INTERNATIONAL COLLEGE

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TABLE OF CONTENTS

GENERAL INFORMATION
History of the College ............................................................................................................. 4
Accreditation, Licensure, and Recognitions ........................................................................ 4
Philosophy and Objectives of International College .............................................................. 5
Mission ................................................................................................................................ 5
Library .................................................................................................................................. 6
Information Technology Department .................................................................................... 6
Distance Education .................................................................................................................. 7
Financial Assistance Programs ............................................................................................... 7
The International College Scholarship Program ................................................................... 7
Student Accounts ................................................................................................................. 8
Reservations as to Programs and Charges ........................................................................... 10
Familiarity with College Regulations .................................................................................... 10
College Liability ..................................................................................................................... 10
Guests and Children on Campus ............................................................................................. 10
Pets ..................................................................................................................................... 10
Non-Discrimination Statement ............................................................................................. 10
Sexuality and Sexual Harassment And/or Assault ................................................................. 11
Student Records .................................................................................................................... 14
International Students .......................................................................................................... 15
Transient Students ............................................................................................................... 15
Insurance .............................................................................................................................. 15
Endorsement Policy .............................................................................................................. 15
Closing the College ............................................................................................................... 16
Class Audit Refresher Education (CARE) ............................................................................ 16

ACADEMIC POLICIES AND INFORMATION
The Office of Academic Affairs .............................................................................................. 17
Graduate Grading Policy ......................................................................................................... 17
Standards of Academic Progress ........................................................................................... 17
Academic Integrity .................................................................................................................. 18
Attendance Requirements ...................................................................................................... 18
Transfer Credits ....................................................................................................................... 18
Semester Hour of Credit .......................................................................................................... 18
Academic Load ....................................................................................................................... 19
Repetitions and Withdrawals ................................................................................................ 19
Mitigating Circumstances ....................................................................................................... 19
Transcript Information .......................................................................................................... 19
Faculty-Assisted Courses ...................................................................................................... 19
Multiple Degrees .................................................................................................................... 20
Graduation ............................................................................................................................. 20

ACADEMIC PROGRAMS
Master of Business Administration (MBA) ......................................................................... 21
MBA Admission Requirements ............................................................................................. 21
MBA Program of Study ......................................................................................................... 22
Master of Public Administration (MPA) ............................................................................... 27
MPA Program Admission Requirements .......................................................................... 27
MPA Program of Study ....................................................................................................... 28
Master of Information Systems Management (MIS) ............................................................ 31
International College

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, now located at 4501 Colonial Boulevard, Ft. Myers, Florida 33912 (telephone 239-482-0019), is easily accessible from I-75, the main highway artery between Naples and Ft. Myers. In addition to its own library, 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 at Manatee Technical Institute in Bradenton, at the University Centers of Edison Community College in Lee and Charlotte counties, and at Pasco-Hernando Community College in Pasco and Hernando Counties.

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 Citizenship and Immigration Services, Department of Homeland Security
- Florida Board of Accountancy
- Florida Bureau for Teacher Certification
- 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
* Effective Communication
* Initiative
* Leadership Ability
* 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.
LIBRARY

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

The Libraries at the Naples and Fort 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 Library catalog serves as a central access search tool for print and electronic resources, including eJournals, eBooks, electronic government documents, videos, DVD’s, and print materials. Catalog entries may include descriptive summaries and annotations, tables of contents, author notes, book reviews, topical headings, images of book covers, and actual excerpts from within the books (collectively ‘Content”), making it very convenient for the researcher to determine which title is appropriate. From the web-based catalog, circulating materials may be placed on hold and requested for delivery. Students at offsite learning sites or students taking courses online are supported through the Distance Education Librarian.

The Library is a member of the Federal Depository Library Program, being designated as America’s first born-digital depository library in February 2004. This service is further supported online by STAT-USA – GLOBUS & National Trade Data Bank, and STAT – USA – State of the Nation.

The Library website is the focal point for access to 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 Library subscribes to an extensive list of premier resources, both print and electronic, including over 9,000 eJournals through journal aggregators and publishers such as Thomas Gale, Lexis-Nexis, EBSCO Information Services, and ProQuest Information and Learning. In addition to general resources, the Library has purchased program specific web accessible databases such as those for business, management, and accounting students who have access to Hoover’s Company Records, Datamonitor Business Information Center, MarketResearch.com, Standard & Poor’s NetAdvantage and CCH Tax Research Network. Available for criminal justice students are Lexis.com, LoisLaw, Criminal Justice Abstracts, Criminal Justice Periodicals, and PsycArticles. Computer information programs are supported with ACM Digital Library, Computer Society digital Library (IEEE), Safari and Faulkner’s Advisory for IT Studies.

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 new technologies are offered through scheduled classes, pathfinders, online tutorials, drop-in sessions, personal appointments, or virtual reference sessions through Ask a Librarian.

INFORMATION TECHNOLOGY DEPARTMENT

The IT Department is dedicated to the development of technology and the practical application of knowledge in career programs, while providing technology based delivery systems conducive to learning. This includes both the best equipment and personnel. Therefore, software and hardware at the College are constantly being upgraded to provide the best and most current technologies for the student. Further, Lab Managers at each campus ensure that students receive the personal assistance with any computer application problems when they need it.

All students receive International College email accounts their first semester. College faculty and staff communicate with students using these accounts.
DISTANCE EDUCATION

Distance Education initiatives at the College are supervised by the Director of Distance Education who monitors the integration of online delivery methodology with the academic process. Selected courses and degree programs are offered online using the online service provider “Blackboard.” Students taking online courses are required to take the Blackboard tutorial before they begin their courses.

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 provides 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). A student is considered to have entered a class if he/she attends a classroom session or participates in an online assignment.

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 policies 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.

SEXUAL MISCONDUCT AND HARASSMENT

The following four sections relate to the International College policy and definitions of sexual misconduct and sexual harassment.

SEXUALITY, PRIVACY AND PERSONAL INTEGRITY

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.

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SEXUAL MISCONDUCT POLICY

International College, in compliance with the spirit of various federal and state laws (e.g., Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and other similar state and federal statutes or regulations), adopts the policy and fosters an environment where no individual may threaten the health, safety, and welfare of a member of the college community; or any person on college property; or at a college sponsored or college supervised activity, through the commission of a sexual assault, engaging in sexual harassment, discrimination, battery, and/or misconduct, including acquaintance rape.

DEFINITION: International College acknowledges acquaintance rape in its definition of sexual assault. Acquaintance rape is defined as forced, manipulated, or coerced sexual intercourse by a friend or acquaintance. It is an act of violence, aggression, and power, in which the victim, under protest or without consent, is forced to experience a sexual act through verbal coercion, threats, physical restraint, and/or physical violence.

Consideration and rights to be afforded to all campus community members regarding the type of sexual assault:

a. the right to have all sexual assaults against them treated with seriousness; and the right, as victims, to be treated with dignity
b. the right to have sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the
right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities

c. the right to be free from pressure that would suggest that the victim: (I) not report crimes committed against him/her to civil and criminal authorities or to the campus authorities; or (ii) report crimes as lesser offenses than the victim perceives them to be

d. the right to be free from suggestions that sexual assault victims not report, or underreport, crimes because (I) victims are somehow responsible for the commission of crimes against them; (ii) victims were contributorily negligent or assumed the risk of being assaulted; or (iii) by reporting crimes, they would incur unwanted personal publicity.

e. the right to the full and prompt, reasonable cooperation from campus personnel in responding to the incident

f. the right to have access to counseling services established by the college or other victim-service entities referred by the college

g. after campus sexual assaults have been reported, the victims of such crimes shall have the right to require that the campus personnel take the necessary steps or actions reasonably feasible to prevent unwanted contact with, or proximity to, alleged assailants

h. the right to be informed of disciplinary proceedings, as well as the outcome of such proceeding

i. The same right to assistance, or ability to have others present, that is afforded to the accused during any campus disciplinary proceedings.

Disciplinary action: In addition to any criminal or civil actions that may be pending or in process, the college reserves the right to pursue separate disciplinary action against any individual who violates any portion of this policy.

Education and information: International College provides educational and informational programs and materials regarding awareness of rape, acquaintance rape, and other sex offenses. This information is provided through scheduled and on-demand programs, by the Offices of Student Development and Counseling.

International College students are encouraged to report to the police (9-1-1) and a college administrator all occurrences of sexual assault, either violent assault or acquaintance (date) rape.

The College Counselor, Vice President of Student Development/Dean of Students, or Assistant Dean of Students are trained and willing to assist students who are victims of sexual assault.

If the victim then reports the crime to an administrator, the following procedure will prevail.

Third Party Reports: When there is a report of sexual assault, the person receiving the report whether a student, faculty member, or staff member is encouraged, in turn, to report the incident to a college administrator. If the person reporting the assault is a third party (not the victim), the administrator will do the following:

a. advise the reporter to counsel the victim to seek medical assistance

b. advise the reporter to encourage the victim to talk to the College Counselor, who may refer a counselor in an appropriate local Rape Center, or the Vice President of Student Development/Dean of Students and/or Assistant Dean of Students, or some other college administrator.

c. protect the confidentiality of the victim (if the name is known.)

Victim Reports: If a student who is a victim of sexual assault reports the matter to a college administrator or any other employee of the college, the administrator and/or employee will encourage the victim to seek immediate medical attention and assist the victim in appropriate methods and avenues to receive medical care. In reporting a sexual assault, the victim controls the process. The administrator and/or employee will encourage the victim to report the matter to the rape victim advocate in the state attorney’s office and to local police. The victim will be assured of college support including reasonable confidentiality, full cooperation with any police investigation, and counseling by the College Counselor, or appropriate assisted referral.
HARASSMENT STATEMENT

Harassment is defined as any conduct (words or act), whether intentional or unintentional or a product of the disregard for the safety, rights, or welfare of others, which causes physical, verbal, or emotional harm; or conduct, which intimidates, degrades, devalues, threatens, hazing, or otherwise interferes with another person’s rights to comfort and right to be free of a hostile environment. This includes, but is not limited to, loud or aggressive behavior; behavior that disrupts the orderly functioning of International College; disturbs the peace and/or comfort of person(s) on the college campus; creates an intimidating, hostile, or offensive environment. It also includes any conduct (words or acts) in which the College can determine a threat exists to the educational process or to the health or safety of a member of the International College community.

