term.

Academic Suspension Status: Students who are in Academic Warning status and do not remove the deficiency by meeting or exceeding the mathematical standards as of the end of the warning status term will be placed in Academic Suspension status. A student who has exceeded the maximum time frame standard is placed directly into Academic Suspension status from either Good Academic Standing or Academic Warning Standing.

For financial aid recipients/applicants, Academic Suspension includes Financial Aid Suspension status and a corresponding loss of academic eligibility for federal student financial aid. A student in Academic Suspension status may continue to be enrolled, but is subject to a number of restrictions/penalties until returning to Good Academic Standing, including the following:

- Loss of eligibility for federal financial aid, including Pell Grants and student loans,
- Loss of eligibility for certain educational benefits from the Veterans Administration (VA),
- Loss of eligibility for certain educational benefits from the Department of Defense (DOD).
- Loss of scholarships and other outside financial assistance programs,
- Loss of eligibility to hold a leadership position in any student organization.

Regaining Academic Eligibility after Academic Suspension

Satisfactory Academic Progress (SAP) Appeal: An Academic Suspension (and therefore a Financial Aid Suspension) may be appealed based on mitigating circumstance(s). A mitigating circumstance is defined as an exceptional or unusual event(s) beyond the student's direct control, which contributed to or caused the academic difficulty. Some examples include: the death of a relative, issues relating to the care of a dependent child, an injury or illness of the student, emotional or psychological issues, or numerous other special circumstances.

Appeal letters should be addressed to the Campus President at your campus and must include a complete description of the circumstances that led to the academic difficulty, how those circumstances have changed, and a plan for future academic success. Copies of supporting documentation should be included. It is strongly advised that each student filing an appeal meet with their Faculty Lead or Advisor before submitting their appeal letter. The Faculty Lead or Advisor will assist the student, provide guidance, and suggest appropriate documentation to include with the letter submission.

A form is available for this purpose (Satisfactory Academic Progress – Student Appeal Form) which guides the student through the proper format and documentation for an appeal. It can be downloaded from the University’s website or obtained from the Registrar’s Office. If the appeal cannot be approved at the campus, it is automatically forwarded to a committee of administrative staff (known as the SAP Appeals Committee). At this time, the student may be asked to submit additional documentation or explanation to the committee which could benefit the student’s appeal review. Decisions of the SAP Appeals Committee are final and not subject to additional appeal.
Appeal Granted Status: Students whose appeals have been approved will be placed in Appeal Granted status. A student in this status is required to meet with his/her Faculty Lead or Advisor at least once each term until returning to Good Academic Standing status. The meeting with the Faculty Lead or Advisor will include discussion of:

- The resolution of the mitigating circumstances (reason for the appeal) and any necessary accommodations that the University might be able to provide,
- The student’s need (if any) for tutoring, counseling, reduced course load, or other appropriate accommodations,
- The appropriateness of the student’s current program to the student’s goals, personality, and skill set; and options for changing programs/career paths, and
- Any other issues potentially affecting the student’s success.

At the conclusion of the meeting, the Faculty Lead or Advisor and the student will work together to create an Academic Plan for the student designed to promote the student's successful completion of a program at the University. The Academic Plan is a set of requirements that are designed to return the student to good academic standing before graduation (generally within the maximum timeframe standard, but not necessarily). The Faculty Lead or Advisor will then ensure and certify to the Registrar each term that the student is meeting the terms of his/her Academic Plan.

For student financial aid recipients/applicants, Appeal Granted status means the student is on Financial Aid Probation and remains academically eligible to receive financial aid as long as he/she continues to meet the objectives of his/her academic plan, as certified each term by the student's Faculty Lead or Advisor. Students who fail to meet the terms of their academic plan will lose eligibility for future financial aid (return to Financial Aid Suspension status).

Regaining Eligibility Other Than Through Appeal: Students who have lost federal financial aid eligibility may potentially also regain academic eligibility by making up the academic deficiencies and returning to Good Academic Standing without benefit of federal financial aid.

Return to Good Standing: Once a student has returned to good academic standing, any previous academic difficulty, shall have no future bearing on the student’s status. Hence, such students will have benefit of all provisions of this policy, including a warning term and an opportunity to submit an SAP Appeal.

Undergraduate Policies

Undergraduate Admission

The application process requires the following steps for domestic undergraduate students. Interested students may submit documents in person, via fax, e-mail, 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 English 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 president) for an individual student; additional documentation provided by the student may be required. See below for additional information.

• Students submitting international educational credentials must provide an original or certified copy of the documentation, along with an official evaluation from an evaluation agency that is a member of the National Association of Credential Evaluation Services - NACES (www.naces.org) or the Association of International Credential Evaluators – AICE (www.aice-eval.org), or completed by the American Association of College Registrars and Admissions Officers (AACRAO) own International Educational Services. Education credentials recorded in a language other than English must be accompanied by an official translation completed by one of the aforementioned agencies. The evaluation alone will not serve as a translation.

• Submit official transcripts or equivalent from all colleges or universities attended, if applicable.

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 or equivalent. High school credentials issued from an international school are acceptable if the credential is equivalent to a U.S. high school diploma as determined by a credential evaluation. General educational development or GED certificate has the recognized equivalent of a high school diploma. Home-schooling at the secondary level as defined by state law; or completed secondary school education in a home-school 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 is equivalent to a high school diploma.

• 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 home-schooling following the guidelines of the state in which the home-schooling 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.

- Students submitting international educational credentials must provide an original or certified copy of the documentation, along with an official evaluation from an evaluation agency that is a member of the National Association of Credential Evaluation Services - NACES (www.naces.org) or the Association of International Credential Evaluators – AICE (www.aice-eval.org), or completed by the American Association of College Registrars and Admissions Officers (AACRAO) own International Educational Services. Education credentials recorded in a language other than English must be accompanied by an official translation completed by one of the aforementioned agencies. The evaluation alone will not serve as a translation.

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

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; however, they are not required to submit proof of high school graduation or equivalent. Non-degree seeking students are not eligible for federal student aid.

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 an 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 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 concurrently registers in an ESL program.

- All international students must provide an original or notarized bank statement/balance certificate issued within the last six months. If the document is not in the student’s name, they must also provide an Affidavit of Support (AOS) or letter from their sponsor. 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.

- Graduate students submitting international educational credentials must provide an original or certified copy of the documentation, along with an official evaluation from an evaluation agency that is a member of the National Association of Credential Evaluation Services - NACES (www.naces.org) or the Association of International Credential Evaluators – AICE (www.aice-eval.org), or completed by the American Association of College Registrars and Admissions Officers (AACRAO) own International Educational Services. Education credentials recorded in a language other than English must be accompanied by an official translation completed by one of the aforementioned agencies. The evaluation alone will not serve as a translation.

- 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 an ESL program; or satisfy the dean, director, or advisor, as appropriate, through an interview. All admissions application documents should be scanned as one multi-page PDF (the size of the PDF file should be within 5MB) and sent to the International Student Office (isouaadmissions@stratford.edu) 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 SEVP 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 (SEVP) 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 SEVP, 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, e-mail address, and emergency contact information. If this information changes, it is the student’s responsibility to notify the University within ten days. Students who fail to maintain records could lose their status as a student.

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

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

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

**Placement Testing**

Stratford University is committed to the academic success of its students. Academic advisors use test scores and academic history to determine a student’s preparedness for college-level courses. Students who are required to take arts and sciences courses in their programs must take the placement assessment test. Students may take the required assessment test up to three times. See arts and sciences course descriptions for score requirements. Students who have no previous college education must take the placement test prior to their first term of enrollment. All other students must take the placement test within 30 calendar days of the start of the term unless they have transferred mathematics and/ or English credit.

Because Stratford University understands that it is not uncommon for students to need extra assistance adjusting to their coursework, the University provides 1 hour weekly non-credit workshops to provide additional instruction, tutoring, and support for college-level coursework. Based on ACCUplacer test score, Stratford University may recommend attendance at these workshops to gain the additional skills and confidence to be successful in their academic studies. Any student, regardless of ACCUplacer score, is eligible to register for and attend the workshops.
The ACCUplacer tests are available during Learning Resource Center (LRC) hours; however, testing must begin at least two hours before the LRC closes. 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 generally available to the University immediately; however, a delay can sometimes occur.

**Transfer Credit**

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

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

Students submitting international educational credentials for evaluation of transfer credit must provide an original or certified copy of the documentation, along with an official evaluation from an evaluation agency that is a member of the National Association of Credential Evaluation Services - NACES (www.naces.org) or the Association of International Credential Evaluators – AICE (www.aice-eval.org), or completed by the American Association of College Registrars and Admissions Officers (AACRAO) own International Educational Services. A course by course evaluation may be required. Education credentials recorded in a language other than English must be accompanied by an official translation completed by one of the aforementioned agencies. The evaluation alone will not serve as a translation.

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 calendar days of the start of the term. It is the responsibility of the student to provide the University with all postsecondary transcripts and applicable evaluations detailing courses taken at other institutions.

Transfer credits from courses completed at institutions other than Stratford University are noted on the transcript with a posting of TC. Transfer courses are not counted under the qualitative measurement of
GPA; however, transfer courses are counted as attempted credits under the quantitative measurement, which includes the completion percentage and the maximum time frame requirement.

Military Training

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

Prior Learning Assessment and Recognition

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

A non-refundable fee per course must be paid before the materials submitted to the committee are reviewed; the amount of this fee can be found in the catalog addendum. A maximum of 22.5 quarter-credits towards an associate’s degree and a maximum of 45 quarter-credits towards a bachelor's degree may be granted for life experience. PLAR may not be used for capstone or externship courses. 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), Straighterline, 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.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Transfer Credits Allowed</th>
<th>Credits at Stratford</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate</td>
<td>67.5 credits</td>
<td>22.5 credits</td>
</tr>
<tr>
<td>Bachelor</td>
<td>135 credits</td>
<td>45 credits</td>
</tr>
</tbody>
</table>

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. Grades 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

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

Undergraduate Graduation Requirements

- Complete all required classroom modules, externship hours (if applicable), and all program requirements
- Enrollment at the University in the last term
- Achieve a minimum GPA of 2.0 (2.8 for Bachelor of Science in Nursing Students)
- 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 president. Diplomas are not distributed at the ceremony. Students must complete the academic checkout process through the Office of the Registrar in order to obtain their diploma.
Undergraduate Programs

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.

Associate’s Degree Programs

Required Arts and Sciences Courses (5 courses or 22.5 credits)

Choose 1:
ENG111 College Composition 4.5
ENG211 Oral Communications 4.5
ENG220 Advanced Composition and Research 4.5

Choose 1:
HUM110 Principles of Ethics 4.5
HUM111 History of Cultures Across Antiquity 4.5
HUM200 Creative Expression 4.5
HUM201 Philosophy and Religion 4.5
HUM250 Cross-Cultural Competency 4.5
HUM220 The Cultural Mirror: Fiction 4.5
HUM221 The Contemporary World 4.5
HUM230 The American Experience 4.5

Choose 1:
MAT111 Modern Math with Algebra 4.5
MAT210 College Algebra 4.5
MAT220 Discrete Mathematics 4.5
MAT211 Statistics 4.5
MAT212 Probability and Statistics 4.5
MAT275 Introduction to Calculus 4.5

Choose 1:
PSY110 Social Psychology 4.5
PSY220 Human Growth and Development 4.5
PSY225 Positive Psychology 4.5
Choose 1:
SCI110  Principles of Biology  4.5
SCI210  Environmental Science  4.5
SCI212  Nutritional Science  4.5
SCI250  Microbiology  4.5
SCI260  Introduction to Biochemistry  4.5
SCI211  Impact of Science and Technology  4.5

Bachelor’s Degree Programs
Required Arts and Sciences Courses (12 courses or 67.5 credits)

Choose 2:
ENG111  College Composition  4.5
ENG211  Oral Communications  4.5
ENG220  Advanced Composition and Research  4.5

Choose 2 (one 100 or 200 level, and one 200 level):
HUM110  Principles of Ethics  4.5
HUM111  History of Cultures Across Antiquity  4.5
HUM200  Creative Expression  4.5
HUM201  Philosophy and Religion  4.5
HUM250  Cross-Cultural Competency  4.5
HUM220  The Cultural Mirror: Fiction  4.5
HUM221  The Contemporary World  4.5
HUM230  The American Experience  4.5

Choose 2 (one 100 or 200 level, and one 200 level):
MAT111  Modern Math with Algebra  4.5
MAT210  College Algebra  4.5
MAT220  Discrete Mathematics  4.5
MAT211  Statistics  4.5
MAT212  Probability and Statistics  4.5
MAT275  Introduction to Calculus  4.5

Choose 2 (one 100 or 200 level, and one 200 level):
PSY110  Social Psychology  4.5
PSY220  Human Growth and Development  4.5
PSY225  Positive Psychology  4.5
PSY240  Critical Thinking and Reasoning  4.5
PSY250  Mindful Leadership  4.5

Choose 2 (one 100 or 200 level, and one 200 level):
SCI110  Principles of Biology  4.5
School of Business Administration

Business Administration, Associate of Applied Science

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

At the end of the program, students are able to:

- Apply principles of financial and managerial functions to a variety of business enterprises
- Explain the components of strategic and marketing plans impact on business decisions
- Describe the steps for developing a business plan for the formation of a new business
- Identify the key indicators for the U.S. economy and its impact on global markets

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

This program typically takes 32 months to complete for part-time enrollment and 16 months to complete for students enrolled full-time.

