

VIU Addenda to 2016-2017 Catalog

NOTE: The following addenda are modified in the softcopy of the catalog, available on the school website.
~~Deleted language is struck.~~ New language is underlined.

1. 07/05/2016 – Addition and Deletion on p. 13, section 1.6, “Administrative Directors”

1.6. Administrative Directors

Staff Name	Title	Degree
Dr. Isa Sarac	President	Ph.D.
Dr. Suleyman Bahceci	Executive Vice President, University Affairs	Ph.D.
Prashish Shrestha	Executive Vice President, Finance & IT	M.I.S.
Christina Koonts	Associate Vice President, Institutional Effectiveness and Quality Assurance	M.A.
Jane Bondarenko	Public Relations Specialist	MBA
Dr. Michael Perini	Director of Academic Affairs	D.A.
<u>Dr. Chakib Chraibi</u>	<u>Dean, School of Computer Information Systems</u>	<u>Ph.D.</u>
Dr. Klara A. Bilgin	Dean, School of Public and International Affairs	Ph.D.
Idris Ulas	Dean, School of Online Education	M.M.I.S.
<u>Robinson Mark</u>	<u>Interim Dean, School of Business</u>	<u>MBA</u>
Brandon Schweitzer	Associate Dean, School of Business	MBA
Kevin J. Martin	Associate Dean, School of Education	M.S
Koorosh Azhandeh	Associate Dean, School of Computer Information Systems	M.S
Loubna Salagh	Director of the School of Test Preparation	M.A
Patrick Moss	Associate Director, School of Language Studies	M.A
<u>David Truncellito</u>	<u>Director of Continuing and Professional Education</u>	<u>Ph.D.</u>
Rebecca Yu	Director of Human Resources	B.A
Courtney Hill	Director of Strategic Planning and Business Development	B.A
Gloriana Ferran-Ramirez	Director of Finance and Accounting	MBA
Muammer Camurcu	Director of Enrollment Management	MBA
Jeffrey Prater	Director of Library Services	M.S.L.S.
<u>Dr. John Davis</u>	<u>Director of Assessment</u>	<u>Ph.D.</u>
Yoko Gursen	Registrar	MBA
Kellie Thayer	Financial Aid Administrator	B.S.

2. 07/05/2016 – Deletion on p. 15, section 1.7, “Full-Time Faculty”

1.7. Full-Time Faculty

Name	Degrees Earned	Specialty
Ahmadi, Pouyan	Ph.D. in Electrical and Computer Engineering, George Mason University, Fairfax, VA	Computer Science, Electrical Engineering, Computer Networking
Akhmedjonov, Alisher	Ph.D. in Policy Analysis, RAND Graduate School M.A. in Economics, University of San Francisco	Economics, Finance, Human Resources
Ashiru, Victoria	Ph.D. in Management, University of Maryland University College, Adelphi, MD M.Sc. in Human Resources Management, University of Maryland University College, Adelphi, MD	Human Resources

	B.Sc. in Information Systems Management, University of Maryland University College, Adelphi, MD	
Azhandeh, Koorosh	M.S. in Computer Science, Catholic University of America	Computer Science
Bilgin, Klara A.	Ph.D. in Political Science, The Johns Hopkins University, Baltimore, MD M.A. in International Relations, University of Delaware, Newark, DE	Political Science, International Relations, Comparative Government
Dayberry, Hali	M.Ed. in TESOL, University of Southern California B.A. in Global Affairs, George Mason University, Fairfax, VA	ESL
Ganjalizadeh, Saiid	Ph.D. in Information Technology, George Mason University, Fairfax, VA M.S. in Management Science, University of Tennessee, Knoxville, TN	Information Technology, Computer Science
Claire Gimble	M.A. in TESOL, Virginia International University, Fairfax, VA	ESL
Habbershaw, Glen	M.A. in TESOL, Oklahoma City University, Oklahoma City, OK B.A. in French, Oklahoma City University, Oklahoma City, OK	ESL
Martin, Kevin J.	M.S. in Theoretical Linguistics, Georgetown University, Washington, DC B.S. in Biology, The University of Dayton, Dayton, OH B.A. in French, The University of Dayton, Dayton, OH	Language Acquisition, Linguistics, Curriculum, Instruction, and Assessment ESL, Academic Writing
Moss, Patrick	M.A. in Applied Linguistics, University of Leicester, Leicester, UK B.A. in Linguistics, University of Utah, Salt Lake City, UT	ESL
Moteabbed, Shora	Ph.D. in Business Administration, Management, Organizational Behavior, ESSEC Business School, Paris, France	Human Resources
Onu, Stephen	D.B.A., University of Phoenix, Phoenix, AZ MBA. in Global Management, University of Phoenix, Phoenix, AZ B.B.A. in Insurance, Howard University, Washington, DC	Business Administration, Global Management
Perini, Michael R.	D.A. in Community College Education, George Mason University, Fairfax, VA M.A. in History, State University of New York at Buffalo, Buffalo, NY B.A. in Classics and History, State University of New York at Buffalo, Buffalo, NY	Higher Education Administration, Student Affairs, History
Robinson, Mark	Ph.D. in Marketing, International School of Management, New York, NY MBA. in Marketing, Marymount University, Arlington, VA B.B.A., St. Mary's College of Maryland, St. Mary's City, MD	Marketing/ International Marketing Branding
Sachs, Rebecca	Ph.D. in Linguistics, Georgetown University, Washington, DC M.A. in TESOL, Michigan State University, East Lansing, MI B.A. in Foreign Languages & Communication Disorders, Boston University, Boston, MA	Applied Linguistics, Language Acquisition and Pedagogy, Research Methods
Seyfert, Michael	B.A. in English, University of Alaska, Fairbanks, AK	ESL

Soliman, Nagi	D.Sc. in Systems Science, Network and Control and Computer Science, George Washington University, Washington, D.C.	Digital Media
Schweitzer, Brandon	MBA in Management, Hawaii Pacific University, Honolulu, HI BSBA in International Business, Hawaii Pacific University, Honolulu, HI	Accounting, Management
Uslu, Emrullah	Ph.D. in Middle Eastern Studies and Political Science, University of Utah M.A. in Criminal Justice, City University of New York	Political Science, International Security, Policy, Comparative Government
Williams, Kenneth	Ph.D. in Information Technology, Capella University, Minneapolis, MN M.Sc. in Information Technology and Security, Capella University, Minneapolis, MN B.B.A., Campbell University, Buies Creek, NC	Information Technology, Information Assurance, Security

3. 07/06/2016 – Modification to the “SCHOOL OF LANGUAGE STUDIES” section on page 134-137.

14. SCHOOL OF LANGUAGE STUDIES

Program Advancement, Completion, and Placement:

ESL courses are non-credit-bearing courses. All ESL courses are graded on a pass/fail basis. An average score of 75.00% and an adequate attendance record are required to pass an ESL class. Full-time students who pass all their ESL core courses (Levels 0300-0700) receive a certificate of level completion and advance to the next level. Full-time 0800 students who pass 140 hours of the 0800-level courses including ESL 0806, and earn a higher score ~~take~~ on the Program Exit Test then was earned on the placement test. receive a certificate of program completion. For students who fail to meet the Exit Test requirement, the Exit Test may be taken one additional time for a fee of \$30. The program completion certificate serves as evidence of sufficient English proficiency for admission to VIU’s academic programs.

Program Structure:

ESL Program			
Level	Proficiency	Hours	Structure
Level 0300	Beginner	140 contact hours	2 core classes
Level 0400	Elementary	140 contact hours	2 core classes
Level 0500	Intermediate	140 contact hours	2 core classes
Level 0600	High Intermediate	140 contact hours	2 core classes
Level 0700	Advanced	140 contact hours	2 core classes
Level 0800	Bridge to Academic	140 contact hours	<u>ESL 0806 and 1 - 2 2-3</u> elective courses

ESL Elective Courses:

Course Code	Course Name	Term Hours
ESL 0501	Pronunciation: Speak Up	14
ESL 0515	Vocabulary Foundations	14
ESL 0516	English in Action	14
ESL 0525	Walking into American Culture	14
ESL 0526	English through Current Events	14
ESL 0601	Pronunciation: Speak Clearly	14
ESL 0615	Vocabulary Development	14
ESL 0625	Living in American Culture	14
ESL 0626	Stay Informed through News & Current Events	14
ESL 0627	English Through Songs	14
ESL 0701	Pronunciation: Speak Confidently	14
ESL 0702	Speak like an American Professional	14
ESL 0706	Write like an American Professional	14
ESL 0710	Grammar Matters	14
<u>ESL 0806</u>	<u>Academic Writing & Research Skills</u>	<u>70</u>
ESL 0716	Vocabulary Expansion	14
ESL 0717	Debate and Controversial Issues	14
ESL 0800	Public Speaking & Presentation Skills	35
ESL 0802	Accent Reduction	35
ESL 0805	English through Popular American Books	35
ESL 0806	Academic Writing & Research Skills	70
ESL 0810	Grammar Workshop & Editing	35
ESL 0815	English through Service Learning	35
ESL 0817	Critical Thinking through News around the World	35
ESL 0821	TOEFL Speaking	70
ESL 0823	TOEFL Writing	70
ESL 0827	Debate & Analysis through American Media	35
ESL 0840	English for Business Professionals	35
ESL 0850	IELTS Preparation	70

Please refer to the ESL Programs Course [Descriptions](#) section in the Academic Catalog for course descriptions.

4. **07/06/2016 – Modification to the “VIU schools and Programs Offered” section on page 12.**

School of Language Studies (SLS)

~~English as a Second Language (ESL) Program~~

- *Intensive 7-week ESL program*
- *Non-Intensive program*
- *Online ESL program*
- *Bridge program*

5. 07/14/2016 –Modification to the 7.6 “Grading system and grade point average” section on page 48.

7.6. Grading System and Grade Point Average

The Grading Scale has been updated for the Fall 2016 semester.

Explanation of Grades: For graduate level courses, the grades of A, A-, B+, B, B-, C+, and C are passing grades, and C-, D+, D, D-, and F are failing grades. For undergraduate level courses, the grades of A, A-, B+, B, B-, C+, C, C-, D+, D, and D- are passing grades, and F is failing grade. The grade of S is a passing grade and the grade of U is a failing grade for ESL courses. The grade of “I” (Incomplete) is given to a student whose work has been of passing quality but who has, for compelling reasons, been unable to complete all of his or her required coursework by the end of the semester. For the purpose of SAP evaluation, a grade of “I” is included in the calculation of the CGPA as a failing grade and counts as credit hours attempted for calculating the completion rate. The quality of performance in any academic course is reported by a letter grade. These grades denote the character of work and are assigned grade points as follows:

Percentage	Letter Grade	Grade Points	CGPA	Academic Standing
95.00-100.00 <u>94.00-100.00</u>	A	4.00	4.00	
90.00-94.99 <u>90.00-93.99</u>	A-	3.70		
85.00-89.99 <u>87.00-89.99</u>	B+	3.30		
80.00-84.99 <u>83.00-86.99</u>	B	3.00	3.00	<i>Satisfactory grade for graduate level programs</i>
75.00-79.99 <u>80.00-82.99</u>	B-	2.70		
70.00-74.99 <u>77.00-79.99</u>	C+	2.30		
65.00-69.99 <u>73.00-76.99</u>	C	2.00	2.00	<i>Lowest passing grade for graduate level course, and satisfactory grade for undergraduate level programs</i>
60.00-64.99 <u>70.00-72.99</u>	C-	1.70		
55.00-59.99 <u>67.00-69.99</u>	D+	1.30		
50.00-54.99 <u>63.00-66.99</u>	D	1.00		
45.00-49.99 <u>60.00-62.99</u>	D-	0.70	0.70	<i>Lowest passing grade for undergraduate level programs</i>
0.00-44.99 <u>0.00-59.99</u>	F	0.00	0.00	<i>Failure</i>
--	AU	--	--	<i>Audit</i>
--	I	0.00	--	<i>Incomplete</i>
--	<u>InP</u>	<u>==</u>	<u>==</u>	<i>In Progress</i>
--	NR	--	--	<i>Not Reported</i>
75.00-100.00	S	--	--	<i>Satisfactory (non-credit)</i>
--	TC	--	--	<i>Transfer Credit</i>
0.00-74.99	U	--	--	<i>Unsatisfactory (non-credit)</i>
--	W	--	--	<i>Withdrawn</i>

Symbols: The following symbols may appear next to a grade or in the grade column:

AU: Audited Course
R: Repeat Course
NR: Not Reported

I: Incomplete
TC: Transfer-in Credits

InP: In Progress
W: Withdrawn

Grade Point Average (GPA): GPA is defined as the total grade points (PTS) divided by credit hours (HRS).

