

Virginia International University 4401 Village Drive Fairfax, VA, 22030

VIU Addenda to 2019-2020 Catalog 1st Edition

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. 8/20/2019– Additions on p. 187, “Course Descriptions”

MATH 165: Calculus I (3)

Prerequisite: ~~None~~ MATH 160

This course covers functions, limits, the derivative, maximum and minimum problems, the integral and transcendental functions.

2. 8/21/2019- Additions on p. 56, Section 7.6.1 “Explanations of Grades”

7.6.1 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 a 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 within 8 weeks of the beginning of next term. 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
94.00-100.00	A	4.00	4.00	
90.00-93.99	A-	3.70		
87.00-89.99	B+	3.30		
83.00-86.99	B	3.00	3.00	<i>Satisfactory grade for graduate level programs</i>
80.00-82.99	B-	2.70		
77.00-79.99	C+	2.30		
73.00-76.99	C	2.00	2.00	<i>Lowest passing grade for graduate level course, and satisfactory grade for undergraduate level programs</i>
70.00-72.99	C-	1.70		
67.00-69.99	D+	1.30		
63.00-66.99	D	1.00		
60.00-62.99	D-	0.70	0.70	<i>Lowest passing grade for undergraduate level programs</i>
0.00-59.99	F	0.00	0.00	<i>Failure</i>
--	AU	--	--	<i>Audit</i>
--	I	0.00	--	<i>Incomplete</i>
--	<u>InP</u> InP	<u>--</u>	<u>--</u>	<i>In Progress</i>
--	NR	--	--	<i>Not Reported</i>

--	PA	--	--	<i>Passing (credit is awarded for thesis <u>work</u>)</i>
--	SP			<i>Satisfactory Progress (credit awarded for thesis work)</i>
75.00-100.00	S	--	--	<i>Satisfactory (non-credit)</i>
--	TC	--	--	<i>Transfer Credit</i>
--	UP			<i>Unsatisfactory Progress (no-credit awarded for thesis work)</i>
0.00-74.99	U	--	--	<i>Unsatisfactory (non-credit)</i>
--	W	--	--	<i>Withdrawn</i>

3. 9/24/2019- Additions on p. 131, Section 12 “School of Education”

12. SCHOOL OF EDUCATION

12.1 School of Education Mission Statement

The School of Education's mission is to provide a diverse and practical preparation for graduates to serve in roles of instructional design and delivery, educational leadership, and social change. The School provides an excellent education from faculty who are experts in the field of education.

12.2 School of Education Learning Outcomes

The curricula offered within the School of Education encompass its core mission, which is achieved by incorporating the following school learning outcomes into each program. Graduates of the School of Education will be able to:

1. Engage in critical thinking and innovative problem solving for successful leadership in a variety of educational organizations.
2. Communicate and collaborate with stakeholders in an effective and professional manner.
3. Create meaningful and supportive learning environments with a focus on student success and social justice.
4. Utilize research to inform the development of curricula, course content, and assessment tools to meet the needs of students and communities.
5. Demonstrate expertise in content areas.
6. Creatively utilize technology skills to achieve learning objectives in a variety of modern educational environments.

The School of Education offers graduate-level programs in applied linguistics and language education, ~~higher education, and secondary education.~~

4. 10/1/2019- Additions on p. 87, Section 8.12.2 "Record Keeping"

8.12.2 ~~Record Keeping Period~~ Academic Record Retention Policy

All student academic records including transcripts are required to be maintained by the Registrar's Office. The student files are kept for specific duration as follow:

- Minimum 10 years following a student's graduation from VIU
- Minimum 10 years following a student's withdrawal from VIU (including those who transferred out, those terminated by SEVIS, and unauthorized withdrawal cases)

The following records are kept in electronic format in the university database permanently in accordance with the guidelines published by the State Council for Higher Education of Virginia (SCHEV).

- Transcripts showing the name of student, the program title, the semesters enrolled, and grades and credit hours
- Grades
- Attendance records
- Course descriptions

In addition to the regulations defined by the Commonwealth of Virginia, VIU maintains the following academic records:

- **Course Syllabi:** While students are responsible for maintaining their own syllabi, the educational units/departments also maintain course syllabi for the current academic year. Students may be able to contact their previous instructors for older versions of the syllabus.
- **Submitted Coursework:** While students are expected to maintain a copy of their own submitted work, assignments that are submitted into the learning management system will be maintained electronically for at least the current academic year.
- **Theses or Dissertations:** Permanently maintained by the University in VIU's Library.

