Dear Prospective and Current Students:

Whether you are taking the initial first step to find out more about our degree programs, you are starting school shortly, or you are already our student, I want to congratulate you on your decision to pursue a degree in higher education. Education remains one of the best investments anyone could ever make, and there is no time like the present to make this critical investment in yourself to begin building a better you!

At University of the Potomac, our goal is to educate the leaders of tomorrow by arming them with the theoretical and practical mastery needed in today’s extremely competitive workplace. We are deeply committed to an education that can best be described as affordable excellence. We have an accessible faculty dedicated to teaching, a commitment to the business sciences, and an educational model that encourages real world experiences. Most of all, we are committed to helping our students not just enter a university, but to graduate from a university.

Our small but progressive school offers hands on personal attention to meet our busy student’s needs. We offer the convenience of time, location and program pace to help you balance your life with your education. But the aspect I am personally most proud of is the “human” approach to education we practice here at University of the Potomac. You will not be just another student.

We thrive on getting to know our students on a personal level, and using the power of education to transform the lives of students as they pursue their professional goals – regardless of their starting point. We know you want to do this – for yourself, for your family, and for the respect you will feel and earn from others with a university degree. My commitment to you is that University of the Potomac can help you get there.

Sincerely,

Clinton D. Gardner, Ph.D.
President and Chief Executive Officer
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This catalog is true and correct as to content and policy as of the date of its publication. University of the Potomac reserves the right to change regulations, policies, fees and academic calendars and to revise curricula as deemed necessary and desirable.
GENERAL INFORMATION

Mission Statement

University of the Potomac provides educational opportunities at the undergraduate and graduate level leading to career enhancement for its multicultural learners by offering affordable and accessible education in career-oriented disciplines. The practitioner-led curriculum, building on a strong foundation in general education, utilizes flexible online and campus-based teaching and learning models that feature small classes emphasizing learning through technology. Instruction is delivered by professionally and academically qualified faculty committed to student success.

Institutional Objectives

The following institutional objectives are integral to the mission of University of the Potomac:

- To evaluate and review curricula continually to assure relevance and applicability.
- To provide an environment that fosters student academic, personal and professional growth.
- To create an appreciation of and provide tools and motivation for lifelong learning.
- To foster skills in technology necessary to excel in an information-based society.
- To maintain a faculty that is academically qualified, possesses current professional and technical knowledge and experience and has the ability to convey this knowledge to students.
- To attract qualified students of diverse backgrounds.

University of the Potomac places primary emphasis on instruction and is not a research institution. The University's programs are consistent with its purpose, as stated in its mission, to provide career enhancement in the areas of business and technology.

History

University of the Potomac was originally established in 1989 as Potomac Educational Foundation to operate an educational institution of higher learning. In 1991, it became Potomac College, a two-year, upper division degree-completion institution in Rockville, Maryland serving working adults who were currently employed and were seeking to complete their college degrees.

In December 1994, Potomac was accredited by the Accrediting Council of Independent Colleges and Schools.

Potomac College relocated from Rockville, Maryland to 4000 Chesapeake Street NW, Washington, DC in 1997 and was granted approval to award Bachelor of Science degrees by the District of Columbia Education Licensure Commission.

In 1998, the State Council on Higher Education of Virginia granted Potomac College approval to award Bachelor of Science degrees at Virginia campus. Courses were initiated in Herndon, Virginia in 2001. During these times, Potomac experienced a distinct shift in their student and employer- customer demands and both companies, and their employees, began to demand regional accreditation as a response to the shifting marketplace. As a result, Potomac College pursued, and was granted in June 2006, regional accreditation through Middle States Commission on Higher Education. The Middle States Commission on Higher Education is a post-secondary accrediting agency recognized by the U.S. Secretary of Education and Council of Higher Education Accreditation.
In 2005, in order to respond to demands in the marketplace, Potomac launched Associate Degree programs.

In 2007, the College received approval to offer online programs, and in the fall of 2008, the College initiated online course delivery to complement the two on-ground campus location.

In April, 2008, Potomac College was acquired by Potomac College, LLC which was financed by a group of private investors committed to delivering quality education.

Potomac’s cycle for reaffirmation of accreditation was interrupted from 2009 through 2011 while it was asked for several follow-up reports during and after its transition to new owners.

In November 2011, the Commission reaffirmed the College’s accreditation and confirmed that its next evaluation visit was scheduled for 2013-14.

In 2012, the Virginia branch campus was relocated to 2070 Chain Bridge Road, near Tyson’s Corner, in Vienna, VA.

In 2013, Potomac College was renamed University of the Potomac. This name change has been approved by the District of Columbia Education Licensure Commission in the Office of the State Superintendent of Education. The school’s new “University” status is the result of years of academic growth for the institution. To accommodate its growth, University of the Potomac relocated its Washington, D.C. campus into the heart of the city’s business and government district at 1401 H Street NW, three blocks from the White House.

Potomac University currently offers the Master of Business Administration degree, six Bachelor of Science degrees, five Associate of Science degrees and 14 certificate programs. Management, information systems and business are the primary areas of education.

**Modes of Instruction**

University of the Potomac offers instruction in three modes:

1. **Classroom-based instruction.** This is the traditional delivery mode which is carried out mainly in the classroom, with required out-of-class assignments.

2. **Online delivery.** These classes are delivered using Internet-based software in a largely asynchronous manner. This means that students can log on to their courses and work in them at any time during the day or night. See Online Computer Requirements for the program in this catalog.

3. **Hybrid delivery.** These are programs which are partially classroom-based and partially online. University of the Potomac reserves the right to cancel programs of study, modes of delivery, or individual courses as it deems necessary.

**University of the Potomac Online**

University of the Potomac provides resources and services that support its online learning programs. Students enrolled online must meet the same admission requirements and observe the same policies and procedures as those in a classroom-based classroom environment. All academic services (such as advising, financial aid, learning center/library resources, and student and career services) and access to administrative office personnel are available to students enrolled in online programs or courses. All new online students complete an online orientation before beginning their program. Classroom-based students may take courses online and could be required to take some courses using this method of educational delivery.
Accreditation, Licensure and Approvals

University of the Potomac is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267-284-5000). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the Secretary of the US Department of Education and the Council for Higher Education Accreditation.

The main campus of University of the Potomac is located at 1401 H Street, N.W., Suite 100, Washington, D.C. and is licensed to operate in the District of Columbia by the Education Licensure Commission of the DC Office of the State Superintendent of Education. University of the Potomac’s Virginia campus, located at 2070 Chain Bridge Road, Vienna, VA 22182 is certified by the State Council of Higher Education for Virginia, James Monroe Building, 101 North 14th Street, Richmond, VA 23219 (804-255-2600) to operate in Virginia.

Universities of the Potomac’s campuses in Washington, DC and in Vienna, VA are authorized to enroll nonimmigrant alien students.

University of the Potomac’s Associate of Science, Bachelor of Science and Master of Business Administration degree programs are approved by the Veterans Administration for veteran training. Also approved are the following certificate programs:


The University is an approved member of the Service members’ Opportunity Colleges (SOC).
Academic Calendars

The academic calendars below pertain to online and to on campus classes. Note that A and B session classes meet on different days. A semester consists of two consecutive sessions. All students must register for at least one semester. The academic calendar is subject to review and to change.

### 2015 A SESSIONS ACADEMIC CALENDAR WITH HOLIDAYS

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 12-Jan-2015</td>
<td></td>
<td>Session 1A Begins</td>
</tr>
<tr>
<td>Mon 19-Jan-2015</td>
<td></td>
<td>MLK Holiday</td>
</tr>
<tr>
<td>Mon 16-Feb-2015</td>
<td></td>
<td>President’s Day</td>
</tr>
<tr>
<td>Sun 8-Mar-2015</td>
<td></td>
<td>Session 1A Ends</td>
</tr>
<tr>
<td>Mon 9-Mar 2015</td>
<td></td>
<td>Session 2A Begins</td>
</tr>
<tr>
<td>Sun 3-May-2015</td>
<td></td>
<td>Session 2A Ends</td>
</tr>
<tr>
<td>Mon 4-May-2015</td>
<td></td>
<td>Session 3A Begins</td>
</tr>
<tr>
<td>Mon 25-May-2015</td>
<td></td>
<td>Memorial Day Holiday</td>
</tr>
<tr>
<td>Sun 28-Jun-2015</td>
<td></td>
<td>Session 3A Ends</td>
</tr>
<tr>
<td>Mon 29-Jun-2015</td>
<td></td>
<td>Session 4A Begins</td>
</tr>
<tr>
<td>Sun 23-Aug-2015</td>
<td></td>
<td>Session 4A Ends</td>
</tr>
<tr>
<td>Mon 24-Aug-2015</td>
<td></td>
<td>Session 5A Begins</td>
</tr>
<tr>
<td>Mon 7-Sep-2015</td>
<td></td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>Sun 18-Oct-2015</td>
<td></td>
<td>Session 5A Ends</td>
</tr>
<tr>
<td>Mon 19-Oct-2015</td>
<td></td>
<td>Session 6A Begins</td>
</tr>
<tr>
<td>Wed 11-Nov-2015</td>
<td></td>
<td>Veterans Day</td>
</tr>
<tr>
<td>Thu - Sun 26-29-Nov-2015</td>
<td></td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>Sun 13-Dec-2015</td>
<td></td>
<td>Session 6A Ends</td>
</tr>
<tr>
<td>Mon 14-Dec-2015</td>
<td></td>
<td>Session 7A Begins</td>
</tr>
<tr>
<td>Thu 24-Dec-2015 to Sun 3-Jan-2016</td>
<td></td>
<td>Christmas-New Year Holidays</td>
</tr>
<tr>
<td>Sun 14-Feb-2016</td>
<td></td>
<td>Session 7A Ends</td>
</tr>
<tr>
<td>Mon 15-Feb-2016</td>
<td></td>
<td>Session 1A Begins</td>
</tr>
</tbody>
</table>

A-session courses are offered on the District of Columbia campus on Tuesday and Thursday evenings only.

A-session courses are offered on the Virginia campus on Monday, Wednesday and Saturday daytime only.

A-session courses are also offered online.
## 2015 B SESSIONS ACADEMIC CALENDAR WITH HOLIDAYS

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue</td>
<td>17-Feb-2015</td>
<td>Session 1B Begins</td>
</tr>
<tr>
<td>Sun</td>
<td>12-Apr-2015</td>
<td>Session 1B Ends</td>
</tr>
<tr>
<td>Mon</td>
<td>13-Apr 2015</td>
<td>Session 2B Begins</td>
</tr>
<tr>
<td>Mon</td>
<td>25-May-2015</td>
<td>Memorial Day Holiday</td>
</tr>
<tr>
<td>Sun</td>
<td>7-Jun-2015</td>
<td>Session 2B Ends</td>
</tr>
<tr>
<td>Mon</td>
<td>8-Jun-2015</td>
<td>Session 3B Begins</td>
</tr>
<tr>
<td>Sun</td>
<td>2-Aug-2015</td>
<td>Session 3B Ends</td>
</tr>
<tr>
<td>Mon</td>
<td>3-Aug-2015</td>
<td>Session 4B Begins</td>
</tr>
<tr>
<td>Mon</td>
<td>7-Sep-2015</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>Sun</td>
<td>27-Sep-2015</td>
<td>Session 4B Ends</td>
</tr>
<tr>
<td>Mon</td>
<td>28-Sep-2015</td>
<td>Session 5B Begins</td>
</tr>
<tr>
<td>Wed</td>
<td>11-Nov-2015</td>
<td>Veterans Day</td>
</tr>
<tr>
<td>Sun</td>
<td>22-Nov-2015</td>
<td>Session 5B Ends</td>
</tr>
<tr>
<td>Mon</td>
<td>23-Nov-2015</td>
<td>Session 6B Begins</td>
</tr>
<tr>
<td>Thu</td>
<td>26-29-Nov-2015</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>Thu</td>
<td>24-Dec-2015 to Sun 3-Jan-2016</td>
<td>Christmas-New Year Holidays</td>
</tr>
<tr>
<td>Sun</td>
<td>24-Jan-2016</td>
<td>Session 6B Ends</td>
</tr>
<tr>
<td>Mon</td>
<td>25-Jan-2016</td>
<td>Session 1B Begins</td>
</tr>
</tbody>
</table>

**B-session courses are offered on the District of Columbia campus on Monday and Wednesday evenings only.**

**B-session courses are offered on the Virginia campus on Tuesday and Thursday daytime only.**

**B-session courses are also offered online.**

### Student Class Schedules

University of the Potomac offers students flexibility in attendance schedules. In addition to online courses, students can choose from day and evening course offerings, Monday-Thursday and Saturdays on selected campuses.

In addition, each course requires completion of extensive outside course work, up to twelve (12) hours per week, beyond required class meeting preparation (i.e., assigned text and supplemental readings, study for quizzes and examinations, etc.). At a minimum, outside preparation includes at least one written assignment each week, a midterm project and a final project.
ADMISSION POLICIES AND PROCEDURES

General Admissions Requirements

University of the Potomac admits students who are high school graduates or who have an equivalent form of high school completion.

Applicants to University of the Potomac must:

- Complete an admissions interview.
- Sign and submit an attestation of high school (or equivalent) completion. Equivalencies include a GED Certificate. Home schooled students must present a diploma which meets the requirements of the state in which it was issued. (Students with non-US credentials please see International Student Admissions Requirements on page 13.)
- Submit a completed application.
- Arrange for official transcripts from all colleges/universities previously attended to be submitted to the Registrar, University of the Potomac.
- Submit grade reports or scores from any recognized college equivalency examinations (e.g., CLEP, DANTES, and Advanced Placement).
- Submit certificates from any corporate education training or professional development programs. (Note: An ACE evaluation form may be required to determine appropriate credit for corporate educational training.)
- Submit military training documents. (Note: An ACE military evaluation form may be required to determine appropriate credit for military training.)

Registration

Registration is the process of enrolling in courses at University of the Potomac. All students are registered for a full semester (16 weeks or two 8-week sessions). Full-time students register for 12 credits. The process of registration occurs prior to the beginning of each semester and continues each semester for the student's program. By registering at University of the Potomac, students agree to all rules and regulations of the University.

Students with no prior college or university credit or who have not received credit for a college-level English or mathematics course with be required to take the Accuplacer placement tests. See the next section for details.

Accuplacer Placement Tests

Basic skills in English and Mathematics are critical to success in university-level study. Students who are entering university for the first time or are transferring from another college or university, but have not passed a credit-bearing English or mathematics course are required to take the Accuplacer placement tests to help them decide if they should choose to take one or both of the College’s transitional studies non-credit courses in English and/or mathematics. Taking the Accuplacer tests is required, but taking the non-credit transitional course is optional.

Accuplacer assessments provide students and their advisors with useful information about the student’s academic skills in mathematics, English and reading. The results of the assessment, in conjunction with a student’s academic background, goals and interests, are used by academic advisors to determine a student’s initial course selection during the first semester of study. It is important that students do their best on these tests so the University has an accurate measure of a student’s academic skills.
Students who score below 80 on the English placement test or below 34 on the mathematics placement test are advised to take transitional coursework to increase their readiness for university-level courses.

Students who choose to take transitional studies courses take ENGL 009 Transitional English and/or MATH 009 Transitional Mathematics during their first semester at University of the Potomac. After successful completion of these courses they take ENGL 101 English Composition I and MATH 106 College Mathematics, which are required of all students.

Graduate Program Admission Requirements

In addition to the above, applicants for the MBA program must provide the following:

- Candidates must hold a completed undergraduate degree in order to enroll in our MBA program. 4-year bachelor’s degree, or its equivalent in other countries. International applicants with just a 3-year undergraduate degree may be admitted based on Admission Committee recommendation which will be based on students’ preparation.

- Two letters of recommendations from individuals who may be from a direct supervisor or University faculty member.

- One required essay, in MSWord Document form, addressing the student’s preparation for the MBA program.

The Graduate Management Admissions Test (GMAT) is not required for admission, but is strongly preferred for students who do not have a bachelor’s degree in a business related discipline or lack the pre-requisite courses in business, finance and economics.

International Student Admissions Requirements

University of the Potomac welcomes international students. For admissions purposes, University of the Potomac defines and categorizes an international student as any individual who is a citizen or legal permanent resident of any nation other than the United States. Citizens and legal permanent residents of the United States are excluded from this definition regardless of country of birth, dual or former citizenship status, or ethnicity. Residents of US territories are not considered international students.

For purposes of classroom-based enrollment, international students are additionally defined by University of the Potomac as nonimmigrant aliens residing in the United States on a temporary basis through the auspices of a nonimmigrant visa. In order to attend school, international students typically utilize a nonimmigrant alien student visa, though all nonimmigrant aliens who attend University of the Potomac are considered international students regardless of their specific nonimmigrant alien classification.

International Student Undergraduate Admissions Requirements

1. Completed international students application for admissions
2. U.S. $100 non-refundable application fee
3. Official academic evidence of completion of secondary (high school or equivalent) education, translated in English language (either one of below listed documents):
   - Original transcripts or certified copy
   - Original diploma or certified copy
   - Original verification letter from secondary/high school institution officer or certified copy
4. Official proof of English language proficiency (either one of below listed documents):
   - TOEFL scores: PBT 500 or higher, IBT 60 or higher
   - IELTS score: 5.0 or higher
   - Successful completion of minimum one year of secondary education (high school or equivalent) in which the language of instruction was English
   - Completion of at least 12 semester credit hours with at least a C average at a U.S. postsecondary institution (college or university) at which English was the language of instruction
   - Successful completion of English as a Second Language [ESL] courses
   - Other evidence requires approval of the President or designee
5. Proof of sufficient financial funds shown in U.S. currency/dollar (one or combination of two or more of below listed documents):
   - Personal funds - official bank statement
   - Sponsors – affidavit of support accompanied with official bank statement
   - Scholarships – official scholarship letter
6. A copy of the photo page of passport, and if currently in the U.S., a copy of current visa and most recent I-94 card (front and back). For students outside of the United States who have not yet acquired a passport may submit a copy of their birth certificate.
7. For international students transferring from another educational institution:
   - Copy of current I-20 form
   - SEVIS I-20 Transfer Form completed by previous institution

International Student Graduate Admissions Requirements

1. Completed international students application for admissions
2. U.S. $100 non-refundable application fee
3. Two letters of recommendations and one required essay
4. Official academic evidence of completion of undergraduate (Baccalaureate) education, translated in English language (either one of below listed):
   - Original transcripts or certified copy
   - Original diploma or certified copy
   - Original verification letter from undergraduate institution officer or certified copy
5. Official proof of English language proficiency (either one of below listed documents):
   - TOEFL scores: PBT 550 or higher, IBT 79 or higher
   - IELTS score: 6.5 or higher
   - Successful completion of minimum one year of undergraduate (Baccalaureate) education in which the language of instruction was English
   - Successful completion of secondary education (high school or equivalent) in which the language of instruction was English
   - Successful completion of English as a Second Language [ESL] courses
   - Other evidence requires approval of the President or designee
6. Proof of sufficient financial funds shown in U.S. currency/dollar (either one or combination of two or more of below listed documents):
   - Personal funds - official bank statement
   - Sponsors – affidavit of support accompanied with official bank statement
   - Scholarships – official scholarship letter
7. A copy of the photo page of passport, and if currently in the U.S., a copy of current visa and most recent I-94 card (front and back). For students outside of the United States who have not yet acquired a passport may submit a copy of their birth certificate.
8. For international students transferring from another educational institution:
   - Copy of current I-20 form
   - SEVIS I-20 Transfer Form completed by previous institution
Online International Student Admissions Requirements

1. Completed international students application for admissions
2. U.S. $100 non-refundable application fee
3. Official academic evidence of completion of secondary (high school or equivalent) or undergraduate (Baccalaureate) education, translated in English language (either one of below listed):
   - Original transcripts or certified copy
   - Original diploma or certified copy
   - Original verification letter from undergraduate institution official or certified copy
4. Official proof of English language proficiency
   a. Undergraduate Admissions (either one of below listed documents):
      - TOEFL scores: PBT 550 or higher, IBT 79 or higher
      - IELTS score: 5.0 or higher
      - Successful completion of minimum one year of secondary education (high school or equivalent) in which the language of instruction was English
      - Completion of at least 12 semester credit hours with at least a C average at a U.S. postsecondary institution (college or university) at which English was the language of instruction
      - Successful completion of English as a Second Language [ESL] courses
      - Other evidence requires approval of the President or designee
   b. Graduate Admissions (either one of below listed documents):
      - TOEFL scores: PBT 600 or higher, IBT 100 or higher
      - IELTS score: 6.5 or higher
      - Successful completion of minimum one year of undergraduate (Baccalaureate) education in which the language of instruction was English
      - Successful completion of secondary education (high school or equivalent) in which the language of instruction was English
      - Successful completion of English as a Second Language [ESL] courses
      - Other evidence requires approval of the President or designee
5. For graduate admissions: two letters of recommendation and one required essay
6. Payment in full of a minimum of one academic semester’s tuition.

Notes:
Only F and M students are limited to attendance at SEVP approved schools. Nonimmigrants who are attending school incidental to their primary purpose for being in the United States may attend the school of their choice either part-time or full-time (unless otherwise noted). However, these nonimmigrants must abide by the rules of their current status and cannot extend their stay in the United States for the purposes of completing a program of study or a degree. Students who derive their status from that of the principal may not remain in the United States beyond the period approved for the principal in order to continue schooling; they must apply for a change of status to F-1 or M-1 if they wish to remain in the United States to continue their course of study. The only exceptions are Visitors (B), aliens in transit (C) and crewmen (D) – they cannot engage in study while on that visa.


TRANSFER OF CREDIT POLICIES

Transfer credit is given for courses successfully completed (with a US grade of “C” (2.0) or its international equivalent or higher) at other postsecondary institutions, when the courses are comparable to those offered by University of the Potomac.

Students applying for transfer credit are required to present an official transcript of grades earned. To be considered official, transcripts must be in a sealed envelope from the institution of origin and bear
all appropriate institutional markings. Students should submit transcripts from all previous colleges/universities attended. The University must receive official transcripts within the first semester of a student’s attendance.

Transfer credits are considered from the following sources:

- Higher education institutions regionally or nationally accredited by an institutional accrediting agency recognized by the Secretary of the U.S. Department of Education.
- Nationally recognized college-equivalency examinations such as Advanced Placement (AP), College Level Equivalency Program (CLEP) and DANTES/DSST (Defense Activity for Non-Traditional Education Support/DANTES Subject Standardized Tests).
- ACE-approved military training and service.
- Credit may be given for work experience. Students may request an exam in up to three courses in the field in which they are employed. These exams will be given upon submission of a recommendation by an employer or supervisor. Or, students may present portfolios for up to nine (9) credits or three courses. These portfolios will include a description of the work experience and an explanation of how it covers specific Potomac courses as well as a documenting letter from an employer or supervisor. Self-employed applicants may present a resume and a business card.
- Other recognized postsecondary institutions located outside the United States. Official transcripts from postsecondary institutions located outside the United States must be prepared in English and include an independent, official evaluation from a credential evaluator who is a member of the National Association of Credential Evaluation Services. [www.naces.org](http://www.naces.org).

Transfer credit requests are usually made at the time of admission by providing an official or unofficial postsecondary transcript to the Admissions Advisor. A review of the transfer request is conducted and the applicant is provided with a preliminary unofficial evaluation that determines a possible number of credits eligible for transfer.

Official transcripts are required before transfer credit is granted. Students must have submitted official transcripts of prior college work to be eligible for graduation. Courses or degrees completed at another institution must be similar in content and duration to those offered in the University of the Potomac program for which an applicant has applied. Only courses for which a grade of “C” (2.0) or higher was earned are considered for transfer credit.

Students who wish to transfer in credits taken at another institution during their studies at Potomac may do so. However, it is in the student’s interest to clear the course the student intends to take with an academic advisor to ensure that the course is a Potomac equivalent prior to registering at the outside institution. Substitutions for specific courses are always considered. For example, a broad-based history course may be substituted for World Civilizations or a natural science course may be substituted for Environmental Science. Courses without equivalency will not be considered for transfer. As for any transfer credit, only courses for which a grade of “C” (2.0) or higher was earned are considered. Student must submit an official transcript of the course within one semester of having taken it.

University of the Potomac grants transfer credits of 60 semester hours to students who have completed Associate degrees awarded by a regionally or nationally accredited US institution. Students whose associate degrees have been accepted in transfer are considered to have completed lower division requirements for a Bachelor of Science degree at Potomac. If there are prerequisite courses students need to take for upper division Potomac courses, students are required to take these.

At a baccalaureate level, no more than 60 hours of transfer credit earned through non-traditional methods such as CLEP, DANTES/DSST, military training and credit for work experience may be applied toward graduation requirements. At an associate level, no more than 30 hours of transfer credit earned
through non-traditional methods such as CLEP, DANTES/DSST and military training may be applied toward graduation requirements.

A maximum of 90 semester credit hours of transfer credit may be applied toward a bachelor degree; a maximum of 45 semester credit hours of transfer credit may be applied toward an associate degree. No transfer credit is granted for certificate programs.

Transfer credits can affect the maximum time frame in which a student must complete a program and maintain financial aid eligibility. University of the Potomac reserves the right to deny transfer credit for certain technology-related courses that were not earned within the last five calendar years.

Transfer of Credit from University of the Potomac to Other Institutions

Acceptance of transfer credit is always a decision of receiving institutions. University of the Potomac’s regional accreditation does not guarantee transferability. Any student interested in transferring University of the Potomac credit to another college or university should check directly with the receiving institution.

Proficiency Examinations

Students who believe they have mastered the content of a course for which they have not received transfer or other credit, may take a comprehensive course examination to demonstrate proficiency for credit. Results of a proficiency examination may be used to fulfill credit hour degree requirements; however, a maximum of nine semester credits earned through proficiency examinations may be used to satisfy graduation requirements.

Proficiency examinations must be taken prior to the beginning of a session and passed at 80%. Results are recorded on a student’s transcript as “pass” only with no application to the student’s Grade Point Average (GPA). In addition to standard tuition charges for the course, students electing to earn course credit via proficiency examinations are charged an additional $100 testing fee, regardless of the results. Requests for proficiency examinations must be initiated with a Student Services Advisor and coordinated with the Chief Academic Officer or designee. Credits earned by examination are counted as “credits attempted” and included in the maximum time frame or pace during which a student must complete a degree program (see Satisfactory Academic Progress (SAP) on page 30).

Portfolio Evaluations of Prior Learning

Students who wish to apply for credit for prior learning may do so through LearningCounts.org, a unique online resource that helps adults earn credit for college-level knowledge acquired outside the classroom. LearningCounts offers online portfolio development classes, portfolio evaluations, and prior learning assessment (PLA) resources. LearningCounts assesses Learning Portfolios built upon an individual’s knowledge – from job or military training, volunteer service or other relevant experience – for college credit. In addition to empowering individuals to go back to school and take the next step in their careers, research indicates students who receive PLA credit have higher graduation rates than students without it. For more information about PLA and Learning Portfolios, visit http://www.LearningCounts.org.

Computer Requirements for Online Students

Online students must have a working computer available with high speed internet access in order to complete courses online. Their computer and software must meet the technical requirements for Potomac Online by eCollege, available at http://intcampus.ecollege.com/TechReq.learn. It is also recommended that students have Microsoft Office 2010 or compatible software in order to submit work in the proper format.
TUITION AND FEES

Tuition Charges*

Tuition is charged on a semester credit hour basis. Books and supplies are not included in tuition charges. **Students are charged 100% for any semester in which they continue past the ADD/DROP period before withdrawing. All non-tuition charges are non-refundable.**

Tuition*

**Domestic (U.S.) Students Tuition and Fees**

Associate’s and Bachelor’s Degree Programs
- On-Campus and Online students cost per credit hour: $541
- Active Duty Military and their Immediate Family cost per credit hour: $250
- Veterans tuition cost per credit hour: $250

Master’s Degree Programs
- On-Campus and Online students cost per credit hour: $721
- Active Duty Military and their Immediate Family cost per credit hour: $721
- Veterans tuition cost per credit hour: $721

Certificate Programs
- On-Campus and Online students cost per credit hour: $250
- Active Duty Military and their Immediate Family cost per credit hour: $250
- Veterans tuition cost per credit hour: $250

**On-Campus International Students Tuition and Fees - Undergraduate Degree Programs**

- Cost per credit hour: $750
- Cost per class (3 credits): $2,250
- Cost per semester (12 credits): $9,000
- 2 Semesters = 1 Academic Year: $18,000
- Technology Fee (per semester): $450
- Application Fee (one-time fee): $150
- Registration Fee (one-time fee): $100
- Tuition and fees for a first academic year based on above: $19,150

International (F-1) students are required to demonstrate that they have adequate funds to cover one year’s expenses before coming to the U.S. to study.

- Estimated living expenses for one year: $11,000
- Estimated textbook expenses: $2,000
- Financial statements must verify sufficient funds to cover the cost of the educational program and living expenses for one year prior to I-20 Form issuance: $32,150
**On-Campus International Students Tuition and Fees - Graduate Degree Programs**

- Cost per credit hour: $900
- Cost per class (3 credits): $2,700
- Cost per semester (12 credits): $10,800
- 2 Semesters = 1 Academic Year: $21,600
- Technology Fee (per semester): $450
- Application Fee (one-time fee): $150
- Registration Fee (one-time fee): $100

Tuition and fees for a first academic year based on above: $22,750

International (F-1) students are required to demonstrate that they have adequate funds to cover one year’s expenses before coming to the U.S. to study.

- Estimated living expenses for one year: $11,000
- Estimated textbook expenses: $1,250

Financial statements must verify sufficient funds to cover the cost of the educational program and living expenses for one year prior to I-20 Form issuance: $35,000

**Online International Students Tuition and Fees**

Tuition and fees for online international students (enrolled only into online degree programs) is the same as for domestic U.S. students.

- Undergraduate programs cost per credit hour: $541
- Graduate programs cost per credit hour: $721
- Technology Fee (per semester): $450
- Application Fee (one-time fee): $150
- Registration Fee (one-time fee): $100

**Fees**

- Registration Fee (one-time fee): $100
- Technology Fee (per credit hour): $37.50

**Transactional Fees**

- Application Fee (International Students): $100
- Proficiency Examination: $100
- Portfolio Evaluation Fee: $100
- Graduation Fee: $100
- Transcript Fee (Individual Request): $10
- Transcript Fee (Individual Expedited): $15
- Additional Transcript Copies: $10
- Diploma and Cover Replacement Fee: $50
- Returned Check Fee: $25

*University of the Potomac reserves the right to change the above costs, including tuition, at any time.*
Two 8-week sessions equals one semester. Two courses per session equates to full-time enrollment (12 credits per 16 weeks semester).