SEXUAL HARASSMENT POLICY

It is the intent of International College to protect all employees and students from sexual harassment. Sexual harassment is a violation of the Title VII of the Civil Rights Act of 1964. Sexual harassment undermines the integrity of the employment and academic environment, debilitates morale, and interferes with the effectiveness of employees and students. In accordance with the Equal Employment Opportunity Commission’s promulgated guidelines, unwelcome sexual advances, unwanted requests for favors of a sexual nature, and any other unwanted verbal or physical conduct of a sexual nature are considered sexual harassment if

- explicit or implicit submission to sexual overtones is made a term or condition of employment or academic program status
- employment or academic program status decisions are made on the basis of whether submission to or rejection of sexual overtones occurred
- a sexually intimidating, hostile, or offensive atmosphere unreasonably interferes with an individual’s work or academic program status performance

At International College, sexual harassment of or by employees or students includes:

1. unwelcome or unwanted sexual advances. This includes unwelcome physical contact or sexual advances considered unacceptable by another individual.
2. requests or demands for sexual favors. This includes subtle or blatant pressures or requests for any type of sexual favor, accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one’s employment or academic program status.
3. verbal abuse that is sex-oriented or considered unacceptable by another individual, as well as sexually derogatory comments. This includes commenting about an individual’s body or appearance when such comments go beyond mere courtesy, telling jokes that are clearly unwanted and considered offensive by others, or other tasteless sexually-oriented comments, innuendoes, or actions that offend others.
4. engaging in any type of sexually oriented conduct that would unreasonably interfere with another’s work or academic program status performance. This includes extending unwanted sexual attention to someone that reduces personal productivity or time available to work at assigned tasks.
5. creating a work or academic program status environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually-oriented conversations, suggestions, requests, demands, physical contact, or attentions.

International College will not tolerate sexual harassment. Sexual harassment is an insidious practice. It demeans individuals being treated in such a manner, and creates unacceptable stress for the entire organization. Persons harassing others will be dealt with swiftly and vigorously.

Normal, non-coercive interaction that is acceptable to both parties is not considered to be sexual harassment.
All allegations of sexual harassment of or by an employee, client, or vendor will be promptly and thoroughly investigated by the Office of Student Development and should be reported promptly to the Vice President of Student Development/Dean of Students or campus directors.

At International College, sexual harassment by employees of students is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when

1. submission to such conduct is made to appear to be a term or condition of enrollment, attendance, or participation in a class
2. submission to or rejection of such conduct affects academic decisions
3. such conduct has the purpose or effect of unreasonably interfering with a student’s academic performance, or creating an intimidating, hostile, or offensive academic environment
4. unwelcome physical contact, including but not limited to patting, pinching, or touching
5. offensive or demanding sexual remarks, jokes, or gestures

Students aggrieved by a violation of this policy may file a grievance under the Student Grievance Policy (listed in the Student Handbook on pages 42-43) and should report the conduct to the Vice President of Student Development/Dean of Students or other administrator. All reports of sexual harassment will be thoroughly investigated by the Vice President of Student Development/Dean of Students.

Any individual who violates any portion of this policy will be subject to disciplinary action, up to and including discharge.

At International College, romantic and sexual relationships between a faculty member and a student are subject to the prohibition against sexual harassment.

Romantic or sexual relationships between a faculty member and a student then enrolled in the faculty member’s class (including supervised student activities for which academic credit is given) may appear to be coercive, and are prohibited. Even when no coercion is present, such relationships create an appearance of impropriety and favoritism, which can impair the academic experience of all students in that class. It is, therefore, improper conduct and prohibited for a faculty member to engage in a romantic or sexual relationship with a student then enrolled in the faculty member’s class.

STALKING

Any individual who willfully, knowingly, maliciously, or repeatedly follows; harasses; attempts to contact or communicate (written, verbal or electronic); and makes a credible threat placing the individual in reasonable fear of death or bodily harm may be in violation of International College’s stalking policy. Such conduct is prohibited. Stalking causes substantial emotional distress in individuals and serves no legitimate purpose. Course of conduct means a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose.

ABUSE/PHYSICAL ASSAULT

International College has expectations of the student body to resolve differences in a mature and respectful manner. Physical abuse, verbal abuse, threats, intimidations, coercion, and/or other conduct that threatens or endangers the health, safety, and/or welfare of any other member of the college community on or off campus is prohibited.

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 international students apply for admission in a program approved by U.S. Citizenship and Immigration Services (USCIS), 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 international students enrolling in any program, and a TOEFL iBT (Internet-Based Test) score of 61, a CBT (Computer-Based Test) score of 173, a PBT (Paper-Based Test) score of 500, or its equivalent as determined by the Director of the Intensive English Center, 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 (Certificate of Eligibility for Non-immigrant (F-1) Student Status for Academic and Language Students), issued in SEVIS, 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 $50 is required for international applicants. With the above exceptions, the conditions for admission of international students are identical to those for United States citizens.

TRANSIENT STUDENTS

Students in good academic standing and enrolled in graduate programs at other post secondary institutions may enroll at International College for specific course work. The regulations of the primary college will apply and verification of credit acceptance must be obtained prior to enrollment. Transient students must provide a statement of good standing from their primary institution along with a letter granting permission to enroll in certain courses which must be approved by the appropriate Graduate Program Director.

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.
ACADEMIC POLICIES AND INFORMATION

THE OFFICE OF ACADEMIC AFFAIRS

The Office of Academic Affairs is responsible for the general oversight of all academic programs including registration activities. The Executive Vice President of Academic Affairs oversees the academic programs and faculty, and the Vice President of Student Records Management oversees class schedules and registration policies and procedures.

GRADUATE GRADING POLICY

Academic achievement is based on the following grading system:

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

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.
International 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 choose to attend and accelerate their program.

If a student does not attend the first two weeks of a class, he/she will be automatically dropped from that class by the Registrar’s Office.

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 Vice President of Student Development/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 three courses (9 credits). Students wishing to take additional courses must obtain permission from their Graduate Program Director.

REPETITIONS AND WITHDRAWALS

Repeat grades may be substituted for previous grades of C, D, or F in the calculation of a student’s cumulative grade point average for the equivalent of 6 semester hours.

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 two 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, 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.
**MULTIPLE DEGREES**

Additional master’s degrees may be awarded to a student who has completed all of the requirements for all degrees. Students must complete all of the requirements for the first degree, and 12 additional credits for each additional degree thereafter.

**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. Graduates must also complete a Professional Portfolio which will be graded on a pass/fail basis.

**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, Electives/Concentrations and satisfactorily complete the MBA Comprehensive Examination, and Professional Portfolio.

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. Official transcripts from all prior colleges and universities; and
4. GPA of 3.0 or higher in the last 60 credits of college-level course work; and
5. Acceptable results on the MBA Admissions Test; and
6. Two letters of recommendation.

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.
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 - 27 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 - 9 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
   27 credits in Business Core Courses
   3 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:
   27 credits in Business Core Courses
   9 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
   27 credits in Business Core Courses
   6 - 9 credits in Elective/Concentration Courses
3. Successfully complete the MBA Comprehensive Examination; and
4. Successfully complete a Professional Portfolio; and
5. Meet all program requirements within five years of initial enrollment; and
6. 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.

### Common Body Of Knowledge Component (CBK)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Hour Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 5025</td>
<td>Financial Accounting for Managers</td>
<td>3</td>
</tr>
<tr>
<td>ECO 5705</td>
<td>Managerial Economics</td>
<td>3</td>
</tr>
<tr>
<td>ISM 5021</td>
<td>Management Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>MAN 5055</td>
<td>Management Processes</td>
<td>3</td>
</tr>
<tr>
<td>MKT 5815</td>
<td>Marketing Management</td>
<td>3</td>
</tr>
<tr>
<td>QMB 5305</td>
<td>Statistics for Managers</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Common Body of Knowledge Component</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

### Business Core Component

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Hour Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUL 6445</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>ECO 6705</td>
<td>Applied Economics</td>
<td>3</td>
</tr>
<tr>
<td>FIN 6406</td>
<td>Financial Analysis for Management</td>
<td>3</td>
</tr>
<tr>
<td>GEB 6226</td>
<td>Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>GEB 6376</td>
<td>Professional Ethics, Social Responsibility and Diversity</td>
<td>3</td>
</tr>
<tr>
<td>GEB 6895</td>
<td>Strategic Business Management</td>
<td>3</td>
</tr>
<tr>
<td>GEB 6999</td>
<td>MBA Comprehensive Exam</td>
<td>0</td>
</tr>
<tr>
<td>MAN 6107</td>
<td>Executive Leadership</td>
<td>3</td>
</tr>
<tr>
<td>MAN 6601</td>
<td>Global Dimensions of Management</td>
<td>3</td>
</tr>
<tr>
<td>MKT 6816</td>
<td>Strategic Marketing Methods</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Business Core Component</strong></td>
<td><strong>27</strong></td>
</tr>
</tbody>
</table>

### Elective Concentration Component

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Hour Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 6010</td>
<td>Accounting, Tax, and Financial Research Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ACG 6000</td>
<td>Accounting Trends and Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ACG 6020</td>
<td>Forensic Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACG 6030</td>
<td>International Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ECO 6705</td>
<td>Applied Economics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 6825</td>
<td>Economic Impact of Global Commerce</td>
<td>3</td>
</tr>
<tr>
<td>ECO 6710</td>
<td>Economic Development</td>
<td>3</td>
</tr>
<tr>
<td>EDU 6110</td>
<td>Instructional Techniques for the Adult Learner</td>
<td>3</td>
</tr>
<tr>
<td>EDU 6120</td>
<td>Theory and Methods of Online Instruction for Adult Learners</td>
<td>3</td>
</tr>
<tr>
<td>FIN 6500</td>
<td>Banking Principles &amp; Theory</td>
<td>3</td>
</tr>
<tr>
<td>FIN 6605</td>
<td>International Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>FIN 6816</td>
<td>Investment Management</td>
<td>3</td>
</tr>
<tr>
<td>GEB 6007</td>
<td>Seminar in Business Intelligence</td>
<td>3</td>
</tr>
<tr>
<td>GEB 6600</td>
<td>Global Environment and Latin America</td>
<td>3</td>
</tr>
<tr>
<td>GEB 6801-3</td>
<td>Directed Study in Business Administration</td>
<td>1-3</td>
</tr>
<tr>
<td>GEB 6903/6</td>
<td>Directed Research Project</td>
<td>3 or 6</td>
</tr>
<tr>
<td>HSA 6010</td>
<td>Public Health Interventions in the 21st Century</td>
<td>3</td>
</tr>
<tr>
<td>HSA 6020</td>
<td>Comparative Health Policy</td>
<td>3</td>
</tr>
<tr>
<td>HSA 6030</td>
<td>Competitive Advantage: Strategic Planning and Finance in Healthcare</td>
<td>3</td>
</tr>
<tr>
<td>MAN 6130</td>
<td>Management Communications</td>
<td>3</td>
</tr>
<tr>
<td>MAN 6245</td>
<td>Managing Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MAN 6311</td>
<td>Management of Human Resources</td>
<td>3</td>
</tr>
<tr>
<td>MAN 6603</td>
<td>Operations Management</td>
<td>3</td>
</tr>
</tbody>
</table>
**International College**

MAN 6700  Professional Internship  3  
MAN 6911  Homeland Security Management  3  
MAN 6930  Seminar in Management  3  
MKT 6700  Marketing Research  3  
MKT 6930  Seminar in Marketing  3  
MKT 6830  International Marketing  3  

**Minimum Elective Component**  9

**Total Semester Hours Required for Graduation**  36-48

**Concentration Requirements**
Concentrations are fulfilled by taking at least three advanced courses in the concentration discipline.