All admission related documents and records for applicants who do not enroll in the university are maintained by the Admissions Office electronically in the student file server for the period of time mentioned below:

- 5 years following the applied semester or session
- 5 years following the denial of a student's visa request and a completed refund, if applicable
- Incomplete application files will be kept for 2 years

5. 10/4/2019- Additions on p. 13, Section 1.5 “Senior Administrators”

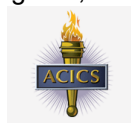
1.5 Senior Administrators

Staff Name	Title
Isa Sarac, Ph.D.	President
Ahmed Alwani, Ph.D.	Vice President
Mary Banish-Cepeda, M.S.	Chief Student Engagement Officer
Mariam Khaziuri, M.S.	Chief Financial Officer
Prashish Shrestha, M.I.S., MBS	Chief Administrative Officer
Rebecca Yu, BA	Chief People Officer
Qamar Ul Huda, Ph.D.	Dean, School of Public and International Affairs
	Director of Institutional Effectiveness and Quality Assurance &
Kevin J. Martin, Ph.D.	Dean, School of Language Studies
Ilham Nasser, Ph.D.	Dean, School of Education
Ian Stone, M.A.	Director, School of Language Studies

6. 10/7/2019- Additions on p. 9, Section 1.3 “Accreditation and Membership”

1.3 Accreditation and Membership

1. VIU is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award certificates, bachelor's degrees, and master's degrees.



750 First St., NE
Suite 980
Washington, DC 20002
1350 Eye Street, NW
Suite 560
Washington, DC, 20005
www.acics.org

7. 10/7/2019- Additions on p. 88, Section 8.13 “Formal Complaint Procedure”

8.13 Formal Complaint Procedure

Virginia International University is committed to provide a positive educational experience for its students. VIU faculty and staff attempt to create, in all areas, an atmosphere that is conducive to learning. For this reason, VIU has established a procedure to address any school-related problems, concerns, or complaints to ensure that student concerns on academic and non-academic matters are constantly aware, addressed, resolved, improve and enhance the quality of services.

The life cycle of a complaint is made up of five stages, wherein the first stage encourages informal resolutions to address and resolve the student complaints as quickly as possible. In the event that matters

are unresolved or do not result in a satisfactory outcome, the complaints can be escalated to the next stage. Certain complaints will receive immediate attention by the Department of Quality Assurance and a formal investigation will be launched, based on the urgency and sensitive nature of a given complaint.

Stage 1: Informal Complaint

VIU team members maintain an open-door policy. Students may express concerns to any administrator. In order to resolve the problem at the earliest opportunity, all students are encouraged to address their complaints initially to VIU staff member involved or the other department responsible to oversee the immediate area causing the concerns. It is advisable for VIU staff members and department involved to briefly record the complaints in writing and share with other departments if the case and experience could benefit other departments. For example, academic concerns will be handled by the instructors directly. Students should first discuss the problem with the instructor and then with the Dean of the School, if necessary. If the problem is not resolved at that level, the student should then contact the Chief Academic Officer.

Stage 2: Referral to Appropriate Executive

In the event that a complaint may not be resolved at the departmental level, the complaint will be escalated to the next highest level. If the complaint is academic in nature, it would be escalated from the faculty to the dean, and eventually the VP of Academic Affairs level. A complete list of possible escalation is below:

Department Receiving Complaint	Executive Level Escalation
Academic Affairs	Chief Academic Officer
Accounting	Chief Financial Officer
Admissions	Chief Administrative Officer
Alumni Relations	Chief Student Experience Officer
Business & Property Management	Chief Administrative Officer
Career Services	Chief Strategic Engagement Officer
Financial Aid	Chief Student Experience Officer
Human Resources	Chief Administrative Officer
Information Technology	Chief Administrative Officer
Inquiry & Communications	Chief Administrative Officer
Institutional Effectiveness	Dean, Graduate Studies
International Student Services	Chief Administrative Officer
Library	Chief Student Experience Officer
Marketing	Chief Strategic Engagement Officer
Media & Public Relations	Chief Strategic Engagement Officer
Quality Assurance & Compliance	Dean, Graduate Studies
Registrar	Chief Student Experience Officer
Scholarship Office	Chief Administrative Officer
Student Affairs	Chief Student Experience Officer
Writing, Media & Research Center	Chief Student Experience Officer

Stage 3: Complaint to Institutional Effectiveness & Quality Assurance Department

Students have various options to file complaints and suggestions for academic and non-academic matters to Institutional Effectiveness & Quality Assurance Department. There are three options that students can choose to file the complaints and suggestions.

1. Online: Individuals can complete the online suggestion form on the website or send an email to qa@viu.edu.
2. On Campus: Suggestion boxes are placed at the front desk of each campus, along with business cards for the Quality Assurance team.
3. In Person: Students can walk in to discuss complaints with quality assurance department every day of the week.

Quality Assurance staff investigates the complaint, interviews the parties involved, find the related resources and provides the resolution. The complaint is logged and is forwarded to the related department to review, improve and enhance the quality of the education and services.

Stage 4: Referral to Office of the President

If the complaint or grievance may not be resolved at any of the previous three levels, a student is referred directly to the office of the President for resolution of their complaint. The President and his support staff take the time to listen to the student or staff member, hear the grievances, and also receives a full, written report on the background of the issue from Quality Assurance and tries to find a fair and agreeable resolution for all parties.