**The current average tuition cost for domestic (U.S.) students and online international students to attend University of the Potomac for an academic year (8 months) at full time status is $12,984 (Associate and Bachelor Degree) and $17,304 (Master Degree). The average cost to matriculate for an Associate Degree is $32,460; a Bachelor Degree is $64,920; and a Master Degree is $25,956.***The actual cost of either degree may vary depending on transfer credit, repeat courses, test outs, and other factors.

****University of the Potomac reserves the right to change tuition and fees at any time.

**Note on Military and Veterans Tuition Rates**

U.S. military personnel currently serving as an active-duty member, guardsmen, or reservist military personnel serving in any of the five branches of the U.S. Armed Forces, and their dependents (spouses and dependent children) are eligible for Potomac’s military tuition rate of $250 per credit hour for certificate and undergraduate programs. Eligible participants must possess a valid military ID card.

Veterans of the U.S. Armed Forces (Army, Navy, Air Force, Marine Corps, Coast Guard, their respective reserve forces, Army National Guard, and Air National Guard) who can provide a copy of one of the following items are eligible for Potomac’s military pricing of $250 per credit hour for certificate and undergraduate degree programs:

- DD214 Certificate of Release or Discharge from Active Duty
- NGB22 National Guard Report of Separation or Record of Service

Textbooks, course materials and other fees are charged at the standard rate.

**FINANCIAL AID**

Many students need assistance in covering the cost of their education. University of the Potomac has a full-time, trained financial aid staff that is available to help students with matters dealing with financial aid. It is the responsibility of the financial aid office to assist eligible students in obtaining Federal Financial Assistance.

**Financial Aid Programs**

University of the Potomac participates in Title IV Federal Financial Aid program, many of which are based on financial need. The Title IV Federal Financial Aid program includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and the Direct Loan Program. The Direct Loan Program includes Federal Subsidized, Unsubsidized, and Federal Parent Loan for Undergraduate Students (PLUS) loans.

University of the Potomac’s definition of an academic year is at least 24 semester credits and at least 32 weeks of instruction.

**Eligibility**

Students accepted for admission may apply for financial assistance. To be eligible for financial aid, a student must meet the following requirements:

- Be a US citizen or an eligible non-citizen.
- Have a valid Social Security number.
- Be registered for the Selective Services if male between the ages of 18 and 25.
• Have financial need (except for some loan programs).
• Not be in default or owe an overpayment or have borrowed in excess of the annual or aggregate loan limits for the Title IV Federal Financial Aid programs.
• Be enrolled as a regular student in an eligible program on at least a half-time basis.
• Have a high school diploma, evidence of a home schooling program, or a GED.
• Maintain Satisfactory Academic Progress.

**Application Procedures**

After students have successfully completed the admission process if desired, an appointment to meet with a Financial Aid Officer will be arranged. During the financial aid appointment, appropriate documents are completed to determine eligibility. Once eligibility has been determined students will receive an Estimated Award Letter and at this time will be given the opportunity to either accept or decline the award letter. It is the responsibility of the student to keep University of the Potomac informed of any name, or address, or other changes that may affect their financial aid. Title IV Federal Financial Aid funds can only be used for educational purposes.

NOTE: Financial aid awards are subject to change due to verification, or changes in student financial and/or enrollment status.

**Verification**

A student may be selected for verification by either the Department of Education or University of the Potomac. The verification process compares information from your Student Aid Report (SAR) with financial information and other application documents submitted by you or your family (student and spouse or dependent student and parent). If there are differences between the information on your SAR and you’re supporting documents, you or University of the Potomac may need to make corrections electronically or by using your Student Aid Report (SAR) before University of the Potomac can process your request for federal student aid. Verification must be completed within 14 days of the initial request. Failure to complete verification within this time frame may result in funding delays or loss of eligibility.

**Types of Student Aid**

The following student assistance programs are available to eligible students.

**Federal Pell Grants**

A Federal Pell Grant, unlike a loan, usually does not have to be repaid as long as the student remains in school for their estimated enrollment status and continues to make satisfactory progress. Pell Grants are awarded to eligible undergraduate students with an established need who have not earned a bachelor’s or professional degree.

**Federal Supplemental Educational Opportunity Grants (FSEOG)**

Available on a limited basis, FSEOG is awarded to students with an exceptional financial need. Awards amounts are determined not to exceed the program maximum and students must meet other criteria as determined by the institution.

**Federal Work Study (FWS)**

The FWS program provides jobs for undergraduate students with a financial need, allowing them to earn money to help pay educational expenses. Some FWS students are required to participate in community service and in the America Reads program.

**Subsidized Stafford Loans**
A student may borrow money for educational expenses from the Federal Government with the Direct Loan Program. Subsidized loans are awarded on the basis of financial need. The interest is paid by the Federal Government until repayment begins and during approved deferment periods. Repayment of principal plus interest begins six months after graduation or withdrawal from school, or dropping below half-time status, whichever comes first. Funds are transmitted electronically and credited to the student’s tuition account.

**Unsubsidized Stafford Loans**

Federal Direct Unsubsidized Stafford Loans are available to all qualified undergraduate students as a supplement to the Subsidized Stafford Student Loan programs. Repayment of principal plus interest begins six months after graduation or withdrawal from school, or dropping below half-time status, whichever comes first. Funds are transmitted electronically and credited to the student’s tuition account.

**Federal Parent Loans for Undergraduate Students (PLUS)**

Federal PLUS Loans are available to qualified parents with good credit histories of dependent students to help pay for their children’s education. PLUS Loans can be obtained through the Direct Loan Program. Borrowers must begin repayment of the principal and interest 60 days after the loan is fully disbursed.

**Private Lenders**

For those students who demonstrate additional financial needs private educational loans are available to those who qualify. These programs require students to complete a loan application. Approval and/or interest rate are dependent upon an applicant’s and/or co-applicant’s credit worthiness. For further details on the private loan program including interest rates, students should see the Campus Financial Aid Office or contact the lender directly.

**University of the Potomac Installment Loans**

For those students who demonstrate a financial need and have been unable to obtain alternative funding, an installment loan may be available through University of the Potomac or a third party lender to assist with part or all of any remaining unfunded balance. These loans may be subject to credit approval and require obtaining a consumer credit report. Loans made through University of the Potomac may be subject to sale and/or servicing by a third party.

**Scholarships**

Scholarships may be available to qualified students throughout the year from outside organizations. It is the responsibility of the student to seek and complete any required information for obtaining a scholarship. The Financial Aid Office at your campus will assist students in gathering required information or completing forms necessary to submit an application. It is also the student’s responsibility to notify the Financial Aid Office if a scholarship is awarded. See your Financial Aid Officer for more details.

**Walter Person Academic Scholarship**

The Walter Person Academic Scholarship recognizes students who demonstrate academic achievement and progress toward graduation at University of the Potomac. The scholarship award is up to $1,000 per academic year and is to be used toward tuition in any baccalaureate degree program at University of the Potomac.

To be eligible for the Walter Person Academic Scholarship, a candidate must:
• Complete two semesters of study in a bachelor degree program at University of the Potomac.
• Successfully complete at least 24 semester credits per academic year at University of the Potomac.
• Maintain a cumulative GPA of 3.80 or better at University of the Potomac.

Students should see a Financial Aid Officer for applications.

**Multiple Family Member Potomac Scholarship**

University of the Potomac offers families with more than one member attending the University concurrently a scholarship equal to a 20% reduction in the credit hour tuition rate in effect at that time. To be eligible for the Multiple Family Member Potomac Scholarship, candidates must:

1. Have two or more immediate family members enrolled in University of the Potomac during the same semester. For purposes of this scholarship family members are defined as spouses, children, siblings or grandchildren;
2. Both family members must complete the entire semester and maintain a 2.0 GPA;
3. No other University of the Potomac scholarships may be applied concurrently.

Students are encouraged to speak with a Financial Aid Officer for more details.

**University of the Potomac Legacy Scholarship Program**

As a way of saying “thank you” to the alumni who have made Potomac what it is today, the “Potomac Legacy Scholarship” entitles any family member of our alumni to a $1,500 scholarship, if admitted to any of our full-time degree programs.

This scholarship program is not limited to family members. Alumni may refer one student outside their family per year. If admitted to any full-time degree program, the person referred will receive the same $1,500 scholarship. Interested alumni should speak with a Financial Aid Officer for more details.

**International Students Tuition Scholarship Program**

The International Students Tuition Scholarship is open to new international student planning on full time enrollment at the University of the Potomac. The scholarship can cover up to 50% of the normal international student tuition cost. The scholarship is available to first time undergraduate and graduate students, and can be renewed provided the student maintains an acceptable academic record. This scholarship only covers tuition charges. The student is required to pay all entry and semester fees. The scholarship can be renewed on an annual basis, based on the student meeting the University’s academic criteria. The scholarship can also be used for year round study.

**Note:** Students are eligible for only one Potomac institutional scholarship at a time. The University reserves the right to discontinue any or all scholarships without prior notice.

**Department of Veterans Affairs (VA) Education Benefits**

University of the Potomac is approved for Department of Veterans Affairs (VA) education benefits. Veterans should consult with their campus registrar as eligibility varies by campus and program.

**Yellow Ribbon Program for Veterans**

The Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program) is a provision of the Post-9/11 Veterans Educational Assistance Act of 2008. This program allows institutions of higher learning (degree granting institutions) in the United States to voluntarily enter into an agreement with Veterans Affairs to fund tuition expenses that exceed either the $17,500.00 cap for private institutions
or the resident tuition and fees for a public institution. The institution can contribute up to 50% of those expenses and Veterans Affairs will match the same amount as the institution.

**Active Military and Veterans**

University of the Potomac provides a reduced tuition rate for Active Military, defined as active members of the military, spouses and/or dependents of active duty military personnel. Veterans may also be eligible for this discount.

To be eligible, a candidate must:
- Be accepted for admission into a degree program by the University.
- Verify his or her military status or, for a spouse, the marital relationship to the person on active duty or, for a dependent, the dependent relationship to the person on active duty.

**Payment and Refund Policies**

**Payment**

Tuition will be paid at the time of registration unless the student is eligible for financial aid and clearance has been given by the Financial Aid Office or other financial arrangements have been made with University of the Potomac. Students are responsible for any financial obligation incurred while attending University of the Potomac regardless of any anticipated financial aid.

**Federal Return of Title IV Funds Refund Policy**

The Federal Return of Title IV Funds Refund Policy specifies the differences between earned and unearned portion of Title IV aid, in relation to the length of the session and the length of time the student was enrolled for that session.

Students who are enrolled beyond 60% of the session are considered to have earned 100% of the Title IV aid awarded for that session.

A student who withdraws prior to completing more than 60% of the session will earn a percentage of the Title IV aid awarded based on the number of calendar days from the start of the session to the last date of attendance in the session.

The student’s withdrawal date is the date the institution determined the student was no longer attending. The formula for calculating the percentage of Title IV earned is as follows:

The number of days from the start date to the last date of attendance in the session divided by the total days in the session equals the percentage of aid earned. The percentage of aid earned is then multiplied by the total Title IV aid disbursed or could have been disbursed to equal the amount of aid the student actually earned. All unearned portions of federal aid are returned to the appropriate programs in the following order:

- Federal Unsubsidized Stafford Loans
- Federal Subsidized Stafford Loans
- Federal Parent Loan for Undergraduate Students (PLUS Loans)
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants

**Post-withdrawal disbursements**

If an eligible student receives less Federal Student Aid than the amount earned, the school will calculate the amount of aid that was not received. The school will post, based on Federal guidelines, any available grant funds before available loan funds.

Available grant or loan funds refer to Title IV program assistance that could have been disbursed to the student but was not disbursed as of the date of the institution’s determination that the student
withdrew. In accordance with Federal Regulations, the school must obtain confirmation from a student, or parent for a parent PLUS loan, before making any disbursement of loan funds from a Post-withdrawal disbursement.

Copies of the federal form entitled "Treatment of Title IV Funds When a Student Withdraws from a Credit-Hour Program" are available for review in the Financial Aid Office.

Although the staff cannot advise students on when to withdraw from their program the students are encouraged to become familiar with the refund policies, make their own decisions and take the appropriate actions.

If applicable, refunds to Title IV programs will be made within 45 days of the date the student is determined to have withdrawn. Notification will be sent to the students of all refunds made.

Upon request, the institution will make readily available to enrolled and prospective students copies of this Federal Return of Title IV Refund Policy.

Institutional Refund Policy

University of the Potomac adheres to the refund policy as published in this catalog.

This refund policy is in accordance with the guidelines prescribed by the District of Columbia and other states as noted in the enrollment agreement or addenda, and by the Department of Education.

If a student withdraws from University of the Potomac and a refund is due, the following return of funds and refund distribution policy will be observed. Amounts of refunds will be allocated in the following order.

- Unsubsidized federal Stafford loan
- Subsidized federal Stafford loan
- Federal PLUS
- Pell Grants
- Federal Supplemental Educational Opportunity Grant
- Any other aid received.

Students shall have the option to withdraw from the school at any time by giving notice of their intent to terminate enrollment in writing. In the absence of the student giving written notification, a student is dismissed after 14 consecutive calendar days from the last date of attendance, or upon the failure to return from an approved Leave of Absence.

All fees are non-refundable. The institutional refund policy generally allows the institution to earn 100% of the institutional charges from students who complete 60% or more of the semester. The student’s withdrawal date is the date the institution determined the student was no longer attending. The institution takes 14 days from the last date of attendance to make the determination that the student was no longer attending.

If applicable, refunds to agencies, private loans, scholarships, and to the student will be made within 30 days of the date the student is determined to have withdrawn. Notification will be sent to the students of all refunds made.

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<tr>
<th>Last date of attendance as a percent of the payment period for which the student was obligated</th>
<th>Portion of tuition and fees obligated and paid to be returned</th>
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<tr>
<td>Less than 10%</td>
<td>100%</td>
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<tr>
<td>10% up to but not including 20%</td>
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<td>60% or more</td>
<td>No refund</td>
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Although the staff cannot advise students on when to withdraw from their program the students are encouraged to become familiar with the refund policies, make their own decisions and take the appropriate actions.

Upon request, the institution will make readily available to enrolled and prospective students copies of this Institutional Refund Policy.

**ADMINISTRATIVE SERVICES**

**Department of Student and Career Services**

Dedicated faculty and staff throughout the University are committed to preparing students with the knowledge, skills and tools to achieve success in their college and educational careers.

The Department of Student and Career Services focuses on student success and ensuring a quality educational experience at University of the Potomac. It works collaboratively with students, faculty, community members, administration and staff to create a culture that challenges students intellectually and supports them academically while enhancing their personal discovery, learning and engagement.

In partnership with members of the campus community, Student and Career Services departments promote efforts to achieve educational equity and multiculturalism. It strives to improve retention and graduation rates of Potomac students, while empowering them to develop skills that assist them in making effective career decisions and help them achieve personal and professional success.

Staff at Potomac is committed to guiding students through their academic discovery of unique gifts and talents and how they choose to integrate them into meaningful lives. The Department maintains regular weekly office hours. Appointments can be scheduled in advance and the office also operates on a “drop-in” basis.

**New Student Orientation**

All new students are required to attend an orientation session prior to the start of their first semester. The orientation session familiarizes new students with the University’s academic policies, teaching philosophies, curriculum and related services. Dedicated faculty and staff throughout the University have shown a genuine commitment to developing valuable programs that prepare students with knowledge, skills and tools to achieve ultimate success in their college and educational careers.

New Student Orientation helps students:

- Navigate the campus and identify available resources.
- Identify their individual academic advisor.
- Facilitate connections with other students, faculty and staff.
- Navigate the Learning Resource Center to take advantage of its offerings.
- Learn about academic expectations and intellectual opportunities.
- Become knowledgeable about Potomac’s history and contributions to local and global communities.
- Understand the meaning and importance of getting involved and becoming a proud member of the Potomac community.
- Appreciate the diversity of culture, opportunities and experiences of Potomac.
Each new student is required to complete the Policy and Procedure Form and the Computer Usage and Electronic Communication Policy Form indicating they have reviewed required guidelines set forth by the University and officiating agencies.

**Career Services**

University of the Potomac wants all of its graduates to obtain the very best career opportunity available and is committed to assisting graduates with their job search. University of the Potomac may be able to assist with full-time or part-time employment for current students. However, University of the Potomac cannot and does not, guarantee employment or wages at any time.

To assist its students in their job search, University of the Potomac provides training in areas such as:

- Resume preparation
- Interviewing skills
- Job search techniques
- Dressing for success
- Networking

In addition, there are "job boards" that student can check on a regular basis for current opportunities. University of the Potomac strives to have career fairs in which companies from around the community participate to acquaint students with their respective businesses. This gives students first-hand information about potential jobs and careers. It also allows employers the opportunity to interview and observe the quality of our students.

**International Student Advising**

Nonimmigrant alien students who attend University of the Potomac through the auspices of a nonimmigrant student visa are encouraged to contact University of the Potomac’s Principal Designated School Official located at the DC campus, who serves as the International Student Advisor for the main Washington, DC campus or the Designated School Official at the Virginia campus.

Nonimmigrant alien students may seek specialized assistance related to the Student and Exchange Visitors Program. This assistance includes but is not limited to temporary absences from the United States, maintaining required full-time course loads, authorization for off-campus employment, and authorization for optional pre- and post-completion practical training, and authorization to change an academic degree level or an academic program.

**Emergency Closing of the University**

If the University finds it necessary to cancel or delay classes, announcements are made on local television stations, social media sites, and the institution’s website: [www.potomac.edu](http://www.potomac.edu). Students are advised to check their local stations for announcements or to call the University at 202-274-2300. A prerecorded announcement will be placed on the University’s phone system.

**ACADEMIC POLICIES AND PROCEDURES**

**Degree Maps and Registration**

During the admissions process, students receive as part of their enrollment agreement, a degree map indicating all the courses they will be required to complete to earn their degree. During the first course session, all new students meet with their assigned advisor to review their individual degree map and to further outline a program of study. Students receive a copy to be used for tracking changes and adjustments to their program of study. Once a meeting with an advisor is complete, students are
responsible for ensuring the accuracy of their degree maps. A master copy is retained in the student information system. Students are registered for courses each semester by the Academic Department according to the requirements of their degree program. Elective courses can be selected by students with the approval of the Program Chair of their Academic Department.

**Academic Credit**

All academic work at University of the Potomac is evaluated in semester credit hours, a commonly used standard unit of credit. Transfer courses expressed in quarter credits are converted to semester credit hours prior to acceptance. An academic year is defined as a minimum of 24 semester credit hours and 32 weeks. Students advance in grade level as each 30 credits are earned.

**Academic Support**

**Academic Advising**

Advising is available for all students. Academic staff and instructors are available to meet with students during scheduled office hours and by appointment. Scheduled hours are posted throughout the two campuses and on the faculty members’ course syllabi. Online students can call or e-mail the Director of Online Academics or the appropriate Academic Program Chair.

**Textbooks**

Course syllabi contain information about textbooks, and supplemental materials for the individual courses. A textbook list is also available on the Potomac website. Students may order eBooks for many of the courses offered at Potomac. The University supports an online textbook service for course text materials. These materials are provided by eCampus and can be found at: [http://www.ecampus.com](http://www.ecampus.com). Questions about textbooks should be directed to Student Services or the Librarian. In addition, the Librarian maintains a list of alternative sites on which students may order books.

Students are expected to purchase the required textbook(s) for each course. They are expected to read the required text and other materials for the course as designated in the syllabus or indicated by the professor. New and used textbooks, eBooks may be purchased or rented through eCampus. Course textbook requirements are listed on the web site prior to the beginning of class. Students who receive financial aid may qualify for alternative payment options only through eCampus.

**Learning Resources Center/Library**

The University maintains a Learning Resources Center (LRC)/Library at the Washington, DC campus and at the Virginia campus. A professional librarian oversees all locations and is generally available at the DC or Virginia campus when classes are in session.

Computers providing both Internet access and the Microsoft Office Suite are available for faculty, staff and student use at both libraries. The Librarian schedules instructional sessions on information literacy, library research skills, internet searching, commercial database searching, and on any other library-related topic of interest to faculty and students. University of the Potomac faculty, staff and students may access these databases from any location after obtaining user IDs and passwords from the Librarian.

The LRC collection has been developed to support the courses and program majors offered by the University. The collection includes:

- Over 6,500 volumes and 50,000 electronically accessible E-Book titles.
- 60 periodicals in print format.
- Databases—Five periodical databases providing electronic access to approximately 3,700 periodical titles (abstracts and many in full text). These databases include:
  - Business Source Elite (EBSCO Host)
Grading

Students receive a grade in each course for which they register and attend. Each course syllabus indicates the relationship between course components and assignments in determining a final grade. Grades of plus (+) and minus (-) are used in assigning grades and determining a grade point average (GPA). Quality points, used in determining a grade average, are assigned as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
<th>Percentage Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>94-100</td>
</tr>
<tr>
<td>A-</td>
<td>3.75</td>
<td>90-93</td>
</tr>
<tr>
<td>B+</td>
<td>3.50</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>2.75</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>2.50</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>1.75</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>1.50</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>63-66</td>
</tr>
<tr>
<td>D-</td>
<td>0.75</td>
<td>60-62</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>&lt;=59</td>
</tr>
</tbody>
</table>

**A**  Outstanding – Exceeds all requirements and expectations; demonstrates sustained and excellent analytic, synthetic, integrative, and/or creative skill; shows an unusual degree of intellectual initiative.

**A-** Excellent – Exceeds most requirements and expectations; demonstrates excellent analytic, synthetic, integrative, and/or creative skill.

**B+** Superior – Exceeds most requirements and expectations in one or more ways; demonstrates creativity and originality in a variety of ways.

**B**  Very Good – Exceeds many requirements and expectations in one or more ways; demonstrates creativity and originality.

**B-** Good – Meets all requirements and expectations and exceeds some in one or more ways; demonstrates better than average analytic, synthetic, integrative, and/or creative skill.

**C+** Above Average – Meets all requirements and expectations and exceeds some in one or more ways; demonstrates better-than-average analytic, synthetic, integrative, and/or creative skill.

**C**  Satisfactory – Meets, but does not significantly exceed, all requirements and expectations.

**C-** Below Average – Meets nearly all requirements and expectations but fails to meet the standard in some relatively minor area; work retains some academic value; a warning grade.

**D+** Poor – Fails to meet some aspects of requirements or expectations.

**D**  Very Poor – Fails to meet a number of aspects of requirements or expectations.

**F**  Failure – Fails to meet basic requirements and expectations.

Additional course designators are:
AU  Indicates auditing of course for no credit; not included in computation of grade point average.
EX  Indicates that a student was exempted from a course; no credits are awarded for exempted courses.
I   Indicates special circumstances that delay course completion; not included in determining grade average and does not represent satisfactory progress toward the degree but does count toward credits attempted when determining satisfactory progress.
P   Indicates student has passed with a “C” level grade or higher; not included in determining grade point average, but does represent satisfactory progress toward a degree.
R   Indicates a course that has been repeated; only the higher grade is used for computing grade point average.
TR  Denotes transfer credit; not included in determining grade point average.
W   Indicates withdrawal after an add/drop period; not included in determining grade average, but does count toward hours attempted when determining satisfactory progress.

Grades are submitted within 48 hours of the last day of a course. Grade reports are normally available on the Student Portal by the end of the first week following the end of a session.

Incompletes

A grade of “I” (Incomplete) may be used on those occasions when circumstances are beyond a student’s control, such as an illness or family emergency. Course work must be completed within two weeks following the end of a session in which an “I” grade was assigned. Under extenuating circumstances, the Chief Academic Officer may make an exception to this policy. If no grade is submitted after two weeks, the “I” grade is replaced with an “F”.

Course Repeats

Students may repeat a course in which they received a “C”, “D” or “F”. The highest grade earned is used in the calculation of the grade point average. Both course attempts are considered in the calculation of quantitative progress (maximum time frame). Only one repetition of a previously passed course is permitted for financial aid purposes. Students who wish to repeat a previously passed course (receiving a grade of “C” or “D”) more than once are responsible for the tuition for that course as it is not covered by Title IV financial aid. Course repeats are priced at current tuition rates.

General Education Courses

The purpose of University of the Potomac’s general education courses is to provide students with the tools to support their understanding of concepts, to think critically and reflect on the interaction of subject areas. Writing, reading, and research work together to provide students with an understanding of the world around them and the ability to express that understanding throughout their academic endeavors.

General education includes the knowledge, skills and perspectives that are part of an educational experience for all undergraduates regardless of major. They help students become well-rounded individuals and responsible citizens. Upon completion of study at the University of the Potomac, the student will demonstrate the ability to:

- Use written and oral communication skills for academically and professionally appropriate discourse (Effective communication).
• Construct reasonable arguments using various forms of evidence from multiple sources (Critical thinking).

• Use basic mathematical and scientific concepts and methods to show how various natural phenomena influence individuals and society (Quantitative and scientific reasoning).

• Use appropriate information literacy tools and practices, including technology, to gather, organize, evaluate and present information (Technological proficiency and Information literacy).

• Analyze the ethical choices inherent in decision-making (Ethical awareness).

Transitional Courses

The University offers two non-credit courses – MATH 009, Transitional Mathematics and ENGL 009, Transitional English – that provide students with the opportunity to refresh or improve their basic skills in mathematics, reading and writing. These courses are optional and are graded on a pass/fail basis. These courses may each be repeated once.

MATH 009 and ENGL 009 carry no credit toward an associate or a bachelor’s degree, but they do count toward full-time status. They are not considered as part of the Satisfactory Academic Progress calculation and do not count in the student’s GPA.

The tuition for transitional courses is the same as for other University of the Potomac courses.

Sigma Beta Delta (Honor Society for business, management, and administration)

Sigma Beta Delta was created as an Honor Society for institutions with regional accreditation. Sigma Beta Delta provides an opportunity for faculty to confer international recognition for outstanding academic achievements on students at University of the Potomac. The purpose of the society is to encourage and recognize scholarship and accomplishments among students and to encourage and promote aspirations toward personal and professional improvement and a life distinguished by honorable service. Members must evidence high scholarship and be of good moral character.

Candidates for bachelor’s degrees who rank in the upper 10% of their class at the time of invitation to membership may be inducted into membership following completion of at least one-half of the degree program in which they are enrolled. Transfer students who meet the qualifications for membership may be inducted after they have completed a minimum of one session of work in their program provided their overall record is of Sigma Beta Delta caliber.

Honors, Dean’s and President’s Lists

These lists are computed twice yearly, in the spring at the end of the third session, and in the fall, at the end of the sixth session. Students must have completed at least 18 credits during the previous three sessions. Students who have incomplete grades are not eligible for these honors.

• Students with grade point averages of 3.5 to 3.74 are placed on the Honors List.
• Students with grade point average of 3.75 to 3.99 are placed on the Dean’s List.
• Students with grade point averages of 4.00 are placed on the President’s List.
GPAs are calculated for the courses taken during the previous three sessions. They are not cumulative grade averages. A new group of honors students is determined at the end of each six-month period.

Graduates who meet the requirements for these awards throughout their enrollment at University of the Potomac receive a certificate of their having earned these honors.

**Graduation**

The formal commencement ceremony is held in May or June each year on a date announced by the University. Degree candidates who have completed all graduation requirements since the previous commencement ceremony are eligible to participate. Degree candidates who will be enrolled in their final courses on the date of commencement may also apply to participate in the ceremony. A student receiving an incomplete grade in a course that completes the course requirements and is issued a grade in that course is deemed to have completed the course in the session it was taken. There are six degree conferral dates (noted on transcripts and diplomas) during the calendar year corresponding to the final day of each of the six academic sessions. Diplomas and transcripts are issued only to students in good financial standing with the University and only these students may participate in the commencement ceremony.

**Graduation with Honors**

Bachelor degree students who complete their degree programs with high achievement graduate with honors. Students with a cumulative GPA of 3.90 or higher will be graduated Summa Cum Laude. Students with a GPA of at least 3.80 but less than 3.90 will be graduated Magna Cum Laude. Students with a GPA of at least 3.65 but less than 3.80 will be graduated Cum Laude.

**Transcripts**

Requests for official University of the Potomac transcripts must be made in writing, signed and submitted to the Registrar. Students must use a Transcript Request Form. Requests must include a student’s name, social security number, dates of attendance and a complete address of where the transcript is to be sent. The cost for an official transcript is $10. A transcript may be expedited (one business day) for an additional fee of $15.

**NOTE:** Potomac honors official transcript requests only if students are in good financial standing with the University. All unofficial transcript requests are honored.

**Second Associate or Bachelor’s Degree**

Students who complete all requirements in one program may complete a second degree in another program at the University. The second degree requires completion of all core course requirements for that program. Students receive credit for courses taken in the first program that also apply to a second degree. However, a minimum of 15 credits for a second associate degree and 30 credits for a second bachelor degree are required. The courses transferred from the first degree program are included in the pace or maximum time frame allowed for the second program.

**Change of Program**

A student may request a change in program. However, some credits earned while enrolled in a former program may not transfer to the latter because of curricular differences. Students are strongly advised to seek advising from the program chair or Dean prior to changing programs.

Courses previously completed at University of the Potomac will be evaluated, as all other Potomac course work, for their applicability to the new program and the grades will be calculated in the student’s Grade Point Average.
If a student changes programs, a new Satisfactory Academic Progress Policy maximum time frame is calculated based on credits required by the new program. Written permission of the Chief Academic Officer or designee is required if students change programs more than once.

**Add/Drop Period**

Students may drop a course within the ADD/DROP period of their session without incurring an academic penalty or financial obligation. The ADD/DROP period is defined as the first week of the session (the first six days).

**Administrative Course Drops – No Attendance**

If a student fails to attend a course during the ADD/DROP period of his/her session, the Registrar will drop the student from the course and he/she may not attend the course during that session.

**Administrative Course Withdrawals – Excessive Absences**

If a student fails to attend a course during any 14 calendar-day period (14 consecutive days) throughout the semester the Registrar will withdraw him/her from the course. Please see the Institutional Refund Policy for financial obligations.

**Course Withdrawals**

If a student has attended beyond the ADD/DROP period of his/her semester, but subsequently wishes to withdraw from a course in that semester he/she must complete a Student Status Change Request (SSCR) form with Student Services, the Registrar or an academic advisor. Please see the Institutional Refund Policy for financial obligations.

**Grade Assigned for Withdrawal from a Course**

When a student is withdrawn from a course, whether due to lack of attendance or because they chose to withdraw from the course and submitted an SSCR form requesting the withdrawal, he/she will receive a grade of W.

Please see Payment and Refund Policies on page 32 for financial obligations.