Required courses for AAS Business Administration (11 core, 4 elective, 5 arts and sciences) = 20 courses or 90 credit hours

**Core Requirements (11 courses or 49.5 credits)**

BUS100......Introduction to Business 4.5  
BUS112......Principles of Accounting I 4.5  
BUS120......Sales and Marketing 4.5  
BUS122......Principles of Accounting II 4.5  
BUS135......Principles of Management 4.5  
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

**Elective Courses (4 courses or 18 credits)**
ACC, BUS, or CIS courses approved by the advisor

**Arts and Sciences Requirements (5 courses or 22.5 credits)**
See Arts and Sciences section

**Accounting, Bachelor of Science**

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.

At the end of the program, students are able to:
- Apply theories and principles of accounting to interpret financial information
- Discuss the accounting management principles and standards required to produce financial and business reports
- Analyze cost management, auditing, and taxation strategies used to enhance organizations

This program typically takes 46 months to complete for part-time enrollment and 23 months to complete for students enrolled full-time.

**Required courses for BS Accounting (20 core, 8 elective, 12 arts and sciences) = 40 courses or 180 credit hours**

**Core Requirements (20 courses or 90 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACC299</td>
<td>Intermediate Accounting I</td>
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<tr>
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<td>ACC301</td>
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<td>ACC330</td>
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<tr>
<td>OR</td>
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<td>BUS340</td>
<td>Managerial Accounting</td>
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<tr>
<td>ACC335</td>
<td>Auditing</td>
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<tr>
<td>ACC350</td>
<td>Non-Profit/Municipal Accounting</td>
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<tr>
<td>ACC410</td>
<td>Advanced Accounting</td>
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<tr>
<td>ACC460</td>
<td>Advanced Federal Taxation</td>
<td>4.5</td>
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<tr>
<td>ACC490</td>
<td>Accounting Capstone</td>
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<tr>
<td>BUS100</td>
<td>Introduction to Business</td>
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<tr>
<td>BUS122</td>
<td>Principles of Accounting I</td>
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</tr>
<tr>
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<td>Principles of Accounting II</td>
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<td>Business Communications</td>
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<tr>
<td>BUS250</td>
<td>Principles of Economics</td>
<td>4.5</td>
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<tr>
<td>BUS300</td>
<td>Financial Management</td>
<td>4.5</td>
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</tbody>
</table>
BUS320........Taxation Principles 4.5
BUS360........Business Ethics 4.5
BUS420........Accounting Information Systems 4.5
SCI115........Introduction to Computer Literacy 4.5

Elective Courses (8 courses or 36 credits)
ACC or BUS courses approved by the advisor

Arts and Sciences Requirements (12 courses or 54 credits)
See Arts and Sciences section

Business Administration, Bachelor of Science – Concentration in Finance

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.

At the end of the program, students are able to:

- Analyze the policies, functions and controls involved in managing across all layers of an organization
- Use various platforms of communication to relate to diverse populations and viewpoints within a business environment
- Discuss how types of complexities, risks, and competitive advantages impact the business environment

This program typically takes 60 months to complete for part-time enrollment and 30 months to complete for students enrolled full-time.

Required courses for BS Business Administration (14 core, 4 concentration, 10 elective, 12 arts and sciences) = 40 courses or 180 credit hours

Core Requirements (14 courses or 63 credits)
BUS100........Introduction to Business 4.5
BUS112........Principles of Accounting I 4.5
BUS120........Sales and Marketing 4.5
BUS122........Principles of Accounting II 4.5
BUS135........Principles of Management 4.5
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

Finance Concentration Requirements (choose 4 courses or 18 credits)
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

Elective Courses (10 courses or 45 credits)
BUS (minimum four courses) or CIS (minimum one course) courses approved by the advisor.

Arts and Sciences Requirements (12 courses or 54 credits)
See Arts and Sciences section

Business Administration, Bachelor of Science – Concentration in Human Resources

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.

At the end of the program, students are able to:
- Analyze the policies, functions and controls involved in managing across all layers of an organization
- Use various platforms of communication to relate to diverse populations and viewpoints within a business environment
- Discuss how types of complexities, risks, and competitive advantages impact the business environment

This program typically takes 60 months to complete for part-time enrollment and 30 months to complete for students enrolled full-time.

Required courses for BS Business Administration (14 core, 4 concentration, 10 elective, 12 arts and sciences) = 40 courses or 180 credit hours

Core Requirements (14 courses or 63 credits)
BUS100........Introduction to Business  4.5
BUS112........Principles of Accounting I  4.5
BUS120........Sales and Marketing  4.5
BUS122........Principles of Accounting II  4.5
BUS135........Principles of Management  4.5
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

Human Resources Concentration Requirements (choose 4 courses or 18 credits)
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

Elective Courses (10 courses or 45 credits)
BUS (minimum four courses) or CIS (minimum one course) courses approved by the advisor.

Arts and Sciences Requirements (12 courses or 54 credits)
See Arts and Sciences section

Business Administration, Bachelor of Science – Concentration in Informatics

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.

At the end of the program, students are able to:
• Analyze the policies, functions and controls involved in managing across all layers of an organization
• Use various platforms of communication to relate to diverse populations and viewpoints within a business environment
• Discuss how types of complexities, risks, and competitive advantages impact the business environment

This program typically takes 60 months to complete for part-time enrollment and 30 months to complete for students enrolled full-time.

Required courses for BS Business Administration (14 core, 4 concentration, 10 elective, 12 arts and sciences) = 40 courses or 180 credit hours

Core Requirements (14 courses or 63 credits)
BUS100........Introduction to Business 4.5
BUS112 .... Principles of Accounting I 4.5
BUS120 .... Sales and Marketing 4.5
BUS122 .... Principles of Accounting II 4.5
BUS135 .... Principles of Management 4.5
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

Informatics Concentration Requirements (choose 4 courses or 18 credits)
CIS206 Database Concepts and Relational Database Management Systems
CIS131 Programming Fundamentals
CIS211 Internet Concepts
CIS232 Database Programming
CIS300 Managing Information Systems
CIS305 E-Business IT Infrastructure
CIS435 Business Information Systems Security

Elective Courses (10 courses or 45 credits)
BUS (minimum four courses) or CIS (minimum one course) courses approved by the advisor.

Arts and Sciences Requirements (12 courses or 54 credits)
See Arts and Sciences section

Business Administration, Bachelor of Science – Concentration in Management

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.

At the end of the program, students are able to:

- Analyze the policies, functions and controls involved in managing across all layers of an organization
- Use various platforms of communication to relate to diverse populations and viewpoints within a business environment
- Discuss how types of complexities, risks, and competitive advantages impact the business environment

This program typically takes 60 months to complete for part-time enrollment and 30 months to complete for students enrolled full-time.
Required courses for BS Business Administration (14 core, 4 concentration, 10 elective, 12 arts and sciences) = 40 courses or 180 credit hours

**Core Requirements (14 courses or 63 credits)**
- BUS100........Introduction to Business 4.5
- BUS112........Principles of Accounting I 4.5
- BUS120........Sales and Marketing 4.5
- BUS122........Principles of Accounting II 4.5
- BUS135........Principles of Management 4.5
- 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

**Management Concentration Requirements (choose 4 courses or 18 credits)**
- 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

**Elective Courses (10 courses or 45 credits)**
BUS (minimum four courses) or CIS (minimum one course) courses approved by the advisor.

**Arts and Sciences Requirements (12 courses or 54 credits)**
See Arts and Sciences section

**Business Administration, Bachelor of Science – Concentration in Marketing**

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.

At the end of the program, students are able to:
- Analyze the policies, functions and controls involved in managing across all layers of an organization
- Use various platforms of communication to relate to diverse populations and viewpoints within a
business environment
• Discuss how types of complexities, risks, and competitive advantages impact the business environment

This program typically takes 60 months to complete for part-time enrollment and 30 months to complete for students enrolled full-time.

Required courses for BS Business Administration (14 core, 4 concentration, 10 elective, 12 arts and sciences) = 40 courses or 180 credit hours

**Core Requirements (14 courses or 63 credits)**
- BUS100...Introduction to Business 4.5
- BUS112...Principles of Accounting I 4.5
- BUS120...Sales and Marketing 4.5
- BUS122...Principles of Accounting II 4.5
- BUS135...Principles of Management 4.5
- 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

**Marketing Concentration Requirements (choose 4 courses or 18 credits)**
- 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

**Elective Courses (10 courses or 45 credits)**
BUS (minimum four courses) or CIS (minimum one course) courses approved by the advisor.

**Arts and Sciences Requirements (12 courses or 54 credits)**
See Arts and Sciences section

**Business Administration, Bachelor of Science – No Concentration**

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.

At the end of the program, students are able to:
- Analyze the policies, functions and controls involved in managing across all layers of an organization
- Use various platforms of communication to relate to diverse populations and viewpoints within a business environment
- Discuss how types of complexities, risks, and competitive advantages impact the business environment

This program typically takes 60 months to complete for part-time enrollment and 30 months to complete for students enrolled full-time.

Required courses for BS Business Administration (14 core, 4 concentration, 10 elective, 12 arts and sciences) = 40 courses or 180 credit hours

### Core Requirements (14 courses or 63 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS100</td>
<td>Introduction to Business</td>
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</tr>
<tr>
<td>BUS112</td>
<td>Principles of Accounting I</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS120</td>
<td>Sales and Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS122</td>
<td>Principles of Accounting II</td>
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<td>Principles of Management</td>
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<td>BUS360</td>
<td>Business Ethics</td>
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</tr>
<tr>
<td>BUS490</td>
<td>Business Administration Capstone</td>
<td>4.5</td>
</tr>
</tbody>
</table>

### No Concentration Requirements (choose 4 courses or 18 credits)

Four courses from different concentrations (Finance, Human Resources, Informatics, Management, Marketing) required

### Elective Courses (10 courses or 45 credits)

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

### Arts and Sciences Requirements (12 courses or 54 credits)

See Arts and Sciences section

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**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.

Network Management and Security, Associate of Applied Science

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. The program prepares students to become professionals who can install, troubleshoot, and maintain computer networks. Upon completion, students are expected to 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.

At the end of the program, students are able to:

- Demonstrate how to regulate the computer system and performance requirements of a network.
- Demonstrate installation, configuring, and operation of the critical components of information technology infrastructure.
- Describe the professional law and ethics of the information technology field.

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

This program typically takes 32 months to complete for part-time enrollment and 16 months to complete for students enrolled full-time.

Required courses for AAS Network Management and Security (15 core, 5 arts and sciences) = 20 courses or 90 credit hours

Core Requirements (15 courses or 67.5 credits)

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<tr>
<td>CIS133</td>
<td>Technical and Professional Communication</td>
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<tr>
<td>CIS141</td>
<td>Hardware Fundamentals</td>
<td>4.5</td>
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<tr>
<td>CIS144</td>
<td>OS Architecture</td>
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<td>CIS146</td>
<td>Fundamentals of Networking</td>
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<tr>
<td>CIS201</td>
<td>Fundamentals of IT Security</td>
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<tr>
<td>CIS223</td>
<td>System Administration and Maintenance</td>
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<td>CIS225</td>
<td>Network Management</td>
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<tr>
<td>CIS247</td>
<td>Information Assurance and Cyber Security Architecture</td>
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<td>CIS250</td>
<td>Router and Switch Configuration in the Enterprise</td>
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<tr>
<td>CIS253</td>
<td>Server OS</td>
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<tr>
<td>CIS254</td>
<td>Client OS</td>
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<tr>
<td>CIS260</td>
<td>Network Modeling Tools</td>
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<td>CIS290</td>
<td>Network Implementation Project</td>
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<tr>
<td>SCI115</td>
<td>Introduction to Computer Literacy</td>
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</table>
Arts and Sciences Requirements (5 courses or 22.5 credits)
See Arts and Sciences section

Information Technology, Bachelor of Science – Concentration in Cyber Security

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; and it covers 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.

At the end of the program, students are able to:

- Employ the principles of systems analysis and design to business organizations.
- Explain the critical components of implementation, integration, and maintenance of information technology infrastructures.
- Apply professional law and ethics of the information technology field.

This program typically takes 60 months to complete for part-time enrollment and 30 months to complete for students enrolled full-time.

Required courses for BS Information Technology (20 core, 8 concentration, 12 arts and sciences) = 40 courses or 180 credit hours

Core Requirements (8 courses or 36 credits)
BUS100........Introduction to Business 4.5
BUS120........Sales and Marketing 4.5
BUS380........Project Management 4.5
CIS103........Fundamentals of Information Systems 4.5
CIS130........Introduction to Databases 4.5
CIS131........Programming Fundamentals 4.5
CIS132........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

**Cyber Security Concentration Requirements (8 courses or 36 credits)**
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

**Arts and Sciences Requirements (12 courses or 54 credits)**
See Arts and Sciences section

**Information Technology, Bachelor of Science – Concentration in Network Administration**

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; and it covers 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.

At the end of the program, students are able to:
- Employ the principles of systems analysis and design to business organizations.
- Explain the critical components of implementation, integration, and maintenance of information technology infrastructures.
- Apply professional law and ethics of the information technology field.

This program typically takes 60 months to complete for part-time enrollment and 30 months to complete for students enrolled full-time.

