

# International College

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**International College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to Award Associate, Bachelor’s, and Master’s Degrees.**

## **GENERAL INFORMATION**

### **HISTORY OF THE COLLEGE**

International College is a four-year degree granting college founded in January 1990. Policies concerning the College are formulated by the Board of Trustees.

The College offers Associate of Science, Bachelor of Science, and master-level degree programs in career-related disciplines. In addition to granting degrees, the College offers Continuing Education Programs such as instruction in English as a second or foreign language and lifelong learning classes for senior citizens. Specifically designed programs and special courses are also available to businesses and professional firms seeking instruction or personalized seminars.

The College is a non-profit, tax exempt institution, whose purpose is to provide post secondary education opportunities to students from the general Southwest Florida community. The main campus of the College is located at 2655 Northbrooke Drive, Naples, Florida 34119 (telephone 239-513-1122).

An additional campus center was opened for classroom instruction in nearby Ft. Myers in 1992. This center, located at 8695 College Parkway, Ft. Myers, Florida 33919 (telephone 239-482-0019), is easily accessible from I-75, the main highway artery between Naples and Ft. Myers. It has instant fax contact with the Naples Main Campus, and in addition to its own library resource center, there is accessibility to the reference materials available from the College's main library holdings on the Naples campus. The College also establishes learning sites as the need arises. Currently, the College operates learning sites in Sarasota, at the University Centers of Edison Community College in Lee and Charlotte counties, and at Pasco-Hernando Community College in Pasco County.

## **ACCREDITATION, LICENSURE, AND RECOGNITIONS**

### **ACCREDITATIONS**

International College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award Associate, Bachelor's, and Master's degrees.

The Business Administration, Accounting, Public Administration, and Management programs are accredited by the International Assembly for Collegiate Business Education (P.O. Box 25217, Overland Park, Kansas, 66225; telephone 913-631-3009).

### **LICENSURE**

International College is licensed in accordance with the Florida Statutes.

### **RECOGNITIONS**

The College is recognized by various Federal and State agencies that require official documentation for the recognition of student academic achievement. The College or the College's accreditation is recognized officially by the following agencies:

- Bureau of Immigration and Naturalization Services
- Florida Board of Accountancy
- Florida Bureau for Teacher Certification
- Florida Department of Administration
- Florida State Approving Agency for Veterans Affairs

## **PHILOSOPHY AND OBJECTIVES OF INTERNATIONAL COLLEGE**

International College is a private, non-profit, coeducational institution dedicated to the development of students as fully self-actualized persons and to providing education for students of all faiths, ages and life circumstances. International College seeks to foster in its students measurable objective educational outcomes as a result of meeting its mission.

These educational outcomes are:

- \* **Critical Thinking**
- \* **Initiative**
- \* **Leadership Ability**
- \* **Effective Communication**
- \* **Research Ability**

International College provides a learning environment that promotes an appreciation for:

- \* **Adaptability to Change**
- \* **Social Responsibility**
- \* **A Global Perspective**
- \* **Excellence**
- \* **Lifelong Learning**

International College bases its educational programs on the following philosophy:

That International College, as an open, creative and community-conscious educational institution, must fulfill its mission in the climate of a changing world. That each student, as a unique person, deserves a program of studies and varied experiences for personal growth without regard to race, color, gender, sexual orientation, religion, creed, national origin, political opinions or affiliations, disabled veteran status, disability, or age as provided by law and in accordance with the College's respect for personal dignity.

That International College can best serve its students and the community by providing professional programs associated with business, computer technology, and other related disciplines that afford life and career enrichment.

## **MISSION**

The Mission of International College is to offer Associate, Baccalaureate and Graduate degrees as well as other programs which enhance the ability of students to achieve life or career objectives.

### **Mission Principles**

To achieve its Mission, International College supports the following principles:

International College is a teaching institution which emphasizes the practical application and advancement of knowledge in career programs.

- International College encourages scholarly activity among its faculty.
- International College primarily focuses on the needs of adult learners.
- International College provides contemporary and experiential delivery systems, including distance learning.
- International College is an educational resource for the Southwest region of Florida by providing programs and services to the community.
- International College encourages cultural diversity.

### **INFORMATION RESOURCE CENTER**

The mission of the information resource center and library is to support the College in providing the best educational programs possible, to provide assistance to faculty and students in accessing information both at the College and at other remote sites, to provide opportunities for the student to learn from many different formats of information, and to provide life skills in access to information and resources.

The Information Resource Centers at the Naples and Ft. Myers campuses provide a physical and virtual library support system to all students and faculty whether they are attending classes on campus, at an offsite learning site or taking courses online.

The web-based catalog serves as a central access search tool for print and electronic resources, including eJournals and eBooks, NetLibrary, videos, and print materials. Catalog entries provide a Table of Contents, links to full text and front covers where available, making it very convenient for the researcher to determine which title is appropriate. From the web-based catalog, circulating materials may be put on hold, requested for delivery, or an inter-library loan requested. Students at offsite learning sites or students taking courses online are supported through the Distance Education Librarian.

The IRC website is the focal point for access to and information about a multitude of web-based and onsite databases, including eJournals and eBooks. Web pages, organized by program, lead the student to these relevant databases by subject and to other useful websites. The IRC subscribes to an extensive list of premier resources, both print and electronic, including over 9,000 eJournals through journal aggregators and publishers such as Dialog, Gale Group (Infotrac), Lexis-Nexis, Ebsco, Proquest, HW Wilson, Ovid, SilverPlatter, and FirstSearch. In addition to general resources, program specific web accessible databases are purchased such as those for business, management, and accounting students who have access to The Conference Board, ReferenceUSA, Sweet'Product Marketplace, FISOnline, Standard & Poor, ValueLine, and Business Source Premier. Criminal justice students also use Westlaw, LoisLaw, Criminal Justice Abstracts, Criminal Justice Periodicals Index, and Rabkin & Johnson. Computer information programs are supported with IEEE, ACM, and Infotrac Computer Database.

As a result of the emphasis on electronic delivery of information, high priority is placed on training by the library faculty. Information literacy programs and training in the new technologies are offered through scheduled classes, handouts, drop-in sessions, personal appointments, or chat sessions in Blackboard.

### **DISTANCE EDUCATION DEPARTMENT**

The Distance Education Department is dedicated to the integration of online delivery methodology with the academic process. It provides faculty, student, and staff development for the professional delivery of online academic functions. Selected courses and degree programs are offered online through the online service provider "Blackboard." The IC Online Office serves as the administrative arm for the Distance Education Department and provides training and assistance for students enrolled in online classes.

### **FINANCIAL ASSISTANCE PROGRAMS**

The Institution is in compliance with all requirements for eligibility to award Student Financial Aid under Title IV, Federal Higher Education Act (Financial Assistance). Currently, graduate students may be eligible for Federal Stafford Student Loans.

If the student is eligible, an appropriate award package will be developed. Prior to the actual disbursement of any financial aid, a student may have to complete a verification process which will document certain information provided. Information on the types of documentation required will normally be provided during the student's financial aid interview.

Students are cautioned that all awards are made based on the availability of program funds to the College and accuracy of the information provided to determine financial aid eligibility. Reductions in funding programs, over which the College has no control, or changes in eligibility status due to the verification process, may amend initial awards. Students must maintain good standing and satisfactory progress toward completion of their respective program. (See “Standards of Academic Progress” listed herein).

No students may receive financial aid if they owe a refund on any grant, are in default on any loan, or have borrowed in excess of established loan limits under Title IV financial aid programs at any institution or are enrolled in either an elementary or secondary school.

#### **FEDERAL STAFFORD STUDENT LOAN PROGRAM**

The Federal Stafford Student Loan Program, available to eligible students, is a low-interest loan made by a lender such as a bank, credit union, or savings and loan association to help pay for the cost of education. Maximum loan limits, set by Federal law, are applied based upon the student’s yearly progress at the college. Repayment of the Stafford Loan generally begins six months after the students have graduated, left school, or dropped below a half-time class schedule.

There are two types of Stafford Loans:

1. Subsidized - Federal government pays the interest to the lender while the student is in school.
2. Unsubsidized - Interest accrues from the date of origination and is the responsibility of the borrower.

Eligible students who are enrolled at least on a half-time basis may borrow funds under this program.

#### **THE INTERNATIONAL COLLEGE SCHOLARSHIP PROGRAM**

International College offers private and institutional scholarships to assist and reward students financially. The goal of the International College scholarship program is to supplement the resources of students to the extent possible to enable them to begin or to continue college studies. All International College students at the current Graduate Bulletin tuition rate may apply for a scholarship. Donors may specify additional stipulations regarding eligibility.

For additional information on scholarships, students should contact the Financial Aid Offices for application information. The Dean of Students serves as the Chair of the International College Scholarship Committee; students may also contact the Dean of Students for personal advice concerning the scholarship process.

#### **PRIVATE GRADUATE SCHOLARSHIPS**

Scholarships are provided to International College students according to guidelines established in most cases by the sponsors. Applications must follow the guidelines prescribed by the sponsor.

##### **The Florida Institute of Certified Public Accountants (FICPA) Scholarship**

The Florida Institute of Certified Public Accountants (FICPA) Scholarship assists students who are enrolled in the MBA program, or the 5-year accounting track, and who are working toward qualifying to sit for the Florida C.P.A. exam.

##### **The Florida Bankers Educational Foundation**

The Florida Bankers Educational Foundation offers a \$2,500 (\$5,000 maximum total) scholarship loan/grant for graduate students who work for, or plan to work for, a Florida bank.

#### **INSTITUTIONAL SCHOLARSHIPS**

Institutional scholarships are provided by the College to encourage continuing students to undertake graduate studies.

#### **The Graduate Courses Scholarship**

In order to encourage the pursuit and completion of a graduate program, International College is extending a special Graduate Courses Scholarship for students who have been awarded a bachelor's degree from International College. All graduates of International College Baccalaureate programs who are paying the full tuition rate will be granted a \$100 per credit hour scholarship on all graduate courses taken at International College. An application for this scholarship is not required. Compliance is noted by the Business Office during registration.

#### **STUDENT ACCOUNTS**

All students' accounts are due and payable at the time such charges are incurred. College regulations prohibit registration, graduation, granting credit, taking of final examinations, or release of grades or transcripts for students whose accounts are delinquent.

#### **REFUND POLICY**

The operating budget of the College provides for the engagement of faculty, expenses, and other annual provisions for management and physical facilities. The College anticipates its budget upon the collection of tuition charges for the full academic term from all accepted students. The withdrawal of a student does not decrease the expenses of the College to any substantial extent. In many cases, classes may have been closed to other students due to capacity. The refund policy has been established so that the student who registers for a class and then withdraws will share in the incurred costs. Refunds are made in a fair and equitable manner in accordance with the policies which follow.

#### **STUDENT RESPONSIBILITY**

It is the responsibility of the student to notify the College Registrar in writing if the student wishes to cancel or withdraw. Examples of the application of the following refund policy are available upon request in the Business Office. If the student wishes to appeal the calculation of a refund, the appeal is to be filed in writing with the Executive Vice President of Finance and Student Services.

#### **CANCELLATION POLICY**

Within 3 days of the date the student executes an enrollment agreement, he/she may cancel his/her enrollment and receive a full refund of any tuition or fees paid, less the application fee, which is non-refundable.

#### **FAILURE TO ENTER**

If the student does not enter classes, the full amount of any prepaid tuition is refundable. (Application fees are non-refundable).

#### **DROP/ADD**

The first week of each term is the drop/add period. If the student wants to add or drop a class, the desired change must be communicated to the Registrar's Office by the end of the first week of the term. At the end of the first week of the term, the student's status will be permanent for the whole term, both in terms of charges for classes and in amount of financial aid eligibility. There are no refunds of charges for individual classes dropped after the first week.

#### **WITHDRAWAL**

The student must report to the Registrar's Office to withdraw from the College. The date the student notifies the College Registrar of withdrawal is considered the date of withdrawal. Tuition and fees will be charged on a pro-rata basis (rounded up to the nearest 10%) through 50% of the trimester, plus an administrative fee of \$100. After 50% of the trimester, 100% of tuition and fees will be charged.



#### **PROCESSING OF REFUNDS**

Students who have received Title IV Federal Student Financial Assistance will also be subject to the Federal Return of Funds Policy. Students who withdraw during a term may owe the College after funds have been returned to Federal programs.

Refunds of tuition and/or other refundable charges due students will be made within thirty (30) calendar days of the student's official date of withdrawal. Refunds for the student who fails to notify the College of withdrawal will be processed within the earlier of thirty (30) calendar days from the day the College determines that the student has withdrawn or thirty (30) calendar days from the end of the trimester. Refunds to students receiving Title IV Student Financial Assistance will be made in accordance with applicable regulations, and will be allocated in the following order:

- a. To eliminate outstanding balances on unsubsidized Federal Stafford loans received by the student for the period.
- b. To eliminate outstanding balances on subsidized Federal Stafford loans received by the student for the period. To eliminate outstanding balances on Federal PLUS loans received on behalf of the student for the period.
- c. To eliminate any amount of other assistance awarded to the student under programs authorized by Title IV of the Higher Education Act for the period.
- d. To repay required refunds of other Federal, State or private institutional student financial assistance received by the student.
- e. To the student.

#### **RESERVATIONS AS TO PROGRAMS AND CHARGES**

The College reserves the right to modify its tuition and fees; to add to or withdraw members from its faculty and staff; to rearrange its programs from time to time as teaching polices make it desirable; and to withdraw subjects, courses, and programs if registration falls below the required number. Any specific course requirements in any area may only be changed or waived by the Executive Vice President of Academic Affairs upon written request from the student for reasonable cause. Course substitutions may be made by the Executive Vice President of Academic Affairs or by the Graduate Program Committee. The total hours specified in each area of the degree or the program total are the minimum requirements for completion.

#### **FAMILIARITY WITH COLLEGE REGULATIONS**

On or before entrance, each student is given the Graduate Bulletin and various brochures and other publications which set forth the policies and regulations under which the College operates. It is the responsibility of the student to become familiar with these policies and regulations and to comply accordingly. Ignorance of or lack of familiarity with this information does not serve as an excuse for noncompliance or infractions.

#### **COLLEGE LIABILITY**

Physical injury and other medical problems, as well as loss of or damage to personal property resulting from fire, theft, or other causes, cannot be the responsibility of the College. The College reserves the right to retain samples of student work and to use photographs or videotapes of students and their work.

#### **GUESTS AND CHILDREN ON CAMPUS**

It is the policy of International College that students may not bring guests, parents, spouses or children to class. It causes a problem of liability and it is found to be disruptive to the instructors and fellow students. Children may not be left unattended in the facilities at any time, nor should students ask fellow students, faculty or staff to watch their children on campus in order to attend class. Students will be asked to make other child care arrangements, and leave the campus. Guests, parents, spouses and children are welcome to attend specific events by invitation of the institution.

### **PETS**

Pets may not be brought into ANY campus building at any time, with the exception of seeing eye dogs. The College reserves the right to request Animal Control to remove abandoned or unsupervised pets.

### **NON-DISCRIMINATION STATEMENT**

International College does not discriminate on the basis of race, color, national origin, sex, disability, or age in the provision of educational opportunities or employment opportunities and benefits. International College does not discriminate on the basis of sex or disability in the education programs and activities that it operates, pursuant to the requirements of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, respectively. This policy extends to both employment by and admission to International College. Inquiries concerning Title IX, Section 504, or the Americans with Disabilities Act should be directed to the ADA Coordinator, Dr. Micki Erickson, International College, 2655 Northbrooke Drive, Naples, FL 34119, 239-513-1122. Charges of violations of this policy should also be directed to the ADA Coordinator, Dr. Micki Erickson, International College, 2655 Northbrooke Drive, Naples, FL 34119, 239-513-1122.

### **SEXUALITY AND SEXUAL HARASSMENT AND/OR ASSAULT**

Each member of the College community is entitled to his/her privacy and personal integrity regarding his or her sexuality, and the College will demand respect by all members of its community for all individuals within its constituencies. Accordingly, the College has adopted a firm policy against sexual harassment of and by any member of the College community. Any incident of sexual harassment will be deemed a serious breach of security. Further, it is the strong policy of International College to prevent sexual offenses, and to vigorously assist any member of the College community who has been victimized by a sexual assault by assuring appropriate counseling and crisis management.

If you are a victim of a sexual assault on campus, or feel you may have been the victim of sexual assault or sexual harassment, contact a member of the College administration. There are resources available to help you.

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### **STUDENT RECORDS**

All educational records of students enrolled at the College are maintained in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, public Law 93-380, as amended. Students may inspect their educational records at any time; however, signed official transcripts from other schools become the property of the College and are not released to the student or a third party. A student desiring a copy of his/her former school records must contact the former school and request a student copy.