**Administrative Withdrawal**

If students are dropped or withdrawn from all courses in a given session and do not request and receive a Leave of Absence, the Registrar will administratively withdraw them from the University. (See Payment and Refund Policies for financial obligations incurred when withdrawing or being withdrawn from the University.)

**Official Withdrawal**

To withdraw officially from the University of the Potomac, a student must complete a Student Status Change Request (SSCR) form with Student Services, the Registrar or an academic advisor. Only an approved SSCR constitutes an official withdrawal. (See Payment and Refund Policies for financial obligations incurred when withdrawing from the University.) Students will be asked to complete an exit interview.

**Re-Entry**

Students seeking re-entry to the University of the Potomac should contact:

- Admissions Department if they have been withdrawn for over one year
- Student Services Department if they have been withdrawn for less than one year
If a student has enrolled in another institution after withdrawing from the University of the Potomac, official transcripts should be provided from that institution prior to readmission to the University. Please contact Admissions for further details on re-entry.

Students are required to comply with any new program requirements, policies and procedures, textbook changes or changes in tuition and fees that are delineated in the catalog in effect at the time of their re-entry.

Satisfactory Academic Progress (SAP)

All students must meet established minimum standards of achievement with regard to cumulative grade point average (CGPA) and successful course completion while enrolled at the University of the Potomac. A student’s academic progress is evaluated at the end of each semester. The University of the Potomac’s Satisfactory Academic Progress (SAP) consists of two measurements:

- A quantitative measurement which determines if students are completing the courses they attempt (pace) at a rate that will ensure completion of the program within a maximum time frame of 150% of the program length in credit hours; and
- A qualitative measurement which determines if students have a satisfactory cumulative grade point average in their program of study.

(1) QUANTITATIVE PROGRESS OR PACE OF COMPLETION (POC)

Students must complete their educational program in a period no longer than one and a half times the standard program length based on number of credits in a program.

- For example, if a program requires 60 credits to graduate, the standard program length is 60 credits. The maximum time frame (MTF) is 1.5 times or 90 credits attempted.
- Evaluation of progress is conducted at the end of every semester (two sessions).
- Students must successfully complete at least 67% of all credits attempted. Successful completion of a course means earning a grade of “A” through “D-”.
- Students who are below the successful completion rate are placed on Probation for the next semester.
- Students on Probation remain eligible for financial aid for one semester.
- If, at the end of one semester, students have achieved the required completion rate they are removed from Probation and, if relevant, are eligible for financial aid.
- If they have not achieved the required completion rate at the end of the Probation semester, they are dismissed from the University.

Transfer credits are included in the calculation as completed and attempted credits. Incomplete grades (I), Withdrawals (W), course repetitions (R) and audited courses (AU) are all considered as attempted but not satisfactorily completed in the Pace of Completion calculation. Transitional courses are not included in this calculation.

- If, at any time during a student’s enrollment, the student can no longer graduate within the defined maximum time frame, the student is dismissed from the University.

(2) QUALITATIVE PROGRESS

Students must maintain a 2.00 cumulative grade point average throughout their academic program.

- At the end of each semester, grade point averages are computed. Students whose overall grade point average is below 2.00 are placed on Probation for the next semester.
- Students on Probation remain eligible for financial aid for one semester.
- If, at the end of one semester, students have achieved an overall cumulative grade point average of 2.00 or above, they are removed from Probation.
• If they have not achieved a cumulative GPA of at least 2.00 at the end of the Probation semester, they may be dismissed from the University.
• At the end of the student’s fourth semester, his/her progress is reviewed. An overall GPA of at least 2.00 is required regardless of the number of credits the student has attempted or completed.

Satisfactory academic progress is initially determined at the end of the first semester and each semester thereafter. Students are notified in writing of their probationary status, their dismissal or their having been removed from probation.

Financial Aid and Satisfactory Academic Progress (SAP)

Students receiving financial aid who are placed on Probation and do not meet the standards of Satisfactory Academic Progress may submit a written appeal of that determination based on documented mitigating circumstances such as serious illness. Students should appeal at least two weeks before their next semester to avoid disruption in their enrollment due to loss of eligibility for financial aid. If enrollment continues after loss of eligibility, students may be liable for tuition costs. Students whose appeal is successful are placed on probation for one semester. An academic plan is drawn up which ensures that the students meet these requirements at a designated point in time. This plan is drawn up by the Academic Dean or designee and must be approved by the Director of Financial Aid. Probationary semester students continue to be eligible for financial aid. If the student does not meet the requirements of the academic plan the student will be deemed ineligible for financial aid and may be dismissed.

Appeals Process and Mitigating Circumstances

Students who fail to meet University of the Potomac standards of Satisfactory Academic Progress (SAP) and are dismissed from the University have an opportunity to appeal the action. Appeals must be made in writing to the Chief Academic Officer or designee within ten days of notification of any SAP determination. Each appeal judgment is based on that student’s record and personal circumstances. A decision is made within five (5) business days of submission of the written petition. The student is informed in writing of the decision. Mitigating circumstances for which an appeal may be made are illness, death of a family member, military duty, jury duty, or employment responsibilities beyond the student’s control. Appropriate written documentation must accompany an appeal.

Academic Reinstatement Policy

Students who have been academically dismissed and have not been in attendance at the University for a minimum of one semester (two sessions) who wish to return to the University may apply through the Admissions Office. The Admissions Office will request that the student’s record be reviewed by the Chief Academic Officer or designee. Approval by the Chief Academic Officer or designee is required in order for the student to re-enter the University. Approval will be based on the potential for the student to succeed academically. If the student is approved academically for re-entry, the Admissions Office will then request a financial review by the Bursar and the Financial Aid Office to ensure that all financial obligations to the University have been met and to determine eligibility for financial aid, if appropriate. The student will re-enter the University on probation and the policies on Satisfactory Academic Progress will apply.

Leave of Absence

Students in good standing who find it necessary to interrupt their education may apply for a leave of absence (LOA) for up to one semester (two consecutive eight-week sessions) per calendar year. Students are encouraged to consult both an academic advisor and a Financial Aid Officer before taking a
leave. Application for a LOA must be made prior to the start of the session in which the LOA is to begin. A LOA will not be granted for a session that has already started. If a student takes a Leave of Absence during a course the student must repeat the entire course unless a final grade can be given. Students taking an LOA may have financial obligations.

A leave of absence must be requested in writing before it begins. A Leave of Absence (LOA) form must be approved by the Chief Academic Officer or designee and signed by the student before submission to the Registrar. Failure to return at the end of an approved leave of absence results in a student’s being withdrawn from the University. The effective day of a withdrawal is the last day of an approved leave of absence.

Students are not eligible for a leave until they have successfully completed one semester (12 credit hours). A leave of absence does not adversely affect satisfactory progress toward a degree. (Contact Financial Aid for information on the effects of a Leave of Absence on financial aid packages.)

Students who have not completed 12 credit hours at the time of a Leave of Absence request are required to withdraw from the University.

Students who request and receive a Leave of Absence or who withdraw from the University and subsequently return must meet with an advisor to reestablish their academic plan/degree map.

Class Attendance

University of the Potomac believes that attendance is necessary to meet course and program objectives. Attendance at every class is important for the following reasons:

- University of the Potomac teaching strategies place an emphasis on collaborative learning which requires the presence of all students, whether in an online or a classroom-based environment.
- Institutional learning outcomes require student interaction in classrooms.

Within this general policy, instructors establish attendance expectations for their courses based on the principle that students should attend all classes. Attendance information is included in each course syllabus.

After 14 calendar days of absence a student will be withdrawn from the University. Any action taken due to excessive absences may affect financial aid and graduation dates.

When scheduled holidays or inclement weather interfere with scheduled classes, instructors are responsible for establishing make up time and/or course work. Fridays are set aside for such make up. Scheduled make up sessions, extended class sessions, additional assignments and individual conferences may be considered as make up alternatives. Make ups must be completed prior to the end of the session in which they occurred.

Online Attendance Policy

Attendance in online courses is automated through eCollege. Grading policies are contained in the syllabus for each course.

1. There are two attendance windows each week of a session – 1) Midnight Sunday to midnight Wednesday and 2) Midnight Wednesday to midnight Sunday.

2. Participation in any one of the following activities during each attendance window will be considered as attendance:

   a. Posting a question to the instructor within eCollege (instructor’s virtual office).
   b. Participating in a discussion thread.
   c. Submitting an assignment in the Dropbox (includes submitting a late assignment for a previous week – counts as attendance at the time submitted).
d. Sending an e-mail within eCollege whether to another student or the professor  

e. Submitting answers in an exam.

3. For the first half of Midterm week, all courses will require students to respond to an assignment question such as: “As part of your midterm review, write a short paragraph on one highlight of what you have learned in the first half of this course.”

4. For the first half of Final Exam week, students will be required to complete the end-of-course evaluation within eCollege.

5. Attendance is required during midterm and finals weeks.

Student Academic Grievance Procedures

The University of the Potomac carefully considers student academic grievances and makes adjustments when appropriate. Students submitting a grievance are not subject to unfair action or treatment as a result of their initiation of such a grievance.

It is the University’s objective to maintain good communications and to assure that concerns of all members of the University community (students, staff, and faculty) are addressed fairly. To accomplish this, the following process should be used in seeking resolution of a student’s concerns:

**Step 1:** Discuss with course instructor (if appropriate)

**Step 2:** Discuss with an academic advisor

**Step 3:** Discuss with Department Head

**Step 4:** If appropriate, submit formal, written appeal to the Chief Academic Officer or designee

After the third step, a grievance must be submitted in writing to the Chief Academic Officer or designee.

The Chief Academic Officer or designee appoints an Academic Grievance Committee (usually within 24 hours) to collect facts and make a recommendation for resolution to the Chief Academic Officer or designee. The Chief Academic Officer or designee has the final decision on recommendations resulting from Grievance Committee deliberations. When a final decision has been reached, the Chief Academic Officer or designee notifies all relevant parties in writing. If a grade change or other record revision is required, the Chief Academic Officer or designee notifies the Registrar. The Registrar makes appropriate change(s) to the student’s records. The decision of the Chief Academic Officer or designee is final.

If a student has a complaint or grievance and it cannot be resolved after exhausting Potomac’s grievance procedures, a complaint may be filed with the:

Office of the State Superintendent of Education (OSSE)  
Government of the District of Columbia  
810 First Street, NE; 2nd Floor  
Washington, DC 20002

**Academic Integrity and Ethics**

The goal of the Academic Integrity and Ethics Policy is to define what constitutes appropriate research and reporting methodologies in the academic community and to provide assurance that each student is able to work in an atmosphere free of intellectual dishonesty. Breaches of the Academic Integrity and Ethics Policy are considered to be serious violations of trust and may result in censure, course failure and/or dismissal from the University.

Academic dishonesty may take many forms, and each is considered to be an equally serious offense. The more common forms of academic dishonesty are:
• Cheating – Cheating includes the intentional giving or receiving (or attempts thereof) of any assistance not authorized in advance by an instructor, including the use of notes, copying or prior knowledge of examination materials.

• Fabrication – Fabrication includes the intentional falsification or invention of any information for inclusion in a written paper or project.

• Plagiarism – Plagiarism includes the intentional use or representation of the thoughts, ideas, or words of another as one’s own work in any assignment including the paraphrasing of information, the duplication of an author’s words or ideas without identifying the source and the failure to properly cite quoted material.

• Duplication of Materials – Academic integrity extends to the appropriate duplication of the materials of others that are under copyright protection. Faculty and students are required to comply with all copyright restrictions in the use of materials within the classroom and in reports and presentations.

• Students, faculty, and staff must also be cognizant of and avoid copyright infringement. Copyright infringement is using someone else’s ideas or material, which may include a song, a video, a movie clip, a piece of visual art, a photograph, and other creative works, without authorization or compensation, if compensation is appropriate. The use of copyright material without permission is against federal law, and penalties may include fines and/or imprisonment.

As a consequence of expanded availability of digitized files and computing, peer-to-peer file sharing has become commonplace. However, making copyrighted material available to others through the use of file sharing networks (e.g., Shareaza, Kazaa, BitTorrent, eMule, or the like) is also prohibited by University of the Potomac and is considered copyright infringement. In addition, to the aforementioned potential for federal penalties, University of the Potomac reserves the right to revoke the Information Technology privileges of those using or contributing to the use of file sharing networks to either access or provide use of or access to copyrighted material.

The concept of “Fair Use” applies, and the limited reproduction of copyrighted works for teaching and research purposes may be permitted. Multiple copies for classroom use may be produced provided the copies are not sold or distributed beyond classroom use and provided such duplication is specifically for a direct educational purpose. This statement does not restrict the limited duplication of copyrighted materials through the University’s purchased online databases. Should questions exist regarding the duplication of materials, academic advice should be sought before materials are copied.

Faculty and students may face civil or criminal charges if they are found to be illegally printing and/or downloading copyrighted material.

While intent is a component of academic dishonesty, a lack of knowledge of the specifics as to what constitutes a violation of the University’s standards is not accepted as an excuse. Any questions regarding the specific application of the Academic Integrity Policy should be directed to an instructor.

In cases involving charges of academic dishonesty made either by an instructor or another student, the instructor shall present the evidence in the case to the Chief Academic Officer or designee. If there is any sound reason for believing that there has been an act of academic dishonesty, the Chief Academic Officer or designee consults with the student involved. The Chief Academic Officer or designee imposes the appropriate penalty and notifies the student in writing. The student, in writing, will acknowledge the penalty. At a minimum, a grade of “F” is assigned to any assignment, paper or test on which a violation of the Academic Integrity Policy has occurred. Repeated violations may result in the student being dismissed from the institution.
Academic Freedom

University of the Potomac is a place where ideas can be freely explored and expressed without fear of interference or limitation. An atmosphere of academic freedom helps assure that this is possible. University of the Potomac embraces fully the concept of academic freedom for its faculty, students and staff. All members of the University of the Potomac community are free to examine issues, draw conclusions and express ideas both inside and outside the classroom.

Degree Requirements

Degree Requirements for Associate of Science Degrees

- Successful completion of 60 credits including 18 credits in general education.
- A minimum of 15 of the required 60 credits must be earned at University of the Potomac.
- Fulfillment of specific requirements listed under individual program descriptions.
- Attainment of a cumulative grade average of 2.00 or higher.

Degree Requirements for Bachelor of Science Degrees

- Successful completion of 120 credits including 30 credits in general education.
- A minimum of 30 of the required 120 credits must be earned at University of the Potomac including 10 upper division core courses in the discipline of the program.
- Fulfillment of specific requirements listed under individual program descriptions.
- Attainment of a cumulative grade average of 2.00 or higher.

Degree Requirements for Bachelor of Science Degrees – Theoretical Applications Project Honors Program

- Successful completion of 120 credits hours including 30 credits in general education.
- A minimum of 60 of the required 120 credits must be earned at University of the Potomac consisting of theory courses required by the program, related Theoretical Applications Project courses and a Capstone Project course (60 semester credit hours in total).
- Fulfillment of specific requirements as listed under individual program descriptions.
- Attainment of a cumulative grade average of 3.00 or higher.

Degree Requirements for the Master of Business Administration Degree

- Successful completion of 36 credits with a GPA of 3.0 or higher.
- A minimum of 30 of the required 36 credits must be earned at University of the Potomac.
- Maintain a cumulative grade average of 3.00 or higher.
- Passing score on the comprehensive examination after completion of the last course in the program.

MBA Transfer Credits:

Students may transfer in up to six (6) credits into the MBA. Transfer credits must be at the graduate level, have been completed within the last 10 years at an accredited institution (accredited by an Institutional accrediting agency recognized by the Secretary of the US Department of Education) and have an earned grade of “B” or better. Transfer credit decisions will be based on official transcripts provided to University of the Potomac.

Waivers:
The following courses may be waived if a student has an undergraduate degree with a major (generally at least 18 semester credit hours) in the content area. For example, an accounting major may waive Managerial Accounting.

- BUS 501 Managerial Accounting
- BUS 502 Managerial Economics
- BUS 503 Managerial Finance

Waivers do not reduce the number of credits required to complete the MBA degree; a minimum of 36 graduate credit hours is required to graduate with an MBA degree. Requests for waivers should be submitted to the MBA Program Director.

PROGRAMS OF STUDY – MASTER OF BUSINESS ADMINISTRATION

Program Mission

The mission of the Master of Business Administration degree is to prepare working professionals to meet the needs of the rapidly rising workforce demands, increased levels of responsibility and an expanded management role.

Program Learning Goals

Upon completion of the program, graduates will be able to identify problems related to U.S. and foreign businesses and to artfully respond to these challenges. In addition, graduates will be empowered with the knowledge and skills required to work as managers in U.S. business organizations, non-governmental organizations and international entities.

Graduates of the Master of Business Administration are able to:

- Formulate evidenced-based sound business solutions founded on stakeholder needs and interests.
- Exercise principles of ethical leadership in a variety of diverse, professional settings.
- Develop decisions and managerial actions that enhance organizational effectiveness through effective communication and teamwork.
- Apply advanced knowledge in the legal, theoretical, and practical aspects of operating a business.

Concentrations

MBA students complete eight courses in the core (or provide documentation of prior coursework in the case of pre-requisites) and then select one of the following concentrations:

- Management
- Marketing
- Finance

Program Outline

Students complete the eight courses in the core and select one of the three concentrations. All courses are three credits.

Core (24 credits)

- BUS 501 Managerial Accounting
- BUS 502 Managerial Economics
- BUS 503 Managerial Finance
- BUS 510 Strategic Management
- BUS 520 Human Resources and Organizational Behavior
- BUS 530  Marketing Management
- BUS 560  Management and Information Systems
- BUS 570  Business Ethics

**Management Concentration (12 credits)**
- MGMT 610  Executive Leadership
- MGMT 620  Legal Aspects of Management
- MGMT 630  Managing Organizational Diversity
- MGMT 640  Managing Change

**Marketing Concentration (12 credits)**
- MRKT 610  Strategic Marketing
- MRKT 620  Marketing Research
- MRKT 630  Multinational Marketing
- MRKT 640  Digital Marketing Strategy

**Banking and Finance Concentration (12 credits)**
- FIN 610  Financial Strategy
- FIN 620  Financial Risk Management
- FIN 630  Mergers and Acquisitions
- FIN 640  Valuation and Value Creation

**TOTAL: 36 Credits**

**Comprehensive Examination (Required)**
Upon completion of all course work the MBA candidate will take an open book comprehensive examination comprised of four discussion questions, each addressing one of the four MBA program learning goals. The examination is graded on a pass/fail basis requiring that at least two of the three graders award a passing grade in order for the student to complete the degree. Students may retake the examination if necessary at the end of any session.
PROGRAMS OF STUDY – BACHELOR OF SCIENCE PROGRAMS

Bachelor of Science in Accounting

Program Mission

The mission of the Bachelor of Science degree in Accounting is to prepare students for entry-level positions in public accounting firms and other private, governmental and nonprofit organizations.

Program Learning Goals

Graduates of the Bachelor of Science in Accounting are able to:

- Translate complex economic events into financial information based on professional accounting standards and methodologies.
- Analyze business information to determine the impact of audit and business risks on operational performance.
- Use ethical data collection techniques to research accounting, tax, auditing, and commercial law literature in order to apply professional accounting and auditing standards, regulations, rules, and interpretations.
- Develop written business communications that convey the work performed and conclusions reached within the context of professional accounting or auditing standards and the needs of stakeholders.

Concentrations

Students majoring in Accounting may select six upper division elective courses in accounting or management or choose one of the following concentrations to add an additional focus to their studies:

- Finance
- Government Contract Management
- Healthcare Management
- Information Management
- International Business
- Management
- Marketing

Prerequisites for Upper Division Courses

- Successful completion of general education course requirements
- Successful completion of ACCT 101, ACCT 110 and FIN 230

Program Outline

To receive a Bachelor of Science degree in Accounting, students must earn 120 semester credit hours. Unless noted otherwise, all courses carry three semester credits hours. Program requirements are listed below.
BACHELOR OF SCIENCE IN ACCOUNTING

LOWER DIVISION REQUIREMENTS (60 Credits)

General Education Requirements

- COMP 125 The Digital World
- ENGL 101 English Composition I
- ENGL 102 English Composition II
- GNED 112 Student Success Strategies
- MATH 106 College Mathematics
- MATH 110 College Algebra

Lower Division Core Courses

Required Management Courses (18 Credits)

- BUS 110 Foundations of Business
- BUS 202 Critical Thinking and Decision Making
- BUS 230 Business Ethics and the Legal Environment
- ECON 201 Principles of Economics
- MGMT 230 Organizational Behavior
- MRKT 110 Principles of Marketing

Required Accounting Courses (21 Credits)

- ACCT 101 Principles of Financial Accounting I
- ACCT 110 Principles of Financial Accounting II
- ACCT 203 Federal Taxes
- ACCT 214 Accounting Information Systems
- ACCT 220 Payroll Accounting
- ACCT 290 Intermediate Accounting I
- FIN 230 Fundamentals of Finance

Electives

UPPER DIVISION REQUIREMENTS (60 Credits)

General Education Requirements

- ENGL 395 Research and Report Writing
- MATH 323 Research and Statistical Analysis
- PSYC 201 Principles of Psychology
- SCIE 312 Environmental Science and Sustainability

Upper Division Core Courses

Required Management Course (6 Credits)

- MGMT 305 Organizational Communications
- MGMT 435 Strategic Management and Planning

Required Accounting Courses (24 Credits)

- ACCT 301 Intermediate Accounting II
- ACCT 320 Intermediate Accounting III
- ACCT 307 Cost Accounting
- ACCT 308 Assurance and Audit Services
- ACCT 402 Corporate Taxation
- ACCT 408 Forensic Accounting
- ACCT 450 Advanced Financial Reporting
- BUS 320 Advanced Business Law for Accounting

Electives

Any 18 credits of upper division courses which may include one of the concentrations below.

Finance Concentration

- FIN 310 Investment Analysis and Portfolio Management
FIN 320 Asset Management
FIN 330 Corporate Finance
FIN 340 Financial Reporting and Analysis
FIN 350 International Banking and Finance
FIN 400 Derivatives and Risk Management

**Government Contact Management Concentration**
MGMT 308 Government Contract Law
MGMT 326 Principles of Federal Acquisition (FAR and DAR)
MGMT 330 Purchasing and Material Management
MGMT 332 Cost and Price Analysis
MGMT 350 Contract Administration
MGMT 450 Contract Modification and Options

**Healthcare Management Concentration**
HLTH 303 Information Systems for Health Systems
HLTH 400 Societal Health and Policy Issues
HLTH 403 Global Health Administration
HLTH 405 Healthcare Financial Management
MGMT 411 Total Quality Management
One additional upper division course in healthcare management or a related discipline

**Information Management Concentration**
CBSC 301 Introduction to Digital Forensics
CBSC 405 Security Policies and Procedures
MCAP 351 Management Support Systems
MICS 341 Systems Analysis and Design
MICS 455 Computer Networking and Telecommunications
MICS 461 Database Management

**International Business Concentration**
BUS 310 Export/Import Marketing
MGMT 303 International Business Management
FIN 350 International Banking and Finance
MRKT 424 International Marketing
MGMT 440 International Organizational Development Strategies
MRKT 450 New Product Development (US and Global)

**Management Concentration**
MCAP 303 Organization and Technology of Information Management
MGMT 360 Leadership
MGMT 365 Managing Conflict and Change
MGMT 417 Human Resource Management
MGMT 424 Negotiations Management
MGMT 427 Operations Management

**Marketing Concentration**
MRKT 350 Salesmanship
MRKT 424 International Marketing
MRKT 425 Consumer Behavior
MRKT 427 Marketing Management
MRKT 450 New Product Development (US and Global)
MRKT 490 Marketing and Social Media

**TOTAL** 120 Credits
Bachelor of Science in Business

Program Mission

The mission of the Bachelor of Science degree in Business is to provide students with a broad foundation covering the major functional areas in business: accounting and finance, management, marketing, and operations and by developing skills and knowledge that can be applied to problem solving across these areas in any business, industry, organization, or government agency context.

Program Learning Goals

Graduates of the Bachelor of Science in Business are able to:

- Analyze the financial health of businesses through financial statements and applicable quantitative and qualitative tools/methodologies.
- Apply management principles in ways that optimize organizational resources and respond to the impact of change on business sustainability.
- Develop a business plan that considers implementation issues, including the financial, legal, operational, and administrative procedures involved in new business ventures.
- Conduct assessments of business problems and opportunities that result in recommendations for courses of action.

Business Analyst

The four lower division courses listed below prepare a student for the examination leading to certification as a Certified Business Analyst (CBA):

- BUS 202 Critical Thinking and Decision Making
- MGMT 210 Introduction to Project Management
- MGMT 250 Introduction to Business Analysis
- MGMT 280 Introduction to Business Consulting

Project Management

The four courses listed below prepare students for the examination leading to certification as a Project Management Professional (PMP). In addition MATH 323 is required to prepare students for the examination leading to certification as Project Management Professional (PMP):

- MGMT 210 Introduction to Project Management
- MGMT 211 Project Management Knowledge Areas 1
- MGMT 212 Project Management Knowledge Areas 2
- MGMT 411 Total Quality Management
- MATH 323 Research and Statistical Analysis

Concentrations

Students majoring in Business may select six upper division business courses in one of the following seven concentrations to add an additional focus to their studies:

- Accounting
- Finance
- Government Contract Management
- Healthcare Management
- Information Management
- International Business
- Marketing
Prerequisites for Upper Division Courses

- Successful completion of general education course requirements
- Successful completion of lower division core courses

Program Outline

To receive a Bachelor of Science degree in Business, students must earn 120 semester credit hours. Unless noted otherwise, all courses carry three semester credits hours. Program requirements are listed below.

BACHELOR OF SCIENCE IN BUSINESS
LOW  ER DIVISION REQUIREMENTS (60 Credits)

General Education Requirements
COMP 125 The Digital World
ENGL 101 English Composition I
ENGL 102 English Composition II
GNED 112 Student Success Strategies
MATH 106 College Mathematics
MATH 110 College Algebra

Lower Division Core Courses
ACCT 101 Principles of Financial Accounting I
ACCT 110 Principles of Financial Accounting II
BUS 110 Foundations of Business
BUS 202 Critical Thinking and Decision Making
BUS 230 Business Ethics and the Legal Environment
ECON 201 Principles of Economics
FIN 230 Fundamentals of Finance
MGMT 230 Organizational Behavior
MGMT 235 Introduction to International Business
MRKT 110 Principles of Marketing

Electives

UPPER DIVISION REQUIREMENTS (60 Credits)

General Education Requirements
ENGL 395 Research and Report Writing
MATH 323 Research and Statistical Analysis
PSYC 201 Principles of Psychology
SCIE 312 Environmental Science and Sustainability

Upper Division Core Courses
MGMT 305 Organizational Communications
MGMT 360 Leadership
MGMT 365 Managing Conflict and Change
MGMT 417 Human Resource Management
MGMT 424 Negotiations Management
MGMT 427 Operations Management
MGMT 435 Strategic Management and Planning
MRKT 319 Principles of Marketing and Advertising

Electives
At least 24 credits must be in upper division business courses which may include one of the concentrations below.
Accounting Concentration
ACCT 290 Intermediate Accounting I
ACCT 306 Intermediate Accounting II  
ACCT 320 Intermediate Accounting III  
ACCT 307 Cost Accounting  
ACCT 308 Assurance and Audit Services  
ACCT 402 Corporate Taxation  

**Finance Concentration**  
FIN 310 Investment Analysis and Portfolio Management  
FIN 320 Asset Management  
FIN 330 Corporate Finance  
FIN 340 Financial Reporting and Analysis  
FIN 350 International Banking and Finance  
FIN 400 Derivatives and Risk Management  

**Government Contract Management Concentration**  
MGMT 308 Government Contract Law  
MGMT 326 Principles of Federal Acquisition (FAR and DAR)  
MGMT 330 Purchasing and Material Management  
MGMT 332 Cost and Price Analysis  
MGMT 350 Contract Administration  
MGMT 450 Contract Modification and Options  

**Healthcare Management Concentration**  
HLTH 303 Information Systems for Health Systems  
HLTH 400 Societal Health and Policy Issues  
HLTH 403 Global Health Administration  
HLTH 405 Healthcare Financial Management  
MGMT 411 Total Quality Management  
MRKT 427 Marketing Management  

**Information Management Concentration**  
CBSC 320 Information Security  
MCAP 303 Organizational Technology and Information Management  
MCAP 351 Management Support Systems  
MICS 341 Systems Analysis and Design  
MICS 455 Computer Networking and Telecommunications  
MICS 461 Database Management  

**International Business Concentration**  
BUS 310 Export/Import Marketing  
MGMT 303 International Business Management  
MGMT 311 Supply Chain Management  
MGMT 440 International Organizational Development Strategies  
MRKT 424 International Marketing  
MRKT 450 New Product Development (US and Global)  

**Marketing Concentration**  
MRKT 350 Salesmanship  
MRKT 424 International Marketing  
MRKT 425 Consumer Behavior  
MRKT 427 Marketing Management  
MRKT 450 New Product Development (US and Global)  
MRKT 490 Marketing and Social Media  

TOTAL CREDITS  
120 CREDITS
Bachelor of Science in Digital Forensics

Program Mission

Technology is constantly changing and so is the business of protecting sensitive information. Students who earn a Bachelor of Science degree in Digital Forensics will be prepared for a burgeoning career field fighting worldwide “cybercrime” and protecting digital resources from hacking, fraud, and malware viruses.

What is Digital Forensics?

Digital forensics is the acquisition, discovery, collection, analysis, and reporting of evidence found on computers and networks. Anti-cybercrime professionals work with these devices, as well as routers, servers, and the Internet to analyze increasingly complex digital crime scenes. More and more, digital evidence is used for civil, criminal, and administrative proceedings, so the evidence must be obtained and used in a way that ensures the admissibility in a court of law.

Digital Forensics is a young and growing field. Graduates will be entering a market where opportunities are expanding and companies are looking for the brightest in a new tech revolution.

Program Learning Goals

Graduates of the Bachelor of Science in Digital Forensics are able to:

- Design a network that meets identified strategic objectives and which reflects emerging trends and issues in digital forensics and cyber security.
- Apply appropriate network countermeasure policies designed to prevent security breaches of data and information.
- Apply professional and ethical standards of conduct that ensure the protection of personal privacy.
- Develop comprehensive forensic examination plans of computer networks and digital media storage devices.