**Concentrations (9 credits)**

**Accounting**  
ACG 6010  Accounting, Tax, and Financial Research Techniques  3  
and select two of the following:  
ACG 6000  Accounting Trends and Techniques  3  
ACG 6020  Forensic Accounting  3  
ACG 6030  International Accounting  3

**Finance**  
ACG 6010  Accounting, Tax, Financial Research Techniques  3  
and select two of the following:  
FIN 6500  Banking Principles and Theory  3  
FIN 6605  International Financial Management  3  
FIN 6816  Investment Management  3

**Health Care Administration**  
HSA 6010  Public Health Interventions in the 21st Century  3  
HSA 6020  Comparative Health Policy  3  
HSA 6030  Competitive Advantage: Strategic Planning and Finance in Healthcare  3

**Information Technology**  
Three approved 5000 or 6000 level CIT courses of the student’s choice.  
Students must meet all prerequisites.  9

**International Business**  
Select three of the following:  
ECO 6825  Economic Impact of Global Commerce  3  
FIN 6605  International Financial Management  3  
GEB 6007  Seminar in Business Intelligence  3  
GEB 6600  Global Environment and Latin America  3  
MKT 6830  International Marketing  3

**Management**  
MAN 6930  Seminar in Management  3  
and select two of the following:  
MAN 6130  Management Communications  3  
MAN 6245  Managing Organizational Behavior  3
MAN 6311 Management of Human Resources 3
MAN 6603 Operations Management 3

Marketing
MKT 6930 Seminar in Marketing 3
and select two of the following:
GEB 6007 Seminar in Business Intelligence 3
MKT 6700 Marketing Research 3
MKT 6830 International Marketing 3

Public Administration
Three approved 5000 or 6000 level PA courses of the student’s choice.
Students must meet all prerequisites. 9

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:

<table>
<thead>
<tr>
<th>CBK Courses</th>
<th>Minimum Waiver Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 5025 Accounting for Managers</td>
<td>6 credits of accounting principles</td>
</tr>
<tr>
<td>ECO 5705 Managerial Economic</td>
<td>6 credits of micro/macroeconomics</td>
</tr>
<tr>
<td>ISM 5021 Management Information Systems</td>
<td>3 credits of management information systems or 6 credits of any CIS/CIT/MIS</td>
</tr>
<tr>
<td>MAN 5055 Management Processes</td>
<td>3 credits of management principles</td>
</tr>
<tr>
<td>MKT 5815 Marketing Management</td>
<td>3 credits of marketing principles</td>
</tr>
<tr>
<td>QMB 5305 Statistics for Management</td>
<td>3 credits of introductory statistics</td>
</tr>
</tbody>
</table>

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. Students selecting the ten (10) course option must successfully complete the MPA Comprehensive Exam in order to graduate. Students taking the twelve (12) course option will not complete a comprehensive examination. All students must successfully complete a Professional Portfolio 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. Official transcripts from all prior college and universities; and
4. GPA of 3.0 or higher in the last 60 credits of college-level course work; and
5. Acceptable results on the MPA Admissions Test; and
6. Two letters of recommendation.

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.
International College

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 under the 10 course option or 36 semester hours of required courses under the 12 course option with a grade point average of at least 3.0, with no course grade below a C, as follows:
   18 credits (10 course option) or 24 credits (12 course option) 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 (10 course option only); and
4. Successfully complete a Professional Portfolio; and
5. Meet all program requirements within five years of initial enrollment; and
6. Satisfy all financial obligations with the College.

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

<table>
<thead>
<tr>
<th>Public Administration Core Component (PAC)</th>
<th>Semester Hour Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAD 5021 Management Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>PAD 5055 Management Processes</td>
<td>3</td>
</tr>
<tr>
<td>PAD 5305 Statistics for Management</td>
<td>3</td>
</tr>
<tr>
<td>PAD 6050 Management of American, State, and Local Government</td>
<td>3</td>
</tr>
<tr>
<td>PAD 6107 Executive Leadership</td>
<td>3</td>
</tr>
<tr>
<td>PAD 6226 Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>PAD 6376 Professional Ethics, Social Responsibility and Diversity</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Public Administration Core</strong></td>
<td><strong>21</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Public Administration Government Track (GT)</th>
<th>Semester Hour Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAD 6000 Public Administration: Function and Structure</td>
<td>3</td>
</tr>
<tr>
<td>PAD 6406 Governmental Budgeting and Finance</td>
<td>3</td>
</tr>
<tr>
<td>PAD 6895 Public Policy Analysis</td>
<td>3</td>
</tr>
<tr>
<td>PAD 6999 MPA Comprehensive Examination</td>
<td>0</td>
</tr>
</tbody>
</table>
Total Public Administration Government Track 9

<table>
<thead>
<tr>
<th>Public Administration Non-Profit Track (NT)</th>
<th>Semester Hour Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAD 6450 Non-Profit Organizations</td>
<td>3</td>
</tr>
<tr>
<td>PAD 6506 Non-Profit Budgeting and Finance</td>
<td>3</td>
</tr>
<tr>
<td>PAD 6600 Non-Profit Strategy &amp; Policy</td>
<td>3</td>
</tr>
<tr>
<td>PAD 6999 MPA Comprehensive Examination</td>
<td>0</td>
</tr>
<tr>
<td>Total Public Administration Non-Profit Track</td>
<td>9</td>
</tr>
</tbody>
</table>

Total Semester Hours Required for Graduation (10 Course Option) 30

Students may select the twelve (12) course option in lieu of the comprehensive examination. Students opting for this selection will take the two courses listed below.

**Twelve Course Option Courses (Required)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAD 6710 Economic Development</td>
<td>3</td>
</tr>
<tr>
<td>PAD 6911 Homeland Security Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Semester Hours Required for Graduation (12 Course Option) 36

**Concentrations (9 credits)**

While there is no concentration requirement to graduate from the MPA degree program, students may select any concentration available to graduate students at International College. Approval of the Program Chair/Director is required.

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 ten course option of 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 INFORMATION SYSTEMS MANAGEMENT (MIS)

MIS PROGRAM DESCRIPTION

The Master of Information Systems Management (MIS) is designed as a comprehensive and contemporary study of the management and utilization of the various aspects of information systems. The program is geared toward students who have an interest and/or experience in the field of information systems and who have a desire to take advanced or 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 types of information systems.

MIS 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 prior colleges and universities; and
4. GPA of 3.0 or higher in the last 60 credits of college-level course work; and
5. Acceptable GRE or GMAT scores or results on the ICCP Core Exam or on the MIS Admissions Test; and
6. Acceptable results on the CAP1000 test-out or college course equivalent; and
7. Two letters of recommendation.

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.

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.

MIS PROGRAM OF STUDY

The MIS Program consists of three components: core courses, integration courses, and concentration courses. Depending upon the concentration chosen, the entire degree can be completed online. Local students may also be able to complete some of the core courses in the classroom. Most, but not all, concentrations can be completed online; local students will have a wider range of options.

MIS DEGREE COMPLETION REQUIREMENTS

To qualify for the Master of Information Systems Management, the candidate must:

1. Complete 30 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 in the MIS capstone course (ISM6190); and
3. Successfully complete the MIS Professional Portfolio; and
4. Meet all program requirements within five years of initial enrollment; and
5. Satisfy all financial obligations with the College.
### MIS Core Component (12 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Semester Hour Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 6130</td>
<td>Legal &amp; Ethical Aspects of Computing</td>
<td>3</td>
</tr>
<tr>
<td>ISM 5021</td>
<td>Management Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>ISM 5110</td>
<td>Project Management</td>
<td>3</td>
</tr>
<tr>
<td>ISM 5120</td>
<td>IT Policy &amp; Strategy</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total MIS Core Component</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

### MIS Integration Component (9 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Semester Hour Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISM 6190</td>
<td>Issues and Trends in IT Management</td>
<td>3</td>
</tr>
<tr>
<td><strong>Choose two of the following:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ISM 6122</td>
<td>Integrating the Enterprise</td>
<td>3</td>
</tr>
<tr>
<td>ISM 6124</td>
<td>Integrating the IT Function</td>
<td>3</td>
</tr>
<tr>
<td>ISM 6126</td>
<td>Integrating Information Technologies</td>
<td>3</td>
</tr>
<tr>
<td>ISM 6128</td>
<td>Integrating &amp; Securing the Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total MIS Integration Component</strong></td>
<td></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

### MIS Concentration Component (9 credits)

Three courses (at least one advanced) are required. Courses must be chosen with and approved by the Graduate Program Director. Note that not all concentrations can be completed online. Students may propose their own concentration, requiring approval by the Graduate Program Director. The approved concentrations are as follows:

#### Information Assurance

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Semester Hour Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISM 5130</td>
<td>Computer Forensics</td>
<td>3</td>
</tr>
<tr>
<td>ACG 6020</td>
<td>Accounting Forensics</td>
<td>3</td>
</tr>
<tr>
<td>CIT 6221</td>
<td>Designing the Secure Network</td>
<td>3</td>
</tr>
<tr>
<td>CIT 6540</td>
<td>Software Systems Security &amp; Privacy</td>
<td>3</td>
</tr>
<tr>
<td>GEB 6007</td>
<td>Seminar in Business Intelligence</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Information Assurance Component</strong></td>
<td></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

#### Networking (networking experience and/or related undergraduate degree required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Semester Hour Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 6211</td>
<td>Managing Voice Data &amp; the Mobil Network</td>
<td>3</td>
</tr>
<tr>
<td>CIT 6221</td>
<td>Designing the Secure Network</td>
<td>3</td>
</tr>
<tr>
<td>ISM 5200</td>
<td>Principles of Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Networking Component</strong></td>
<td></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