Student consent is required for the release of records covered by the Act to outside parties (i.e., prospective employers), except for those agencies entitled to access under the provisions of the Act (i.e., university officials, federal educational and auditing officials, and requests related to the application for, or receipt of financial assistance). Release of directory information does not require student consent and includes the name, address, email address, and telephone number of the student, major field of study, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended. Particular questions concerning students' rights under the Act should be directed to the Registrar's Office.

### **INTERNATIONAL STUDENTS**

When foreign students apply for admission in a program approved by Immigration and Naturalization, official transcripts of completed secondary and applicable post secondary credits are required along with an evaluation by a professional agency and/or translation if necessary. The expense for this service is the responsibility of the student. These transcripts must include specific dates of school attendance, courses taken during each year of attendance, and grades received from each course. Satisfactory evidence of successful command of the English language is required for all foreign students enrolling in any program, and a paper based TOEFL Score of 500,

a computer based score of 173, or its equivalent as determined by the ESL Coordinator, is required for entry into a graduate degree program (not required for applicants whose native country has English as a primary language). A Form I-20 (Immigration Certificate Acceptance) will be sent to the applicant upon acceptance, receipt of a notarized Affidavit of Support, and pre-payment of full-time fees and tuition for at least one academic term. The international student should first contact the College for approved programs of training since certain listed programs may not be available for foreign applicants. A non-refundable application fee of \$100 is required for foreign applicants. With the above exceptions, the conditions for admission of foreign students are identical to those for United States citizens.

### **INSURANCE**

International College does not offer insurance to students. A recommendation of a reliable insurance agency will be offered to interested students; however, International College takes no responsibility for ensuring any health insurance acceptance. Students are responsible for making contact with an agency, filling out individual claims, and for all medical bills they may incur.

### **ENDORSEMENT POLICY**

It is the policy of International College not to provide endorsements or sponsorships for individual students and/or their causes.

### **CLOSING THE COLLEGE**

The President of International College (or, in the absence of the President, the Campus Directors who are the Executive Vice Presidents) will make the determination as to when inclement weather, severe weather warnings, or the resulting damage to the buildings warrant the cancellation of classes. When classes are cancelled, the radio stations and television public announcement services will be informed of the cancellation. The College Administration will attempt to place announcements with the radio stations most popular with the student body (WINK 96.9FM; CAT 107.1FM; Mix 104.7FM) or Comcast Cable Channel 11 or 12 government access/community service announcements.

### **HURRICANE CLOSURE POLICY**

International College only closes when placed under a Hurricane Warning by the National Weather Service. Until the area is placed under a Hurricane WARNING, there is no action taken by the College to cancel classes. If the area is placed under a Hurricane WATCH, the situation will be monitored closely to determine if a Warning will be issued. Classes remain open as scheduled in the meantime.

The IC hurricane preparedness policy is in no way tied to any other organization such as the public school system or any other institution. Therefore, it is possible for the College to be open when the public schools are closed, or vice versa. Additionally, a separate decision is made for the Naples and Fort Myers campuses or the learning sites, although it is unlikely for one campus to be closed while the other is open. If the campuses are closed due to a Hurricane Warning, students should expect that other auxiliary activities, such as socials, libraries, labs, etc., are also closed.

### **CLASS AUDIT REFRESHER EDUCATION (CARE)**

CARE - Class Audit Refresher Education - is a program designed to upgrade students who have successfully completed courses taken at International College or are graduates of the College. CARE allows a former student to take refresher courses in subjects studied at International College with no tuition charge. Book charges and fees remain in place. The courses will allow students to sharpen or enhance skills and to remain current in new technologies in a changing world. To qualify, a student must have successfully completed the course he or she wishes to audit. As technology and new theories are constantly changing, this is a benefit to both students and to their current employers. There is no time limit nor limit to the number of courses that a student may take. Students interested in taking refresher classes should contact the Registrar's Office.



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**ACADEMIC POLICIES AND INFORMATION**

**GRADUATE GRADING POLICY**

Academic achievement is based on the following grading system:

<b>Grade Evaluation</b>	<b>Grade Points per Credit Hour</b>
<b>A Superior Performance</b>	<b>4</b>
<b>B Satisfactory Performance</b>	<b>3</b>
<b>C Below Average Performance</b>	<b>2</b>
<b>D Unacceptable Performance</b>	<b>1</b>
<b>F Failure</b>	<b>0</b>
<b>WF Withdrawal after 1st six weeks</b>	<b>0</b>
<b>WP Withdrawal within 1st six weeks</b>	<b>Not Calculated</b>

**STANDARDS OF ACADEMIC PROGRESS**

***1. Maximum Program Length***

Students must complete their graduate program of study within five years of the date of first enrollment.

***2. Minimum Academic Achievement***

Graduate students must maintain an overall GPA of 3.0. No grades below a “C” will count toward graduation requirements, but all grades will be computed in the overall grade point average. Failure to maintain a GPA of 3.0 will result in the student being placed on Academic Probation.

***3. Probation***

All students placed on Academic Probation will be counseled by the Office of Academic Affairs. A student placed on Academic Probation will have the subsequent term to achieve a 3.0 cumulative GPA. If the student does not achieve a 3.0 GPA by the end of the subsequent term, the student will be suspended.

***4. Suspension***

A student placed on Academic Suspension may not return for further study for at least one term, during which time a written request to reenter must be submitted to the Graduate Program Committee for their recommendation to the Executive Vice President of Academic Affairs. Only upon written confirmation of approval to reenter from the Executive Vice President of Academic Affairs may the student return to classes. Only those students whose GPA could be improved to 3.0 will be considered for reentry. The student’s status, upon reentry, will be Final Academic Probation. If the student does not achieve a 3.0 GPA by the end of the Final Academic Probation term, the student will be dismissed.

***5. Dismissal***

Dismissal is a final action and a student who has been dismissed is not permitted to reenter the College.

**ACADEMIC INTEGRITY**

Essential to the process of education, academic honesty is required of all students. Cheating on examinations or plagiarizing are serious offenses, contrary to policy and could result in cause for dismissal.

**ATTENDANCE REQUIREMENTS**

Students are required to attend each class session unless conditions over which they have no control prevent their being present. Excessive absences, excused or unexcused, may cause the student to be withdrawn from the class. The College is in session throughout the year except for holidays and vacations as listed on the College calendar.

Summer class offerings are available for students who chose to attend and accelerate their program.

#### **ILLNESS POLICY**

Students who are absent from classes or examinations because of illness should contact their professors on a timely basis to discuss their individual situations. The student should contact the Office of the Executive Vice President of Academic Affairs for procedural information if a class needs to be dropped because of medical reasons, or if a student needs to withdraw from all courses because of illness.

#### **CONDOLENCES POLICY**

International College will respond in an appropriate manner upon the death of a student, faculty, or staff member. International College will not be able to respond to losses of extended family members of the student body. Students may post information to seek personal contributions for such losses upon the approval of the Dean of Students.

#### **TRANSFER CREDITS**

Acceptance of graduate transfer credits is contingent upon applicability to the program and may only be approved by the Graduate Program Committee. No more than 9 semester hours of credit may be accepted subject to the following restrictions:

1. Transfer credits must be completed within the previous five (5) years at an accredited institution with a grade of “B” (3.0) or higher. “Pass or Satisfactory” grades will not be accepted for transfer.
2. Graduate credit based upon internships, externships, portfolio, or other experiential learning bases will not be considered for transfer.
3. Graduate credits earned after entry into the program will not be considered for transfer.
4. Courses accepted for transfer must be relevant to the program and equivalent to specified program courses, as judged by the Graduate Program Committee.

#### **SEMESTER HOUR OF CREDIT**

A semester hour of credit is equivalent to approximately 15 lecture class hours of instruction with appropriate out-of-class study. Laboratory hours count a minimum of 30 class hours as equal to one semester hour of credit and internships count 45 class hours to equal one semester hour credit. A class hour of instruction is a 50 minute period.

#### **ACADEMIC LOAD**

A graduate student taking nine or more credit hours in an appropriate program is defined as a full-time student. A normal course load for full-time graduate students is at least three courses (9 credits). Students wishing to take additional courses must obtain permission from their Graduate Program Director.

#### **REPETITIONS AND WITHDRAWALS**

All courses receiving grades (including repeated courses) will be counted as courses (credits) attempted for calculating percentage completion rates and cumulative grade point average for the three times permissible. Under no circumstances may a student extend as a regular active student beyond one and one half time (150%) the normal program length of a program in order to complete that program.

Withdrawals may receive either an “WP” or “WF” grade. A “WP” grade may be issued for withdrawals within the first six weeks of a trimester and does not carry a grade point value. “WP” grades may also be issued for documented extenuating or mitigating circumstances that have been approved by the Academic Committee or the Executive Vice

President of Academic Affairs. A “WF” grade is given to a student who withdraws from a course after the sixth week of the trimester and carries a grade point value of “0”.

The credit values of “WP” and “WF” grades will be counted as part of the credits attempted at each of the evaluation points in the Successful Course Completion scale.

### **MITIGATING CIRCUMSTANCES**

The Academic Committee or the Executive Vice President of Academic Affairs may waive interim satisfactory progress standards for occurrences beyond the control of the student. Documentation of the extenuating mitigating event and the demonstration by the student of the adverse effect on the student’s academic progress must be provided.

### **TRANSCRIPT INFORMATION**

Upon written application by the student to the Registrar’s Office and the payment of the fee for each student copy ordered, the College will furnish transcripts of each student’s scholastic record. These transcripts will state, “issued to student”. No transcript may be issued for a student who is in arrears. Official transcripts, as requested by students, are not given to students or mailed to private addresses, but are mailed directly to institutions or persons considering the applicant for admission or for employment.

During peak periods, particularly at the end of each trimester there may be a two-week delay. Transcripts are processed in the order in which applications are received.

### **FACULTY-ASSISTED COURSES**

Courses listed in the Graduate Bulletin may be offered in a tutorial setting when approved by the Program Director. Weekly sessions are held with an assigned faculty member with a minimum of a midterm and final evaluation required.

### **TWO DEGREES**

Two master’s degrees may be awarded to a student who has completed all of the requirements for both degrees and has earned a minimum of 12 credits toward the second degree, in addition to the requirements for the first degree.

### **GRADUATION**

Commencement exercises are held once a year. All students completing their course work are included in the graduating class of that year. All students receiving degrees are expected to participate in the commencement exercises. All graduates must fulfill all financial obligations, including tuition charges, fees, and other expenses, before the degree is granted. All students must pay the graduation fee in order to receive their transcript or degree. It is each student’s responsibility to notify the Registrar’s Office by filling out an “Intent to Graduate” form at the beginning of his/her last trimester.

Graduates of all programs must successfully complete all degree components with a minimum grade of “C” in all course work and achieve an overall GPA of 3.0.

### **GRADUATION WITH HONORS**

Students enrolled in degree programs who have earned the required credits for graduation with the following grade point averages are entitled to the appropriate honors: 3.50-3.75, cum laude; 3.76-3.89, magna cum laude; 3.90 and above, summa cum laude.

## **ACADEMIC PROGRAMS**

### **MASTER OF BUSINESS ADMINISTRATION (MBA)**

#### **MBA PROGRAM DESCRIPTION**

The Master of Business Administration (MBA) is a general business professional degree program, intended to prepare graduates for managerial roles in business and non-profit enterprises. Graduates of the program will be equipped with the knowledge and skills required to lead and contribute to organizational success at the executive level. Mastery of the critical competencies such as planning, decision making, environmental scanning, financial analysis, marketing, global business, and business research are included in the MBA program of study. MBA graduates are required to successfully complete prescribed course work in the three degree component areas of Common Body of Knowledge, Business Core, and Electives/Concentrations and satisfactorily complete the MBA Comprehensive Examination.

#### **MBA ADMISSION REQUIREMENTS**

The MBA program is comprised of advanced academic course work and, therefore, admission is only granted to applicants who display a high probability of success in graduate level study. Eligibility for admission is determined by the Graduate Program Committee, based on prior academic performance, MBA Admissions Test results, and/or other relevant demonstrations of preparation for graduate study. The College reserves the right to deny admission to an applicant when such action is deemed to be in the best interest of the applicant or the College.

Admission to the MBA program requires the following:

1. Completion of the Application for Graduate Program Admission; and
2. A bachelor's degree from an accredited college or university; and
3. GPA of 3.0 or higher in the last 60 credits of college-level course work; and
4. Acceptable results on the MBA Admissions Test; and
5. Two letters of recommendation; and
6. Interview with, and approval of, the Graduate Program Admissions Committee.

#### **CONDITIONAL ADMISSION**

Applicants who demonstrate a high potential for graduate study due to professional experience, or other extenuating factors, may apply for Conditional Admission if their G.P.A. (last 60 college credits) is less than 3.0, but 2.5 or higher. If the Graduate Admissions Committee approves such a Conditional Admission, the student may be admitted for one term only, during which time the student must demonstrate the ability to attain a 3.0 G.P.A. in at least six credit hours of course work. At the end of the first term, the student's academic record will be evaluated by the Committee and a final decision will be made either to allow the student to continue or terminate the student's enrollment.

**NOTE:** Students who require an undergraduate course(s) to achieve admission into the graduate program may request to enroll in an undergraduate course(s) provided they are enrolled in at least one graduate level course. They must complete the undergraduate course with a grade of B or better to be admitted into the program.

Conditional Admission may only be granted with the applicant's written understanding and acceptance of responsibility for successfully completing all admission requirements. The College is not responsible for any expense incurred by a student who requests Conditional Admission and is later denied continued enrollment, due to failing to meet admission requirements. The student bears the total risk for Conditional Admission and there will be no appeal of the Committee's findings.

Official transcripts from all colleges or universities attended prior to applying for admission at International



College must be requested and sent to the College as soon as possible so that the admission process will not be delayed.

### **MBA PROGRAM OF STUDY**

#### **Common Body Of Knowledge Component (CBK) - 18 Credits**

The Common Body of Knowledge (CBK) courses are designed to provide a basic foundation of academic preparation for advanced course work. The CBK courses assume that the student has little or no prior academic preparation in each area of study. The CBK courses are considered minimum preparation in introductory business before advanced study may proceed. Completion of CBK courses demonstrates the student's proficiency in six areas of business knowledge. Students who have demonstrated specific competencies in undergraduate course work, may be granted waivers for courses in the CBK component. Equivalency waiver requirements are shown under *Waiver Policy*.

#### **Business Core Component - 18 Credits**

The Business Core courses include several advanced business courses constituting a core set of advanced business competencies required of all MBA graduates. Business Core courses are designed to develop competencies which the business community requires of MBA graduates and skills that differentiate the MBA graduate as an executive level decision maker. Upon successful completion of all Business Core Courses, the student is eligible to sit for the required MBA Comprehensive Exam.

#### **Elective Component - 12 Credits**

The MBA Elective courses provide the student with an opportunity to strengthen his/her academic preparation in specific areas of business and management. The Elective Component is designed by the student and faculty advisor to meet the individual needs of the student.

#### **Concentration Component Alternative - 9 Credits**

As an alternative to electives, or in partial fulfillment of the Elective Component, students may declare an area of concentration where they wish to develop special expertise to fulfill personal or career interests. A concentration requires a total of 9 credits in the concentration, beyond the required core courses.

### **MBA DEGREE COMPLETION REQUIREMENTS**

To qualify for the Master of Business Administration degree, candidates must:

1. Be admitted to the MBA program; and
2. Complete 48 semester credit hours of required courses with a grade point average of at least 3.0, with no course grade below a "C", as follows:

18 credits in Common Body of Knowledge (CBK) Courses

18 credits in Business Core Courses

12 credits in Elective/Concentration Courses

**OR**

satisfy all of the CBK waiver policy and complete at least 36 semester credit hours of required courses with a grade point average of at least 3.0, with no course grade below a "C", as follows:

18 credits in Business Core Courses

18 credits in Elective/Concentration Courses

**OR**

satisfy a portion of the CBK waiver policy and complete at least 36 semester credit hours of required courses with a grade point average of at least 3.0, with no course grade below a "C", as follows:

3-15 credits in Common Body of Knowledge (CBK) Courses

18 credits in Business Core Courses

12-15 credits in Elective/Concentration Courses

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3. Successfully complete the MBA Comprehensive Examination; and
4. Meet all program requirements within five years of initial enrollment; and
5. Satisfy all financial obligations with the College.

**Note 1:** The last 27 semester credits must be completed at International College.

**Note 2:** In cases where students have previously completed equivalent course work with a grade of “B” or better, the Graduate Program Committee may waive up to 18 credits of Common Body of Knowledge (CBK) course work.