Required courses for BS Information Technology (20 core, 8 concentration, 12 arts and sciences) = 40 courses or 180 credit hours

**Core Requirements (20 courses or 90 credits)**
BUS100........Introduction to Business 4.5
BUS120........Sales and Marketing 4.5
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<tr>
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</tr>
<tr>
<td>CIS490</td>
<td>Information Technology Senior Project</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Network Administration Concentration Requirements (8 courses or 36 credits)**
- 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

**Arts and Sciences Requirements (12 courses or 54 credits)**
See Arts and Sciences section

**Information Technology, Bachelor of Science – Concentration in Software Engineering**

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; and it covers 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.

At the end of the program, students are able to:
• Employ the principles of systems analysis and design to business organizations.
• Explain the critical components of implementation, integration, and maintenance of information technology infrastructures.
• Apply professional law and ethics of the information technology field.

This program typically takes 60 months to complete for part-time enrollment and 30 months to complete for students enrolled full-time.

Required courses for BS Information Technology (20 core, 8 concentration, 12 arts and sciences) = 40 courses or 180 credit hours

**Core Requirements (20 courses or 90 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS100</td>
<td>Introduction to Business</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS120</td>
<td>Sales and Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS380</td>
<td>Project Management</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS103</td>
<td>Fundamentals of Information Systems</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS130</td>
<td>Introduction to Databases</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS131</td>
<td>Programming Fundamentals</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS133</td>
<td>Technical and Professional Communication</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS141</td>
<td>Hardware Fundamentals</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS144</td>
<td>OS Architecture</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS146</td>
<td>Fundamentals of Networking</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS200</td>
<td>Business Analysis</td>
<td>4.5</td>
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<tr>
<td>CIS201</td>
<td>Fundamentals of IT Security</td>
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<td>CIS202</td>
<td>Fundamentals of Web Technology</td>
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<td>CIS205</td>
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<tr>
<td>CIS207</td>
<td>Programming Languages</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS223</td>
<td>System Administration and Maintenance</td>
<td>4.5</td>
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<tr>
<td>CIS243</td>
<td>E-Commerce</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS345</td>
<td>Mobile Computing</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS400</td>
<td>Cloud Computing</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS490</td>
<td>Information Technology Senior Project</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Software Engineering Concentration Requirements (8 courses or 36 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS220</td>
<td>System Analysis and Design</td>
<td></td>
</tr>
<tr>
<td>CIS221</td>
<td>Requirements Engineering</td>
<td></td>
</tr>
<tr>
<td>CIS232</td>
<td>Database Programming</td>
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<tr>
<td>CIS256</td>
<td>Database Design</td>
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<tr>
<td>CIS301</td>
<td>Event-Driven Programming</td>
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</tr>
<tr>
<td>CIS364</td>
<td>Software Quality Assurance</td>
<td></td>
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<tr>
<td>CIS365</td>
<td>Object-Oriented Programming</td>
<td></td>
</tr>
<tr>
<td>CIS460</td>
<td>Software Configuration Management and Packaging</td>
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</tr>
</tbody>
</table>

**Arts and Sciences Requirements (12 courses or 54 credits)**

See Arts and Sciences section
Information Technology, Bachelor of Science – No Concentration

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; and it covers 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.

At the end of the program, students are able to:

- Employ the principles of systems analysis and design to business organizations.
- Explain the critical components of implementation, integration, and maintenance of information technology infrastructures.
- Apply professional law and ethics of the information technology field.

This program typically takes 60 months to complete for part-time enrollment and 30 months to complete for students enrolled full-time.

Required courses for BS Information Technology (20 core, 8 concentration, 12 arts and sciences) = 40 courses or 180 credit hours

Core Requirements (20 courses or 90 credits)

BUS100........Introduction to Business 4.5
BUS120........Sales and Marketing 4.5
BUS380........Project Management 4.5
CIS103........Fundamentals of Information Systems 4.5
CIS130........Introduction to Databases 4.5
CIS131........Programming Fundamentals 4.5
CIS133........Technical and Professional Communication 4.5
CIS141........Hardware Fundamentals 4.5
CIS144........OS Architecture 4.5
CIS146........Fundamentals of Networking 4.5
CIS200........Business Analysis 4.5
CIS201........Fundamentals of IT Security 4.5
CIS202........Fundamentals of Web Technology 4.5
CIS205........Fundamentals of Human-Computer Interaction 4.5
CIS207........Programming Languages 4.5
CIS223........System Administration and Maintenance 4.5
CIS243........E-Commerce 4.5
CIS345........Mobile Computing 4.5
CIS400........Cloud Computing 4.5
CIS490........Information Technology Senior Project 4.5
No Concentration Requirements (8 courses or 36 credits)
Students are required to choose eight courses from BUS, CIS, HCA, or HIM courses with approval of the advisor.

Arts and Sciences Requirements (12 courses or 54 credits)
See Arts and Sciences section

School of Hospitality and Culinary Arts

Advanced Culinary Arts, Professional Diploma

The Professional Diploma in Advanced Culinary Arts 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 Woodbridge campus. 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.

At the end of the program, students are able to:
- Apply the basic culinary principles and techniques to practice in the culinary industry.
- Identify problems in food preparation and presentation.
- Summarize how information from various sources is used to make decisions within the culinary arts industry.

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

This program typically takes 23 months to complete for part-time enrollment and 12 months to complete for students enrolled full-time.

Required courses for Diploma in Advanced Culinary Arts (13 core, 1 elective) = 14 courses or 63 credit hours

Core Requirements (13 courses or 58.5 credits)
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

**Elective Courses (choose 1 course or 4.5 credits)**
BUS100.......Introduction to Business 4.5
BUS112....... Principles of Accounting I 4.5
CUL courses approved by the advisor
HOS291.......Current Topics in Hospitality I 4.5 credits
HOS292.......Current Topics in Hospitality II 4.5 credits
HOS293.......Current Topics in Hospitality III 4.5 credits
HOS294.......Current Topics in Hospitality IV 4.5 credits

**Advanced Culinary Arts, Associate of Applied Science**

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 Alexandria, Glen Allen, Newport News, Virginia Beach, 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.

At the end of the program, students will be able to:
- Use a broad range of principles and practices in culinary and dining room services to operate or function in a commercial kitchen.
- Use safety and sanitation measures necessary to maintain a safe food service facility.
- Demonstrate various communication strategies to relate to customers, coworkers, managers, and diverse populations within the culinary industry.
- Summarize how information from various sources is used to make decisions within the culinary industry.

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

This program typically takes 32 months to complete for part-time enrollment and 16 months to complete for students enrolled full-time.

**Required courses for AAS Advanced Culinary Arts (15 core, 5 arts and sciences) = 20 courses or 90 credit hours**

**Core Requirements (15 courses or 67.5 credits)**
CUL111.......Culinary Theory and Sanitation 4.5
CUL121.......Kitchen Fundamentals 4.5
CUL140.......Introduction to Cooking Techniques 4.5
Baking and Pastry Arts, Associate of Applied Science

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 Alexandria, Glen Allen, Newport News, and Virginia Beach 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.

At the end of program, students are able to:

- Use a broad range of principles and practices in baking and pastry arts to operate or function in a commercial bakery.
- Use safety and sanitation measures necessary to maintain a safe food service facility.
- Demonstrate various communication strategies to relate to customers, coworkers, managers, and diverse populations within the baking industry.
- Summarize how information from various sources is used to make decisions within the baking industry.

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

This program typically takes 32 months to complete for part-time enrollment and 16 months to complete for students enrolled full-time.

Required courses for AAS Baking and Pastry Arts (15 core, 5 arts and sciences) = 20 courses or 90 credit hours

Core Requirements (15 courses or 67.5 credits)
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  
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  
CUL271.......Culinary Skills Externship I 4.5  
HOS270 ......Hospitality Supervision 4.5  
SCI115.......Introduction to Computer Literacy 4.5  
SCI212.......Nutritional Science 4.5

Arts and Sciences Requirements (5 courses or 22.5 credits)
See Arts and Sciences section

Hotel and Restaurant Management, Associate of Applied Science

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 in the hospitality industry. This program focuses on applying the principles of business communication; supervision; accounting; and planning to front office, housekeeping, customer service, and special events planning.

At the end of program, students are able to:
- Apply principles of business management in the hotel and restaurant management industry.
- Demonstrate various communication strategies to relate to customers, coworkers, managers, and diverse populations within the hotel and restaurant management industry.
- Summarize how information from various sources is used to make decisions within the hotel and restaurant management industry.

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

This program typically takes 32 months to complete for part-time enrollment and 16 months to complete for students enrolled full-time.

Required courses for AAS Hotel and Restaurant Management (15 core, 5 arts and sciences) = 20 courses or 90 credit hours

Core Requirements (15 courses or 67.5 credits)
BUS112.......Principles of Accounting I 4.5  
BUS120.......Sales and Marketing 4.5  
BUS135.......Principles of Management 4.5
BUS220.......Business Communications  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
SCI115.........Introduction to Computer Literacy  4.5

**Arts and Sciences Requirements (5 courses or 22.5 credits)**
See Arts and Sciences section

**Hospitality Management, Bachelor of Arts – Concentration in Advanced Culinary Arts**

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.

Two + Two Option Available: 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.

At the end of the program, students are able to:
- Demonstrate management theories and applications pertaining to the hospitality industry.
- Discuss the importance of teamwork and respecting opinions, feelings, and values of others.
- Understand a variety of computer applications in providing hospitality services.
- Analyze the theories and principles of guest service management and etiquette practices used in the hospitality industry.
- Apply the principles of supervision and management.

This program typically takes 65 months to complete for part-time enrollment and 32 months to complete for students enrolled full-time.

Required courses for BS Hospitality Management (10 core, 15 concentration, 3 elective, 12 arts and sciences) = 40 courses or 180 credit hours

**Core Requirements (10 courses or 45 credits)**
BAS310......Introduction to Financial Management 4.5
BAS325......Entrepreneurial Leadership 4.5
BAS405......Business Law: Legal Environment for Business 4.5
BAS415......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

**Advanced Culinary Arts Requirements (15 courses or 67.5 credits)**

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<tr>
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<tr>
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<td>Dining Room Service</td>
</tr>
<tr>
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<td>Culinary Skills Externship I</td>
</tr>
<tr>
<td>HOS270</td>
<td>Hospitality Supervision</td>
</tr>
<tr>
<td>SCI115</td>
<td>Introduction to Computer Literacy</td>
</tr>
<tr>
<td>SCI212</td>
<td>Nutritional Science</td>
</tr>
</tbody>
</table>

**Elective Courses (choose 3 courses or 13.5 credits)**

- BAS100...... Introduction to Business 4.5
- BAS112...... Principles of Accounting I 4.5
- BAS122...... Principles of Accounting II 4.5
- BAS135...... Principles of Management 4.5
- BAS425...... Diversity in the Workplace 4.5 credits

**Arts and Sciences Requirements (12 courses or 54 credits)**

See Arts and Sciences section

**Hospitality Management, Bachelor of Arts – Concentration in Baking and Pastry Arts**

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.

Two + Two Option Available: 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.

At the end of the program, students are able to:
- Demonstrate management theories and applications pertaining to the hospitality industry.
- Discuss the importance of teamwork and respecting opinions, feelings, and values of others.
- Understand a variety of computer applications in providing hospitality services.
- Analyze the theories and principles of guest service management and etiquette practices used in the hospitality industry.
- Apply the principles of supervision and management.

This program typically takes 65 months to complete for part-time enrollment and 32 months to complete for students enrolled full-time.

Required courses for BS Hospitality Management (10 core, 15 concentration, 3 elective, 12 arts and sciences) = 40 courses or 180 credit hours

**Core Requirements (10 courses or 45 credits)**
- BUS310......Introduction to Financial Management  4.5
- BUS325......Entrepreneurial Leadership  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

**Baking and Pastry Arts Concentration Requirements (15 courses or 67.5 credits)**
- BAK124   Artisan Breads
- BAK134   Cakes, Custards, and Creams
- BAK154   Specialty and Wedding Cakes
- BAK164   Plated Desserts
- BAK174   Confectionery Production
- CUL111   Culinary Theory and Sanitation
- CUL121   Kitchen Fundamentals
- CUL160   Fundamentals of Baking
- CUL170   Advanced Culinary Theory
CUL210  Nutrition and Menu Planning
CUL215  Dining Room Service
CUL271  Culinary Skills Internship I
HOS270  Hospitality Supervision
SCI115  Introduction to Computer Literacy
SCI212  Nutritional Science

**Elective Courses (choose 3 courses or 13.5 credits)**
- BAK courses approved by the advisor
- BUS100........ Introduction to Business 4.5
- BUS112........ Principles of Accounting I 4.5
- BUS122........ Principles of Accounting II 4.5
- BUS135........ Principles of Management 4.5
- BUS425........ Diversity in the Workplace 4.5 credits
- CUL courses approved by the advisor
- HOS courses approved by the advisor

**Arts and Sciences Requirements (12 courses or 54 credits)**
See Arts and Sciences section

**Hospitality Management, Bachelor of Arts – Concentration in Hotel and Restaurant Management**

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.

Two + Two Option Available: 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.