#### Software Systems (software development experience and/or related undergraduate degree required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Semester Hour Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 5521</td>
<td>System Analysis &amp; Solution Architectures</td>
<td>3</td>
</tr>
<tr>
<td>CIT 5531</td>
<td>Software Engineering</td>
<td>3</td>
</tr>
<tr>
<td><strong>Choose one of the following:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIT 6531</td>
<td>Object-Oriented Systems Development</td>
<td>3</td>
</tr>
<tr>
<td>CIT 6540</td>
<td>Software Systems Security &amp; Privacy</td>
<td>3</td>
</tr>
<tr>
<td>CIT 6590</td>
<td>Software Systems Development Seminar</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Software Systems Component</strong></td>
<td></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

#### Business Systems

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Semester Hour Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAN 5055</td>
<td>Management Processes</td>
<td>3</td>
</tr>
<tr>
<td>MAN/GEB 6xxx</td>
<td>Management/Business Elective</td>
<td>3</td>
</tr>
<tr>
<td>MAN/GEB 6xxx</td>
<td>Management/Business Elective</td>
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</tr>
<tr>
<td><strong>Total Business Systems Component</strong></td>
<td></td>
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</tbody>
</table>
Criminal Justice

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Semester Hour Credit</th>
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</thead>
<tbody>
<tr>
<td>MCJ 5/6xxx</td>
<td>Criminal Justice Elective</td>
<td>3</td>
</tr>
<tr>
<td>MCJ 5/6xxx</td>
<td>Criminal Justice Elective</td>
<td>3</td>
</tr>
<tr>
<td>MCJ 6xxx</td>
<td>Criminal Justice Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Criminal Justice Component</strong></td>
<td></td>
<td><strong>9</strong></td>
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</tbody>
</table>

Financial Systems

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Semester Hour Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 6406</td>
<td>Financial Analysis for Management</td>
<td>3</td>
</tr>
<tr>
<td>FIN 5/6xxx</td>
<td>Finance Elective</td>
<td>3</td>
</tr>
<tr>
<td>FIN 5/6xxx</td>
<td>Finance Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Financial Systems Component</strong></td>
<td></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

Marketing

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Semester Hour Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 5815</td>
<td>Marketing Management</td>
<td>3</td>
</tr>
<tr>
<td>MKT 5/6xxx</td>
<td>Marketing Elective</td>
<td>3</td>
</tr>
<tr>
<td>MKT 6xxx</td>
<td>Marketing Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Marketing Component</strong></td>
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<td><strong>9</strong></td>
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</tbody>
</table>

Public Administration

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Semester Hour Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAD 5055</td>
<td>Management Processes</td>
<td>3</td>
</tr>
<tr>
<td>PAD 5/6xxx</td>
<td>Public Administration Elective</td>
<td>3</td>
</tr>
<tr>
<td>PAD 5/6xxx</td>
<td>Public Administration Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Public Administration Component</strong></td>
<td></td>
<td><strong>9</strong></td>
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</tbody>
</table>

**Total Semester Hours Required for Graduation** 30

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 the graduate portfolio.

ACADEMIC PROGRAM PLANNING

The student and Graduate Program Director 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 require the approval of the Graduate Program Director.

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 taking three courses per term may complete the Master of Information Systems Management in four terms. A part-time student taking two courses per term may complete the Master of Information Systems Management in five terms. All degree requirements must be met within five years.
INSTRUCTIONAL METHODOLOGY

The graduate faculty utilize a variety of instructional methods including lecture, discussion, case studies, projects, presentations, group activities, simulations, and online studies. The objective of employing varied instructional methods is to enrich the student experience with multiple approaches to enhance understanding of the subject matter.
MASTER OF SCIENCE IN COMPUTER INFORMATION TECHNOLOGY (MCT)

MCT PROGRAM DESCRIPTION

The Master of Science in Computer Information Technology (MCT) 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.

MCT 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 prior colleges and universities; and
4. GPA of 3.0 or higher in the last 60 credits of college-level course work; and
5. Completion of the MCT Foundation Courses, or equivalent; and
6. A score of 50 or higher on the entrance assessment exam (the Institute for Certification of Computing Professionals [ICCP] core exam); and
7. Two letters of recommendation.

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 MCT 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 MCT 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.

MCT PROGRAM OF STUDY

The MCT Program consists of four components: core courses, integration course, concentration courses, and a project/thesis. Additionally, the MCT Foundation courses are a required prerequisite for students who do not have the equivalent undergraduate courses.

MCT DEGREE COMPLETION REQUIREMENTS

To qualify for the Master of Science in Computer Information Technology, the candidate must:
1. Complete 30 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 MCT Project and/or Thesis; and
3. Successfully complete a Professional Portfolio; and
4. Meet all program requirements within five years of initial enrollment; and
5. Satisfy all financial obligations with the College.

MCT FOUNDATION COURSES

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

<table>
<thead>
<tr>
<th>MCT Foundation Courses</th>
<th>Semester Hour Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 2310 Introduction to Web Design</td>
<td>4</td>
</tr>
<tr>
<td>CIT 2410 Introduction to Database Management Systems</td>
<td>4</td>
</tr>
<tr>
<td>CIT 2510 Program Design &amp; Problem Solving</td>
<td>4</td>
</tr>
<tr>
<td>CIT 3210 Introduction to Networking</td>
<td>4</td>
</tr>
<tr>
<td>ISM 4021 Management Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>Total MCT Foundation Courses</td>
<td>20</td>
</tr>
</tbody>
</table>

MCT Core Component

Consists of four courses, three required and one elective:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISM 5110 Project Management</td>
<td>3</td>
</tr>
<tr>
<td>ISM 5120 IT Policy &amp; Strategy</td>
<td>3</td>
</tr>
<tr>
<td>CIT 5521 Systems Analysis &amp; Solutions Architectures</td>
<td>3</td>
</tr>
<tr>
<td>Choose one of the following, based on concentration:</td>
<td></td>
</tr>
<tr>
<td>CIT 5210 Network Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIT 5311 Web Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIT 5411 Advanced Database Management Systems</td>
<td>3</td>
</tr>
<tr>
<td>Total MCT Core Component</td>
<td>12</td>
</tr>
</tbody>
</table>

MCT Integration Component

Choose one of the following, based on concentration:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISM 6122 Integrating the Enterprise</td>
<td>3</td>
</tr>
<tr>
<td>ISM 6124 Integrating the IT Function</td>
<td>3</td>
</tr>
<tr>
<td>ISM 6126 Integrating Information Technologies</td>
<td>3</td>
</tr>
<tr>
<td>ISM 6128 Integrating &amp; Securing the Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td>Total MCT Integration Component</td>
<td>3</td>
</tr>
</tbody>
</table>

MCT Concentration Component (9 credits)

Each concentration consists of four courses, as follows:

**Information Assurance** Note: ISM 6128 required as integration course.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISM 5130 Computer Forensics</td>
<td>3</td>
</tr>
<tr>
<td>choose two of the following; at least one CIT course</td>
<td></td>
</tr>
<tr>
<td>ACG 6020 Accounting Forensics</td>
<td>3</td>
</tr>
<tr>
<td>CIT 6221 Designing the Secure Network</td>
<td>3</td>
</tr>
<tr>
<td>CIT 6540 Software Systems Security &amp; Privacy</td>
<td>3</td>
</tr>
<tr>
<td>GEB 6007 Seminar in Business Intelligence</td>
<td>3</td>
</tr>
<tr>
<td>Total Information Assurance Component</td>
<td>9</td>
</tr>
</tbody>
</table>
Networking Technologies Note: CIT 5210 required in Core.
CIT 6211 Managing Voice Data & the Mobile Network 3
CIT 6221 Designing the Secure Network 3
CIT 6290 Network Technology Seminar 3
Total Networking Technologies Concentration 9

Software Systems Note: CIT 5311 or CIT 5411 recommended in Core; ISM 6126 required as integration course.
CIT 5531 Software Engineering 3
choose two of the following
CIT 6531 Object-Oriented Systems Development 3
CIT 6540 Software Systems Security & Privacy 3
CIT 6590 Software Systems Development Seminar 3
Total Software Systems Concentration 9

MCT Project/Thesis Component
CIT 6900 Project 3
CIT/ISM 6XXX Elective (CIT or ISM only) 3
Total Project/Thesis Component: 6

Total Semester Hours Required for Graduation 30

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, and completion of the Professional Portfolio.

ACADEMIC PROGRAM PLANNING
The student and Graduate Program Director 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 require the approval of the Graduate Program Director.

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 five 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.
MASTERS 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 criminal justice system from a behavioral science perspective. The program is conceptually based, thereby offering students the opportunity to develop a theoretical understanding of criminal and deviant behavior that is applicable to the practical realities of the criminal justice professional.

MCJ ADMISSION REQUIREMENTS

The admissions requirements for the program are as follows:
1. Completion of the Application for Graduate Admission; and
2. A bachelor’s degree from an accredited college or university; and
3. Official transcripts from all prior colleges and universities; and
4. College level work or documented experience in Criminology, Criminal Law, Psychology, Computer Applications, Statistics, and Research Methodology; and
5. A GPA of 2.5, or higher, in the last 60 credits of college-level course work; and
6. A score of 70 or higher on the assessment exam; and
7. Two letters of recommendation.

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 by the end of their second term to be admitted into the program.

MCJ PROGRAM OF STUDY

The MCJ Program is designed to be delivered online or in an accelerated class format. Students may take classes online, in class, or a combination of the two. The program consists of 30 credit hours, or ten 3-credit courses, that can be completed in 4 or 5 trimesters. Students taking classes in the accelerated format attend class one night per week and earn 6 credits. This format requires extensive outside study and preparation for the comprehensive in class development of the material. The student must complete and pass the two accelerated courses each term or repeat both classes. Students taking classes online may complete the program at their own pace, as long as they complete all degree requirements within five years of enrollment.

MCJ DEGREE COMPLETION REQUIREMENTS

To qualify for the Master of Science in Criminal Justice, the candidate must:
1. Complete 30 semester hours of required courses with a G.P.A. of 3.0 or higher, with no course grade below a C. The last 21 semester hours must be completed at International College; and
2. Meet all program requirements within five years of initial enrollment; and
3. Successfully complete the exit assessment requirements for the Program; and
4. Successfully complete a Professional Portfolio; and
5. Satisfy all financial obligations with the College.