<u>Common Body Of Knowledge Component (CBK)</u>		<u>Semester Hour Credit</u>	
ACG 5025	Financial Accounting for Managers	3	
ECO 5705	Managerial Economics	3	
ISM 5021	Management Information Technology	3	
MAN 5055	Management Processes	3	
MAR 5815	Marketing Management	3	
QMB 5305	Statistics for Management	3	
	<b>Total Common Body of Knowledge Component</b>		<b>18</b>

<u>Business Core Component</u>			
BUL 6445	Legal Environment of Business	3	
FIN 6406	Financial Analysis for Management	3	
GEB 6376	Professional Ethics, Social Responsibility and Diversity	3	
GEB 6895	Strategic Business Management	3	
GEB 6999	MBA Comprehensive Exam	0	
MAN 6601	Global Dimensions of Management	3	
MAN 6107	Executive Leadership	3	
	<b>Total Business Core Component</b>		<b>18</b>

<u>Elective/Concentration Component</u>			
CIT 6100	Electronic Commerce	3	
ECO 6705	Applied Economics for Business	3	
ECO 6825	Economic Impact of Global Electronic Commerce	3	
EDU 6110	Instructional Techniques for the Adult Learner	3	
EDU 6120	Theory and Methods of Online Instruction for Adult Learners	3	
FIN 6605	International Financial Management	3	
FIN 6816	Investment Management	3	
GEB 6007	Seminar in Business Intelligence	3	
GEB 6226	Research Methods	3	
GEB 6801-3	Directed Study in Business Administration		1-3
GEB6903/6	Directed Research Project	3 or 6	
MAN 6130	Management Communications	3	
MAN 6245	Managing Organizational Behavior	3	
MAN 6311	Management of Human Resources	3	
MAN 6603	Operations Management	3	
MAN6700	Professional Internship	3	
MAN 6930	Seminar in Management	3	
MAR 6930	Seminar in Marketing	3	
MAR 6816	Strategic Marketing Methods	3	
MAR 6830	International Marketing	3	
	<b>Minimum Elective Component</b>		<b>12</b>

**Total Semester Hours Required for Graduation**

**36-48**

**Concentration Requirements**

Concentrations are fulfilled by taking at least two advanced courses in the concentration discipline, plus Research Methods (GEB6226). The research course will require demonstration of competency in business research within the area of concentration. Students desiring to complete a second concentration will substitute Directed Research Project (GEB 6903) for GEB6226 (to avoid course duplication) or another course approved by the program director.

**Concentrations (9 credits)**

<b>E-Commerce</b>	<b><u>Semester Hour Credit</u></b>	
CIT 6100	Electronic Commerce	3
GEB 6226	Research Methods	3
	and <u>one</u> of the following:	
ECO 6825	Economic Impact of Global Electronic Commerce	3
GEB 6007	Seminar in Business Intelligence	3
 <b>Environmental Management</b>		
GEB 6226	Research Methods	3
ENV 5050	Environmental Management Theory	3
ENV 5990	Environmental Permitting & Compliance	3
 <b>Finance</b>		
FIN 6605	International Financial Management	3
FIN 6816	Investment Management	3
GEB 6226	Research Methods	3
 <b>Information Technology</b>		
GEB 6226	Research Methods	3
	<u>Two</u> approved 5000 or 6000 level CIT courses of the student's choice. Students must meet all prerequisites.	6
 <b>International Business</b>		
GEB 6226	Research Methods	3
	and <u>two</u> of the following:	
ECO 6825	Economic Impact of Global Electronic Commerce	3
FIN 6605	International Financial Management	3
GEB 6007	Seminar in Business Intelligence	3
MAR 6830	International Marketing	3
 <b>Management</b>		
MAN 6930	Seminar in Management	3
GEB 6226	Research Methods	3
	and <u>one</u> of the following:	
MAN 6245	Managing Organizational Behavior	3
MAN 6130	Management Communications	3
MAN 6311	Management of Human Resources	3
MAN 6603	Operations Management	3
 <b>Marketing</b>		

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MAR 6930	Seminar In Marketing	3
GEB 6226	Research Methods	3
	and <u>one</u> of the following:	
MAR 6830	International Marketing	3
MAR 6816	Strategic Marketing Methods	3
GEB 6007	Seminar in Business Intelligence	3
	Public Administration	
GEB 6226	Research Methods	3
	<u>Two</u> approved 5000 or 6000 level PA courses of the student's choice.	
	Students must meet all prerequisites.	6

### **CBK WAIVER POLICY**

A maximum of 18 credits of CBK course work may be waived by the Graduate Program Committee if the student has completed preparatory undergraduate course work with a grade of "B" or higher from an accredited institution within the past five years. Course waivers will only be considered if the student has met the minimum equivalency requirements shown below:

	<u>CBK Courses</u>	<u>Minimum Waiver Requirements</u>
ACG 5025	Accounting for Managers	6 credits of accounting principles
ECO 5705	Managerial Economic	6 credits of micro/macroeconomics
ISM 5021	Management Information Technology	3 credits of business information systems or 6 credits of any CIS/CIT/MIS
MAN5055	Management Processes	3 credits of management principles
MAR 5815	Marketing Management	3 credits of marketing principles
QMB 5305	Statistics for Management	3 credits of introductory statistics

### **COURSE WAIVER POLICY**

A required course, or courses, may be waived by the Program Chair/Director if evidence of substantially equivalent academic preparation is provided and program degree credit hour requirements are not reduced.

### **MEANS OF EVALUATING STUDENT ACHIEVEMENT**

Achievement of course objectives will be measured by examinations, projects, and other measurements deemed appropriate by the professor and/or Graduate Program Committee. Achievement of program objectives will be measured by a successful completion of a comprehensive examination.

### **ACADEMIC PROGRAM PLANNING**

The student and faculty advisor will prepare a detailed *Approved Program of Study* to guide each student to successful program completion in a timely manner. The *Approved Program of Study* will become part of the student's official academic records. Changes to the *Approved Program of Study* may not be made without the approval of the faculty advisor.

### **ESTIMATED DEGREE COMPLETION TIME**

A full-time student may complete the MBA program within six terms (two calendar years). Those students who qualify for maximum CBK course waivers may complete the program in as little as four terms.

### **INSTRUCTIONAL METHODOLOGY**

The graduate faculty utilizes a variety of instructional methods including traditional classroom lecture sessions, readings, classroom discussions, online discussions, student facilitation, interactive learning, computerized learning resources, case studies, research projects, team activities, simulations, and cohort online study activities. The objective of employing varied instructional methods is to enrich the student with multiple approaches to understanding and solving business problems that mirror the managerial experience.



## **MASTER OF PUBLIC ADMINISTRATION (MPA)**

### **MPA PROGRAM DESCRIPTION**

The Master of Public Administration (MPA) is a general public sector professional degree program, intended to prepare graduates for managerial roles in government and non-profit enterprises. Graduates of the program will be equipped with the knowledge and skills required to lead and contribute to organizational success at the executive level. Mastery of the critical competencies such as governmental and non-profit administration, policy planning, decision making, environmental scanning, finance, budgeting, and research are included in the MPA program of study. MPA graduates are required to successfully complete prescribed course work in the two degree component areas of Public Administration Core and the Government Track or the Non-Profit Track and may opt for a Concentration in an area of specialty. All MPA students must successfully complete the MPA Comprehensive Exam in order to graduate.

### **MPA PROGRAM ADMISSION REQUIREMENTS**

The MPA program is comprised of advanced academic course work and, therefore, admission is only granted to applicants who display a high probability of success in graduate level study. Eligibility for admission is determined by the Graduate Program Committee, based on prior academic performance, MPA Admissions Test results, and/or other relevant demonstrations of preparation for graduate study. The College reserves the right to deny admission to an applicant when such action is deemed to be in the best interest of the applicant or the College.

Admission to the MPA program requires the following:

1. Completion of the Application for Graduate Program Admission; and
2. A bachelor's degree from an accredited college or university; and
3. GPA of 3.0 or higher in the last 60 credits of college-level course work; and
4. Acceptable results on the MPA Admissions Test; and
5. Two letters of recommendation; and
6. Interview with, and approval of, the Graduate Program Admissions Committee.

### **CONDITIONAL ADMISSION**

Applicants who demonstrate a high potential for graduate study due to professional experience, or other extenuating factors, may apply for Conditional Admission if their G.P.A. (last 60 college credits) is less than 3.0, but 2.5 or higher. If the Graduate Admissions Committee approves such a Conditional Admission, the student may be admitted for one term only, during which time the student must demonstrate the ability to attain a 3.0 G.P.A. in at least six credit hours of course work. At the end of the first term, the student's academic record will be evaluated by the Committee and a final decision will be made to either allow the student to continue or terminate the student's enrollment.

**NOTE:** Students who require an undergraduate course(s) to achieve admission into the graduate program may request to enroll in an undergraduate course(s) provided they are enrolled in at least one graduate level course. They must complete the undergraduate course with a grade of B or better to be admitted into the program.

Conditional Admission may only be granted with the applicant's written understanding and acceptance of responsibility for successfully completing all admission requirements. The College is not responsible for any expense incurred by a student who requests Conditional Admission and is later denied continued enrollment, due to failing to meet admission requirements. The student bears the total risk for Conditional Admission and there will be no appeal of the Committee's findings.

Official transcripts from all colleges or universities attended prior to applying for admission at International College must be requested and sent to the College as soon as possible so that the admission process will not be

**delayed.**

## **MPA PROGRAM OF STUDY**

### **Public Administration Core Component (PAC) - 18 Credits**

The Public Administration Core Component courses are designed to provide the student with a solid grounding in executive competencies that may be employed in advanced public administration. These courses are designed to develop competencies that the public sector requires of MPA graduates and skills that differentiate the MPA graduate as an executive level decision maker. The completion of PAC courses demonstrates the student's proficiency in six areas of management knowledge.

### **The Public Administration Government Track (GT) or Non-Profit Track (NT) - 12 Credits**

The student will choose either a Government Track of study or a Non-Profit Track of study. The choice of a Track will provide the student with an opportunity to strengthen his/her academic preparation in a specific area of public administration. These courses are advanced public administration courses constituting a core set of advanced competencies required of all MPA graduates who intend to enter the public sector, be it in government or non-profit organizations. Upon successful completion of all PAC and GT or NT courses, the student is eligible to sit for the required MPA Comprehensive Exam.

### **Concentration Component Alternative - 9 Credits (optional)**

Students may declare an area of concentration where they wish to develop special expertise to fulfill personal or career interests. A concentration requires a total of 9 credits in the concentration, beyond the required Core and Track courses.

## **MPA DEGREE COMPLETION REQUIREMENTS**

To qualify for the Master of Public Administration degree, candidates must:

1. Be admitted to the MPA program; and
2. Complete 30 semester credit hours of required courses with a grade point average of at least 3.0, with no course grade below a C, as follows:
  - 18 credits in Public Administration Core Courses; and
  - 12 credits in Government or Non-Profit Track Courses; and
  - 9 credits in Concentration Courses (optional, if a concentration is desired); and
3. Successfully complete the MPA Comprehensive Examination; and
4. Meet all program requirements within five years of initial enrollment; and
5. Satisfy all financial obligations with the College.

Note: The last 21 semester credits must be completed at International College.

<b><u>Public Administration Core Component (PAC)</u></b>		<b><u>Semester Hour Credit</u></b>	
PAD 5021	Management Information Technology	3	
PAD 5305	Statistics for Management	3	
PAD 5055	Management Processes	3	
PAD 6107	Executive Leadership	3	
PAD 6226	Research Methods	3	
PAD 6376	Professional Ethics, Social Responsibility and Diversity	3	
	<b>Total Public Administration Core</b>		<b>18</b>

<b><u>Public Administration Government Track (GT)</u></b>			
PAD 6000	Public Administration: Function and Structure	3	
PAD 6406	Governmental Budgeting and Finance	3	
PAD 6895	Public Policy Analysis	3	
PAD 6952	Government Capstone Project	3	
PAD 6999	MPA Comprehensive Examination	0	
	<b>Total Public Administration Government Track</b>		<b>12</b>



<u>Public Administration Non-Profit Track(NT)</u>	<u>Semester Hour</u>	<u>Credit</u>
PAD 6450 Non-Profit Organizations	3	
PAD 6506 Non-Profit Budgeting and Finance	3	
PAD 6600 Non-Profit Strategy & Policy	3	
PAD 6951 Non-Profit Capstone Project	3	
PAD 6999 MPA Comprehensive Examination	0	
Total Public Administration Non-Profit Track		12
Total Semester Hours Required for Graduation		30
 <u>Concentrations (9 credits)</u>		
<b>Environmental Management</b>		
ENV 5050 Environmental Management Theory	3	
ENV 5580 Environmental Politics and Policy	3	
ENV 5990 Environmental Permitting & Compliance	3	
 <b>Information Technology</b>		
<u>Three approved 5000 or 6000 level IT courses of the student's choice.</u>		
Students must meet all prerequisites.		
	9	
 <b>Management</b>		
MAN 6130 Management Communications	3	
MAN 6245 Managing Organizational Behavior	3	
MAN 6930 Seminar in Management	3	
Total Concentration		9
Total Semester Hours Required for Graduation w/ Concentration		39

**COURSE WAIVER POLICY**

A required course, or courses, may be waived by the Program Chair/Director if evidence of substantially equivalent academic preparation is provided and program degree credit hour requirements are not reduced.

**MEANS OF EVALUATING STUDENT ACHIEVEMENT**

Achievement of course objectives will be measured by examinations, projects, and other measurements deemed appropriate by the professor and/or Graduate Program Committee. Achievement of program objectives will be measured by a successful completion of a comprehensive examination.

**ACADEMIC PROGRAM PLANNING**

The student and faculty advisor will prepare a detailed *Approved Program of Study* to guide each student to successful program completion in a timely manner. The *Approved Program of Study* will become part of the student's official academic records. Changes to the *Approved Program of Study* may not be made without the approval of the faculty advisor.

**ESTIMATED DEGREE COMPLETION TIME**

A full-time student may complete the MPA program within four terms.

**INSTRUCTIONAL METHODOLOGY**

The graduate faculty utilizes a variety of instructional methods including traditional classroom lecture sessions, readings, classroom discussions, online discussions, student facilitation, interactive learning, computerized learning resources, case studies, research projects, team activities, simulations, and cohort online study activities. The objective of employing varied instructional methods is to enrich the student with multiple approaches to understanding and solving business problems that mirror the managerial experience.

## **MASTER OF SCIENCE IN COMPUTER INFORMATION TECHNOLOGY (MCIT)**

### **MCIT PROGRAM DESCRIPTION**

The Master of Science in Computer Information Technology (MCIT) is designed as a comprehensive and contemporary study of the organization, design, development, and management of the various aspects of computer information technology. The program is geared toward students who have an interest and/or experience in the field of computer information technology and who have a desire to take graduate level courses to improve their education, enhance their opportunities for advancement, or better prepare for a career change. Concentrations are offered to allow the student to focus on specific interests or areas within computer information technology.

### **MCIT ADMISSION REQUIREMENTS**

1. Completion of the Application for Graduate Program Admission; and
2. A bachelor's degree from an accredited college or university; and
3. Official transcripts from all colleges or universities attended prior to applying for admission at International College; and
4. GPA of 3.0 or higher in the last 60 credits of college-level course work; and
5. Completion of the MCIT Foundation Courses, or equivalent; and
6. A score of 50 or higher on the assessment exam (the Institute for Certification of Computing Professionals [ICCP] core exam); and
7. Two letters of recommendation; and
8. Interview with, and approval of, the Graduate Program Admissions Committee.

The College reserves the right to deny admission to an applicant when such action is deemed to be in the best interest of the applicant or the College.

### **CONDITIONAL ADMISSION**

Students who do not meet the GPA or assessment exam requirements may be accepted into the program for one term only upon the recommendation of the Graduate Program Committee. In order to remain in the program, students must achieve a 3.0, or higher, GPA in their first term of enrollment. Students may also gain conditional admission for one term pending receipt of official transcripts by presenting copies of diplomas and/or transcripts.

Students who have completed at least three of the MCIT Foundation Courses (or equivalent) may be accepted into the program for up to two terms only upon the recommendation of the Graduate Program Committee. In order to remain in the program, students must maintain a 3.0, or higher, GPA during their conditional period, and complete at least one additional MCIT Foundation Course with a grade of B or higher per term.

Conditional Admission may only be granted with the applicant's written understanding and acceptance of responsibility for successfully completing all admission requirements. The College is not responsible for any expense incurred by a student who requests Conditional Admission and is later denied continued enrollment, due to failing to meet admission requirements. The student bears the entire risk for Conditional Admission and there will be no appeal of the Graduate Program Admissions Committee's findings.

### **MCIT PROGRAM OF STUDY**

The MCIT Program consists of four components: core courses, integration course, concentration courses, and a project/thesis. The project option also requires the completion of two elective courses. Additionally, the MCIT Foundation courses are a required prerequisite for students that do not have the equivalent undergraduate courses.

### **MCIT DEGREE COMPLETION REQUIREMENTS**

To qualify for the Master of Science in Computer Information Technology, the candidate must:

1. Complete the Thesis option including 33 semester hours of required courses, or complete the Project option including 36 semester hours of required courses. Graduate GPA must be 3.0 or higher, with no course grade below a C. At least 24 of the semester hours must be completed at International College; and
2. Receive a grade of B or better on the Computer Information Technology Project and/or Thesis; and
3. Meet all program requirements within five years of initial enrollment; and
4. Satisfy all financial obligations with the College.