Stage 5: Formal Written Complaint

At any time throughout the complaint process, at the written request of the student for issues that are academic in nature, an ad-hoc Grievance Committee comprised of the Provost, one senior faculty member, the Dean of the School, and other invited staff or faculty. The Committee will convene to address concerns that remain unresolved. The ad-hoc Grievance Committee will convene within ten (10) working days of a written request from the student. The student will be notified of the committee's decision within three working days of the meeting.

If after following the above stated procedure, the student feels that his or her concerns have not been resolved, he or she may address these concerns in writing to the following organizations:

State Council for Higher Education for Virginia (SCHEV)

James Monroe Building,
101 N. 14th Street,
Richmond, VA 23219

Accrediting Council for Independent Colleges and Schools (ACICS)

750 First Street NE, Suite 980
Washington, DC 20002

1350 Eye Street, NW
Suite 560
Washington, DC, 20005

For Intensive English as a Second Language (ESL) Program Students Only:

Commission on English Language Accreditation (CEA)

1001 North Fairfax Street, Suite 630
Alexandria, VA 22314 USA

CEA Complaint Procedures can be found at:

https://www.viu.edu/docs/CEA_Filing_a_Complaint_Against_an_Accredited_Program.pdf

For **GI Bill** beneficiaries, Veterans Affairs (VA) students

The Virginia State Approving Agency (SAA)

Beneficiary should contact the SAA office via email saa@dvs.virginia.gov

VIU ensures that a student will not be subjected to unfair action as a result of initiating a complaint proceeding.

8. 10/11/2019- Additions on p. 38, Section 4.3.1 "Standard Fees"

4.3.1 Standard Fees

Standard fees are charged to all students as applicable by the program. All fees are non-refundable.

FEE	DESCRIPTION	APPLIES TO:	AMOUNT
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Application Fee	This fee is required to submit an application for admission. The application fee is valid for one year. Students who withdraw from and return to the university must pay the application fee upon re-application.	<u>All Applicants</u>	<u>\$50.00</u>
Student Service Fee Academic Spring/Fall (On-campus) Academic Summer (On-campus) ESL	This fee allows the university to enhance the student experience by funding vital services and support mechanisms, which benefit the university community.	Degree Program (Spring/Fall)	\$75.00
		Degree Program (Summer)	\$50.00
		ESL (all terms)	\$50.00
Resource Fee Full-Time ESL Part-Time ESL	This fee covers the cost of books and course materials. This fee is charged per session.		\$100.00 \$50.00

9. 10/11/2019- Additions on p. 38, Section 4.3.2 “Other Fees”

4.3.2 Other Fees

All fees are non-refundable.

FEE	DESCRIPTION	APPLIES TO:	AMOUNT
Deferral Fee (International Students)	This fee is required when the student wishes to defer their semester of admission to a later semester, after their application is submitted and accepted.	<u>International Student Applicants</u>	\$50.00
English Placement Test Fee On-Campus Test Online Test	This fee is charged <u>if a student takes the placement exam. There is a charge for each time that a student takes the exam.</u>	<u>On-Campus Placement Test</u>	\$30.00
		<u>Online Placement Test</u>	\$55.00
Tuition Payment Plan Fee	Applies to students who wish to finance their tuition in installments. This fee is charged per installment.	<u>All Students</u>	\$30.00
Transcript Request Fee Standard processing (5 business days) Express processing (2 business days)	This fee is charged to students who request an official VIU transcript. This fee is charged per transcript.	<u>Standard processing (5 business days)</u>	\$10.00
		<u>Express processing (2 business days)</u>	\$25.00
Document Mailing Fee Regular USPS (domestic only) Domestic FedEx International FedEx	This fee is charged when students request official documents to be sent via mail (for example, transcripts, I-20s, etc.).	<u>Regular USPS (domestic only)</u>	No charge
		<u>Domestic FedEx</u>	\$25.00
		<u>International FedEx</u>	\$65.00
Graduation Application Fee	This fee is charged when the student applies for graduation upon completion of his or her program of study. This fee is charged regardless of the student's intention to walk in the annual Commencement Ceremony.	<u>All Graduates</u>	\$150.00
Late Graduation Application Fee	This fee is charged to students who submit the graduation application past the deadline. This fee	<u>All Graduates</u>	\$50.00