**MCJ ACADEMIC COURSE STRUCTURE**
Graduates of the MCJ program must successfully complete the following degree components with a minimum grade of C in all coursework and an overall GPA of 3.0.

<table>
<thead>
<tr>
<th><strong>Online Foundation Courses</strong></th>
<th><strong>Semester Hour Credit</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 6226 Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>MAN 5055 Management Processes</td>
<td>3</td>
</tr>
</tbody>
</table>

**MCJ Core Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Hour Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCJ 5250</td>
<td>Criminal Justice Theory</td>
<td>3</td>
</tr>
<tr>
<td>MCJ 6309</td>
<td>Ethics in the Criminal Justice System</td>
<td>3</td>
</tr>
<tr>
<td>MCJ/PSY 6011</td>
<td>Studies in Criminal Deviance</td>
<td>3</td>
</tr>
<tr>
<td>MCJ/PSY 6041</td>
<td>Psychological Disorders</td>
<td>3</td>
</tr>
<tr>
<td>MCJ/PSY 6015</td>
<td>Psychological Patterns and Criminal Identification</td>
<td>3</td>
</tr>
<tr>
<td>MCJ/PSY 6307</td>
<td>Forensic Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MCJ/PSY 5200</td>
<td>Special Topics in Criminal and Social Morality</td>
<td>3</td>
</tr>
<tr>
<td>MCJ/PSY 6201</td>
<td>Stress Management and Behavior</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Semester Hours Required for Graduation** 30

**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.

**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.
MASTER OF SCIENCE IN MANAGEMENT (MSM)

MSM PROGRAM DESCRIPTION

The Master of Science in Management is a unique program of study, specifically designed to prepare working professionals for increasing responsibility in management positions in contemporary organizations. The program is designed to bridge the gap between theory and practice and develops competencies in decision making, leading people, developing team players, and facilitating change in today's diverse organizations and society. MSM graduates have the skills to think critically, create vision based on ethical values, discern the future, take risks, become global leaders, and institute change within their organizations. These management skills can be applied in a broad range of professional settings in both the private and public sectors, in production and service-oriented activities, and in traditional as well as high-technology environments.

The convenient schedule and the applicability of the learning to the workplace attract full-time working professionals who are interested in graduate education without interruption to their careers. The learning is current, streamlined, accelerated, and designed to facilitate success in a rapidly changing and increasingly global work environment.

MSM ADMISSION REQUIREMENTS

The MSM 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, MSM Admissions Test results, and/or other relevant demonstrations of preparation for graduate study.

Admission to the MSM 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. Official transcripts from all prior colleges and universities; and
4. GPA of 3.0 or higher in the last 60 credits of college-level course work; and
5. Acceptable results on the MSM Admissions Test; and
6. Two letters of recommendation

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

Applicants who demonstrate a high potential for graduate study due to professional experience, or other extenuating factors, may apply for Conditional Admission if their GPA (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 GPA 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 higher by the end of their second term 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.

**MSM PROGRAM OF STUDY**

The MSM Program is designed to be delivered online and in an accelerated class format. The program consists of 30 credit hours, or ten 3-credit courses, that can be completed in 4 or 5 trimesters. Students taking classes in the accelerated format attend class one night per week and earn 6 credits. This format requires extensive outside study and preparation for comprehensive in-class development of the material. The student must complete and pass the two accelerated courses each term or repeat both classes.

**Management Core Component (12 Credits)**
The Management Core Component courses are designed to provide the student with a solid foundation in executive competencies that may be employed in advanced management situations. Courses are designed to develop competencies that the private and public sectors require of MSM graduates and skills that differentiate the MSM graduate as an executive-level manager.

**Concentration Component (18 Credits)**
Students must declare either Executive Management or Human Resources Management as an area of concentration where they wish to develop special expertise to fulfill personal or career interests. Each concentration consists of 18 credits.

**MSM DEGREE COMPLETION REQUIREMENTS**

To qualify for the Master of Science in Management, the candidate must:
1. 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; and
2. Successfully complete the exit assessment requirements for the program; and
3. Successfully complete a Professional Portfolio; and
4. Meet all program requirements within five years of initial enrollment; and
5. Satisfy all financial obligations with the College.

NOTE: The last 24 semester credits must be completed at International College.

**MSM ACADEMIC COURSE STRUCTURE**

Graduates of the MSM program must successfully complete the following degree components with a minimum grade of C in all course work and an overall GPA of 3.0.

<table>
<thead>
<tr>
<th>Management Core Component</th>
<th>Semester Hour Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 6226 Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>MAN 5055 Management Processes</td>
<td>3</td>
</tr>
<tr>
<td>MAN 5105 Strategic Human Resources Development</td>
<td>3</td>
</tr>
<tr>
<td>MAN 5135 Managerial Finance: Use and Analysis</td>
<td>3</td>
</tr>
<tr>
<td>Total MSM Core Component</td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Human Resources Management Track</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MAN 6290 Managing the Dynamics of Organizational</td>
<td>3</td>
</tr>
<tr>
<td>Development and Change</td>
<td></td>
</tr>
<tr>
<td>MAN 6225 Training, Development, and Motivation for</td>
<td>3</td>
</tr>
<tr>
<td>Adult Learners</td>
<td></td>
</tr>
<tr>
<td>MAN 6350 Labor Relations, Negotiations, and Legal</td>
<td>3</td>
</tr>
<tr>
<td>Issues in Human Resources</td>
<td></td>
</tr>
<tr>
<td>MAN 6330 Compensation and Benefits</td>
<td>3</td>
</tr>
</tbody>
</table>
MAN 6420 Strategic Recruitment, Selection, and Retention 3
MAN 6440 Strategies of Human Resources 3
Total Concentration Component 18

OR

Executive Management Track
MAN 6200 The Evolution of Organization Dynamics 3
MAN 6250 Leaders and Managers in the 21st Century 3
MAN 6340 Situational Practices 3
MAN 6390 Negotiation Agreement and Resolution Conflict 3
MAN 6410 Managing International Cultural Differences 3
MAN 6430 Developing and Managing Strategy in a Global Environment 3
Total Concentration Component 18

Total Semester Hours for Graduation 30

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 successful completion of a comprehensive examination, and the Professional Portfolio.

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 MSM program within four terms.

INSTRUCTIONAL METHODOLOGY

The graduate faculty utilizes a variety of instructional methods including traditional classroom lecture sessions, readings, classroom discussion, 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.
COURSE DESCRIPTIONS

MASTER OF BUSINESS ADMINISTRATION COURSES

ACG 5025 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.

ACG 6000 Accounting Trends and Techniques  3 credits
This course is an Accounting Industry Special Topics survey course. The course focuses on trends and techniques in the accounting industry. The course specifically addresses current specialized industry accounting and auditing issues and techniques. Specific topics addressed may vary from term to term. Prerequisites: ACG 3362, ACG 4201, and ACG 4632 or permission of Program Director

ACG 6010 Accounting, Tax and Financial Research Techniques  3 credits
This course is designed to provide a working knowledge of accounting, tax and financial research methodology. The course specifically addresses information gathering related to the accounting, tax, financial industries and the professional and regulatory marketplace within which they operate. Prerequisites: ACG 4011, ACG 4201, and ACG 4632 or permission of Program Director

ACG 6020 Forensic Accounting  3 credits
This course provides an in-depth study of forensic accounting and the important elements of fraud examination. The course provides a foundation for developing an effective awareness of the potential for and signs of fraud in financial statements and the financial environment. Prerequisites: ACG 3362, ACG 4201, and ACG 4632 or permission of Program Director

ACG 6030 International Accounting  3 credits
This course is designed to provide a working knowledge of major accounting issues unique to multinational business enterprises. The course specifically addresses IASB standards, FASB pronouncements, and tax laws related to international activities. The focus will be on comparative accounting and harmonization, financial accounting and reporting, management accounting and control in foreign operations, and taxation of international activities. Prerequisites: ACG 4011, ACG 4201, and ACG 4632 or permission of Program Director

BUL 6445 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.

ECO 5705 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

ECO 6705 Applied Economics  3 credits
An advanced study of the application of economic data in planning. Extensive use of case studies are utilized to demonstrate the practical applications of economics by the executive in all facets of the enterprise. Prerequisite: ECO 5705 & QMB/PAD 5305
*ECO 6710*  Economic Development  3 credits
This course includes the process analysis, economic analysis and planning with emphasis on the application of decision-making tools and evaluating the results. An in-depth course on research, analysis, and implementation of the planning process plus concentration on community involvement in economic development.

*ECO 6825*  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.

*EDU 5100*  Introduction to Technology Tools and Management  3 credits
This course is designed to meet the needs of faculty in using technology to support classes and improve learning outcomes. It blends educational theory with skills training, and is designed to teach the technology skills necessary to support teaching activities in both traditional and distance education environments. A variety of instructional methods will be utilized, based on the use of Blackboard as a course management system. Methods include reading, skill training, discussion, and best practice forums. The course will place a heavy emphasis on technology skill building, with students spending a majority of the time working on projects that will enhance the delivery and organization of their courses.

*EDU 6110*  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.

*EDU 6120*  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.

*ENG 5210*  Professional Writing  4 Credits
This course is designed to improve communication skills necessary for effective management. Emphasis is on technical writing and on preparation of visual aids. Prerequisite: ENG1101 or permission of the Program Chair. Graduate students will be required to complete additional assignments and/or a research paper.

*FIN 6406*  Financial Analysis for Management  3 credits
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

*FIN 6500*  Banking Principles & Theory  3 credits
A review of the concepts of banking principles and theory. This course offers an in-depth analysis of theory and principles related to retail, business, and lending relations in banking today.
International Financial Management 3 credits
A course in the current practices of international business finance. Key areas of study include multinational business finance, the impact of monetary exchange rates, international money markets, foreign investment, economic systems, and import-export financing. Prerequisite: FIN 6406

Investment Management 3 credits
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.

Seminar in Business Intelligence 3 credits
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.

Research Methods 3 credits
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. This course must be taken during a student’s first or second semester.

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 corporate behavior. The student is required to complete and document a community service project or field research project during the term of study.

Global Environment and Latin America 3 credits
This course provides a survey of international business with concentration on Latin America. This includes the global impact of Latin America on world markets coupled with business opportunities resulting from this economic growth. Topics include concepts of international economics, marketing, the effects of currency; the development of forecasting techniques, and analytical process controls.