At the end of the program, students are able to:
- Demonstrate management theories and applications pertaining to the hospitality industry.
- Discuss the importance of teamwork and respecting opinions, feelings, and values of others.
- Understand a variety of computer applications in providing hospitality services.
- Analyze the theories and principles of guest service management and etiquette practices used in the hospitality industry.
- Apply the principles of supervision and management.

This program typically takes 65 months to complete for part-time enrollment and 32 months to complete for students enrolled full-time.
Required courses for BS Hospitality Management (10 core, 15 concentration, 3 elective, 12 arts and sciences) = 40 courses or 180 credit hours

**Core Requirements (10 courses or 45 credits)**

- BUS310........Introduction to Financial Management 4.5
- BUS325........Entrepreneurial Leadership 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

**Hotel and Restaurant Management Concentration Requirements (15 courses or 67.5 credits)**

- BUS112 Principles of Accounting I
- BUS120 Sales and Marketing
- BUS135 Principles of Management
- BUS220 Business Communications
- 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
- SCI115 Introduction to Computer Literacy

**Elective Courses (choose 3 courses or 13.5 credits)**

- BAK courses approved by the advisor
- BUS100........ Introduction to Business 4.5
- BUS112........ Principles of Accounting I 4.5
- BUS122........ Principles of Accounting II 4.5
- BUS135........ Principles of Management 4.5
- BUS425........ Diversity in the Workplace 4.5 credits
- CUL courses approved by the advisor
- HOS courses approved by the advisor

**Arts and Sciences Requirements (12 courses or 54 credits)**

See Arts and Sciences section
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 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. Health sciences employers may require criminal background checks, sex-offender status verification, and/or drug testing prior to employment.

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.

**Medical Assisting, Diploma**

The mission of the Diploma 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 will be able to demonstrate administrative skills including scheduling, bookkeeping procedures, medical office and records management, processing of insurance claims, and procedural and diagnostic coding. This program requires students to purchase a health sciences kit from the University.

At the end of the program, students are able to:

- Define the roles and the responsibilities of a medical assistant.
- Demonstrate medical assistant principals and clinical procedures for managing an office practice, quality patient care, and laboratory procedures.
- Summarize the strategies for finding printed materials, personal communications, observations, and electronic resources related to healthcare.

This program typically takes 23 months to complete for part-time enrollment and 12 months to complete for students enrolled full-time.

**Required courses for Diploma in Medical Assisting (14 core) = 14 courses or 63 credit hours**
Core Requirements (14 courses or 63 credits)
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
MED200 ......Medical Office Practice and Electronic Medical Research 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
MED260 ......Exams and Specialty Procedures 4.5
MED265 ......Electrocardiogram and Invasive Procedures 4.5
MED290 ......Medical Assisting Externship 4.5
MIB130 ........Diseases of the Human Body 4.5
SCI115.........Introduction to Computer Literacy 4.5

Medical Assisting, Associate of Applied Science

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 taught to be 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 Alexandria, Falls Church, Glen Allen, Newport News, Virginia Beach, and Woodbridge campuses. This program requires students to purchase a health sciences kit from the University.

At the end of the program, students are able to:
- Define the roles and the responsibilities of a medical assistant.
- Demonstrate medical assistant principles and clinical procedures for managing an office practice, quality patient care, and laboratory procedures.
- Summarize the strategies for finding printed materials, personal communications, observations, and electronic resources related to healthcare.

This program typically takes 32 months to complete for part-time enrollment and 16 months to complete for students enrolled full-time.

Required courses for AAS Medical Assisting (15 core, 5 arts and sciences) = 20 courses or 90 credit hours

Core Requirements (15 courses or 67.5 credits)
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  
SCI115..........Introduction to Computer Literacy 4.5

Arts and Sciences Requirements (5 courses or 22.5 credits)  
See Arts and Sciences section

Medical Insurance, Billing, and Coding, Associate of Applied Science

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 and helps students gain the competency and experience necessary to succeed in these highly specialized fields.

At the end of the program, students are able to:
- Locate and identify appropriate codes for diagnostic statements and medical procedures in the office or facility setting
- Demonstrate correct use of practice management programs to perform medical office financial activities
- Make evidence based decisions linked to medical necessity, billing procedures, and code assignment
- Summarize the life cycle of an insurance claim and explain the processing steps.
- Use ICD-10, CPT, and HCPCS as resources in identifying, administrating, and processing insurance billing and coding.

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).

This program typically takes 32 months to complete for part-time enrollment and 16 months to complete for students enrolled full-time.

Required courses for AAS Medical Insurance, Billing, and Coding (15 core, 5 arts and sciences) = 20 courses or 90 credit hours
Core Requirements (15 courses or 67.5 credits)

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
SCI115.........Introduction to Computer Literacy 4.5

Arts and Sciences Requirements (5 courses or 22.5 credits)
See Arts and Sciences section

Pharmacy Technician, Associate of Applied Science

The mission of the Associate of Applied Science in Pharmacy Technician program is to educate and graduate pharmacy technicians capable of assisting pharmacists in the preparation and dispensing of medications. The program seeks to prepare graduates 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. The Falls Church, Glen Allen, 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.

At the end of the program, students are able to:
- Apply the pharmacy principles and legal practices in accordance with state regulations and guidelines.
- Describe the regulations and guidelines for managing pharmaceutical records.
- Perform mathematical calculations necessary for preparation and delivery of pharmaceutical products.

This program typically takes 32 months to complete for part-time enrollment and 16 months to complete
for students enrolled full-time.

Required courses for AAS Pharmacy Technician (15 core, 5 arts and sciences) = 20 courses or 90 credit hours

**Core Requirements (15 courses or 67.5 credits)**

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

**Arts and Sciences Requirements (5 courses or 22.5 credits)**

See Arts and Sciences section

**Health Information Management, Bachelor of Science**

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.

At the end of the program, students are able to:

- Manage patient health information and medical records.
- Evaluate patient data using electronic health records.
- Interpret healthcare policy, accreditation, and ethical and legal regulations as it pertains to the healthcare delivery system.
- Implement health information management technology to analyze privacy, security, and confidentiality policies and procedures for internal and external use and exchange of health information.

This program typically takes 65 months to complete for part-time enrollment and 32 months to complete for students enrolled full-time.
Required courses for BS Health Information Management (28 core, 12 arts and sciences) = 40 courses or 180 credit hours

**Core Requirements (28 courses or 126 credits)**

- BUS210......Human Resource Management 4.5
- BUS380......Project Management 4.5
- CIS103........Fundamentals of Information Systems 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
- HIM450 ......Professional Practice 4.5
- MED120 ......Medical Terminology 4.5
- MED130 ......Medical Insurance, Billing, and 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

**Arts and Sciences Requirements (12 courses or 54 credits)**

- ENG111 ......College Composition 4.5
- ENG211 ......Oral Communications 4.5
- HUM110 ......Principles of Ethics 4.5
- HUM250 ......Cross-Cultural Competency 4.5
- MAT211.......Statistics 4.5
- PSY110 ......Social Psychology 4.5
- PSY220 ......Human Growth and Development 4.5
- SCI110.......Principles of Biology 4.5
- SCI210.......Environmental Science 4.5
- SCI250.......Microbiology 4.5

Choose 1:
**Health Sciences, Bachelor of Science**

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, to help 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.

At the end of the program, students are able to:

- Apply knowledge of biological, physical, health, and behavioral sciences to the practice of a healthcare professional.
- Demonstrate cultural competency in designing community and healthcare interventions.
- Examine the social, economic, political, and professional forces that affect healthcare of a variety of populations.
- Apply principles of research and inquiry to investigate health science problems, suggest plausible solutions, and discuss findings.

This program typically takes 65 months to complete for part-time enrollment and 32 months to complete for students enrolled full-time.

**Required courses for BS Health Sciences (21 core, 7 electives, 12 arts and sciences) = 40 courses or 180 credit hours**

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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<td>Epidemiology and Health Services Research</td>
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<td>Health Policy and Reform</td>
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<td>Health Information Systems</td>
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<td>HIM410</td>
<td>Health Statistics and Research</td>
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<tr>
<td>HSC100</td>
<td>Introduction to Health Sciences as a Profession</td>
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<tr>
<td>HSC200</td>
<td>Health Promotion/Disease Prevention</td>
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<tr>
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<td>Community Nutrition</td>
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<td>Public/Community Health</td>
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<td>Vulnerable Populations</td>
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<td>Healthcare of the Aging Adult</td>
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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  
SCI115.......Introduction to Computer Literacy  4.5  

**Arts and Sciences Requirements (12 courses or 54 credits)**

ENG111 ......College Composition  4.5  
ENG211 ......Oral Communication  4.5  
HUM250 ......Cross-Cultural Competency  4.5  
MAT211.......Statistics  4.5  
PSY220 .......Human Growth and Development  4.5  
SCI250.......Microbiology  4.5  
Choose 1:  
HUM110.......Principles of Ethics  4.5  
HUM111.......History of Cultures Across Antiquity  4.5  
HUM200.......Creative Expression  4.5  
HUM201.......Philosophy and Religion  4.5  
HUM220.......The Cultural Mirror: Fiction  4.5  
HUM221.......The Contemporary World  4.5  
HUM230.......The American Experience  4.5  
Choose 1:  
MAT111.......Modern Math with Algebra  4.5  
MAT210.......College Algebra  4.5  
MAT220.......Discrete Mathematics  4.5  
MAT212.......Probability and Statistics  4.5  
MAT275.......Introduction to Calculus  4.5  
Choose 1:  
PSY110.......Social Psychology  4.5  
PSY225.......Positive Psychology  4.5  
PSY240.......Critical Thinking and Reasoning  4.5  
PSY250.......Mindful Leadership  4.5  
Choose 1:  
SCI110.......Principles of Biology  4.5  
SCI210.......Environmental Science  4.5  
SCI212.......Nutritional Science  4.5  
SCI260.......Introduction to Biochemistry  4.5  
SCI211.......Impact of Science and Technology  4.5  
Choose 2:  
Arts and Sciences courses (any from ENG, HUM, MAT, PSY, SCI)

**Elective Courses (7 courses or 31.5 credits)**  
BUS, HCA, HIM, MED (lab courses only), and NSG courses (non-clinical/lab courses only) approved by
the advisor.

**Healthcare Administration, Bachelor of Science**

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.

At the end of the program, students are able to:

- Differentiate the roles of professionals within healthcare organizations.
- Analyze the infrastructure of healthcare delivery system.
- Apply principles and procedures of business management, finance, and marketing to the healthcare industry.
- Evaluate data, printed materials, personal communication, observation, and electronic resources related to healthcare delivery.

This program typically takes 65 months to complete for part-time enrollment and 32 months to complete for students enrolled full-time.

**Required courses for BS Healthcare Administration (28 core, 12 arts and sciences) = 40 courses or 180 credit hours**

**Core Requirements (28 courses or 126 credits)**

- 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 Employment4.5
- BUS364.......Marketing Research 4.5
- BUS380.......Project Management 4.5
- BUS415.......Organizational Theory and Development4.5
- 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 Planning4.5
- HCA405 ......Long-Term Healthcare Management 4.5
- HCA407 ......Health Policy and Reform 4.5
- HCA411 ......Professional Practice of Healthcare Administration 4.5
<table>
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<td>HCA412</td>
<td>Medical Group Practice Management</td>
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<td>HCA420</td>
<td>Quality Performance Improvement</td>
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<tr>
<td>HIM210</td>
<td>Health Information Systems</td>
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<tr>
<td>MED120</td>
<td>Medical Terminology</td>
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<td>MED130</td>
<td>Medical Insurance, Billing, and Coding</td>
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<td>MED160</td>
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**Arts and Sciences Requirements (12 courses or 54 credits)**

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<td>PSY110</td>
<td>Social Psychology</td>
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<td>SCI250</td>
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<tr>
<td>SCI211</td>
<td>Impact of Science and Technology</td>
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Choose 1:

Arts and Sciences course (any from ENG, HUM, MAT, PSY, SCI)

**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.

Program Information

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 unimmunized 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

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.

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 core science courses (microbiology and biochemistry), 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. Please refer to the Progression Policy #59-108 (Nursing) in the Policy and Procedures Manual. 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.

Nursing, Bachelor of Science

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.

Freshmen: 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 grade point average (CGPA) of 3.0 or higher. Applicants who have completed the GED or equivalent must establish a CGPA 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 from an academic or professional source
• A personal statement regarding the reasons for choosing nursing as a profession
• Criminal background check at student’s expense

**Transfer Students:** In addition to the University admissions process, applicants seeking entry to the nursing program must submit the following (Most transfer students require eleven quarters to complete the program):

• A CGPA of 3.0 or higher on college transcripts. Students who do not meet this requirement may be considered for admission with a CGPA of 3.0 or higher in the last calendar year in which the student earned at least 12 credits.
• Science courses and nursing prerequisite course grades are considered for nursing admission
• Two letters of reference from an academic or professional source
• A personal statement regarding the reasons for choosing nursing as a profession
• Criminal background check at student’s 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.

**BSN Completion Students:** Applicants who hold an active, U.S. RN license and wish to receive a bachelor’s degree may apply for the Bachelor of Science in Nursing program as a BSN completion student.