	is charged in addition to the graduation application fee.		
Diploma Mailing Fee Domestic International	This fee is charged when a diploma is mailed.	<u>Domestic Mailing</u>	\$30.00
		<u>International Mailing</u>	\$100.00
Diploma Replacement Fee	This fee is charged if the student requests an additional or replacement diploma.	<u>All Students</u>	\$50.00
Withdrawal Fee	This fee is charged if the student withdraws from the university.	<u>All Students</u>	\$100.00
Change of Program Fee	Required for change of program of study.	<u>All Students</u>	\$20.00
ID Replacement Fee	This fee is charged per replacement card.	<u>All Students</u>	\$10.00
Late Registration Fee Academic Programs Evening ESL, Test Prep	This fee is charged to students who register for courses after the registration deadline. This fee is charged per semester.	<u>All Academic Programs</u>	\$50.00
		<u>Non-Intensive ESL or Continuing Education</u>	\$25.00
Late Payment Fee	This fee is charged for tuition payments paid after the payment deadline. This fee may not exceed \$500.00.	<u>All Applicants</u>	3% of outstanding balance due at the time of payment
Check Return Fee	Applies only if check received is unpaid by the bank.	<u>All Applicants</u>	\$40.00 \$45.00
Credit Card Charge-Back Fee	Applies if payment made by credit card is charged-back.	<u>All Applicants</u>	3% of the charged-back amount
Wire Transfer Refund Fee International Wire Domestic Wire	Charged if a refund is requested to be paid via a wire transfer.	<u>International Wire</u>	\$40.00 \$45.00
		<u>Domestic Wire</u>	\$25.00

10. 10/16/2019- Additions on p. 13, Section 1.5 “Senior Administrators”

1.5 Senior Administrators

Staff Name	Title
Isa Sarac, Ph.D.	President
Ahmed Alwani, Ph.D.	Vice President
Mary Banish-Cepeda, M.S.	Chief Student Engagement Officer
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Ilham Nasser, Ph.D.	Dean, School of Education

11. 10/16/2019- Additions on p. 13, Section 1.6 “Full-Time Faculty”

1.6 Full-Time Faculty

Name	Degrees Earned	Specialty
Al Hammoshi, Mayyada	Ph.D. in Computer Science, Mosul University, Mosul, Iraq M.S in Computer Science, Mosul University, Mosul, Iraq M.B.A, American College of Commerce & Technology, Falls Church, VA B.S in Computer Science, Mosul University	Computer Science
Atabay, Halil	Ph.D. in Microbiology, University of Bristol, UK	Microbiology
Asaya, Ademola	D.M, Colorado Technical University, Colorado Springs MBA in Technology Management, University of Phoenix, B.A in Applied Computer Science, University of the District of Columbia	Information Technology, Project Management
Chala, Zelalem	Ph.D. in Economics, Virginia Polytechnic and State University, Blacksburg, VA M.S. in Agricultural Economics, Oklahoma State University, Stillwater, OK	Economics
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
Habbershaw, Glen	M.A. in TESOL, Oklahoma City University, Oklahoma City, OK B.A. in French, Oklahoma City University, Oklahoma City, OK	ESL
Huda, Qamar-Ul	Ph.D. in Middle East and Islam, University of California, Los Angeles BA, International Relations and Philosophy and Religion, Colgate University	Conflict Resolution, Religious Studies and Global Affairs, Islam
Martin, Kevin J.	Ph.D. in Education, Walden University M.S. in Linguistics, Georgetown University B.A. in French University of Dayton B.S. in Biology University of Dayton	Educational Development; Curriculum, Instruction, and Assessment; Linguistics
Nasser, Ilham	Ph.D. in Human Development and Child Study, University of Maryland-College Park	Teacher Development; Teacher Preparation; Professional Development; Classroom Practices and Pedagogies
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

12. 10/24/2019- Additions on p. 81, Section 8.4 “Non-Academic Dishonesty/Misconduct”

8.4 Non-Academic Dishonesty/Misconduct Code of Conduct

By enrolling in the university, the student recognizes that the following types of behavior are prohibited and that being found guilty of engaging in them can serve as grounds for certain sanctions, including expulsion or the involvement of the local police department: The university strives to promote an environment where professionalism is valued both in and out of the classroom. This includes acting in a professional manner at all times. The university expects that all members of the learning community (students, staff, and faculty) conduct their activities in accordance with professional and community ethical standards at all times.

To this end, every member of the University is expected to familiarize themselves with all rules and regulations that apply to them. This includes policies and procedures outlined in the Academic Catalog, as well as any other applicable laws, regulations, accrediting standards, and other university rules that might apply. Each member is expected to comply with these regulations, and to comply with both their letter and spirit. In an effort to continually improve, the university may make changes to policies and procedures as needed. The most up-to-date version of policies and procedures are enforced upon implementation. It is the responsibility of the learning community to remain up-to-date on these requirements.

As the university represents an environment in which professionalism is practiced, every member of the VIU community has a responsibility to support and improve the university and its image. Since we are all responsible for the institution, the following are intended to provide some areas of focus for students, staff, faculty, and all other interested parties in relation to upholding a high level of professionalism. The university does not excuse any violation of its policies on the basis that the student was not aware of these policies and their subsequent penalties and sanctions. The university reserves the right to expel any student for illegal activity and/or for any action outlined above.