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

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: BUL 6445, ECO 6705, FIN 6406, GEB 6226, GEB 6376, MAN 6107, MAN6601, MKT 6816
GEB 6903/6 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

GEB 6999 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: BUL 6445, ECO 6705, FIN 6406, GEB 6226, GEB 6376, GEB 6895, MAN 6107, MAN6601, MKT 6816

ISM 5021 Management Information Systems 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.

MAN 5055 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.

MAN 6107 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

MAN 6130 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.

MAN 6245 Managing Organizational Behavior 3 credits
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.

MAN 6311 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: MAN 5505

MAN 6601 Global Dimensions of Management 3 credits
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
<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAN 6603</td>
<td>Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>MAN 6700</td>
<td>Professional Internship</td>
<td>3</td>
</tr>
<tr>
<td>MAN 6911</td>
<td>Homeland Security Management</td>
<td>3</td>
</tr>
<tr>
<td>MAN 6930</td>
<td>Seminar in Management</td>
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<tr>
<td>MKT 5815</td>
<td>Marketing Management</td>
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<tr>
<td>MKT 6700</td>
<td>Marketing Research</td>
<td>3</td>
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<tr>
<td>MKT 6816</td>
<td>Strategic Marketing Methods</td>
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<tr>
<td>MKT 6830</td>
<td>International Marketing</td>
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<tr>
<td>MKT 6930</td>
<td>Seminar in Marketing</td>
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<tr>
<td>QMB 5305</td>
<td>Statistics for Management</td>
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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 5055, QMB 5305

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.

An analysis of the structures, motivations, and objectives of homeland security. Includes an in-depth analysis of the management tools available for the proactive defense of the civilian organizations within the United States.

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

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.

This course explores research applied to planning, analysis, and control marketing with emphasis on consumer needs, market position, competition, and advertising.

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: MKT 5815

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: MKT 5815

A seminar in marketing studies to develop the application of marketing concepts. Contemporary case studies augment the participatory environment of this course. Prerequisite: MKT 5815

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.
## MASTER OF PUBLIC ADMINISTRATION COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PAD 5021</td>
<td>Management Information Technology</td>
<td>3</td>
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<tr>
<td></td>
<td>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.</td>
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<tr>
<td>PAD 5055</td>
<td>Management Processes</td>
<td>3</td>
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<tr>
<td></td>
<td>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.</td>
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<tr>
<td>PAD 5305</td>
<td>Statistics for Management</td>
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<tr>
<td></td>
<td>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.</td>
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<tr>
<td>PAD 6000</td>
<td>Public Administration: Function and Structure</td>
<td>3</td>
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<td></td>
<td>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.</td>
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<tr>
<td>PAD 6050</td>
<td>Management of American, State, and Local Government</td>
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<td></td>
<td>Examination of administrative, fiscal, legal, and structural factors that effect government. This course identifies the source of political power in governmental agencies. An in-depth analysis of structure, policy, and procedures that causes government to function.</td>
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<tr>
<td>PAD 6107</td>
<td>Executive Leadership</td>
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<td></td>
<td>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: PAD 5055</td>
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<tr>
<td>PAD 6226</td>
<td>Research Methods</td>
<td>3</td>
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<td>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. This course must be taken during a student’s first or second semester.</td>
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<tr>
<td>PAD 6311</td>
<td>Management of Human Resources</td>
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<td></td>
<td>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</td>
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<tr>
<td>PAD 6376</td>
<td>Professional Ethics, Social Responsibility, and Diversity</td>
<td>3</td>
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<td>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.</td>
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<td>Course Code</td>
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<tr>
<td>PAD 6406</td>
<td>Governmental Budgeting and Finance</td>
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<tr>
<td></td>
<td>A survey of finance conventions and budgetary</td>
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<td>processes for public sector organizations. The</td>
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<td>course will cover sources of public funds and</td>
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<td>how the legislative process allocates financial</td>
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<td>resources to various agencies via a budgeting</td>
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<td></td>
<td>process. Prerequisite: PAD 6000</td>
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<tr>
<td>PAD 6450</td>
<td>Non-Profit Organizations</td>
<td>3</td>
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<tr>
<td></td>
<td>The evolution of organization theory in not for</td>
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<td>profit organizations, with emphasis upon modern</td>
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<td>concepts of organization. An overview of</td>
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<td>organization theory as implemented by not for</td>
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<td>profit organizations.</td>
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<tr>
<td>PAD 6506</td>
<td>Non-Profit Budgeting/Finance</td>
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<tr>
<td></td>
<td>Survey of concepts, principles and practices in</td>
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<td>non-profit budgeting; interrelationships of</td>
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<td>planning, programming and budgeting; their role</td>
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<td></td>
<td>in the management process. Prerequisite: PAD</td>
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<td>6450</td>
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<td>PAD 6600</td>
<td>Non-Profit Strategy and Policy</td>
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<tr>
<td></td>
<td>The available strategic choices for the non-profit</td>
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<td>executive or manager involved in policy or</td>
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<td>decision making processes will be explored.</td>
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<td>Development of a conceptual framework for</td>
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<td></td>
<td>differentiating types of strategic policies, e.g.,</td>
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<td>distributive, regulatory, re-distributive;</td>
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<td>examination of the contribution of economic,</td>
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<td>qualitative, and research techniques to the</td>
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<td>development, administrative and evaluation of</td>
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<td>these policies in a non-profit organization.</td>
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<td>Prerequisites: PAD 6450, PAD 6506</td>
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<tr>
<td>PAD 6710</td>
<td>Economic Development</td>
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<td>This course includes the process analysis,</td>
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<td>economic analysis and planning with emphasis on</td>
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<td>the application of decision-making tools and</td>
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<td>evaluating the results. An in-depth course on</td>
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<td>research, analysis, and implementation of the</td>
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<td>planning process plus concentration on</td>
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<td>community involvement in economic development.</td>
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<td>PAD 6895</td>
<td>Public Policy Analysis</td>
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<td>A course of study that evaluates the best</td>
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<td>alternatives in establishing public policy in</td>
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<td>view of the often conflicting forces affected</td>
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<td>by policy. Students will study case applications</td>
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<td>in the establishment of public policy and</td>
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<td>exercise their own skills in proposing</td>
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<td>simulated responses to needs for new policy.</td>
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<td>Prerequisites: PAD 6000, PAD 6406</td>
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<td>PAD 6911</td>
<td>Homeland Security Management</td>
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<td></td>
<td>An analysis of the structures, motivations,</td>
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<td>and objectives of homeland security. Includes an</td>
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<td>in-depth analysis of the management tools</td>
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<td>available for the proactive defense of the</td>
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<td>civilian organizations within the United States.</td>
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<td>PAD 6951</td>
<td>Non-Profit Capstone Project</td>
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<td>This seminar is the capstone assessment course,</td>
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<td>which requires the Public Administration student</td>
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<td>to apply knowledge gained from required “Track”</td>
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<td>courses. A series of case studies and papers</td>
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<td>provide the student an opportunity to analyze</td>
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<td></td>
<td>concepts, explain principles, and demonstrate a</td>
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<td>sound understanding of non-profit organizations.</td>
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<td>Prerequisites: PAD 6450, PAD 6506, PAD 6600</td>
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<td>PAD 6952</td>
<td>Government Capstone Project</td>
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<td>which requires the Public Administration student</td>
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<td>concepts, explain principles, and demonstrate a</td>
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<td>sound understanding of how the administration of</td>
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<td>government impacts business, the American</td>
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<td>public, and society in general. Prerequisites:</td>
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<td>PAD 6000, PAD 6406, PAD 6895</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
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<tr>
<td>PAD 6999</td>
<td>MPA Comprehensive Examination</td>
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</table>

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 INFORMATION SYSTEMS MANAGEMENT COURSES
MASTER OF SCIENCE IN COMPUTER INFORMATION TECHNOLOGY COURSES

Please note: All computer courses require a $55.00 Lab Fee.

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 (5050 and 5051) is for introductory-level graduate work, and may be taken in lieu of a core course with the approval of the Graduate Program Director. The 6000-level Directed Study (6050 and 6051) is for advanced work, and may be taken in lieu of a concentration course with the approval of the Graduate Program Director. Prerequisite: Will depend on the specific topic; approval of the Graduate Program Director is required.

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/XP extensively and will be introduced to Windows 2000/2003 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: CIT 3210

CIT 5311  Web Applications  3 credits
This course provides students with familiarity and hands-on experience in developing web applications. Students carry out projects that expose them to languages and key components of Web applications such as server-side and client-side scripting, cookies, and database connectivity. Subject to approval by the instructor, students have latitude to select topics of interest and to develop group projects with their chosen applications. Graduate research skills will be practiced and evaluated through an additional assignment. Prerequisite: CIT 2310

CIT 5411  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 are also examined. Graduate research skills will be practiced and evaluated through an additional assignment. Prerequisite: CIT 2310

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: CIT 2510

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. Graduate research skills will be practiced and evaluated through an additional assignment. Prerequisite: CIT 5521
CIT 6060-1 **Special Topics**  
3 credits  
Special Topics is intended to allow specific topics that are not a part of the regularly scheduled courses to be offered on a “one time” basis. May be taken in lieu of a concentration course with the approval of the Graduate Program Director. Prerequisite: Will depend on the specific project. Approval of the Graduate Program Director is required.

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. Prerequisite: ISM 5021

CIT 6211 **Managing Voice Data & the Mobile Network**  
3 credits  
In this course students will examine key technical and technical management issues in the management of business telecommunications and networking. The emphasis will be on the new technologies that are quickly redefining the “network” and creating new challenges for technical and business management. Theses issues and technologies will include: evolving telecommunications business applications; convergence of telecommunications industry with computer and entertainment industries – computer, PDA and cell phone; digital telephony and Voice over IP; emerging telecommunications technologies such as Bluetooth, 3G and beyond wireless systems; telecommunications technology and the virtual organization; multi-media telecommunications and networking. Prerequisite: CIT 5210 or equivalent experience and permission of instructor.

CIT 6221 **Designing the Secure Network**  
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. In this course, students will learn the “best practice” network security design principles and how they may be applied to create a more secure network environment for a modern global enterprise.

