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PROGRAMS  
2000-2001



VIRGINIA  
INTERNATIONAL  
UNIVERSITY

*THE  
AWAITED  
EXCELLENCE  
IN  
EDUCATION..!*

[www.viu.edu](http://www.viu.edu)

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# Virginia International University

## UNDERGRADUATE PROGRAMS

VIU offers undergraduate programs leading to the Bachelor of Arts degree, Bachelor of Science degree or Bachelor of Business Administration degree.

To qualify for a degree, students must meet all credit requirements, as described below, plus any relevant curriculum, major, residence, and other requirements, as described in separate publications of individual schools.

### Admission Requirements

VIU admits qualified students who already hold, or will hold by the beginning of their semester of admission, at minimum, a high school diploma or GED.

1. Completed application form.

2. \$50 non-refundable application fee.

**3. Transcripts:** For applicants with previous college or university study (whether part-time or full-time), official, notarized, or certified transcripts must be submitted from all institutions attended. For applicants without previous college or university study, official, notarized, or certified transcripts, of all secondary school study, plus official proof of high school graduation must be submitted. Applicants who have not yet earned their high school diploma or GED must show official proof that their graduation is imminent. If high school transcripts are unavailable, applicants may-with the express permission of the Office of Admissions - submit official proof of high school graduation (e.g., a notarized or certified, copy of the applicant's high school diploma). For all applicants, official proof of any professional or technical study from an institution other than a college or university must also be submitted. Applicants already holding a degree from a foreign college or university may submit, in TEMPORARY lieu of official transcripts, a notarized copy of their college or university diploma, with translation if not in English.

**4. SAT/ACT Scores:** All applicants must submit official scores for the Scholastic Aptitude Test (SAT) and/or the American College Test (ACT). Additionally, students may submit official scores for the SAT Subject Tests (SAT-2) in English (essay required), mathematics (level I or II), foreign language, or science. Generally, students submit scores from the subject tests most closely related to their projected field of undergraduate study.

**5. TOEFL Scores:** All applicants whose first language is other than English must have official scores submitted for the Test of English as a Foreign Language (TOEFL). Educational Testing Service, CN 6151, Princeton, NJ 08541-6151, USA. Phone (609) 882-6151

**6. Letters of Reference:** Applicants must have two (2) persons not related to the applicant, but who are familiar with the applicant's academic performance and potential, submit letters of reference vouching for the applicant's character and ability to succeed in undergraduate study.

**7. Introductory Essay:** Applicants must submit an introductory essay describing their academic background, personal interests and activities, and career goals. Essays should be typed, or word-processed in standard 12-pt. font, double-spaced, and should not exceed 750 words.

**8. Statement of Financial Support:** All applicants must submit a Statement of Financial Support detailing the source(s) of funding for their program of study.

There are two required components of the Statement of Financial Support: VIU Statement of Financial Support Form and official proof of finances from a bank or other financial institution.

The VIU Statement of Financial Support Form indicates the personal commitment of the principal source of



financial support for your studies at VIU. This source can either be yourself (i.e., the applicant) or a sponsor. In either case, official proof of financial ability must also be demonstrated in the form of a bank statement or other immediately accessible funds, showing the required amount on deposit. Statements of property ownership or deposits that have not yet matured are not valid proof of financial ability. Financial support may be derived from more than one source. A notarized statement from relatives, or other persons living in the U. S., who will guarantee room and board for the period of enrollment may be used in conjunction with a bank statement from another sponsor for the balance of the required funds. NOTE: For all financial support documents, originals or certified copies are required, and may not be more than one year old.

**9. Health Insurance:** All applicants must show proof of health insurance coverage. Applicants who do not yet have health insurance may purchase it through VIU at a reasonable cost.

**10. Personal Interview:** As an integral part of the admission process at VIU, on-campus interviews are strongly encouraged for all applicants. If you are unable to arrange a personal interview, you must make other arrangements, such as a telephone interview. All interviews are by appointment only. NOTE: Applicants residing outside the United States are exempt from the interview requirement. However, we would welcome the opportunity to speak with you in person and strongly encourage you to visit the university prior to your enrollment.

**11. Deadlines:** All application materials must be received no later than the deadline(s) printed on the application form. (For further information as to deadlines for the current academic year, please see the Admissions Timetable on page 20.

NOTE: Application materials not in English must be accompanied by a correct English translation of the originals.

## **Admission Requirements for International Students**

VIU admits to undergraduate study qualified applicants who already hold, or will hold by the beginning of their semester of admission, at minimum, a high school diploma or GED.

NOTE: Application materials not in English must be accompanied by a correct English translation of the originals.

1. Completed application form.

2. \$50 non-refundable application fee.

**3. Transcripts:** For applicants with previous college or university study (whether part-time or full-time), official, notarized, or certified transcripts must be submitted from all institutions attended. For applicants without previous college or university study, official, notarized, or certified transcripts of all secondary school study, plus official proof of high school graduation must be submitted. Applicants who have not yet earned their high school diploma or GED must show official proof that their graduation is imminent. If high school transcripts are unavailable, applicants may-with the express permission of the Office of Admissions-submit official proof of high school graduation (e.g., a notarized, or otherwise certified, copy of the applicant's high school diploma). For all applicants, official proof of any professional or technical study from an institution other than a college or university must also be submitted. NOTE: Applicants should provide a translation of all materials not in English.

**4. TOEFL Scores:** All applicants whose first language is other than English must submit official scores for the Test of English as a Foreign Language (TOEFL). Undergraduate applicants with a TOEFL score of less than 530 are required to enroll in a course of English language study at VIU until they attain the linguistic proficiency necessary to pursue full-time academic studies. In some cases, students may simultaneously enroll in English language courses and regular academic courses.

**5. SAT/ACT Scores:** Applicants who have completed less than thirty (30) hours of academic study at a U. S. college or university must submit official scores for the Scholastic Aptitude Test (SAT) and/or the American College Test (ACT). Additionally, students may submit official scores for the SAT Subject Tests (SAT-2) in English (essay required), mathematics (level I or II), foreign language, or science.



**6. Introductory Essay:** Applicants must submit an introductory essay in English describing their academic background, personal interests and activities, and career goals. Essays should be typed, or word-processed in standard 12-pt. font, double-spaced, and should not exceed 750 words.

**7. Statement of Financial Support:** Financial aid is not available for international students in the U. S., and there are only limited opportunities for part-time work. Therefore, VIU must be assured of your ability to finance your educational and living expenses in the U. S. before an I-20 or IAP-66 visa can be issued.

All applicants must submit a notarized VIU Statement of Financial Support detailing the source(s) of funding for their anticipated program of study at VIU. There are two required components of the Statement of Financial Support: VIU Statement of Financial Support Form and official proof of finances from a bank or other financial institution.

The VIU Statement of Financial Support Form indicates the personal commitment of the principal source of financial support for your studies at VIU. This source can either be yourself (i.e., the applicant) or a sponsor. In either case, official proof of financial ability must also be demonstrated in the form of a bank statement or other immediately accessible funds, showing the required amount on deposit. Statements of property ownership or deposits that have not yet matured are not valid proof of financial ability. Financial support may be derived from more than one source. A notarized statement from relatives, or other persons living in the U. S., who will guarantee room and board for the period of enrollment may be used in conjunction with a bank statement from another sponsor for the balance of the required funds. NOTE: For all financial support documents, originals or certified copies are required, and may not be more than one year old.

**8. Health Insurance:** All applicants must show proof of health insurance coverage. Applicants who do not yet have health insurance may purchase it through VIU at a reasonable cost.