8.4.1 Respect for the Rights and Dignity of Others

As a university that prides itself in diversity of thought, action, and representation, Virginia International University is committed to a policy of equal treatment, opportunity, and respect in its relations with all members of the learning community

Every member of the University is prohibited from discriminating on the basis of race, color, religion, sexual orientation, gender and/or gender identity or expression, marital or parental status, national origin, citizenship status, veteran or military status, age, disability, and any other legally protected status; physically assaulting, emotionally abusing, or harassing anyone; and depriving anyone of rights in his or her physical or intellectual property, under University policy, or under federal, state, and local laws.

8.4.2 Disruptive Classroom Behavior

In general, classroom management is the responsibility of the instructor. The learning environment of the entire class should not be jeopardized for the sake of a single student or group of students. Inappropriate classroom behavior may include, but is not limited to:

1. Disruption of the classroom atmosphere;
2. Engaging in non-class activities, for instance, talking to another student, talking on a cell phone, or working on an assignment for another class;
3. Use of profanity in classroom discussion; or
4. Use of abusive or disrespectful language toward the instructor or a student in the class, or about other individuals or groups.

Instructors have the right to dismiss a student temporarily from class when the student's behavior distracts or disrupts the other students' learning.

8.4.3 Disruptive Behavior Outside of Class

While on campus, students are expected to be respectful and civil. While not an exhaustive list, the following would be examples of inappropriate behavior:

1. Disruption of the an office environment or disrupting a class in session;
2. Engaging in any activity deemed to be prohibited by the university;
3. Being belligerent or using profanity;
4. Attempting to coerce or intimidate an individual;
5. Using threatening, violent, or imaginative language aimed at instilling fear;
6. Engaging in harassing or crude language or actions;
7. Use of abusive or disrespectful language toward an individual or a group or people.

Anyone who engages in any of the activities above may be requested to leave campus, and is expected to comply with requests to do so. Failure to do so could result in further action including, but not limited to, seeking assistance from campus security, calling for police support/9-1-1, etc.

8.4.4 Other Prohibited Activities

The following are prohibited activities:

- **Illegal activities:** Violation of any federal, state, and local laws and any published or decreed university policies will be reported to the proper authorities.
- **Misuse of Computer Systems:** This would include gaining undue access to an account or software and using it for unintended activities. This could include (but is not limited to) using an email account to impersonate someone else, using an email blast system for personal use (as opposed to using it for the purposes intended by the university), accessing or reading the email or personal communications of others when not explicitly told to do so
- **Copyright infringement:** Most printed materials, photographs, motion pictures, sound recordings, and computer software are protected by copyright. Copyrighted works may not be reproduced, distributed, performed, or adapted by students without the copyright owner's permission. For more information, please see the Copyright & Fair Use Policies for Software & Other Materials section in this Catalog.
- **Violating Software/Copyright Requirements** Some software products are protected by copyright laws. Students may not copy the institution's software without permission of the copyright holder. Additionally, students may not place personal software on the institution's computers or damage or destroy either software or computers. For more information, please see the Copyright & Fair Use Policies for Software & Other Materials section in this Catalog.
- **Drug use:** The manufacture, sale, dispensation, possession, or use of any controlled substances or illegal drug paraphernalia on university premises or at university sponsored events is considered an illegal activity and is prohibited on all university property. For more information, please see section 8.7. Drug and Alcohol Policy.
- **Alcohol Consumption or Possession:** The use, possession, or sale of any alcoholic beverage, regardless of its potency or lack thereof, is prohibited on all university property. For more information, please see section 8.7. Drug and Alcohol Policy.
- **Firearms Possession:** The use, possession, or sale of firearms or other weapons or any dangerous explosives or explosive elements or component parts on university property is strictly prohibited. For more information, please see section 8.9 Weapons Policy.
- **Physical and Psychological Abuse:** Any form of physical and/or psychological abuse, threat, or harassment of another person or fighting on university property will result in sanctions. If the abuse is judged severe enough, the local police department may be consulted.
- **Theft or Stealing of the Work or Material Possessions of Others:** Accessing and stealing the work or property of others is forbidden.
- **Property Damage:** Littering, defacing, destroying, stealing, or damaging university property (or attempting to do so), initiation thereof, or causing such damage to be initiated is prohibited. Any false report, warning or threat of fire, explosion, or other emergency under the University's jurisdiction is also prohibited.
- **Gambling:** Gambling or holding a raffle or lottery at the university without proper approval is forbidden.
- **Violating VIU's Code of Academic Excellence:** The Code of Academic Excellence must be upheld by all members of the learning community. Violations to the Code are not accepted.
- **Obscene language or conduct:** Use of profanity and disorderly or obscene conduct is strictly prohibited. Students are expected to familiarize themselves with the university's policies on the following activities: unauthorized entry or presence in any university building or facility; solicitation and sales; smoking; sexual harassment & misconduct; physical or psychological assault/abuse of others; and unauthorized or disorderly assemblies that hamper the effective functioning of the university, its students, staff, and visitors, and its daily routine operations.

8.4.5 Reporting Suspected Violations of the Code of Conduct

All members are expected to conduct themselves with the highest of moral standards, and shall not knowingly hide violations of this code of conduct. By enrolling in, being employed by, entering into agreements with, or otherwise “participating” in the learning community constitutes an agreement to follow the code of conduct.