Cumulative GPA (CGPA): Is defined as the overall GPA attained so far in an ongoing education period.

The GPA is determined by dividing the total number of grade points earned in courses by the total number of credits attempted. The GPA is carried out to three digits past the decimal point (example 1.000). No rounding up or down shall

be done to arrive at the GPA. When a course is repeated, only the highest grade earned is counted in the computation of the GPA and the CGPA for graduation.

6. 07/19/2016 – Modification to the “Tuition and fees” section on page 30.

4. TUITON AND FEES

4.1. ~~On ground Tuition and Other Related Fees~~

~~Tuition and Fees are subject to change without notice. Funds for personal expenses (for example, books, supplies, and others) are not included.~~

Graduate Level Degree Programs:

- ~~● Master of Business Administration (MBA)~~
- ~~● Master of Science in Accounting (MAC)~~
- ~~● Master of Science in Project Management (MPM)~~
- ~~● Master of Science in Computer Science (MCS)~~
- ~~● Master of Science in Information Systems (MIS)~~
- ~~● Master of Science in Information Systems Management (MISM)~~
- ~~● Master of Science in Information Technology (MIT)~~
- ~~● Master of Science in Software Engineering (MSE)~~
- ~~● Master of Education (M.Ed.)~~
- ~~● Master of Science in Applied Linguistics (MSAPLX)~~
- ~~● Master of Public Administration (MPA)~~
- ~~● Master of Science in International Relations (MIR)~~

~~**Tuition:** \$726 per credit
\$2,178 per course
\$6,534 per semester (full-time, 9 credits)~~

~~*Note: Prices per course is based on 3-credit course*~~

- ~~● Master of Arts in TESOL~~

~~**Tuition:** \$632 per credit
\$1,896 per course
\$5,688 per semester (full-time, 9 credits)~~

~~*Note: Prices per course is based on 3-credit course*~~

~~**Tuition for Program Prerequisites:** Graduate Students who need to take program prerequisite courses will pay the undergraduate tuition rate for the required program prerequisite courses.~~

Undergraduate Level Degree Programs:

- ~~● Bachelor of Science in Business Administration (BSBA)~~
- ~~● Bachelor of Science in Computer Science (BCS)~~

~~**Tuition:** \$422 per credit
\$1,266 per course
\$5,064 per semester (full-time, 12 credits)~~

~~*Note: Prices per course is based on 3-credit course*~~

Graduate Level Certificate Programs:

- ~~● TESOL Certificate~~

~~**Tuition:** \$632 per credit
\$1,896 per course
\$5,688 per semester (full-time, 9 credits)~~

Note: Prices per course is based on 3 credit course ~~Project Management Certificate~~

- ~~• Business Intelligence Certificate~~
- ~~• Information Systems Certificate~~
- ~~• Information Systems Management Certificate~~
- ~~• Information Technology Audit and Compliance Certificate~~

~~Tuition: \$726 per credit
\$2,178 per course
\$6,534 per semester (full-time, 9 credits)~~

~~*Note: Prices per course is based on 3 credit course*~~

Undergraduate Level Certificate Programs:

- ~~• International Business Certificate~~
- ~~• Small Business Management Certificate~~

~~Tuition: \$422 per credit
\$1,266 per course
\$5,064 per semester (full-time, 12 credits)~~

~~*Note: Prices per course is based on 3 credit course*~~

Non-Credit Certificate program — Intensive ESL Program:

~~Tuition: \$10 per hour (includes textbooks)
\$1,400 per 7-week term (140 hours)~~

~~*Note: Prices per course is based on 3 credit course*~~

Continuing Education Programs:

- ~~• Advanced Speaking: \$240 per 6-week session (30 hours)~~
- ~~• Evening ESL classes: \$240 per 6-week session (30 hours)~~
- ~~• Evening TOEFL Preparation classes: \$480 per 12-week session (60 hours)~~
- ~~• Business English: \$240 per 6-week session (30 hours)~~
- ~~• A Day at the Museum: \$40 per visit (3.00 CEU)~~
- ~~• One-on-one ESL classes: \$40 per hour~~
- ~~• Professional seminars: Tuition depends on the type of seminar and group size. Please contact us to receive a quote.~~

~~A Day at the Museum program consists of 6 trips with 3.00 CEU's per session.~~

~~Continuing Education Programs do not provide enough credits to maintain F-1 visa status. F-1 visa students may take these classes as a supplement to regular academic classes. There is a onetime nonrefundable application fee of \$20 for all continuing education program.~~

~~Tuition and Fees are subject to change without notice. Funds for personal expenses (e.g., food, health, insurance, textbooks, supplies, etc.) are not included, except for the ESL program, which includes textbooks in the tuition amount.~~

4.1. Non-Residential & International Tuition, Residential Tuition, and Other Related Fees

Non-Residential & International Tuition

Non-Residential & International tuition and fees represent all campus-based academic programs. Tuition and Fees are subject to change without notice. Funds for personal expenses (for example, books, supplies, and others) are not included.

Non-Residential & International Tuition

Level/Program	Per Credit	Per Course	Per Semester
Graduate	\$726.00	\$2,178.00	\$6,534.00
TESOL	\$695.00	\$2,085.00	\$6,255.00
Undergraduate	\$422.00	\$1,266.00	\$5,064.00
ESL	\$10/hour	\$1,400.00 (per session)	\$1,400.00 (per session)

Residential Tuition

Virginia International University offers residential tuition for permanent residents of the Commonwealth of Virginia (VA), Maryland (MD) or District of Columbia (DC). This tuition only applies to students enrolled in a residential (On-campus-based) programs at VIU.

To be considered for the Residency Tuition, the student must be enrolled in an academic on a full-time or part-time basis and meet all of the following criteria:

- a) An individual must demonstrate residence in Virginia, Maryland, or District of Columbia and an intent to remain in those states indefinitely to establish domicile in Virginia, Maryland, or District of Columbia.
- b) A US citizen, US permanent resident (green card holder), H1-B, or similar visa holder who has domiciled in Virginia, Maryland, or District of Columbia at least 12 month preceding the first day of classes.

NOTE: Any holder of student visa and their dependents (For example, F-1, F2, J-1, J-2, M-1, M-2) are not eligible for the Residential tuition. For additional information about residency classification you may refer to the State Council of Higher Education in Virginia website at www.schev.edu. All public institutions of higher education in the state of Virginia are governed by Section 23-7.4 of the Code of Virginia found at <http://www.schev.edu/index/tuition-aid/in-state-residency> Domicile Guidelines can be found on this website.

To be considered for the Residential tuition, a student must submit the following supporting documents:

- a) The most recently filed state tax return form.
- b) Driver's license or State ID.
- c) Proof of US permanent residence or citizenship
- d) Proof of current acceptable non-immigrant visa status
- e) Proof of relationship may be requested.

To be considered for the Residency Tuition, the student must fill out an application for the Residency Tuition. The application for Residential tuition is initially reviewed by the Office of Admissions and should be submitted with your admission application. Based upon the information provided by the applicant and parents, (if required), the Office of Admissions will render one of three decisions:

1. The applicant will be classified as Residential tuition
2. The applicant will be required to provide additional documentation
3. The applicant will be classified as Non-Residential tuition.

Students who qualified for Residency Tuition in one calendar year will continue to be qualified for Residential Tuition for the rest of semester in the same calendar year. When it becomes the following year, the Accounting Office will email students who were previously qualified for Residency Tuition to provide the most recently filed state tax return form. The deadline to [apply for this Residential Tuition](#) is a week before the first day of classes. Applications after deadlines will only be considered for the next semester.

A parent, or legal Guardian, can apply on behalf of students under the age of 24. Spouses may also apply on behalf of their partner, provided the student in question is listed as a dependent on the state income tax filing for the most recent year.

Residential Tuition

Level/Program	Per Credit	Per Course	Per Semester
---------------	------------	------------	--------------

Graduate	\$508.00	\$1,524.00	\$4,572.00
TESOL	\$508.00	\$1,524.00	\$4,572.00
Undergraduate	\$392.00	\$1,176.00	\$4,704.00
ESL	\$9/hour	\$1,260.00 (per 7-Week; 20hrs/week)	\$1,260.00 (per 7-Week; 20hrs/week)

NON-INTENSIVE ESL PROGRAMS

Program Name	Per Session
Business English	\$240.00 per 6-week session (30 hours)
Evening ESL	\$240.00 per 6-week session (30 hours)
Advanced Speaking	\$240.00 per 6-week session (30 hours)
A Day at the Museum	\$40.00 (per visit)

NOTE: The only fee an education consultant is authorized to collect on the behalf of VIU is the \$150 application fee. Tuition and other fees are to be paid directly to VIU.

Related Fees: Some fees are mandatory and due at the time of application or enrollment. Below is a list of service fees charged at VIU, which are applied as required as a student progresses through his or her program of study. All fees are **non-refundable**.

Services Provided	Explanation	Fee	
Application Fee	Degree, certificate, and intensive ESL programs	\$150	
	Continuing Education programs	\$20	
Deferral Postal Fee	International	\$65	
	Domestic	\$25	
Student Services Fee	Special lectures and seminar series, sports and festivals, registration process, new student orientation, initial student ID, VIU clubs, student association, computer lab usage, VIU student e-mail, student events, movies and other activities.	Academic (Spring, Fall Semester)	\$75
		Academic (Summer Semester)	\$50
		ESL Term	\$50
Health & Wellness Fee	Refer to the Health & Wellness Fee*	\$25	
English Placement Test	Applies only to students required to take the placement test.	\$30	
Late Registration	After the last day of registration, before the end of the add/drop period.	\$50	
Returned Check Fee	If the check issued by the student is not honored by their bank.	\$40	

Credit Card Charge-Back Fee	If the credit card payment made by student is requested for reversal by their bank.		3% of paid amount
Wire Transfer Refund Fee	If the students request refund of payment made by wire transfer this fee will be deducted from the total refund.	International	\$40
		Domestic	\$25
Student ID Card & Annual Renewal	Student ID cards must be renewed every year. Fee also applies in the event that a Student ID card is lost or a replacement is needed.		\$10
Major Fields Test Fee	New students only, as applicable. The fee covers both an entrance and exit test fee to help measure the student's improvements.		\$60
Withdrawal Fee	Processing fees for processing a student's withdrawal request.		\$100
Transcript Processing Fee	Upon request by the student. It will take three business days to process transcript requests.	Regular	\$10
		Expedited	\$25
<u>Transcript Postage Fee</u>	<u>Upon request by the student. It will take three business days to process transcript requests.</u>	<u>Domestic</u>	<u>\$25</u>
		<u>International</u>	<u>\$65</u>
Graduation Processing Fee	Fee required of all students graduating when submitting the Graduation Application Form.	Degree	\$150
<u>Graduation Processing Postage Fee</u>	<u>Upon request by the student. It will take three business days to process transcript requests.</u>	<u>Domestic</u>	<u>\$30</u>
		<u>International</u>	<u>\$100</u>
Cap & Gown	Fee required of all degree program students that participate in the Commencement Ceremony.	Graduate	\$60
		Undergraduate & Certificate	\$32
Change of Program	If the student has already been granted an initial I-20 and has requested a change of program		\$100
Resource Fee (per semester, ESL students only)	Per semester, ESL students only. This fee covers the cost of class resources such as textbooks, lab materials, etc.	Full-time	\$100
		Part-time	\$50

**Health & Wellness Fee: The Health and Wellness fee covers yearly flu shots and other health programming provided by outside health organizations and VCU.*

Living and Other Expenses: Students should calculate and budget extra funds for these expenses based upon individual projected need. Below is rough estimation, intended only as a guidance. Actual expenses will vary depending on individuals need.