**MCIT FOUNDATION COURSES**

The MCIT foundation courses represent the minimum level of prerequisite knowledge required for success in the MCIT program. These courses are intended to prepare students with non-computer-oriented undergraduate degrees for continuing on into the MCIT program. It is anticipated that most or all of these courses will be waived for students with undergraduate degrees in Computer Information Technology, Computer Science, Computer Information Systems, Management Information Systems, and/or Business Information Systems.

<u>MCIT Foundation Courses</u>		<u>Semester Hour Credit</u>
CIT 2310	Introduction to Web Design	4
CIT 2410	Introduction to Database Management Systems	4
CIT 2510	Program Design & Problem Solving	4
CIT 3101	Business Information Systems	4
CIT 3210	Introduction to Networking	4
	<b>Total MCIT Foundation Courses</b>	<b>20</b>

<u>MCIT Core Component</u>		<u>Semester Hour Credit</u>
CIT 5120	IT Policy & Strategy	3
	Choose <u>three</u> of the following, based on concentration:	
CIT 5110	Project Management	3
CIT 5210	Network Operating Systems	3
CIT 5311	Web Applications	3
CIT 5411	Advanced Database Management Systems	3
CIT 5521	Systems Analysis & Solutions Architectures	3
	<b>Total MCIT Core Component</b>	<b>12</b>

<u>MCIT Integration Component</u>		<u>Semester Hour Credit</u>
	Choose <u>one</u> of the following, based on concentration:	
CIT 6122	Integrating the Enterprise	3
CIT 6124	Integrating the IT Function	3
CIT 6126	Integrating Information Technologies	3
	<b>Total MCIT Integration Component</b>	<b>3</b>

**MCIT Concentration Component (12 credits)**

Each concentration consists of four courses, as follows:

**Information Technology Management**

(Note: CIT 5110 required in Core.)

CIT 6122/4/6	Integration Elective	3
CIT 6122/4/6	Integration Elective	3
XXX 6xxx	Elective (any department) and <u>one</u> of the following:	3
MAN 5055	Management Processes	3
MAR 5815	Marketing Management	3

<b>Networking Technologies</b>		<u><i>Semester Hour Credit</i></u>
<i>(Note: CIT 5210 required in Core. CIT 5311 recommended in Core.)</i>		
CIT 6122/4/6	Integration Elective	3
CIT 6210	Network Analysis, Design, & Management	3
CIT 6220	Network Security in the Enterprise	3
CIT 6290	Network Technology Seminar	3

<b>Enterprise Web Applications</b>		
<i>(Note: CIT 5311 required in Core. CIT 5210 recommended in Core.)</i>		
CIT 6122/4/6	Integration Elective	3
CIT 6310	Visual Interface Design & Implementation	3
CIT 6320	Programming Internet Information Systems	3
CIT 6330	Advanced Markup Languages	3

<b>Software Systems</b>		
<i>(Note: CIT 5110 and CIT 5521 required in Core. CIT 5311 or CIT 5411 recommended in Core.)</i>		
CIT 6126	Integrating Information Technologies (required)	3
CIT 5531	Software Engineering	3
CIT 6531	Object-Oriented Systems Development	3
CIT 6590	Software Systems Development Seminar	3

<b>Total Concentration Component</b>	<b>12</b>
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**MCIT Project/Thesis Component**

Either the Project or Thesis option must be completed, culminating in a presentation to the Graduate Program Committee. The Thesis option consists of doing the Project followed by the Thesis in a different term (typically the following term). The Project option consist of doing the Project along with two three-hour electives.

**Project Option**

The Project option consists of the following courses:

CIT 6900	Project	3	
XXX 6XXX	Elective (any department)		3
CIT 6XXX	Elective (CIT only)	3	
<b>Total Project Option:</b>			<b>9</b>

**Thesis Option**

The Thesis option consists of the following courses:

CIT 6900	Project	3	
CIT 6910	Thesis	3	
<b>Total Thesis Option:</b>			<b>6</b>

<b>Total Semester Hours Required for Graduation</b>	<b>33-36</b>
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**COURSE WAIVER POLICY**

A required course, or courses, may be waived by the Program Chair/Director if evidence of substantially equivalent academic preparation is provided and program degree credit hour requirements are not reduced.

**MEANS OF EVALUATING STUDENT ACHIEVEMENT**

Achievement of course objectives will be measured by examinations, projects, papers, and other measurements deemed appropriate by the professor and/or Graduate Program Committee. Achievement of program objectives will be measured by successful completion of CIT 6900 and/or CIT 6910.

**ACADEMIC PROGRAM PLANNING**

The student and faculty advisor will prepare a detailed *Approved Program of Study* to guide each student to successful program completion in a timely manner. The *Approved Program of Study* will become part of the student's official academic records. Changes to the *Approved Program of Study* may be made with the approval of the faculty advisor.

**ESTIMATED DEGREE COMPLETION TIME**

A full-time student taking three courses per term may complete the Master of Science in Computer Information technology in four terms. A part-time student taking two courses per term may complete the Master of Science in Computer Information Technology in six terms. All degree requirements must be met within five years.

**INSTRUCTIONAL METHODOLOGY**

The graduate Computer Information Technology faculty utilize a variety of instructional methods including lecture, discussion, case studies, projects, presentations, group activities, simulation, and online studies. The objective of employing varied instructional methods is to enhance a student's understanding of the subject matter.

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**MASTER OF SCIENCE IN CRIMINAL JUSTICE (MCJ)**

**MCJ PROGRAM DESCRIPTION**

The Master of Science Degree in Criminal Justice (MCJ) is designed as a comprehensive and contemporary study of the organization, management, and administration of the various agencies of the criminal justice system. The program is geared toward being responsive to students who have an interest and/or experience in the field of criminal justice and who desire to take advanced or graduate level work to improve their education, enhance their opportunities for advancement, or better prepare for a career in a new and different area within the criminal justice system.

**MCJ ADMISSION REQUIREMENTS**

The admissions requirements for the program are as follows:

1. A bachelor's degree from an accredited college or university; and
2. College level work or documented experience in Criminology, Criminal Law, Computer Applications, Statistics, and Research Methodology; and
3. A GPA of 2.5, or higher, in the last 60 credits of college-level course work; and
4. Two letters of recommendation; and
5. A score of 70, or higher, on the Assessment Exam; and
6. A personal interview by the Graduate Program Committee.

The College reserves the right to deny admission to an applicant when such action is deemed to be in the best interest of the applicant or the College.

**CONDITIONAL ADMISSION**

Students who do not achieve a score of 70, or higher, on the assessment exam may be accepted into the program for one term only upon the recommendation of the Graduate Program Committee. In order to remain in the program, students must achieve a 3.0, or higher, GPA in their first term of enrollment.

**NOTE:** Students who require an undergraduate course(s) to achieve admission into the graduate program may request to enroll in an undergraduate course(s) provided they are enrolled in at least one graduate level course. They must complete the undergraduate course with a grade of B or better to be admitted into the program.

**MCJ PROGRAM OF STUDY**

The MCJ Program consists of three tracks: behavioral science, public administration, or general studies. All students complete 18 credits of core courses and then select a track to complete the remaining 18 credits of the degree program.

**MCJ DEGREE COMPLETION REQUIREMENTS**

To qualify for the Master of Science in Criminal Justice, the candidate must:

1. Complete 36 semester hours of required courses with a G.P.A. of 3.0 or higher, with no course grade below a C. The last 27 semester hours must be completed at International College; and
2. Receive a grade of B or better on the Criminal Justice Project or the Research Thesis; and
3. Meet all program requirements within five years of initial enrollment; and
4. Satisfy all financial obligations with the College.

<i><u>MCJ Core Courses</u></i>	<i><u>Semester Hour Credit</u></i>
MCJ 5100 Criminal Procedure	3
MCJ 5135 Criminal Justice Research & Statistical Analysis	3
MCJ 5250 Criminal Justice Theory	3
MCJ 5210 Contemporary Organizational & Management Theories & Appl.	3
MCJ 6309 Ethics in the Criminal Justice System	3

*International College*

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<b>MCJ 6450</b>	<b>Thesis or Project in Criminal Justice</b>	<b>3</b>	
	<b>Total MCJ Core Component</b>		<b>18</b>



**Behavioral Science Track**

	<b><u>Semester Hour</u></b>	<b><u>Credit</u></b>
MCJ/PSY 6011 Studies in Criminal Deviance	3	3
MCJ/PSY 6015 Psychological Patterns and Criminal Identification	3	3
MCJ/PSY 6041 Psychological Disorders	3	3
MCJ/PSY 6201 Stress Management and Behavior	3	3
MCJ/PSY 6307 Forensic Psychology	3	3
MCJ/PSY 6350 Research Proposal for Thesis or Project in CJ	3	3
<b>Total Behavioral Science Track</b>		<b>18</b>

**Public Administration Track**

PAD 5055 Management Processes	3	
PAD 6000 Public Administration: Function and Structure		3
PAD 6107 Executive Leadership		3
PAD 6895 Public Policy Analysis	3	
MCJ 6350 Research Proposal for Thesis of Project in CJ	3	
And <u>one</u> of the following:		
PAD 6406 Government Budgeting and Finance	3	
MCJ 6305 The Budgeting Process	3	
<b>Total Public Administration Track</b>		<b>18</b>

**General Studies Track**

Five courses (15 credits) in approved electives	15	
MCJ 6350 Research Proposal for Thesis of Project in CJ	3	
<b>Total General Studies Track</b>		<b>18</b>

**Electives**

MCJ 5200 Special Topics in Crime and Social Morality	3	
MCJ 6010 Seminar in Current Trends in Law Enforc. Issues & Problems	3	
MCJ 6020 Seminar in Corrections Administration	3	
MCJ 6030 Seminar in Law and Social Control	3	
MCJ 6100 Seminar in Judicial Process and Current Trends in Criminal Law	3	
MCJ 6110 Seminar in Community Corrections	3	
MCJ 6120 Seminar in Juvenile Justice	3	
MCJ 6220 Independent Study	3	
MCJ 6303 Corrections Systems	3	
MCJ 6305 The Budgeting Process	3	
MCJ 6306 Internship	3	
MCJ 6308 Hate Groups as an International Concern	3	
<b>Total Elective Component</b>		<b>0-15</b>

**Total Semester Hours for Graduation**

**36**

**MEANS OF EVALUATING STUDENT ACHIEVEMENT**

Achievement will be measured by examinations, projects, presentations, and other measurements deemed appropriate by the professor and/or Graduate Program Committee. Achievement of program objectives will be measured by successful completion of MCJ 6350 or MCJ 6450.

**ACADEMIC PROGRAM PLANNING**

The student and faculty advisor will prepare a detailed *Approved Program of Study* to guide each student to successful program completion in a timely manner. The *Approved Program of Study* will become part of the

student's official academic records. Changes to the *Approved Program of Study* may be made with the approval of the faculty advisor.

**COURSE WAIVER POLICY**

A required course, or courses, may be waived by the Program Chair/Director if evidence of substantially equivalent academic preparation is provided and program degree credit hour requirements are not reduced.

**ESTIMATED DEGREE COMPLETION TIME**

A full-time student may complete the Master of Criminal Justice Program within four terms. All degree requirements must be met within five years.

**INSTRUCTIONAL METHODOLOGY**

The Master of Criminal Justice faculty utilizes a variety of instructional methods including lecture, discussion, Socratic, case studies, projects, presentations, team activities, simulations, and online studies. The objective of employing varied instructional methods is to enrich the student with multiple approaches to enhance understanding of the subject matter.

**COURSE DESCRIPTIONS**

**MASTER OF BUSINESS ADMINISTRATION COURSES**

- ACG5025 Financial Accounting for Managers 3 credits**  
A study of accounting concepts and required standards for the presentation of financial information. The course provides the student with the basis of income, valuation of assets, as well as the uses and limitations of financial statements. Prerequisite: None
- BUL6445 Legal Environment of Business 3 credits**  
A comprehensive study of the legal process as it applies to business enterprises. The political environment and the impact of public policy on business is studied and reviewed relevant to integrating public ideologies and expectations of the manager. Prerequisite: None
- CIT6100 Electronic Commerce 3 credits**  
Broad survey of theory and practices of conducting business over the Internet and World Wide Web. Topics include electronic commerce fundamentals, web auctions, supporting infrastructure, software selection, security, electronic payment, business strategies, and the legal, taxation, and ethical issues. Students will form a pseudo on-line business and construct a business web-site to apply their learning. Prerequisite: ISM 5021 or permission of instructor
- ECO5705 Managerial Economics 3 credits**  
A study of economic models used for analyzing data and utilizing the results to improve the managerial decision process. Microeconomics and macroeconomics are reviewed, from the managerial perspective, as tools for enhancing business performance and planning. Prerequisite: QMB 5305
- ECO6705 Applied Economics for Business 3 credits**  
An advanced study of the application of economic data in business planning. Extensive use of case studies are utilized to demonstrate the practical applications of economics by the executive in all facets of the business enterprise. Prerequisite: ECO 5705
- ECO6825 Economic Impact of Global Electronic Commerce 3 credits**  
A wide-ranging study of why innovation is the key variable in the international network economy. An interdisciplinary course, addressing the economic problems created by Internet commerce. Portions of the study also cover information technology hardware, banking, finance, and the baffling problem of how to price services in a distributed international environment. Prerequisite: None
- EDU6110 Instructional Techniques for the Adult Learner 3 credits**  
A course of study in higher education instructional techniques, focusing on the learning modalities of the adult learner. This course is intended to explore current teaching methods for faculty members and graduate students who plan to teach at the college level. Areas covered include integration of learning theories, classroom techniques, syllabus and curriculum development, online course management, and utilization of information resources and instructional technologies. Prerequisite: None
- EDU6120 Theory and Methods of Online Instruction for Adult Learners 3 credits**  
A course of study that examines the theory and practice of online course delivery with a special emphasis on the adult learner. The course focuses on the learning modalities of the adult learner in the online environment. Areas covered include adult learning theory, course development, and online delivery techniques consistent with adult learning principles, technology for online delivery,

	and special topics pertaining to the effective delivery of online courses.	
ENV 5050	<b>Environmental Management Theory</b> A course that provides the framework for understanding the multi-disciplinary field of environmental management. The course examines the nature and history of major types of environmental issues and relates the fundamental concepts of ecology to the decision-making process. Case studies are used to provide real world examples and illustrate the complex interactions environmental managers must contend with in their work. Prerequisite: None	3 credits
ENV 5580	<b>Environmental Politics and Policy</b> This course examines how environmental policy is created at the federal, state and local levels and how politics influence - for better and worse - the process. Case studies and role-playing are used to illustrate how the process works. Prerequisite: ENV5050	3 credits
ENV 5990	<b>Environmental Permitting and Compliance</b> This course provides an in-depth examination of how the state and federal environmental permitting processes work and how they are viewed by government agencies, non-governmental organizations, and businesses. The course also provides theoretical and field-based instruction on conducting environmental compliance work. Prerequisites: ENV5050, ENV 5765	3 credits
FIN6406	<b>Financial Analysis for Management</b> Corporate financial analysis and control of capital. This courses develops decision making skills in the areas of projecting, securing, and control of long-term assets and funding, including analysis of the cost of capital. Prerequisite: ACG 5025	3 credits
FIN6605	<b>International Financial Management</b> A course in the current practices of international business finance. Key areas of study include multi-national business finance, the impact of monetary exchange rates, international money markets, foreign investment, economic systems, and import-export financing. Prerequisite: FIN 6406	3 credits
FIN6816	<b>Investment Management</b> In-depth study of marketable securities investment, including stock and bond markets, security price movements, portfolio selection, risk analysis of alternative investments, and current trends in the investment community. Prerequisite: None	3 credits
GEB 6007	<b>Seminar in Business Intelligence</b> A seminar in business intelligence, utilizing contemporary texts and the Internet as the primary vehicles to explore economic espionage and the methods used to defend an organization's secrets. After learning to distinguish between legal intelligence gathering and illegal spying, students will undertake real-life assignments to gather competitive intelligence on domestic and foreign corporations and use it to develop competitive strategies. Prerequisite: None	3 credits
GEB6226	<b>Research Methods</b> A study of the philosophy and methodology of conducting business and public sector research and reporting. Areas of study include primary and secondary data collection, on-line search methods, and the analysis and compilation of conclusions for decision making. A final research paper will focus on the student's area of concentration. Prerequisite: None	3 credits
GEB6376	<b>Professional Ethics, Social Responsibility, and Diversity</b> A study of the establishment and management of organizational standards for ethics, social responsibility, and cultural diversity. Case studies will augment the instruction of societal and legal requirements for responsible corporate behavior. The student is required to complete and document	3 credits