• Proof of an unencumbered license to practice as a registered nurse in the U.S. Completion students must possess a current, active Virginia or compact state RN license prior to beginning any clinical or project experiences:
• An associate’s degree or diploma from a school of nursing
• Submission of all official transcripts from colleges and nursing programs attended
• A CGPA of 3.0 or higher on college transcripts. Students who do not meet this requirement may be considered for admission with a minimum CGPA of 3.0 in the last calendar year in which the student earned 12 at least credits.
• Two letters of reference from an academic or professional source
• A personal statement regarding the reasons for pursuing a baccalaureate degree
• 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 NSG330* Health Assessment and Diagnostic Reasoning, NSG410 Research and Evidence-Based Nursing Practice (requires having taken statistics), NSG420* 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.

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

**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. 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.

At the end of the program, students are able to:

- Conduct comprehensive and focused holistic assessments of illness and wellness parameters of individuals, families, groups, communities, and populations using developmentally and culturally appropriate methods.
- Implement evidence-based nursing interventions for delivering and managing acute and chronic care to individuals, families, groups, communities, and populations across the lifespan and across continuum of healthcare environments.
- Monitor client outcomes to evaluate the effectiveness of therapeutic interventions.
- Demonstrate clinical reasoning in delivering patient-centered care that reflects adherence to regulatory, legal, and ethical frameworks and standards of the profession.
- Demonstrate effective application of psychomotor skills in delivering safe and compassionate patient care.

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

This program typically takes 60 months to complete for part-time enrollment and 30 months to complete for students enrolled full-time.
Required courses for BS Nursing (20 core, 3 medical, 5 elective, 12 arts and sciences) = 40 courses or 180 credit hours

**Core requirements (20 courses or 90 credits)**
- NSG100 ......Introduction to Nursing as a Profession  4.5
- NSG110 ......Introduction to Nursing Practice  4.5
- NSG120 ......Foundations of Evidence-Based Nursing Practice  4.5
- NSG210 ......Case Studies in Pathophysiology  4.5
- NSG220 ......Pharmacology and Therapeutic Modalities I  4.5
- NSG225 ......Pharmacology and Therapeutic Modalities II  4.5
- NSG240 ......Adult Health Nursing I  4.5
- NSG315 ......Adult Health Nursing II  4.5
- NSG320 ......Nursing Care of the Childbearing Family  4.5
- NSG325 ......Nursing Care of Children  4.5
- NSG330 ......Health Assessment and Diagnostic Reasoning  4.5
- NSG350 ......Mental Health Nursing  4.5
- NSG360 ......Nursing Care of Older Adults  4.5
- NSG410 ......Research and Evidence-Based Nursing Practice  4.5
- NSG420 ......Nursing in the Community  4.5
- NSG430 ......Complex Care Nursing  4.5
- NSG460 ......Nutrition and Dietetics  4.5
- NSG470 ......Leadership, Management, and Contemporary Issues in Nursing  4.5
- NSG480 ......Nursing Capstone Project  4.5
- NSG492 ......NCLEX Preparation  4.5

**Medical requirements (3 courses or 13.5 credits)**
- MED110 ......Anatomy and Physiology I  4.5
- MED210 ......Anatomy and Physiology II  4.5
- MED120 ......Medical Terminology  4.5

**Elective requirements (choose 5 courses or 22.5 credits from either elective pool 1 or elective pool 2)**

**Elective Pool One**
- NSG290......Current Topics in Nursing I  4.5 credits
- NSG291......Current Topics in Nursing II  4.5 credits
- NSG292......Current Topics in Nursing III  4.5 credits
- NSG293......Current Topics in Nursing IV  4.5 credits
- NSG294......Current Topics in Nursing V  4.5 credits
- NSG296......Current Topics in Nursing VI  4.5 credits
- NSG490......Special Topics in Nursing I  4.5 credits
- NSG491......Special Topics in Nursing II  4.5 credits
- NSG493......Special Topics in Nursing III  4.5 credits
- NSG494......Special Topics in Nursing IV  4.5 credits
- NSG496......Special Topics in Nursing V  4.5 credits

**Elective Pool Two**
SCI115, and/or courses from BUS, CIS, HCA, HIM, HSC, or MED with approval of advisor

Arts and Sciences requirements (12 courses or 54 credits)
ENG111 ......College Composition 4.5
HUM110 ......Principles of Ethics 4.5
HUM250 ......Cross-Cultural Competency 4.5
MAT211 ......Statistics 4.5
PSY110 ......Social Psychology 4.5
PSY220 ......Human Growth and Development 4.5
SCI250 ......Microbiology 4.5
SCI260 ......Introduction to Biochemistry 4.5
Choose 1:
ENG211 ......Oral Communications 4.5
ENG220 ......Advanced Composition and Research 4.5
Choose 1:
MAT111 ......Modern Math with Algebra 4.5
MAT210 ......College Algebra 4.5
MAT220 ......Discrete Mathematics 4.5
MAT211 ......Statistics 4.5
MAT212 ......Probability and Statistics 4.5
MAT275 ......Introduction to Calculus 4.5
Choose 2:
Arts and Sciences courses (any from ENG, HUM, MAT, PSY, SCI)

Undergraduate Course Descriptions

Undergraduate Course Prefix Designations
ACC  Accounting
BAK  Baking
BUS  Business
CIS  Computer Information Systems
CUL  Culinary
ENG  English
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
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 noncurrent 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: None.

**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, passing score on the ServSafe certification or equivalent. 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, passing score on the ServSafe certification or equivalent. 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, passing score on the ServSafe certification or equivalent. 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, passing score on the ServSafe certification or equivalent. 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, passing score on the ServSafe certification or equivalent. 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, passing score on the ServSafe certification or equivalent. 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, passing score on the ServSafe certification or equivalent. 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, passing score on the ServSafe certification or equivalent. 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, passing score on the ServSafe certification or equivalent. 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, passing score on the ServSafe certification or equivalent. 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.

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: None.

**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: None.

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: None.

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 credits
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: None.

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: None.

**BUS491 | Special Topics in Business | 4.5 credits**
This course is designed to investigate and evaluate current topics or specialized areas of business. Prerequisite: None.

**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.

**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 problem 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: CIS131. 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 e-mail, 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 (DMR DD), 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
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: None.

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: None.

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: None.

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:
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, troubleshooting, and repair of desktop computers, laptops, printers, expansion buses, multimedia, video, modems, and SCSI controllers, as well as and resolving memory, and software issues is investigated. Students will be able to set up, maintain, and service a basic computer system for home or small business. Basic computer safety and security will be addressed. Prerequisite: None.

CIS391 Server/OS, Relational Databases, and Software Security Bridge 4.5 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 of a variety of networking problems, demonstrate effective management skills while operating an enterprise switch through a management console. This includes a study of network protocols and layering, physical and link layers, retransmissions, multiple access, switching network layer, internetworking, intra and inter domain routing, transport layer, reliability, congestion control, DNS, Web/ HTTP, content distribution, quality of service, and real-time apps. Prerequisite: None.

CIS400 Cloud Computing 4.5 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.

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, passing score on the ServSafe certification or equivalent. 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, passing score on the ServSafe certification or equivalent. 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, passing score on the ServSafe certification or equivalent. 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, passing score on the ServSafe certification or equivalent. 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 pâté à choux items. This course has food and supplemental instructional fees. Prerequisite: CUL111, passing score on the ServSafe certification or equivalent. 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, passing score on the ServSafe certification or equivalent. 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: Passing score on the ServSafe certification or equivalent. 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, passing score on the ServSafe certification or equivalent. 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, passing score on the ServSafe certification or equivalent. 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, passing score on the ServSafe certification or equivalent. 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, passing score on the ServSafe certification or equivalent. 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, passing score on the ServSafe certification or equivalent. 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, passing score on the ServSafe certification or equivalent. 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, passing score on the ServSafe certification or equivalent. Lecture Hours: 25; Lab Hours: 40.

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: Completed coursework and approval of advisor, passing score on the ServSafe certification or equivalent. 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: None, passing score on the ServSafe certification or equivalent. 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: None, passing score on the ServSafe certification or equivalent. 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: None, passing score on the ServSafe certification or equivalent. 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 term schedule. This course includes a lab component. This course has food and supplemental instructional fees. Prerequisite: None, passing score on the ServSafe certification or equivalent. 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: None, passing score on the ServSafe certification or equivalent. 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: None, passing score on the ServSafe certification or equivalent.

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: Completed coursework and approval of advisor.

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: College Composition: Prerequisite: ACCUplacer assessment; workshop recommended for those scoring below a 5 on the WritePlacer test.

ENG211  Oral Communications  4.5 credits
This course presents the principles and functions of spoken communications. The student learns how to prepare and 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.

ENG220  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.

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 multifaceted 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: Completed program course work and 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: Completed program course work and 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: Completed program course work and 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: None.

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: None.

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: None.

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: None.

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: Completed program coursework and 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: None.
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: None.

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: None.

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: None.

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.

HSC220  Community Nutrition  4.5 credits
This course introduces the different methods used to analyze diet nutrient composition, analysis of nutritional labeling and media information, and recommendations for the design of diets for healthy lifestyles. The course will investigate proper food handling for prevention of food borne illnesses. Prerequisites: 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: None.

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.

HUM111 History of Cultures Across Antiquity 4.5 credits
This course is designed to provide students with tools to build cultural competence using historical facts and events as primary guidance. Students are exposed to an array of fundamental experiences that define western culture through its evolution across time. The overall goal is to identify the historical roots of western culture and how it has evolved and adapted into our multicultural society. Prerequisite: None.

HUM200 Creative Expression 4.5 credits
This course is designed to uncover and investigate the creative aspects of human expression. Through the analysis of literature, drama, visual arts and music, students will learn to make connections between the various elements of emotional and artistic expression for the purpose of growing and enhancing their own creativity skills. Prerequisite: None.

HUM201 Philosophy and Religion 4.5 credits
This course examines fundamental human values and how they are applied across major philosophical systems and religions. This investigation takes place both along temporal as well as geographical coordinates. Students are provided the tools to develop critical reflection on their own lives and the impact these have on the surrounding world. Prerequisite: None.

**HUM250 Cross-Cultural Competency  4.5 credits**
This course is designed to provide students with tools to build cultural competence in today’s world. Students develop awareness and understanding of cultural diversity by examining the most important characteristics found across a variety of contemporary cultural systems. The overall goal is to analyze the challenges and benefits of diversity and develop greater cultural intelligence that promotes and capitalizes on living and working together in a multicultural society. Prerequisite: None.

**HUM220 The Cultural Mirror: Fiction 4.5 credits**
This course investigates the uses of fiction in a range of narrative styles, from traditional and innovative to western and non-western. Emphasis is placed on the appreciation and meaning of verbal texts across different cultures, times, and forms. The goal is to assess how the various manifestations of literary production shape both our emotions and, as a reflection, the very world that surrounds us. Prerequisite: None.

**HUM221 The Contemporary World  4.5 credits**
This course is designed to explore topics related to contemporary global themes and explores their effects in an increasingly interconnected world. Students learn about various factors that shaped recent events using a balanced perspective. The topical nature of this course helps students develop an understanding of the twentieth century, as well as prepares them to construct informed arguments about events that are unfolding today. Prerequisite: None.

**HUM230 The American Experience  4.5 credits**
This course highlights the development of American values and institutions through the historical analysis of a broad range of social, political, environmental and economic factors. Students examine the impact of ideals such as individualism, success, and national character on the creation and evolution of the American society, from the establishment of the first Colonies to the Industrial Revolution. Prerequisite: None.

**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: ACCUplacer assessment; workshop recommended for those scoring below 250 on the Next Generation 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

**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.

MAT211 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.

MAT212 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.

MAT275 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.

MDL000 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: None. Lecture Hours: 30; Lab Hours: 30.

MED200 Medical Office Practice and Electronic Medical Research 4.5 credits
The course introduces students to the administrative functions of the medical office practice while giving students exposure to computer software applications. Emphasis is placed on practice management programs used to organize the medical practice. Students have an in-depth review of patient interaction, education, and communication, scheduling and maintaining accurate patient records. Students examine various bookkeeping systems in order to manage an efficient billing cycle. Students will learn banking procedures including balancing the office checkbook. The importance of taking inventory is discussed, as well as the steps in making a purchasing decision. This course has a computer lab fee. Prerequisite: SCI 115. 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: None. 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 or MIB129.

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.

MED265  Electrocardiogram and Invasive Procedures  4.5 credits
This course is a review of laboratory and clinical procedures in a medical office. The course enables students to perform electrocardiography (EKG), venipuncture, and capillary sticks using proper safety procedures. Students will be able to recognize and interpret basic cardiac rhythms, respond appropriately to life threatening cardiac arrhythmias, troubleshoot complications with phlebotomy. In addition, administration of medication is taught and practiced. The course has lab and supplemental instructional fees. Perquisite: MED 210. 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: MED220. 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 a 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 and BS Health Sciences, 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-10CM. 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: Prerequisite: MIB240, MIB250, and MIB260. 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 ATI testing fee. Prerequisites: ENG111, PSY110, MAT111 or higher, MED120, MED210, and SCI250 with a B 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 kit and nursing lab fees. 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, SCI260 with a B or higher.

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, SCI260 with a B- or higher. Co-requisite: NSG240

NSG225 Pharmacology and Therapeutic Modalities II  4.5 credits
This course is a continuation of Pharmacology and Therapeutic Modalities. 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 and nursing technology fee. Prerequisites: HUM250, NSG320, NSG325, NSG350; and NSG360 (can be co-requisite). 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: None.

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: None.
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: None.

NSG293  Current Topics in Nursing IV    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: None.