**9. Personal Interview:** As an integral part of the admission process, on-campus interviews are strongly encouraged for all applicants. If you are unable to arrange a personal interview, you must make alternate arrangements, such as a telephone interview. All interviews are by appointment only. NOTE: Applicants residing outside the United States are exempt from the interview requirement. However, we would welcome the opportunity to speak with you in person and strongly encourage you to visit the university prior to your enrollment.

**10. Issuance of I-20 or IAP-66 form:** Admitted students are issued an I-20 or IAP-66 form only (Pending application to INS) after they have notified the Office of Admissions of their intention to enroll by post, e-mail, fax, or phone.

**11. Deadlines:** All application materials must be received no later than the deadline(s) printed on the application form. (For further information as to deadlines for the current academic year, please see the Admissions Timetable on page 20.

## Admission for Transfer Students

VIU welcomes applications from qualified students who have successfully completed courses at another college or university. To be considered for admission, an applicant must have a cumulative grade point average of at least 2.00 (CC), and must be eligible to return to the former school. Transfer admission is limited and competitive; not all applicants meeting the minimum requirements can be admitted. An official evaluation of transfer credits is provided once a student is offered admission. Also, not all credits may be transferable; in any case, no more than 12 credits may be transferred from another institution while taking courses at VIU.

Three quarters of a course sequence equal two semesters; two quarters of a course sequence equal one semester; one quarter of a three-hour course may not transfer, except as an elective credit.

NOTE: In addition to any requirements specific to the transfer process, all transfer applicants must go through the same application procedures as new students, and submit a completed application for their intended course of study with the \$50 fee.



## **Admission to the Extended Studies Program**

The Extended Studies Program is an option for those who wish to enroll as part-time, non-degree-seeking students. To be eligible for admission as an undergraduate, applicants must have completed fifteen (15) or more credit hours of college-level work with a minimum grade point average (GPA) of 2.00 (CC). To enroll at the graduate level, the applicant must have completed a course of baccalaureate study with a GPA of at least 2.0 (CC).

Undergraduate students admitted under the Extended Studies Program may enroll for a maximum of nine (9) hours per semester. Students who go on to seek admission to an undergraduate degree program at VIU may transfer a maximum of eighteen (18) of their Extended Studies credit hours to their degree program.

## **Guest Matriculation/Concurrent Enrollment**

Guest Matriculates are students currently enrolled in high school, or who are matriculating at other universities, but who wish to take a course, or courses, at VIU. Applicants for guest matriculation must have written permission from an administrator at their high school, as well as their parents' written approval. Approval documents should be submitted along with the application package.

## **Bachelor of Science Degree (B.S) Requirements**

For graduation with a Bachelor's degree, students must complete a minimum of one-hundred twenty (120) credit hours with a minimum cumulative grade point average of 2.00 (CC). General Education 36 credit hours (12 semester courses), Core Courses 60 credit hours (20 semester courses), Elective Courses 24 credit hours (8 semester courses). Prerequisite and non-credit courses do not count toward graduation. There are four categories of course requirements, as follows:

### **Prerequisites Courses**

Knowledge in calculus and competence in personal computing are requirements for the programs. A deficiency in calculus may be remedied by passing Mathematics with a grade of BB or better. Competence in personal computing may be demonstrated in one of three ways: completing the courses with grade of BB or better, completing an equivalent course at another university with a grade of BB or better, or passing an exemption exam. A modest fee is required to take the exemption exam.

### **General Education Courses**

The general education requirements are designed to give each student a breadth of experience in academic disciplines. These learning experiences provide an introductory base to fields of study and discuss how each discipline conducts its research thus adding to general knowledge in academe. General education courses are designed to help a student develop a useful perspective of cultural, political, scientific and economic issues.

Undergraduate students are required to meet general education requirements listed below. Students should choose 12 courses from a total of 14 courses.

GREQ 101	College English
GREQ 111	Introduction to Physics
GREQ 121	General Chemistry
GREQ 131	Principles of Biology
GREQ 133	World History
GREQ 142	Natural Sciences
GREQ 145	Health Science
GREQ 151	College Mathematics
GREQ 155	Introduction to Philosophy
GREQ 157	Introduction to Psychology
GREQ 163	Introduction to Sociology
GREQ 235	English Composition I
GREQ 236	English Composition II
GREQ 377	World Literature



Core Courses and Elective Courses. These two type of courses will be given in the programs

## Degree Requirements

Candidates for the B.S. degree in the University must complete the following graduation requirements:

1. Minimum of 120 semester hours and minimum 40 semester courses.
2. All undergraduate students are required to take three (3) prerequisite courses, regardless of the students' particular school or major subject.
3. General Education requirements are fulfilled in the student's first two years, and complete the 12 semester courses from a total of 14 courses listed above. Selection of a major field of concentration and completion of all requirements of the major as specified by the
4. Comprehensive examination in the student's major field.
5. A Final cumulative academic average of 2.0 or better.

## Graduation Requirements for Transfer Students

Although transfer students are accepted, all transfer students must take at least 50% of the core courses at VIU in order to graduate.

### MAJORS IN BACHELOR OF SCIENCE (B.S) DEGREE

#### 1. School of Computer Science

To prepare students for careers in the dynamic and continually evolving fields of Computer Science, VIU's School of Computer Science offers Bachelor of Science degrees in Computing and Business, and Computer Science. The School's general mission is to train students to create solutions for information systems-based needs and problems in commercial, financial, governmental, or other types of organizations. The approach of each degree program integrates theoretical and practical aspects of information technology and business systems. VIU's location in the Northern Virginia area, "Silicon Valley II," means that graduates of our Computer Science programs have ample opportunities to move immediately into employment or go on to advanced study. Majors are prepared for employment in a wide range of industrial and business environment.

The program is composed of 28 semester courses: 20 semester core courses (13 core courses and 7 concentration courses) and 8 semester elective courses for each major. Each course consists of 3 credit hours. Students will complete 60 credit hours of core courses and 24 credit hours of elective courses for a total of 84 credit hours. These credit hours are in addition to the general education requirements and prerequisite courses.

#### Core Course

COMP 201	Computer Science I
COMP 202	Computer Science II
COMP 203	Discrete Structures
COMP 207	Introduction to Computing
COMP 241	Computer Ethics and Society
COMP 331	Principles of Programming Languages
COMP 333	Introduction to Software Engineering
COMP 341	Data Structures
COMP 421	Principles of Operating Systems
COMP 461	Database Management
COMP 481	Computer Networks
BUSS 205	Business Mathematics
BUSS 414	Applied Statistics



### **a. Bachelor of Computer Science**

The Computer Science program emphasizes the design and use of computer technology to develop information processing systems. The program provides students with broad range of computer knowledge and practical skills required in most of business and industry areas today. Successful graduates will be awarded a Bachelor of Science degree in Computer science. No minor degree is associated with this major.

#### **Concentration**

COMP 211	Assembly Language Programming
COMP 311	Introduction to Computer Organization
COMP 371	Artificial Intelligence
COMP 411	Computer Architecture
COMP 435	Computer Graphics
COMP 441	Design and Analysis of Algorithms
COMP 443	Theory of Computation

### **b. Bachelor of Computing and Business**

Created for future businesspersons or other professionals who expect to spend much time at the keyboard with a "mouse" in hand, the Computing and Business program combines the mastery of modern computing techniques with the study of general business practices. Successful graduates will be awarded a Bachelor of Science degree in computer science associated with a minor degree in Business.

#### **Concentration**

BUSS 201	Principles of Accounting I
BUSS 463	International Business
BUSS 226	Small Business Management
BUSS 306	Business Analysis
BUSS 344	Human Resource Management I
BUSS 466	Business Financial Management
BUSS 211	Principles of Marketing

#### **Elective Courses**

Students in both majors are required to take a total of 8 elective courses. Students studying pure computer sciences are required to take all elective courses mentioned in the computer science elective section. Those whose minor is business (the Bachelor of Computing and Business) are required to take 5 computer elective courses and 3 business elective courses. Students are required to consult with their Department Advisor to determine which electives they should take.