- a community service project or field research project during the term of study. Prerequisite: None
- GEB6801-3 Directed Study in Business Administration** **Variable**  
An advanced directed study in an area of business that is of particular interest to the student, culminating in a significant contextual essay on the topic of study. The study will be conducted under the supervision of a graduate faculty member, who will specify readings, direct and evaluate the student's study activities and assess the accomplishment of the course objectives. This course may be taken for 1,2, or 3 credits, but must be completed within one term. Prerequisites: Advanced graduate standing and permission of faculty advisor
- GEB6895 Strategic Business Management** **3 credits**  
An integrative capstone course of study of the formulation and implementation of organizational strategy and policy by the chief executive. The course utilizes case studies to simulate actual business conditions and requires students to exercise advanced planning concepts to achieve the organization's objectives. Prerequisites: FIN 6406, MAN 6601, MAN 6107, BUL 6445
- GEB6903/6 Directed Research Project** **3 or 6 credits**  
An advanced directed research project in an area of business or management that is of particular interest to the student. The research project will be conducted under the supervision of a faculty member. This course may be taken for 3 or 6 credits, but must be completed within one term. Prerequisites: Advanced graduate standing and permission of faculty advisor
- GEB6999 MBA Comprehensive Examination** **0 credits**  
A non-credit requirement to pass the Master of Business Administration Comprehensive Examination after completion of the Business Core courses and as a qualifying condition for graduation. GEB6999 is not a course of study, but is an examination that is listed as a course number to assure documentation of successful completion. Prerequisites: BUL6445, FIN6406,GEB6376,GEB6895,MAN6107,MAN6601
- ISM5021 Management Information Technology** **3 credits**  
A study of the analysis and application of information systems. Data, business information and knowledge management, hardware and software tools, and personnel issues are the central management considerations in this course of study. Prerequisite: None
- MAN5055 Management Processes** **3 credits**  
A course of study of the origins and current practices of management. The course includes a foundation in decision making, human resources, motivation, leadership, global management, planning, organizational structure, group behavior, ethics, and organizational culture. Prerequisite: None
- MAN6107 Executive Leadership** **3 credits**  
Advanced studies in leadership theory and practice. Leadership models are studied within the context of a variable situational environment, coupled with the individual characteristics of the leader. Prerequisite: MAN 5055
- MAN6130 Management Communications** **3 credits**  
A study of techniques, documents, processes, and procedures for effective managerial communication. Students will analyze and identify various modes of communication and practice delivery of executive direction and information in the most effective manner. The course will focus on written and oral communication techniques. Prerequisite: None



<b>MAN6245</b>	<b>Managing Organizational Behavior</b> Advanced concepts and practices in organizational behavior and its impact on outcomes are studied in group settings. Intragroup and intergroup behavior dynamics are studied for establishing the most effective approach to managing for optimal organizational results. Prerequisite: None	<b>3 credits</b>
<b>MAN6311</b>	<b>Management of Human Resources</b> A survey course for line and staff management of human resources in a contemporary organization. The course includes human resource planning, recruitment, selection, training, and employee retention methods. Prerequisite: MAN 5505	<b>3 credits</b>
<b>MAN6601</b>	<b>Global Dimensions of Management</b> A study of the considerations and complexities of managing an organization in a global business arena. International opportunities and threats are studied within the context of the varying roles of international management as impacted by the differing legal, economic, cultural, ethical, and regulatory environments. Prerequisite: MAN 5055	<b>3 credits</b>
<b>MAN6603</b>	<b>Operations Management</b> A study of the theories and applications of operations management in the business enterprise. Topics include production, scheduling, quality control, resource allocation, time management, materials requirements planning, and systems analysis. Prerequisites: MAN 5505, QMB 5305	<b>3 credits</b>
<b>MAN6700</b>	<b>Professional Internship</b> A course of study that will afford students the direct real life professional experience in their field of study. The course will require participating students to work a total of one hundred thirty-five (135) hours. The instructor must meet the student's supervisor at least once to discuss student's work objectives and performance.	<b>3 credits</b>
<b>MAN6930</b>	<b>Seminar in Management</b> A seminar in management studies applied to relevant and current business topics. Contemporary cases are utilized to apply learning in this highly participative course. Prerequisite: MAN 5055 or PAD 5055	<b>3 credits</b>
<b>MAR5815</b>	<b>Marketing Management</b> A study of the managerial perspective in the business marketing function. Management of marketing issues and critical decision making is stressed in the areas of strategy, advertising, market research, public relations, and selling in domestic and foreign environments. Prerequisite: None	<b>3 credits</b>
<b>MAR6816</b>	<b>Strategic Marketing Methods</b> An advanced study of strategic marketing methodology in complex consumer and industrial markets. Case studies of actual marketing problems will augment this study of the critical strategic component of marketing. Prerequisite: MAR 5815	<b>3 credits</b>
<b>MAR6830</b>	<b>International Marketing</b> Advanced study in practices and policies employed in international business, focusing on all marketing issues facing the international manager, including advertising, international monetary payments, cultural differences, staffing, and multi-national promotional strategies. Prerequisite: MAR5815	<b>3 credits</b>
<b>MAR6930</b>	<b>Seminar in Marketing</b> A seminar in marketing studies to develop the application of marketing concepts. Contemporary	<b>3 credits</b>

case studies augment the participatory environment of this course. Prerequisite: MAR 5815

**QMB5305 Statistics for Management**

**3 credits**

**A study of the practical application of statistics to business research and management problems. Students will learn statistical methods employed by executive decision makers, who must sort out and analyze large amounts of data in order to achieve organizational goals. Prerequisite: None**



**MASTER of PUBLIC ADMINISTRATION COURSES**

- PAD5021 Management Information Technology 3 credits**  
A study of the analysis and application of information systems. Data, business information and knowledge management, hardware and software tools, and personnel issues are the central management considerations in this course of study. Prerequisite: None
- PAD5055 Management Processes 3 credits**  
A course of study of the origins and current practices of management. The course includes a foundation in decision making, human resources, motivation, leadership, global management, planning, organizational structure, group behavior, ethics, and organizational culture. Prerequisite: None
- PAD5305 Statistics for Management 3 credits**  
A study of the practical application of statistics to business and governmental research and management problems. Students will learn statistical methods employed by executive decision makers, who must sort out and analyze large amounts of data in order to achieve organizational goals. Prerequisite: None
- PAD6000 Public Administration: Function and Structure 3 credits**  
An overview of the public administration sector and its impact on the community, the nation, and the individual. The course examines the function of various governmental units and their interrelationships with other governmental branches and units, the constituencies, and special interest groups. Prerequisite: None
- PAD6107 Executive Leadership 3 credits**  
Advanced studies in leadership theory and practice. Leadership models are studied within the context of a variable situational environment, coupled with the individual characteristics of the leader. Prerequisite: PAD5055
- PAD6226 Research Methods 3 credit**  
A study of the philosophy and methodology of conducting business and public sector research and reporting. Areas of study include primary and secondary data collection, on-line search methods, and the analysis and compilation of conclusions for decision making. A final research paper will focus on the student's area of concentration. Prerequisite: None
- PAD6311 Management of Human Resources 3 credits**  
A survey course for line and staff management of human resources in a contemporary organization. The course includes human resource planning, recruitment, selection, training, and employee retention methods. Prerequisite: PAD 5055
- PAD6376 Professional Ethics, Social Responsibility, and Diversity 3 credits**  
A study of the establishment and management of organizational standards for ethics, social responsibility, and cultural diversity. Case studies will augment the instruction of societal and legal requirements for responsible organizational behavior. The student is required to complete and document a community service project or field research project during the term of study. Prerequisite: None

- PAD6406 Governmental Budgeting and Finance 3 credits**  
A survey of finance conventions and budgetary processes for public sector organizations. The course will cover sources of public funds and how the legislative process allocates financial resources to various agencies via a budgeting process. Prerequisite: PAD 6000
- PAD6450 Non-Profit Organizations 3 credits**  
The evolution of organization theory in not for profit organizations, with emphasis upon modern concepts of organization. An overview of organization theory as implemented by not for profit organizations. Prerequisite: None
- PAD6506 Non-Profiting Budgeting/Finance 3 credits**  
Survey of concepts, principles and practices in non-profit budgeting; interrelationships of planning, programming and budgeting; their role in the management process. Prerequisite: PAD6450
- PAD6600 Non-Profit Strategy and Policy 3 credits**  
The available strategic choices for the nonprofit executive or manager involved in policy or decision making processes will be explored. Development of a conceptual framework for differentiating types of strategic policies, e.g., distributive, regulatory, re-distributive; examination of the contribution of economic, qualitative, and research techniques to the development, administrative and evaluation of these policies in a nonprofit organization. Prerequisites: PAD 6450, PAD 6506
- PAD6895 Public Policy Analysis 3 credits**  
A course of study that evaluates the best alternatives in establishing public policy in view of the often conflicting forces affected by policy. Students will study case applications in the establishment of public policy and exercise their own skills in proposing simulated responses to needs for new policy. Prerequisites: PAD 6000, PAD 6406
- PAD 6951 Non-Profit Capstone Project 3 credits**  
This seminar is the capstone assessment course, which requires the Public Administration student to apply knowledge gained from required "Track" courses. A series of case studies and papers provide the student an opportunity to analyze concepts, explain principles, and demonstrate a sound understanding of non-profit organizations. Prerequisites: PAD 6450, PAD 6506, PAD 6600
- PAD 6952 Government Capstone Project 3 credits**  
This seminar is the capstone assessment course, which requires the Public Administration student to apply knowledge gained from required "Track" courses. A series of case studies and papers provide the student an opportunity to analyze concepts, explain principles, and demonstrate a sound understanding of how the administration of government impacts business, the American public, and society in general. Prerequisites: PAD 6000, PAD 6406, PAD 6895
- PAD6999 MPA Comprehensive Examination 0 credits**  
A non-credit requirement to pass the Master of Public Administration Comprehensive Examination after completion of the Public Administration courses and as a qualifying condition for graduation. PAD6999 is not a course of study, but is an examination that is listed as a course number to assure documentation of successful completion. Prerequisite: Completion of all courses required for graduation

**MASTER of SCIENCE IN COMPUTER INFORMATION TECHNOLOGY COURSES**

- CIT 5050-1 Directed Study** **3 credits**  
The Directed Study is intended to allow the student to pursue a specific topic in detail. The topic may be one that is not offered in a regularly scheduled course, or it may be an alternative to a regularly scheduled course. The 5000 level Directed Study is for introductory-level graduate work, and may be taken in lieu of a core course with the approval of the Graduate Program Committee. Prerequisite: Will depend on the specific topic. Approval of the Graduate Program Director is required.
- CIT 5110 Project Management** **3 credits**  
Managing projects within an organizational context, including the processes related to initiating, planning, executing, controlling, reporting, and closing a project; project integration, scope, time, cost, quality control, and risk management; managing the changes in organizations resulting from introducing or revising information systems; identifying project champions, working with user teams, training, and documentation; the change management role of the IT specialist. Graduate research skills will be practiced and evaluated through an additional assignment. Prerequisite: CIT3101
- CIT 5120 IT Policy & Strategy** **3 credits**  
This course focuses on the activities of organizations in relation to the use, creation, and exploitation of technology, and considers many key theories and tools that CIO's may use. It examines well-established information technologies as well as emerging technologies and the evolving reality of technological innovation in leading companies and industries by the use of case studies. Prerequisite: CIT3101
- CIT 5210 Network Operating Systems** **3 credits**  
Students will extend their skills and knowledge of network technology through an examination of more complex network environments. Topics will include client/server configurations, remote access, wide-area networking, and IP subnetting. Emphasis will be on practical implementation of these concepts in modern network operating systems. Students will use Windows 2000 Professional extensively and will be introduced to Windows 2000 Server. Other network operating systems, including Windows NT 4.1, Novell, and Linux will be part of the lab environment. Students will compare and contrast several network operating systems. Graduate research skills will be practiced and evaluated through an additional assignment. Prerequisite: CIT3210
- CIT 5311 Web Applications** **3 credits**  
This course surveys client and server side topics. It also prepares students for the CompTIA I-Net+ certification exam. The course develops client and server topics via 12 projects: [Client Side] 1) Basic HTML; 2) Advanced HTML (including CSS, Image Maps, forms, tables, and frames); 3) form validation using JavaScript; 4) Java applets; 5) XML and VRML; 6) creating and using cookies via JavaScript; [Server Side] 7) form processing via e-mail and other standard server-side applications; 8) simple CGI using Perl, ASP, and Coldfusion; 9) interfacing with a database using ASP; 10) ASP interaction with server databases. Additional projects are developed per the particular interests of the instructor and the students. Generally the coding for a shopping cart is studied with additional XML examples. Graduate research skills will be practiced and evaluated through an additional assignment. Prerequisite: CIT2310
- CIT5411 Advanced Database Management Systems** **3 credits**  
This course presents in detail the concepts of advanced database design and implementation, transaction management and concurrency control, distributed DBMS, database warehousing, and

- object-oriented databases. Special emphasis is placed on a project implementation approach to reinforce selected topics. Advanced topics in SQL and Crystal Reporting are also examined. Graduate research skills will be practiced and evaluated through an additional assignment. Prerequisite: CIT2110
- CIT 5521 Systems Analysis & Solution Architectures 3 credits**  
This course covers the analysis of business requirements and the definition of technical solutions architectures. Issues to be covered include security, performance, maintenance, extensibility, integration into existing applications, data models, and conceptual and logical design. Graduate research skills will be practiced and evaluated through an additional assignment. Prerequisite: CIT2510
- CIT 5531 Software Engineering 3 credits**  
This course addresses the classic issues of software engineering, including hardware considerations, system life cycle, project planning, metrics for software productivity and quality, requirements analysis, design, and language selection. Alternative approaches, including object-oriented, prototyping, data flow, and data structures are compared. Prerequisite: CIT5521
- CIT 6050-1 Directed Study 3 credits**  
The Directed Study is intended to allow the student to pursue an advanced specific topic in detail. The topic may be one that is not offered in a regularly scheduled course, or it may be an alternative to a regularly scheduled course. The 6000 level Directed Study is for advanced-level graduate work, and may be taken in lieu of a core course with the approval of the Graduate Program Committee. Prerequisite: Will depend on the specific topic. Approval of the Graduate Program Director is required.
- CIT 6060-1 Special Projects 3 credits**  
Special Projects is intended to provide students the opportunity to conduct research on emerging trends in technology or on the specific interests of the graduate faculty. Prerequisite: Will depend on the specific project. Approval of the Graduate Program Director is required.
- CIT 6122 Integrating the Enterprise 3 credits**  
This course presents IT integration from a non-technical department head point of view, with the primary emphasis being the role of information systems in transforming organizations and industries. An integrated view of the organization from an external and internal perspective is presented. IT's internal role in integrating the enterprise through a cohesive set of business processes and functional applications to meet business needs is explored, as is enterprise resource planning and enterprise functionality. Collaborative systems and consideration of external relations with suppliers, outsourcers, and customers is also covered. This course will help the student to learn what to build rather than how to build it, and how to communicate technical ideas to non-technical users and managers. Prerequisite: CIT5120; Corequisite: completion of MCIT core
- CIT 6124 Integrating the IT Function 3 credits**  
This course presents IT integration from the CIO's perspective, with the primary emphasis being the tactical/operational responsibilities and roles of the CIO. Topics include governance considerations that link the IT-business organizations, current / emerging issues in creating and coordinating the key activities necessary to manage the tactical and strategic operations of the IT function, and coordinating skills and organizational IT infrastructure. Prerequisite: CIT5120; Corequisite: completion of MCIT core
- CIT 6126 Integrating Information Technologies 3 credits**

This course presents IT integration from the IT department's perspective, emphasizing the development of an integrated technical architecture (hardware, software, networks, and data) to serve organizational needs in a rapidly changing competitive and technological environment. Topics include technologies for intra- and inter-organizational systems and current/emerging architectures and technologies with an emphasis on methods that create vertical (within a technology type) and horizontal (across technology types) integration. Prerequisite: CIT5120; Corequisite: completion of MCIT core

- CIT 6130 Legal & Ethical Aspects of Computing** 3 credits  
This course presents an overview of legal, ethical, and moral considerations for computing professionals. Topics to be covered include liability and ethical considerations in systems development; intellectual property rights; privacy and security considerations; risk management; computer and Internet crime; and professionalism and professional certifications and licensing.
- CIT 6210 Network Analysis, Design, & Management** 3 credits  
This course examines technical management issues and problems involved with network management, control, and operations in an enterprise environment. Topics include: planning and documenting communications networks, functional specifications and performance management, SLA's, fault and performance management, disaster management, managing change-configuration management, technical standards including SNMP and RMON, monitoring tools and tool selection, customer care, and human factors. Prerequisite: CIT5210
- CIT 6220 Network Security in the Enterprise** 3 credits  
Computer networks have become a critical component of the daily operations of most businesses, government entities, and other institutions. As the boundaries between private networks and the public Internet have become blurred, the level of threat to confidentiality, privacy, and information security has escalated dramatically. This course discusses computer and network security within the framework of the modern enterprise. Students will identify and examine the major issues, assess levels of risk, types of threats and attacks, as well as the strategies, skills, and tools necessary to mount an effective defense. Prerequisite: CIT6210
- CIT 6290 Network Technology Seminar** 3 credits  
This course will allow the student to develop a minimum level of expertise in a specific area of advanced networking. Lecture and discussion of current topics will be combined with significant student research. The focus of this course will change each time it is offered. This will allow the course to remain current with developments in computer networking technologies. Prerequisite: CIT6220
- CIT 6310 Visual Interface Design & Implementation** 3 credits  
This course presents human-computer interface (HCI) issues as they relate to the web. In addition to developing the theoretical aspects of HCI, the course also stresses how to implement good design concepts using software engineering techniques. Included in the engineering part of the course are topics such as requirements analysis and specification, implementation, and testing. Prerequisite: CIT5311
- CIT 6320 Programming Internet Information Systems** 3 credits  
Within the context of developing web information systems, this course quickly reviews elementary Java and then develops the advanced features of Java that are frequently used to effect robust web applications. These include Swing components, concurrent programming, network programming, Servlets, Javaweb pages, JDBC, and XML processing with Java. Prerequisite: CIT5311