NSG294  Current Topics in Nursing V    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: None.

NSG296  Current Topics in Nursing VI    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: None.

NSG315  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.

NSG320  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: NSG315. Lecture Hours: 30; Clinical Hours: 60.

NSG325  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: NSG315, PSY220. Lecture Hours: 30; Clinical Hours: 60.

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: NSG315 or NSG399. 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, NSG315. 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. Prerequisites: NSG210, NSG225, NSG315, 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: MAT211, NSG320, NSG325, NSG350, NSG360 (can be co-requisite), or NSG399.

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: NSG320, NSG325, NSG330, NSG350, NSG360 (can be co-requisite), or NSG399. 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: NSG315, 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: NSG350, NSG360, or NSG399.

NSG480 Nursing Capstone 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, or NSG399. 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: None.

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 or co-requisite: None.

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: None.

NSG494 Special Topics in Nursing IV 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: None.

NSG496 Special Topics in Nursing V 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: None

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, allegations, and basic pharmacological accounting. This course also covers advanced technical dosage and pharmaceutical calculations. Students learn to calculate dosages, milliequivalent, 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: None. 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.

PSY220 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.

PSY225 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.

PSY240 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

PSY250 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.

SCI110 Principles of Biology 4.5 credits
This course serves as an in-depth exploration of selected biological concepts connected to current, relevant topics and emphasizing an understanding of science as a way of obtaining knowledge. Prerequisite: None.

SCI115 Introduction to Computer Literacy 4.5 credits
This course covers basic computer concepts including hardware components and the application of software programs. Topics include components of a computer system (CPU, memory, ports, busses, etc.), operating systems and utilities programs, communication and network, ethical issues, and usage of the Internet. This course also covers the use of word processing software to generate business documents, including the use of spreadsheets. Students learn how to create, modify, insert formulas, use what-if-analysis/goal seek concepts, and format worksheets professionally. In addition, the course covers the use of database software and concepts such as creating tables, queries, forms, and reports, and the use of presentation software and personal information management software such as Outlook. Prerequisites: None.

SCI210 Environmental Science 4.5 credits
This course investigates the impact of a variety of factors both human and natural that affect the environment. Through the study of authentic environmental situations, students engage in investigations and labs to determine causal relationships and suggest remedies. Prerequisite: None.

SCI211 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.

SCI212 Nutritional Science 4.5 credits
This course centers on an explanation of the basic principles of nutrition and their relationship to health. The structure, functions, and sources of nutrients, including carbohydrates, fats, vitamins, minerals, and water are discussed. Current issues in nutrition are reviewed, including dietary guidelines, energy balance, food proportions/preparation, and dietary fats. Prerequisite: None. Lecture Hours: 35; Lab hours: 20

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 (on-ground students only) and supplemental instructional fees. Prerequisite: None. Lecture Hours: 30; Lab Hours: 30.
Note: Online students are responsible for obtaining lab materials to complete lab activities. These are easily obtained, everyday materials.

SCI260 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.
Graduate Policies

Graduate Admission

The application process requires the following steps for domestic graduate students. Interested students may submit documents in person, via fax, e-mail, 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 English language requirement, if English is not the primary language.
- Submit official bachelor’s degree transcript, official master’s degree transcript, or equivalent.
- Submit official transcripts or equivalent from all colleges or universities attended, if applicable.
- Students submitting international educational credentials must provide an original or certified copy of the documentation, along with an official evaluation from an evaluation agency that is a member of the National Association of Credential Evaluation Services - NACES (www.naces.org) or the Association of International Credential Evaluators – AICE (www.aice-eval.org), or completed by the American Association of College Registrars and Admissions Officers (AACRAO) own International Educational Services. Education credentials recorded in a language other than English must be accompanied by an official translation completed by one of the aforementioned agencies. The evaluation alone will not serve as a translation.
- If Stratford University is the first university an international student attends in the U.S., a GMAT or GRE score is required. Exceptions to this requirement may be discussed with an admissions officer. Transfer students from accredited U.S. colleges and universities may have the GMAT or GRE requirement waived. Change of status applicants are not required to submit GMAT/GRE requirement.
- International applicants applying to a graduate degree program may be required to submit an updated copy of their resume. Acceptance requires a student meet one of the following two criteria:
  - A 2.5 grade point average on a 4.0 scale for undergraduate work supportive of their field of study
  - Evidence of graduate potential demonstrated by relevant professional work experience related to the field of study. This requires evaluation of work experience by the designated department representative, a personal interview, or submission of employment documentation or resume is required. The student may be required to complete undergraduate foundation courses.

Students admitted without a 2.5 bachelor’s GPA must also submit a letter of intent to complete the program explaining the low GPA and strategy for success in the master’s program and a resume. In the case he/she does not have three years of working experience, a letter of recommendation from a supervisor.
Students who wish to upgrade from an undergraduate to graduate degree may do so through the Office of Admissions.

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 (isuaadmissions@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 SEVP 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 (SEVP) 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 SEVP, 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, e-mail address, and emergency contact information. If this information changes, it is the student’s responsibility to notify the University within ten days. Students who fail to maintain records could lose their status as a student.

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

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

**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.

Students submitting international educational credentials for evaluation of transfer credit must provide an original or certified copy of the documentation, along with an official evaluation from an evaluation agency that is a member of the National Association of Credential Evaluation Services - NACES (www.naces.org) or the Association of International Credential Evaluators – AICE (www.aice-eval.org), or completed by the American Association of College Registrars and Admissions Officers (AACRAO) own International Educational Services. A course by course evaluation may be required. Education credentials recorded in a language other than English must be accompanied by an official translation completed by one of the aforementioned agencies. The evaluation alone will not serve as a translation.

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 calendar days of the start of the term. 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.

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.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Transfer Credits Allowed</th>
<th>Credits at Stratford</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master</td>
<td>27 credits</td>
<td>27 credits</td>
</tr>
</tbody>
</table>

Military Training

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

Prior Learning Assessment and Recognition

Credit for prior experiences, also known as Prior Learning Assessment and Recognition (PLAR) may be awarded as prior learning credits. These credits are posted on the transcript as CR. These 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. PLAR may not be used for capstone or externship courses. 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.

**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. Grades 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**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
<th>Description A</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Average</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Poor</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>Very Poor</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Failing</td>
</tr>
<tr>
<td>AU</td>
<td>0.00</td>
<td>Audited Course</td>
</tr>
<tr>
<td>CE</td>
<td>0.00</td>
<td>Credit by Exam</td>
</tr>
</tbody>
</table>
The Satisfactory Academic Progress (SAP) policy for both Graduate and Undergraduate students is described on p. 53.

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
- Enrollment at the University in the last term
- Achieve a minimum GPA of 3.0
- Complete at least 50% of the program credits at the University
- 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 president. 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

An academic staff and 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.

Cooperative Education Option

Students may 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. Cooperative education is a pass/fail course and may be repeated multiple times. This is available through any graduate program. CIS599, EBM599, HCA599.

School of Business Administration

Accounting, Master of Science

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.

At the end of the program, students are able to:

- Integrate accounting theories, concepts and techniques to develop budgets and fiscal plans
- Analyze quantitative and qualitative data to make decisions
• Assess types of complexities, risks, and competitive advantages as it relates to the business environment

This program typically takes 12 terms to complete for part-time enrollment and 6 terms to complete for students enrolled full-time.

Required courses for MS Accounting (9 core, 3 elective) = 12 courses or 54 credit hours

**Core Requirements (9 courses or 40.5 credits)**
- ACC563......Accounting Information Systems 4.5
- ACC564......Advanced Managerial Accounting 4.5
- ACC569......Systems Auditing 4.5
- ACC571......Advanced Financial Accounting  4.5
- EBM532 ......Legal Environment and Business 4.5
- EBM570 ......Microeconomics 4.5
- EBM610 ......Financial Management  4.5

Choose 1:
- ACC565......Advanced Auditing 4.5
- ACC566......Forensic Accounting 4.5

Choose 1:
- EBM560......Managerial Accounting 4.5
- EBM562......International Managerial Accounting 4.5

**Elective Courses (choose 3 courses or 13.5 credits)**
- ACC567......Federal Taxation 4.5 credits
- ACC568......International Taxation 4.5 credits
- ACC572......Advanced Accounting Theory 4.5 credits
- EBM503......Global Leadership and Organizational Behavior 4.5
- EBM640......International Business 4.5 credits
- EBM642......International Business Management 4.5 credits

**Business Administration, Masters**

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, marketing, human resources, project management, organizational 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.

At the end of the program, students are able to:
• Integrate contemporary business theories, concepts and techniques into an organization
• Analyze problems through critical, creative, systematic and ethical thinking to make value-based business decisions
• Assess types of complexities, risks, and competitive advantages as it relates to the business environment

This program typically takes 28 months to complete for part-time enrollment and 14 months to complete for students enrolled full-time.

Required courses for MBA (12 core) = 12 courses or 54 credit hours

**Core Requirements (12 courses or 54 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EBM502</td>
<td>Research Methods</td>
<td>4.5</td>
</tr>
<tr>
<td>EBM503</td>
<td>Global Leadership and Organizational Behavior</td>
<td>4.5</td>
</tr>
<tr>
<td>EBM532</td>
<td>Legal Environment and Business</td>
<td>4.5</td>
</tr>
<tr>
<td>EBM554</td>
<td>Global Economies and Markets</td>
<td>4.5</td>
</tr>
<tr>
<td>EBM573</td>
<td>Global Business Operations</td>
<td>4.5</td>
</tr>
<tr>
<td>EBM587</td>
<td>Strategic Business Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>EBM595</td>
<td>Competitive Strategy and Innovation</td>
<td>4.5</td>
</tr>
<tr>
<td>EBM609</td>
<td>Financial Management and Policies</td>
<td>4.5</td>
</tr>
<tr>
<td>EBM632</td>
<td>Sustainability and Social Entrepreneurship</td>
<td>4.5</td>
</tr>
<tr>
<td>EBM636</td>
<td>Organizational Change Management</td>
<td>4.5</td>
</tr>
<tr>
<td>EBM680</td>
<td>Project Management</td>
<td>4.5</td>
</tr>
<tr>
<td>EBM690</td>
<td>Business Capstone</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Business Administration, International Masters**

The mission of the International Master of Business Administration program is 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 as analytical decision-making. Students can then gain additional functional expertise by selecting specialization courses.

At the end of the program, students are able to:
• Integrate global business theories, concepts and techniques into an organization
• Analyze problems through critical, creative, systematic and ethical thinking to make value-based business decisions
• Assess types of complexities, risks, and competitive advantages as it relates to the business environment

This program typically takes 28 months to complete for part-time enrollment and 14 months to complete for students enrolled full-time.
Required courses for IMBA (10 core, 2 specialization) = 12 courses or 54 credit hours

Core Requirements (10 courses or 45 credits)
- 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 Economics and Market 4.5
- EBM562 .......International Managerial Accounting 4.5
- EBM573 .......Global Business Operations 4.5
- EBM642 .......International Business Management 4.5
- EBM690 .......Business Capstone 4.5
Choose 1:
- EBM609 Financial Management and Policies 4.5
- EBM610 Financial Management 4.5

Entrepreneurship Specialization Requirements (choose 2 courses or 9 credits)
- EBM662.....Growth Strategies for Emerging Markets
- EBM670.....New Venture Creation
- EBM672.....International Competitive Strategy and Innovation

Finance Specialization Requirements (choose 2 courses or 9 credits)
- EBM590.....International Money, Banking, and Financial Markets
- EBM622.....International Financial Decision Making
- EBM627.....International Financial Management

Global Leadership Specialization Requirements (choose 2 courses or 9 credits)
- EBM525.....Global Leadership in Business Enterprise II
- EBM557.....Corporate Governance
- EBM645.....Geopolitics

Information Technology and e-Commerce Specialization Requirements (choose 2 courses or 9 credits)
- EBM515.....E-Commerce: Business Models and Strategies
- EBM552.....Internet Marketing Strategies
- EBM680.....Project Management

Marketing Specialization Requirements (2 courses or 9 credits)
- EBM580.....Managerial Marketing and Market Research
- EBM587 Strategic Business Marketing
- EBM650.....International Marketing Management

School Of Computer Science and Information Technology

Cyber Security, Master of Science
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, or equivalent course as determined through academic advisement (when prerequisites may be waived). Courses are to be completed through the Stratford University on-campus or online program, or through Prior Learning Assessment. Example equivalent courses for advisement are as follows: CIS144 or CIS201 or CIS253 for CIS390, CIS256 or CIS258 for CIS391, and CIS146 or CIS225 for CIS392.

**Competency Requirements**

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

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

**CIS392 Networking Bridge**

At the end of the program, students are able to:

- Identify, analyze, and mitigate threats to information technology systems and networks.
- Collect, process, preserve, analyze, and present digital-related evidence to support network vulnerability mitigation and/or civil, workplace, counterintelligence, or law enforcement (e.g., criminal, fraud) investigations.
- Demonstrate knowledge, skills, and abilities to identify threats or incidents, to respond to and remediate an incident, as well as restore functionality to the system or infrastructure.

This program typically takes 28 months to complete for part-time enrollment and 14 months to complete for students enrolled full-time.