Members of the University suspecting or concerned about violations (personal or on behalf of others) shall commit to reporting such concerns immediately. Concerns related to suspected violations of the code of ethics should be reported to the Department of Human Resources or the Department of Quality Assurance. Reporting may be done anonymously on the QA page of the university website.

8.4.6 Enforcement of the Code of Conduct

When an investigation is conducted, relevant departments are involved in evaluating the situation and determining potential consequences.

8.4.7 Protection from Retaliation

All reported matters are held in strict confidence, ensuring confidentiality of the identity of the reporter. University members are assured that any members involved in an investigation will appropriately investigate any report of misconduct. When necessary, the university/investigating unit will notify appropriate authorities outside of the university including, but not limited to law enforcement officials when circumstances reasonably indicate fraud or theft of university funds.

The investigating unity will bring any violation of these principles or circumstances, reasonably indicating that a violation has occurred or may occur, to the attention of supervisors and managers, the university Board of Trustees or other responsible university office. Such reporting in good faith in order to promote the ethical integrity of operations is expected and encouraged by the university, and retaliation by any university employee as a result against the person making such good faith report shall be subject to disciplinary action. We appropriately investigate all such reports, and if warranted by the facts, require corrective action and discipline in accordance with state and university policy and state law.

~~**Illegal activities:** Violation of any federal, state, and local laws and any published or decreed university policies will be reported to the proper authorities.~~

~~**Copyright infringement:** Most printed materials, photographs, motion pictures, sound recordings, and computer software are protected by copyright. Copyrighted works may not be reproduced, distributed, performed, or adapted by students without the copyright owner's permission. For more information, please see the Copyright & Fair Use Policies for Software & Other Materials section in this Catalog.~~

~~**Computer misuse:** Some software products are protected by copyright laws. Students may not copy the institution's software without permission of the copyright holder. Additionally, students may not place personal software on the institution's computers or damage or destroy either software or computers. For more information, please see the Copyright & Fair Use Policies for Software & Other Materials section in this Catalog.~~

~~**Drug use:** The manufacture, sale, dispensation, possession, or use of any controlled substances or illegal drug paraphernalia on university premises or at university sponsored events is considered an illegal activity and is prohibited on all university property. For more information, please see section 8.7. Drug and Alcohol Policy.~~

~~**Alcohol consumption:** The use, possession, or sale of any alcoholic beverage, regardless of its potency or lack thereof, is prohibited on all university property. For more information, please see section 8.7. Drug and Alcohol Policy.~~

Firearms possession: ~~The use, possession, or sale of firearms or other weapons or any dangerous explosives or explosive elements or component parts on university property is strictly prohibited. For more information, please see section 8.9 Weapons Policy.~~

Physical and psychological abuse: ~~Any form of physical and/or psychological abuse, threat, or harassment of another person or fighting on university property will result in sanctions. If the abuse is judged severe enough, the local police department may be consulted.~~

Property damage: ~~Littering, defacing, destroying, stealing, or damaging university property (or attempting to do so), initiation thereof, or causing such damage to be initiated is prohibited. Any false report, warning or threat of fire, explosion, or other emergency under the University's jurisdiction is also prohibited.~~

Gambling: ~~Gambling or holding a raffle or lottery at the university without proper approval is forbidden.~~

Obscene language or conduct: ~~Use of profanity and disorderly or obscene conduct is strictly prohibited.~~

~~Students are expected to familiarize themselves with the university's policies on the following activities: unauthorized entry or presence in any university building or facility; solicitation and sales; smoking; sexual harassment & misconduct; physical or psychological assault/abuse of others; and unauthorized or disorderly assemblies that hamper the effective functioning of the university, its students, staff, and visitors, and its daily routine operations.~~

~~The university does not excuse any violation of its policies on the basis that the student was not aware of these policies and their subsequent penalties and sanctions. The university reserves the right to expel any student for illegal activity and/or for any action outlined above.~~

Disruptive Classroom Behavior: ~~In general, classroom management is the responsibility of the instructor. The learning environment of the entire class should not be jeopardized for the sake of a single student or group of students. Inappropriate classroom behavior may include, but is not limited to:~~

- ~~5. Disruption of the classroom atmosphere;~~
- ~~6. Engaging in non-class activities, for instance, talking to another student, talking on a cell phone, or working on an assignment for another class;~~
- ~~7. Use of profanity in classroom discussion; or~~
- ~~8. Use of abusive or disrespectful language toward the instructor or a student in the class, or about other individuals or groups.~~

~~Instructors have the right to dismiss a student temporarily from class when the student's behavior distracts or disrupts the other students' learning.~~

13. 10/24/2019- Additions on p. 140, Section 13 "School of Language Studies"

13. SCHOOL OF LANGUAGE STUDIES

13.1 School of Language Studies Mission

The School of Language Studies supports the mission and philosophy of VIU by empowering its student population with the linguistic, academic, and intercultural communication skills necessary to become leaders in the global community.