COMP 431	Compiler Design Principles
COMP 432	Object-Oriented Programming
COMP 463	Electronic Commerce
COMP 482	Web Technologies
COMP 483	Enterprise Networking
COMP 485	Mobile Computing
BUSS 235	Introduction to Economics
BUSS 238	International Economics
BUSS 219	Business Law I
BUSS 392	Quantitative Analysis in Decision Making
BUSS 362	International Marketing
BUSS 414	Applied Statistics



## 2. School of Business and Management

The School of Business and Management prepares qualified students for leadership positions in the 21st Century global marketplace. Such leaders will need to balance the goals of economic success with the constraints of greater social and environmental responsibility. Instructed by a distinguished faculty, students learn to integrate changing human and information resources with continually developing technology, while nurturing the entrepreneurial spirit that has always been key to successful business and management. The School offers a Bachelor of Business Administration degree in the following three major subjects: Accounting and Finance, Business Management and Marketing.

The program is composed of 28 semester courses: 20 semester core courses (14 general business core and 6 major concentration) and 8 semester elective courses for each major.

### Core Courses

BUSS 201	Principles of Accounting I
BUSS 203	Organizational Behavior
BUSS 205	Business Mathematics
BUSS 211	Principles of Marketing
BUSS 215	Introduction to International Business
BUSS 219	Business Law I
BUSS 235	Introduction to Economics
BUSS 238	International Economics
BUSS 246	Introduction to Management Information Systems
BUSS 306	Business Analysis
BUSS 344	Human Resource Management
BUSS 414	Applied Statistics
BUSS 424	Business Policy
BUSS 466	Business Financial Management

### a. Bachelor of Accounting and Finance

Accounting and finance are among the most crucial and dynamic areas of modern business. Students in VIU's Accounting and Finance program learn the concepts and skills needed to provide general accounting services, while becoming familiar with modern business operations. Approaching the subject from within the context of human resources and business organization, the program also offers specialized courses in which students gain expertise in anticipating, evaluating, reporting on, and solving the complex accounting problems of the global economy.

#### Major Concentration

BUSS 220	Principles of Accounting II
BUSS 245	Corporate Finance
BUSS 325	Auditing
BUSS 441	Advanced Accounting
BUSS 450	Cost Accounting
BUSS 454	Taxation

### b. Bachelor of Business Management

Providing a solid foundation in the theory and practice of modern business organizations in relation to current economic, political, and socio-cultural environments, the Business Management program prepares students to enter the workplace directly or to go on to graduate study.



### **Major Concentration**

BUSS 226	Small Business Management
BUSS 382	Productivity and Quality
BUSS 395	Distribution Management
BUSS 425	Internship in Business
BUSS 435	System Analysis and Design
BUSS 471	Strategic Management

### **c. Bachelor of Marketing**

In today's highly competitive business world, intelligent, informed, and imaginative marketing often means the difference between a company's success or failure. This is especially the case in light of the complexity, diversity, and changeability of consumer markets. VIU's Marketing program prepares students for careers in any sector of this exciting field. A wide range of course options allow students to acquire a strong general background in marketing or to specialize in one of the more vocational areas.

### **Major Concentration**

BUSS 275	International Marketing
BUSS 367	Marketing Management
BUSS 372	Marketing Research
BUSS 395	Distribution Management
BUSS 435	System Analysis and Design
BUSS 471	Strategic Management
BUSS 477	Strategic Marketing

### **Elective Courses**

Students are required to consult with their Department Advisor to decide about the diversity of the electives among the majors.

BUSS 244	Foreign Language I (French, German, Spanish)
BUSS 276	Organizational Structure and Behavior
BUSS 308	Business Law II
BUSS 320	Financial Reporting
BUSS 333	Business Strategy and Planning
BUSS 362	International Marketing
BUSS 370	Managerial Accounting
BUSS 386	Psychology and Consumption
BUSS 392	Quantitative Analysis in Decision-making
BUSS 415	Business Information Systems
BUSS 444	International Financial Management
BUSS 463	International Business



## Physical Well-Being

Virginia International University emphasizes the need for students to think about and plan for their own well-being. The University recognizes that each student has unique needs and that no one physical program can be required for the entire student body.

The philosophy of Virginia International University's program is individuality. A wide array of athletic, fitness, and exercise sessions are available to students. Advisers in the program meet with students to design a Physical Well-Being program each semester. Arrangements with local health facilities provide classroom, gymnasium, and swimming as well as outdoor sports, e.g. tennis and golf.

Students are required to earn one-hour credit for each semester they are enrolled (up to 8 credits). Participation requirements are generally three hours per week. Although there are no classroom assignments such as research papers or examinations there is an expectation that students will complete a self-monitored report at the end of each semester.

Virginia International University does not compete in intercollegiate athletics.

## TUITION & FEES

Applicants should figure the costs for their projected course of study for the 1999-2000 academic year as follows:

	<u>Undergraduate</u>	<u>Graduate</u>
full-time tuition (per academic year; i.e., two semesters)	\$6,300	\$7,200
part-time tuition (per credit hour)	\$350	\$430
Fees*		
	<u>Undergraduate</u>	<u>Graduate</u>
Housing	\$4,800	\$5,400
Food	\$2,500	\$2,500
Health Insurance (Mandatory)	\$700	\$700
Books and Supplies	\$600	\$800
Student Activity Fee (per academic year)	\$50	\$50
<b>TOTAL TUITION (full-time)</b>	<b>\$6,300</b>	<b>\$6,800</b>
<b>TOTAL FEES</b>	<b>\$8,650</b>	<b>\$8,850</b>
<b>TOTAL</b>	<b>\$14,950</b>	<b>\$16,650</b>

\*Fees are for services and materials provided by VIU. Fees are based on average current rates in the Washington, DC, Metropolitan Area and are subject to change without notice. Money needed for personal expenses is not included and should be calculated on an individual basis.

### Payment Plan

1. Advance Payment: If student's tuition is \$500.00 or less, it must be paid in full at the time of enrollment. Of course we always welcome any student pays his/her annual tuition in full at advance.
2. Monthly Installment Plan: Full time students may budget all or a part of their tuition including other expenses such as housing, food, and other one year academic expenses, up to 10 equal monthly installment with as low as %10 APR annually. A minimum of \$500.00 budget is required, and annual fee is charged.



## Financial Penalties

1. Late fee: Failure to make any payment on or before the due date results in a late fee up to \$50.00
2. Return Check fee: A \$25.00 fee will be charged for each unpaid check returned by the bank. If this situation intentionally kept continued at most for a three times, an additional late fee will be charged, and financial suspension will result.