Expenses	Explanation	Amount
Living expenses	The approximate cost for an individual student living in the Washington, D.C. metropolitan area.	\$9,000 per academic year (9 months)
Textbook expenses	Textbook expenses are not included in the cost of tuition. All students must obtain their books before the course add/drop period ends.	Academic program students may spend \$100 per class
		ESL textbook is inclusive in the tuition.

4.2. Online Program Tuition and Fees

Tuition and fees vary depending on a number of factors including, but not limited to the program and level of study, course enrollment or other specific circumstances

Graduate Level Degree Programs:

- ~~MBA (Master of Business Administration)~~
- ~~MCS (Master of Science in Computer Science)~~
- ~~MIS (Master of Science in Information Systems)~~
- ~~MISM (Master of Information Systems Management)~~
- ~~MIT (Master of Information Technology)~~
- ~~MSE (Master of Software Engineering)~~
- ~~MIR (Master of Science in International Relations)~~
- ~~MPA (Master of Public Administration)~~
- ~~MA in TESOL (Master of Arts in Teaching English to Speakers of Other Languages)~~
- ~~MED (Masters of Education)~~
- ~~Graduate Certificate in Business Intelligence~~
- ~~Graduate Certificate in Information Systems~~
- ~~Graduate Certificate in Information Systems Management~~
- ~~Graduate Certificate in IT Audit and Compliance~~
- ~~Graduate Certificate in TESOL~~

Semester	Tuition Per credit	Tuition Per course (3 Credits)
Fall I — Fall II 2016 Spring I — Spring II 2017 Summer I — Summer II 2017	\$429	\$1,287

Program Prerequisites

Graduate Students who need to take pre-requisite courses will pay the Undergraduate tuition rate for those courses.

Undergraduate Degree Programs:

- ~~BBA (Bachelor of Business Administration)~~
- ~~BCS (Bachelor of Science in Computer Science)~~
- ~~Undergraduate Certificate Programs~~

Semester	Tuition Per credit	Tuition Per course (3 Credits)
Fall I — Fall II 2016 Spring I — Spring II 2017 Summer I — Summer II 2017	\$341	\$1,023

ESL program degree at glance

Semester	Tuition Per hour	Tuition Per 7-week Course(10 hrs/week)
Fall I— Fall II 2016 Spring I— Spring II 2017 Summer I— Summer II 2017	\$9.00	\$630

Note:

- Tuition and Fees are subject to change without notice. Funds for personal expenses (for example, books, supplies, and others) are not included.

This tuition and fee structure is effective as of Fall 2016.

Level/Program	Per Credit	Per Course	Per Semester
Graduate	\$508.00	\$1,524.00	\$4,572.00
TESOL	\$508.00	\$1,524.00	\$4,572.00
Undergraduate	\$392.00	\$1,176.00	\$4,704.00
ESL	\$9/hour	\$630.00 (per 7-Week; 10 hrs/week)	\$630.00 (per 7-Week; 10 hrs/week)

Program Prerequisites

Graduate Students who need to take pre-requisite courses will pay the Undergraduate tuition rate for those courses.

Note:

- Tuition and Fees are subject to change without notice. Funds for personal expenses (for example, books, supplies, and others) are not included.

Related Fees

Some fees are mandatory and due at the time of application or enrollment. VIU also offers that may be necessary as student progress through their program of study or are required at the student's request. All fees are **non-refundable**.

Services Provided	Explanation	Amount
Application Fee	One-time payment for the application process	\$50
Student Services Fee	Student support services associated with the online course environment	\$30
Major Fields Test Fee	New students only, as applicable	\$60
Resource Fee	Per credit (effective Fall I 2015)	\$15
Late Registration Fee	Per semester	\$50
Late Payment Fee	3% of outstanding balance due at time of payment	Varies
Check Return Fee	As applicable	\$40

Credit Card Charge-Back Fee	As applicable	3%
Wire Transfer Refund Fee	Domestic	\$25
	International	\$40
Change of Program Fee	As applicable	\$100
Transcript Processing Fee	As applicable	\$10
Graduation Fee	Due upon completion of program	\$150

4.3. Payment Information

Payment Deadline: One week before the first day of classes, students' tuition and fees are due in full for that semester. For an up-to-date payment schedule, please refer to the VIU website. Payments received by the Accounting Office by 6:00 PM EST, Monday through Friday, will be considered as received on that business day. Ample time should be allowed for payments to be processed. Payments received are applied to the oldest outstanding balance first.

Payments can be made using the following methods:

Cash: Cash is only received in person at the Accounting Office located at the Village Drive Campus. Cash payments should not be sent through the mail. VIU is not responsible for cash payments that are lost or stolen prior to arriving at the VIU Accounting Office.

Check: All checks should be made payable to **Virginia International University**, with the VIU Student ID number written on the front. Checks that are already endorsed are not accepted. Checks must be payable in US dollars with an intermediary bank in the US.

Credit and/or Debit Card: Credit and/or debit card payments are accepted at the Accounting Office and online through the student portal.

Wire Transfer: The VIU bank account information for wire transfers can be obtained by contacting accounting@viu.edu. When requesting this information, new students should provide their full names and application numbers and current students should provide their full names and VIU student ID numbers.

IMPORTANT NOTE: VIU's Accounting Office does not accept payments over the phone.

4.4. Payment Plans

An installment payment plan is available for continuing VIU on-ground academic program students who cannot complete full tuition payments by the deadline and wish to finance their tuition through monthly installments. New students are not eligible for the installment plan. VIU does not offer a payment plan option for the 7-week ESL program. Payments for other fees cannot be deferred. Students must apply for tuition payment plan each semester from the student portal before the deadline. The installment fee is \$30 per installment and this fee is non-refundable.

Failure to pay the outstanding balance will result in an academic and financial hold, a late fee of 3% of the balance due per month (up to \$500 for a semester), and normal university collection activity. The payment plan (if there is one) will be automatically changed to the next payment plan if the student fails to pay an installment and the late fee for more than one month after the initial due date. For example, VIU will charge an additional installment fee along with the appropriate late fee. Failure to pay by the end of the semester will prevent students from being eligible to apply for a payment plan in future semesters.

4.5. Cancellation and Refund Policy

If a student elects to drop one or more courses, or withdraw from the university, the following refund schedule will be used to determine any outstanding financial obligation for which the student may be responsible:

Last Date of Attendance	Tuition refund amount*
-------------------------	------------------------

Up to the last day of add/drop period	100% of the semester tuition
After the add/drop and through 25% of the semester	50% of the semester tuition
Through 50% of the semester	25% of the semester tuition
After 50% of the semester	No refund will be issued

** Excludes all fee*

To initiate the refund process, the students must submit a Refund Request Form. The form must be submitted to Virginia International University. Students may download the form from our website or obtain a hard copy of the form from the Accounting Office. Upon submission of this form, the tuition deposit paid (if any amount) will be refunded. The bank transaction fee, however, will be deducted from this total. In general, VIU will refund the tuition deposit in the same manner as it was received by VIU (credit card payment, bank wire transaction, or check). Please note **VIU will only issue tuition refunds to the organization or person who made the original payment**. All Fees (Application fee, postage fee, student service fee, etc.) are not refundable.

The official withdrawal date, for the purpose of a refund calculation, will be the last date on which the student was recorded present for a class. If no payment was made, or if the student was participating in a payment plan and the payments are insufficient to cover the student's obligations according to the schedule above, the University will send the students a bill for the difference. If the student's financial obligation is not fulfilled, VIU is authorized to do the following until the money owed are paid:

- a) Withhold the release of the student's academic records or any information based upon the records.
- b) Withhold the issue of the student's transcripts.
- c) If the student's account remains delinquent, VIU reserves the right to terminate enrollment and cancel F-1 visas of international students. Late tuition payments are subject to financial penalties.
- d) Financial hold will be placed and access to student portal and Moodle will be blocked.

Online Education Cancellation and Refund Policy

If a student elects to drop one or more courses or withdraw from the university, the following refund schedule will be used to determine any outstanding financial obligation for which the student may be responsible:

Last Day of Attendance Notice	Tuition refund amount
Up to the last day of add/drop period	100% of the tuition
After the add/drop & through 25% of the session	75% of the tuition
Through 50% of the session	50% of the tuition
Through 75% of the session	25% of the tuition
After 75% of the session	No refund will be issued

** Excludes all fees*

To initiate the withdrawal process, the student must submit an Institutional Withdrawal Form Virginia International University. Students may download the form from our website or obtain a hard copy from the Registrar's Office or the Office of International Student Services.

To initiate the refund process, the student must submit a Refund Request Form. The form must be submitted to Virginia International University within 12 months of the last day the student attended a class. Students may download the form from our website or obtain a hard copy from the Accounting Office.

The official withdrawal date, for the purpose of a refund calculation, will be the last date on which the student was recorded present for a class. If no payment was made, or if the student was participating in a payment plan and the payments are insufficient to cover the student's obligation according to the schedule above, then the university will send the student a bill for the difference. If the student's financial obligation is not fulfilled, VIU is authorized to do the following until the monies owed are paid:

- a) Withhold the release of the student's academic records or any information based upon the records.
- b) Withhold the issue of the student's transcripts.
- c) If the student's account remains delinquent, VIU reserves the right to terminate enrollment. Late tuition payments are subject to financial penalties.

4.6. Financial Penalties

Late Fee: Failure to make any payment on or before the due date results in 3% of unpaid balances added per month. The late fee percentage will apply only to the tuition and installment fees. Other fees (for example; the student services fee, health and wellness fee, etc.) will be deducted first before applying payment for tuition.

Return Check Fee: A \$40 fee will be charged for each unpaid check returned by the bank. Moreover, VIU will recalculate the late fee weekly until the balance is cleared.

Special Cases: In the case of documentable events of prolonged illness, accident, death in the immediate family (parents, siblings, children, or spouse), or other special circumstances that make it impractical for a student to complete his or her program, VIU will work toward a settlement that is reasonable and fair to both parties.

4.7. Family Discount Policy

Virginia International University offers a 5% tuition discount per semester for immediate family members studying concurrently and on a full-time basis at VIU. The discount is valid as long as the immediate family members (defined as parents, children, brothers, sisters, and spouses) are enrolled and paying tuition. The discount is applied to the tuition fees of both students. This discount only applies to students enrolled in a residential program at VIU.

When and How to Apply: The deadline to apply for the family discount is the last day of the add/drop period in each semester. Applications after this deadline will only be considered for the following semester.

To be considered for the family discount, the student needs to complete the [Application for Family Discount](#) and submit it to the Accounting Office for approval along with proof of the students' relationship as immediate family. The VIU Student ID number of the relative is required for this application.

Family Discount Procedures

The discount is applied to the student's tuition only. Any scholarships awarded will be deducted first. The discount will be applied to the remaining amount. If a student qualifies for more than one discount, only one will be applied.

The students must be enrolled on a full-time basis to be eligible for this discount. A student is considered to be full-time when he or she is enrolled in the applicable semester as follows: 20 hours in the ESL program, 12 credit hours in an undergraduate degree or certificate program, 9 credit hours in a graduate degree or certificate program, or a combination of these considered full-time by the VIU Registrar's Office. This discount will also apply to the tuition fees charged for additional enrolled courses in the same semester.