**Required courses for MS in Cyber Security (12 core) = 12 courses or 54 credit hours**

**Core Requirements (12 courses or 54 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS595</td>
<td>Cyber Security Capstone</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS596</td>
<td>Current Topics in Cyber Security I</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS600</td>
<td>Ethical Hacking</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS610</td>
<td>Global Issues in Cyber Security</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS615</td>
<td>Cyber Security Prevention and Protection</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS630</td>
<td>Security Analytics</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS631</td>
<td>Cyber Law and Compliance</td>
<td>4.5</td>
</tr>
</tbody>
</table>
Cyber Security, Leadership, and Policy, Master of Science

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; and manage 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, or equivalent course as determined through academic advisement (when prerequisites may be waived). Courses are to be completed through the Stratford University on-campus or online program, or through Prior Learning Assessment. Example equivalent courses for advisement are as follows: CIS144 or CIS201 or CIS253 for CIS390, CIS256 or CIS258 for CIS391, and CIS146 or CIS225 for CIS392.

Competency Requirements
CIS390 Basic Computer Technology, Applications, and Security Bridge
CIS391 Server/OS, Relational Databases, and Software Security Bridge
CIS392 Networking Bridge

At the end of the program, students are able to:

- Formulate and implement strategy and effectively manage change in response to a risk assessment.
- Analyze global issues related to the protection of information and information systems.
- Create policies and standard operating procedures for organizations that address digital and physical security.

This program typically takes 28 months to complete for part-time enrollment and 14 months to complete for students enrolled full-time.

Required courses for MS in Cyber Security, Leadership and Policy (12 core) = 12 courses or 54 credit hours

Core Requirements (12 courses or 54 credits)
CIS615.......Cyber Security Prevention and Protection 4.5
CIS622.......Cyber Security Methods of Analysis 4.5
CIS624.......International Cyber Policy and Standards 4.5
Digital Forensics, Master of Science

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 requires individuals who not only have a passion for forensics and incident response, but who are also lifelong learners who can keep up with the changing environment. The program seeks to provide a current, practical, and important 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, or equivalent course as determined through academic advisement (when prerequisites may be waived). Courses are to be completed through the Stratford University on-campus or online program, or through Prior Learning Assessment. Example equivalent courses for advisement are as follows: CIS144 or CIS201 or CIS253 for CIS390, CIS256 or CIS258 for CIS391, and CIS146 or CIS225 for CIS392.

Competency Requirements
CIS390 Basic Computer Technology, Applications, and Security Bridge
CIS391 Server/OS, Relational Databases, and Software Security Bridge
CIS392 Networking Bridge

At the end of the program, students are able to:
- Use the latest in technology and tools conduct forensic searches of digital media, digital networks, and other devices to identify how they were compromised, method of intrusion, and to collect forensic evidence.
- Extract, preserve, validate, and maintain forensic evidence to stand up to scrutiny in a court of law.
- Seize, image, deconstruct, and analyze digital media, analyze logs, decipher network traffic, and report this information in a suitable format.

This program typically takes 28 months to complete for part-time enrollment and 14 months to complete
for students enrolled full-time.

Required courses for MS in Digital Forensics (12 core) = 12 courses or 54 credit hours

Core Requirements (12 courses or 54 credits)
CIS615.......Cyber Security Prevention and Protection 4.5
CIS621.......Cyber Crime 4.5
CIS623.......Cyber Forensic Data Collection and Preservation 4.5
CIS625.......Analysis of Forensic Data 4.5
CIS627.......Validation and Testimony Preparation 4.5
CIS629.......Advanced Digital Forensics 4.5
CIS631.......Cyber Law and Compliance 4.5
CIS670.......Digital Forensics Capstone 4.5
CIS655.......Strategies in Cyber Conflict 4.5
CIS660.......Culture of Security 4.5
CIS665.......Physical Security 4.5
CIS694.......Auditing and Incident Reporting 4.5

Information Systems, Master of Science

The goal of the Master of Science in Information Systems program is to provide students with the theoretical foundation of information systems. The program seeks to enable 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.

At the end of the program, students are able to:
- Design computer-based systems, processes, components or programs to meet organizational needs.
- Integrate professional, ethical, and legal standards to maintain secure information systems.
- Evaluate information from various sources in order to solve real world IT situations.

This program typically takes 28 months to complete for part-time enrollment and 14 months to complete for students enrolled full-time.

Required courses for MS Information Systems (7 core, 5 elective) = 12 courses or 54 credit hours

Core Requirements (7 courses or 31.5 credits)
EBM502.......Research Methods 4.5
ISM511.......Enterprise Architecture 4.5
ISM521.......Database Systems Technology 4.5
ISM531.......Ethics and Professional Issues in IT 4.5
ISM540.......Information Systems Management Project I 4.5
ISM542.......Information Systems Security 4.5
EBM680.......Project Management 4.5
Elective Courses (choose 5 courses or 22.5 credits)
ISM530……Decision Systems Technology 4.5 credits
ISM550……Human-Computer Interaction 4.5 credits
ISM560……Cloud Computing 4.5 credits
ISM570……Technological Innovations 4.5 credits
ISM580……Tools and Technologies I 4.5 credits
ISM581……Tools and Technologies II 4.5 credits
ISM590……Current Topics in Information Systems Management I 4.5 credits
ISM591……Current Topics in Information Systems Management II 4.5 credits
ISM592……Current Topics in Information Systems Management III 4.5 credits
ISM593……Current Topics in Information Systems Management IV 4.5 credits
ISM600……Information Systems Management Project II 4.5 credits

Networking and Telecommunications, Master of Science

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.

At the end of the program, students are able to:
- Demonstrate the theories and principles of telecommunication in organizational settings.
- Evaluate the principles of law, ethics, policy, and standards to the practice of telecommunication.
- Evaluate information from various sources in order to solve real world IT situations.

This program typically takes 28 months to complete for part-time enrollment and 14 months to complete for students enrolled full-time.

Required courses for MS Networking and Telecommunications (8 core, 4 elective) = 12 courses or 54 credit hours

Core Requirements (8 courses or 36 credits)
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 14.5
Elective Courses (choose 4 courses or 18 credits)
CIS530……Digital Communications 4.5 credits
CIS540……Signal Processing 4.5 credits
CIS550……Wireless and Fixed Hybrid Networks 4.5 credits
CIS560……Satellite Communications 4.5 credits
CIS570……Fiber Optic Communications 4.5 credits
CIS601……Distributed Computing Systems 4.5 credits
CIS620……Telecommunications Applications Architecture 4.5 credits
ISM560……Cloud Computing 4.5 credits
SOF575……Internet Protocols 4.5 credits
SOF595……Current Topics in Software Engineering I 4.5 credits
SOF596……Current Topics in Software Engineering II 4.5 credits
SOF597……Current Topics in Software Engineering III 4.5 credits
SOF598……Current Topics in Software Engineering IV 4.5 credits

Software Engineering, Master of Science

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.

At the end of the program, students are able to:
- Combine the principles of mathematics, science, and computer science to design software programs.
- Integrate social, professional, legal, ethical principles in the use and development of computer and software technology.
- Evaluate information from various sources in order to solve real world IT situations.

This program typically takes 28 months to complete for part-time enrollment and 14 months to complete for students enrolled full-time.

Required courses for MS Software Engineering (7 core, 5 elective) = 12 courses or 54 credit hours

Core Requirements (7 courses or 31.5 credits)
EBM502 ......Research Methods 4.5
EBM680 ......Project Management 4.5
ISM521 ......Database Systems Technology 4.5
ISM531 ......Ethics and Professional Practice Issues in IT 4.5
SOF535 ......Object-Oriented Analysis and Design 4.5
SOF581 ......Software Modeling 4.5
SOF590 ......Software Engineering Capstone I 4.5
Elective Courses (choose 5 courses or 22.5 credits)
ISM550——Human-Computer Interaction 4.5 credits
SOF584——Software Quality Assurance 4.5 credits
SOF586——Software Engineering for the World Wide Web 4.5 credits
SOF587——Secure Software Design 4.5 credits
SOF588——Enterprise Software Development 4.5 credits
SOF589——Mobile Software Engineering 4.5 credits
SOF591——Software Engineering Capstone II 4.5 credits
SOF595——Current Topics in Software Engineering I 4.5 credits
SOF596——Current Topics in Software Engineering II 4.5 credits
SOF597——Current Topics in Software Engineering III 4.5 credits
SOF598——Current Topics in Software Engineering IV 4.5 credits

School Of Hospitality and Culinary Arts

International Hospitality Management, Master of Science

The mission of the Master of Science in International Hospitality Management program is to prepare tomorrow’s leaders in the highly competitive international hospitality field. This program offers a natural progression from the undergraduate to graduate program and seeks to provide entry-level and seasoned hospitality professionals with the skills and knowledge they need to stand out and advance in the hospitality industry.

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

At the end of the program, students are able to:
- Develop a plan for executing an industry event.
- Evaluate accounting and fiscal planning strategies used in the global market.
- Construct sales, marketing, and operational plans appropriate for the international hospitality industry.
- Evaluate information from various sources to make decisions and provide leadership within the resort, hospitality, recreation, and tourism profession.
- Differentiate the management practices and critical thinking strategies to solve problems within hospitality organizations.

This program typically takes 28 months to complete for part-time enrollment and 14 months to complete for students enrolled full-time.

Required courses for MS International Hospitality Management (12 core) = 12 courses or 54 credit hours
Core Requirements (12 courses or 54 credits)
EBM502 ......Research Methods 4.5
EBM520 ......Human Resource Management 4.5
EBM554 ......Global Economies 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

School of Health Sciences

Healthcare Administration, Master of Science

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.

At the end of the program, students are able to:

- Create strategic operational plans to guide healthcare organizations.
- Demonstrate operational and fiscal management principles 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 globally.

This program typically takes 28 months to complete for part-time enrollment and 14 months to complete for students enrolled full-time.

Required courses for MS Healthcare Administration (12 core) = 12 courses or 54 credit hours

Core Requirements (12 courses or 54 credits)
EBM503 ......Global Leadership and Organizational Behavior 4.5
EBM520 ......Human Resource Management 4.5
EBM587 ......Strategic Business Marketing 4.5
HCA500 ......U.S. Healthcare Delivery System 4.5
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: None.

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: None.

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.

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: None.

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.

CIS599 Cooperative Education: 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: 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 attach, 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 cybercrime are addressed. Prerequisite: None.

CIS615 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.
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.

CIS621 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.

CIS622 Cyber Security Methods of Analysis  4.5 credits
This course focuses on analytics and incident 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.

CIS623 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.

CIS624 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.

CIS625 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 cybercrime scene, and maintain the integrity of the evidence. It also investigates tools for preservation and analysis. Prerequisite: None.

CIS626 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, e-mail, facility security, and human issues of security. Prerequisite: None.

CIS627 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.

CIS628 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.
CIS629 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.

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.

CIS631 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.

CIS632 Cyber Security Leadership  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.

CIS650 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: None.

CIS655 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 preceed any conventional warfare. Therefore, emerging cyber warfare threats are introduced along with strategies to deceive, confine, and neutralize the offender. Prerequisite: None.

CIS660 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.

CIS665 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.
CIS670 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: None.

CIS694 Auditing and Incident Reporting  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.

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.

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 This course discusses case studies in leadership and addresses problems organizations go through because of leadership flaws. Prerequisite: EBM503.
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, economics 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.

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 micro-economic theory, with emphasis on production and costs, market structure and pricing, risk analysis, and investment theory and capital budgeting. 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.

EBM599  Cooperative Education: Business Administration  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: 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.

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.

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 managing 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: None.

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 Ethics 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.

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.

HCA599  Cooperative Education: Health Sciences  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: 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: None.

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: None.

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: None.

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: None.

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: None.

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: None.

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
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.

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.

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: None.

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.

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: None.

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: None.

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: None.

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. Prerequisite: None.

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: None.

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: None.

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: None.

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: None.

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: None.

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: None.

SOF685 Digital 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.
Post-Graduate Policies

Post-Graduate Admission

The application process requires the following steps for students. Interested students may submit documents in person, via fax, e-mail, 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 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 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.
- 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 Program Admissions SubCommittee.
- 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 post-graduate level studies.

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 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 more than 20% for the degree may be transferred from another institution.

Sources of Credit
Credit can only be achieved by achieving a 3.0 grade in the according course at Stratford University.

Academic Calendar
The University post graduate programs use the same academic calendar as the other programs. Cohorts begin at the start of term five each year.

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 3.0 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 president. 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 Programs

School of Business Administration

Advanced Studies in Business Futures, Certificate

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.

At the end of the program, students are able to:

- Qualitative Research and Writing Skills: Conduct qualitative research as well as scholarly writing, and preparation of reports and presentations for practical application in an organizational setting. Demonstrate the ability to communicate ethically and persuasively via written, oral, and visual platform communications to diverse stakeholders in global organizations.
- Leadership and Consultative Skills: Solve problems and identify opportunities using critical, creative, and systematic thinking. Demonstrate ethical leadership principles and consultative skills to influence leaders and provide recommendations for organizational transformation.
- Innovation Skills: Create sustainable recommendations and solutions to complex challenges for leaders considering their organization’s current and future performance.
- Strategic and Business Skills: Apply contemporary business theories, concepts, and techniques to problems and opportunities within an organization. Work with leaders to help create a strategic advantage for their organization as well as form collaborative relationships within their stakeholder networks.