## Refund Policy

A registered student who is unable to attend may request a tuition a tuition refund in writing prior to the deadline posted in academic calendar. No refunds will be made in the case of students who fail to attend classes or fail to meet standards of appropriate behavior. Students with a credit balance of \$100.00 or less may be entitled to a cash refund. Unless otherwise noted, if you choose a refund, a \$30 processing charge will be deducted from the course fee. If a refund is requested for more than one course, the \$30 processing fee will be deducted from each course. You can request a tuition credit or refund in person at VIU registration office, 9900 main street, Fairfax, VA 22031, or by fax to 703-591-7046

## 2000-2001 ACADEMIC CALENDAR

### Fall Semester 2000

September 11-15	Orientation and Registration
September 18	First day of classes
September 29	Last day to add/drop an elective.
November 6-10	Early registration for spring semester
November 23-24	*Thanksgiving holiday
December 15	Last day of classes
December 18-22	Final examinations *

### Spring Semester 2001

January 15-19	Orientation and Registration
January 22	First day of classes
February 2	Last day to add/drop an elective
March 12-16	*Spring break
April 2-6	Early registration for summer terms
April 20	Last day of classes
April 23-27	Final examinations

### Summer Term 2001

May 14	First day of classes
May 29	*Memorial Day
July 27	Last day of classes
July 30 - August 3	Final examinations

\* Holidays; no classes



School of Computer Science  
**COURSE DESCRIPTIONS**

**COMP 201 Computer Science I.**

*Prerequisite: A grade of C or better in GREQ 151.* Introduction to computer science for majors and others with a serious interest in computer science through problem solving and computer programming. Topics include an overview of computer system hardware and organization, problem-solving methods and algorithm development, program structures, abstract data types, simple data and file structures, introduction to analysis of algorithmic complexity and program correctness, and applications development in a high-level programming language that supports modular design. Programming techniques covered by this course include modularity, abstraction, top-down design, specifications, documentation, debugging, and testing. Selected topics in computer science are introduced through programming projects in the C language running under a UNIX operating system. The core material for this course includes functions, recursion, arrays, strings, pointers, records, and files.

**COMP 202 Computer Science II.**

*Prerequisite: A grade of C or better in COMP 201.* This course continues the development of programming and problem-solving skills, focusing on recursion, pointers, data abstraction, and procedural abstraction. Topics include abstract data types and data structures (sets, files, strings, linked lists, stacks, queues, trees, graphs) and examples of their applications by making use of C++ language and object-oriented programming. Emphasis on program development continues and is reinforced through several larger programming projects. Additional programming language instruction supplements the major topics of this course.

**COMP 203 Discrete Structures.**

*Prerequisite: A grade of C or better in COMP 201.* Discrete Structures introduces the fundamental tools, topics, and concepts of discrete mathematics needed to study computer science. This course puts emphasis on

counting methods, proof techniques, and problem-solving strategies. Topics include Boolean algebra; set theory; symbolic logic; predicate calculus; number theory; the methods of direct, indirect and inductive proofs; bijective functions; equivalence relations; graphs; set partitions; combinatorics; modular arithmetic; summations; and recurrences.

**COMP 207 Introduction to Computing.**

*Prerequisite: A grade of C or better in COMP 201.* This course Introduces students to the nature and uses of computers using both lecture and laboratory practice. The contents include widely used computer applications, including word processing, spreadsheets, databases, presentation software, and computer communications and networking. Laboratory projects are required in these areas. The other topics to cover in this course are computer systems organization, legal and ethical considerations, security, artificial intelligence, and the Internet.

**COMP 211 Assembly Language Programming.**

*Prerequisite: A grade of C or better in COMP 202.* In this course students will be dealing with symbolic assembly language, low-level programming in assembly language, and computer structures; arithmetic and logical operations; machine representations of numbers, characters, and instructions; input-output and data conversions; addressing techniques; assembler directives; subroutine linkage; and macro-processing.

**COMP 241 Computer Ethics and Society.**

This is an Introduction to the legal, social, and ethical issues surrounding software development and computer use. Professional conduct, social responsibility, and rigorous standards for software testing and reliability are stressed. Issues such as liability, ownership of information, privacy, security, and crime are examined. Students read, write, discuss, and present reports on these topics.



**COMP 311 Introduction to Computer Organization.**

*Prerequisite:* A grade of C or better in **COMP 211**. This is an introductory course covers a basic concepts of digital logic such as: Boolean algebra, logic gates, simplification of logical expressions, Karnaugh maps, combinational circuit design and analysis, half-adders, full-adders, n-bit-adders, decoders, multiplexers, arithmetic logic units, flip-flops, clocked circuit design and analysis, registers, counters, register transfer and computer operation, control unit, random-access memories, and read-only memory.

**COMP 331 Principles of Programming Languages.**

*Prerequisites:* A grade of C or better in **COMP 207**. In this course students will be discussing the semantics of programming languages. The core topics include: formal specifications of syntax, declarations, binding, allocation, data structures, data types, control structures, control and data flow; the implementation and execution of programs; and functional programming versus imperative programming. Other possible topics include: non-procedural and logic programming; object-oriented programming; and program verification. Programming projects will provide experience in a number of languages.

**COMP 333 Introduction to Software Engineering.**

*Prerequisites:* Grade of C or better in **COMP 202**. Students will be examining the techniques in software design and development. They will discuss formal models of structured programming, software engineering methods and tools, functional or object-oriented design, and documentation. Working in teams, students organize, manage, and develop a software engineering project.

**COMP 341 Data Structures .**

*Prerequisites:* Grade of C or better in **COMP 202**. This course examines a wide range of advanced data structures with an emphasis on an object-oriented approach. Analysis of the computational resources required for important problem types by alternative algorithms and their associated data structures, using mathematically rigorous techniques such as asymptotic analysis; a variety of binary search trees including AVL, red-black, and splay trees; skip lists and tries as alternatives to binary search trees; data structures for geometric and multi-dimensional data including quad trees, k-d trees and interval trees; heaps and priority queues including binary heaps, binomial heaps, leftist heaps (and/or other mergeable heaps); and B-trees for external storage. Specific algorithms are analyzed and improved.

**COMP 371 Artificial Intelligence.**

*Prerequisites:* Grade of C or better in **COMP 211**. This course introduces the principles and methods for knowledge representation, reasoning, learning, problem solving, planning, heuristic search, and natural language processing and their application to building intelligent systems in a variety of domains. LISP, PROLOG, or an expert system programming language is used.

**COMP 411 Computer Architecture.**

*Prerequisites:* Grade of C or better in **COMP 311**. This course covers the design of complex computer systems making heavy use of the components and techniques. Computer hardware organization, software structure, data organization, floating-point arithmetic, instructions set design issues (RISC vs. CISC), micro-programmed control, hardwired control, pipelining, memory caches, bus control and timing, input/output mechanisms, and issues in the construction of parallel processors will be discussed in more detail. Students complete a term project that simulates one computer system on another.

**COMP 421 Principles of Operating Systems.**

*Prerequisites:* Grade of C or better **COMP 311**. The course is an introduction to the fundamentals of operating systems. Topics cover concurrent processes and synchronization mechanisms, processor scheduling, memory management, file management, I/O management, deadlock management, performance of operating systems, and projects dealing with synchronization in a multi-programmed OS and with virtual memory management. Formal principles are illustrated with examples and case studies of one or more contemporary operating systems.



**COMP 431 Compiler Design Principles.**

*Prerequisite:* A grade of C or better in **COMP 211** and **COMP 331**. This course deals with a detailed study of the design and implementation of a compiler for a high-level programming language. The core topics include lexical analysis, parsing techniques (including LL and LR parsers), semantic routines, run-time storage allocation, code generation and optimization.

**COMP 432 Object-Oriented Programming.**

*Prerequisite:* A grade of C or better in **COMP 331** and **COMP 341**. This programming course discusses the concepts of object-oriented programming (OOP) languages and systems including an introduction to fundamental abstraction, modularity and encapsulation mechanisms in OOP from a software engineering and representational perspective. The core OOP concepts covered in this course include polymorphism and operator overloading; message passing via generic functions; late versus early binding times; and inheritance mechanisms and their relationship to the type systems of programming languages. Some other topics include a survey of OOP languages and systems; OOP languages versus imperative programming languages; and contrasting pure OOP environments versus mixed paradigm languages.

**COMP 435 Computer Graphics.**

*Prerequisites:* A grade of C or better in **COMP 341**. This is an introductory course to the fundamentals of interactive computer graphics. Major topics include graphics devices and hardware, graphical user interfaces, scan conversion of geometric primitives, 2D/3D transformations and viewing, curves, hidden surface removal, illumination and color models, and a programming project that includes designing a menu-driven system.