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: CIT 6221

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 (OOA), 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: CIT 5531

CIT 6540 **Software Systems Security & Privacy**  
3 credits  
This course considers computer security and privacy from a software systems point of view. Specific topics to be covered include assurance, confidentiality, integrity, risk, and vulnerability, along with existing technologies that can be used to make software systems more secure. Both theory and practice will be considered. Security and privacy legislation will also be covered. Prerequisite: CIT 5531 or ISM 5130 or ISM 6128

52
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: CIT 5531

CIT 6900 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 School of Technology (SOT) Graduate Committee, supervision by an SOT Graduate Faculty Advisor, and a second reader (or co-advisor) from the SOT Faculty. A written report is required, as is an oral presentation to the MCT Graduate Program Committee. This course is normally taken during one of the student’s final two terms. Corequisite: completion of MCT Concentration

CIT 6910 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 CIT 6900). Specific topics require approval of the School of Technology (SOT) Graduate Committee, supervision by an SOT Graduate Faculty Advisor, and a second reader (or co-advisor) from the SOT Faculty. A written report is required, as is an oral presentation to the MCT Graduate Program Committee. This course is normally taken during the student’s final term. Prerequisite: CIT 6900

ISM 5021 Management Information Systems 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. Graduate research skills will be practiced and evaluated through an additional assignment.

ISM 5050-1 Directed Study 3 credits
ISM 6050-1
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 (5050 and 5051) is for introductory-level graduate work, and may be taken in lieu of a core course with the approval of the Graduate Program Director. The 6000-level Directed Study (6050 and 6051) is for advanced work, and may be taken in lieu of a concentration course with the approval of the Graduate Program Director. Prerequisite: Will depend on the specific topic; approval of the Graduate Program Director is required.

ISM 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: ISM 5021

ISM 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: ISM 5021

**ISM 5130 Computer Forensics**
3 credits
This course introduces students to the field of digital forensics. It involves the study of the prevention, detection, apprehension, and prosecution of cybersecurity violators and cybercriminals. Students will examine the various categories and manifestations of cybercrime. They will also consider the issues involved in using the computer for illegal or inappropriate activities in a business environment. After gaining an increased understanding of the problems, students will be introduced to some of the “best practice” techniques used by corporate security personnel and law enforcement officials to discover and investigate possible cybercrime activity. Finally, students will learn about some of the specific technical and legal issues involved in the collection, and preservation of digital evidence so that it can be used in a court of law or to support corporate decisions.

**ISM 5200 Principles of Operating Systems**
3 credits
This course provides an introduction to computer and network operating systems. Students will examine the role operating systems play in modern computer-based business information systems. Students will learn how the operating system contributes to the over-all development of an information system that can provide a competitive advantage in today’s fast-paced business environment. The course will focus on the components that constitute operating systems and on the facilities and services provided by these systems. Students will be taught how to differentiate between the various types of operating systems and to select an appropriate system to support an organization's information-processing needs. Topics to be covered include resource allocation and scheduling, file management, storage management, and hardware support for operating systems. The course includes a survey of currently available operating systems such as Windows Server 2003, Linux/UNIX, Novell, as well as the current situation for mainframe and mid-level systems.

**ISM 5310 E-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, legal, taxation, and ethical issues. Graduate research skills will be practiced and evaluated through an additional assignment. Prerequisite: ISM 5021

**ISM 6060-1 Special Topics**
3 credits
Special Topics is intended to allow specific topics that are not a part of the regularly scheduled courses to be offered on a “one time” basis. May be taken in lieu of a concentration course with the approval of the Graduate Program Director. Prerequisite: Will depend on the specific project. Approval of the Graduate Program Director is required.

**ISM 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: ISM 5120

**ISM 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: ISM 5120

**ISM 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: ISM 5120

**ISM 6128 Integrating & Securing the Infrastructure**
3 credits
This course considers infrastructure strategies with an emphasis on agile (reusable and adaptive) infrastructures geared toward the electronic business (e-Business). Securing the infrastructure, and the business information that it entails, will be explored from a management perspective. Prerequisite: ISM 5120

**ISM 6190 Issues and Trends in Management**
3 credits
This course will examine current issues, trends, and developments that are likely to impact the management of information technology in today’s business environment in both the short and long term. It also serves as a capstone course for the Master of Information Systems Management Program, bringing together the concepts and cumulative body of knowledge from the core, the integration component, and the concentration component. Specific emphasis will be given to the areas of critical thinking, effective communication, research ability, leadership ability, and initiative in regards to maximizing the competitive advantage of information technology in the enterprise. This term is normally taken during the student’s final term. Prerequisite: Completion of MIS core, integration component, and concentration component
# MASTER OF SCIENCE IN CRIMINAL JUSTICE COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>GEB 6226</td>
<td>Research Methods</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>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, online 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. This course must be taken during a student’s first or second term.</td>
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<tr>
<td>MAN 5055</td>
<td>Management Processes</td>
<td>3</td>
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<td></td>
<td>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.</td>
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<tr>
<td>MCJ 5200</td>
<td>Special Topics in Crime and Social Morality</td>
<td>3</td>
</tr>
<tr>
<td>PSY 5200</td>
<td>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.</td>
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<tr>
<td>MCJ 5250</td>
<td>Criminal Justice Theory</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>A study of classical and neo-classical theories of criminality and the interrelation with socioeconomic, political, behavioral and medical issues.</td>
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<tr>
<td>MCJ 6011</td>
<td>Studies in Criminal Deviance</td>
<td>3</td>
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<tr>
<td>PSY 6011</td>
<td>A study of criminal behavior in contemporary investigation regarding “Serial Homicide” and related sociological and psychological behavior.</td>
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<tr>
<td>MCJ 6015</td>
<td>Psychological Patterns and Criminal Identification</td>
<td>3</td>
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<tr>
<td>PSY 6015</td>
<td>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.</td>
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<tr>
<td>MCJ 6041</td>
<td>Psychological Disorders</td>
<td>3</td>
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<tr>
<td>PSY 6041</td>
<td>An analysis of the specific medical and psychological characteristics of the behavior and study of diagnostic and evaluation/treatment methods.</td>
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<tr>
<td>MCJ 6201</td>
<td>Stress Management and Behavior</td>
<td>3</td>
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<tr>
<td>PSY 6201</td>
<td>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.</td>
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<tr>
<td>MCJ 6307</td>
<td>Forensic Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 6307</td>
<td>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.</td>
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<tr>
<td>MCJ 6309</td>
<td>Ethics in the Criminal Justice System</td>
<td>3</td>
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<tr>
<td></td>
<td>Legal and ethical issues in Criminal Justice are 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.</td>
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MASTER OF SCIENCE IN MANAGEMENT COURSES

GEB 6226 Research Methods 3 credits
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, online 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. This course must be taken during a student’s first or second term.

MAN 5055 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.

MAN 5105 Strategic Human Resources Development 3 credits
This course examines the major functions of human resources development including theory, processes, and skills from a strategic perspective. Also examined are special decision-making challenges faced by contemporary organizations in a rapidly-changing global environment.

MAN 5135 Managerial Finance: Use and Analysis 3 credits
This course teaches students core financial concepts and tools needed for effective business planning and decision making. Topics are presented from a user perspective and include transaction analysis; cash flow management; financial statement analysis and interpretation; financial ratio analysis; financial forecasting; external sources of capital; and operational, cash, and capital budgeting.

MAN 6200 The Evolution of Organizational Dynamics 3 credits
This course focuses on how organizations change and evolve. It examines characteristics of more traditional forms of organizations and explores the likely characteristics of organizations of the future: networked, flat, flexible, diverse, and global. Forces that appear to be pushing toward the new model will be examined including techniques for improving organizational effectiveness and member fulfillment by means of planned change.

MAN 6225 Training, Development, and Motivation for Adult Learners 3 credits
This course focuses on adult learning and motivation for the purpose of creating and facilitating effective and efficient learning experiences for individuals and groups in an organizational environment. Topics include managing the training function, roles and competencies of trainers, assessing training needs, program development, methods of intervention, and evaluation of training. Techniques and theories of training and development of personnel in organizational settings are explored.

MAN 6250 Leaders and Managers in the 21st Century 3 credits
This course focuses on classical and contemporary leadership concepts and explores new demands and relevant strategies for leaders in the 21st century. Students will examine the decision-making roles of the manager/leader/facilitator in light of personal, organizational, and societal needs judged by standards of effectiveness and ethicalness to determine what leads to outstanding performance as a general manager.

MAN 6290 Managing the Dynamics of Organizational Development and Change 3 credits
This course provides an overview of how organizations develop over time and explores the issues and techniques involved in analyzing the dynamics of change and growth in organizations as they affect outputs such as quality and profitability. The course draws on knowledge and methods from the behavioral sciences in order to understand organizational performance and effectiveness through planned, systematic, long-range efforts with focus on social change.
MAN 6307  Compensation and Benefits  3 credits
This course focuses on how organizations use pay and benefit systems as strategic tools for improving motivation and organizational effectiveness. Topics include job evaluation systems, determining competitive compensation levels, non-cash compensation, paying for performance, and administering and applying pay systems. This course also focuses on legally-required employee benefits (social security, and worker and unemployment compensation) and voluntary programs such as healthcare, retirement programs, tuition refunds, stock purchase plans, employee assistance programs, etc. Financial, actuarial, administrative and legal implications of benefit plans are discussed in detail, as is how employees value benefits.

MAN 6340  Situational Practices  3 credits
This course examines applications of leadership theory, research concepts, and skills in teams and organizations. It provides insights into opportunities and challenges faced by leaders as they seek to adapt themselves and their organizations to the challenging global business environment.

MAN 6350  Labor Relations, Negotiations, and Legal Issues in Human Resources  3 credits
This course focuses on the interaction of management and labor in an organization and provides a comprehensive analysis of federal, state, and local laws as they affect the human resources function. Emphasis is placed on applying employment laws to develop programs that enable organizations to be proactive in meeting both organizational and work force needs while at the same time, resolving workplace disputes, negotiation, preventing litigation, and implementing and administering human resources policies and practices in compliance with applicable laws.

MAN 6390  Negotiation Agreement and Resolution Conflict  3 credits
This course examines negotiating techniques and dispute resolution designs including mediation, arbitration, peer review, and other alternatives to litigation in both domestic and international settings.

MAN 6410  Managing International Cultural Differences  3 credits
This course examines cultural similarities and differences on business practices in the U.S. and selected countries and provides methods to build synergistic solutions from those differences. Topics include difficulties organizations encounter in understanding implications of operating in foreign countries; cross-cultural communication, laws, and practices; and/or dealing with employees from various backgrounds.

MAN 6420  Strategic Recruitment, Selection, and Retention  3 credits
This course develops a strategic framework for providing corporations with the human resources needed to achieve corporate goals. Topics include strategies for short- and long-range human resource planning, recruiting and selection, development, motivation, evaluation, remuneration, employee separations, and retention.