~~4.8. Residency Discount Policy~~

~~Virginia International University offers a 30% tuition discount per semester for permanent residents of the Commonwealth of Virginia (VA), Maryland (MD) or District of Columbia (DC). This discount only applied to students enrolled in a residential (campus-based) programs at VIU.~~

~~To be considered for the Residency Discount, the student must be enrolled in an academic on a full-time or part-time basis and meet one of the following criteria:~~

- ~~e) A US citizen or US permanent resident (green card holder) who has paid income taxes for the prior twelve (12) months in the Commonwealth of Virginia, Maryland and District of Columbia; or~~
- ~~d) An H1-B or similar visa holder that has paid income taxes for the prior twelve (12) months in the Commonwealth of Virginia, Maryland and District of Columbia.~~

~~NOTE: Any holder of student visa and their dependents are not eligible for the Residency Discount.~~

~~To be considered for the Residency Discount, a student must submit the following supporting documents:~~

- ~~f) The most recently filed state tax return form.~~
- ~~g) Driver's license or State ID.~~

- ~~h) Proof of US permanent residence or citizenship.~~
- ~~i) Proof of current visa holder status.~~
- ~~j) Proof of relationship may be requested.~~

~~To be considered for the Residency Discount, the student must fill out an application for the Residency Discount. A new application and supporting documents must be submitted each semester. The deadline to apply for this discount is designated each semester.~~

~~Applications after deadlines will only be considered for the next semester. The Residency Discount is subject to approval.~~

~~A parent, or legal Guardian, can apply on behalf of students under the age of 24. Spouses may also apply on behalf of their partner, provided the student in question is listed as a dependent on the state income tax filing for the most recent year.~~

Discount Procedures

~~The discount is applied to the student’s tuition only. Any scholarships awarded will be deducted first. The discount will be applied to the remaining amount. If a student qualifies for more than one discount, only one will be applied. The discount applies only to on-ground students.~~

7. 08/5/2016 – Modification to the “Tuition and fees” section on page 30-36.

4. TUITION AND FEES

4.1. Non-Residential & International Tuition, Residential Tuition, and Other Related Fees

Non-Residential & International Tuition

Non-residential and international tuition and fees represent all campus-based academic programs. Tuition and fees are subject to change without notice. Funds for personal expenses (e.g., food, supplies, etc.) are not included. E-books are included (upon availability) in academic program tuition.

Non-Residential & International Tuition

Level/Program	Per Credit	Per Course	Per Semester
Graduate	\$726.00	\$2,178.00	\$6,534.00
TESOL	\$695.00	\$2,085.00	\$6,255.00
Undergraduate	\$422.00	\$1,266.00	\$5,064.00
ESL	\$10.00/hour	\$1,400.00 (per 7 weeks; 20 hrs/week)	\$1,400.00 (per 7 weeks; 20 hrs/week)

Residential Tuition

Virginia International University offers residential tuition for permanent residents of the Commonwealth of Virginia (VA), Maryland (MD), or District of Columbia (DC). This tuition rate only applies to students enrolled in residential (on-campus-based) programs at VIU.

To be considered for residential tuition, the student must be enrolled in an academic program on a full- or part-time basis and meet all of the following criteria:

- ~~a) An individual must demonstrate residence in Virginia, Maryland, or District of Columbia and an intent to remain in those states indefinitely to establish domicile in Virginia, Maryland, or District of Columbia.~~
- ~~b) A US citizen, US permanent resident (green card holder), H1-B, or similar visa holder who has domiciled in Virginia, Maryland, or District of Columbia at least 12 month preceding the first day of classes.~~
- a) Student must demonstrate residence in Virginia, Maryland, or District of Columbia and an intent to remain in one of those states indefinitely.

- b) Student must be a US citizen, US permanent resident (green card holder), or H1-B, H4, or similar visa holder who has domiciled in Virginia, Maryland, or District of Columbia at least 12 months preceding the first day of classes.

NOTE: Any holder of a student visa and their dependents (for example, F-1, F2, J-1, J-2, M-1, or M-2 visa holders) are not eligible for residential tuition. For additional information about residency classification you may refer to the State Council of Higher Education in Virginia website at www.schev.edu. All public institutions of higher education in the state of Virginia are governed by Section 23-7.4 of the Code of Virginia found at <http://www.schev.edu/Students/VAdomicileInfo.asp>. Domicile guidelines can be found on this website.

To be considered for residential tuition, a student must submit the following supporting documents:

- The most recently filed state tax return form
- Driver's license or State ID
- Proof of US permanent residence or citizenship or current acceptable non-immigrant visa status
- ~~Proof of current acceptable non-immigrant visa status~~
- Proof of relationship may be requested.

To be considered for residential tuition, the student must fill out the Residential Tuition Application. The application for residential tuition is initially reviewed by the Office of Admissions and should be submitted with your admission application. Based upon the information provided by the applicant and parents, (if required), the Office of Admissions will render one of three decisions:

- The applicant will be classified ~~as Residential tuition~~ as a resident (eligible for residential tuition)
- The applicant will be required to provide additional documentation
- The applicant will be classified ~~as Non-Residential tuition~~ as a non-resident (ineligible for residential tuition)

Students who qualified for residential tuition in one calendar year will continue to be qualified for residential tuition for the rest of semester in the same calendar year. ~~When it becomes the following year, the Accounting Office will email students who were previously qualified for Residency Tuition to provide the most recently filed state tax return form. The deadline to apply for this Residential Tuition is a week before the first day of classes. Applications after deadlines will only be considered for the next semester.~~

In the following year, the Accounting Office will email students who were previously qualified for residential tuition to request the most recently filed state tax return form. The deadline to apply for residential tuition is the add/drop deadline for the semester. Applications received after the deadline will be considered for the following semester.

A parent or legal guardian may apply on behalf of students under the age of 24. Spouses may also apply on behalf of a partner, provided the student in question is listed as a dependent on the state income tax filing for the most recent year.

Residential Tuition

Level/Program	Per Credit	Per Course	Per Semester
Graduate	\$508.00	\$1,524.00	\$4,572.00
TESOL	\$508.00	\$1,524.00	\$4,572.00
Undergraduate	\$392.00	\$1,176.00	\$4,704.00
ESL	\$9.00/hour	\$1,260.00 (per 7 weeks; 20 hrs/week)	\$1,260.00 (per 7 weeks; 20 hrs/week)

Non-Intensive ESL Tuition

Program Name	Per Session
Business English	\$240.00 per 6 week session (30 hours)
Evening ESL	\$240.00 per 6 week session (30 hours)
American Language & Culture	\$240.00 per 6 week session (30 hours)
A Day at the Museum*	\$40.00 (per visit)

**Tuition for A Day at the Museum is non-refundable.*

School of Test Preparation Tuition

Course	Application Fee	Placement Test Fee	Tuition Fee
<u>TOEFL for CEUs/IELTS for CEUs</u>	<u>\$20.00</u>	<u>=</u>	<u>\$500.00</u>
<u>TOEFL/IELTS</u>	<u>\$50.00</u>	<u>\$30.00</u>	<u>\$1,520.00</u>
<u>GRE/GMAT</u>	<u>\$50.00</u>	<u>\$30.00</u>	<u>\$500.00</u>
<u>LSAT</u>	<u>\$50.00</u>	<u>\$30.00</u>	<u>\$300.00</u>
<u>SAT/ACT</u>	<u>\$50.00</u>	<u>\$30.00</u>	<u>\$500.00</u>

Private Course Tuition

Class Size	Hours	Price/Person/Hour
<u>One Student</u>	<u>10</u>	<u>\$45.00</u>
<u>Two Students</u>	<u>10</u>	<u>\$40.00</u>
<u>Three Students</u>	<u>10</u>	<u>\$35.00</u>
<u>+Four Students</u>	<u>10</u>	<u>\$30.00</u>

NOTE: A one-time application fee will be charged to courses according to fee schedule.

NOTE: The only fee an education consultant is authorized to collect on the behalf of VIU is the \$150 application fee. Tuition and other fees are to be paid directly to VIU.

Related Fees: Some fees are mandatory and due at the time of application or enrolment. Below is a list of service fees charged at VIU, which are applied as required as a student progresses through his or her program of study. There are also service fees charged as necessary as the student progresses through his or her program of study or as required upon the student's request. All fees are non-refundable.

Services Provided	Explanation	Fee	
Application Fee	International Application Fee	\$150	
	Domestic Application fee	\$50	
	Online Application Fee	\$50	
	Continuing Education & Non Intensive Course	\$20	
Deferral Postal Fee	International	\$65	
	Domestic	\$25	
Student Services Fee	Special lectures and seminar series, sports and festivals, registration process, new student orientation, initial student ID, VIU clubs, student association, computer lab usage, VIU student e-mail, student events, movies and other activities.	Academic (Spring, Fall Semester)	\$75
		Academic (Summer Semester)	\$50
		ESL Term	\$50
English Placement Test	Applies only to students required to take the placement test.	\$30	
Late Registration	After the last day of registration, before the end of the add/drop period.	\$50	
Returned Check Fee	If the check issued by the student is not honored by their bank.	\$40	

Credit Card Charge-Back Fee	If the credit card payment made by student is requested for reversal by their bank.		3% of paid amount
Wire Transfer Refund Fee	If the students request refund of payment made by wire transfer this fee will be deducted from the total refund.	International	\$40
		Domestic	\$25
Student ID Card & Annual Renewal	Student ID cards must be renewed every year. Fee also applies in the event that a Student ID card is lost or a replacement is needed.		\$10
Major Fields Test Fee	New students only, as applicable. The fee covers both an entrance and exit test fee to help measure the student's improvements.		\$60
Withdrawal Fee	Processing fees for processing a student's withdrawal request.		\$100
Transcript Processing Fee	Upon request by the student. It will take three business days to process transcript requests.	Regular	\$10
		Expedited	\$25
Transcript Postage Fee	Upon request by the student. It will take three business days to process transcript requests.	Domestic	\$25
		International	\$65
Graduation Processing Fee	Fee required of all students graduating when submitting the Graduation Application Form.	Degree	\$150
Graduation Processing Postage Fee	Upon request by the student. It will take three business days to process transcript requests.	Domestic	\$30
		International	\$100
Cap & Gown	Fee required of all degree program students that participate in the Commencement Ceremony.	Graduate	\$60
		Undergraduate & Certificate	\$32
Change of Program	If the student has already been granted an initial I-20 and has requested a change of program		\$100
Resource Fee (per semester, ESL students only)	Per semester, ESL students only. This fee covers the cost of class resources such as textbooks, lab materials, etc.	Full-time	\$100
		Part-time	\$50

Fee	Amount
APPLICATION FEE*	
<u>International Application Fee</u>	<u>\$150</u>
<u>Domestic Application Fee</u>	<u>\$50</u>
<u>Online Application Fee</u>	<u>\$50</u>
<u>Continuing Education & Non Intensive Course Application Fee</u>	<u>\$20</u>
STUDENT SERVICES FEE	
<u>Academic (Spring and Fall Semesters)</u>	<u>\$75.00</u>
<u>Academic (Summer Semesters)</u>	<u>\$50.00</u>
<u>ESL</u>	<u>\$50.00</u>
DEFERRAL FEE	
<u>International</u>	<u>\$65.00</u>
<u>Domestic</u>	<u>\$25.00</u>
<u>English Placement Test Fee (per test)</u>	<u>\$30.00</u>
<u>Major Fields Test Fee (new students only, as applicable)</u>	<u>\$60.00</u>

<u>RESOURCE FEE (per semester, ESL students only)</u>	
<u>Full-Time</u>	<u>\$100.00</u>
<u>Part-Time</u>	<u>\$50.00</u>
<u>Late Registration Fee (per semester)</u>	<u>\$50.00</u>
<u>Late Payment Fee</u>	<u>3% of outstanding balance due at time of payment</u>
<u>Tuition Payment Plan Fee (per installment)</u>	<u>\$30.00</u>
<u>Check Return Fee</u>	<u>\$40.00</u>
<u>Credit Card Charge-Back Fee</u>	<u>3%</u>
<u>WIRE TRANSFER REFUND FEE</u>	
<u>International</u>	<u>\$40.00</u>
<u>Domestic</u>	<u>\$25.00</u>
<u>Change of Program Fee</u>	<u>\$100.00</u>
<u>ID Replacement Fee</u>	<u>\$10.00</u>
<u>TRANSCRIPT FEE</u>	
<u>Regular (3 business day processing)</u>	<u>\$10.00</u>
<u>Expedited (24 hour processing)</u>	<u>\$25.00</u>
<u>TRANSCRIPT POSTAGE FEE</u>	
<u>Domestic</u>	<u>\$25.00</u>
<u>International</u>	<u>\$65.00</u>
<u>Graduation Fee</u>	<u>\$150.00</u>
<u>GRADUATION APPLICATION POSTAGE FEE</u>	
<u>Domestic</u>	<u>\$30.00</u>
<u>International</u>	<u>\$100.00</u>
<u>REPLACEMENT DIPLOMA FEE</u>	
<u>Graduate/Undergraduate</u>	<u>\$50.00</u>
<u>Certificate</u>	<u>\$25.00</u>
<u>ESL</u>	<u>\$10.00</u>
<u>Withdrawal Fee</u>	<u>\$100.00</u>

***Application Fee:**

- **Student who withdraw from university and return to university must pay \$150.00 of application fee.**
- **Alumni student who return to university within a year from graduation date will be waived for \$150.00 of application fee. Alumni who return to university after a year from graduation date must pay \$150.00 of application fee.**
- **The only fee an education consultant is authorized to collect on the behalf of VIU is the application fee. Tuition and other fees are to be paid directly to VIU.**

Living and Other Expenses: Students should calculate and bring extra funds for these expenses based upon their individual projected needs. Below is rough estimation, intended only as a guidance. Actual expenses will vary depending on individual needs.