Prerequisites for Upper Division Courses

- Successful completion of general education course requirements
- Successful completion of lower division core courses

Concentrations

Students majoring in Business may select six upper division business courses in one of the following six concentrations to add an additional focus to their studies:

- Government Contract Management
- Healthcare Management
- Information Management
- International Business
- Network Systems Administration
To receive a Bachelor of Science degree in Digital Forensics, students must earn 120 semester credit hours. Unless noted otherwise, all courses carry three semester credit hours. Program requirements are listed below.

**BACHELOR OF SCIENCE IN DIGITAL FORENSICS**

**LOWER DIVISION REQUIREMENTS (60 Credits)**

**General Education Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 125 The Digital World</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>GNED 112 Student Success Strategies</td>
<td>3</td>
</tr>
<tr>
<td>MATH 106 College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 110 College Algebra</td>
<td>3</td>
</tr>
</tbody>
</table>

**Lower Division Core Courses**

**Required Management Courses (15 Credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101 Principles of Financial Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 110 Foundations of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 202 Critical Thinking and Decision Making</td>
<td>3</td>
</tr>
<tr>
<td>BUS 230 Business Ethics and the Legal Environment</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 210 Introduction to Project Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Required Computing and Digital Forensics Courses (15 Credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBSC 230 Computer Forensics</td>
<td>3</td>
</tr>
<tr>
<td>CBSC 265 Network Security Management</td>
<td>3</td>
</tr>
<tr>
<td>COMP 140 Introduction to Data Communication and Networking</td>
<td>3</td>
</tr>
<tr>
<td>COMP 236 Survey of Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>COMP 251 Computer Systems Technology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any 18 credits in upper division courses which may include one of the concentrations below</td>
<td>12</td>
</tr>
</tbody>
</table>

**UPPER DIVISION REQUIREMENTS (60 Credits)**

**General Education Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 395 Research and Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH 323 Research and Statistical Analysis</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 201 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SCIE 312 Environmental Science and Sustainability</td>
<td>3</td>
</tr>
</tbody>
</table>

**Required Computer and Digital Forensic Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBSC 301 Introduction to Digital Forensics</td>
<td>3</td>
</tr>
<tr>
<td>CBSC 305 Introduction to Cybercrime and Homeland Security</td>
<td>3</td>
</tr>
<tr>
<td>CBSC 310 Computer Security</td>
<td>3</td>
</tr>
<tr>
<td>CBSC 320 Information Security</td>
<td>3</td>
</tr>
<tr>
<td>CBSC 325 Computer Forensic Tools</td>
<td>3</td>
</tr>
<tr>
<td>CBSC 405 Security Policies and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CBSC 415 Network Defense and Countermeasures</td>
<td>3</td>
</tr>
<tr>
<td>CBSC 495 Network Security Design</td>
<td>3</td>
</tr>
<tr>
<td>COMP 315 Security Administration I</td>
<td>3</td>
</tr>
<tr>
<td>COMP 316 Security Administration II</td>
<td>3</td>
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</tbody>
</table>

**Electives**

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Any 18 credits in upper division courses which may include one of the concentrations below</td>
<td>12</td>
</tr>
</tbody>
</table>

**Government Contact Management Concentration**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 308 Government Contract Law</td>
<td>3</td>
</tr>
</tbody>
</table>
MGMT 326 Principles of Federal Acquisition (FAR and DAR)
MGMT 330 Purchasing and Material Management
MGMT 332 Cost and Price Analysis
MGMT 350 Contract Administration
MGMT 450 Contract Modification and Options

**Healthcare Management Concentration**
HLTH 303 Information Systems for Health Systems
HLTH 400 Societal Health and Policy Issues
HLTH 403 Global Health Administration
HLTH 405 Healthcare Financial Management
HLTH 435 Strategic Healthcare Planning
MGMT 411 Total Quality Management

**Information Management Concentration**
CBSC 320 Information Security
MCAP 303 Organization and Technology of Information Management
MCAP 351 Management Support Systems
MICS 341 Systems Analysis and Design
MICS 455 Computer Networking and Telecommunications
MICS 461 Database Management

**International Business Concentration**
BUS 310 Export/Import Marketing
MGMT 303 International Business Management
MGMT 311 Supply Chain Management
MGMT 440 International Organizational Development Strategies
MRKT 424 International Marketing
MRKT 450 New Product Development (US and Global)

**Management Concentration**
MGMT 360 Leadership
MGMT 365 Managing Conflict and Change
MGMT 417 Human Resource Management
MGMT 424 Negotiations Management
MGMT 427 Operations Management
MGMT 435 Strategic Management and Planning

**Network Security Administration**
CBSC 435 Firewalls for Security
COMP 310 Windows Operating Systems
MICS 360 Wireless Networking
MICS 466 Windows Server – Directory Services
MICS 468 Windows Server – Infrastructure, Design and Configuration
MICS 476 Windows Server – Administration

TOTAL CREDITS 120 CREDITS
Bachelor of Science in Government Contract Management

Program Mission

The mission of a Bachelor of Science degree in Government Contract Management is to provide theoretical and practical application knowledge in contract management which enables graduates to successfully enter and excel in their professional field while improving their ability to think critically and communicate effectively in academic and personal settings.

Program Learning Goals

Graduates of the Bachelor of Science in Government Contract Management are able to:

- Apply the fundamentals of management, finance, law, and operations to the administration of government contracts.
- Evaluate competitive proposals using government contract specification framework.
- Manage contract performance and compliance.
- Analyze contract liability with a business cost and price strategy.

Project Management Certifications

The four courses listed below prepare students for the examination leading to certification as a Certified Associate Project Management Professional (CAPMP). In addition the following class MATH 323 is required to prepare students for the examination leading to certification as Project Management Professional (PMP):

- MGMT 210 Introduction to Project Management
- MGMT 211 Project Management Knowledge Areas 1
- MGMT 212 Project Management Knowledge Areas 2
- MGMT 411 Total Quality Management
- MATH 323 Research and Statistical Analysis

The upper division courses listed below prepare students for the examination leading to certification as a Certified Federal Contracts Manager:

- MGMT 308 Government Contract Law
- MGMT 326 Principles of Federal Acquisition (FAR and DAR)
- MGMT 330 Purchasing and Material Management
- MGMT 332 Cost and Price Analysis
- MGMT 350 Contract Administration
- MGMT 450 Contract Modification and Options

The upper division courses listed below prepare students for the examination leading to certification as a Certified Commercial Contracts Manager:

- ACCT 307 Cost Accounting
- MGMT 308 Government Contract Law
- MGMT 326 Principles of Federal Acquisition (FAR and DAR)
- MGMT 327 Performance-Based Contract
- MGMT 350 Contract Administration
- MGMT 450 Contract Modification and Options

Combining the upper division courses in both groups above prepares students for the examination leading to certification as a Certified Professional Contracts Manager.
Concentrations

Students majoring in Government Contract Management may select six upper division elective courses in management or choose one of the following concentrations to add an additional focus to their studies:

- Accounting
- Finance
- Healthcare Management
- Information Management
- International Business
- Management
- Marketing

Prerequisites for Upper Division Courses

- Successful completion of general education course requirements
- Successful completion of lower division core courses

Program Outline

To receive a Bachelor of Science degree in Government Contract Management, students must earn 120 credit hours. Unless noted otherwise, all courses carry three semester credits hours. Program requirements are listed below.

**BACHELOR OF SCIENCE IN GOVERNMENT CONTRACT MANAGEMENT**

**LOWER DIVISION REQUIREMENTS (60 Credits)**

**General Education Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 125</td>
<td>The Digital World</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>GNED 112</td>
<td>Student Success Strategies</td>
<td>3</td>
</tr>
<tr>
<td>MATH 106</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 110</td>
<td>College Algebra</td>
<td>3</td>
</tr>
</tbody>
</table>

**Lower Division Required Accounting, Economics, and Finance Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101</td>
<td>Principles of Financial Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 110</td>
<td>Principles of Financial Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ECON 201</td>
<td>Principles of Economics</td>
<td>3</td>
</tr>
<tr>
<td>FIN 230</td>
<td>Fundamentals of Finance</td>
<td>3</td>
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</table>

**Lower Division Required Management Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 110</td>
<td>Foundations of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 202</td>
<td>Critical Thinking and Decision Making</td>
<td>3</td>
</tr>
<tr>
<td>BUS 230</td>
<td>Business Ethics and the Legal Environment</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 210</td>
<td>Introduction to Project Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 211</td>
<td>Project Management Knowledge Areas 1</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 212</td>
<td>Project Management Knowledge Areas 2</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 230</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 235</td>
<td>Introduction to International Business</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 110</td>
<td>Principles of Marketing</td>
<td>3</td>
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</tbody>
</table>

**Electives**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>These three courses and MGMT 411, Total Quality Management, and MATH 323, Research and Statistical Analysis, prepare a student for the examination leading to certification as a Project Management Professional.</td>
<td>3</td>
</tr>
</tbody>
</table>
UPPER DIVISION REQUIREMENTS (60 Credits)

General Education Requirements 12 Credits
- ENGL 395 Research and Report Writing
- MATH 323 Research and Statistical Analysis
- PSYC 201 Principles of Psychology
- SCIE 312 Environmental Science and Sustainability

Upper Division Core Courses 30 Credits
- MGMT 308 Government Contract Law
- MGMT 326 Principles of Federal Acquisition (FAR and DAR)
- MGMT 327 Performance-Based Contract
- MGMT 330 Purchasing and Materials Management
- MGMT 332 Cost and Price Analysis
- MGMT 350 Contract Administration
- MGMT 405 Business Development and Contract Proposal
- MGMT 424 Negotiations Management
- MGMT 450 Contract Modification and Options
- MGMT 455 International Contracts Management

Electives Any 18 credits of upper division courses or one of the concentrations below 18 Credits

Accounting Concentration
- ACCT 290 Intermediate Accounting I
- ACCT 306 Intermediate Accounting II
- ACCT 320 Intermediate Accounting III
- ACCT 307 Cost Accounting
- ACCT 308 Assurance and Audit Services
- ACCT 402 Corporate Taxation

Finance Concentration
- FIN 310 Investment Analysis and Portfolio Management
- FIN 320 Asset Management
- FIN 330 Corporate Finance
- FIN 340 Financial Reporting and Analysis
- FIN 350 International Banking & Finance
- FIN 400 Derivatives and Risk Management

Healthcare Management
- HLTH 303 Information Systems for Health Systems
- HLTH 400 Societal Health and Policy Issues
- HLTH 403 Global Health Administration
- HLTH 405 Healthcare Financial Management
- MGMT 411 Total Quality Management
- MRKT 427 Marketing Management

Information Management Concentration
- CBSC 320 Information Security
- MCAP 303 Organizational Technology and Information Management
- MCAP 351 Management Support Systems
- MICS 341 Systems Analysis and Design
- MICS 455 Computer Networking and Telecommunications
- MICS 461 Database Management

International Business Concentration
- BUS 310 Export/Import Marketing
- MGMT 303 International Business Management
MGMT 311 Supply Chain Management
MGMT 440 International Organizational Development Strategies
MRKT 424 International Marketing
MRKT 450 New Product Development (US and Global)

**Management Concentration**
MCAP 303 Organization and Technology of Information Management
MGMT 360 Leadership
MGMT 365 Managing Conflict and Change
MGMT 417 Human Resource Management
MGMT 424 Negotiations Management
MGMT 427 Operations Management

**Marketing Concentration**
MRKT 350 Salesmanship
MRKT 424 International Marketing
MKRT 425 Consumer Behavior
MRKT 427 Marketing Management
MRKT 450 New Product Development (US and Global)
MRKT 490 Marketing and Social Media

**TOTAL CREDITS**

**120 CREDITS**
Bachelor of Science in Information Technology

Program Mission

The mission of the Bachelor of Science degree in Information Technology is to prepare students for entry-level positions in information technology in public and private companies, government agencies and non-profit organizations. It provides theoretical understanding and technical expertise in developing and managing an organization’s technical resources. These resources include logical, physical, human and financial resources. Subject areas covered include cyber security, computer forensics, networks and operating systems, project management, and management of information technology.

Program Learning Goals

Graduates of the Bachelor of Science in Information Technology are able to:
- Design a computer-based network, system, process, component, or program to meet defined needs.
- Develop information systems solutions to meet the needs of employers and communities in a global society.
- Apply data modeling in the development, deployment, and evaluation of information technology processes.
- Develop an N-tier application environment using industry best practices.

COMPTIA A+ certification

The course COMP 251 under major requirements prepares students for the examination leading to COMPTIA A+ certification as an IT support technician.

Microsoft Certified Solutions Associate (MCSA)

The four courses listed below from the Network Systems Administration concentration prepare students for the examination leading to MCSA certification:
- COMP 310 Windows Operating Systems
- MICS 466 Windows Server – Directory Services
- MICS 468 Windows Server – Infrastructure, Design and Configuration
- MICS 476 Windows Server – Administration

Concentrations

Students majoring in Information Technology may select six upper division courses in one of the following four concentrations to add an additional focus to their studies:
- Cyber Security
- Digital Forensics
- Government Contract Management
- Healthcare Management
- International Business
- Management
- Network Systems Administration

Prerequisites for Upper Division Courses

- Successful completion of general education course requirements
- Successful completion of lower division core courses
To receive a Bachelor of Science degree in Information Technology, students must earn 120 semester credit hours. Unless noted otherwise, all courses carry three semester credit hours. Program requirements are listed below.

### BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

#### LOWER DIVISION REQUIREMENTS (60 Credits)

**General Education Requirements**

- COMP 125 The Digital World
- ENGL 101 English Composition I
- ENGL 102 English Composition II
- GNED 112 Student Success Strategies
- MATH 106 College Mathematics
- MATH 110 College Algebra

**Lower Division Core Courses**

- **Required Management Courses (15 credits)**
  - ACCT 101 Principles of Financial Accounting I
  - BUS 110 Foundations of Business
  - BUS 202 Critical Thinking and Decision Making
  - BUS 230 Business Ethics and the Legal Environment
  - MGMT 210 Introduction to Project Management
- **Required Computing Courses (15 credits)**
  - COMP 140 Introduction to Data Communication and Networking
  - COMP 226 Introduction to Database
  - COMP 235 Introduction to Programming and Logic
  - COMP 236 Survey of Operating Systems
  - COMP 251 Computer Systems Technology

**Electives**

- At least 12 credits must be in upper divisions information technology courses (CBSC, COMP, MCAP, MISC) which may include one of the concentrations below

### UPPER DIVISION REQUIREMENTS (60 Credits)

**General Education Requirements**

- ENGL 395 Research and Report Writing
- MATH 323 Research and Statistical Analysis
- PSYC 201 Principles of Psychology
- SCIE 312 Environmental Science and Sustainability

**Upper Division Core Courses**

- **Required Management Course (3 credits)**
  - MGMT 435 Strategic Management and Planning
- **Required Computing Courses (12 credits)**
  - MCAP 351 Management Support Systems
  - MICS 341 Systems Analysis and Design
  - MICS 455 Computer Networking and Telecommunications
  - MICS 461 Database Management

**Electives**

- At least 18 credits must be in upper divisions information technology courses (CBSC, COMP, MCAP, MISC) which may include one of the concentrations below

**Cyber Security Concentration**

- CBSC 305 Introduction to Cybercrime and Homeland Security
- CBSC 415 Network Defense and Countermeasures
- CBSC 435 Firewalls for Security
- CBSC 495 Network Security Design
COMP 315 Security Administration I
COMP 316 Security Administration II

**Digital Forensics Concentration**
CBSC 301 Introduction to Digital Forensics
CBSC 305 Introduction to Cybercrime and Homeland Security
CBSC 310 Computer Security
CBSC 325 Computer Forensic Tools
CBSC 405 Security Policies and Procedures
CBSC 415 Network Defense and Countermeasures

**Government Contract Management**
MGMT 308 Government Contract Law
MGMT 326 Principles of Federal Acquisition (FAR and DAR)
MGMT 330 Purchasing and Material Management
MGMT 332 Cost and Price Analysis
MGMT 350 Contract Administration
MGMT 450 Contract Modification and Options

**Healthcare Management Concentration**
HLTH 303 Information Systems for Health Systems
HLTH 400 Societal Health and Policy Issues
HLTH 403 Global Health Administration
HLTH 405 Healthcare Financial Management
MGMT 411 Total Quality Management
MRKT 427 Marketing Management

**International Business Concentration**
BUS 310 Export/Import Marketing
MGMT 303 International Business Management
MGMT 311 Supply Chain Management
MGMT 440 International Organizational Development Strategies
MRKT 424 International Marketing
MRKT 450 New Product Development (US and Global)

**Management Concentration**
MCAP 303 Organization and Technology of Information Management
MGMT 360 Leadership
MGMT 365 Managing Conflict and Change
MGMT 417 Human Resource Management
MGMT 424 Negotiations Management
MGMT 427 Operations Management

**Network Systems Administration Concentration**
CBSC 495 Network Security Design
COMP 310 Windows Operating Systems
MICS 360 Wireless Networking
MICS 466 Windows Server – Directory Services
MICS 468 Windows Server – Infrastructure, Design and Configuration
MICS 476 Windows Server - Administration

TOTAL CREDITS 120 CREDITS
Bachelor of Science in International Business

Program Mission

The mission of the Bachelor of Science degree in International Business is to prepare students with fundamental managerial skills to succeed in a global business environment and to pursue careers in managerial positions in public or private companies and in non-profit organizations.

Program Learning Goals

Graduates of the Bachelor of Science in International Business are able to:

- Analyze management issues from an international business perspective.
- Apply an analysis of global operations on a multinational corporation that considers regulatory, ethical and legal challenges.
- Develop a business plan that considers implementation issues, including the financial, legal, operational, and administrative procedures involved in new business ventures, and which addresses cross-cultural differences.
- Analyze the interdependence of a global marketplace in ways that optimize business practices.

Global Business Professional

The lower division required international business courses prepare students for the examination leading to certification as a Certified Global Business Professional offered by NASBITE.

Concentrations

Students majoring in International Business may select six upper division elective courses in management or choose one of the following concentrations to add an additional focus to their studies:

- Accounting
- Finance
- Government Contract Management
- Healthcare Management
- Information Management
- Marketing

Prerequisites for Upper Division Courses

- Successful completion of general education course requirements
- Successful completion of lower division core courses

Program Outline

To receive a Bachelor of Science degree in International Business, students must earn 120 semester credit hours. Unless noted otherwise, all courses carry three semester credits hours. Program requirements are listed below.

BACHELOR OF SCIENCE IN INTERNATIONAL BUSINESS
LOWER DIVISION REQUIREMENTS (60 Credits)

General Education Requirements 18 Credits

- COMP 125 The Digital World
- ENGL 101 English Composition I
- ENGL 102 English Composition II
- GNED 112 Student Success Strategies
- MATH 106 College Mathematics
- MATH 110 College Algebra
Required Management Courses  
ACCT 101 Principles of Financial Accounting I  
ACCT 110 Principles of Financial Accounting II  
BUS 110 Foundations of Business  
BUS 202 Critical Thinking and Decision Making  
BUS 230 Business Ethics and the Legal Environment  
ECON 201 Principles of Economics  
FIN 230 Fundamentals of Finance

Required International Business Courses  
BUS 270 International Business Law  
BUS 290 Strategies for International Business Ventures  
MGMT 235 Introduction to International Business  
MGMT 260 Cross Cultural Management  
MGMT 275 International Trade and Practices  
MRKT 230 Introduction to International Marketing

Electives  
UPPER DIVISION REQUIREMENTS (60 Credits)

General Education Requirements  
ENGL 395 Research and Report Writing  
MATH 323 Research and Statistical Analysis  
PSYC 201 Principles of Psychology  
SCIE 312 Environmental Science and Sustainability

Upper Division Core Courses  
BUS 310 Export/Import Marketing  
FIN 350 International Banking and Finance  
MGMT 303 International Business Management  
MGMT 305 Organizational Communications  
MGMT 311 Supply Chain Management  
MGMT 360 Leadership  
MGMT 422 Global Management  
MGMT 435 Strategic Management and Planning  
MGMT 440 International Organizational Development Strategies  
MRKT 424 International Marketing

Electives  
Any 18 credits of upper division courses or one of the concentrations below.

Accounting Concentration  
ACCT 290 Intermediate Accounting I  
ACCT 306 Intermediate Accounting II  
ACCT 320 Intermediate Accounting III  
ACCT 307 Cost Accounting  
ACCT 308 Assurance and Audit Services  
ACCT 402 Corporate Taxation

Finance Concentration  
FIN 310 Investment Analysis and Portfolio Management  
FIN 320 Asset Management  
FIN 330 Corporate Finance  
FIN 340 Financial Reporting and Analysis  
FIN 350 International Banking and Finance  
FIN 400 Derivatives and Risk Management
Government Contact Management Concentration
MGMT 308 Government Contract Law
MGMT 326 Principles of Federal Acquisition (FAR and DAR)
MGMT 330 Purchasing and Material Management
MGMT 332 Cost and Price Analysis
MGMT 350 Contract Administration
MGMT 450 – Contract Modification and Options

Healthcare Management Concentration
HLTH 303 Information Systems for Health Systems
HLTH 400 Societal Health and Policy Issues
HLTH 403 Global Health Administration
HLTH 405 Healthcare Financial Management
MGMT 411 Total Quality Management
MRKT 427 Marketing Management

Information Management Concentration
CBSC 320 Information Security
MCAP 303 Organizational Technology and Information Management
MCAP 351 Management Support Systems
MICS 341 Systems Analysis and Design
MICS 455 Computer Networking and Telecommunications
MICS 461 Database Management

Marketing Concentration
MRKT 350 Salesmanship
MRKT 424 International Marketing
MRKT 425 Consumer Behavior
MRKT 427 Marketing Management
MRKT 450 New Product Development (US and Global)
MRKT 490 Marketing and Social Media

TOTAL CREDITS 120 CREDITS
THEORETICAL APPLICATIONS PROJECT (TAP) PROGRAMS

The Theoretical Applications Project (TAP) program is available to qualified University of the Potomac students. Student applicants request admission into the program by contacting an academic advisor or departmental chair. The following are criteria for admission into the TAP Honors programs:

- A minimum cumulative grade point average of 2.50 by the end of an associate degree program or 60 lower division credit hours and a 2.50 GPA.
- Employment with a college-approved mentor.
- A workplace visit and site approval by the TAP coordinator or a faculty member.
- Or approval by the Academic Dean.

Theoretical Applications Project Process

The TAP program offers theory courses and related applied project courses as well as a capstone experience. Three credits are earned for direct classroom instruction, and three credits are earned for a project at a TAP student’s work site. In addition, students complete a Capstone Project for three credits.

Each TAP course requires the completion of one or more projects that applies theories and principles to a workplace setting, culminating in a written and oral presentation. A student must work a minimum of 20 hours per week at the organization to which his or her Theoretical Application Project applies. Students must document a minimum of 60 hours of work outside the classroom that directly relates to their project. In the event a student chooses to do a community service project in lieu of a project at his/her workplace, 120 documented hours outside the classroom are required.

TAP course instructors meet with students in seminars to discuss and analyze learning taking place on the job and challenges that students are facing with their projects to enhance the continuity of the experiential part of the program is maintained for students. Faculty advisors maintain contact with each student and provide supervision to support successful completion of each phase of the TAP components. This process can be managed in a virtual environment using web-based collaboration tools.

The Theoretical Applications Project

The Theoretical Application Project is a project or series of small projects carried out in conjunction with each TAP course. The purpose is to demonstrate a student’s ability to apply theoretical concepts to a practical workplace environment. The syllabus for each TAP contains guidelines for individually-tailoring projects. At the beginning of each course, students work with their instructor, mentor and faculty advisor on ideas and projects to be completed by the end of the course.

The project is an activity that a student completes in the workplace that is of particular interest to a student or has immediate application in his or her workplace. The project’s purpose is to demonstrate a student’s ability to make course-related applications to real work situations. Students may complete a Theoretical Applications Project outside the workplace by considering one or more community service projects during their program.

Role of Faculty Advisor

Faculty advisors work with students and ensure they have a plan that meets TAP requirements for their degree program. Faculty advisors also meet with students to finalize an academic plan and review remaining credits needed for graduation. Students must meet with their faculty advisor and must sign the agreed-upon academic plan to insure all course requirements for the degree will be met before graduation. If students deviate from their original academic plan because of a leave of absence or other reason, faculty advisors work with them to revise their plans.
During the first session of an upper division bachelor’s degree program, a TAP instructor meets with workplace mentors to provide an orientation to the Theoretical Applications Project Process. Instructors are also available for follow-up or subsequent contact as needed. For each Theoretical Applications Project a faculty advisor and course instructor review and sign the Project Agreement Form. The course instructor reviews the final Theoretical Application Project submission and ensures administrative requirements have been satisfied.

**Workplace Mentor**

Each student in a TAP Honors program at University of the Potomac must have a workplace mentor. Mentors (usually a student’s supervisor but sometimes an experienced colleague) assist students in those aspects of the program that relate directly to the workplace. In particular, the mentor facilitates the design and completion of a Theoretical Applications Project(s) by helping a student identify appropriate activities and gaining access to the people and information necessary for implementation. Mentors should have a bachelor’s degree or the incumbent knowledge from years of experience in the student’s related field of study in order to support the student’s TAP design and evaluation.

**Theoretical Applications Project Agreement**

Each Theoretical Applications Project requires the completion of an agreement signed by a student, his/her workplace mentor, a course instructor and the student’s faculty advisor. Students are responsible for submitting a completed, signed agreement to their course instructor by the second week of the course.

**Evaluation of the Theoretical Applications Project Course**

When a Theoretical Applications Project is complete, students prepare a Student Evaluation Form that allows for self-assessment. The mentor completes an assessment form regarding the student’s communication, problem-solving skills, and the initiative, independence, efficiency, thoroughness and professionalism with which the student carried out the work and activities of his/her Theoretical Applications Project. The mentor shares this evaluation with the student’s instructor. The course instructor also assesses the project, and taking into account information provided by the workplace mentor, determines the final grade for the course.

**Capstone Process**

In the last session of a bachelor’s degree program, TAP students identify a program-related management problem or an opportunity for innovation that is relevant to their workplaces that becomes the topic of their Capstone Project. Capstone seminars are held to develop ideas and monitor each student’s progress. Students conduct research on their identified problem and propose a solution. If feasible, students implement the solution and evaluate it. If not, they propose implementation and evaluation plans. Students report the activity, results, and an analysis of the process through a written report and formal oral presentation. The oral presentation may be made only after all other program and degree requirements are met. The Capstone Project instructor provides supervision for the project.
PROGRAMS OF STUDY – BACHELOR OF SCIENCE TAP HONORS PROGRAMS

Bachelor of Science in Accounting – TAP Honors Program

Program Mission

The mission of the Bachelor of Science degree in Accounting (TAP) is to prepare students for entry-level positions in public accounting firms and other private, governmental and nonprofit organizations.

Program Learning Goals

Graduates of the Bachelor of Science in Accounting (TAP) are able to:

- Translate complex economic events into financial information based on professional accounting standards and methodologies.
- Analyze business information to determine the impact of audit and business risks on operational performance.
- Use ethical data collection techniques to research accounting, tax, auditing, and commercial law literature in order to apply professional accounting and auditing standards, regulations, rules, and interpretations.
- Develop written business communications that convey the work performed and conclusions reached within the context of professional accounting or auditing standards and the needs of stakeholders.

Prerequisites for Upper Division Courses

Successful completion of general education and lower division core course requirements.

Program Outline

To receive a Bachelor of Science degree in Accounting (TAP), students must earn 120 semester credit hours. Unless noted otherwise, all courses carry three semester credits hours. Program requirements are listed below.

BACHELOR OF SCIENCE IN ACCOUNTING – TAP Honors Program

LOWER DIVISION REQUIREMENTS (60 Credits)

General Education Requirements

COMP 125 The Digital World
ENGL 101 English Composition I
ENGL 102 English Composition II
GNED 112 Student Success Strategies
MATH 106 College Mathematics
MATH 110 College Algebra

Lower Division Core Courses

Required Management Courses (18 Credits)

BUS 110 Foundations of Business
BUS 202 Critical Thinking and Decision Making
BUS 230 Business Ethics and the Legal Environment
ECON 201 Principles of Economics
MGMT 230 Organizational Behavior
MRKT 110 Principles of Marketing

Required Accounting Courses (21 Credits)

ACCT 101 Principles of Financial Accounting I
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 110</td>
<td>Principles of Financial Accounting II</td>
</tr>
<tr>
<td>ACCT 201</td>
<td>Personal Financial Planning</td>
</tr>
<tr>
<td>ACCT 203</td>
<td>Federal Taxes</td>
</tr>
<tr>
<td>ACCT 214</td>
<td>Accounting Information Systems</td>
</tr>
<tr>
<td>ACCT 220</td>
<td>Payroll Accounting</td>
</tr>
<tr>
<td>ACCT 290</td>
<td>Intermediate Accounting I</td>
</tr>
</tbody>
</table>

**Electives**

**UPPER DIVISION REQUIREMENTS (60 Credits)**

**General Education Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 395</td>
<td>Research and Report Writing</td>
</tr>
<tr>
<td>MATH 323</td>
<td>Research and Statistical Analysis</td>
</tr>
<tr>
<td>PSYC 201</td>
<td>Principles of Psychology</td>
</tr>
<tr>
<td>SCIE 312</td>
<td>Environmental Science and Sustainability</td>
</tr>
</tbody>
</table>

**Upper Division Core Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 305</td>
<td>Organizational Communications</td>
</tr>
<tr>
<td>MGMT 435</td>
<td>Strategic Management and Planning</td>
</tr>
</tbody>
</table>

**Required Accounting Courses (24 Credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 301</td>
<td>Intermediate Accounting II</td>
</tr>
<tr>
<td>ACCT 307</td>
<td>Cost Accounting</td>
</tr>
<tr>
<td>ACCT 308</td>
<td>Assurance and Audit Services</td>
</tr>
<tr>
<td>ACCT 320</td>
<td>Intermediate Accounting III</td>
</tr>
<tr>
<td>ACCT 402</td>
<td>Corporate Taxation</td>
</tr>
<tr>
<td>ACCT 408</td>
<td>Forensic Accounting</td>
</tr>
<tr>
<td>ACCT 450</td>
<td>Advanced Financial Reporting</td>
</tr>
<tr>
<td>BUS 320</td>
<td>Advanced Business Law for Accounting</td>
</tr>
</tbody>
</table>

**Required Related TAP Courses (18 Credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 302</td>
<td>TAP for Intermediate Accounting II</td>
</tr>
<tr>
<td>ACCT 310</td>
<td>TAP for Cost Accounting</td>
</tr>
<tr>
<td>ACCT 314</td>
<td>TAP for Assurance and Audit Services</td>
</tr>
<tr>
<td>ACCT 409</td>
<td>TAP for Forensic Accounting</td>
</tr>
<tr>
<td>ACCT 451</td>
<td>TAP for Advanced Financial Reporting</td>
</tr>
<tr>
<td>ACCT 480</td>
<td>Capstone Project for Accounting</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS**

120 CREDITS
Bachelor of Science in Business – TAP Honors Program

Program Mission

The mission of the Bachelor of Science degree in Business (TAP) is to provide students with a foundation of business techniques, processes and experiential management skills for success in positions in public and private companies and in non-profit organizations.