13.2 School Learning Outcomes

The goal of the ESL program is to develop student proficiencies in the types of oral and written communication required for professional and academic success in English speaking contexts.

The objectives of the program are to:

1. Apply language skills to various communicative situations and audiences
2. Produce a variety of written work with clear arguments and well-organized ideas following academic formats
3. Use strategies to read academic and everyday texts with purpose
4. Communicate in English clearly and effectively

13.3 Intensive English as a Second Language Program

VIU's Intensive English as a second language (ESL) Program provides quality English language instruction for students whose native language is not English. The program focuses on helping students develop sufficient language proficiency and skills for successful study at an American university or college. ~~The program also offers students the ability to prepare for several standardized English proficiency exams through electives including TOEFL and IELTS.~~

13.3.1 ESL Learning Outcomes

The outcomes are interwoven throughout all courses within the program. Students are expected to make progress toward achieving these outcomes throughout their studies within the program. The learning outcomes are intended to help the learner to attain their desired level of English language proficiency skills for future academic success by allowing them to:

1. Apply language skills to various communicative situations and audiences
2. Produce a variety of written work with clear arguments and well-organized ideas following academic formats
3. Use strategies to read academic and everyday texts with purpose
4. Communicate in English clearly and effectively

13.3.2 ESL Program Mission ~~Program-Specific Information~~

The School of Language Studies supports the mission and philosophy of VIU by empowering its student population with the linguistic, academic, and intercultural communication skills necessary to become leaders in the global community.

13.3.2.1 ESL Programmatic Accreditation ~~Program-Specific Admission Requirements~~

~~Admission to the Intensive English Program requires a placement test available on site or online. The Intensive English (7-week) Program is accredited by the Commission on English Language Program Accreditation (CEA).~~

13.3.2.2 ESL Program Admission Requirements ~~Initial Program Placement~~

~~All new students must demonstrate their current level of English proficiency by taking the English language proficiency test. This assessment includes computer-based subtests of grammar, vocabulary, reading skills, and an essay writing task. Results determine student placement within the program. Students are placed at a level that is consistent with existing skills. In the case of multiple test results prior to beginning~~

the program, the highest overall score will be used to determine placement. All placement tests are at the expense of the student applicant and are valid for no more than six months. In addition to the general admission requirements, students being admitted to the Intensive English Program are required to complete a placement test available on site or online.

13.4 Expected Proficiency Level

The Intensive English Program has aligned its curriculum to the CEFR (Common European Framework of Reference for Languages). The CEFR offers a scale that includes levels and detailed descriptors about each level. Language proficiency ranges from A1, A2, B1, B2, C1, and C2. The European Council says that an A-level (A1 or A2) proficiency is a “basic user” level; B-level (B1 or B2) is an “independent user”; and C-level (C1 or C2) is a “proficient user” (Council of Europe, 2019). For reference, someone who knows just a few words or expressions in another language might be an A1, while many students who will study in college or university would be expected to be at a C1 or C2.

Below is a table that shows how our courses correspond to the CEFR scale:

<u>VIU Course</u>	<u>VIU Proficiency</u>	<u>CEFR Scale</u>
<u>200</u>	<u>Low Beginner</u>	<u>A1</u>
<u>300</u>	<u>Beginner</u>	<u>A2</u>
<u>400</u>	<u>Elementary</u>	<u>A2+</u>
<u>500</u>	<u>Low Intermediate</u>	<u>B1</u>
<u>600</u>	<u>Intermediate</u>	<u>B1+</u>
<u>700</u>	<u>High Intermediate</u>	<u>B2</u>
<u>800</u>	<u>Advanced</u>	<u>B2+</u>
<u>Degree program</u>	<u>Degree</u>	<u>C1</u>

Upon completion of level 800, students should be at a B2+ or C1 level. All students entering a degree program at the university should have the equivalent of a C1 or higher for success.

3.4.1 Learn More About the CEFR

If you want to explore more about the CEFR and how it was created, access the European Council's CEFR page here: <https://www.coe.int/en/web/language-policy/cefr>

If you want to read more about what you should be able to do (globally) at individual proficiency bands, see this page: <https://rm.coe.int/CoERMPublicCommonSearchServices/DisplayDCTMContent?documentId=090000168045bc7b>

To take a self-assessment of your own proficiency (in English or another language), access a self-assessment tool here: <https://www.coe.int/en/web/common-european-framework-reference-languages/table-2-cefr-3.3-common-reference-levels-self-assessment-grid>

13.5 Initial ESL Program Placement

All new students must demonstrate their current level of English proficiency by taking the English language proficiency test. This assessment includes computer-based subtests of grammar, vocabulary, reading skills, and an essay writing task. Results determine student placement within the program. Students are placed at a level that is consistent with their individual language proficiency. In placing student, both the overall raw scoring, as well as a more holistic view of a student's skills are taken into account for placement.