Expenses	Explanation	Amount
Living	The approximate cost for an individual student living in the Washington, D.C. metropolitan area.	\$9,000 per academic year (9 months)
Textbook	<u>Textbook expenses are not included in the cost of tuition. All students must obtain their books before the course add/drop period ends.</u>	<u>Academic program students may spend an average of \$100.00 per course in which textbooks are not provided.</u>
<u>Textbook expenses</u>		<u>Academic program students may spend \$100 per class</u>

Textbook expenses are not included in the cost of tuition. All students must obtain their books before the course add/drop period ends.	ESL textbook is inclusive in the tuition.
--	--

4.2. Online Program Tuition and Fees

~~Tuition and fees vary depending on a number of factors including, but not limited to the program and level of study, course enrollment or other specific circumstances. This tuition and fee structure is effective as of Fall 2016.~~

Tuition and fees vary depending on a number of factors including, but not limited to, the program and level of study, course enrollment, and other specific circumstances. This tuition and fee structure is effective as of Fall 2016. Tuition and fees are subject to change without notice. Funds for personal expenses (e.g., supplies, etc.) are not included. E-books are included (upon availability) in academic program tuition.

Level/Program	Per Credit	Per Course	Per Semester
Graduate	\$508.00	\$1,524.00	\$4,572.00
TESOL	\$508.00	\$1,524.00	\$4,572.00
Undergraduate	\$392.00	\$1,176.00	\$4,704.00
ESL	\$9.00/hour	\$630.00 (per 7 weeks; 10 hrs/week)	\$630.00 (per 7 weeks; 10 hrs/week)

Program Prerequisites

Graduate students who need to take prerequisite courses will pay the undergraduate tuition rate for those courses.

Note:

- ~~Tuition and Fees are subject to change without notice. Funds for personal expenses (for example, books, supplies, and others) are not included.~~

Related Fees

Some fees are mandatory and due at the time of application or enrollment. There are also service fees charged as necessary as the student progresses through his or her program of study or as required upon the student's request. All fees are non-refundable.

Services Provided	Explanation	Amount
Application Fee	One-time payment for the application process	\$50
Student Services Fee	Student support services associated with the online course environment	\$30
Major Fields Test Fee	New students only, as applicable	\$60
Resource Fee	Per credit (effective Fall I 2015)	\$15
Late Registration Fee	Per semester	\$50
Late Payment Fee	3% of outstanding balance due at time of payment	Varies
Check Return Fee	As applicable	\$40

Credit Card Charge-Back Fee	As applicable	3%
Wire Transfer Refund Fee	Domestic	\$25
	International	\$40
Change of Program Fee	As applicable	\$100
Transcript Processing Fee	As applicable	\$40
Graduation Fee	Due upon completion of program	\$150

<u>Fee</u>	<u>Amount</u>
<u>Application Fee</u>	<u>\$50.00</u>
<u>Student Services Fee</u>	<u>\$30.00</u>
<u>Major Fields Test Fee (new students only, as applicable)</u>	<u>\$60.00</u>
<u>Resource Fee (per credit)</u>	<u>\$15.00</u>
<u>Late Registration Fee (per semester)</u>	<u>\$50.00</u>
<u>Late Payment Fee</u>	<u>3% of outstanding balance due at time of payment</u>
<u>Check Return Fee</u>	<u>\$40.00</u>
<u>Credit Card Charge-Back Fee</u>	<u>3%</u>
<u>WIRE TRANSFER REFUND FEE</u>	
<u>Domestic</u>	<u>\$25.00</u>
<u>International</u>	<u>\$40.00</u>
<u>Change of Program Fee</u>	<u>\$100.00</u>
<u>Transcript Processing Fee</u>	<u>\$10.00</u>
<u>Graduation Fee</u>	<u>\$150.00</u>

8. 08/05/2016 – Addition and Deletion on p. 13, section 1.6, “Administrative Directors”

1.6. Administrative Directors

<u>Staff Name</u>	<u>Title</u>	<u>Degree</u>
Dr. Isa Sarac	President	Ph.D.
Dr. Suleyman Bahceci	Executive Vice President, University Affairs	Ph.D.
Prashish Shrestha	Executive Vice President, Finance & IT	M.I.S.
Christina Koonts	Associate Vice President, Institutional Effectiveness and Quality Assurance	M.A.
<u>Camilla Nunes</u>	<u>Curriculum Director</u>	<u>M.A.</u>
Jane Bondarenko	Public Relations Specialist	MBA
Dr. Michael Perini	Director of Academic Affairs	D.A.
Dr. Chakib Chraibi	Dean, School of Computer Information Systems	Ph.D.
Dr. Klara A. Bilgin	Dean, School of Public and International Affairs	Ph.D.
<u>Dr. Nicolas Pologeorgis</u>	<u>Dean, School of Business</u>	<u>Ph.D.</u>
Idris Ulas	Dean, School of Online Education	M.M.I.S.

Robinson Mark	Interim Dean, School of Business	MBA
Grace Klinefelter	Associate Dean, School of Business	DBA
Kevin J. Martin	Associate Dean, School of Education	M.S.
Koorosh Azhandeh	Associate Dean, School of Computer Information Systems	M.S.
<u>Dr. Erdoan Shipoli</u>	<u>Associate Dean, SPIA</u>	<u>Ph.D.</u>
Dr. David Truncellito	Director of Continuing and Professional Education	Ph.D.
Loubna Salagh	Director of the School of Test Preparation	M.A.
Patrick Moss	Associate Director, School of Language Studies	M.A.
Rebecca Yu	Director of Human Resources	B.A.
Courtney Hill	Director of Strategic Planning and Business Development	B.A.
Gloriana Ferran Ramirez	Director of Finance and Accounting	MBA
Muammer Camurcu	Director of Enrollment Management	MBA
<u>Traci Ross</u>	<u>Director of Student Recruitment</u>	<u>M.S.</u>
Jeffrey Prater	Director of Library Services	M.S.L.S.
Dr. John Davis	Director of Assessment	Ph.D.
<u>BJ Battulga Bayarjargal</u>	<u>Director of Operations/Facilities & Property Management</u>	<u>MBA</u>
Yoko Gursen	Registrar	MBA
Kellie Thayer	Financial Aid Administrator	B.S.

9. 08/05/2016 – Addition and Deletion on p. 14, section 1.7, “Full-Time Faculty”

1.7. Full-Time Faculty

Name	Degrees Earned	Specialty
Ahmadi, Pouyan	Ph.D. in Electrical and Computer Engineering, George Mason University, Fairfax, VA	Computer Science, Electrical Engineering, Computer Networking
Akhmedjonov, Alisher	Ph.D. in Policy Analysis, RAND Graduate School M.A. in Economics , University of San Francisco	Economics, Finance, Human Resources
Ashiru, Victoria	Ph.D. in Management, University of Maryland University College, Adelphi, MD M.Sc. in Human Resources Management, University of Maryland University College, Adelphi, MD B.Sc. in Information Systems Management, University of Maryland University College, Adelphi, MD	Human Resources
Azhandeh, Koorosh	M.S. in Computer Science, Catholic University of America	Computer Science
Bilgin, Klara A.	Ph.D. in Political Science, The Johns Hopkins University, Baltimore, MD M.A. in International Relations, University of Delaware, Newark, DE	Political Science, International Relations, Comparative Government
<u>Chraibi, Chakib</u>	<u>Ph.D. in Computer Science, State University of New York, Binghamton, NY</u> <u>D.S. in Applied Mathematics, University of Bordeaux, Bordeaux, France</u> <u>M.S. in Computer Science, University of Bordeaux, Bordeaux, France</u> <u>B.S. in Computer Science, University of Bordeaux, Bordeaux, France</u>	<u>Computer Science</u>
Dayberry, Hali	M.Ed. in TESOL, University of Southern California B.A. in Global Affairs, George Mason University, Fairfax, VA	ESL

Ganjalizadeh, Saiid	Ph.D. in Information Technology, George Mason University, Fairfax, VA M.S. in Management Science, University of Tennessee, Knoxville, TN	Information Technology, Computer Science
Gimble, Claire	M.A. in TESOL, Virginia International University, Fairfax, VA	ESL
Habbershaw, Glen	M.A. in TESOL, Oklahoma City University, Oklahoma City, OK B.A. in French, Oklahoma City University, Oklahoma City, OK	ESL
<u>Klinefelter, Grace</u>	<u>D.B.A. in Management, Nova Southeastern University, Fort Lauderdale, FL</u> <u>M.S. in Library and Information Science, Pratt Institute, Brooklyn, NY</u> <u>B.A. in Liberal Arts and Education, Goddard College, Plainfield, VT</u>	<u>Management</u>
Martin, Kevin J.	M.S. in Theoretical Linguistics, Georgetown University, Washington, DC B.S. in Biology, The University of Dayton, Dayton, OH B.A. in French, The University of Dayton, Dayton, OH	Language Acquisition, Linguistics, Curriculum, Instruction, and Assessment ESL, Academic Writing
Moss, Patrick	M.A. in Applied Linguistics, University of Leicester, Leicester, UK B.A. in Linguistics, University of Utah, Salt Lake City, UT	ESL
Moteabbed, Shora	Ph.D. in Business Administration, Management, Organizational Behavior, ESSEC Business School, Paris, France	Human Resources
Onu, Stephen	D.B.A., University of Phoenix, Phoenix, AZ MBA. in Global Management, University of Phoenix, Phoenix, AZ B.B.A. in Insurance, Howard University, Washington, DC	Business Administration, Global Management
Perini, Michael R.	D.A. in Community College Education, George Mason University, Fairfax, VA M.A. in History, State University of New York at Buffalo, Buffalo, NY B.A. in Classics and History, State University of New York at Buffalo, Buffalo, NY	Higher Education Administration, Student Affairs, History
<u>Pologeorgis, Nicholas</u>	<u>Ph.D. in Economics, University of Missouri, Columbia, MO</u> <u>MBA in Finance, Missouri State University, Springfield, MO</u> <u>B.A. in Business Administration, Drury University, Springfield, MO</u>	<u>Economics, Finance, Business Administration</u>
Robinson, Mark	Ph.D. in Marketing, International School of Management, New York, NY MBA. in Marketing, Marymount University, Arlington, VA B.B.A., St. Mary's College of Maryland, St. Mary's City, MD	Marketing/ International Marketing Branding
Sachs, Rebecca	Ph.D. in Linguistics, Georgetown University, Washington, DC M.A. in TESOL, Michigan State University, East Lansing, MI B.A. in Foreign Languages & Communication Disorders, Boston University, Boston, MA	Applied Linguistics, Language Acquisition and Pedagogy, Research Methods
Seyfert, Michael	B.A. in English, University of Alaska, Fairbanks, AK	ESL

Shipoli, Erdoan	<u>Ph.D. in Political Science and International Relations, Fatih University, Istanbul, Turkey</u> <u>M.A. in International Relations, Fatih University, Istanbul, Turkey</u> <u>B.A. in International Relations, Fatih University, Istanbul, Turkey</u>	<u>International Relations,</u> <u>Political Science</u>
Soliman, Nagi	D.Sc. in Systems Science, Network and Control and Computer Science, George Washington University, Washington, D.C.	Digital Media
Uslu, Emrullah	Ph.D. in Middle Eastern Studies and Political Science, University of Utah M.A. in Criminal Justice, City University of New York	Political Science, International Security, Policy, Comparative Government
Williams, Kenneth	<u>Ph.D. in Information Technology, Capella University, Minneapolis, MN</u> <u>M.Sc. in Information Technology and Security, Capella University, Minneapolis, MN</u> <u>B.B.A., Campbell University, Buies Creek, NC</u>	<u>Information Technology,</u> <u>Information Assurance,</u> <u>Security</u>

10. 08/12/2016 – Addition on p. 32, section 4, “Tuition and fees”

Non-Intensive ESL Tuition

Program Name	Per Session
Business English	\$240.00 per 6 week session (30 hours)
Evening ESL	\$240.00 per 6 week session (30 hours)
American Language & Culture	\$240.00 per 6 week session (30 hours)
A Day at the Museum*	\$40.00 (per visit)

**Tuition for A Day at the Museum is non-refundable.*

Continuing Education Payment Deadlines (Business English; Evening ESL; American Language & Culture):

Payment deadlines are a week before the first day of the classes.