**CIT 6330    Advanced Markup Languages**

**3 credits**

**This course examines the history of markup languages starting with SGML and a quick review of HTML, XHTML, CSS, and the possible interfaces between JavaScript and CSS. XML is then examined in detail, including XSLT, schemas, DTDs, and other topics. Finally, SMIL, WML, and SVG are presented as examples of the use of XML to achieve specific functionality within the domains of multimedia, wireless technologies, and scalable vector graphics. Prerequisite: CIT5311**

- CIT 6531 Object-Oriented Systems Development 3 credits**  
This course presents the object-oriented (OO) paradigm and its application throughout the software and systems life cycles. While it is expected that the student will become proficient in a particular OO language, it is the more general concepts of OO analysis (OO), OO design (OOD), and OO programming (OOP) that will be of primary emphasis. The student will also be expected to be able to read and comprehend recently published literature in the area. Prerequisite: CIT5531
- CIT 6590 Software Systems Development Seminar 3 credits**  
An examination of current literature and the current state of the art of software systems development. Prerequisites: CIT6530
- CIT6900 Project 3 Credits**  
A research effort / feasibility study to determine a potential solution to a problem of interest in the computer / business community, accompanied by a solution. The project may be research-oriented, in which the primary emphasis is on researching current / state-of the art practices, accompanied by a proof-of-concept system. Alternatively, the project may be more solution-oriented, in which the primary emphasis is on constructing a more detailed working / prototype solution. Specific topics require approval of the Computer Information Technology Graduate Committee, supervision by a CIT Graduate Faculty Advisor, and a second reader (or co-advisor) from the CIT Faculty. A written report is required, as is an oral presentation to the MCIT Graduate Program Committee. This course is normally taken during one of the student's final two terms. Corequisite: completion of MCIT Concentration
- CIT6910 Thesis 3 Credits**  
A continuation of CIT 6900. While the thesis may vary widely in scope, the typical thesis will consist of an in-depth research effort and an implementation of a detailed working / prototype solution (i.e., it will encompass both types of projects from CIT6900). Specific topics require approval of the Computer Information Technology Graduate Committee, supervision by a CIT Graduate Faculty Advisor, and a second reader (or co-advisor) from the CIT Faculty. A written report is required, as is an oral presentation to the MCIT Graduate Program Committee. This course is normally taken during the student's final term. Prerequisite: CIT6900

**MASTER of SCIENCE IN CRIMINAL JUSTICE COURSES**

- MCJ 5100 Criminal Procedure** 3 credits  
An advanced study of criminal procedure and due process as it applies to law enforcement.
- MCJ 5135 Criminal Justice Research and Statistical Analysis** 3 credits  
This course prepares the student to develop and implement research methods using literary, statistical, and case histories as a foundation.
- MCJ 5200 Special Topics in Crime and Social Morality** 3 credits  
A special study of topics in the field of crime and social morality which are of interest to the criminal justice community and the student, in cooperation with a faculty mentor. This course may be taken more than once with different topics.
- MCJ 5210 Contemporary Organizational and Management Theories and Application** 3 credits  
A study of contemporary organization and management of criminal justice agencies which provides the student the opportunity to develop and test an evaluation plan of some aspect of an existing agency.
- MCJ5250 Criminal Justice Theory** 3 credits  
A study of classical and neo-classical theories of criminality and the interrelation with socio-economic, political, behavioral and medical issues.
- MCJ 6010 Seminar in Current Trends in Law Enforcement Issues and Problems** 3 credits  
This course examines topical areas of criminal justice by reviewing past and present problems. This course assists the practitioner in predicting future concerns and possible methods of effective control.
- MCJ 6011 Studies in Criminal Deviance** 3 credits  
A study of criminal behavior in contemporary investigation regarding "Serial Homicide" and related Sociological and Psychological behavior. Prerequisite: MCJ5200
- MCJ 6015 Psychological Patterns and Criminal Identification** 3 credits  
This course is designed to provide the sworn and civilian staff within the field of criminal justice a broad based understanding of forensic methods associated with the identification and labeling of specific maladaptive behavior. Psychological patterns of behavior and the range of classifications of that behavior, which fall within the categories within the DSM-III-R will also be examined. Prerequisites: MCJ5250, MCJ6041
- MCJ 6020 Seminar in Corrections Administration** 3 credits  
An examination of historical policies and procedures of corrections with emphasis on contemporary trends in corrections law, care, and custody. Prerequisite: MCJ5250
- MCJ 6030 Seminar in Law and Social Control** 3 credits  
An analysis of selected areas of law enforcement with an emphasis on specific issues related to increased diversity in society. Prerequisite: MCJ5250
- MCJ 6041 Psychological Disorders** 3 credits  
An analysis of the specific medical and psychological characteristics of the behavior and study of diagnostic and evaluation/treatment methods. Prerequisite: MCJ5250



- MCJ 6100 Seminar in Judicial Process and Current Trends in Criminal Law** 3 credits  
An examination of the American Legal System from a political science and human rights perspective regarding the court's role in criminal justice concerning hate crimes, racial, and ethnic issues. Prerequisite: MCJ5100
- MCJ 6110 Seminar in Community Corrections** 3 credits  
An examination of the development, organization, evaluation, and trends of community corrections systems as intermediate sanctions and an alternative to incarceration. Prerequisite: MCJ5250
- MCJ 6120 Seminar in Juvenile Justice** 3 credits  
An examination of the scope and extent of delinquency, the impact of younger delinquents charged as adults, and examination of theories and policies related to juvenile delinquency and crime. Prerequisite: MCJ5135
- MCJ 6201 Stress Management and Behavior** 3 credits  
A study of the factors leading to stress in members of the Criminal Justice Community, the effects and symptoms of stress, and management of stressed personnel.
- MCJ 6220 Independent Study** 3 credits  
Research and a thesis paper on a subject related to Criminal Justice in the field of Psychology, Sociology, Law, or Management under the guidance of a faculty mentor. Prerequisites: Permission of the Program Chair and MCJ5135
- MCJ 6303 Corrections Systems** 3 credits  
A study of the several corrections within the United States and their approaches to classification, care, and custody. Emphasis will be on methods of security, education of inmates, earned time, and elderly inmate issues. Prerequisite: MCJ5250
- MCJ 6305 The Budgeting Process** 3 credits  
A study of the budgeting process for Law Enforcement Agencies, the Courts, and Corrections, with a review of budgets of various agencies and the process used to develop them.
- MCJ 6306 Internship** 3 credits  
An internship is served with a Criminal Justice Agency approved by the Criminal Justice Graduate Committee in which the student works under the supervision of the agency and a faculty mentor in a capacity or activity in which the student has never before worked and subsequently provides documentation or a report of the nature and function of that service. Prerequisite: Approval of the Program Chair
- MCJ 6307 Forensic Psychology** 3 credits  
A course designed to introduce the student to the field of forensic psychology. Forensic psychology, as a field, is in a state of formulation and development. The coverage of this course will be broad and inclusive. Prerequisite: MCJ5250
- MCJ 6308 Hate Groups as an International Concern** 3 credits  
This course addresses "hate" related activity, criminal, and otherwise, that is of concern to not only the European Union, but other emerging political entities. The increasing activity on this front as evidenced by the mass media in Austria, France, Germany, Spain, Sweden, and the United Kingdom has implications that affect the criminal justice system in the United States.

- MCJ 6309 Ethics in the Criminal Justice System** **3 credits**  
This course is designed to address behaviors which are fundamental to the orderly operation of a criminal justice agency. Cultural and legal points of reference will be examined in an attempt to determine the best methods of resolving any conflicts between the two.
- MCJ 6350 Research Proposal for Thesis or Project in CJ** **3 credits**  
This is a gateway course for the final Thesis or Project. The student will develop a statement of the problem that will be researched and submit it for acceptance to the Graduate Committee. Under the mentoring of the course professor, the student will perform the necessary scholarly functions to produce his/her introduction and statistical analysis which will become the foundation for his/her Thesis or Project in MCJ 6450.
- MCJ 6450 Thesis or Project in Criminal Justice** **3 credits**  
A formal thesis or project which includes research and statistical applications. Topics require approval of the Criminal Justice Graduate Committee and supervision of a faculty mentor. The submission by the student is reviewed by the Graduate Committee and then defended by the student before this Committee. This course is taken during the student's final term.

## **STUDENT SERVICES**

The Student Services division offers programs which provide students with lifelong learning opportunities and services that enhance the collegiate experience. From the initial contact in the Office of Admissions to the continuing support network of the Alumni Association, Student Services furnishes encouragement and information to the students of International College.

The offices for Student Services and the College Administration have an "open-door" policy and staff available to help answer any questions. Appointments are not necessary, but are strongly recommended for student convenience.

## **THE OFFICE OF THE EXECUTIVE VICE PRESIDENT OF FINANCE & STUDENT SERVICES**

The Executive Vice President of Finance and Student Services works to gain and maintain good communications and working relationships among students, faculty, and administrators. Questions or concerns regarding student services or financial affairs should be brought to the attention of the Executive Vice President of Finance and Student Services.

## **THE OFFICE OF ADMISSIONS**

The Director of Admissions is responsible for enrollment and providing informational support to new IC students. The Director is assisted by Admissions Coordinators who have the responsibility of recruiting prospective students. They introduce new enrollments to International College and maintain contact with them throughout the process of admissions.

## **THE OFFICE OF FINANCIAL AID**

Financial Aid is available at International College to help the student meet educational expenses. Financial Aid offices are located on both campuses. Students at the learning sites meet with the Learning Site Coordinator to coordinate the financial aid process and establish the connection with the Financial Aid offices. The office administers and coordinates the financial aid program for students and provides financial aid counseling. Most forms of financial aid are based upon student financial need, college costs, and the availability of funds. The Director of Financial Aid and the Financial Aid Officers guide each student candidate through the application process and assist in the completion of the necessary forms.

## **STUDENT DEVELOPMENT**

Student Development is the branch of Student Services that sponsors programs and services in assisting students in adjusting to college, enhancing student life, and representing student concerns. More specifically, the services include orientation, student activities, student organizations, counseling, career guidance, placement assistance, scholarships, and enforcement of college regulations.

Student Development services offer opportunities for personal development within the offices of the Dean of Students, Counseling, and Career Development. The Dean of Students has administrative oversight of these three services. The Director of Counseling is the supervisor of the Career Development Offices in addition to serving as the college counselor.

## **THE OFFICES OF THE DEAN OF STUDENTS AND THE STUDENT DEVELOPMENT COORDINATOR**

The Dean of Students has administrative responsibility for the supervision of the Student Development programs and services concerning the enrichment of the collegiate experience at International College. Such services include the presentation of programs and activities that focus on the cultural, social, academic, and intellectual aspects of the College.

The Dean of Students coordinates the Student Development offices with assistance by the Student Development Coordinator. The Student Development Coordinator supervises student activities, working in cooperation with

the faculty and staff members as administrative advisors to the various clubs, organizations, and publications. The Dean of Students and Student Development Coordinator spend time at both campuses and learning sites to serve the student body. Appointments are not necessary, but can be helpful. The toll-free telephone numbers listed in the Bulletin and email are available for easy connection with the Dean of Students or Student Development Coordinator for all students at the campuses, learning sites or online.

#### **THE OFFICE OF COUNSELING**

The Director of Counseling provides counseling services to address the variety of concerns of the International College student. Students may receive assistance with problems that interfere with academic progress such as daily living, adjustment to college life, time management, or relationship issues through individual or group counseling.

Counseling services include but are not limited to:

- 1 Individual and confidential counseling for students who can benefit from short term problem solving;
- 2 Referral resources available in the community and through private and public service agencies;
- 3 Crisis intervention;
- 4 Drug education and referral services, and
- 5 Educational seminars and workshops.

The Counseling services are available to all matriculated International College students. There are Counseling offices at the Naples and Fort Myers campuses with an open door policy; however, it is best to schedule an appointment with the Director of Counseling. The Director of Counseling may be contacted directly by the students. Students are encouraged to leave a voice message for the Counselor. Students may use the toll-free telephone numbers for access.

#### **DISABILITY SUPPORT SERVICES**

Recognizing its commitment to providing equal access and equal opportunity, the College provides disability support services which assist individuals with special needs in accessing and making use of campus services and facilities. Disabled students are encouraged to contact the ADA Coordinator to make arrangements for any needed assistance, to receive an orientation to the campus, and to discuss the support they will need to complete their academic program. The Office of Counseling also helps individuals to integrate into the campus community. Anyone requiring special accommodations in order to participate in campus events should contact the ADA Coordinator four weeks prior to scheduled activities.

#### **THE OFFICE OF CAREER DEVELOPMENT**

The Office of Career Development provides a wide range of services to students and graduates. The staff offer both one-on-one and group advisement on topics such as career decision-making, career assessment, resume and cover letter preparation, interviewing skills and techniques, and job search strategies. Job placement assistance is also available in that the office maintains information on current full-time and part-time employment opportunities and serves as a resource for both employers and job seekers. Outreach services include participation in local career fairs, presentations in classes, and meetings with prospective employers. Office hours of staff are posted at each campus. While students are seen on a walk-in basis, appointments are strongly encouraged. Services provided by the Office of Career Development are available free of charge to all registered students and graduates.

#### **PROGRAMS AND SERVICES**

##### **Orientation**

Prior to attending classes, new students, as well as those returning to the College after one year or more of nonattendance, are required to participate in an orientation program. This program is designed to acquaint students with the policies of the College and includes instructional sessions required to participate in graduate

courses.

#### **Publications**

All official publications of International College are available for student input; the College reserves the right to edit and publish only information consistent with the mission and standards of the institution. Students should submit ideas, articles, and news to the administrator responsible for the respective publication. Any other publications or papers should be submitted to the Dean of Students for approval prior to campus distribution.

#### **Student Activities**

The Dean of Students and Student Development Coordinator are responsible for student activities, organizations, and services, and administers all extracurricular activities. All student social events and organized extracurricular activities are designed to encompass student interests and to enhance the philosophy and objectives of International College. Events must be sponsored by recognized student organizations with approval and support of the appropriate faculty advisor and the Dean of Students. All fund-raisers and sales by vendors must be authorized by the Dean of Students. College guidelines for registering, scheduling, advertising, and conducting all such activities and events are to be followed.

The College reserves the right to cancel an activity or event when there are reasonable grounds to believe that the activity or event will be detrimental to College operation or will endanger persons or property.

Activities are usually subsidized by the College through the Dean of Student's budget; therefore, most activities are free or inexpensive. Activities are publicized by articles in the student newsletter, *The PANTHER PRESS*, the student services newsletter, *The Messenger*, or by flyers posted on the many bulletin boards around the campuses.

### **STUDENT CLUBS AND ORGANIZATIONS**

Belonging to an organization or club introduces the International College student to new friends and enriches the college experience. Extracurricular activities foster leadership development, improve people skills, and encourage involvement--characteristics employers look for and qualities that last a lifetime! The student activities programs exist for the enjoyment and benefit of all students.

#### *The Alumni Association*

Membership in the Alumni Association is open to all graduates of International College. The Alumni Association serves the needs of the graduates by providing contact with friends and connections made at the College. The Alumni Association helps pool resources, broadens the professional network and supports currently enrolled students, in addition to supporting the College. Activities are offered and the newsletter, *The Torch*, reports on the accomplishments, professional advancements, and news of the Alumni. Contact for the Alumni Association is the Office of Institutional Advancement.

#### *The Entrepreneurial Club*

The Entrepreneurial Club's purpose is to gather for the exchange of ideas beneficial to promoting business growth. The Entrepreneurial Club meets each term by announcement.

#### *The International College Ambassadors*

The IC Ambassadors organization is open to the entire student body, and its purpose is to foster fellowship among students, develop leadership skills, participate in community service, and to represent the student body. The IC Ambassadors also assist Student Development in organizing and sponsoring social activities and programs for students and their families. Students should contact the Student Development Coordinator for details.