**COMP 441 Design and Analysis of Algorithms.**

*Prerequisites:* A grade of C or better in **COMP 341**. This course studies fundamental algorithms, strategies for designing algorithms, and mathematical tools for analyzing algorithms. Fundamental algorithms studied in this course include: graph algorithms; algorithms for sorting and searching; hashing; integer arithmetic; and selected combinatorial tasks. Mathematical tools include: asymptotic notations and methods for solving recurrences. Algorithm design strategies include: the greedy method, divide-and-conquer, dynamic programming, randomization, and NP-Hard and NP-Complete problems. Topics include the analysis of sequential and parallel algorithmic

**COMP 443 Theory of Computation.**

*Prerequisites:* A grade of C or better in **COMP 441**. This course will cover Theory of computability, Turing machines, computable functions, recursive functions, unsolvable decision problems, Godels incompleteness theorem, and computational complexity.

**COMP 461 Database Management.**

*Prerequisite:* A grade of C or better in **COMP 211**. Database management studies data models and data sub-languages for the relational, hierarchical, and network approaches to data base management systems. Topics Cover normal forms, external models, implementation, data independence, alternative logical views of data, and object-oriented design. Other various approaches will be compared in the context of applications.

**COMP 463 Electronic Commerce.**

*Prerequisites:* A grade of C or better in **COMP 203**. Electronic commerce in its broadest sense talks about information technology support; business support (financial, marketing, resource planning, etc.); ethical, cultural, and policy issues; national and international legal issues; telemedicine, medical, and industrial applications; evaluation of quality of service.

**COMP 481 Computer Networks.**

*Prerequisites:* A grade of C or better in **COMP 311**. This course heavily deals with data communications and networking protocols, with study organized to follow the seven-layer ISO reference model. Course topics put emphasis on the TCP/IP family of protocols. Major topics include the role of various media and software components, local and wide area network protocols, network performance, and emerging advanced commercial technologies such as circuit and packet switching; network architectures



and protocols; local/metropolitan/wide area networks; OSI protocols; TCP/IP suite; X.25; ISDN; network management; and network programming.

**COMP 482 Web Technologies.**

*Prerequisites: A grade of C or better in COMP 331.* In this course students will be studying the Internet in terms of how it works and the services available such as electronic mail, file transfer, remote login and information browsing, and automated contents search. The idea of having a Web site is also covered, including the design and creation of web pages using one of the commercially available Web design and development packages. Some other important topics covered here are the Web Interface, setup of a Web Server, and advanced Web Navigation, information security and the Web including the security capable browsers, secure transaction techniques such as cryptography, and the use of a firewall protections.

**COMP 483 Enterprise Networking.**

*Prerequisites: A grade of C or better in COMP 481.* This course deals with the role of data communications and networking within organizations. LANs and interconnecting LANs to create enterprise networks. Emerging technologies such as videoconferencing, multimedia, and ATM. The interaction between networks and MIS as typified by client-server architectures is emphasized.

**COMP 485 Mobile Computing.**

*Prerequisites: A grade of C or better in COMP 411 and COMP 481.* This course is mainly talking about advances in wireless networking technology which have engendered a new paradigm of computing, called "mobile computing," in which users carrying portable devices have access to a shared infrastructure independent of their physical location. This provides flexible communication between people and continuous access to networked services. Mobile computing is expected to revolutionize the way computers are used. Topics include modeling of the mobile communication channel, fundamental software design pressures particular to mobile computing, signal set and receiver design for the mobile communication channel, access and mobility control, mobile network architectures, connection to the fixed network, and signalling protocols for mobile communication systems. Examples of mobile communication systems are presented, including the pan-European GSM system, the North American D-AMPS system, and Personal Communication Systems.



School of Business and Management  
**COURSE DESCRIPTIONS**

### **Core Courses**

#### **BUSS 201 Principles of Accounting I**

An introduction to the fundamentals of accounting. The course covers analysis and recording of business transactions; accounting for sales, purchases, cash disbursements, and receivables; includes end-of-fiscal period work, adjustments, financial statements, and closing procedures.

#### **BUSS 203 – Organizational Behavior**

This course is a comprehensive introduction to organizational behavior from a behavioral and social science perspective. Topics include the following, among others: organizational behavior and the new workplace and the global economy; strategic and tactical planning; fundamentals of organizing; communication; power and politics.

#### **BUSS 205 – Business Mathematics**

This course applies mathematical operations to business process and problems such as wages and payroll, sales and property taxes, depreciation, overhead, distribution of corporate dividends, commercial discounts, simple interest, present values, compound interest, annuities, and amortization.

#### **BUSS 215 – Introduction to International Business**

Multidisciplinary approach to international trade from the viewpoint of business management. Introduces unique aspects of international transactions including patterns and theories of international business, impact of foreign trade and international environment, and international business planning.

#### **BUSS 219 – Business Law I**

This course presents a broad introduction to legal environment of US business. Develops a basic understanding of contract law and agency and government regulation.

#### **BUSS 306 – Business Analysis**

This course analyzes administrative policy making, strategic planning, and business case studies.

#### **BUSS 424 – Business Policy**

This course provides the opportunities for students to integrate management principles, techniques, and theories by applying previously acquired knowledge of accounting, law, personal, economics, and statistics.

#### **BUSS 235 Introduction to Economics**

This course introduces to major economic principles, institutions, and problems in contemporary life. Microeconomics: supply and demand, the price system and how it works, competitive and monopolistic markets.

#### **BUSS 238 International Economics**

This course introduces international trade, the balance of payments, and related issues about foreign policy.

#### **BUSS 246 Introduction to Management Information Systems**

This course introduces the student to information systems as viewed from a contemporary management perspective. Current and emerging managerial issues that have the potential to reshape the form and function of future management information systems.

#### **BUSS 344 – Human Resource Management**

This course examines the concepts and techniques of manpower planning, job evaluation, incentive and performance standards, and the impact of labor organizations on management.



**BUSS 466 – Business Financial Management**

This course examines the functions of financial managers, the financial environment, and the tools of financial analysis. The topics are financial planning and control, working capital management, intermediate and long-term financing, and an introduction to cost of capital and capital budgeting.

**BUSS 211 – Principles of Marketing**

This course teaches marketing principles, concepts, strategies, tactics, and analytical tools used by profit and nonprofit organizations. Emphasis is on how to promote, distribute, and price the firms, offering in a dynamic economic, social, political, and international environment.

**BUSS 414 – Applied Statistics**

This course focuses on statistical methodology in the collection, organization, presentation, and analysis of data; concentrates on measures of central tendency, dispersion, probability concepts, and distribution, sampling, statistical estimation, normal and t-distribution, and hypotheses for means and proportions.

**a. Bachelor of Accounting and Finance****Major Concentration****BUSS 220 – Principles of Accounting II**

*Prerequisite: BUSS 201 or permission of department.* A continuation in the study of accounting fundamentals which cover accruals and deferrals, receivables, and payables, inventory methods, depreciation concepts, and other elements utilized in the practice of accounting.

**BUSS 245 – Corporate Finance**

*Prerequisite: BUSS 205 or permission of department.* This course is a study of corporate money management dealing with long-and short-term capital, financial resources, flow of funds analysis and its time value, credit policy formulation and operation, financial aspects of parent-subsidiary relationships, and financial functions in the multinational corporations.

**BUSS 325 – Auditing**

*Prerequisite: BUSS 201 or permission of department.* This course is a study of the necessary steps in performing an accounting audit, reviewing acceptable practices, and the standard accounting procedures for an audit using working papers, statements, and reports.