Program Learning Goals

Graduates of the Bachelor of Science degree in Business (TAP) are able to:

- Analyze the financial health of businesses through financial statements and applicable quantitative and qualitative tools/methodologies.
- Apply management principles in ways that optimize organizational resources and respond to the impact of change on business sustainability.
- Develop a business plan that considers implementation issues, including the financial, legal, operational, and administrative procedures involved in new business ventures.
- Conduct assessments of business problems and opportunities that result in recommendations for courses of action.

Business Analyst

The four lower division core courses listed below prepare a student for the examination leading to certification as a Certified Business Analyst (CBA):

- BUS 202 Critical Thinking and Decision Making
- MGMT 210 Introduction to Project Management
- MGMT 250 Introduction to Business Analysis
- MGMT 280 Introduction to Business Consulting

Graduates of the Bachelor of Science degree in Business with a concentration in Health Systems Management (TAP) are able to:

- Evaluate ethical and legal issues affecting business functions and their implications in organizational decision making.
- Work in teams, use critical thinking to analyze and solve problems and effectively communicate to various stakeholders in any organization.
- Demonstrate the use of effective written and oral business communication skills.
- Demonstrate synthesis of business concepts, principles and theories by developing solutions to complex business and leadership problems specific to the healthcare industry.
- Apply technology to analyze problems, develop business analysis and recommend management decisions and actionable strategies in a healthcare industry context.

Program Outline

To receive a Bachelor of Science degree in Business (TAP), students must earn 120 semester credit hours. Unless noted otherwise, all courses carry three semester credits hours. Program requirements are listed below.

BACHELOR OF SCIENCE IN BUSINESS – TAP Honors Program
LOWER DIVISION REQUIREMENTS (60 Credits)
General Education Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 125 The Digital World</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>Course</td>
<td>Credits</td>
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<td>----------------------------------------------------------------------</td>
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</tr>
<tr>
<td>ENGL 102 English Composition II</td>
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</tr>
<tr>
<td>GNED 112 Student Success Strategies</td>
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<tr>
<td>MATH 106 College Mathematics</td>
<td></td>
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<tr>
<td>MATH 110 College Algebra</td>
<td></td>
</tr>
<tr>
<td><strong>Lower Level Division Core Courses</strong></td>
<td><strong>30</strong></td>
</tr>
<tr>
<td>ACCT 101 Principles of Financial Accounting I</td>
<td></td>
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<tr>
<td>ACCT 110 Principles of Financial Accounting II</td>
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<tr>
<td>BUS 110 Foundations of Business</td>
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<tr>
<td>BUS 202 Critical Thinking and Decision Making</td>
<td></td>
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<tr>
<td>BUS 230 Business Ethics and the Legal Environment</td>
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<tr>
<td>ECON 201 Principles of Economics</td>
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<tr>
<td>FIN 230 Fundamentals of Finance</td>
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<tr>
<td>MGMT 230 Organizational Behavior</td>
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<tr>
<td>MGMT 235 Introduction to International Business</td>
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<tr>
<td>MRKT 110 Principles of Marketing</td>
<td></td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td><strong>12</strong></td>
</tr>
<tr>
<td><strong>UPPER DIVISION REQUIREMENTS (60 Credits)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>General Education Requirements</strong></td>
<td><strong>12</strong></td>
</tr>
<tr>
<td>ENGL 395 Research and Report Writing</td>
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<tr>
<td>MATH 323 Research and Statistical Analysis</td>
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<tr>
<td>PSYC 201 Principles of Psychology</td>
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<tr>
<td>SCIE 312 Environmental Science and Sustainability</td>
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<tr>
<td><strong>Upper Division Core Courses</strong></td>
<td><strong>48</strong></td>
</tr>
<tr>
<td><strong>Required Business Courses (24 Credits)</strong></td>
<td></td>
</tr>
<tr>
<td>MGMT 305 Organizational Communications</td>
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<tr>
<td>MGMT 360 Leadership</td>
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<tr>
<td>MGMT 365 Managing Conflict and Change</td>
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<td>MGMT 417 Human Resource Management</td>
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<td>MGMT 424 Negotiations Management</td>
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<td>MGMT 427 Operations Management</td>
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<tr>
<td>MGMT 435 Strategic Management and Planning</td>
<td></td>
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<tr>
<td>MRKT 319 Principles of Marketing and Advertising</td>
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</tr>
<tr>
<td><strong>Required Related TAP Courses (24 Credits)</strong></td>
<td></td>
</tr>
<tr>
<td>MGMT 306 TAP for Organizational Communications</td>
<td></td>
</tr>
<tr>
<td>MGMT 366 TAP for Managing Conflict and Change</td>
<td></td>
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<tr>
<td>MGMT 418 TAP for Human Resource Management</td>
<td></td>
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<tr>
<td>MGMT 425 TAP for Negotiations Management</td>
<td></td>
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<tr>
<td>MGMT 428 TAP for Operations Management</td>
<td></td>
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<tr>
<td>MGMT 436 TAP for Strategic Management and Planning</td>
<td></td>
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<tr>
<td>MRKT 320 TAP for Principles of Marketing and Advertising</td>
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<tr>
<td>MGMT 480 Capstone Project in Management</td>
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<tr>
<td><strong>TOTAL CREDITS</strong></td>
<td><strong>120</strong></td>
</tr>
</tbody>
</table>
Bachelor of Science in Government Contract Management – TAP Honors Program

Program Mission

The mission of a Bachelor of Science degree in Government Contract Management (TAP) is to provide theoretical and practical application knowledge in contract management which enables graduates successfully enter and excel in their professional field while improving their ability to think critically and communicate effectively in academic and personal settings.

Program Learning Goals

Graduates of the Bachelor of Science in Government Contract Management (TAP) are able to:

- Apply the fundamentals of management, finance, law, and operations to the administration of government contracts.
- Evaluate competitive proposals using government contract specification framework.
- Manage contract performance and compliance.
- Analyze contract liability with a business cost and price strategy.

Prerequisites for Major Courses

- Successful completion of general education course requirements
- Successful completion of ACCT 101

Program Outline

To receive a Bachelor of Science degree in Government Contract Management (TAP), students must earn 120 credit hours. Unless noted otherwise, all courses carry three semester credits hours. Program requirements are listed below.

BACHELOR OF SCIENCE IN GOVERNMENT CONTRACT MANAGEMENT – TAP Honors Program
LOWER DIVISION REQUIREMENTS (60 Credits)

General Education Requirements 18 Credits
- COMP 125 The Digital World
- ENGL 101 English Composition I
- ENGL 102 English Composition II
- GNED 112 Student Success Strategies
- MATH 106 College Mathematics
- MATH 110 College Algebra

Lower Division Required Accounting, Economics, and Finance Courses 12 Credits
- ACCT 101 Principles of Financial Accounting I
- ACCT 110 Principles of Financial Accounting II
- ECON 201 Principles of Economics
- FIN 230 Fundamentals of Finance

Lower Division Required Management Courses 27 Credits
- BUS 110 Foundations of Business
- BUS 202 Critical Thinking and Decision Making
- BUS 230 Business Ethics and the Legal Environment
- *MGMT 210 Introduction to Project Management
- *MGMT 211 Project Management Knowledge Areas 1
- *MGMT 212 Project Management Knowledge Areas 2
- MGMT 230 Organizational Behavior
- MGMT 235 Introduction to International Business
MRKT 110 Principles of Marketing
*These three courses and MGMT 411, Total Quality Management, and MATH 323 Research and Statistical Analysis, prepare a student for the examination leading to certification as a Project Management Professional.

<table>
<thead>
<tr>
<th>Electives</th>
<th>3 Credits</th>
</tr>
</thead>
</table>

**UPPER DIVISION REQUIREMENTS (60 Credits)**

**General Education Requirements**

- ENGL 395 Research and Report Writing
- MATH 323 Research and Statistical Analysis
- PSYC 201 Principles of Psychology
- SCIE 312 Environmental Science and Sustainability

**Upper Division Core Courses**

**Required Government Contract Courses (30 Credits)**

- MGMT 308 Government Contract Law
- MGMT 326 Principles of Federal Acquisition (FAR and DAR)
- MGMT 327 Performance Based Contract
- MGMT 330 Purchasing and Materials Management
- MGMT 332 Cost and Price Analysis
- MGMT 350 Contract Administration
- MGMT 405 Business Development and Contract Proposal
- MGMT 424 Negotiation Management
- MGMT 450 Contract Modification and Options
- MGMT 455 International Contracts Management

**Required Related TAP Courses (18 Credits)**

- MGMT 309 TAP for Government Contract Law
- MGMT 329 TAP for Principles of Federal Acquisition (FAR and DAR)
- MGMT 333 TAP for Cost and Price Analysis
- MGMT 351 TAP for Contract Administration
- MGMT 406 TAP for Business Development and Contract Proposal
- MGMT 481 Capstone Project in Government Contract Management

**TOTAL CREDITS**

120 CREDITS
Bachelor of Science in Information Technology – TAP Honors Program

Program Mission

The mission of a Bachelor of Science degree in Information Technology (TAP) is to prepare students for entry-level positions in information technology for public and private companies, city and county governments and non-profit organizations. It provides theoretical understanding and technical expertise in developing and managing an organization’s technical resources. These resources include logical, physical, human and financial resources.

Program Learning Goals

Graduates in the Bachelor of Science in Information Technology (TAP) are able to:

- Design a computer-based network, system, process, component, or program to meet defined needs.
- Develop information systems solutions to meet the needs of employers and communities in a global society.
- Apply data modeling in the development, deployment, and evaluation of information technology processes.
- Develop an N-tier application environment using industry best practices.

Program Outline

To receive a Bachelor of Science degree in Information Technology (TAP), students must earn 120 semester credit hours. Unless noted otherwise, all courses carry three semester credits hours. Program requirements are listed below.

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY – TAP Honors Program
LOWER DIVISION REQUIREMENTS (60 Credits)

General Education Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 125</td>
<td>The Digital World</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
</tr>
<tr>
<td>GNED 112</td>
<td>Student Success Strategies</td>
</tr>
<tr>
<td>MATH 106</td>
<td>College Mathematics</td>
</tr>
<tr>
<td>MATH 110</td>
<td>College Algebra</td>
</tr>
</tbody>
</table>

Lower Division Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101</td>
<td>Principles of Financial Accounting I</td>
</tr>
<tr>
<td>BUS 110</td>
<td>Foundations of Business</td>
</tr>
<tr>
<td>BUS 202</td>
<td>Critical Thinking and Decision Making</td>
</tr>
<tr>
<td>BUS 230</td>
<td>Business Ethics and the Legal Environment</td>
</tr>
<tr>
<td>MGMT 210</td>
<td>Introduction to Project Management</td>
</tr>
<tr>
<td>COMP 140</td>
<td>Introduction to Data Communication and Networking</td>
</tr>
<tr>
<td>COMP 226</td>
<td>Introduction to Database</td>
</tr>
<tr>
<td>COMP 235</td>
<td>Introduction to Programming and Logic</td>
</tr>
<tr>
<td>COMP 236</td>
<td>Survey of Operating Systems</td>
</tr>
<tr>
<td>COMP 251</td>
<td>Computer Systems Technology</td>
</tr>
</tbody>
</table>

Electives

12 Credits
UPPER DIVISION REQUIREMENTS (60 Credits)

**General Education Requirements**
- ENGL 395 Research and Report Writing
- MATH 323 Research and Statistical Analysis
- PSYC 201 Principles of Psychology
- SCIE 312 Environmental Science and Sustainability

**Upper Division Core Courses**

**Required Business and TAP Related Courses (6 Credits)**
- MGMT 435 Strategic Management and Planning
- MGMT 436 TAP for Strategic Management and Planning

**Required Information Technology Courses (12 Credits)**
- MCAP 351 Management Support Systems
- MCIS 341 Systems analysis and design
- MICS 455 Computer networking and telecommunications
- MICS 461 Database Management

**Required Related TAP Courses (15 Credits)**
- MCAP 352 TAP for Management Support Systems
- MICS 342 TAP for Systems analysis and design
- MICS 456 TAP for Computer networking and telecommunications
- MICS 462 TAP for Database Management
- MICS 480 Capstone Project for Information Technology

**Electives**
At least 15 credits must be in upper division information technology courses (CBSC, COMP, MCAP, MISC). Two of these courses must include the related TAP course for a total of 12 credits. One course (3 credits) does not require a TAP. See your academic advisor for your selection.

**TOTAL CREDITS**

120 CREDITS
Bachelor of Science in International Business – Tap Honors Program

Program Mission

The mission of the Bachelor of Science degree in International Business (TAP) is to prepare students with fundamental managerial skills to succeed in a global business environment and to pursue careers in managerial positions in public or private companies and in non-profit organizations.

Program Learning Goals

Graduates of the Bachelor of Science in International Business (TAP) are able to:

- Analyze management issues from an international business perspective.
- Apply an analysis of global operations on a multinational corporation that considers regulatory, ethical and legal challenges.
- Develop a business plan that considers implementation issues, including the financial, legal, operational, and administrative procedures involved in new business ventures, and which addresses cross-cultural differences.
- Analyze the interdependence of a global marketplace in ways that optimize business practices.

Prerequisites for Upper Division Courses

- Successful completion of general education and lower division core course requirements
- Successful completion of MGMT 235

Program Outline

To receive a Bachelor of Science degree in International Business (TAP), students must earn 120 semester credit hours. Unless noted otherwise, all courses carry three semester credits hours. Program requirements are listed below.

BACHELOR OF SCIENCE IN INTERNATIONAL BUSINESS – TAP Honors Program

LOWER DIVISION REQUIREMENTS (60 Credits)

General Education Requirements

- COMP 125 The Digital World
- ENGL 101 English Composition I
- ENGL 102 English Composition II
- GNED 112 Student Success Strategies
- MATH 106 College Mathematics
- MATH 110 College Algebra

Required Management Courses

- ACCT 101 Principles of Financial Accounting I
- ACCT 110 Principles of Financial Accounting II
- BUS 110 Foundations of Business
- BUS 202 Critical Thinking and Decision Making
- BUS 230 Business Ethics and the Legal Environment
- ECON 201 Principles of Economics
- FIN 230 Fundamentals of Finance

Required International Business Courses

- BUS 270 International Business Law
- BUS 290 Strategies for International Business Ventures
- MGMT 235 Introduction to International Business
MGMT 260 Cross Cultural Management
MGMT 275 International Trade and Practices
MRKT 230 Introduction to International Marketing

**Electives**

**UPPER DIVISION REQUIREMENTS (60 Credits)**

**General Education Requirements**
- ENGL 395 Research and Report Writing
- MATH 323 Research and Statistical Analysis
- PSYC 201 Principles of Psychology
- SCIE 312 Environmental Science and Sustainability

**Upper Division Core Courses**

**Required International Business Courses (30 Credits)**
- BUS 310 Export/Import Marketing
- FIN 350 International Banking and Finance
- MGMT 303 International Business Management
- MGMT 305 Organizational Communications
- MGMT 311 Supply Chain Management
- MGMT 360 Leadership
- MGMT 422 Global Management
- MGMT 435 Strategic Management and Planning
- MGMT 440 International Organizational Development Strategies
- MRKT 424 International Marketing

**Required Related TAP Courses (18 Credits)**
- BUS 311 TAP for Export/Import Marketing
- FIN 351 TAP for International Banking and Finance
- MGMT 306 TAP for Organizational Communications
- MGMT 312 TAP for Supply Chain Management
- MGMT 441 TAP for International Organizational Development Strategies
- BUS 480 Capstone Project for International Business

**TOTAL CREDITS**

120 CREDITS
Program Mission

The mission of the Associate of Science degree in Accounting is to prepare students for entry-level positions as bookkeepers, accounts receivable, accounts payable, and payroll clerks. Students learn to analyze transactions, prepare journal entries and post to ledgers.

Program Learning Goals

Graduates of the Associate of Science in Accounting are able to:

- Translate economic events into financial information based on professional accounting standards and methodologies.
- Analyze business information to identify the potential impact of business risks on operational performance.
- Use ethical data collection techniques to research accounting and tax literature in order to apply professional accounting standards, rules, and interpretations.
- Develop written business communications that convey the work performed and conclusions reached within the context of professional accounting standards and the needs of stakeholders.

Program Outline

To receive an Associate of Science degree in Accounting, students must earn 60 semester credit hours. Unless noted otherwise, all courses carry three semester credits hours. Program requirements are listed below.

### ASSOCIATE OF SCIENCE IN ACCOUNTING

#### General Education Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 125 Computer Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>GNED 112 Student Success Strategies</td>
<td>3</td>
</tr>
<tr>
<td>MATH 106 College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 110 College Algebra</td>
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</tr>
</tbody>
</table>

**Total: 18 Credits**

#### Core Courses

**Required Management Courses (18 Credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 110 Foundations of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 202 Critical Thinking and Decision making</td>
<td>3</td>
</tr>
<tr>
<td>BUS 230 Business Ethics and the Legal Environment</td>
<td>3</td>
</tr>
<tr>
<td>ECON 201 Principles of Economics</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 230 Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 110 Principles of Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total: 18 Credits**

**Required Accounting Courses (21 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101 Principles of Financial Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 110 Principles of Financial Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 203 Federal Taxes</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 214 Accounting Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 220 Payroll Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 290 Intermediate Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>FIN 230 Fundamentals of Finance</td>
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</tbody>
</table>

**Total: 21 Credits**

#### Electives

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>3</td>
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</tbody>
</table>

**Total: 3 Credits**

**TOTAL CREDIT**

<table>
<thead>
<tr>
<th>Credits</th>
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<tbody>
<tr>
<td>60</td>
</tr>
</tbody>
</table>
**Associate of Science in Business**

**Program Mission**

The mission of the Associate of Science degree in Business is to provide students with knowledge of business principles, concepts and organizational operations. It provides students with the foundations of business techniques and processes used in most types of organizations.

**Program Learning Goals**

Graduates of the Associate of Science in Business are able to:

- Critique the financial health of businesses through financial statements and applicable quantitative and qualitative tools/methodologies.
- Explain management principles in ways that optimize organizational resources and respond to the impact of change on business sustainability.
- Organize a business plan that considers implementation issues, including the financial, legal, operational, and administrative procedures involved in new business ventures.
- Prioritize assessments of business problems and opportunities that result in recommendations for courses of action.

**Program Outline**

To receive an Associate of Science degree in Business, students must earn 60 semester credit hours. Unless noted otherwise, all courses carry three semester credits hours. Program requirements are listed below.

**ASSOCIATE OF SCIENCE IN BUSINESS**

**General Education Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 125 Computer Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>GNED 112 Student Success Strategies</td>
<td>3</td>
</tr>
<tr>
<td>MATH 106 College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 110 College Algebra</td>
<td>3</td>
</tr>
</tbody>
</table>

**Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101 Principles of Financial Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 110 Principles of Financial Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 110 Foundations of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 202 Critical Thinking and Decision Making</td>
<td>3</td>
</tr>
<tr>
<td>BUS 230 Business Ethics and the Legal Environment</td>
<td>3</td>
</tr>
<tr>
<td>ECON 201 Principles of Economics</td>
<td>3</td>
</tr>
<tr>
<td>FIN 230 Fundamentals of Finance</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 230 Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 235 Introduction to International Business</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 110 Principles of Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS**

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>60</td>
</tr>
</tbody>
</table>

73
Associate of Science in Information Technology

Program Mission

The mission of an Associate of Science degree in Information Technology is to prepare students for entry-level positions as assistants to information technology personnel. Students gain knowledge of information storage, retrieval, manipulation, transmission, communication, presentation and analysis.

Program Learning Goals

Graduates of the Associate of Science in Information Technology are able to:

- Evaluate a computer-based network, system, process, component, or program to meet defined needs.
- Organize information systems solutions to meet the needs of employers and communities in a global society.
- Critique a data model in the development, deployment, and evaluation of information technology processes.
- Describe an N-tier application environment using industry best practices.

Program Outline

To receive an Associate of Science degree in Information Technology, students must earn 60 semester credit hours. Unless noted otherwise, all courses carry three semester credit hours. Program requirements are listed below.

ASSOCIATE OF SCIENCE IN INFORMATION TECHNOLOGY

General Education Requirements 18 Credits

COMP 125 Computer Fundamentals
ENGL 101 English Composition I
ENGL 102 English Composition II
GNED 112 Student Success Strategies
MATH 106 College Mathematics
MATH 110 College Algebra

Core Courses 30 Credits

Required Management Courses (15 Credits)
BUS 110 Foundations of Business
BUS 202 Critical Thinking and Decision Making
BUS 230 Business Ethics and the Legal Environment
MGMT 210 Introduction to Project Management
ACCT 101 Principles of Financial Accounting I

Required Computing Courses (15 Credits)
COMP 140 Introduction to Data Communication and Networking
COMP 226 Introduction to Database
COMP 235 Introduction to Programming and Logic
COMP 236 Survey of Operating Systems
COMP 251 Computer Systems Technology

Electives 12 Credits

TOTAL CREDITS 60 CREDITS
Associate of Science in International Business

Program Mission

The mission of the Associate of Science degree in International Business is to prepare students for entry-level positions in global firms, as well as positions in private, governmental and nonprofit organizations.

Program Learning Goals

Graduates of the Associate of Science in International Business are able to:

- Define management issues from an international business perspective.
- Evaluate an analysis of global operations on a multinational corporation that considers regulatory, ethical, and legal challenges.
- Organize a business plan that considers implementation issues, including the financial, legal, operational, and administrative procedures involved in new business ventures, and which addresses cross-cultural differences.
- Explain the interdependence of a global marketplace in ways that optimize business practices.

Global Business Professional

The lower division required international business courses prepare students for the examination leading to certification as a Certified Global Business Professional offered by NASBITE.

Program Outline

To receive an Associate of Science degree in International Business, students must earn 60 semester credit hours. Unless noted otherwise, all courses carry three semester credits hours. Program requirements are listed below.

ASSOCIATE OF SCIENCE IN INTERNATIONAL BUSINESS

General Education Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 125</td>
<td>Computer Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>GNED 112</td>
<td>Student Success Strategies</td>
<td>3</td>
</tr>
<tr>
<td>MATH 106</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 110</td>
<td>College Algebra</td>
<td>3</td>
</tr>
</tbody>
</table>

Required Management Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101</td>
<td>Principles of Financial Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 110</td>
<td>Principles of Financial Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 110</td>
<td>Foundations of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 202</td>
<td>Critical Thinking and Decision Making</td>
<td>3</td>
</tr>
<tr>
<td>BUS 230</td>
<td>Business Ethics and the Legal Environment</td>
<td>3</td>
</tr>
<tr>
<td>ECON 201</td>
<td>Principles of Economics</td>
<td>3</td>
</tr>
<tr>
<td>FIN 230</td>
<td>Fundamentals of Finance</td>
<td>3</td>
</tr>
</tbody>
</table>

Required International Business Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 270</td>
<td>International Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUS 290</td>
<td>Strategies for International Business Ventures</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 235</td>
<td>Introduction to International Business</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 260</td>
<td>Cross Cultural Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 275</td>
<td>International Trade and Practices</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 230</td>
<td>Introduction to International Marketing</td>
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</tbody>
</table>

Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
</table>

TOTAL CREDITS

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>60</td>
</tr>
</tbody>
</table>
Associate of Science in Network Security Management

Program Mission

The mission of the Associate of Science degree in Network Security Management is to prepare students to manage information technology systems with an emphasis on loss prevention concepts, computer forensics, and encryption and computer investigation.

Program Learning Goals

Graduates of the Associate of Science in Network Security Management are able to:
- Examine network security measures through the use of industry security models.
- Describe the use of computer forensics techniques to determine types of network attacks.
- Evaluate a network topology to meet defined needs.
- Plan an information security policy to prevent data loss.

Program Outline

To receive an Associate of Science degree in Network Security Management, students must earn 60 semester credit hours. Unless noted otherwise, all courses carry three semester credits hours. Program requirements are listed below.

ASSOCIATES OF SCIENCE IN NETWORK SECURITY MANAGEMENT

General Education Requirements 18 Credits
- COMP 125 Computer Fundamentals
- ENGL 101 English Composition I
- ENGL 102 English Composition II
- GNED 112 Student Success Strategies
- MATH 106 College Mathematics
- MATH 110 College Algebra

Core Courses 30 Credits
- Required Management Courses (15 Credits)
  - ACCT 101 Principles of Financial Accounting
  - BUS 110 Foundations of Business
  - BUS 202 Critical Thinking and Decision making
  - BUS 230 Business Ethics and the Legal Environment
  - MGMT 210 Introduction to Project Management
- Required Computing and Security Courses (15 Credits)
  - CBSC 230 Computer Forensics
  - CBSC 265 Network Security Management
  - COMP 140 Introduction to Data Communication and Networking
  - COMP 236 Survey of Operating Systems
  - COMP 251 Computer Systems Technology

Electives 12 Credits

TOTAL CREDITS 60 CREDITS
ADVANCED CERTIFICATE PROGRAMS

The following certification programs provide professional skills for career transition in a wide variety of public and private business sectors. These programs are intended for those who have an interest in gaining additional knowledge for career transition. Advanced certificate programs provide a theoretical foundation for working professionals who have completed a minimum of an associate degree.

**Advanced Certificate in International Business (18 credits)**

<table>
<thead>
<tr>
<th>Required courses</th>
<th>3 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 310 Export/Import Marketing</td>
<td></td>
</tr>
<tr>
<td>MGMT 303 International Business Management</td>
<td></td>
</tr>
<tr>
<td>MGMT 311 Supply Chain Management</td>
<td></td>
</tr>
<tr>
<td>MGMT 440 International Organizational Development Strategies</td>
<td></td>
</tr>
<tr>
<td>MRKT 424 International Marketing</td>
<td></td>
</tr>
<tr>
<td>MRKT450 New Product Development (US and Global)</td>
<td></td>
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</tbody>
</table>

**Advanced Certificate in General Management (18 credits)**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>3 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 305 Organizational Communication</td>
<td></td>
</tr>
<tr>
<td>MGMT 360 Leadership</td>
<td></td>
</tr>
<tr>
<td>MGMT 365 Managing Conflict and Change</td>
<td></td>
</tr>
<tr>
<td>MGMT 417 Human Resource Management</td>
<td></td>
</tr>
<tr>
<td>MGMT 424 Negotiations Management</td>
<td></td>
</tr>
<tr>
<td>MGMT 427 Operations Management</td>
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</tbody>
</table>

**Advanced Certificate in Health Systems Management (18 credits)**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>3 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 303 Information Technology for Health Systems</td>
<td></td>
</tr>
<tr>
<td>HLTH 400 Societal Health and Policy Issues</td>
<td></td>
</tr>
<tr>
<td>HLTH 403 Global Health Administration</td>
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<tr>
<td>HLTH 405 Healthcare Financial Management</td>
<td></td>
</tr>
<tr>
<td>HLTH 435 Strategic Healthcare Planning</td>
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</tr>
<tr>
<td>MGMT 411 Total Quality Management</td>
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</tbody>
</table>

**Advanced Certificate in Business Accounting (18 credits)**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>3 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 290 Intermediate Accounting I</td>
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<tr>
<td>ACCT 306 Intermediate Accounting II</td>
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<td>ACCT 450 Advanced Financial and Tax Accounting</td>
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### Advanced Certificate in Government Contract Management (18 credits)

**Required Courses**:
- MGMT 308 Government Contract Law 3 credits
- MGMT 326 Principles of Federal Acquisition (FAR & DAR) 3 credits
- MGMT 330 Purchasing and Materials Management 3 credits
- MGMT 332 Cost and Price Analysis 3 credits
- MGMT 350 Contract Administration 3 credits
- MGMT 450 Contract Modification and Options 3 credits

### Advanced Certificate in Network Security Management (18 credits)

**Required Courses**:
- COMP 310 Windows Operating Systems 3 credits
- CBSC 435 Firewalls for Security 3 credits
- CBSC 495 Network Security Design 3 credits
- MICS 466 Windows Server – Directory Services 3 credits
- MICS 468 Windows Server – Infrastructure, Design and Configuration 3 credits
- MICS 476 Windows Server – Administration 3 credits

### Advanced Certificate in Information Systems Management (18 credits)

**Required Courses**:
- CBSC 320 Information Security 3 credits
- MCAP 303 Organization and Technology of Information Management 3 credits
- MCAP 351 Management Support Systems 3 credits
- MICS 341 Systems Analysis and Design 3 credits
- MICS 455 Computer Networking and Telecommunications 3 credits
- MICS 461 Database Management Systems 3 credits
GENERAL CERTIFICATE PROGRAMS

These short certificate programs provide vocational skills for career pathways into entry-level positions or for advancement in a wide variety of public and private businesses. General certificate programs develop marketable skills for positions such as office reception and administration, computer applications support, accounts receivable and payable and computer security.