Please note that if we do not receive the payment by the deadline date, the following action will be taken:

Late fee of 3% of the tuition will be charged monthly.

School of Test Preparation Tuition

Course	Application Fee	Placement Test Fee	Tuition Fee
TOEFL for CEUs/IELTS for CEUs	\$20.00	--	\$500.00
TOEFL/IELTS	\$50.00	\$30.00	\$1,520.00
GRE/GMAT	\$50.00	\$30.00	\$500.00
LSAT	\$50.00	\$30.00	\$300.00
SAT/ACT	\$50.00	\$30.00	\$500.00

11. 08/15/2016 – Modification to the 7.7. “Grade Change Policy” section on page 49.

Incomplete Grade (“I”): The grade of “I” (Incomplete) is given to a student whose work has been of passing quality but who has, for compelling reasons, been unable to complete all of his or her required coursework by the end of the semester. An “I” grade is not to be given for reasons including late submission of work. A grade of “I” must be evaluated and changed within 14 calendar days after the final grade submission date. At this time, all work from the previous semester/session must be completed and submitted to the instructor. If a grade is not submitted within 14 calendar days after the final grade submission date, the grade will be changed from “I” to “F” with the assumption that the student has not fulfilled his/her requirements for the course.

The impact of an “I” grade on a student’s satisfactory academic progress is as follows:

- A grade of “I” is included in the calculation of the CGPA as a failing grade and counts as credit hours attempted for calculating the completion rate.
- Courses that remain as an “I” at the end of 14 calendar days after the final grade submission date will automatically become an “F” grade.
- ~~“I” grades are also counted in the calculation of the successful course completion percentage if the student was charged for any portion of the course.~~
- Incomplete and Withdrawal grades may have an adverse effect on the successful course completion percentage of a student if he/she has been charged tuition for any part of the course.
- The “I” grade is only issued for verifiable, unavoidable reasons. Since the “I” grade extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation and documented on the student’s transcript.

Prior to the submission of a grade change from an Incomplete to an actual letter grade, an instructor must send a request for grade re-submission to the Registrar by email. Upon receiving the request, the Registrar enables the grade book to allow a grade to be amended by the instructor. Then, the instructor will make changes to the grade book on the faculty portal and re-submit the grade to the Registrar via the faculty portal.

12. 08/26/2016 – Modification to the Catalog first page and 1.11. “VIU’s Location & Transportation” section on page 18.

**ACADEMIC CATALOG
2016 – 2017**

FIRST EDITION

Village Drive Building

4401 Village Drive, Fairfax, VA 22030 (703) 591-7042

Waples Mill Building

11200 Waples Mill Road, Fairfax, VA 22030 (703) 591-7042

Commonwealth Building

3953 Pender Drive, Fairfax, VA 22030 (703) 865-4468

1.11 VIU's Location & Transportation

VIU's Campus

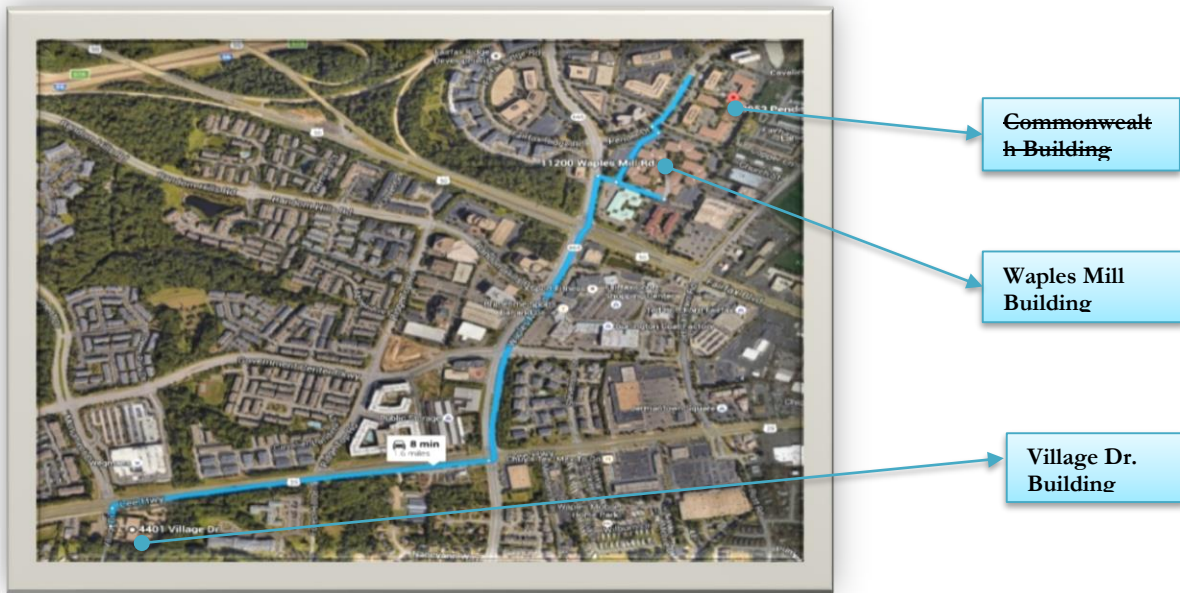
VIU's campus consists of the following ~~three~~ two buildings which house its administrative offices, classroom and student recreational facilities. ~~Two of these buildings are within walking distance of each other.~~ VIU's newest building "Village Drive" is located approximately one mile from the others.

Village Drive Building (4401 Village Drive, Fairfax, VA 22030) This is the main building facility for the university, and it houses all administrative, academic, student support departments within the university as well as the university library and student center.

Waples Mill Building (11200 Waples Mill Road, Suite # 360, Fairfax, VA 22030) The Waples Mill Suite houses one of two large university conference centers along with additional office space for VIU staff.

~~Commonwealth Building (3953 Pender Drive, Suite #105, Fairfax, VA 22030)~~

~~The Commonwealth location houses three reserve classrooms as well as additional academic and administrative offices space.~~



13. 09/20/2016 – Addition and Deletion on p. 13, section 1.6, “Administrative Directors”

1.6. Administrative Directors

Staff Name	Title	Degree
Dr. Isa Sarac	President	Ph.D.
Dr. Suleyman Bahceci	Executive Vice President, University Affairs	Ph.D.
Prashish Shrestha	Executive Vice President, Finance & IT	M.I.S.
Christina Koonts	Associate Vice President, Institutional Effectiveness and Quality Assurance	M.A.
Camilla Nunes	Curriculum Director	M.A.
Jane Bondarenko	Public Relations Specialist	MBA
Dr. Michael Perini	Director of Academic Affairs	D.A.

Dr. Chakib Chraibi	Dean, School of Computer Information Systems	Ph.D.
Dr. Klara A. Bilgin	Dean, School of Public and International Affairs	Ph.D.
Dr. Nicolas Pologeorgis	Dean, School of Business	Ph.D.
Idris Ulas	Dean, School of Online Education	M.M.I.S.
Dr. Grace Klinefelter	Associate Dean, School of Business	DBA
Kevin J. Martin	Associate Dean, School of Education	M.S.
Koorosh Azhandeh	Associate Dean, School of Computer Information Systems	M.S.
Dr. Erdoan Shipoli	Associate Dean, SPIA	Ph.D.
Dr. David Truncellito	Director of Continuing and Professional Education	Ph.D.
Loubna Salagh	Director of the School of Test Preparation	M.A.
Patrick Moss	Associate Director, School of Language Studies	M.A.
Rebecca Yu	Director of Human Resources	B.A.
Courtney Hill	Director of Strategic Planning and Business Development	B.A.
Muammer Camurcu	Director of Enrollment Management	MBA
Traci Ross	Director of Student Recruitment	M.S.
Jeffrey Prater	Director of Library Services	M.S.L.S.
Dr. John Davis	Director of Assessment	Ph.D.
BJ Battulga Bayarjargal	Director of Operations/Facilities & Property Management	MBA
Yoko Gursen	Registrar	MBA
Kellie Thayer	Financial Aid Administrator	B.S.

14. 09/20/2016 – Addition and Deletion on p. 14, section 1.7, “Full-Time Faculty”

1.7. Full-Time Faculty

Name	Degrees Earned	Specialty
Ahmadi, Pouyan	Ph.D. in Electrical and Computer Engineering, George Mason University, Fairfax, VA	Computer Science, Electrical Engineering, Computer Networking
Akhmedjonov, Alisher	Ph.D. in Policy Analysis, RAND Graduate School M.A. in Economics , University of San Francisco	Economics, Finance, Human Resources
<u>Al Hammoshi, Mayyada</u>	<u>Ph.D. in Computer Science, Mosul University, Mosul, Iraq</u>	<u>Computer Science</u>
Ashiru, Victoria	Ph.D. in Management, University of Maryland University College, Adelphi, MD M.Sc. in Human Resources Management, University of Maryland University College, Adelphi, MD B.Sc. in Information Systems Management, University of Maryland University College, Adelphi, MD	Human Resources
Azhandeh, Koorosh	M.S. in Computer Science, Catholic University of America	Computer Science
Bilgin, Klara A.	Ph.D. in Political Science, The Johns Hopkins University, Baltimore, MD M.A. in International Relations, University of Delaware, Newark, DE	Political Science, International Relations, Comparative Government
<u>Chala, Zelalem</u>	<u>Ph.D. in Economics, Virginia Polytechnic and State University, Blacksburg, VA</u> <u>M.S. in Agricultural Economics, Oklahoma State University, Stillwater, OK</u>	<u>Economics</u>
Chraibi, Chakib	Ph.D. in Computer Science, State University of New York, Binghamton, NY	Computer Science