**BUSS 441 – Advanced Accounting**

*Prerequisite: BUSS 220 or permission of department.* A critical examination of accounting standards and concepts is conducted utilizing in-depth studies of current problems and current developments in the field of accounting. Readings are assigned in contemporary literature, reports, and studies as a basis for investigation and discussion of specific accounting problems.

**BUSS 450 – Cost Accounting**

This course is a study of control and distribution of costs within manufacturing firms and the development of effective analytical tools of cost measurement in the planning and control of business operations.

**BUSS 454 – Taxation**

This course focuses on concepts of taxable and excludable income, personal / business investment deductions, tax credits, taxation of gains and losses on property transactions, taxation of employee benefits and tax research projects.



## **b. Bachelor of Business Management**

### **Major Concentration**

#### **BUSS 226 – Small Business Management**

Study of the entrepreneur and entrepreneurial organizations through use of Small Business Institute (SBI) cases. Emphasis on the entrepreneurial process and the factors affecting behavior. SBI cases come from a variety of high-technology and service-related businesses.

#### **BUSS 382 – Productivity and Quality**

Focuses on the key quality improvement concepts regarding products and services, customers and suppliers, and system and processes that make quality a part of the work life of an organization. Emphasizes the role of teams, including team meeting skills and techniques, and a variety of quality-improvement tools, such as flowcharts, run charts, Pareto diagrams, cause and effect diagrams and implementation road maps.

#### **BUSS 425 – Internship in Business**

A link between the classroom and experience on the job, the internship provides qualified students a three-way arrangement among the professors-advisor, the employer and the student-employee. Student may obtain appropriate employment on their own or in conjunction with internship advisor of School of Business and Management.

#### **BUSS 435 - System Analysis and Design**

This course provides an understanding of the methodology and scope of business information systems analysis and design and their relationship to the management process. The course stresses the systems approach and its techniques of problem solving.

#### **BUSS 395 – Distribution Management**

This course examines the economic, political, and social relationships among the various institutions comprising the marketing channel by which products and services are distributed. Emphasizes understanding the administration of channel relationships.

#### **BUSS 471 – Strategic Management**

This course explores the fundamentals of strategic management, including analysis of industry environments, assessment of competitors' strengths and weaknesses and development of an organization's core competencies and strategic alliances.

## **c. Bachelor of Marketing**

### **Major Concentration**

#### **BUSS 435 - System Analysis and Design**

This course provides an understanding of the methodology and scope of business information systems analysis and design and their relationship to the management process. The course stresses the systems approach and its techniques of problem solving.

#### **BUSS 395- Distribution Management**

This course examines the economic, political, and social relationships among the various institutions comprising the marketing channel by which products and services are distributed. Emphasizes understanding the administration of channel relationships.

#### **BUSS 275 – International Marketing**

*Prerequisite: BUSS 211 or permission of department.* This course distinguishes between the perspectives of domestic and international marketing. Emphasis will be placed on the key environmental



elements in evaluating marketing opportunities and threats as a basis for developing international marketing strategies. Special emphasizes will be placed on the social and cultural dimensions as they impact on international marketing decisions.

#### **BUSS 367-Marketing Management**

This course analysis marketing problems and evaluates specific marketing efforts regarding the organizations products and services, pricing activities, channel selection, promotion strategies in both domestic and international markets.

#### **BUSS 372 – Marketing Research**

This course examines the theory and application of marketing research as a tool for the decision making process. Special emphasizes is on problem definition, research design, sampling procedure, data collection, statistical analysis, interpretation of data and reporting of research findings.

#### **BUSS 477- Strategic Marketing**

*Prerequisite: BUSS 211 or permission of department* The central function of this course is the development of marketing strategies and the mobilization and organization of the human and material resources to implement the strategies. The management concept of planning, organizing, leading, and controlling our applied to marketing phenomena such as, promotion, advertising salesmanship, market penetration, pricing versus market share, distribution and location, and product design and quality.

### **Elective Courses**

#### **BUSS 370 – Managerial Accounting**

*Prerequisite: BUSS 201 or permission of department.* This course explores the use of accounting data as an information system for recording and projecting the flow of funds through the firm, in determining the net results of the firm's operation, to include budget comparison analysis and the evaluation of the performance of management. This is followed by analysis the role of accounting information in aiding the management control system and the way in which such systems motivate people with in the organization.

#### **BUSS 276 Organizational Structure and Behavior**

This course analyzes the elements of organizational behavior. Topics include human behavior and problems; methods for dealing with personal problems; motivation, formal and informal behavior, communications, and ethics; stress management, conflict resolution, workforce diversity, and managing change.

#### **BUSS 333 – Business Strategy and Planning**

This course discusses business strategies in the changing environments of today's highly competitive words. It explains the impact of technology, government policy, and world economics/political forces on executive decision-making.

#### **BUSS 386 – Psychology and Consumption**

This course examines social, cultural, and psychological factors influencing the behavior of consumer. It covers such topics as models of buyer behavior, consumption patterns, market segmentation, attitude formation and change, brand loyalty, adoption of innovations, and store choice decisions.

#### **BUSS 392 – Quantitative Analysis in Decision-Making**

This course is an introduction to scientific and systematic utilization of quantitative criteria in managerial decision making, stressing the structure of problems identification of alternatives and evaluation of their outcomes, assessment of uncertainties.

#### **BUSS 415 - Business Information Systems**

This course covers systems analyst function that interface between the users of the information system and the computer personnel, including emphasis on the systems design and evaluation.



**BUSS 463 – International Business**

Building on a foundation of international trade, foreign direct investment, exchange rates, and government policy, this course emphasizes on the application of concepts to the solution of international business problems.

**BUSS 320 - Financial Reporting**

The course examines the nature of assets, their recognition, measurement, and disclosure, along with motivations of management in choosing accounting alternatives.

**BUSS 244 - Foreign Language (French, German, Spanish)**

This course introduces students to understanding, speaking, reading, and writing skills and emphasizes sentence structures.

**BUSS 308 – Business Law II**

*Prerequisite: BUSS 219 or permission of department.* In this course, the emphasis is on the business sector and such areas as Agency, Partnerships, and Corporations. In addition, the student will develop and understanding of the principal areas of law and regulation affecting business transactions in order to have a better understanding of the business management law.

**BUSS 362 - International Marketing**

*Prerequisite: BUSS 238 or permission of department* This course teaches fundamental concepts, principals, and theories of marketing in an international setting. The course focuses on the technique of entering foreign markets; conducting marketing research studies in foreign markets; and development of product, pricing, promotional, and distribution policies and strategies for foreign markets.

**BUSS 444 – International Financial Management**

This course distinguishes between the perspectives of domestic and international marketing. Emphasis will be placed on the key environmental elements in evaluating marketing opportunities and threats as a basis for developing international marketing strategies.





**VIRGINIA  
INTERNATIONAL UNIVERSITY**

**STUDENT HANDBOOK  
2000-2001**

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# **Virginia International University**

## **Student Handbook**

### **President's Welcome**

It is my pleasure to welcome you to Virginia International University (VIU). We have three challenges that we are prepared to meet. The first is to blend in with and excel in the American education and training system. The second is to educate our students so that they will display both exemplary character and scholarship in their learning and professional careers as well as in their lives. The third is to integrate cultures, philosophies, and academic finds into one energetic human value for the twenty-first century. You have been chosen as a model for this vision, and I know that each one of you is capable of graduating from Virginia International University and setting a new standard as a citizen in your native country.

I have an open door policy. You are encouraged and welcomed to interact with one another, with the faculty, and with me on a regular basis.