Certificate in International Studies (18 credits)

**Required courses:**
- BUS 270 International Business Law 3 credits
- BUS 290 Strategies for International Business Ventures 3 credits
- MGMT 235 Introduction to International Business 3 credits
- MGMT 260 Cross Cultural Management 3 credits
- MGMT 275 International Trade and Practices 3 credits
- MRKT 230 Introduction to International Marketing 3 credits

Certificate in General Business (18 credits)

**Required courses:**
- ACCT 101 Principles of Financial Accounting I 3 credits
- BUS 110 Foundations of Business 3 credits
- BUS 230 Business Ethics and the Legal Environment 3 credits
- MGMT 230 Organizational Behavior 3 credits
- MGMT 250 Introduction to Business Analysis 3 credits
- MRKT 110 Principles of Marketing 3 credits

Certificate in Accounting Clerical Support (18 credits)

**Required courses:**
- ACCT 101 Principles of Financial Accounting I 3 credits
- ACCT 110 Principles of Financial Accounting II 3 credits
- ACCT 203 Federal Taxes 3 credits
- ACCT 214 Accounting Information Systems 3 credits
- ACCT 220 Payroll Accounting 3 credits
- ACCT 290 Intermediate Accounting I 3 credits

Certificate in Office Application Support (18 credits)

**Required courses:**
- COMP-150 Information Systems Essentials 3 credits
- COMP 200 Introduction to Spreadsheets 3 credits
- COMP 210 Business Presentation Graphics 3 credits
- COMP 226 Introduction to Database 3 credits
- COMP 235 Introduction to Programming and Logic 3 credits
- COMP 236 Survey of Operating Systems 3 credits
### Certificate in Network Security Management (18 credits)

**Required courses:**
- CBSC 225 Security and Data Loss Prevention 3 credits
- CBSC 230 Computer Forensics 3 credits
- CBSC 265 Network Security Management 3 credits
- COMP 140 Introduction to Data Communication and Networking 3 credits
- COMP 236 Survey of Operating Systems 3 credits
- COMP 251 Computer Systems Technology 3 credits

### Certificate in Project Management (18 credits)

**Required courses:**
- BUS 202 Critical Thinking and Decision Making 3 credits
- MGMT 210 Introduction to Project Management 3 credits
- MGMT 211 Project Management Knowledge Areas I 3 credits
- MGMT 212 Project Management Knowledge Areas II 3 credits
- MGMT 250 Introduction to Business Analysis 3 credits
- MGMT 280 Introduction to Business Consulting 3 credits

### Certificate in Information Assurance (18 credits)

**Required courses:**
- CBSC 225 Security and Data Loss Prevention 3 credits
- CBSC 230 Computer Forensics 3 credits
- CBSC 245 Cyber Law 3 credits
- CBSC 265 Network Security Management 3 credits
- COMP 150 Information Systems Essentials 3 credits
- MGMT 210 Introduction to Project Management 3 credits
The alpha portion of a course code represents the academic discipline/department as indicated below.
Courses beginning with a “1” or “2” indicate freshman and sophomore level courses. Courses beginning
with a “3” or “4” indicate junior and senior level courses. Courses beginning with “0” indicate a
transitional course that does not earn college credit. Graduate-level courses begin with “5” or “6”.

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**ACCT101 – Principles of Financial Accounting I**

3 Credits
This course introduces accounting principles and its application to various services and merchandising
businesses. It covers double-entry accounting using the accrual basis, the accounting cycle, income
determination, and financial reporting with balance sheets and income statements.

**ACCT110 – Principles of Financial Accounting II**

3 Credits
This course continues the study of accounting principles with an emphasis on its application to
corporations. It includes an examination of the major components of a balance sheet, the cash flows
statement, and a study of financial statement analysis. Prerequisite: ACCT101

**ACCT201 – Personal Financial Planning**

3 Credits
This course discusses the principles of risk management with particular emphasis on the use of
insurance as an effective risk transference mechanism to combat risk. This course presents the basics of
life, disability, health, automobile, homeowners and liability insurance and underscores the critical
elements found in all of these contracts. Policy comparisons, needs analysis, and product
recommendation are the focal points of discussion in order to help determine insurance needs.
Prerequisite: ACCT 110

**ACCT203 – Federal Taxes**

3 Credits
This course introduces the concepts of federal tax laws and treasury regulations and its application to
the income of individuals. Practice is given in the preparation of federal tax returns, supplemental forms,
and schedules required to be filed by individuals. Concepts covered include income realization, property
and depreciation, tax deductions and credits, and capital gains and losses. Prerequisite: ACCT 110
ACCT214 – Accounting Information Systems
3 Credits
This course introduces the topic of systems analysis and the application of information systems concepts to the accounting process and accounting models. The course emphasizes accounting data flows, the tools of designing accounting information systems, the use of computer technology in processing accounting transactions, and knowledge of internal control structures in effective accounting information systems. Prerequisite: ACCT 110

ACCT220 – Payroll Accounting
3 Credits
This course presents concepts and principles of payroll accounting and payroll law. Payroll accounting topics include computing payroll and related taxes such as federal and state income taxes, social security, self-employment, as well as record keeping and completing government forms such as Form 941. Payroll law topics include the Fair Labor Standards Act, FUTA, SUTA, FICA, and SECA. Prerequisite: ACCT 110

ACCT290 – Intermediate Accounting I
3 Credits
This course presents financial accounting theory within the framework of generally accepted accounting principles (GAAP). It concentrates on the conceptual framework underlying financial accounting and the preparation of basic financial statements and disclosures: balance sheet, income statement, comprehensive Income, and the statement of cash flows. It includes income measurement and profitability analysis as well as the time value of money concepts. The course incorporates the pronouncements of the Financial Accounting Standards Board (FASB), the International Accounting Standards Board (IASB) and the American Institute of Certified Public Accountants (AICPA). Prerequisite: ACCT 110

ACCT295 – Theoretical Application Project in Intermediate Accounting I
3 Credits Not available online
This course applies the concepts, theories, and principles of intermediate accounting principles to a work-related situation.

ACCT301 – Intermediate Accounting II
3 Credits
This course is a continuation of ACCT 290. Topics include the financial accounting and reporting of cash, receivables, inventory, property, plant and equipment, intangible assets, investments, current liabilities and contingencies. The course incorporates the pronouncements of the Financial Accounting Standards Board (FASB), the International Accounting Standards Board (IASB) and the American Institute of Certified Public Accountants (AICPA). Prerequisite: ACCT 290

ACCT307 – Cost Accounting
3 Credits
This course presents accounting procedures relating to the job costing system, cost-volume-profit analysis, activity-based costing, the master budget, flexible budgets, responsibility accounting, variance analysis, inventory costing, and capacity analysis. Traditional job and process-costing procedures are studied, along with the analysis of cost behavior, standard costing, budgeting, and costs that are relevant for making decisions. Prerequisite: FIN 230
ACCT308 – Assurance and Audit Services
3 Credits
This course examines assurance and auditing services conducted in accordance with the American Institute of Certified Public Accountants (AICPA) pronouncements and U.S. generally accepted auditing standards (GAAS). It covers the theory of auditing, including the educational and ethical qualifications for auditors, the role of the auditor in the U.S. economy, and the legal liability of auditors. Emphasis is on the planning and design of an audit program, gathering and summarizing evidence, evaluating internal controls and reporting under GAAS. Prerequisite: ACCT 320

ACCT310 – Theoretical Application Project in Cost Accounting
3 Credits Not available online
This course applies concepts, theories, and principles of cost accounting to work-related situations.

ACCT313 – Theoretical Application Project in Intermediate Accounting II
3 Credits Not available online
This course applies the concepts, theories, and principles of Intermediate Accounting II to a work-related situation.

ACCT314 – Theoretical Application Project in Assurance and Audit Services
3 Credits Not available online
This course applies concepts, theories, and principles of auditing procedures to work-related situations.

ACCT 320 – Intermediate Accounting III
3 Credits
This course is a continuation of ACCT 301. Topics include the financial accounting and reporting for bonds and long-term notes payable, revenue recognition, income taxes, leases, pensions and other postretirement benefits, and shareholders’ equity. It also includes the accounting for share-based compensation and earnings per share and addresses the reporting requirements for accounting changes and errors. The course incorporates the pronouncements of the Financial Accounting Standards Board (FASB), the International Accounting Standards Board (IASB) and the American Institute of Certified Public Accountants (AICPA). Prerequisite: ACCT 301

ACCT402 – Corporate Taxation
3 Credits
This course introduces the study of federal tax laws pertaining to partnerships, corporations, and S corporations. Topics include the preparation of tax returns associated with corporate reorganizations, personal-holding companies, net operating losses, and tax concepts related to gifts, trusts and estates. It also examines the administrative powers of the IRS. Prerequisite: ACCT 203

ACCT403 – Theoretical Application Project in Corporate Taxation
3 Credits Not available online
This course applies the concepts, theories and principles of corporation taxation to work-related situations.

ACCT408 – Forensic Accounting
3 Credits
This course provides a framework for an understanding of forensic accounting and fraud investigations. Topics include the accounting and legal concepts along with the procedures that are necessary to accomplish fraud detection, fraud investigation, and fraud prevention duties. Students learn how to analyze allegations of fraud and how to utilize accounting and investigative skills during a fraud
investigation. Expert witness testimony is discussed, together with a review of the methods for communicating findings. Prerequisite: ACCT 308

**ACCT409 – Theoretical Application Project in Forensic Accounting**
3 Credits Not available online
This course applies the concepts, theories, and principles of processes related to forensic accounting to work-related situations.

**ACCT450 – Advanced Financial Reporting**
3 Credits
This course presents advanced accounting theory applied to specialized topics. The emphasis is on business combinations, consolidated financial statements, partnerships, and foreign currency transactions and translations. Prerequisite: ACCT 320

**ACCT480 – Capstone Project in Accounting**
3 Credits Not available online
The Capstone Project in Accounting requires students to define research, design, implement, and evaluate a project of their own choosing relevant to the needs of a work situation. The project, which may identify and analyze an accounting need or issue, offer a proposal for solving an accounting problem, or develop an accounting plan for a business, requires the integration of five course areas in a student’s program of Accounting. Orientation for the Capstone begins after a student has completed the appropriate hours required by the discipline. A faculty advisor works closely with students in developing their plan for a Capstone Project. Research and analysis are required. Students deliver both oral and written presentation of the project.

**BUS110 – Foundations of Business**
3 Credits
This course introduces the basic concepts of business by exploring a broad spectrum of business activities. It focuses on multiple environments that effective business managers must understand and for which they must develop business communication skills. Topics include business in a global environment, starting and growing a business, marketing, ethics, managing technology and managing financial resources.

**BUS120 – Business Law**
3 Credits
This course provides students with detailed knowledge of the laws relating to contracts, commerce, property, business crimes, torts, and employment. It develops an awareness of business situations requiring legal counsel and a familiarization with the overall structure of the American legal system.

**BUS202 – Critical Thinking and Decision Making**
3 Credits
This course focuses on analysis, synthesis, prescription, and application of critical thinking and decision making within the organization. Students will learn how managers deal clearly, rationally, and creatively within a diverse and dynamic workplace. This course equips students with skills in critical thinking and decision making that will allow them to identify and solve organizational problems, as well as provide strategic direction.
BUS225 – Introduction to Entrepreneurship
3 Credits
This course introduces the challenges of entrepreneurship including the start-up and operations of a small business. This course is designed to help potential and current small business owners understand the basics of business. Course topics include types of small business ownership (including franchising and home-based business), financing alternatives, and issues of small business (including personnel, marketing, site location, and managerial decision-making and also cover management skills for social entrepreneurial organizations, scaling of social impact, and social performance measurement. Special emphasis will be placed on microfinance, a classic example of social entrepreneurship.

BUS230 – Business Ethics and the Legal Environment
3 Credits
This course introduces the legal environment of business which involves an overview of fundamental legal concepts and principles that affect business in a variety of functional and regulatory contexts. Primary topics include the interplay among business, ethics, and law to ethical decision making in business. Students evaluate (through readings, discussions and presentation of case studies) the increasingly complex interrelationships among the business, legal, society and social responsibilities of both U.S. and multinational organizations and how the legal system is used to redress failures of the market economy.

BUS270 – International Business Law
3 Credits
This course introduces students to the principles of public and private international law. It addresses the legal problems of doing business in developed, developing and non-market countries, together with the economic and political issues that commonly arise.

BUS272 – Theoretical Application Project in International Business Law
3 Credits  Not available online
This course applies concepts, theories, and principles of international business law to work-related situations.

BUS290 – Strategies for International Business Ventures
3 Credits
This course discusses topics in International Business Ventures, with special emphasis on the process to prepare to start a new international business, develop a specific business idea, and then examine the political risk, market opportunity, and how to use market research options, entry modes, resource allocation, and overall strategy for new ventures. In addition students are also introduced students to topics that relate to major problems that confront managers who operate across international boundaries from a base in a single country or who maintain affiliates and subsidiaries in several national jurisdictions. This course applies the concepts, theories and principles of international business law to work-related situations.

BUS310 – Export/Import Marketing
3 Credits
This course provides students with the basic body of knowledge and mechanics needed to successfully undertake and explore avenues of exporting. Descriptions of the essentials as well as the parameters of exporting are given. The course applies to an entrepreneurial export situation, to businesses expanding through foreign sales, and to companies trying to improve the operations of an existing export department. An emphasis on finance acquaints students with frequent financial problems in foreign exchange.
BUS311 – Theoretical Application Project in Export Procedures and Practices
3 Credits Not available online
This course applies the concepts, theories and principles of importing and exporting to work related situations.

BUS320 Advanced Business Law for Accounting
3 Credits
Principles of the law of agency, partnerships, corporations, wills, trusts, accounting law and liability bankruptcy, and real property are discussed and analyzed through the use of the Model Corporation Act, the Illinois Business Corporation Act, cases and problems. Emphasis is placed on the Uniform Commercial Code, including negotiable instruments, holder in due course, credit and secured transactions

BUS321 – Theoretical Application Project in Advanced Business Law for Accounting
3 Credits Not available online
This course applies the concepts, theories, and principles of processes related to advanced business law for accounting to work-related situations.

BUS480 – Capstone Project in International Business
3 Credits Not available online
The Capstone Project in International Business requires students to define research, design, implement, and evaluate a project of their own choosing relevant to the needs of a work situation. The project, which may identify and analyze a need or issue, offer a proposal for solving an international business problem, or develop a plan for an international business, requires the integration of five course areas in a student’s program of International Business. Orientation for the Capstone begins after a student has completed the appropriate hours required by the discipline. A faculty advisor works closely with students in developing their plan for a Capstone Project. Research and analysis are required. Students deliver both oral and written presentation of the project.

BUS501 Managerial Accounting
3 Credits Available Online and Hybrid Only
Introduces the learner to the concepts and procedures of managerial accounting from the perspective of the user. The course teaches how to think about accounting issues and covers cost accumulation and decision-making and control.

BUS502 Managerial Economics
3 Credits Available Online and Hybrid Only
Introduces the aspects of economics that are most relevant to the operation of the organization. Covers theory of individual economic behavior, demand theory and demand estimation, cost and supply, price determination, production decisions, and industry structure.

BUS503 Managerial Finance
3 Credits Available Online and Hybrid Only
Provides a general survey of the field, including the basic principles of corporate finance, financial markets and institutions, and investment theory. Corporate finance topics covered include the objective of financial management, valuation of assets and associated problems in the valuation of the firm, acquisition of long-term assets (capital budgeting), management of short-term assets, capital structure, and financial statement analysis. Financial markets and institutions studied include money markets,
stock and bond markets, derivatives, and the banking system. Investment analysis topics include portfolio theory and asset pricing models.

**BUS510 Strategic Management**
**3 Credits**  
Available Online and Hybrid Only  
Concentrates on strategy and policy formulation and implementation at the top management level. It discusses skills and concepts needed to manage an organization to compete effectively in its environment. It provides tools for identifying environmental opportunities and threats and organizational strengths and weaknesses.

**BUS520 Human Resources and Organizational Behavior**
**3 Credits**  
Available Online and Hybrid Only  
Explores human dynamics by examining the role of management and learning styles in the effective functioning of organizations. Topics include personality types, motivation, cognition and learning, communication, team development, and leadership.

**BUS530 Marketing Management**
**3 Credits**  
Available Online and Hybrid Only  
The purpose of the course is to offer an understanding of the nature and role of marketing in the firm and in the society. Students will gain knowledge regarding the marketing decisions of price, place, promotion, product, develop an understanding of consumer behavior, market research, social and cultural factors affecting marketing. The course will expose learners to a series of marketing principals, frameworks, and analyses.

**BUS560 Management and Information Systems**
**3 Credits**  
Available Online and Hybrid Only  
This course introduces the manager to the strategic use and implications of information technology in the business environment. Topics include how information systems affect and are affected by organizational goals and strategies; basic overviews of the components of an information system: hardware, software, data storage and retrieval, and network communications; the Internet; the information systems development process; and systems development as planned organizational change.

**BUS570 Business Ethics**
**3 Credits**  
Available Online and Hybrid Only  
This course introduces students to ethics-related aspects of the business decision-making process. Students will address a variety of topics, including the theoretical underpinnings of ethics, stakeholders, decision-making strategies, and utilization of such strategies in specific areas such as shareholder and employment relations, marketing, and globalization. The emphases of the course are issue recognition, application of ethical principles, and analysis of the consistency of corporate decision-making processes with such principles.

**CBSC225 – Security and Loss Prevention**
**3 credits**  
Beginning by introducing students to basic loss prevention concepts, this course then presents methods of implementing a complete security program. Topics covered include screening employees, recognizing

**CBSC230 – Computer Forensics**
**3 credits**  
This course provides an introduction to the computer forensics field of study. It is designed to familiarize students with terminology, techniques and technology of computer forensics, including computer crime
fraud, terrorism, hacking and other computer-related crimes. Other topics will include tracking offenders, hiding data, encryption and computer investigation. Prerequisite: COMP 125

**CBSC245 – Cyber Law**  
**3 credits**  
This course confronts the student with the changes and adaptations of U. S. law resulting from the ascendancy of computers and the Internet. Fundamental common law and statutory assumptions about the nature of person, place, thing and action are called into question by transactions conducted by the transfer of data between computer memories, unprecedented wealth concentrated in the development and distribution of software, widespread access to large quantities of data with minimal quality control, and the blurring of geographical boundaries. Students will examine how contract formation, defamation, obscenity, copyright, trademark, privacy and other legal issues have been changed by technology and the online world. Prerequisite: COMP 125

**CBSC265 – Network Security Management**  
**3 credits**  
This course offers a comprehensive guide for anyone wishing to take the CompTIA Security+ SY0-301 Certification Exam. It provides an introduction to the fundamentals of network security, including compliance and operational security; threats and vulnerabilities; application, data, and host security; access control and identity management; and cryptography. The course covers new topics in network security as well, including psychological approaches to social engineering attacks, Web application attacks, penetration testing, data loss prevention, cloud computing security, and application programming development security. Students will also engage in activities that link to the Information Security Community Site. Prerequisites: COMP125, COMP140

**CBSC301 – Introduction to Digital Forensics**  
**3 credits**  
In this course the student will evaluate the methods and impacts of white collar crime and the response of the criminal justice system. The student shall assess fraud, institutional corruption, corporate crime, public corruption, medical crime, and the associated investigative processes. Prerequisite: CBSC230

**CBSC305 – Introduction to Cybercrime and Homeland Security**  
**3 credits**  
In this course the student will evaluate the impact of digital threats to the security of the homeland and as tools of terrorism. The student will analyze the evolving character of cyber-victimization and how information technology can be targeted and compromised. Prerequisite: CBSC230

**CBSC310 - Computer Security**  
**3 credits**  
In this course the student will evaluate the methods and impacts of white collar crime and the response of the criminal justice system. The student shall assess fraud, institutional corruption, corporate crime, public corruption, medical crime, and the associated investigative processes. Prerequisite: CBSC230

**CBSC320 – Information Security**  
**3 credits**  
Security management is essential to securing information systems. This course will teach the major concepts in security management, such as security architecture and models, business continuity planning, investigations, ethics, application development security, and planning for the future. Prerequisite: CBSC230
CBSC325 – Computer Forensic Tools
3 credits
In this course, the student will explore computer forensics tools used to stabilize, collect, secure, and analyze data from computer hardware, operating systems, software, and networks, in the context of cyber-crime and the criminal justice system. The student will be introduced to a wide variety of tools that may include Encase, FTK, PTK Forensics, The Sleuth Kit, The Coroner’s Toolkit, COFEE / DECAF, and selective file dumper. Prerequisite: CBSC230

CBSC405 – Security Policies and Procedures
3 credits
In order to secure any computer resource, policies are required. This course will teach computer security policies and procedures, including asset classification and control, communications and operations management, access control, and system development and maintenance. Prerequisite: CBSC230

CBSC415 – Network Defense and Countermeasures
3 credits
In this course students will learn about common network defense tactics and countermeasures to network attacks. Topics include network intrusion detection systems, operating system hardening, viruses, Trojans, spyware, and computer-based espionage. Prerequisites: COMP125, COMP140

CBSC435 – Firewalls for Security
3 Credits
This course focuses on the security issues related to firewalls as well as general overall network protection. In addition, the course will include the study of intrusion detection and virtual private networks (VPNs). Prerequisites: COMP125, COMP140

CBSC495 – Network Security Design
3 Credits
This course considers methods for securing a network environment. A security focus will be on access to local network users, remote users and remote sites, between private and public networks, and associates. The primary emphasis is on intrusion detection, but the course also covers such essential practices as developing a security policy and then implementing that policy by performing Network Address Translation, setting up packet filtering, and installing proxy servers, firewalls, and virtual private networks. Prerequisites: COMP125, COMP140

CBSC496 – Theoretical Application Project in Network Security Design
3 Credits Not available online
This course applies the concepts, theories, and principles of Network Security Design to work-related situations.

COMP125 – The Digital World
3 Credits
This course introduces computers and computer applications. It provides an overview of the concepts, operating characteristics, and capabilities of modern computer systems in our society. Topics include computer hardware and software, communications and networking, personal computer tools, management information systems, computer ethics, and computer security and systems analysis. Demonstrations of various technologies are included. Students are required to perform 10 hours of hands-on experience in a PC environment outside class time.
COMP140 – Introduction to Data Communication and Networking
3 Credits
This course provides an introduction to data communication and networking and prepares students for the Network Plus certification exam. Topics include telecommunication standards, protocols, equipment, network topologies, communication software, LANs, WANs, the Internet, and network operating systems. Upon completion, students should be able to demonstrate understanding of the fundamentals of telecommunication and networking. Prerequisite: COMP125

COMP150 – Information Systems Essentials
3 Credits
The course introduces the architecture of computer systems. Computer architecture is about the structure and operation of digital computers. Computer architecture is concerned with the operational methods of the hardware; with the services provided by operating system software; with the acquisition, processing, storage, and output of data; and with the interaction between computers.

COMP200 – Introduction to Spreadsheets
3 Credits
This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion students should be able to design and print basic spreadsheets and charts. The course helps to prepare students for the Microsoft Office Specialist Exam 77-240 Microsoft Excel 2013. Prerequisite COMP125

COMP210 – Business Presentation Graphics
3 Credits
This course is for students who want to learn the comprehensive functions of Microsoft PowerPoint, a powerful presentation program which is part of the Microsoft Office Suite. It prepares students for the Microsoft Office Specialist Power Point certification, Exam 77-422, but is also useful for students who want a deeper understanding of the graphics program. Prerequisite: COMP125

COMP226 – Introduction to Database
3 Credits
This course provides an introduction to Microsoft Access 2010. Topics include creating, querying, and maintaining a database; creating database tables, relationships, reports, forms, and queries using OLE fields, hyperlinks, and sub-forms. The course prepares students for the Microsoft Office Specialist Access Exam, 77-885. Prerequisite: COMP125

COMP235 – Introduction to Programming and Logic
3 Credits
This course introduces computer programming and problem solving in a programming environment, including an introduction to operating systems, a text editor, and a language translator. Topics include language syntax, data types, program organization, and algorithm design and logic control structures. Upon completion, students are able to manage files with operating systems commands, use top-down algorithm designs, and implement algorithmic solutions in a programming language. Prerequisite COMP125

COMP236 – Survey of Operating Systems
3 Credits
This course covers operating system concepts that are necessary for maintaining and using computer systems. Students develop a fundamental understanding of the concepts and terminology of: Operating System Configurations, Installing and Upgrading Client Systems, Managing Applications, Managing Files
and Folders, Managing Devices, and Operating System Maintenance (MS EXAM 98-349 Windows Operating System Fundamentals) Prerequisite: COMP125

**COMP251 – Computer Systems Technology**  
**3 Credits**  
This course provides students with a basic knowledge of computer systems architecture. An understanding of the system board, operating systems, disk drives, monitors, and modems is included. Students will develop the skills to perform routine troubleshooting and maintenance tasks. Successful completion of this course assists students in preparing for A+ Certification. Prerequisite COMP125

**COMP310 – Windows Operating Systems**  
This course covers Windows operating systems in a Microsoft Server environment and is a prerequisite in preparation for MICS470, MICS472, and MICS476. Installation and upgrade of Windows operating systems is covered. Configuration and maintenance of Windows operating systems settings, security, connectivity and applications is discussed. The course also covers mobile computing in a Windows environment. This course also helps prepare a student for the Windows 7 – Configuration test (Exam 70-680)

**COMP315 – Security Administration I**  
**3 Credits**  
In this course, through lectures, discussions, scenarios, demonstrations, lesson review questions, textbook exercises, and classroom labs, students gain the skills and knowledge necessary to pass the enterprise security, risk management, part of the CompTIA Advanced Security Practitioner exam. The exam covers the knowledge that is necessary for an individual to be able to conceptualize, design, and engineer secure solutions across complex enterprise environments and has a technical, hands-on focus at the enterprise level. Prerequisite: COMP 125

**COMP316 – Security Administration II**  
**3 Credits**  
In this course, through lectures, discussions, scenarios, demonstrations, lesson review questions, textbook exercises, and classroom labs, students gain the skills and knowledge necessary to pass the research and analysis, and integration of computing part of the CompTIA Advanced Security Practitioner exam. The exam covers the knowledge that is necessary for an individual to be able to conceptualize, design, and engineer secure solutions across complex enterprise environments and has a technical, hands-on focus at the enterprise level. Prerequisite: COMP 315

**COMP317 Theoretical Application Project in Security Administration I**  
**3 Credits**  
Not available online  
This course applies to the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system, with appropriate intrusion detection and reporting features.

**COMP318 Theoretical Application Project in Security Administration II**  
**3 Credits**  
Not available online  
The course applies practical application to the management of Information Security, and is designed to focus on the management aspects of information security processes and activities.
**ECON 201 – Principles of Economics**  
3 Credits  
This course introduces both microeconomic and macroeconomics. Topics include economic theories, methods, and principles with an emphasis on the development of critical thinking skills and the analysis of controversial issues in the field. Macroeconomic topics include national income and product; saving, consumption and investment; income determination; money supply and deposit creation; monetary and income analysis and alternative economic theories. Microeconomic topics include supply and demand; utility; cost analysis; long-run supply; profit maximization; competition; production theory; pricing of factor inputs; interest; international trade and current economic problems.

**ENGL 009 – Transitional English**  
0 Credits  
This course provides students with strategies and skills for having a successful learning experience. Students learn to read and comprehend increasingly difficult texts in a variety of genres, think more deeply and critically about issues and ideas presented in these text and respond to them in writing with increasing fluency, confidence and clarity. (ENGL 009 does not meet the general education English requirement.)

**ENGL 101 – English Composition I**  
3 Credits  
English Composition I develops and enhances students’ application and understanding of the writing process. The course emphasizes the establishment of techniques and skills for planning, composing, revising and editing essays. Included in this process are selecting and narrowing topics, understanding audience and purpose, devising a plan of development, identifying and citing appropriate supporting details and evidence using APA format, proper grammar and mechanics usage and consistence in format and style. This course engages students in the interconnections between critical thinking, discussion and expository writing as a means of both written and verbal communication. Specifically, students learn to write extended expository essays using a variety of approaches which increase in complexity throughout the course. There are a minimum of eight expository essays written in the course.

**ENGL 102 – English Composition II**  
3 Credits  
English Composition II is the second course in a sequence of two that facilitate a better understanding of writing as a tool of argument, critique and research. The course focuses on the critical analysis of selected readings and topics coupled with the application of the research process as a means of written communication. In addition to gathering, absorbing and analyzing information, the course emphasizes composing, documenting (APA format), revising and editing a final research paper. Prerequisite ENGL 101 or equivalent.

**ENGL 395 – Research and Report Writing**  
3 Credits  
Research and Report Writing enhances and further develops the research skills acquired in English Composition II. The course primarily emphasizes gathering and evaluating information. Furthermore, it includes research, report development, report writing and oral report presentation. It incorporates research skills into report writing required for upper division academic courses, as well as for professional business and technology endeavors. Prerequisite ENGL 102.
FIN230 – Fundamentals of Finance  
3 Credits  
This course explores the central concepts of finance. Topics include strategic consideration, economic analysis, provision and acquisition of funds, financial tools and theories, leveraged transactions, hybrid securities, mergers and acquisitions. Prerequisites: ACCT 110 and MATH 110

FIN310 – Investment Analysis and Portfolio Management  
3 Credits  
This course introduces the various developments in investment theory and the principles of valuation. You will learn how to examine fixed-income securities, equity securities, and derivative securities. The course will also present theories, principles, and techniques of portfolio management. The topics include the portfolio investment process, asset allocation, portfolio construction, and portfolio performance evaluation. In addition a global perspective will be emphasized as well as duration analysis and immunization, Interest rate derivative securities and their application in asset-liability management. Prerequisite: FIN 230

FIN320 – Asset Management  
3 Credits  
This course applies financial theory to the issues and problems of asset management. The focus is on understanding the roles of asset owners, which may include individuals, collective owners, charitable endowments, corporations, and nations. It covers the properties of asset returns and the nature of various investment strategies to assess how asset management can meet the specific investment goals of asset owners. In addition, the course focuses on the delegated nature of investments which is important in the understanding of principal-agent issues and market frictions associated with each type of asset class. Prerequisite: FIN 230

FIN330 – Corporate Finance  
3 Credits  
The objective of this course is to study the major decision-making areas of managerial finance. The focus is on financial theory, concepts, and tools for analyzing financial decisions based on fundamental principles of modern financial theory. The topics covered include discounted cash flow techniques; corporate capital budgeting and valuation; investment decisions under uncertainty; capital asset pricing; and market efficiency. The course will also analyze corporate financial policy, including capital structure, cost of capital, dividend policy, and related issues. In this context, the course is designed to provide students with analytical tools that allow them to determine the “intrinsic value” of a corporation and to assess the effectiveness of corporate management in maximizing that value. Prerequisite: FIN 230

FIN340 – Financial Reporting and Analysis  
3 Credits  
This course focuses on the analysis of managers’ financial reporting and disclosure strategies, and the effects of such strategies on firms’ equity values and contracts. The course will also examine various institutional settings and economic contexts in which managers make financial reporting and disclosure choices, paying close attention to the quality and credibility of the information disclosed. The course helps students to develop hands-on financial statement analysis skills in a variety of business decision contexts. Prerequisites: ACCT 320, FIN 330

FIN350 – International Banking and Finance  
3 Credits  
This course presents an overview of international banking and finance. Topics include the international dimensions of finance, foreign exchange rates, sources of funds, banking regulations, and the contrast
between European, Asian and American banking. Methods of effective communication of financial information are addressed. Prerequisite: FIN 230

**FIN351 – Theoretical Application Project in International Banking and Finance**  
**3 Credits**  
Not available online  
This course applies the concepts, theories, and principles of International Banking and Finance to work-related situations.