	D.S. in Applied Mathematics, University of Bordeaux, Bordeaux, France M.S. in Computer Science, University of Bordeaux, Bordeaux, France B.S. in Computer Science, University of Bordeaux, Bordeaux, France	
Dayberry, Hali	M.Ed. in TESOL, University of Southern California B.A. in Global Affairs, George Mason University, Fairfax, VA	ESL
Ganjalizadeh, Saiid	Ph.D. in Information Technology, George Mason University, Fairfax, VA M.S. in Management Science, University of Tennessee, Knoxville, TN	Information Technology, Computer Science
Gimble, Claire	M.A. in TESOL, Virginia International University, Fairfax, VA	ESL
Habbershaw, Glen	M.A. in TESOL, Oklahoma City University, Oklahoma City, OK B.A. in French, Oklahoma City University, Oklahoma City, OK	ESL
Klinefelter, Grace	D.B.A. in Management, Nova Southeastern University, Fort Lauderdale, FL M.S. in Library and Information Science, Pratt Institute, Brooklyn, NY B.A. in Liberal Arts and Education, Goddard College, Plainfield, VT	Management
Martin, Kevin J.	M.S. in Theoretical Linguistics, Georgetown University, Washington, DC B.S. in Biology, The University of Dayton, Dayton, OH B.A. in French, The University of Dayton, Dayton, OH	Language Acquisition, Linguistics, Curriculum, Instruction, and Assessment ESL, Academic Writing
Moss, Patrick	M.A. in Applied Linguistics, University of Leicester, Leicester, UK B.A. in Linguistics, University of Utah, Salt Lake City, UT	ESL
Moteabbed, Shora	Ph.D. in Business Administration, Management, Organizational Behavior, ESSEC Business School, Paris, France	Human Resources
Perini, Michael R.	D.A. in Community College Education, George Mason University, Fairfax, VA M.A. in History, State University of New York at Buffalo, Buffalo, NY B.A. in Classics and History, State University of New York at Buffalo, Buffalo, NY	Higher Education Administration, Student Affairs, History
Pologeorgis, Nicholas	Ph.D. in Economics, University of Missouri, Columbia, MO MBA in Finance, Missouri State University, Springfield, MO B.A. in Business Administration, Drury University, Springfield, MO	Economics, Finance, Business Administration
Robinson, Mark	Ph.D. in Marketing, International School of Management, New York, NY MBA. in Marketing, Marymount University, Arlington, VA B.B.A., St. Mary's College of Maryland, St. Mary's City, MD	Marketing/ International Marketing Branding
Sachs, Rebecca	Ph.D. in Linguistics, Georgetown University, Washington, DC M.A. in TESOL, Michigan State University, East Lansing, MI	Applied Linguistics, Language Acquisition and Pedagogy, Research Methods

	B.A. in Foreign Languages & Communication Disorders, Boston University, Boston, MA	
Seyfert, Michael	B.A. in English, University of Alaska, Fairbanks, AK	ESL
Shipoli, Erdoan	Ph.D. in Political Science and International Relations, Fatih University, Istanbul, Turkey M.A. in International Relations, Fatih University, Istanbul, Turkey B.A. in International Relations, Fatih University, Istanbul, Turkey	International Relations, Political Science
Soliman, Nagi	D.Sc. in Systems Science, Network and Control and Computer Science, George Washington University, Washington, D.C.	Digital Media
Uslu, Emrullah	Ph.D. in Middle Eastern Studies and Political Science, University of Utah M.A. in Criminal Justice, City University of New York	Political Science, International Security, Policy, Comparative Government

15. 09/20/2016 – Modification to the section 4, “Tuition and fees”, page 33.

STUDENT SERVICES FEE	
Academic (Spring and Fall Semesters)	\$75.00
Academic (Summer Semesters)	\$50.00
ESL	\$50.00
<u>Academic – degree program students (Spring and Fall Semesters)</u>	\$75.00
<u>Academic – degree program students (Summer Semesters)</u>	\$50.00
<u>ESL – non-degree program students</u>	\$50.00

16. 10/12/2016 – Addition on p. 11, section 1.4, “VIU Schools and Programs Offered”

1.4. VIU Schools and Programs Offered

All of the programs listed within this catalog have been notified to the State Council of Higher Education for Virginia (SCHEV) and approved by the Accrediting Council for Independent Colleges and Schools (ACICS).

School of Business (SB)

Master of Business Administration (MBA); with concentrations in:

- Accounting
- Contract Management
- Entrepreneurship
- Executive MBA
- Global Logistics
- Health Care Management
- Hospitality and Tourism Management
- Human Resource Management
- International Business Management
- International Finance
- Leadership Management
- Management Consulting
- Marketing Management
- Mass Media and Public Relations
- Project Management

17. 10/12/2016 – Modification to the 10.4. “Master of Business Administration” section on page 82.

10.4. Master of Business Administration

VIU's Master of Business Administration (MBA) program enables students to gain knowledge in the core Business areas of Management, Finance, Marketing, Accounting, and decision-making. The program provides students with high quality, professional education in Business Administration, thereby qualifying students for more diverse career opportunities.

MBA Program Outcomes

In business organizations and situations, VIU MBA graduates will be able to:

- Identify and assess effective and ineffective business communication strategies
- Demonstrate an understanding of business statistics, including regression analysis, descriptive statistics and business forecasting
- Utilize tools and techniques of project management and how these are used to ensure projects are delivered successfully on time and within budget Accounting, Economic, and Financial analyses skills
- Articulate the characteristics of high performance organization and its leaders relate to organizational effectiveness and behavior
- Assess market opportunities by analyzing customers, competitors, collaborators, context, and the strengths and weaknesses of a company
- Evaluate business operations through the financial statements
- Demonstrate knowledge of how strategic alliances create value
- Utilize various resources to create and develop research for business projects

Concentrations of the MBA Program

There are fifteen (15) different areas of concentration in our MBA program.

1. Accounting
2. Contract Management
3. Entrepreneurship
4. Executive MBA
5. Global Logistics
6. Health Care Management
7. Hospitality and Tourism Management
8. Human Resource Management
9. International Business Management
10. International Finance
11. Leadership Management
12. Management Consulting
13. Marketing Management
14. Mass Media and Public Relations
15. Project Management

This degree is earned by completing the program course requirements of 36 credit hours at 3 credit hours per course, beyond the prerequisite courses.

MBA Program Prerequisites

Applicants seeking admission into the MBA program who have no previous business background and whose Bachelor's degrees are not related to business, and who have not completed the equivalency of the four courses listed below are required to take the following MBA Program Prerequisite Courses:

Code	Course Title	Course Prerequisite	Credits
ECON 101	Principles of Microeconomics	<i>None</i>	3
STAT 200	Introduction to Statistics	<i>None</i>	3
ACCT 201	Principles of Financial Accounting	<i>None</i>	3
BUSS 303	Principles of Finance	<i>ACCT 201</i>	3
ENGL 120 [†]	Academic Writing	<i>None</i>	3

[†]This requirement is added effective with Spring 2015 semester.

These program prerequisites can be taken at the same time. Some or all of these prerequisites may be waived at the Dean's discretion. Students also have an option of testing out of these courses or provide other evidence of content knowledge through certifications, successful completion similar courses, or training certificates.

MBA Core Courses: (21 Credit Hours)

Core Courses provide students with the skills and knowledge that all managers need. Every MBA student must complete the following seven (7) Core Courses:

Code	Course Title	Course Prerequisite	Credits
MBA 500	Managerial Communication	<i>None</i>	3
MBA 511	Managerial Accounting and Finance	<i>ACCT 201, BUSS 303</i>	3
MBA 512	Project & Cost Management	<i>STAT 200</i>	3
MBA 513	Organizational Behavior & Human Resource Management	<i>None</i>	3
MBA 514	Marketing Management	<i>None</i>	3
MBA 515	Business Statistics	<i>STAT 200</i>	3
MBA 516	Strategic Management and Organizational Leadership	<i>None</i>	3

MBA Concentration Courses: (9 Credit Hours)

Students must specialize in one of the concentrations listed below during the second year of their study. Students must choose three (3) courses (9 credit hours) from the Concentration Courses. All concentration courses are CPT eligible.

1. Accounting:

Students in this program will learn how to examine financial statements to ensure that they are accurate and comply with laws and regulations, compute taxes owed, prepare tax returns, and ensure that taxes are paid properly and on time, inspect account books and accounting systems for efficiency and use of accepted accounting procedures, organize and maintain financial records, assess financial operations, and make best-practice recommendations to management, suggest ways to reduce costs, enhance revenues, and improve profits.

Code	Course Title	Course Prerequisite	Credits
MBA 605	Auditing	<i>MBA 511</i>	3
MBA 608	Financial Reporting and Decision Making	<i>None</i>	3
MBA 610	Taxation of Business Entities	<i>MBA 511</i>	3
MBA 611	Business Ethics and Law	<i>None</i>	3
MBA 636	Managerial Accounting	<i>MBA 511</i>	3
MBA 654	Accounting Information Systems	<i>None</i>	3

2. Contract Management

The Contract Management concentration provides students with an understanding of the important principles of U.S. Government Acquisition practices, fundamentals of negotiation and conflict management, solicitation planning, and procedures for termination and managing contractor disputes.

Code	Course Title	Course Prerequisite	Credits
MBA 644	Basic Principles of Contract Management	None	3
MBA 645	Contract Formation and Performance	None	3
MBA 646	Contract Administration and Monitoring	MBA 644	3
MBA 647	Contract Administration Process and Negotiation	MBA 644	3
MBA 648	Contracting in the Global Marketplace	MBA 644	3

3. Entrepreneurship

The Entrepreneurship concentration provides students with knowledge about how to establish and carry out departmental or organizational goals, policies, and procedures, direct and oversee an organization's financial and budgetary activities, manage general activities related to making products and providing services, consult with other executives, staff, and board members about general operations, negotiate or approve contracts and agreements, appoint department heads and managers, analyze financial statements, sales reports, and other performance indicators, and identify places to cut costs and improve performance, policies, and programs.

Code	Course Title	Course Prerequisite	Credits
MBA 630	Entrepreneurship	MBA 516	3
MBA 633	Business Planning and Development	MBA 516	3
MBA 634	Operations Management	MBA 515	3
MBA 637	Business Innovation	MBA 516	3
MBA 638	Entrepreneurial Finance and Venture Capital	MBA 516	3

4. Executive MBA

The Executive MBA program has been developed for mid-career executives who are at a pivotal point in their careers. This program provides students with advanced management practices and includes exposure to strategy, marketing, innovation, entrepreneurship, project management, and other key managerial skill sets.

Code	Course Title	Course Prerequisite	Credits
MBA 615	International Strategy	MBA 516	3
MBA 616	International Marketing	MBA 513	3
MBA 637	Business Innovation	MBA 516	3
MBA 638	Entrepreneurial Finance and Venture Capital	MBA 516	3
PMP 605	Project Management Systems	None	3

5. Global Logistics

Students in this program will be able to direct the allocation of materials, supplies, and finished products, develop business relationships with suppliers and customers, work to understand customers' needs and how to meet them, design strategies to minimize the cost or time required to move goods, review the success of logistical functions and identify areas for improvement.

Code	Course Title	Course Prerequisite	Credits
MBA 611	Business Ethics and Law	None	3
MBA 616	International Marketing	MBA 513	3

MBA 617	Import & Export Management	None	3
MBA 628	Global Sourcing and Logistics	None	3
MBA 634	Operations Management	MBA 515	3

6. Health Care Management

Students in this program will be able to improve efficiency and quality in delivering healthcare services, keep current on new laws and regulations, supervise assistant administrators, manage the finances of the facility, such as patient fees and billing, create work schedules, maintain and organize records of the facility's services, and communicate with members of the medical staff and department heads.

Code	Course Title	Course Prerequisite	Credits
MBA 640	The Health Services System	None	3
MBA 641	Economics of Health Care & Policy	MBA 511	3
MBA 642	Financial Management of Health Institutions	MBA 511	3
MBA 643	Legal Aspects of Health Care	None	3

7. Hospitality & Tourism Management

Students in this program will be given the building blocks to effectively grow and manage hospitality and tourism organizations, coordinate event planning activities, direct and oversee marketing, accounting, and legal aspects of the business.

Code	Course Title	Course Prerequisite	Credits
MBA 552	Hospitality and Tourism Management	None	3
MBA 553	Event Planning and Management	MBA 512	3
MBA 554	Marketing for Hospitality and Tourism	MBA 514	3
MBA 555	Legal Aspects of Hospitality and Tourism	None	3
MBA 556	Accounting, Budgeting and Cost Controls: Hospitality and Tourism	MBA 511	3
MBA 557	Management of IT in Hospitality and Tourism	None	3
MBA 558	HR Management in the Hospitality and Tourism Industries	MBA 513	3

8. HR Management

Students in this program will be able to plan and coordinate an organization's workforce to best use employees' talents, administer employee services, advise managers on organizational policies, coordinate and supervise specialists and support staff, oversee an organization's recruitment, interview, selection, and hiring processes and effectively resolve conflicts.

Code	Course Title	Course Prerequisite	Credits
MBA 523	HR Law	None	3
MBA 536	Labor Relations	None	3
MBA 538	Compensation and Benefits	None	3
MBA 551	Conflict Resolution	None	3
MBA 611	Business Ethics and Law	None	3

9. International Business Management

Students in this program will be able to analyze an organization, submit process improvement plans, effectively communicate with leaders in diverse cultures, and utilize critical thinking.