### **Mission of the University**

Virginia International University intends to represent an international body of students from over 40 countries with an equally diverse faculty and staff. The richness in total human resources reflects Virginia International University's threefold mission, as follows:

- As an institution of higher learning, Virginia International University strives to engender the intellectual curiosity, critical thinking, and creativity that are needed more urgently than ever before in light of the challenges of the new millennium. We encourage, both consciously and systematically, the development of our students' knowledge base, study skills, and personal motivation necessary for undertaking competent and useful scholarly inquiry and the life-long pursuit of learning. At Virginia International University, excellence in teaching leads to excellence in learning.
- As part of the American higher education system, Virginia International University recognizes the value of career preparation as a principal goal of a university education. We believe that academic, as well as professional or technical, preparation go hand-in-hand,

and that a person who has a solid background in several areas of expertise is both a better human being and a stronger candidate for a good job position. For example, a businessperson familiar with some of Shakespeare's characters may have an advantage over others who do not. By the same token, an English major who is familiar with business concepts and practices may find his or her grasp of Elizabethan drama strengthened.

- As a community of students, staff, and faculty drawn from diverse national, cultural, and social backgrounds, Virginia International University seeks to create an atmosphere in which freedom of thought and diverse interpretations of human experience are explored and cherished. At the same time, we strive to foster a shared spirit of community that mirrors the increasing interconnectedness of our global village. It is our hope and expectation that each member of the University will develop a greater awareness of and responsiveness to fellow members, as well as to those beyond our campus who are less privileged.

The ultimate goal of Virginia International University's mission is to graduate persons of moral, intellectual, and professional excellence who will not only make a better life for themselves and their families, but who—more importantly—will lead the way to a better world for everyone.

### **Board of Trustees**

The Board of Trustees has control and supervision of the University in all matters of policy. The Board charges the President with the operation of the University.

### **Officers of the University**

**President and CEO,** The President is responsible for the University's daily operation and is charged with carrying out policies affirmed by the Board of Trustees. As Chief Executive Officer and administrative head of the University, the president provides leadership in all matters related to the University. All departments of the University report to the President through the appropriate administrative officers of the University. The President makes regular reports to the Board of Trustees. In all matters of University life, the President may delegate specific responsibilities to officers, presides all the meetings of the staff and is university liaison with the Board of Trustees, seats on the Board and makes recommendations for

adoption to run the university both in policy matters and procedures, appoints all the staff members and the faculty members. Incidentally he is the founder of the University also.

**Vice President,** takes direction from the President and carries out day-today operation, presides over the faculty meetings and is in charge of interviewing the faculty and recommending to the president for appointment, functions as public relation officer and is principal contact with individuals and institutions outside the university, teaches a course, in addition, is the principal coordinator for the Board of Advisors, also is a member of the Board of Trustees and helps the President on strategic planning and policy decisions.

**Dean of Students,** supervises, record keeping, all the admissions, student activities, and all things concerning the student services, directs and coordinates students programs of private, international university; formulates and develops student personnel policies; counsels or advises individuals and groups on matters pertaining to personal problems, educational and vocational objectives, social and recreational activities, and finance assistance; recruits students within the US and outside of the US, conferring with other staff; Dean of Student also seats in the Board of Trustees and advises the President on student policy matters.

**Comptroller,** manages the finance and works closely with the president and other staff members, works with outside accounting firm for auditing the books and other accounting procedures for a nonprofit institution. Comptroller is also a member of the Board of Trustees and advises the President on financial issues to be brought to the Board for its approval. Comptroller actively cares of the facilities, physical and material for the students, faculty and the staff.

**Office of the Registrar,** One of the most important offices in the life of a Virginia International University student is the Office of the Registrar. The office deals with registration and scheduling grade reporting and record keeping. The official copy of a student's transcript is kept in this office, which also certifies its accuracy. All catalog and publication information is maintained in this office for the purposes of data processing University records and necessary institutional research. The office keeps in close touch with academic departments and other offices of the University. This office also keeps all the record of the faculty.

The Office of the Registrar exists to serve students and faculty promptly and courteously. Students are urged to keep all University records and to contact the Office of the Registrar with any questions about their transcript and other records.

**Director of Admission and Financial Aid**, administers and evaluates the overall admission policies and procedures, manages the budget and information systems of the university office of student financial aid and support services. Provides leadership in the development and coordination of financial aid and veterans programs for the university. Assists the Office of academic affairs and student service in planning and development of policies and procedures that support student financial aid and veterans services.

### **Privacy of Student Records**

In compliance with the Family Education Rights and Privacy Act of 1974 (known as the Buckley Amendment), Virginia International University interprets the law for implementation as follows:

- "Student" is defined as anyone who is currently enrolled or has been enrolled in the University.
- Records in the Office of the Registrar, the Office of Student, and the Office of Business and Finance are available for students to view and review with a professional staff person.
- No personally identifiable records will be made available to any external agency, except for Immigration and Naturalization Services, without the express written consent of the student involved.
- Students will be notified that they have the right to inspect and review their files. Students also will be informed that they have the right to correct proven inaccuracies and inappropriate information in their University files.
- Information may be forwarded to student's parents/guardian if the student is financially dependent upon such people, and/or if the student has signed a waiver for notification to his or her parents/guardian. It is the student's responsibility to declare financial independence.

**NOTE:** Students are responsible for updating and keeping their own student records current with each office of the University.

### **Statement of Non-Discrimination**

Virginia International University is committed to assuring equal opportunity to all persons, and does not discriminate on the basis of race, color, sex preferences, religion, ancestry, national origin, age, or disability in its educational programs, activities, admissions, or employment practices, as required by Title IX of the Educational Amendment of 1972, Section 504, of the Act of 1975 and other applicable statutes.

### **Statement of Sexual Harassment**

Sexual harassment is a violation of Federal law. Sexual harassment is a form of sex discrimination that has been declared illegal under Title VII of the Civil Rights Act of 1964 for employees, and under Title IX of the Education Amendments of 1972 for students.

Sexual harassment is defined as unwelcome sexual advances, requests to engage in sexual conduct, and other physical and expressive behavior of a sexual nature.

- A request for such conduct is made, either explicitly or implicitly, as a condition of an individual's initial or continued employment or education.
- A request for such conduct is used as the basis for an academic or employment decision affecting the individual.
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance, or creates an intimidating, hostile, or demanding employment or educational environment.

Sexual harassment is further defined as "the use of authority to emphasize the sexuality or sexual identity of students or employees in a manner that prevents or impairs the person from receiving or providing the full enjoyment of educational benefits, climate or opportunities."

In general, sexual harassment includes but is not limited to:

- Generalized sexist remarks or behavior
- Inappropriate and offensive, but essentially sanction-free, sexual advances

- Solicitation of sexual activity or other sex-linked behavior by promise of rewards
- Coercion of sexual activities by threat of retaliation.

### **Student Code of Conduct: Rights and Responsibilities**

Virginia International University is a learning community with specific expectations concerning the conduct of its students. The University strongly believes that students are adults who are expected to take personal responsibility for their own conduct.

Acceptance into any of the University's programs means that the student has the following rights and responsibilities:

- To pursue your educational goals through the resources and the opportunities made available to you by the University
- To challenge any University or other sanction by appealing to due process, except as hereinafter provided
- To inquire, express yourself, and assemble with others as long as you do not interfere with the rights of others or the University's effective operation
- To receive a professional and non-biased review of your academic ability and performance
- To recognize the safety, protection of property and the continuity of the educational process
- To help the University maintain good relations with its neighbors and the surrounding community by, among other things, obeying all traffic regulations, not littering or causing any disturbance, and respecting private property by not crossing it to reach the campus.