#### *The Multicultural Committee*

The Multicultural Committee is designed to cultivate appreciation and respect for personal and cultural

differences among all members of the College community. Open to all students, its purpose is to enhance multicultural recognition

and to provide activities that will ensure a positive vision for the future through education, recognition, support of student organizations, and celebration of diversity. Students interested in participating with the Multicultural Committee are asked to contact the Director of Counseling.

#### **The IC Sports Club**

The IC Sports Club is a student organization open to all alumni, students, staff, faculty, and persons affiliated with International College who enjoy participating in various sporting events. The goal of the IC Sports Club is to provide opportunities for better health through sporting activities, to inspire communication between individuals in the College community, and to increase awareness of athletic abilities and potential.

#### **Policy for Forming Clubs**

Students enrolled at the College are free to organize and are encouraged to join associations which promote their common interests, so long as the following guidelines apply:

1. The purposes, principles, and policies of the organization are to be consistent with the general philosophies and principles of International College.
2. Membership in the organization is open to all currently enrolled college students in good standing without regard to age, color, gender, sexual orientation, religion, creed, national origin, political opinions or affiliations, disabled veteran status, disability, or age as provided by law and in accordance with the College's respect for personal dignity. The exception is for those particular groups which are selective on the basis of scholarship, such as an honorary society.
3. Statements of the purpose, criteria for membership, rules or procedures, and a current list of officers are to be filed with the Dean of Students.
4. The policies and actions of the organization are determined only by those individuals who hold bona fide membership in the organization.
5. A faculty sponsor has been appointed by proper authority (the Dean of Students or College Administration).
6. The President of the College has approved the written request of the association for recognition.
7. The organization is in compliance with the general and specific policies enumerated herein.

#### **Club Conduct and Responsibilities**

Activities must conform with the stated purpose of the club or organization, may not cause a disturbance, and may not interfere with the regular operation of the College. Club meetings may not be held during class instruction hours. The President of the College reserves the right to disband any student club or organization that violates the rules and regulations of the College as set forth in official publications.

#### **Anti-Hazing Statement**

International College does not allow any student, faculty, staff, or alumni to engage in any activity that may be construed as hazing on or off campus. Hazing is any action taken or situation created that produces mental, emotional, or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include, but are not limited to, paddling in any form, creation of excessive fatigue, physical and psychological shocks, treasure hunts, scavenger hunts, road trips, wearing apparel that is conspicuous and not normally in good taste, engaging in public stunts, morally degrading or humiliating games and activities that can call undue attention to a difference in status between initiated and non-initiated members (running errands, carrying food or trays,

etc.), and late work sessions which interfere with scholastic activities, regulations, and policies of International College.

Violations by individuals or student groups constitute grounds for disciplinary action. The policy on hazing applies to all campus organizations.

#### **Eligibility and Officers**

A student must maintain a 3.0 cumulative grade point average to be considered in "good standing" or eligible to participate in the clubs and organizations, or to serve as an officer of a student organization.

#### **Active - Inactive Status**

The clubs and organizations of International College are reliant upon the participation of the students. At times a club or organization may become inactive due to lack of student involvement or support. In order for a club to receive financial support through Student Development, the rules for club formation should be in place and the club should demonstrate active status through documented student membership and activity.

#### **Web Site Policy for Organizations**

All information for the IC College website relating to clubs and organizations must be approved prior to inclusion on the College website. Student leaders should submit information to the appropriate faculty advisor for consideration, and the faculty advisors will then contact the Dean of Students. The information is then forward by the Dean to the Director of Information Technology to post to the web. The Director of Information Technology will only upload information relating to clubs and organizations as submitted by the Student Development Coordinator or the Dean of Students.

#### **Fund-Raisers**

All fund-raising projects for activities and organizations must have prior approval by, and be coordinated with, the Office of the Dean of Students. In addition, these must be services or product-oriented. Clubs and organizations are not permitted to solicit off-campus funding without prior approval.

#### **Social Event Areas**

In regard to facility use, social events in all areas, on campus or at a host site, must receive approval from the Executive Vice President of Finance and Student Services. Social events with alcohol will be allowed in appropriately enclosed areas with permission from the Executive Vice President of Finance and Student Services.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

Acceptance to the College and matriculation entitles each student to the rights and privileges of membership in the International College community. As in other communities, students must assume the responsibilities and obligations accompanying these privileges. The responsibility for maintaining appropriate standards of conduct and observing all

College regulations and policies rests solely with the student.

Each student is held responsible for behaving in a manner consistent with the best interest of the College and of the student body. In order to protect the rights and privileges of all students, there are student behavior standards which are intended to facilitate the desired environment and educational goals of the College and its students.

It is important

that each student become familiar with the responsibilities and the rights afforded students by the College.

The College reserves the right to suspend or dismiss from the College any student at any time for misconduct or when such action is deemed to be in the best interest of the student or the student body of the College.

### **THE STUDENT ROLE IN INSTITUTIONAL DECISION MAKING**

International College is aware that our greatest resource is our students, and the Administration is committed to attending to the student welfare. Institutional decision making involves an appreciation of the total academic community. The student plays an important role in decision making through participation in the clubs and organizations. As deemed appropriate by the College administration, students may be invited to join institutional committees. Each student is encouraged to bring concerns, issues, and ideas to the attention of the Administration through the Dean of Students.

#### **Students Suggestions and Complaints**

An institutional suggestion or complaint form is located in the lobbies and bookstores of the College. Students may complete the form which will be forwarded to the Assistant to the President who in turn will direct the suggestion or complaint to the appropriate Administrator for review. The forms must be signed with a legible signature for a response. International College will give appropriate consideration to all suggestions; however, any compliance with suggestions or complaints is not guaranteed. The IRC has a suggestion box for comments relative to the library.

#### **STUDENT BEHAVIOR STANDARDS**

International College has established the following behavior standards to develop student awareness and responsibility to the College community and the institution. Behavior, for which a student is subject to discipline, or dismissal from a class, an internship, or the College, falls into these categories:

1. Any act of dishonesty toward the College, including (but not limited to) cheating, plagiarism, misuse of College documents or records, forging or knowingly furnishing false information to the College.
2. Obstruction of or disruption to, including (but not limited to) teaching, research, administration, disciplinary procedures, or any scheduled College activity.
3. Damage to or theft of College property, or property of a member of the College community while located on College property.
4. Unauthorized entry or access to College equipment, facilities, supplies, or records.
5. Abuse of any person on College property or conduct which endangers the health of any person.
6. Unlawful possession, use or distribution of any controlled substance as defined by law on College property.
7. Disorderly, lewd, indecent or obscene conduct on College property or at College events.
8. Failure or refusal to comply with lawful directions of College officials acting in the performance of their duties.
9. Failure or refusal to comply with the internship policies and procedures established for each program. If a student's behavior results in an internship being terminated, the student will not be assigned to another internship, which may result in the student not being able to graduate.
10. Failure or refusal to comply with the College policy that no person will be permitted on campus while intoxicated and no consumption of alcoholic beverages will be permitted during classes.
11. Violation of any College policy or regulation.

#### **STUDENT DISCIPLINARY PROCEDURES**

Students in violation of the Student Behavior Standards are subject to disciplinary action. An interim



administrative suspension may be imposed without hearing pending final disposition of a disciplinary action for such violations. A formal suspension, probation, or dismissal may be imposed after formal proceedings as follows:

1. The student has been served written notice of the violation. Service may be in person or by sending the notice U.S. regular mail to the address provided on the last registration form signed by the student.
2. The student, upon the student's request, is provided inspection and/or review of the evidence of the violation.
3. The evidence of the violation is reviewed by the disciplinary hearing officer.
4. Within 7 days of the notice of violation, a student may request a hearing before the Hearing Officer. A hearing shall be held within seven days of the request, in which the evidence of the violation is presented, and the student is afforded an opportunity to examine the evidence of the violation and present any defense or extenuating or mitigating circumstances.
5. A written finding is provided to the student, the President, and Executive Vice Presidents within seven days of the hearing. The written finding will contain a summary of the facts upon which the disciplinary decision is made and the terms and conditions of the disciplinary action.

A suspension or probation will state the duration and terms of the suspension or probation, and conditions of termination of the suspension or probation. A dismissal is final and prohibits re-entry into the College.

The disciplinary hearing officer will be either the Dean of Students or an ad hoc committee appointed by the Dean of Students. The composition of a disciplinary committee will be in the sole discretion of the Dean of Students.

A student may appeal the decision of the Disciplinary Hearing Officer or the Disciplinary Committee, if one is used, to the President of the College. The President will have final authority over the matter.

## **GRIEVANCE POLICY**

### **PURPOSE**

The primary objective of a student grievance procedure is to ensure that concerns are promptly dealt with and resolution reached in a fair manner. It is essential that each student be given adequate opportunity to bring complaints and problems to the attention of the college administration with the assurance that each will be given fair treatment. The student grievance procedures of International College are designed to provide effective means for resolving legitimate issues that are subject to the grievance process.

### **GRIEVANCE DEFINITION**

A grievance is defined as dissatisfaction occurring when a student feels or thinks that any condition affecting him/her

is unfair, or creates unnecessary hardship. Failing grades due to documented plagiarism are not grievable.

### **THE INFORMAL GRIEVANCE PROCEDURE**

The initial phase of the student grievance procedure is oral discussion between the student and the College instructor, administrator, or staff member alleged to have caused the grievance in order to communicate and resolve the problem. The meeting should be held as soon as the student first becomes aware of the problem. If the student has good cause

not to meet with the person(s) alleged to have caused the grievance, or considers the response to the grievance to be unsatisfactory causing the grievance to still exist, then the student should consult with the person's supervisor to attempt to resolve the problem. Should the matter remain unresolved to the satisfaction of the student, then the student may file a formal grievance.

**THE FORMAL GRIEVANCE PROCEDURE**

To file a formal grievance, the student should obtain a grievance form from the office of the Dean of Students and file it with the Dean of Students.

The Dean of Students will serve a copy of the Grievance Form to any and all parties which the student has included in the grievance and the Hearing Officer.

The Hearing Officer will be the Executive Vice President of Academic Affairs for all academic grievances, or the Executive Vice President of Finance and Student Services for non-academic grievances.

Within seven days of service of the grievance the accused parties will submit in writing their explanation, if any, to the Hearing Officer.

Upon request, the parties will submit for inspection and/or review any evidence relevant to the grievance which the parties have knowledge of to any other party to the action.

Within 14 days of the filing of the Formal Grievance the Hearing Officer will have a preliminary hearing to determine if there is probable cause to proceed with the grievance and attempt to resolve the matter.

If the Hearing Officer determines that there is not probable cause to support the grievance then the Hearing Officer will dismiss the grievance in writing stating the reasons for that finding. Such decision may be appealed to the President who will have final authority on that issue.

If the Hearing Officer finds there is probable cause to support the grievance and the matter remains unresolved then the matter will proceed to the Grievance Committee, which is ad hoc.

If the matter is Academic in nature, the Committee will consist of three Faculty Members, one Student, and a Chair selected from the Administration of the College. The Chair will have a vote. The minimal participation in a Grievance Committee meeting is one Faculty, one Student, and the Chair.

If the matter is non-academic in nature, the Committee will consist of three Administrators, one Student, and a Chair selected from the Faculty. The Chair will have a vote. The minimum participation in a Grievance Committee meeting will be one Administrator, one Student, and the Chair.

Within 14 days the Grievance Committee will convene a hearing to determine the resolution of the grievance.

**STUDENT GRIEVANCE COMMITTEE PROCEDURE**

The Grievance Committee will hear the matter and resolve the dispute subject to the following:

1. The Student will present all relevant evidence to the Committee, subject to examination by the other parties and/or the Committee.
2. The other parties will present all relevant evidence to the Committee, subject to examination by the Student and/or the Committee.
3. Other persons may be allowed to present evidence in the sole discretion of the Committee Chair.
4. The Committee will make a written finding within seven days of the hearing which will contain the decision of the Committee and findings of fact that support the decision. This written finding will be filed with the Dean of Students. The Dean of Students will serve a copy on all parties, the Executive Vice Presidents, and

the President.

#### **APPEALS**

Either party may appeal the decision, within seven days after the written decision of the Grievance Committee, to the President who will have the final authority over the matter.

#### **HEALTH, SAFETY AND SECURITY POLICIES AND PROCEDURES**

The policy of International College is to provide its students, faculty, staff, and guests, a secure, safe and healthy environment in order to enhance the delivery of educational services and otherwise comply with the letter and spirit of its Mission Statement.

#### **AIDS POLICY AND INFORMATION**

International College is committed to non-discrimination, fairness and concern for the health and well-being of all in our community. Educational programs are offered each year throughout the community and printed material on the AIDS and related information can be obtained in the Information Resource Center.

The AIDS hotlines for Southwest Florida are as follows:

National HIV/AIDS/STD Hotline 1-800-342-AIDS

State of Florida AIDS Hotline 1-800-352-2437 (1-800-FLA-AIDS)

#### **SMOKING POLICY**

The College discourages smoking as both a health risk and a fire hazard, and recognizes the health hazards to others of second-hand smoke. Smoking is not allowed in the college buildings. Smoking is only permitted outdoors in designated areas and students who smoke are expected to exercise good judgment and consideration for others.

#### **DRUG AND ALCOHOL POLICIES**

International College recognizes that adults will make their own decisions regarding their personal use of alcohol and other drugs. International College also recognizes that alcohol and other drug abuse by members of the academic community jeopardize the safety of the individual and is an impediment to the learning process. Therefore, International College is committed to having a campus that is free of the illegal or abusive use of drugs and alcohol. This policy is set forth to meet the College's responsibilities as stated in the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226.

#### **College Policy and Federal/State Law Concerning Alcohol and Drugs**

Federal and State laws concerning alcohol and drugs are outlined in the *Substance Abuse Awareness Guide*, distributed through the Office of Student Development as part of the Orientation. The consumption or possession of alcoholic liquor, beer or wine is allowed by students 21 years old or older in designated areas on College property, or on host property, in accordance with the Social Policy. The consumption or possession of alcoholic liquor, beer or wine by students on International College property other than as provided above is prohibited.

#### **Health Risks and Legal Sanctions**

Health risks, legal sanctions for southwest Florida, and Federal Trafficking Penalties are detailed in the *Substance Abuse Awareness Guide*.

#### **Counseling and Treatment for Alcohol and Drug Abuse**

The *Substance Abuse Awareness Guide* lists referral sources for the community, as well as national hotline numbers. The Director of Counseling is available for consultation and will aid students in other references. The College holds seminars throughout the academic year to increase awareness of the problems associated with substance abuse.

#### **FIREARMS AND WEAPONS - POSSESSION AND USE POLICY**

The possession of weapons by any student is not permitted on campus or during any event sponsored by the College, whether the person has a permit from an appropriate authority or not. Any person carrying a weapon on campus or at a College event will be deemed to have committed a serious breach of security. Breach of security is the engagement in conduct which is in violation of any of the policies set forth in the manuals of the institution.

Law enforcement officers who attend International College while on duty are required by law to be armed. They must have their weapons strapped on and buckled down, and they must have their identification badges visible. The law enforcement officers, whether in street clothes or in uniform, will adhere to this policy. Officers who are not on duty should not have their weapons in the classrooms.

With all consideration for student safety, the exception of the firearms and weapons policy for the on-duty law enforcement officers is considered appropriate by the institution.

#### **FIRE DRILL OR FIRE ALARMS**

In the event that a fire alarm does sound during any class period, the faculty member will immediately and calmly lead his or her students to the nearest exit from the building as depicted on the emergency plan posted throughout the building. When you hear the fire alarm:

- \* Quickly but calmly follow your instructor to the nearest exit.
- \* Use the stairs to evacuate.
- \* Close the doors as you exit to slow the spread of fire.

Setting a fire or attempting to do so, setting off a false alarm or discharging or misusing fire fighting or safety equipment endangers the safety of others and cannot be tolerated. The unauthorized use of fire fighting or safety equipment will result in severe disciplinary action. Behavior that results in an endangerment to the safety of others will result in swift and severe action.

#### **THEFT AND LIABILITY**

The College is not responsible for the loss or theft of or damage to the personal property of students. If something is stolen at International College, please report this occurrence immediately to the campus director.

#### **COMPUTER NETWORK POLICY**

International College provides Network/Communications equipment to faculty, staff, students and alumni expressly for the purpose of conducting College business in support of the mission and goals of the College. This includes, but is not limited to, computers, network access, and telephones.

The International College Information Technology Network/Communications Policies constitutes the College-wide network policy intended to allow for the proper use of all International College Network/Communications resources, effective protection of individual users, equitable access, and proper management of those resources. This policy applies to both internal and external access to International College Network/Communications resources.