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

Required courses for Certificate of Advanced Studies in Business Futures (6 core) = 6 courses or 54 credit hours

**Core Requirements (6 courses or 54 credits)**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BUS800......</td>
<td>Financial Intelligence</td>
<td>9.0</td>
</tr>
<tr>
<td>BUS801......</td>
<td>Qualitative Research and Academic Writing</td>
<td>9.0</td>
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<tr>
<td>BUS810......</td>
<td>Leadership and Emotional Intelligence</td>
<td>9.0</td>
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<tr>
<td>BUS815......</td>
<td>Organizational Intelligence</td>
<td>9.0</td>
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<tr>
<td>BUS820......</td>
<td>Innovative Intelligence and Creativity</td>
<td>9.0</td>
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<tr>
<td>BUS840......</td>
<td>Strategic Intelligence</td>
<td>9.0</td>
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Advanced Business Research, Certificate

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.

At the end of the program, students are able to:

- Qualitative Research and Writing Skills: Conduct qualitative research as well as scholarly writing, and preparation of reports and presentations for practical application in an organizational setting. Demonstrate the ability to communicate ethically and persuasively via written, oral, and visual platform communications to diverse stakeholders in global organizations.
- Leadership and Consultative Skills: Solve problems and identify opportunities using critical, creative, and systematic thinking. Demonstrate ethical leadership principles and consultative skills to influence leaders and provide recommendations for organizational transformation.
- Innovation Skills: Create sustainable recommendations and solutions to complex challenges for leaders considering their organization’s current and future performance.
- Strategic and Business Skills: Apply contemporary business theories, concepts, and techniques to problems and opportunities within an organization. Work with leaders to help create a strategic advantage for their organization as well as form collaborative relationships within their stakeholder networks.

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

Required courses for Certificate of Advanced Business Research (1 core, 2 specialization) = 3 courses or 27 credit hours

**Core Requirements (1 course or 9 credits)**
BUS990........Doctoral Project 9.0

**Entrepreneurship Specialization Requirements (two courses or 18 credits)**
BUS910......Entrepreneurship I
BUS911......Entrepreneurship II

**Global Leadership Requirements Specialization Requirements (two courses or 18 credits)**
BUS900......Global Leadership I
BUS901......Global Leadership II

**Information Technology Leadership Specialization Requirements (two courses or 18 credits)**
CIS930 ......Information Technology Leadership I
CIS931 ......Information Technology Leadership II

**Strategic Foresight Specialization Requirements (two courses or 18 credits)**
BUS920......Strategic Foresight I
BUS921......Strategic Foresight II

School of Computer Science and Information Technology

Advanced Studies in Enterprise Architecture, Certificate
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.

At the end of the program, students are able to:

- **Qualitative Research and Writing Skills:** Conduct qualitative research as well as scholarly writing, and preparation of reports and presentations for practical application in an organizational setting. Demonstrate the ability to communicate ethically and persuasively via written, oral, and visual platform communications to diverse stakeholders in global organizations.
- **Leadership and Consultative Skills:** Solve problems and identify opportunities using critical, creative, and systematic thinking. Demonstrate ethical leadership principles and consultative skills to influence leaders and provide recommendations for organizational transformation.
- **Innovation Skills:** Create sustainable recommendations and solutions to complex challenges for leaders considering their organization’s current and future performance.
- **Technology Skills:** Apply contemporary technology theories, concepts, processes, and techniques to problems and opportunities within an organization. Work to deliver technology solutions to help create a strategic advantage for their organization.

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

**Required courses for Certificate of Advanced Studies in Enterprise Architecture (6 core) = 6 courses or 54 credit hours**

**Core Requirements (6 courses or 54 credits)**

- **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

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**Advanced Technology Research, Certificate**

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.

At the end of the program, students are able to:

- **Qualitative Research and Writing Skills:** Conduct qualitative research as well as scholarly writing, and preparation of reports and presentations for practical application in an organizational setting. Demonstrate the ability to communicate ethically and persuasively via written, oral, and visual platform communications to diverse stakeholders in global organizations.
Leadership and Consultative Skills: Solve problems and identify opportunities using critical, creative, and systematic thinking. Demonstrate ethical leadership principles and consultative skills to influence leaders and provide recommendations for organizational transformation.

Innovation Skills: Create sustainable recommendations and solutions to complex challenges for leaders considering their organization’s current and future performance.

Technology Skills: Apply contemporary technology theories, concepts, processes, and techniques to problems and opportunities within an organization. Work to deliver technology solutions to help create a strategic advantage for their organization.

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

Required courses for Certificate of Advanced Technology Research (1 core, 2 specialization) = 3 courses or 27 credit hours

Core Requirements (1 course or 9 credits)
CIS990...........Doctoral Project 9.0

Big Data Analytics Specialization Requirements (two courses or 18 credits)
CIS900......Data Warehousing and Data Mining
CIS901......Big Data Analysis

Cyber Security Specialization Requirements (two courses or 18 credits)
CIS920......Offensive Cyber Security
CIS921......Defensive Cyber Security

Entrepreneurship Specialization Requirements (two courses or 18 credits)
BUS910......Entrepreneurship I
BUS911......Entrepreneurship II

Information Technology Leadership Specialization Requirements (two courses or 18 credits)
CIS930......Information Technology Leadership I
CIS931......Information Technology Leadership II

Post Graduate Course Prefix Designations

BUS Business Administration
CIS Computer Information Systems

Post graduate courses have numbers 800 and above. Consult with a 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 design with emphasis on research inquiry into leadership, innovation, and strategic thinking. The course content addresses the practical dimensions of conducting and presenting qualitative research as well as scholarly writing. 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 enable 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 sociopolitical 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 level 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.

BUS990A Continuous Graduate Registration for Research 1.0 credit
In this course, students apply their knowledge and skills to initiate a doctoral level 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: BUS990.

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 modelling 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.

CIS990 Doctoral Project 9.0 credits
In this course, students apply their knowledge and skills to initiate a doctoral level 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.

CIS990A Continuous Graduate Registration for Research 1.0 credit
In this course, students apply their knowledge and skills to initiate a doctoral level 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: CIS990.

**Student Services**

**Academic Advising**

Students receive academic advising at a minimum, once a term, as well as 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 e-mail 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 with their Academic Advisor at least once a month and bi-weekly when they are on a SAP level.

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: academic tutoring, housing, transportation, and child care resources.

Student Support Services also houses resources for students with disabilities. Students 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 accommodating of most 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 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, as well as 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 initial information about University resources available to the military community when students enter the University and is also available to assist students throughout their program.

Stratford University has aligned with Presidential Executive Order 13607 “Principles of Excellence”, and also works to implement President Obama’s “8 Keys to Success”. These programs were created to ensure the military community students receive the support needed to succeed in their education and professional lives. For more information on these programs and how Stratford is working to make the University experience of the military community even better, go to 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.

**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

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. Tuition and fees are reviewed annually; tuition changes do not occur mid-term; changes to tuition are communicated at least two terms in advance.

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 president 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 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 first to the appropriate designated department representative and if still unresolved, to the campus president. The decision of the campus president 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 compliant.

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 to the appropriate designated department representative. The student has the right to present information regarding the complaint for
which the department representative will investigate. If not resolved, the complaint may be taken to the campus president. The decision of the campus president 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 compliant.

Non-academic complaints should be addressed to the department or office in which the problem originated within thirty days.

Complaints not resolved at the department or office level may be referred in writing (e-mail or letter sent by post) to the office or department supervisor. The student has the right to present information regarding the complaint for which the department representative will investigate. If students are not satisfied with the resolution of a problem by a supervisor, they may refer the concern to the campus president. The decision of the campus president regarding the issue or issues of concern is final. Final decisions are issued within five business days of receipt of the compliant.

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
www.mhec.state.md.us/higherEd/acadAff/MHECStudentComplaintProcess.pdf

Office of the Attorney General Consumer Protection Division
200 St. Paul Street
Baltimore, MD 21202
Consumer Protection Hotline: (410) 528-8662
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
www.schev.edu/students/studentcomplaint.asp

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

Other Non-Academic Grievances: Title IX

Stratford University does not discriminate based on sex in education programs and activities. To ensure compliance with Title IX of the Educational Amendments of 1972 regulations, the grievance procedures outlined below are applicable to non-academic student concerns and complaints which include complaints of unlawful discrimination or unfair treatment based on gender.

Stage 1 Reporting: Since grievances should be handled and settled in a timely manner, a grievance should be raised as soon as the event occurs or the student gains knowledge of it. All discrimination or harassment matters should be brought to the immediate attention of the campus president and the campus president will assist the student in completing a formal grievance form and incident report to be submitted to the Title IX coordinator. To avoid further issues, the campus president can offer an immediate resolution to ensure the student's compliant is handled promptly. The student will be informed in writing of the next steps and be informed of the investigation process.

Stage 2 Investigation: A student has the right to have their grievance investigated and the university reserves the right to investigate reported grievances. During the investigation process, the coordinator will follow all procedures and responsibilities of Title IX to determine grounds for reporting, validity of grievance and reasonable actions to be taken by the university. The alleged offender will be notified of a complaint filed against them via e-mail and mailed letter. The alleged offender will have 10 days to respond to the grievance by providing a written statement. During this time, the reporter and alleged offender maybe interviewed and evidence may be requested. The process of investigation must be completed within 30 days of the report being filed and the complainant must be notified of any updates during this time.

Stage 3 University Response: The coordinator lawfully acts on the behalf of the university and all responses and reasonable disciplinary actions taken by the university are at the discretion of the coordinator. Once an
investigation is completed, the campus president is notified of the actions to be taken and the complainant
and alleged offender are both notified of the decision and actions being taken by the university via e-mail
and mailed letter. The complainant and alleged offender have a right to appeal the actions taken by the
university in writing; this should be sent to the coordinator within 5 business days of e-mail being sent.
Should no appeal be made, the action taken will stand and be entered into the student disciplinary record of
the offender.

Appeal of Disciplinary Action Taken: Should the disciplinary action taken not be found satisfactory or
should the alleged offender disagree with the action taken, a written appeal can be filed and submitted to the
University Compliance Office. The Compliance Office will review the information from the coordinator
and may request any additional information from the complainant and alleged offender if needed. During
the appeal process, the action taken by the university will stand until further notice is provided to the parties
involved. The Compliance Office will take no more than 15 business days to approve or modify the decision
of the Title IX Coordinator. Should the Compliance Office decide to rescind the decision, a letter of
rescindment will be sent to the parties involved and filed in the student’s record.

The decision of the Compliance Office is final. Should an involved party find the decision unsatisfactory,
they have the right to legal counsel.

For more information or to report a sexual harassment, sexual misconduct or discrimination report to
titleix@stratford.edu.

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, or the campus president. 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 president. 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:

- 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
- 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 president 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 are selected based on their availability and avoidance of any conflict of interest that might jeopardize a fair hearing for the student. The Review Committee hears the appeal in a timely manner. The student has the right to call witnesses during the hearing and the campus president presents the case against the student. The Review Board’s decision is submitted in writing and the 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 6:00 AM 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 president determines 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 president’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: Requesting Accommodations

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 Athlete Code of Conduct

The University seeks to establish a positive balance between academics and athletics; emphasizing the importance of the successful completion of a degree program. The Student Athlete Code of Conduct is a document for student athletes outlining the expected behaviors for all sports team participants. Adherence to the Code of Conduct is mandatory for all student athletes.

Areas addressed in the Code of Conduct include, but are not limited to, expected academic performance, personal appearance, professionalism, respect, and drug/alcoholic consumption. Student athletes sign the Student Athlete Code of Conduct and the Athletic Department retains the signature page.

Stratford University Athletics does not provide primary or supplemental Student-Athlete Insurance policies for injuries sustained while participating in intercollegiate athletics. In order to ensure student-athletes have health care, it is recommended by Stratford University and Athletics that all student-athletes obtain primary health coverage. Every student athlete should be covered under a personal or family health insurance policy. All student-athletes are required to provide an active, unexpired copy of primary health insurance coverage to Athletics each academic year prior to the athletic team season in order to be eligible for participation.

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 non-directory information from third parties unless the student requests, in writing, for the information to be released. The University defines directory information as name, address (local, permanent, and electronic mail), telephone numbers, date and place of birth, program(s) undertaken, credit completed, dates of attendance, enrollment status (full-time, part-time, not enrolled), date of graduation, degrees and awards received, grade recognitions, and student activities. The University has adopted policies and procedures which permits students the opportunity to view their educational records upon request. Educational records are 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 93380
- 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

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 their personal safety and 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, substance, or other normally innocuous device modified that is designed to inflict a wound, cause injury or incapacitate. 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 president 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, e-mail, 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, e-mail, 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.

**E-mail**

All students are given a Stratford specific e-mail address. The University prefers students use this e-mail for all University correspondence. Student may have this e-mail forwarded to a private e-mail 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 e-mail 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.

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<td>Microsoft Surface Pro 2 or greater</td>
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<td>iOS 8.x or greater</td>
<td>Microsoft Windows 8.1 Pro or greater</td>
<td>Android 4.4.x (KitKat) or greater</td>
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<td>Software Requirements</td>
<td>Microsoft Office 2010 (or greater) or Office 365**</td>
<td>Microsoft Office 2011 for Mac (or greater) or Office 365†</td>
<td>Microsoft Office 365 Apps (Free in AppStore)†</td>
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<td>Recommended 요구사항</td>
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