By enrolling in the University, the student recognizes that the following types of behavior are prohibited, and that being found guilty of engaging in them can serve as grounds for certain sanctions, including expulsion or involvement of the local police department. While the list of behaviors listed below is not exhaustive, it is representative:

- Violation of any federal, state, and local laws, as well as any published or decreed University policies will be reported to the proper authorities. The approved punishments will be imposed.

- Use, possession, or sale of any controlled, non-prescription substance or illegal drug paraphernalia on University premises or at University-sponsored events is considered an illegal activity. All such instances will be prosecuted until a satisfactory resolution is reached.
- Use, possession, or sale of any alcoholic beverage, regardless of its potency or lack thereof, is prohibited on all University property.
- Use, possession, or sale of weapons on University property is strictly prohibited. This includes any dangerous explosive or explosive elements or component parts thereof, as well as rifles, shotguns, pistols, revolvers, assault weapons, or other firearms or weapons not part of a recognized and approved University program or without the authorization of the President of the University.
- Any proven instance of cheating, plagiarism, or dishonesty in the classroom will be reported to the Office of Student Life and the Dean for appropriate sanction, up to and including expulsion. This also includes intentionally furnishing University personnel with false information.
- Any form of physical abuse to another person or fighting on University property will result in sanctions. If the abuse is judged severe enough, the local police department might be consulted.
- Littering, defacing, destroying, stealing, or damaging University property (or attempting to do so), both physical and that under its jurisdiction, is prohibited. Such property can only be removed after the proper authorization has been obtained.
- Students are expected to familiarize themselves with the University's policies on the following activities: unauthorized entry or presence in any University building or facility; demonstrations and/or the seizing of buildings, staff members, students, or members of the public in support of their cause; solicitation and sales; smoking; sexual harassment; physical or psychological assault/abuse of others; unauthorized or disorderly assemblies that hamper the effective functioning of the University, its students, staff, and visitors, and its daily routine operations.
- The University does not excuse any violation of its policies on the basis that the student was not aware of these policies and their subsequent penalties and sanctions.

- The University reserves the right to expel any student for illegal and/or for any action, as outlined above.

### **Student Services**

Each student will be assigned an Advisor who will guide the preparation of a class schedule and assist with decisions on major, career direction, and other academic matters.

Students can also expect assistance from the staff members of the Library, the Office of the Registrar, and other University personnel on matters pertaining to the student's matriculation at Virginia International University.

### **Withdrawal or Leave of Absence from the University**

A student seeking to withdraw from or to take a leave of absence from the University should first inform the Office of the Registrar. Using an official form for withdrawal or leave of absence, the student then completes the items required on the form and completes the process in the Office of the Registrar.

### **Student Complaint and Grievance Policy**

Virginia International University has established a specific policy to resolve student complaints and grievances. This policy must be followed to the letter by all involved parties.

In this context, "complaint" is defined as being subjected to an arbitrary, capricious, or unreasonable standard of academic performance (in the case of grades) or of a specific university policy.

#### **To file a complaint:**

- 1) Contact the other party directly.
- If this concerns a grade received, the student must contact the instructor on or before the last day of the following semester. If the instructor is no longer employed by the University or does not respond to multiple requests for a meeting and an explanation, recourse may be had to the division chair of that department.

- If this concerns an administrative matter, contact the Office of the Registrar.
- If this concerns a matter not covered in the previous two instances, contact the Office of Student Life.
- If the matter is not resolved to the mutual satisfaction of both parties, the matter may be escalated to the next level.

2) Appeal to the other party's supervisor.

- This must be done within ten calendar days of the process outlined in Step 1 above.
- It is the responsibility of the appropriate administrator to hear your complaint with ten calendar days of your appeal.
- The administrator must notify you, in writing, of the disposition of your appeal within ten calendar days of hearing your appeal.
- If the matter is not resolved to the mutual satisfaction of both parties, the matter may be escalated to the next level. At this point, it becomes a "grievance," as the complaint-resolution process has not engendered a mutually satisfactory end to the complaint.

**To file a grievance:**

- Obtain the student grievance form from the Office of Student Life. Fill it out completely, stating your case in full, and return it to the Office of Student Life.
- You have the right to make your case to a University-appointed panel. All evidence of unfair or arbitrary treatment must be presented, as well as whether you have suffered any damage or injury as a result of such treatment. If satisfaction is not obtained, you may escalate your case all the way to the President of the University.
- If it is determined that you have a valid grievance, a Grievance Panel will be convened. Its head will be a member of the University's administrative staff. It will also consist of one faculty member and one student selected at the beginning of the academic year for this task. If this grievance concerns a grade, the faculty member must be an actual instructor at the University.

- The Grievance Panel will notify you in writing within ten calendar days of the time and place of the hearing. The hearing will be held within fourteen days of the designation of the Grievance Panel. The Grievance Panel will reach its decision by a simple majority vote and pass its recommendation to the University within ten calendar days of the hearing's end.
- You will be notified in writing within ten calendar days of the Grievance Panel's recommendation, based on the post-marked date of the envelope in which it was submitted. Either party can appeal the decision by a written appeal to the President of the University within ten days of the post-marked date of the envelope in which it was submitted. The President has ten calendar days, based on the post-marked date of the envelope in which it was submitted, to reach his or her decision.
- The decision of the President of the University is final and cannot be challenged by either party.

## **Student Services, Housing and Other Facilities**

### **Accommodations**

Virginia International University's Student Services staff helps students locate the best places to stay in the local area, depending on the students' particular needs and desires. Housing options include Virginia International University's unique student hostels, living with a host family, or in individual or group apartments.

### **Student hostels**

Designed to enhance camaraderie as well as student academic performance, Virginia International University's student hostels match 2 or 3 compatible students per room. All rooms are furnished with beds, dressers, a closet, study desks, and bookshelves. For an additional fee, some rooms are available with a telephone hookup. Kitchen, living room, bathroom, and laundry facilities are shared. In the student hostel, our policy is "English Only." This is an ideal option for students looking for rapid improvement in their spoken English.

### **Apartments**

For students wishing to rent an apartment, either individually or in a group, apartment rental information is available upon request from the Office of Student Services. For a fee of \$100, Virginia International University will make the necessary rental arrangements.

### **Host Families**

An excellent way for students to improve their English - and at the same time acquire first-hand experience of American culture - is to stay with a host family. Student Services selects host families through rigorous personal interview and inspection procedures. As for meals, students staying with host families choose between the "bed and breakfast" plan, in which hosts provide only daily breakfast, and the "half-board" plan, in which hosts provide both breakfast and dinner.

### **Student Life**

Virginia International University Student Services seeks to integrate students in a university community and to support and complement students learning inside and outside the classroom.

### **Shopping and local amenities**

Less than a mile from campus, there is a large shopping center with a wide variety of stores where students can find virtually any goods or services they need. For rest and relaxation, there are parks and recreation areas in and around the city where students can go fishing, golfing, boating, and swimming. Camping facilities are also available for public use. Pedestrian and bicycle trails connect the city's parks, schools, shopping centers, and residential areas.

### **Arts and Entertainment**

As one would expect from a major capital city, the Washington Metropolitan Area boasts one of the most exciting arts and entertainment scenes in America. You can choose from, among other attractions, live theater; classical, popular, and ethnic music concerts; the ballet and opera; historical and cultural museums; and world-class art galleries.

### **Extracurricular Activities (Off-Campus)**

In addition to the above activities and organizations, Virginia International University offers a variety of other exciting educational activities involving day or overnight travel to off-campus sites. Short trips include all the popular sightseeing destinations in Washington, DC. Longer excursions include such destinations as the Patuxent National Wildlife Refuge Research Center, the U. S. Department of Agriculture's Beltsville Agricultural Research Service, Historic Harper's Ferry, West Virginia, Shenandoah National Park in the Blue Ridge Mountains of Virginia, and Assateague Island National Seashore.