Access to Network/Communications resources owned or operated by International College imposes certain responsibilities and obligations and is granted subject to these College policies and local, state and federal laws. Appropriate use should always be legal, ethical, reflect academic honesty, reflect College standards and show restraint in the consumption of shared resources. It should demonstrate respect for intellectual property; ownership of data; system security mechanisms and individual rights to privacy and freedom from intimidation, harassment and unwarranted annoyance. Appropriate use of Network/Communications resources includes instruction, independent study; authorized research; independent research- communications; and official work of the offices, units, recognized student and campus organizations and agencies of the College.

Reasonable and judicious use should be made of all Network/Communications resources. Frivolous, unnecessarily large or lengthy transmissions should be avoided. Game playing, Interactive Relay Chatting, and Instant Messaging are prohibited on College access to the network. In addition, downloading of audio files (i.e. MP3's), use of List Serves and Newsgroups that are not directly related to College business is prohibited. Personal use should be limited to what is necessary and reasonable and should not interfere with College operations.

Rules of conduct of the College related to any form of harassment apply to the use of Network/Communications resources. Abusive behaviors are not permitted. Abusive behaviors include the utilization of computers to harass others in some way; for instance, sending computer mail that is abusive, obscene, threatening or a nuisance. Obscene, vulgar, or derogatory output prominently displayed on a public workstation or printed and left out in public areas is prohibited. No member of International College (staff, faculty, student or guest) is permitted to use the College Network/Communications resources to view, save, print, send or any function involving lewd, pornographic, obscene or vulgar material of any kind. Complaints of behavior that appears to constitute misuse of computing facilities will result in an investigation by College officials, and appropriate action will be initiated.

These policies may be modified at any time by the College. Users should review College policies on a regular basis.

**Comment:**

**Authorized Use:** Authorized use of International College owned or operated Network/Communications resources refers to all use that is consistent with the education, research, and service mission of this College and consistent with these policies.

**Authorized Users:** Authorized users are (1) current faculty, staff and students of International College; (2) others whose access furthers the mission of the College and whose usage does not interfere with other users' access to resources. Note- it is expected that resources provided by International College will be used for College business but with the understanding that some personal use may take place if done so in a reasonable and judicious manner.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.

Please refer to the International College Information Technology Network/Communications Policies for a complete description of all International College Network related policies (these policies are subject to review and revision).

**International College Student Laptop Policy:**

This policy is intended to protect IC from any access issues and to ensure that student laptop usage does not interfere with the mission of the IC network or the institution. Further, it ensures that students receive timely and adequate information in order to access the IC network using their own computer laptop. All policies listed apply both to the use of laptops on the college network on or off campus.

1. International College is not responsible for student equipment or its damage when or if attached to any portion of the College backbone or network.
2. It is the responsibility of the IT department to provide the student with information about the type of compatible network card. No other assistance with student's personal equipment is permitted.
3. Laptop network cards must be configured for the College network by IT staff. An appointment must be made in advance with IT staff at a mutually acceptable time.
4. Although using their own equipment, students, while on campus, must adhere to other College policies and

regulations regarding Internet usage such as the International College Internet Usage Policy.

5. Students should provide their own network cable.
6. Determination of what the student will have access to and where is determined by the Director of Information Technology.

Whether connecting to the network or for general use, student laptop usage may be confined to certain locations.

**International College Computer Lab Policies:**

1. Computers may be used on a first come, first serve basis.
2. One person per computer.
3. One hour Max when others are waiting.
4. Please work quietly.
5. Always sign into the Lab.
6. No eating or drinking in the Lab.
7. Please clean up after yourself.
8. Children are not permitted in the Lab.
9. Please do not download anything from the Internet on to the Lab or Classroom Computers.
10. Do not load software of any kind on Lab or Classroom Computers. Please do not move any computer equipment for any reason.
11. Please do not add or delete any icons to the desktop.
12. All diskettes must be scanned prior to use.
13. Put cell phones on vibrate and leave the lab to talk.
14. Tutoring sessions are to be held in the Library Study Rooms, not in the Computer Lab.
15. When the Computer Lab is full, current students take priority over Alumni.

**International College Computer Classroom Policies:**

1. Students are not to be in computer classrooms unattended.
2. Computer Classrooms are to be locked when not in use.
3. No food or drinks are allowed.
4. If you require service (non-emergency) on a computer, fill out a Service Request Form located on the bulletin board in the computer classroom; once completed, deliver the form to the Network room at your campus.
5. If you have a computer emergency in a computer classroom during an evening or weekend class, call the Computer Systems Network Manager for your campus via cell phone. If they cannot be reached, call the Director of IT via cell phone. If you have a computer emergency in a computer classroom during a day class, call the lab manager at your respective campus. If a lab manager cannot be reached call the Network administrator for that campus. In the unlikely event that both the lab manager and network administrator are unavailable, contact the Director of IT by cell phone. All IT staff contact information is available at the reception desks on both campuses or on the International College website.
6. While in the computer classroom, teachers should make the students aware that they should be using the technology in the classroom only as it directly relates to the material being discussed.
7. If paper or toner is needed in the computer classroom, fill out a Service Request Form located on the bulletin board in the computer classroom; once completed, deliver the form to the Network room at your campus.

**INTERNATIONAL COLLEGE**  
**A Florida Non-Profit, Tax Exempt Organization,**  
**A Postsecondary Educational Institution**

**BOARD OF TRUSTEES**

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<i>Secretary</i>	<b>Michael J. Prioletti, First Vice President, Robert W. Baird &amp; Co., Inc.</b>
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<b>Claude Haynes</b>	<b>Marjorie Rubacky</b>
<b>J.R. Humphrey</b>	<b>Julie Schmelzle</b>

Kenneth O. Johnson

John Wiseman

**INSTITUTIONAL ADMINISTRATORS**

President ..... Terry P. McMahan  
Executive Vice President of Academic Affairs and Secretary ..... Jeanette Brock  
Executive Vice President of Finance and Student Services and Treasurer ..... John W. White  
Vice President of Information Resources and Services ..... Melody Hainsworth  
Vice President of Institutional Advancement ..... Louis Traina  
Dean of Students ..... Ron Bowman  
Dean - School of Business. .... Frederick Nerone

**INSTITUTIONAL STAFF**

Bursar ..... Marta Marruz  
Career Development Coordinator ..... Diane Christianson  
Career Development Placement Officer ..... Gary Desbiens  
Director of Admissions ..... Rita Lampus  
Director of Counseling and Career Development ..... Micki Erickson  
Director of Financial Aid ..... Joseph Gilchrist  
Director of Information Technology ..... Darlene Wilson  
Director of Institutional Effectiveness ..... Alfred Cenedella  
Director of Student Records ..... Carol Morrison  
Registrar ..... Lydia Porter  
Student Development Coordinator ..... Marcia Brooks

**GRADUATE ACADEMIC PROGRAM ADMINISTRATORS**

Acting MBA\MPA Program Director ..... Frederick Nerone  
MBA\MPA Program Administrator ..... Susan Casey  
Criminal Justice Program Director ..... Joseph Kibitlewski  
MCJ Program Administrator ..... Wendy Gomez  
Computer Information Technology Program Director .....  
Michael Nelson  
Environmental Management Program Director ..... Kris Thoenke

**GRADUATE PROGRAM COMMITTEE**

Frederick Nerone (Chair)  
Donald Forrer  
Susan Casey  
James Hodge  
Gail Downham  
Michael Nelson  
Lydia Porter

Jeanette Brock  
Carol Morrison  
Karen Locklear  
Joseph Kibitlewski  
David Rice  
Wendy Gomez  
Kris Thoenke



**GRADUATE FACULTY**

Faculty members who serve the graduate student body are appointed by the President upon the recommendation of the Executive Vice President of Academic Affairs and the Graduate Program Committee. Faculty members must possess an earned doctorate in the field in which they are teaching or a related field. Selection to serve on the graduate faculty is based upon academic credentials, teaching experience, professional practitioner experience, and other scholarly achievements.

Adkins, James	J.D. B.A.	University of Wisconsin Lake Superior State College	MBA Program Part-Time
Breiden, Jack	J.D. B.A.	Nova University Florida Atlantic University	MCJ Program Part-Time
Britney, Kathryn	Ph.D. M.S. B. Comm.	University of Pennsylvania Purdue University Queens University	MBA Program Part-Time
Chancy, Melinda	Ph.D. M.B.A. B.S.	Walden University Nova University University of Florida	MBA Program MPA Program Full-Time
Cole, Don	Ed.D M.S. B.A.	Nova University Montclair State College Montclair State College	MCIT Program Full-Time
Conrick, Charles	D.B.A. M.B.A. B.A.	Argosy University Nova Southeastern University University of South Florida	MBA Program Full-Time
Dew, Katherine	Ph.D. M.B.A. B.A.	Walden University Babson College Colby College	MBA Program MPA Program Part-Time
Ferenz, Leonard	Ph.D. B.A.	Georgetown University Denver University	MBA Program MPA Program Full-Time
Forrer, Donald	D.B.A. M.S. B.A.	Nova Southeastern University Central Michigan University Capital University	MBA Program MPA Program Full-Time
Ginsberg, Kenneth	J.D. B.S.	Seton Hall Fairleigh Dickinson	MCJ Program Full-Time
Greene, Pat	Ph.D. M.S. B.S.	University of South Florida University of Oregon Tennessee Technical University	MCIT Program Part-Time

*International College*

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<b>Hainsworth, Melody</b>	<b>Ph.D. M.L.S. B.A.</b>	<b>Florida State University Dalhous University Simon Fraser University</b>	<b>MCJ Program Full-Time</b>
<b>Hewitt, Robert</b>	<b>Ph.D. M.P.S.</b>	<b>University of South Florida Long Island University/CW Post</b>	<b>MCJ Program Part-Time</b>
<b>Hodge, James</b>	<b>J.D. B.S.</b>	<b>University of Akron University of Akron</b>	<b>MCJ Program Full-Time</b>
<b>Jackreece, Telemate</b>	<b>Ph.D. M.P.A. B.P.A.</b>	<b>Mississippi State University Grambling State University Grambling State University</b>	<b>MPA Program Full-Time</b>
<b>Kemp, Scott</b>	<b>Ph.D M.A. B.A.</b>	<b>University of Denver University of Alabama Frostburg State University</b>	<b>MBA Program MPA Program Full-Time</b>
<b>Kibitlewski, Joseph</b>	<b>Ph.D. M.A. B.S.</b>	<b>Clark Atlantic University Mississippi State University University of Texas</b>	<b>MCJ Program Full-Time</b>
<b>Krzycki, Leonard</b>	<b>Ph.D. M.S. B.S.</b>	<b>Florida State University University of Nebraska University of Nebraska</b>	<b>MCJ Program Full-Time</b>
<b>Landau, Douglas</b>	<b>D.A. M.P.A. B.A.</b>	<b>Idaho State University New York University Ramapo College</b>	<b>MBA Program MPA Program Part-Time</b>
<b>Locklear, Karen</b>	<b>Ph.D. M.Ed. B.S.</b>	<b>Union Institute and University National Louis University Florida Metropolitan University</b>	<b>MCJ Program Full-Time</b>
<b>Mahmoud, Haytham</b>	<b>Ph.D. M.S. B.Sc.</b>	<b>University of Central Florida Florida Institute of Technology Alexandria University</b>	<b>MCIT Program Full-Time</b>
<b>Maxwell, Lynn</b>	<b>Ph.D. M.A. B.A.</b>	<b>University of Nebraska Kent State University Hiram College</b>	<b>MBA Program Part-Time</b>
<b>McDonnell, Michael</b>	<b>L.L.M. J.D. B.S.</b>	<b>Stetson University Stetson University United States Military Academy</b>	<b>MBA Program Part-Time</b>
<b>Mongiardini, Gene</b>	<b>Ed.D. M.B.A. B.S.</b>	<b>Temple University New York University New York University</b>	<b>MBA Program MPA Program Part-Time</b>
<b>Muddapu, Balaram</b>	<b>Ph.D.</b>	<b>Indian Institute of Technology</b>	<b>MCIT Program</b>

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	<b>M. Technology</b>	<b>Indian Institute of Technology</b>	<b>Full-Time</b>
	<b>M.A.</b>	<b>Allahabad University</b>	
<b>Nelson, Michael</b>	<b>Ph.D.</b>	<b>University of Central Florida</b>	<b>MCIT Program</b>
	<b>M.S.</b>	<b>Florida Institute of Technology</b>	<b>Full-Time</b>
	<b>B.S.</b>	<b>Southeast Missouri State University</b>	
<b>Nerone, Frederick</b>	<b>Ph.D.</b>	<b>Union Institute &amp; University</b>	<b>MBA Program</b>
	<b>M.A.</b>	<b>Central Michigan University</b>	<b>MPA Program</b>
	<b>B.S.</b>	<b>Wayne State University</b>	<b>Full-Time</b>
<b>Rawles, Warren</b>	<b>Ed.D.</b>	<b>New Orleans Baptist Seminary</b>	<b>MCJ Program</b>
	<b>M.Ed.</b>	<b>New Orleans Baptist Seminary</b>	<b>Full-Time</b>
	<b>GSED</b>	<b>New Orleans Baptist Seminary</b>	
<b>Russell, Harold</b>	<b>Ph.D.</b>	<b>Union Institute &amp; University</b>	<b>MBA Program</b>
	<b>M.S.</b>	<b>Long Island University</b>	<b>MPA Program</b>
	<b>M.S.</b>	<b>City University of New York</b>	<b>MCJ Program</b>
			<b>Full-Time</b>
<b>Schreiber, Pamela</b>	<b>Ed.D.</b>	<b>University of Georgia</b>	<b>MBA Program</b>
	<b>M.A.</b>	<b>Bowling Green State University</b>	<b>Part-Time</b>
	<b>B.A.</b>	<b>University of Wisconsin-Whitewater</b>	
<b>Spagna, Neno</b>	<b>D.P.A.</b>	<b>Nova University</b>	<b>MPA Program</b>
	<b>M.S.</b>	<b>University of Tennessee</b>	<b>Part-Time</b>
	<b>M.U.P.</b>	<b>University Del Valle</b>	
	<b>B.A.</b>	<b>University of Miami</b>	
<b>Thoemke, Kris</b>	<b>Ph.D.</b>	<b>University of South Florida</b>	<b>MEM Program</b>
	<b>B.S.</b>	<b>University of Maryland</b>	<b>Full-Time</b>
<b>Urban, William</b>	<b>Ph.D.</b>	<b>Purdue University</b>	<b>MBA Program</b>
	<b>M.S.</b>	<b>Purdue University</b>	<b>MPA Program</b>
	<b>B.A.</b>	<b>DePauw University</b>	<b>Part-Time</b>
<b>Watts, Thomas</b>	<b>Ph.D.</b>	<b>University of Alabama</b>	<b>MBA/MPA Program</b>
	<b>M.L.S.</b>	<b>University of Texas</b>	<b>MCIT Program</b>
	<b>B.A.</b>	<b>University of Miami</b>	<b>MCJ Program</b>
			<b>Full-Time</b>

**ACADEMIC CALENDAR**

**SUMMER TERM 2003**

May 14

May 21

May 26

July 4

July 7

August 26

Summer Term Begins

Last Date to Register

Memorial Day Holiday

Independence Day Holiday

Mini-term Begins

Summer Term Ends

**FALL TERM 2003**

September 10

September 17

November 3

November 27-28

December 23

December 24-January 1

Fall Term Begins

Last Date to Register

Mini-term Begins

Thanksgiving Holiday

Fall Term Ends

Winter Holiday

**WINTER TERM 2004**

January 2-14

January 15

January 19

January 22

March 9

April 9-11

April 28

Winter Break

Winter Terms Begins

Martin Luther King Holiday

Last Date to Register

Mini-term Begins

Spring Holiday

Winter Term Ends

**SUMMER TERM 2004**

May 13

May 20

May 31

July 6

August 25

Summer Term Begins

Last Date to Register

Memorial Day Holiday

Mini-term Begins

Summer Term Ends

**FALL TERM 2004**

September 9

September 16

November 2

November 25-26

December 21

December 22-January 1

Fall Term Begins

Last Date to Register

Mini-term Begins

Thanksgiving Holiday

Fall Term Ends

Winter Holiday

**TUITION AND FEES SCHEDULE**

**TUITION**

**Basic Tuition for all Credit Hour Courses . . . . . \$460.00 per credit hour**

**OTHER FEES AND CHARGES:**

**Application Fee (Non-Refundable) . . . . . \$50.00**

**Computer Laboratory Fee . . . . . \$50.00**

**Student Services Fees Payable Each Semester**

**Information Resource Center . . . . . \$75.00**

**Registration Fee . . . . . \$25.00**

**Student Service Fee . . . . . \$40.00**

**Technology Fee . . . . . \$50.00**

**Graduation Fee . . . . . \$150.00**

**Late Registration Fee . . . . . \$25.00**

**Withdrawal Fee: An administrative withdrawal fee of \$100.00 will be charged a student withdrawing from the College as described under the published College refund policy.**

**Books and supplies are sold as needed and are available in the College bookstore or may be purchased from other booksellers. There is no requirement to purchase books and supplies in the College bookstore.**