Code	Course Title	Course Prerequisite	Credits
MBA 611	Business Ethics and Law	<i>None</i>	3
MBA 612	International Management	<i>MBA 513</i>	3
MBA 613	Enterprise Resource Planning	<i>MBA 512</i>	3
MBA 614	International Finance	<i>MBA 511</i>	3
MBA 615	International Strategy	<i>MBA 516</i>	3
MBA 616	International Marketing	<i>MBA 513</i>	3
MBA 617	Import & Export Management	<i>None</i>	3
MBA 634	Operations Management	<i>MBA 515</i>	3

10. International Finance

Students in this program will be able to prepare financial statements, business activity reports and forecasts, monitor financial details to comply with legal requirements, supervise employees, review company financial reports and seek ways to reduce costs and analyze market trends.

Code	Course Title	Course Prerequisite	Credits
MBA 611	Business Ethics and Law	<i>None</i>	3
MBA 614	International Finance	<i>MBA 511</i>	3
MBA 618	International Economics & Trade	<i>MBA 511</i>	3
MBA 620	Long-Term Financial Decisions	<i>MBA 511</i>	3
MBA 621	Trading & Risk Management	<i>MBA 511</i>	3

11. Leadership Management

Students in this program will be able to enhance their leadership skills to empower their teams to manage change, effectively resolve conflicts while ensuring the organization reaches its strategic goals.

Code	Course Title	Course Prerequisite	Credits
<u>MBA 661</u>	<u>Public Relations</u>	<u><i>None</i></u>	<u>3</u>
<u>MBA 662</u>	<u>Business and Society</u>	<u><i>None</i></u>	<u>3</u>
<u>MBA 663</u>	<u>Business Strategies and Proposals</u>	<u><i>MBA 516</i></u>	<u>3</u>
<u>MBA 664</u>	<u>Negotiation and Conflict Resolution</u>	<u><i>MBA 513</i></u>	<u>3</u>
<u>MBA 665</u>	<u>Managing Organizational Change</u>	<u><i>MBA 513</i></u>	<u>3</u>
<u>MBA 666</u>	<u>Leadership Strategies</u>	<u><i>MBA 516</i></u>	<u>3</u>

12. Management Consulting

Students in this program will be able to assist client organizations to effectively assess needs, recommend process improvements, implement strategies, change management, advise on mergers and acquisitions while efficiently managing human capital.

Code	Course Title	Course Prerequisite	Credits
<u>MBA 613</u>	<u>Enterprise Resource Planning</u>	<u><i>MBA 512</i></u>	<u>3</u>
<u>MBA 615</u>	<u>International Strategy</u>	<u><i>MBA 516</i></u>	<u>3</u>

MBA 656	Consulting Skills	MBA 513	3
MBA 657	Mergers and Acquisitions	MBA 513	3
MBA 658	Strategic Human Capital Management	MBA 513	3
MBA 659	Leadership and Change Management	MBA 516	3

13. Marketing Management

Students in this program will be able to develop marketing plans from market research, select advertising media, create and evaluate the effectiveness of promotional campaigns and negotiate advertising contracts.

Code	Course Title	Course Prerequisite	Credits
MBA 611	Business Ethics and Law	None	3
MBA 616	International Marketing	MBA 513	3
MBA 622	Marketing Research	MBA 515	3
MBA 623	Sales Management	MBA 513	3
MBA 624	Advertising & Promotion	None	3
MBA 625	Effective Negotiations	None	3
MBA 626	Consumer Behavior	MBA 513	3

14. Mass Media and Public Relations

Students in this program will be able to write press releases and prepare information for the media, respond to information requests from the media, help clients communicate effectively with the public, help maintain their organization's corporate image and identity, draft speeches and arrange interviews for an organization's top executives, and evaluate advertising and promotion programs.

Code	Course Title	Course Prerequisite	Credits
COMM 600	Writing & Editing the News (Introduction to News Editorial Journalism)	None	3
COMM 610	News Editing	COMM 600	3
COMM 605	Media Ethics	None	3
COMM 620	Politics, Journalism, & Business	None	3
COMM 625	Media Relations	None	3
COMM 630	International Journalism	None	3
COMM 635	Mass Media & Society	None	3
COMM 641	Media Economics	None	3
COMM 643	U.S. Press History	None	3
COMM 645	The Development & Use of New Media Technology	None	3
COMM 647	The Movies: Film & Video Criticism	None	3
COMM 649	Small Group & Team Communications	None	3

15. Project Management

Students in this program will be able to manage the lifecycle of the project while managing financial scope, risk, and business development objectives on time and within budget.

Code	Course Title	Course Prerequisite	Credits
------	--------------	---------------------	---------

PMP 605	Project Management Systems	None	3
PMP 610	Quality Project Management Practices	None	3
PMP 615	Risk Project Management	None	3
PMP 620	Contract & Procurement Management	None	3
PMP 623	Leading Projects Across Cultural, Corporate, & Global Boundaries	None	3

MBA Integration Capstone Course: (3 credit hours)

Students must take a course that integrates and synthesizes MBA education, and facilitates the transition from the academic to the professional business world.

Code	Course Title	Course Prerequisite	Credits
MBA 627*	Advanced Business Project	All Core, 1 st Semester Concentration	3

**Internship/CPT Eligible with approval per Dean*

MBA Elective Course: (3 credit hours)

Students must take one (1) additional course from any of the concentrations or they may take one (1) of the following courses:

Code	Course Title	Course Prerequisite	Credits
MBA 600	Business Residency	None	3
MBA 631	Current Topics in Business	None	3
MBA 633	Business Planning and Development	MBA 516	3
MBA 560	Graduate Internship I	None	3
MBA 660	Graduate Project Internship II	None	3
CAR 600	Career Planning & Management	None	3

Pre-MBA Program

Students who have earned their Bachelor's degree with less than 120 undergraduate credit hours can be given conditional admission to the MBA program, provided they enroll in and successfully complete the remaining credit hours needed to equal 120, by selecting from the undergraduate courses offered at VIU. Among the 120 required credit hours, the MBA Program Prerequisite Courses (ECON 101, STAT 200, ACCT 201, BUSS 303 and ENGL 120) must be fulfilled. Students must consult their academic advisor before choosing classes. Successful completion of the 120 credit hours, including the four MBA Program Prerequisite Courses, will allow students to complete the undergraduate credit requirement and enter into the MBA program.

18. 10/12/2016 – Addition on p. 209, section 17, “Course Description”

MBA 644: Basic Principles of Contract Management (3)

Prerequisite: None

Internship / CPT Qualified

This course will explore the process of documenting project purchasing decisions, specifying the approach, defining selection criteria to identify potential sellers, and putting together a procurement management plan. Emphasis will be placed on pre-award, contract award and post-award processes.

MBA 645: Contract Formation and Performance (3)

Prerequisite: None

Internship / CPT Qualified

This course focuses on the formation and administration of a contract with emphasis on common law, the Federal Acquisition Regulation (FAR), and the Uniform Commercial Code (UCC). Emphases will also be placed contract types, contracting authority, contract terms and conditions, contract changes, defaults, communication between parties, contract termination.

MBA 646: Contract Administration and Monitoring (3)

Prerequisite: MBA 644

Internship / CPT Qualified

This course describes the process of obtaining seller responses, selecting a seller, and awarding the procurement, usually in the form of a contract. Throughout this process, the team will make sure the procurement document created, monitored and change control procedures are implemented.

MBA 647: Contract Administration Process and Negotiation (3)

Prerequisite: MBA 644

Internship / CPT Qualified

This course focuses on contract award process through the identification of customer's need, solicitation planning, proposal development, source selection processes, negotiation strategies and contract award. Students will be exposed to best practices in negotiation including strategies and tactics.

MBA 648: Contracting in the Global Marketplace (3)

Prerequisite: MBA 644

Internship / CPT Qualified

In this course, students will learn current issues on how to procure and develop international contracts. The course will examine and review relevant issues in global trade and the complex legal and cultural environments of international trade will be explored. Students will be exposed to various international bodies and conventions that apply to international contracting.

MBA 656: Consulting Skills (3)

Prerequisite: MBA 513

Internship / CPT Qualified

This course is focused on the growing need for management consultants by providing students with the necessary and practical skills to be a consultant. Management consulting is the practice of helping organizations to improve their performance, operating primarily through the analysis of existing organizational problems and the development of plans for improvement. As a result of their exposure to, and relationships with numerous organizations, consulting firms are typically aware of industry "best practices", although the specific nature of situations under consideration may limit the transferability of such practices from one organization to another.

MBA 657: Mergers and Acquisitions (3)

Prerequisite: MBA 513

Internship / CPT Qualified

This course helps students to understand the complexities surrounding mergers and acquisitions process from a consultant's point of view. Students will learn about the strategic rationales as to why two companies either merge as equals or why one company fully acquires another. Additional focus will be placed on the following topics: the searching, screening, and evaluation process for targeting potential acquisition targets; why mergers and acquisitions often fail; synergy potential and realization; company culture differences analysis; the negotiation process; human capital (people) issues; and leadership in mergers and acquisitions transactions.

MBA 658: Strategic Human Capital Management (3)

Prerequisite: MBA 513

Internship / CPT Qualified

The purpose of this course is to enhance students' understanding of human capital in organizations in order to assist in students' development as an effective organizational leader. It is the student's "people skills" that will ultimately have the most impact on their ability to have sustainable success in the workplace. This course focuses on the essential practices of human capital and how those practices impact organizational performance. This course will involve readings, lectures, and case studies.

MBA 659: Leadership and Change Management (3)

Prerequisite: MBA 516

Internship / CPT Qualified

This course aims to help students acquire new skills and competencies for understanding, managing, and leading change in organizations. In the real world, the most carefully developed plans for change can and, often do, disintegrate during implementation, disrupting the flow of revenues and other negative economic results, but also the lives of people working in them. This is due to uncertainty: management often cannot recognize change, predict how change can be deployed, as well as the effects it produces on employees. Students will learn to understand how to approach and lead a change management process in an organization in order to control its dynamics and effects, as well as leading people to change.

MBA 661: Public Relations (3)

Prerequisite: None

Internship / CPT Qualified

This course surveys the practice of public relations in business, nonprofit organizations, and governmental institutions. It also examines the major forms of media used in public relations: news releases, broadcast publicity, public service announcements, and institutional advertising.

MBA 662: Business and Society (3)

Prerequisite: None

Internship / CPT Qualified

This course explores the role of primary and secondary stakeholders, both within and outside organizations. Ethics and social responsibility will be investigated and where organizational activities fall within different continuums will be reviewed. The broad forces in business, society, and globalization will be examined and how stakeholders can influence the destiny of both business and society will be discussed.

MBA 663: Business Strategies and Proposals (3)

Prerequisite: MBA 516

Internship / CPT Qualified

This course provides a framework for formulating business strategies to be competitive in the federal acquisition market. It also examines the approaches for business development and effective proposal preparation. This course reviews the request for proposal (RFP) process in federal acquisition, analysis of RFPs, preparation of proposals, and reviews and follow-up actions.

MBA 664: Negotiation and Conflict Resolution (3)

Prerequisite: MBA 513

Internship / CPT Qualified

This course examines conflict negotiation in organizations. It provides a background in negotiation, mediation, ombudsmen, and investigator systems, peer review boards, arbitration, and dispute resolution. It also presents specialized concepts in managerial negotiations such as cross culturally, making effective group decisions, negotiating mergers and acquisitions, managing business integration teams.

MBA 665: Managing Organizational Change (3)

Prerequisite: MBA 513

Internship / CPT Qualified

This course evaluates the organizational change process related to the principles and practices of various types of organizations. Change processes and techniques used to facilitate change will be examined and applied to systems such as information technology, communication, policy and procedures, corporate culture, and leadership.

MBA 666: Leadership Strategies (3)

Prerequisite: MBA 516

Internship / CPT Qualified

This course will examine and analyze leadership theories and practices in today's organizational environment to include challenges of management in organizations. Emphasis will be placed on present leadership strategies to enhance both individual and corporate productivity that foster a cohesive work environment through improved employee relations.