MAN 6430  Developing and Managing Strategy in a Global Environment  3 credits
This course surveys modern analytical frameworks for formulating and implementing long-range organizational plans and examines how the various functional areas work together in formulating strategy. Students refine environmental assessment skills, craft strategies, and study global issues to enhance their ability to think strategically and make decisions about how to allocate scarce resources to accomplish goals. Qualitative and quantitative approaches as well as the nature of the decision process are considered.

MAN 6440  Strategies of Human Resources  3 credits
This course covers a more proactive view for integrating strategic organizational planning and human resources issues. This course emphasizes the importance of integrating human resource activities in the context of the organizations’ strategic plan and explores decision-making from the perspective of the
private or public sector manager who must decide how to allocate scarce resources to accomplish organizational goals and objectives. Qualitative and quantitative approaches are considered.
International College

**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 Vice President of Student Enrollment Management is responsible for enrollment and providing informational support to new IC students. The Vice President 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 Vice President of Student Financial Assistance 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 Vice President of Student Development/Dean of Students, Counseling, and Career Development. The Vice President of Student Development/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 VICE PRESIDENT OF STUDENT DEVELOPMENT/DEAN OF STUDENTS
AND THE ASSISTANT DEAN OF STUDENTS

The Vice President of Student Development/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 Vice President of Student Development/Dean of Students coordinates the Student Development offices with assistance of the Assistant Dean of Students. The Assistant Dean of Students supervises student activities, working in cooperation with the faculty and staff members as administrative advisors to the various clubs, organizations, and publications. The Vice President of Student Development/Dean of Students and the Assistant Dean of Students 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 Vice President of Student Development/Dean of Students or the Assistant Dean of Students 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:
- Individual and confidential counseling for students who can benefit from short term problem solving;
- Referral resources available in the community and through private and public service agencies;
- Crisis intervention;
- Drug education and referral services, and
- 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,
International College

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. Students with a criminal record may not be eligible to apply for certain jobs such as criminal justice positions or positions in the medical field. The College will not provide placement assistance for students convicted of a felony.

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 Vice President of Student Development/Dean of Students or the Assistant Dean of Students for approval prior to campus distribution.

Student Activities
The Vice President of Student Development/Dean of Students and the Assistant Dean of Students 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 Vice President of Student Development/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 Vice President of Student Development’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 Assistant Dean of Students 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 Assistant 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 Vice President of Student Development/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 Vice President of Student Development/Dean of Students. The information is then forward by the Dean to the Vice President of Information Technology to post to the web. The Vice President of Information Technology will only upload information relating to clubs and organizations as submitted by the Assistant Dean of Students 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 Student Development. 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 Vice President of Student Development /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 Library 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.

65
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 seven (7) days of the notice of violation, a student may request a hearing before the Hearing Officer. A hearing shall be held within seven (7) 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 Vice President of Student Development /Dean of Students or an ad hoc committee appointed by the Vice President of Student Development /Dean of Students. The composition of a disciplinary committee will be in the sole discretion of the Vice President of Student Development /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 Student Development and file it with the Vice President of Student Development/Dean of Students.

The Vice President of Student Development/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. The Hearing Officer may ask the Vice President of Student Development/Dean of Students to appoint an Ad hoc Committee to serve as the designee.

Hearings may not be tape recorded. If a student wants a permanent record of the hearing, he/she may provide a court reporter at the student’s expense. Hearings may not be attended by outside agencies or attorneys, as these are informal and internal proceedings.

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 Vice President of Student Development/Dean of Students. The Vice President of Student Development/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. The President normally will only consider the written record of evidence, including the complaint, student file, responses, minutes of meetings, and written reason for appeal, in order to render a decision in the matter.

In the event that any party fails to appeal, the decision regarding probable cause or fails to appeal the written decision of the grievance committee or hearing officer within seven (7) working days, then the grievance shall automatically be dismissed without further recourse or review.

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.

SAFETY ISSUES

Good judgment and common sense are the basis of the safety and security policies of International College. It is the duty of each student to follow the safety and security practices as outlined and to report to the attention of the administration any breaches of safety or security issues.

AN ACCIDENT ON CAMPUS

Any student who sustains an accident on campus should immediately notify a faculty member, Dean or Program Chair, member of the Administration, or other employee of the institution. The student will be given an accident report form which must be filed with one of the Safety Officers at the institution. The Safety Officers are Executive Vice President of Academic Affairs and the Executive Vice President of Finance and Student Services. The report must be filed within forty eight (48) hours after the occurrence being reported.

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 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 Vice President 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 limit 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.
International College

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 Vice President of Information Technology 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 Vice President of Information Technology 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.

**STUDENT EMAIL ACCOUNTS**

International College provides electronic mail services to students and alumni to use as their primary e-mail address. Communication between International College and Students will take place via this account. International College encourages the use of e-mail in support of instruction, research, and public service. Students are urged to make extensive use of e-mail to communicate with their instructors, support staff, and fellow students. Students are expected to use e-mail services responsibly, i.e. comply with all applicable local, state, and federal laws, and with other College policies. A full explanation of the electronic mail services International College has available can be picked up at the Registrar’s Office or accessed via www.internationalcollege.edu “E-mail”.

**ADDRESS CHANGES**

Each student is responsible for notifying the Registrar’s Office of a change of permanent home address.

**CELLULAR PHONE POLICY**

International College recognizes the growing trend regarding student possession of cellular phones with video, camera, or voice recording capabilities. In support of each individual’s reasonable expectation of privacy, the copyright and intellectual property laws, the use of these cellular phone features by International College students must be in conjunction with express consent. Students are expressly forbidden to video, use camera or voice recordings without the express consent of the subject(s) being photographed or recorded. Any student whose use of their cellular phone violates another’s reasonable expectation of privacy or produces any media as a result of the cellular phone capabilities without express consent may be found in violation of this policy. Violations of this policy may lead to disciplinary action that may result in confiscation of the cellular phone and referral to the Vice President of Student Development/Dean of Students as a violation of the Student Behavior Standards.
INTERNATIONAL COLLEGE
A Florida Non-Profit, Tax Exempt Organization,
A Postsecondary Educational Institution

BOARD OF TRUSTEES

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Kenneth O. Johnson
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<table>
<thead>
<tr>
<th>Chairman</th>
<th>Claude Haynes</th>
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## FORT MYERS PRESIDENT'S COUNCIL MEMBERS

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<th>Chairman</th>
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<td>Janet E. Forrer</td>
<td>Steve Personette</td>
<td>John Wiest</td>
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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 Technology .................................................................................. Darlene Wilson
Vice President of Institutional Advancement ................................................................................ Louis J. Traina
Vice President of Student Development/Dean of Students ............................................................. Ron Bowman
Vice President of Student Enrollment Management ......................................................................... Rita Lampus
Vice President of Student Financial Assistance .............................................................................. Joseph Gilchrist
Vice President of Student Records Management ............................................................................. Carol Morrison
Dean - School of Business ........................................................................................................... Frederick Nerone

INSTITUTIONAL STAFF

Assistant Dean of Students ........................................................................................................ Marcia Brooks
Controller .................................................................................................................................. Marta Marruz
Career Development Coordinators ................................................................................................ Alison Watson, Naples/Molly Grubbs, Fort Myers
Director of Academic and Professional Development Services .................................................. Scott Kemp
Director of Counseling and Career Development .......................................................................... Micki Erickson
Director of Institutional Effectiveness ........................................................................................ Alfred Cenedella
Registrar ....................................................................................................................................... Lydia Porter

GRADUATE ACADEMIC PROGRAM ADMINISTRATORS

MBA/MPA Program Director ............................................................................................................ Donald Forrer
Criminal Justice Program Director ................................................................................................ Joseph Kibitlewski
MCT/MIS Program Director .......................................................................................................... Michael Nelson
Management Program Director ..................................................................................................... Nancey Wyant

GRADUATE PROGRAM COMMITTEE

Frederick Nerone (Chair) Karen Locklear
Marilyn Benson Carol Morrison
Jeanette Brock Michael Nelson
Donald Forrer Lydia Porter
Joseph Kibitlewski David Rice
Nancey Wyant

75
**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.

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<tr>
<th>Name</th>
<th>Degree(s)</th>
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### ACADEMIC CALENDAR

#### FALL TERM 2005
- September 8: Fall Term Begins
- September 15: Last Date to Register
- November 2: Mini-term Begins
- November 24-27: Thanksgiving Holiday
- December 21: Fall Term Ends
- December 22-January 1: Winter Holiday

#### WINTER TERM 2006
- January 2-11: Winter Break
- January 12: Winter Terms Begins
- January 16: Martin Luther King Holiday
- January 19: Last Date to Register
- March 8: Mini-term Begins
- March 14-16: Spring Holiday
- April 26: Winter Term Ends

#### SUMMER TERM 2006
- May 15: Summer Term Begins
- May 22: Last Date to Register
- May 29: Memorial Day Holiday
- July 4: Independence Day Holiday
- July 10: Mini-term Begins
- August 26: Summer Term Ends

#### FALL TERM 2006
- September 11: Fall Term Begins
- September 18: Last Date to Register
- November 6: Mini-term Begins
- November 23-26: Thanksgiving Holiday
- December 23: Fall Term Ends
- December 24-January 1: Winter Holiday

#### WINTER TERM 2007
- January 2-14: Winter Break
- January 15: Martin Luther King Holiday
- January 16: Winter Terms Begins
- January 23: Last Date to Register
- March 12: Mini-term Begins
- April 6-8: Spring Holiday
- April 30: Winter Term Ends

#### SUMMER TERM 2007
- May 14: Summer Term Begins
- May 21: Last Date to Register
- May 28: Memorial Day Holiday
- July 4: Independence Day Holiday
- July 11: Mini-term Begins
- August 25: Summer Term Ends
International College

TUITION AND FEES SCHEDULE

TUITION
Basic Tuition for all Credit Hour Courses ................................................................. $515.00 per credit hour

OTHER FEES AND CHARGES:
Application Fee (Non-Refundable) ........................................................................ $50.00
Computer Laboratory Fee ......................................................................................... $55.00

Student Services Fees Payable Each Semester
Information Resource Center .................................................................................. $75.00
Registration Fee ....................................................................................................... $30.00
Student Service Fee ................................................................................................. $35.00
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.
Naples Campus

2655 Northbrooke Drive
Naples, Florida 34119
Telephone: 239-513-1122
Fax: 239-598-6253

Fort Myers Campus

4501 Colonial Boulevard
Fort Myers, Florida 33912
Telephone: 239-482-0019
Fax: 239-938-7896