**FIN400 – Derivatives and Risk Management**  
**3 Credits**  
A broad range of derivative products are examined with a primary focus on how to use these for the management of financial risks. The course will introduce standard models of pricing forward, futures and plain vanilla options on stocks, futures and interest rate instruments. The course also explores the limitations and extensions of the Black-Scholes model with the aim of valuating options on dividend paying assets and exotic options such as digital options, barrier options, average rate options and options on multiple assets, among others. Prerequisite: FIN 330

**FIN610 Financial Strategy**  
**3 Credits**  
Available Online and Hybrid Only  
Develops financial, analytical, and communication skills necessary to develop and implement a financial strategy consistent with firm value creation in a dynamic environment. Stresses the impact of ethical and legal considerations, global markets, and technological innovation on efficient economic outcomes. Emphasizes written and oral communication skills. Upon completion of this course, students should be able to identify and analyze a firm's strategic opportunities and propose a suitable financial strategy that is consistent with firm value creation.

**FIN620 Financial Risk Management**  
**3 Credits**  
Available Online and Hybrid Only  
Provides an overview of all of the hedging markets and hedging instruments. Explores specific hedging use of options, forwards, futures, swaps, and options on futures. Focuses on advanced financial risk management of interest rates, currency rates, equity returns, and fixed income returns. Students use readings and case problems to study when and how to use hedging instruments to alter a portfolio’s risk exposure.

**FIN630 Mergers and Acquisitions**  
**3 Credits**  
Available Online and Hybrid Only  
Explores the environments that have recently given rise to a large number of corporate mergers and the business factors underlying these corporate combinations. Examines the financial, managerial, accounting, and legal factors affecting mergers. Studies how to appraise a potential merger and structure a merger on advantageous terms.

**FIN640 Valuation and Value Creation**  
**3 Credits**  
Available Online and Hybrid Only  
Explores recent developments in financial management and financial analysis through the use of modern finance theory to make capital allocation decisions that lead to long-run value maximization for the corporation. Focuses on applications and financial model building, risk analysis for valuation applications, and business strategies to measure and manage corporate value and value creation. Topics are relevant to value consultants, corporate managers, and securities analysts.
GNED112 – Student Success Strategies  
**3 Credits**
This course assists students in a successful transition to University of the Potomac by exposing them to the University’s policies, procedures and processes for moving efficiently and successfully through to graduation. It provides academic assessment in discovering and using one’s preferred cognitive learning style, study skills development and education planning for completion of all course prerequisites and requirements for a degree program at University of the Potomac. In addition, the course includes Smarthinking and computer usage, current events, writing, research, exposure to APA format and oral presentation projects. Student success Strategies provides students with versatile, practical and meaningful strategies that lead to higher grades, a more thorough learning of information, increased confidence, a sense of empowerment and leadership.

HLTH303 – Information Systems for Health Systems (Cross listed with MCAP 303)  
**3 Credits**
This course prepares students for the application and integration of information systems and computers into health systems. Included are an examination of patient record-keeping systems, medical facility data systems, remote diagnosis and monitoring, third-party information transmission, and the role of the Internet in medical research. The issue of record security is addressed.

HLTH304 – Theoretical Application Project in Information Systems for Health Systems  
**3 Credits**  
Not available online
This course applies the concepts, theories, and principles of information systems technology for health programs to work-related situations.

HLTH400 – Societal Health and Policy Issues  
**3 Credits**
This course considers national health and policy issues as they apply to special health populations. Such populations include, but are not limited to, geriatrics, pediatrics, gynecology, mental health, and physical impairment.

HLTH401 – Theoretical Application Project in Societal Health and Policy Issues  
**3 Credits**  
Not available online
This course applies the concepts, theories, and principles of societal health and policy issues to work-related situations.

HLTH403 – Global Health Administration  
**3 Credits**
This course examines healthcare administration on a global basis. Topics include disease control, management of potential epidemic diseases, differences in healthcare approaches in various countries and global cooperation between countries.

HLTH404 – Theoretical Application Project in Global Health Administration  
**3 Credits**  
Not available online
This course applies the concepts, theories, and principles of global health administration to work-related situations.
HLTH405 – Healthcare Financial Management
3 Credits
This course applies principles of accounting and financial management to the healthcare industry. Topics include unique financial characteristics of healthcare facilities, third-party reimbursement, cost and rate setting, operational and capital budgeting, auditing and risk management. Prerequisite ACCT101

HLTH406 – Theoretical Application Project in Healthcare Financial Management
3 Credits Not available online
This course applies the concepts, theories, and principles of healthcare financial management to work-related situations.

HLTH 435 – Strategic Healthcare Planning (Cross listed with MGMT 435)
3 Credits
This course presents techniques of strategic healthcare planning as a basis for integration and application of principles, skills, and perspectives developed in earlier courses. It requires integrating the knowledge from your business and other university courses such as finance, accounting, marketing, and organizational behavior as well your general education courses Special emphasis is given to policy determination at the overall management level.

MATH009 – Transitional Mathematics
0 Credits
This course provides students with strategies and skills for having a successful learning experience. Topics include whole numbers, fractions, decimals, percentage and ratio/proportion. Students are prepared to learn higher order mathematical concepts. (MATH009 does not meet the general education mathematics requirement.)

MATH106 – College Mathematics
3 Credits
This course provides a college-level review of mathematics and algebra fundamentals for adult learners. Topics include functions of whole numbers, fractions, decimals, radicals, as well as basic concepts of pre-algebra. This course satisfies the requirement for a general education mathematics course.

MATH110 – College Algebra
3 Credits
This is an introductory level course in algebra. Topics include properties of real numbers, performing operations with polynomials, graphing equations and inequalities, radicals and exponents, and solving systems of equations and quadratic equations. Students acquire familiarity with algebraic techniques and are able to solve equations in a documented, logically sequential manner. (Placement is determined by a diagnostic mathematics assessment.) This course satisfies the requirement for a general education mathematics course. Prerequisite MATH110

MATH323 – Research and Statistical Analysis
3 Credits
This course is an introduction to the methods and tools of general research. It includes the application of the research process to problem solving and the types of research undertaken and appropriate means of conducting them. Attention to secondary source research through bibliographic methods and online resources via the Internet is included. Descriptive statistics and inferential statistics, including frequency distribution, variability, regression, and correlation are discussed. A computerized statistical tool is used in the course. Prerequisite MATH110
MCAP303 – Organization and Technology of Information Management (Cross listed with MCAP 303)
3 Credits
This course prepares students for professional involvement with computer and information systems through an understanding of the organization and management aspects of such systems. Topics include management information software; methods of gathering, sorting and distributing information and data; and evaluating software and hardware. Prerequisite COMP125

MCAP304 – Theoretical Application Project in Organization and Technology of Information Management
3 Credits Not available online
This course applies the concepts, theories, and principles of organization and technology of information management to work-related situations.

MCAP351 – Management Support Systems
3 Credits
This course examines Management Support Systems and Business Intelligence, which include Decision Support Systems (DSS), Group Decision Support Systems (GDSS), Executive Information Systems (EIS), and Expert Systems (ES). Topics include decision-making, the DSS concept, methodology, data-model-user relationships, user interfaces, implementation strategies, and evaluation procedures. Prerequisite: COMP125

MCAP352 – Theoretical Application Project in Management Support Systems
3 Credits Not available online
This course applies the concepts, theories, and principles of management support systems to work-related situations.

MGMT210 – Introduction to Project Management
3 Credits
This first course provides an overview of, and introduction to, project management in the context of people, processes, tools and procedures. This course addresses the following areas: Definition of a project, definition of project management, project life cycle models, project management processes, process mapping, process flow diagrams, project management documents, project stakeholders and groups. Prerequisite working knowledge of project management functions. Prerequisite COMP125

MGMT211 – Project Management Knowledge Areas 1
3 Credits
This second course defines the scope for a project and developing a complete project overview statement. Developing a work breakdown structure (WBS) and the fundamentals of scheduling, including a review of the three constraints (Scope, Time, Cost) related to quality are included. This course addresses the following areas: Project Integration Management, Project Scope Management, Project Time Management, Project Cost Management, and Project Quality Management. Prerequisite MGMT210

MGMT212 – Project Management Knowledge Areas 2
3 Credits
This course provides a review of control and tracking steps to ensure a project’s successful closure on time and within budget; Discussion on managing scope, change, and identify variances that require action; A review of PMP examination preparation and strategy. This course addresses the following areas: Project Human Resource Management, Project Communication Management, Project Risk
Management, Project Procurement Management, PMP Examination preparation. Prerequisite MGMT211

MGMT218 – Comparative Economic Systems
3 Credits
This course presents the basic concepts of international trade and finance and the effects of international economic policies on domestic and world welfare. Topics include comparative advantage, impact of trade on economic growth, and effects of trade policy interventions such as tariffs, quotas, voluntary export restraints, and export subsidies. International agreements on regional trade liberalization (such as ECU and NAFTA) and on multilateral trade liberalization are discussed. Topics on international finance include balance of payments, determination of foreign exchange rates, and international monetary system. Through oral and written presentation of case studies, students expand their knowledge of international trade and finance.

MGMT230 – Organizational Behavior
3 Credits
This course surveys organizational theory. Focus is on individual and team behavior with an emphasis on developing team-building skills. Additional topics include: structure, size, technology, power relationships and how organizations survive, decline, grow and change.

MGMT235 – Introduction to International Business
3 Credits
This course provides students with an understanding of the global economy and its impact on business within the United States. Topics include the impact of political systems on business; effects of culture on business style; the role of international trade; management of multinational corporations and the impact of trade restraints and liberalization. Balancing legal, political, and ethical issues in international business techniques is covered.

MGMT250 – Introduction to Business Analysis
3 Credits
Student will learn about the role of business analysis as a critical process that drives organizational structures and systems within the context of varying stakeholder interests. The business analyst defines and evaluates potential initiatives that best fit organizational goals. In this course, you gain the foundational knowledge needed to effectively perform key business analysis functions. Students will learn how to apply a core business analysis framework to improve your analytical competencies.

MGMT260 – Cross Cultural Management
3 Credits
This course discusses behavioral differences that affect international business, on the cultural differences between nations and how these differences affect social organizations, management of multinational corporations. In addition, this course discusses skills and behaviors that are perceived as effective leadership characteristics in one culture are not necessarily those that will be effective in a different culture.

MGMT275 – International Trade and Practices
3 Credits
This course examines theory of international trade, an examination of the gains from trade and commercial policy. Included are issues of protectionism, economic integration and strategic trade policy. In addition the course focuses on the following topics financial methods and tools used to conduct
international business transactions successfully. Risks such as commercial and country are discussed as are risk-mitigating techniques, their use and legal implications.

**MGMT280 – Introduction to Business Consulting**  
*3 Credits*  
This course teaches the fundamentals of management consulting. It introduces students to the consulting process, skills for project, team, and client management, the ethics of consulting, careers in consulting, key models and theories used to understand management consultancy work practice areas in the consulting industry, and issues surrounding effective use of consultants.

**MGMT303 – International Business Management**  
*3 Credits*  
This course presents a survey of international business management in the context of the increasing economic interdependence of nations. Theories of international business are examined in conjunction with strategic planning, intercultural factors, foreign management techniques, and political risk analysis. The activities of multinational enterprises in home and host countries are also examined.

**MGMT304 – Theoretical Application Project in International Business Management**  
*3 Credits*  
Not available online  
This course applies the concepts, theories, and principles of international business management to work-related situations.

**MGMT305 – Organizational Communications**  
*3 Credits*  
This course examines written and oral communication in business. Topics include: effective organization and writing of correspondence, memoranda, reports, research proposals; interpersonal communication and planning, conducting and participating in meetings and oral presentation.

**MGMT306 – Theoretical Application Project in Organizational Communications**  
*3 Credits*  
Not available online  
This course applies the concepts, theories, and principles of organizational communications to work-related situations.

**MGMT308 – Government Contract Law**  
*3 Credits*  
This course acquaints students with the legal and regulatory aspects associated with the administration of government contracts. Course topics include contract information and award protests, standards of conduct, governmental liability, the dispute process, and administrative and judicial methods of resolution of procurement and contract disputes. It is designed to give students an operating framework to understand government procurement law.

**MGMT309 – Theoretical Application Project in Government Contract Law**  
*3 Credits*  
Not available online  
This course applies the concepts, theories, and principles of government contract law to work-related situations.

**MGMT311 – Supply Chain Management**  
*3 Credits*  
A comprehensive study of the concepts, processes, and strategies used in the development and management of supply chains and learn about the general concepts of process mapping and analysis.
Topics emphasize the importance of efficient integration of suppliers, factories, warehouses so that products are distributed to customers in a timely manner and without cost overruns.

**MGMT312 – Theoretical Application Project in Supply Chain Management**
3 Credits  Not available online
This course applies the concepts, theories, and principles of Supply Chain Management to work-related situations.

**MGMT326 – Principles of Federal Acquisition (FAR and DAR)**
3 Credits
This course examines both FAR and DFAR process and introduces concepts, policies and procedures associated with government and defense contracting. This course will help students develop skill in selecting the right clauses, identify the correct procedures and improve their bargaining position during negotiations. In addition, students will learn how to keep up with changes to the FAR so they can always be sure that they have the latest and most relevant information.

**MGMT 327 – Performance-Based Contract**
3 Credits
Students are introduced to the concept and fundamental techniques of Performance-based contracting (PBC) and its application to contract management. Skills to immediately develop and implement performance-based requirements, a performance work statement, quality assurance plans, performance standards and measures, and positive and negative incentives. The course will utilize (PBSA) guide and tools as prescribed by the industry.

**MGMT329 – Theoretical Application Project in Principles of Federal Acquisition (FAR and DAR)**
3 Credits  Not available online
This course applies the concepts, theories, and principles of federal acquisitions to work-related situations.

**MGMT330 – Purchasing and Materials Management**
3 Credits
This course examines acquisition and material management. Students examine the functional roles and social and ethical responsibilities of individuals managing these areas. Topics include acquisition law, operations management, pricing, negotiations, logistics and the written and oral communication of issues affecting purchasing and materials management.

**MGMT331 – Theoretical Application Project in Purchasing and Materials Management**
3 Credits  Not available online
This course applies the concepts, theories, and principles of purchasing and materials management to work-related situations.

**MGMT332 – Cost and Price Analysis**
3 Credits
This course presents the establishment and administration of equitable pricing arrangements for contracts. Topics include pricing research and development, selection of hardware and services appropriate pricing, contract estimates and presentation (written and oral) of research and development results.
MGMT333 – Theoretical Application Project in Cost and Price Analysis
3 Credits Not available online
This course applies the concepts, theories, and principles of cost and price analysis to work-related situations.

MGMT350 – Contract Administration
3 Credits
This course acquaints students with general policies and procedures for contract administration functions. Topics include the structure and responsibilities for contract administration including pre-and post-award activities, contract oversight, quality assurance, compliance, financing, cost controls, documentation, terminations and disputes, and subcontract management.

MGMT351 – Theoretical Application Project in Contract Administration
3 Credits Not available online
This course applies the concepts, theories, and principles of contract administration to work-related situations.

MGMT360 – Leadership
3 Credits
This course examines the implications and challenges faced by leaders as people from different cultures, social structures, individuals who participate in a globalized landscape and workforce. Focus on issues that help develop an understanding of study the interrelatedness of nations in the global economy, explore the changing nature of international business and leadership, and evaluate the concepts of sustainable business strategies, international trade, foreign direct investment, and regional economic integration.

MGMT 365 Managing Conflict and Change
3 Credits
The course examines workplace conflict and its relationship to organizational change. It explores the causes of conflict and identifies strategies for management and improvement. The course will also examine the necessary skills for managing change, theory underlying the creation of integrated conflict management systems in organizations, the nature of such systems and how they are developed, designed and evaluated. The primary focus will be on identification, strategizing and overcoming resistance to change.

MGMT366 – Theoretical Application Project in Managing Conflict and Change
3 Credits Not available online
This course applies the concepts, theories, and principles of contract administration to work-related situations.

MGMT 405 Business Development and Contract Proposal
3 Credits
This course introduces developing contract proposal with special emphasis on the federal government. Topics include types of contracts, qualifying bids for competitive advantages, RFP analysis, Competitive assessment, strategies how to improve the quality of proposals, Risk and opportunity assessment, Production, Post-bid follow-up, and RFP generation and bidder evaluation.
MGMT406 – Theoretical Application Project in Business Development and Contract Proposal
3 Credits Not available online
This course applies the concepts, theories, and principles of business development and contract proposals to work-related situations.

MGMT408 – Mission Performance Assessment
3 Credits
This course provides professionals with the knowledge they need to identify and utilize appropriate performance metrics when evaluating the contractor's performance in the mission. Course participants will explore processes for working with their customer to ensure contract performance meets mission requirements. Participants will explore assessment strategies and performance remedies, and they'll learn how to make and price contract changes after award, handle disputes, and close out completed contracts.

MGMT411 – Total Quality Management
3 Credits
This course presents quality measurement and performance issues. The course emphasizes quality management process in business, marketing, and federal and nonprofit environment. Students will learn how to manage process control, sampling plans and use of control charts. Topics in quality planning and assurance are covered.

MGMT412 – Theoretical Application Project in Total Quality Management
3 Credits Not available online
This course applies the concepts, theories, and principles of total quality management to work-related situations.

MGMT417 – Human Resource Management
3 Credits
This course surveys the principles and methods of effectively managing people in a work environment. It includes the recruitment, selection, development, utilization of, and accommodation of people by organizations. Employee motivation and contemporary personnel management issues are examined in terms of the impact they have on organization effectiveness, goal attainment, health and viability, and overall performance.

MGMT418 – Theoretical Application Project in Human Resource Management
3 Credits Not available online
This course applies the concepts, theories, and principles of human resource management to work-related situations.

MGMT422 – Global Management
3 Credits
This course examines the major theories of multinational and transnational management and their influences on ethics and social responsibility, strategic planning and managerial styles.

MGMT423 – Theoretical Applications Project in Global Management
3 Credits
This course applies the concepts, theories and principles of global management to work-related situations.
MGMT424 – Negotiations Management
3 Credits
This course teaches how to apply strategies, tactics and counter-tactics to achieve success in contract negotiations. Emphasis is given to practical knowledge in contract negotiations, including planning, conducting and documenting the deal. Students will be able to differentiate between federal governmental and commercial contract negotiations. Finally the course helps students to develop skills towards managing and building business relationships during contract negotiations.

MGMT425 – Theoretical Applications Project in Negotiations Management
3 Credits Not available online
This course applies the concepts, theories and principles of negotiations management to work-related situations.

MGMT427 – Operations Management
3 Credits
This course examines via case analysis the direction and control of processes that convert resources into goods and services. It further focuses on the definition, planning, implementation and evaluation of discrete projects. Students complete a project or presentation of an information technology project.

MGMT428 – Theoretical Application Project in Operations Management
3 Credits Not available online
This course applies the concepts, theories, and principles of operations and project management to work-related situations.

MGMT429 – International Organizations
3 Credits
This course explores the roles of international organizations and/or agreements that affect business organizations. Topics include regional agreements, the World Bank, the World Trade Organization, The European Union, NAFTA and the International Monetary Fund.

MGMT430 – Theoretical Applications Project in International Organizations
3 Credits Not available online
This course applies the concepts, theories and principles of international organizations to work-related situations.

MGMT435 – Strategic Management and Planning
3 Credits
This course presents techniques of strategic planning as a basis for integration and application of principles, skills, and perspectives developed in earlier courses. It requires integrating the knowledge from your business and other university courses such as finance, accounting, marketing, and organizational behavior as well your general education courses Special emphasis is given to policy determination at the overall management level.

MGMT436 – Theoretical Application Project in Strategic Management and Planning
3 Credits Not available online
This course applies the concepts, theories, and principles of strategic management and planning to work-related situations.
MGMT440 – International Organizational Development Strategies
3 Credits
International business and strategy focuses on activities and expertise on forces affecting businesses that have to operate in a globalized economic environment. Globalization and the technological developments of the digital age have created exciting new opportunities for managers who seek growth and profits by accessing resources and serving markets worldwide. This course will focus on the strategic and organizational challenges involved in managing activities across borders, in an increasingly interconnected world.

MGMT441 – Theoretical Application Project in International Organizational Development Strategies
3 Credits Not available online
This course applies the concepts, theories, and principles of international organization development strategies to work-related situations.

MGMT445 – Strategic Planning for IS Management (Cross listed with MGMT 435)
3 Credits
This course presents techniques of strategic planning as a basis for integration and application of principles, skills, and perspectives developed in earlier courses. It requires integrating the knowledge from your business and other university courses such as finance, accounting, marketing, and organizational behavior as well your general education courses Special emphasis is given to policy determination at the overall management level.

MGMT446 – Theoretical Application Project in Strategic Planning for IS Management
3 Credits Not available online
This course applies the concepts, theories, and principles of strategic planning for IS management to work-related situations.

MGMT450 – Contract Modification and Options
3 Credits
This course focuses on how to determine if a change can be made to a contract, if a change has been made and what relief, if any, is due the contractor, a contractor’s duty in the face of change. unilateral and bilateral modifications, procedures under the Contract Disputes Act, whether a contract has been breached, develop a Disputes clause and determine what, if any, remedies are available to an aggrieved party.

MGMT455 – International Contracts Management
3 Credits
This highly practical, information-packed course explains how you can anticipate and address the key issues and conflicts that arise in entering and managing contractual relationships with foreign firms and governments. This course addresses corruption and other legal considerations, commercial arrangements, and the implications of international treaties. It helps project managers learn to profit from overseas trade opportunities while avoiding the pitfalls that face those who are uninformed

MGMT456 – Theoretical Application Project in International Contracts Management
3 Credits Not available online
This course applies the concepts, theories, and principles of international contracts management to work-related situations.
MGMT480 – Capstone Project in Management
3 Credits  Not available online
The Capstone Project requires students to define, research, design, implement, and evaluate a project of their choosing relevant to the needs of a work situation. The project, which may identify and analyze a business need or issue, offer a proposal for solving a business problem, or developing a business plan, requires the integration of five course areas in a student’s program in Management. Orientation for the Capstone begins after a student has completed seven program courses or the equivalent. A faculty advisor works closely with students in developing their plan for a Capstone Project. Research and analysis are required. Students deliver both oral and written presentations of the project.

MGMT481 – Capstone Project in Government Contract Management
3 Credits  Not available online
The Capstone Project in Government Contract Management requires students to define, research, design, implement, and evaluate a project of their own choosing relevant to the needs of a work situation. The project, which may identify and analyze a contract management need or issue, offers a proposal for solving a contract problem, or developing a business plan, requires the integration of five course areas in a student’s program of Government Contract Management. Orientation for the Capstone begins after a student has completed the appropriate hours required by the discipline. A faculty advisor works closely with students in developing their plan for a Capstone Project. Research and analysis are required. Students deliver both oral and written presentation of the project.

MGMT610 Executive Leadership
3 Credits  Available Online and Hybrid Only
Examines the characteristics and skills that allow leaders to make positive contributions to their organizations. Offers students the opportunity to improve their skills through the use of simulations, role-plays, case analyses, and discussions. Skills examined and practiced in this course include developing and communicating a vision, systems thinking, team building, and decision making.

MGMT620 Legal Aspects of Management
3 Credits  Available Online and Hybrid Only
This course introduces students to business-related aspects of the American legal system. Students will be exposed to a variety of areas including constitutional law, administrative law, dispute resolution, business formation and equal employment opportunity as well as contracts, torts and property. The emphases of the course are issue recognition and the resolution of such issues through application of legal principles.

MGMT630 Managing Organizational Diversity
3 Credits  Available Online and Hybrid Only
Focuses on providing students with an understanding of themselves within cultures and subcultures and their responses to difference; other people (bosses, coworkers, subordinates, clients, and customers); differences among organizations. The course develops the point that managing diversity well is the essence of good management.

MGMT640 Managing Change
3 Credits  Available Online and Hybrid Only
Examines contemporary theories and practice in managing change and preventing and managing crisis. The focus is on applying theoretical concepts from the fields of organizational behavior and strategic human resource management (HRM) to the practical challenges of managing organizational change and transformation.
MICS341 – Systems Analysis and Design
3 Credits
This course focuses on the analysis and design of integrated hardware and software solutions to meet the needs of end users. Students will learn factors and methods in selecting hardware components, software applications packages, and operating systems are examined. Particular attention is given to systems integration with human and organizational environments, to systems development life-cycle methodology, and to total quality management. Prerequisite COMP125

MICS342 – Theoretical Application Project in Systems Analysis and Design
3 Credits Not available online
This course applies the concepts, theories and principles of systems analysis and design to work-related situations.

MICS360 – Wireless Networking
This course covers the design, installation, configuration and administration of a wireless local area network (WLAN). Students will learn wireless network design fundamentals. Topics include wireless standards, determining design requirements and managing system performance. Access and security configuration is covered, as well as basic troubleshooting. Prerequisite: COMP125

MICS455 – Computer Networking and Telecommunications
3 Credits
This course focuses on data communications, local area networks, and the software and hardware necessary to implement such systems. Through the completion of a networking and telecommunications project, students will gain an understanding of data communication, local area networks and software and hardware implementation. Prerequisite: COMP125

MICS456 – Theoretical Application Project in Computer Networking and Telecommunications
3 Credits Not available online
This course applies the concepts, theories, and principles of computer networking and telecommunications to work-related situations.

MICS461 – Database Management
3 Credits
This course examines database structures and management and provides exposure to a specific computer data base system. The student will learn data definition and modeling, data base access and command languages, and design and implementation in an office environment are topics considered. Prerequisite: COMP125

MICS462 – Theoretical Application Project in Database Management
3 Credits Not available online
This course applies the concepts, theories, and principles of database management to work-related situations.

MICS466 – Windows Server - Directory Services
3 Credits
This course is designed to help prepare for the Microsoft Certified Solutions Associate – Windows Server 2012 Configuring Advanced Windows Server 2012 Services (Exam 70 - 412). Topics include configuring Domain Name Services (DNS) zones and settings, configuring forests or domains (including trusts, sites, Active Directory and operations masters), creating and maintaining the Active Directory environment; roles and services, accounts, objects, and certificates. Prerequisite: COMP310.
MICS468 – Windows Server – Infrastructure, Design and Configuration  
3 Credits  
This course is designed to help prepare for the Microsoft Certified Solutions Associate – Windows Server 2012 Installing and Configuring test (Exam 70 - 410). Students will be instructed on how to Install and Configure; Configure Server Roles and Features; Deploy and Configure Core Network Services and Install and Administer Active Directory; Create and Manage Group Policy. Prerequisite: MICS466.

MICS476 – Windows Server – Administration  
3 Credits  
This course is designed to help students prepare for the Microsoft Certified Solutions Associate – Windows Server 2012 Server Administrator test (Exam 70 - 411). The course teaches the fundamentals of deploying, supporting, and administering Windows 2012 systems. Prerequisite: MICS 468.

MICS480 – Capstone Project in Information Technology  
3 Credits  
Not available online  
The Capstone Project requires students to define, research, design, implement and evaluate a project of their choosing relevant to the needs of a work situation. The project, which may identify and analyze a business need or issue, offer a proposal for solving a business problem, or developing a business plan, requires the integration of five course areas in the student’s program in Information Systems. Orientation for the Capstone begins after a student has completed the appropriate courses. A faculty advisor works closely with students in developing their Capstone Project plan. Research and analysis are required. Students deliver both oral and written presentations of their project.

MRKT110 – Principles of Marketing  
3 Credits  
This course presents basic principles and practices of marketing. Topics include marketing orientation, external environments, the industry’s code of ethics, and the importance of marketing to the economy and business entities. Emphasis is placed on marketing strategy: the target consumer plus product, price, promotion and place.

MRKT230 – Introduction to International Marketing  
3 Credits  
This course introduces essential international marketing theories and discusses various cultures in the global marketplace. To provide a foundational understanding of contemporary marketing, an international marketing strategy overview and implementation requirements are introduced.

MRKT319 – Principles of Marketing and Advertising  
3 Credits  
This course presents an overview of marketing that gives students an awareness of institutions and methods employed in the marketing of goods and services. Discussions cover such topics as marketing strategies, opportunity and environmental analysis, new product development, and pricing. Various types of advertising media and their adaptation to business activities are reviewed.

MRKT320 – Theoretical Application Project in Principles of Marketing and Advertising  
3 Credits  
Not available online  
This course applies the concepts, theories, and principles of marketing and advertising to work-related situations.
MRKT325 – Theoretical Application Project in International Marketing  
3 Credits Not available online  
This course applies the concepts, theories and principles of international marketing to work-related situations.

MRKT350 – Salesmanship  
3 Credits  
This course focuses on basic sales skills with an emphasis on understanding selling and sales trends in a competitive and diverse business environment. It addresses the complex and demanding responsibilities of sales personnel, including forecasting; territory management; understanding customer expectations and buyer behavior; gathering feedback; communicating; budgeting; and relating sales goals to marketing goals.

MRKT424 – International Marketing  
3 Credits  
This upper division course uses case studies to discuss differences in cultural, economic and legal factors as they related to the marketing process. Communication issues created by such differences are examined. This is a systematic treatment of marketing on a global scale, extending basic principles into foreign requirements.

MRKT425 – Consumer Behavior  
3 Credits  
This course teaches students how to analyze consumer purchasing behavior as it relates to development of marketing mix programs. Important considerations include economic, psychological, cultural, cognitive and social factors.

MRKT 426 – Theoretical Application Project in International Marketing  
3 Credits Not available online  
This course applies the concepts, theories, and principles of International Marketing to work-related situations.

MRKT427 – Marketing Management  
3 Credits  
In this course students apply principles and strategies for marketing products and services to industrial, commercial and governmental entities. Understand the strategic role of marketing and develop the ability to define and analyze the marketing problems dealt with by managers. In addition, course discusses ways in which market information and product life cycle affect product and production design; forecasting techniques; interdependencies between marketing and operations functions; and selling skills.

MRKT450 – New Product Development (US and Global)  
3 Credits  
This course focuses on the challenges new-product managers face as they take ideas through the new-product-development process. Topics include how US and International companies develop new-product-development process, with an emphasis on customer involvement in this process, new-product strategy, idea generation, idea selection and evaluation, concept development and testing, product development and testing, and market testing.
MRKT451 – Theoretical Application Project in New Product Development (US and Global)
3 Credits Not available online
This course applies the concepts, theories and principles of new product development to work-related situations.

MRKT490 – Marketing and Social Media
3 Credits
This course discusses the use of social networks and online communities such as Facebook to LinkedIn, Twitter and YouTube, blogs, wikis, virtual events that allow companies to expand their interaction with customers and develop relationships with collaborative communities. This program addresses the many issues surrounding Marketing and Social Media.

MRKT610 Strategic Marketing
3 Credits Available Online and Hybrid Only
The focus of this course is strategic marketing analysis and marketing planning. Learners will study the components and construction of a strategic marketing plan, and they will learn to analyze complex marketing situations/decisions. This course reviews trends in marketing including the integration of marketing communications, customer relationship management, global markets, the impact of e-commerce and the expanding organizational role of marketing.

MRKT620 Marketing Research
3 Credits Available Online and Hybrid Only
This course considers the development, implementation, identification and generation of information from research as input to marketing decisions. Emphasis is given to the marketing manager’s perspective in determining whether additional information is needed and, if so, how the information should be acquired. Topics include problem definition, model building, systems design, research design and budgeting, and interpretation and reporting of information. This course makes extensive use of statistical software.

MRKT630 Multinational Marketing
3 Credits Available Online and Hybrid Only
This course introduces the student to global marketing concepts and strategies. It examines problems of performing various marketing functions in other countries. Emphasis is on understanding the different cultural, economic, political, social and legal environments in which a firm’s product might be marketed in global settings and to formulate strategies for such markets.

MRKT640 Digital Marketing
3 Credits Available Online and Hybrid Only
Recent changes in consumer behavior and opportunities, problems, tactics and strategies associated with incorporating electronic methods into the marketing function are examined. The course also includes discussion of current metrics used to gauge the effectiveness of digital advertising. Subjects include: eCommerce, Lead Generation, Retargeting; Web Sites, Media Planning, Branding; On-Line Advertising, Advertising Tools, Display Advertising; Digital Campaigns; Search Engine Marketing; Social Media Marketing; Mobile Media.

PSYC201 – Principles of Psychology
3 Credits
This course provides a survey of psychology as both a social and a biological science and covers the general principles and basic methods and facts of general psychology. An emphasis in the course is on the development of critical thinking skills and the analysis of controversial issues in the field. Topics
include: research methods and fields, the biological basis of behavior, sensation and perception, drug use and abuse, developmental psychology, social psychology, cognitive psychology, learning and memory, personality theory, psychological assessment, abnormal behavior, and therapy.

**SCIE312 – Environmental Science and Sustainability**  
**3 Credits**  
This course emphasizes the biological and environmental problems facing society. Basic concepts of environment and ecology will be discussed including topics such as the ecosystem concept, the impact of humankind on nature, human population dynamics, alternate energy sources, solid and nuclear waste problems, water and air pollution, endangered species, land use, and conservation. Topics include ecosystems, energy, populations, resources, pollution, and sustainability.
ADDITIONAL DISCLOSURE INFORMATION AND FEDERAL POLICIES

Governance

University of the Potomac LLC is governed by a Board of Trustees (see Statement of Legal Control below). Day-to-day operations are overseen by the University President and Chief Executive Officer.

Statement of Legal Control

University of the Potomac was originally incorporated in 1995 in the State of Maryland. University of the Potomac LLC was created as a Delaware Limited Liability Corporation in 2007. The members of the Board of Trustees are:

BOARD OF TRUSTEES MEMBERSHIP

Dr. Dora Carbonell, Chair of the Board
PhD, Teachers College of Columbia University
MS, Teachers College of Columbia University
BS, International Institute of the Americas

Mr. Tim Fischer, CPA
BA, Eastern New Mexico University

Dr. Clinton Gardner
PhD, Michigan State University
BA, Michigan State University

Mr. Andres Enriquez
Program Director, National Science Foundation
MA, Columbia University
BA, Hamilton College

Mr. Russell S. Elmer
General Counsel of Pricelock
JD, University of California
AB, Stanford University

Dr. Oksana Malysheva
The Hamilton White Group, LLC
PhD, University of Pennsylvania
MS, Moscow Institute of Physics and Technology
BS, Moscow Institute of Physics and Technology

Ms. C. Cathleen Raffaelli
Managing Partner, Hamilton White Group, LLC
MBA, New York University
BS, University of Baltimore

Mr. John Danielson
Partner, Chartwell Education Group, LLC
BBA, University of Texas at Austin
## EXECUTIVE AND SENIOR MANAGEMENT

<table>
<thead>
<tr>
<th>Name</th>
<th>Title and Details</th>
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</thead>
<tbody>
<tr>
<td>Dr. Clinton Gardner</td>
<td>Chief Executive Officer/President, PhD, Michigan State University</td>
</tr>
<tr>
<td>Mr. Gary Hatch</td>
<td>Chief Financial Officer/Controller, MBA, Regis University</td>
</tr>
<tr>
<td>Mr. Matthew Egan</td>
<td>Vice President of Financial Aid and Compliance, BS, Arizona State University</td>
</tr>
<tr>
<td>Mr. Danijel Lozic</td>
<td>Vice President for International Affairs and Marketing and Public Relations, MBA, University of the Potomac</td>
</tr>
<tr>
<td>Ms. Nerissa Conn-Kulling</td>
<td>Director of Admissions, MS, The Chicago School of Professional Psychology</td>
</tr>
<tr>
<td>Mr. Mike Flaherty</td>
<td>Manager of Information Technology, BA, Arizona State University</td>
</tr>
<tr>
<td>Mr. David Rivers</td>
<td>Director of Retention and Student Services, BS Almeda University</td>
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<tr>
<td>Dr. Richard Resch</td>
<td>Interim Chief Academic Officer, PhD, University of Connecticut</td>
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<tr>
<td>Mr. Walter Person, EdS</td>
<td>Vice President of Assessment and Institutional Research, AGS, University of Maryland College Park</td>
</tr>
<tr>
<td>Ms. Yvonne Hood</td>
<td>Director of Academic Operations, MS, Capella University, MEd, Strayer University, BS, University of the Potomac</td>
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<tr>
<td>Dr. James Booker</td>
<td>Director of Online Academics and the MBA Program, PhD, Capella University, MPA, University of Central Florida</td>
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<tr>
<td>Edward Robinson</td>
<td>Director of Learning Resource Center, ML/IS, Catholic University of America, JD, District of Columbia School of Law</td>
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<tr>
<td>Faculty</td>
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<tr>
<td>Omar Akchurin</td>
<td>MS – Long Island University</td>
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<tr>
<td>Edward Aldama</td>
<td>MBA – Western International University</td>
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<tr>
<td>Adnan Al-Kujuk</td>
<td>MS – DeVry University</td>
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<tr>
<td>Noni Anderson</td>
<td>MBA – University of Phoenix</td>
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<tr>
<td>Larry Barnes, J.D.</td>
<td>JD – Stetson College of Law</td>
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<tr>
<td>Carl Beekman</td>
<td>PhD – The Union Institute</td>
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<tr>
<td>Joseph Boayue</td>
<td>MBA – Strayer University</td>
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<tr>
<td>Kathleen Bodine</td>
<td>MSEd – Cappella University</td>
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<tr>
<td>James G. Booker</td>
<td>PhD – Capella University</td>
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<tr>
<td>Augusta Burney</td>
<td>JD – Marquette University</td>
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<tr>
<td>Geraldine Cameron</td>
<td>EdD – Walden University</td>
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<tr>
<td>Gerry Coffee</td>
<td>PhD – Bowie State University</td>
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<tr>
<td>Michael Donovan</td>
<td>PhD – Case Western Reserve University</td>
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<tr>
<td>Frank M. Eilbacher, PMP</td>
<td>MS – Central Michigan University</td>
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<tr>
<td>Carol S. Farabbe</td>
<td>MBA – Western International University</td>
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<tr>
<td>Frederick Fisher</td>
<td>MS – George Washington University</td>
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<tr>
<td>Markell Franklin</td>
<td>MAM – Keller Graduate School</td>
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<tr>
<td>Jackie Fuller</td>
<td>MS – Bowie State University</td>
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<tr>
<td>Rene’ Folse Garetino</td>
<td>MBA – American Intercontinental University</td>
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<tr>
<td>Fedeke Gindaba, ACCA</td>
<td>MBA – Maharishi University</td>
</tr>
<tr>
<td>Vasil Hadzi-Jordanov</td>
<td>MBA – Schiller International University</td>
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<tr>
<td>Michael Hancock</td>
<td>MS – Stratford University</td>
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</tbody>
</table>
Dennis Hermann  
MBA – University of Phoenix  
MS – University of Phoenix  
BA – Salisbury University  

Novella S. Hill  
PhD – University of Phoenix  
MBA – Southeastern University  
BS – University of the Potomac  

Yvonne M. Hood  
MS – Capella University  
MEd – Strayer University  
BS – University of the Potomac  

Felix Hovsepian  
PhD – University of Warwick  
MS – London South Bank University  
BS – University of London  

Jason Karpf  
MA – University of Denver  
BS – University of Phoenix  

David Kimble  
MS – Central Michigan University  
BS – University of the Potomac  

Colin Lennon  
MBA – University of Phoenix  
BS – University of Phoenix  

Judith Levin  
MSEd – Central Connecticut State University  
BS – Russell Sage College  

Aimee McKinney  
MBA – Saint Joseph’s University  
BS – Pennsylvania State University  

Laura D. Mellot  
MEd – University of Pittsburgh  
BS – Pennsylvania State University  

Svetlana Mitereva  
PhD – Moscow State University  
MS – Moscow State University  
BS – Moscow State University  

Anabela Muekalia  
MBA – Strayer University  
BS – University of the Potomac  

Domingos Muekalia  
MA – Institute of World Politics  
MS – New Hampshire University  

Lorenzo Nicholson, Jr.  
MBA – Strayer University  
BA – Johnson C. Smith University  

Petya Nikolova  
PhD – New Bulgarian University  
MA – George Mason University  
MA – Tufts University – Medford  
MA – The St. Kliment Ohridski University of Sofia  

Cynthia Oglesby  
MBA – University of Maryland University College  
MS – University of Maryland University College  
BA – University of Maryland University College  
AA – Prince Georges Community College  

Nate Perry  
MBA – Strayer University  
BA - Strayer University  
AA – Strayer University  

Walter H. Person, Jr.  
MA – George Washington University  
BGS – American University  

Keith D. Powell  
MPA – American University  
BS – American University  

Shivaji Prasad  
PhD – University of Michigan  
MS – Alabama A & M University  
BS – Alabama A & M University  

Robyn M. Proctor  
MBA – Strayer University  
BS – Strayer University  
AA – Strayer University  

Edward Robinson  
JD – District of Columbia School of Law  
MA – Catholic University  

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Rob Shah  
MBA – DeVry University  
BS – Arizona State University  

Roy L. Simmons  
MBA – Morgan State University  
BS – Morgan State University  

Donnice Stewart  
PhD – Walden University  
EdD – Argosy University  
MA – The George Washington University  
MPA – Southeastern University  

Mamasa Sumare  
MS – Arizona State University  
BS – Arizona State University  

Debra Touhey  
MS – University of Phoenix  
BBA – Florida International University  

Constance Trower  
MA – Webster University  
BS – Howard University  

Charlie Valadez, CPA  
MS – Georgetown University  
BS – University of Virginia  

Jarred C. Warrick  
MA – Regent University  
BA – Morehouse College  

Shanice White  
MS – Capitol College  

Lissa Whyte-Morazan  
MBA – University of Phoenix  
BA – Laurentian University  

Ronda Williams  
MBA – Southeastern University  
BBA University of the District of Columbia  

Nicole Zeeman  
MS – University of Southern California  
BA – University of Tampa
Non Discrimination Policy

University of the Potomac adheres to the non-discrimination regulation of the District of Columbia § 2-1402.42. University of the Potomac adheres to the following federal regulations to ensure nondiscrimination: American Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and Titles VI and VII of the Civil Rights Act of 1964. University of the Potomac affirms that it will not discriminate on the basis of the actual or perceived gender, gender identity or expression, race, color, national origin, ethnicity, religion, age, disability, sexual orientation, veteran status, personal appearance, familial status, family responsibilities, political affiliation, source of income or marital status in any of its policies, practices or procedures in accordance with applicable federal, state and local laws, nor will it condone any acts of illegal discrimination by its employees. This provision includes, but is not limited to, employment, admissions, testing, financial aid and educational services. If any student has a discrimination concern, please contact Student Services. If the discrimination concern is one regarding sexual discrimination, sexual harassment or sexual assault, please contact the Title IX Coordinator listed below immediately. If the discrimination concern is one regarding disabilities discrimination, please contact the Disabilities Coordinator listed below.

Sexual Harassment Prevention Policy

Sexual harassment is inappropriate in a working environment and is not tolerated at University of the Potomac. Sexual favors may not be explicitly or implicitly suggested as a term or condition of an individual’s academic performance or employment. Sexual contact and conduct with sexual overtones, which has the purpose or effect of unreasonably interfering with an individual’s academic work performance or that creates an intimidating, hostile, or offensive educational or working environment, is prohibited. The University promptly investigates complaints of sexual harassment and when necessary, takes disciplinary action up to and including termination of the offending individual. All complaints of sexual harassment will be handled according to the Grievance Procedures (Non-Academic) section of the Catalog, and should be brought to the attention of the Title IX Coordinator or to General Counsel.

Washington D.C. Campus
Title IX Coordinator:
David Rivers
1401 H Street, N.W., Suite 100,
Washington, D.C. 20005
(202)274-1797
David.rivers@potomac.edu

Disabilities Policy

University of the Potomac does not discriminate in admission or access to our programs on the basis of age, race, color, sex, disability, religion, sexual orientation or national origin. If a student wishes to request academic adjustment or auxiliary aids, please contact the Disabilities Coordinator listed below. They may request academic adjustments or auxiliary aids at any time. The Disabilities Coordinator is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. Applicants, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The University will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:
1. Notify the Disabilities Coordinator in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed.

2. The Disabilities Coordinator will respond within two weeks of receiving the request.

3. If the student would like to request reconsideration of the decision regarding his/her request, he/she should contact the Disabilities Coordinator within one week of the date of the response. At that time, the student will be required to provide a statement of why and how the response should be modified.

Washington D.C. Campus
Disabilities Coordinator: David Rivers
1401 H Street, N.W., Suite 100,
Washington, D.C. 20005
(202)274-1797
David.Rivers@potomac.edu

Online Education
Disabilities Coordinator: James Booker
202-274-2300
James.booker@potomac.edu

Personal Counseling

University of the Potomac does not offer personal or psychological counseling. Students who express a need for such services are referred to appropriate community resources through Student Services.

Maintenance of a Drug-Free Environment

University of the Potomac is committed to drug and alcohol abuse prevention and to the maintenance of a drug-free educational and work environment. University of the Potomac’s Substance Abuse Policy is as follows:

- University of the Potomac engages in the education of its students, employees, and community members who are involved with the University regarding substance avoidance and abuse.
- The University disseminates materials addressing prevention, detection and treatment of substance abuse.
- The University is committed to reporting the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance.
- Students who violate University of the Potomac’s Substance Abuse Policy are subject to appropriate action in accordance with Disciplinary Procedures (Non-academic) on the following pages; such discipline may involve dismissal from the University.
- The drug policy is located in the Student Handbook and is available electronically. Printed copies of this handbook are available upon request.

Code of Student Conduct

University of the Potomac’s code of conduct defines the rights and responsibilities of students and establishes a structure by which to hold students accountable for violations of the code and other rules and regulations of the University. University of the Potomac expects its students to conduct themselves as business professionals as they progress toward their goals of academic achievement and career success. Conduct subject to disciplinary action includes, but is not limited to, the following:

1. Academic dishonesty such as cheating, fabrication and plagiarism.
2. Forgery, alteration and/or misuse of University documents, financial instruments, or identification cards with intent to defraud.

3. Unprofessional conduct, such as, but not limited to:
   a) Obstructing or acting in a manner disruptive or disturbing to the normal educational functions of the University, administration of the University, disciplinary procedures or other authorized activities on University property;
   b) Disrespect of or insubordination to University personnel;
   c) Use of oral or written profanity;
   d) Physical and/or psychological abuse or the threat of such abuse of any person on or in the vicinity of University property or at University-sponsored or University-supervised functions, or conduct that threatens or endangers the health or safety of any such person; or
   e) Sexual harassment of other students, faculty, or staff.

4. Misuse of University property, such as, but not limited to:
   a. Unauthorized use of, damage to, theft or seizure of any property or facilities of the University, or located within the boundary of University premises, threat to do so, or refusal to depart from any property or facilities of the University upon direction by officials or other persons authorized to represent the University;
   b. Littering, defacing, destroying, or damaging property of the University or property under its jurisdiction;
   c. Unauthorized entry into, presence in, or use of any University building or facility;
   d. Violation of the computer use policy; or
   e. Violation of the University’s policy on solicitation and sales.

5. Improper use of resource center materials, including damage to materials and failure to return materials when due.

6. Alcohol and drug violations, such as, but not limited to:
   a. Use of alcoholic beverages, including the purchase, consumption, possession, or sale of such items on campus property;
   b. Possession, use, sale, or distribution of any type of drugs for illegal purposes; or
   c. Violation of the University’s policy pertaining to smoking.

7. Criminal activity and violent or dangerous behavior, such as, but not limited to:
   a. Violation of any local, state, or federal law;
   b. Possession on University property or at any University activity of weapons, such as knives, firearms, or any dangerous chemical or explosive elements or their component parts;
   c. Physical detainment or restraint of another person or the removal of such person from any place where he and/or she is authorized to remain or to in any way obstruct the free movement of persons on University premises or at University activities;
   d. Threatening of any member of the University of the Potomac community;
   e. Tampering with fire protection apparatus or failure to comply with emergency evacuation procedures;
   f. Gambling or holding of a raffle or lottery on University premises; or
   g. Participation in unauthorized and/or disorderly assembly or incitement of a riot.

8. Other violations.
   a. Violation of any other University rule or policy not contained in official publications but announced by a University official or other person authorized by the President or Chief Executive Officer (CEO).
   b. Willful encouragement of others to commit any of the acts herein prohibited.
Sanctions

The following sanctions may be imposed:

4. **Warning:** An oral or written statement to a student that he/she is violating or has violated University rules and may be subject to more severe disciplinary action.
   
   - **Probation:** Exclusion from the participation in privileges or activities set forth by the University, including the holding of any office, for a specified period of time.
   
   - **Interim Suspension:** If, in the opinion of the President, CEO and/or the Disciplinary Committee, the presence of a student poses a serious threat to others, the President or his designee may, pending a hearing, suspend the student immediately. In such a situation, a hearing shall be held at the earliest reasonable time.
   
   - **Suspension:** Exclusion from the University (to include classes and other University related activities) for a definite period of time. If a student, while on suspension, violates the Code of Conduct while on University property or in relation to a University-sponsored activity, he/she shall be subject to further discipline in the form of dismissal or expulsion.
   
   - **Dismissal:** Termination of student status for an indefinite period. The conditions of readmission, if any, will be stated in the order of dismissal. If a dismissed student violates the Code of Conduct while on University property or in relation to a University-sponsored activity, he/she shall be subject to further discipline in the form of expulsion.
   
   - **Expulsion:** Permanent termination of student status without possibility of readmission to any campus of the University.
   
   - **Revocation of Degree:** If, in the opinion of the President, CEO and/or the Disciplinary Committee, a student has committed gross violations of the University’s Academic Integrity and Ethics Policy, the President or his designee may, after a hearing, revoke a student’s degree.
   
   - **Restitution:** In addition to any of the above sanctions, reimbursement for damage to or misappropriation of property may be required. This may take the form of appropriate services or other compensation.

Disciplinary Procedures (Non-Academic)

A warning or probation may be administered by the President, CEO or designee without further consultation. All cases involving suspension, dismissal, expulsion, revocation of degree or restitution of students are referred by the President, CEO or designee to the Chief Academic Officer or designee, who convenes a Disciplinary Committee for a hearing.

Any academic or administrative official, faculty member, or student may file a complaint with the Chief Academic Officer or designee against any student for violations of University policies and procedures.

1. Written notice will be given to a student charged with violating the policies set out in this document.

2. If a student requests a hearing, the Chief Academic Officer or designee will schedule a disciplinary hearing via teleconference, giving the student reasonable time to prepare his/her defense. If the student does not request a hearing, the Chief Academic Officer or designee will still convene the Disciplinary Committee, who will make a written determination, which the student may petition for appeal within ten working days following receipt of the decision.

3. A written decision is issued within ten working days after the hearing.

4. The student is advised in writing of appeal procedures.

5. The student may petition for appeal within ten working days of receipt of the decision by writing a letter to the Chief Academic Officer or designee. The appeal must outline the reasons the student
objects to the decision of the Disciplinary Committee and provide any written evidence supporting the student’s position.

The Chief Academic Officer or designee forwards the student’s petition for appeal, along with the summary of the disciplinary hearing and the Disciplinary Committee’s written decision, to the Provost, who reviews all evidence and issues a written decision within thirty days. The decision of the Provost is final. The University does not accept further appeals from the student.

Procedures for Dealing with Disruptive Behavior

If a student’s behavior, in addition to disrupting an instructional area, presents a threat to the safety of those present, the instructor should:

1. Order the student to stop the disruptive behavior and leave the area.
2. Call, or assign someone to call, the police to remove, and if necessary, arrest the student.
3. Notify the Chief Academic Officer or designee and file a charge under the Code of Conduct.
4. If the instructor feels that the student’s presence at the University presents an immediate threat to the safety of the University community, the instructor should request through the Chief Academic Officer or designee that the student be placed on interim suspension.
5. A student on suspension is required to meet with the Chief Academic Officer or designee prior to being permitted to return to class. The meeting is held at the earliest time practicable, but in no event later than three working days subsequent to the instructor’s action. The meeting is informal in nature. The official conducting the meeting seeks to determine whether the student should be permitted to return to class or should be excluded pending resolution of the matter, and provides the student with an explicit warning as to the consequences of any future disruption. The instructor should also be present unless specifically excused for good cause by the Chief Academic Officer or designee.

First Violation

The first time a particular student causes a disruption, the instructor, depending on the seriousness of the infraction, should:

- Order the student to immediately stop the disruptive behavior and give the student a verbal warning.
- Make written note of the warning for the instructor’s files, and
- Talk with the student after class to explain the consequences of any further disruption.

Second Violation

The second time a particular student causes a disruption, the instructor, depending on the seriousness of the infraction, should:

- Inform the student of the infraction and order the student to leave the instructional area.
- If the student leaves voluntarily, the instructor shall permit the student to return the next class period. If the student refuses to leave, the instructor shall advise the student that the failure to leave voluntarily renders the student liable for immediate suspension, dismissal, or expulsion as well as criminal prosecution for trespassing. If the student still refuses to leave, the instructor shall call, or assign someone to call, the police to remove, and if necessary, arrest the student.
- If the student refused to leave, the instructor must file a charge under the Code of Conduct, and unless interim suspension has been imposed, the student will be required to meet with the Chief Academic Officer or designee or the Academic Dean prior to being permitted to return to class. The meeting is held at the earliest time practicable, but in no event later than three working days subsequent to the instructor’s action. The meeting is informal in nature. The
official conducting the meeting seeks to determine whether the student should be permitted to return to class or should be excluded pending resolution of the matter, and provides the student with an explicit warning as to the consequences of any future disruption. The instructor should also be present unless specifically excused for good cause by the Chief Academic Officer or designee.

**Third Violation**
The third time a particular student causes a disruption, the instructor, depending on the seriousness of the infraction, shall:

- File a charge under the code of conduct (mandatory).
- Inform the student of the infraction and order the student to leave the instructional area. If the student still refuses to leave, the instructor shall call, or assign someone to call, the police to remove, and if necessary, arrest the student.
- Notify the Chief Academic Officer or designee and bar the student from attending further classes until the matter has been resolved. The student is required to meet with the Chief Academic Officer or designee prior to being permitted to return to class. The meeting is held at the earliest time practicable, but in no event later than three working days subsequent to the instructor’s action. The meeting is informal in nature. The official conducting the meeting seeks to determine whether the student should be permitted to return to class or should be excluded pending resolution of the matter, and provides the student with an explicit warning as to the consequences of any future disruption. The instructor should be present unless specifically excused for good cause by Chief Academic Officer or designee.

The conditions for readmission to class, if permitted at all, are determined by the Chief Academic Officer or designee and communicated to the instructor.

**Grievance Policy**

University of the Potomac recognizes the importance of providing a prompt and efficient procedure for resolving grievances fairly and equitably, without fear of prejudice or retaliation for initiating a grievance or participating in its settlement on the part of the person(s) involved. The University has a grievance policy that provides a process for all students, faculty and employees to discuss issues of concern with management and to receive careful consideration and a prompt resolution of their problem in an open and constructive manner. This procedure is intended to supplement, rather than discourage or replace informal discussion between students and faculty and between supervisors and employees. A faculty member or a supervisor should make every reasonable effort to resolve concerns outside the formal Grievance Process.

Students should refer to Student Academic Grievance Procedures and Grievance Procedures (Non-Academic) below.

**Grievance Procedures (Non-Academic)**
The grievance procedure described below is applicable to non-academic student complaints.

**Level 1:** Because grievances should be raised and settled promptly, a grievance shall be raised as soon as the event occurs or the student gains knowledge of it and in no event more than 60 days after the event occurred.

If a complaint cannot be resolved informally, the student may file a written grievance. The written grievance is filed with Student Services and shall contain the name of the complainant, the date of the filing, and a brief, specific description of the grievance and the redress sought. Students will receive a written response typically within thirty days of receipt, unless the situation requires additional research or investigation. All sexual discrimination, sexual harassment or sexual assault matters should be
brought immediately to the attention of the Title IX Coordinator. All disabilities discrimination matters should be brought to the attention of the Disabilities Office/Coordinator.

**Level 2**: If not satisfied with the grievance disposition at Level 1, students may file a written grievance with the Chief Academic Officer or designee within thirty days of receipt of the written decision from the Level 1 official. The written grievance contains the name of the complainant, the date of the filing, a brief, specific description of the grievance and the redress sought, and the results of the disposition of the grievance at Level 1.

The student is contacted upon receipt of the written grievance and receives a written response typically within thirty days of receipt, unless the situation requires additional research or investigation.

Personnel who review the appeal at this level include the Chief Academic Officer and any additional person the CAO deems relevant to the appeal, e.g., the Director of Academic Operations, an Academic Program Chair, the Director of Financial Aid or the Registrar. The CAO replies in writing typically within thirty days after receipt of the written request. The decision of the CAO is final.

**Maintenance of Records**

The Registrar maintains student academic records. Students receive final grade notification for each course within two weeks of course completion. Official transcripts are sent to other education institutions, prospective/current employers, etc., upon a student’s completion of a Transcript Request Form. Student accounts must be paid in full before official transcripts are released.

Academic records include evidence of application and acceptance, official transcripts from previous institutions, registration records and educational plans. A student information system is used to house grades and other transcript information. Academic records are maintained for seven years after a student leaves school. (Student transcripts are maintained indefinitely.)

In the event of a school closure, academic records are maintained by Northern Virginia Community College (NOVA). In addition, all student records are maintained and backed up daily on Potomac’s student information system.

**Privacy of Student Records**

Policies and procedures concerning the privacy of student records are governed by the Family Education Rights and Privacy Act of 1974 (Public Law 93-380). Student records are maintained by the Registrar’s Office (academic records), Financial Aid Office (financial aid records) and Bursar’s Office (accounts receivable records). Files that are accessed by outside personnel are documented with date and the name of the person or entity accessing the file. Files are maintained in a locked room, in fire resistant cabinets.

Students have the right to inspect and review their educational records, request amendment of their educational records, consent to disclosure of their educational records and file a complaint with the US Department of Education.

Students age 18 or over have access to their personal record files kept by University of the Potomac. All authorized Potomac personnel have access to student records for official purposes. A student (or in some cases an eligible parent) is given access to his/her record within a reasonable time after submitting a written request to the office in possession of the record. Students should allow 72 hours for a written request to be fulfilled.

If the content of a record is believed to be in error, inaccurate, discriminatory, or in violation of student rights or otherwise inappropriate, it may be challenged and students may submit a written explanation to be included in the record.
Student information is released to persons, agencies or legal authorities as required by subpoena/legal process or by consent of a student (or eligible parent). Information is released on a consent basis in cases where a student or eligible parent has provided a written consent, signed, dated and specifying the information to be released and name(s) of persons to whom the information is to be released.

**Directory Information**

Colleges and universities may disclose, without consent, “directory” information. University of the Potomac designates the following items as directory information: Student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees, certificates and awards received, e-mail address, and the most recent previous educational institution attended.

**Right of Refusal to Provide Copies**

University of the Potomac reserves the right to deny transcripts or copies of records not required to be made available under FERPA regulations in any of the following situations:

- A student has an unpaid financial obligation to the University
- A student is in default on a Title IV federal loan
- There is an unresolved disciplinary action against a student

University of the Potomac designates the following items as directory information: Student name, major field of study, participation in officially recognized activities, dates of attendance, degrees, certificates and awards received. If a student does not want any or all of the above information released, he/she should inform the Registrar’s Office in writing by the fifth calendar day following the start of classes.

**Demographic Information for Virginia Residents**

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<th>Program</th>
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Facilities Description for the Virginia Branch Campus

The Virginia Branch Campus of University of the Potomac is situated in the former Kodak building at 2070 Chain Bridge Road in Vienna, Virginia. Located in Suite G100 on the ground floor of a five-story modern facility, it provides the perfect location to showcase the campus’s six state-of-the-art smart classrooms and Learning Resources Center. Each classroom is outfitted with large screen projectors married to eight-foot automatic retracting screens. The Learning Resource Center is outfitted with 10 independent work stations utilizing 23” monitors that provide the students, faculty and staff access to the Learning Resource Center/Library maintained in Washington, DC (see Learning Resources Center/Library on page 18). The Vienna Campus Learning Resources Center is also equipped with an overhead projector and eight-foot automatic retracting screen for group work.

Additionally, the campus provides multiple administrative offices, a reception area, and a large, comfortable break area for students. A 100-seat auditorium is also available for use with large audience events such as guest speakers, student functions and commencement exercises.

The building is compliant with all disabilities laws and meets all County of Fairfax, VA ordinances.

Campus Security Policy and Student Right-to-Know

University of the Potomac is committed to providing a safe environment in which students can learn and staff can work. A copy of the latest campus security report and details on how to report a crime are available online on our Potomac website under the Student Services tab. Hard copies of the report can be obtained from Student Services.

Graduation Rates

The Student Right-to-Know Act requires schools to disclose graduation rates of certificate- or degree-seeking, full-time, first-time undergraduate students. See the University of the Potomac web site http://www.potomac.edu for details of the University’s graduation rates for certificate, associate degree and bachelor’s degree programs.

Gainful Employment Data

See the University of the Potomac web site www.potomac.edu for details of the University’s gainful employment data under program information for each degree program.
WASHINGTON, DC CAMPUS
1401 H Street, N.W., Suite 100, Washington, D.C. 20005
Telephone: 202-274-2300
Fax: 202-274-2300

VIENNA, VA CAMPUS
2070 Chain Bridge Road
Vienna, VA 22182
Phone: 202-274-2300
Fax: 202-274-2300

www.potomac.edu