In the case of multiple test results prior to beginning the program, the highest overall score will be used to determine placement. All placement tests are at the expense of the student applicant and are valid for no more than six months.

13.5.1.1 ESL Program Advancement and Completion ~~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 maintaining visa compliance are required to pass an ESL class.~~

~~Full-time students who pass all their ESL core courses (Levels 0200-0700) 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 score of 80% (286 aggregate) or higher on the exit test receive a certificate of program completion. For students who score lower than 80% (286 aggregate) on the exit test, it may be taken one additional time for a fee of \$30 (Exit Test Fee). The program completion certificate serves as evidence of sufficient English proficiency for admission to VIU's degree programs.~~

~~Students do not have the option of taking the placement test during their time in the program as a way of skipping level. If students wish to appeal their initial placement or level, they must submit a "Level Change Request Form."~~

~~Students on an F-1 visa should consult the DSO for details regarding any changes in enrollment and/or matriculation to Degree Track programs.~~

ESL courses are non-credit-bearing courses. All ESL courses are graded on a pass/fail basis.

Full-time students who pass all of their ESL core courses within a level (Levels 0200-0700) are eligible to advance to the next level.

For students completing their program, there are two options: 1) a student who wishes to leave the program prior to the completion of level 0800 (i.e., leaving at the completion of levels 0200 through 0700) may do so as a **level completer**, 2) students who complete level 0800 may do so as a **program graduate**.

- **Program Graduate:** Successful completion of a minimum of 140 contact hours in level 0800 and completion of the exit test. Program graduates will receive a diploma indicating that they have completed the highest level in the program.
- **Level Completer:** Successful completion of a minimum of 140 contact hours in a level between 0200 through 0700 and completion of the exit test. Partial level completions (for example, only taking one core course in a level) do not count toward level completion; in such instances, the highest completed level would be used for level completion. Level completers will receive a certificate of completion showing the highest level completed in the program.

Students who are completing the program as a Program Graduate or a Level Completer, must complete an *Intensive ESL Completion* Form and take the exit examination before completing the program. VIU's intensive English program diploma (for program graduates) can serve as evidence of sufficient English proficiency for admission to VIU's degree programs unless otherwise noted.

Students on an F-1 visa should consult the DSO for details regarding any changes in enrollment and/or matriculation to Degree Track programs.

13.5.1.2 Appealing Level Placement

Students may appeal their initial placement by completing a "Level Change Request Form" from the third day of classes. Any student level changes are discussed by the teacher, student and administrators as well as reviewing the placement test scores and finalized by the fifth day of classes. After that day, there are no further changes to students' levels.

Students do not have the option of taking the placement test during their time in the program as a way of skipping level.

13.5.1.3 ESL Program Length

If a student enters our program at ESL 0200, that student can expect the complete SLS program of study in 14 months without failing one level. Students are allowed to take each level from ESL 0200 – ESL 0700 three times, and ESL 0800 a maximum of two times. Therefore, it potentially stands that a student would require 40 months to complete the program in this unlikely scenario, not including breaks.

Each level is designed to be completed in one term of full-time study, with a minimum of 140 academic hours of classroom instruction per level/term. Each term is 7 weeks long and full-time students receive 20 hours of classroom instruction per week.

The overall length of the program for an individual student depends on the initial placement level and on how quickly the student progresses from one level to another. A student making normal progress who places into level 0800 would be expected to make sufficient progress to complete the level in just one seven week term (equivalent to 140 contact hours); whereas, a student beginning in level 0200 would be required to complete seven terms or 49 weeks (equivalent to 980 contact hours).

13.5.2 Program Structure and Courses

The program offers instruction across seven levels of proficiency: Low Beginner (0200), Beginner (0300), Elementary (0400), Low Intermediate (0500), Intermediate (0600), High Intermediate (0700) and Advanced (0800). Each level can be completed in one term of full-time study. The overall length of the program depends on the initial placement level and on how quickly the student progresses from one level to another. Each level includes a minimum of 140 academic hours of classroom instruction per level/term. Each term is 7 weeks long and full-time students receive 20 hours of classroom instruction per week. Students in levels 0200 – 0700 will take two core classes (10 hours/week for each class), Speaking, Listening & Pronunciation and Reading, Writing & Grammar. Students in the Advanced (0800) level are able to choose from elective classes, which either meet for 5 hours/week or 10 hours/week.

In addition to the regular ESL classes, students placed in the High Intermediate or higher level are given an option of selecting intensive TOEFL courses, the focus of which is TOEFL iBT preparation. Each 7-week term, students take 2 core classes (10 hours/week for each class), which can be any combination of TOEFL & Academic Reading, TOEFL Writing, TOEFL & Academic Listening and TOEFL Speaking.

Level	Proficiency	Hours	Course Structure
Level 0200	Low Beginner	140 contact hours	2 core classes
Level 0300	Beginner	140 contact hours	2 core classes
Level 0400	Elementary	140 contact hours	2 core classes
Level 0500	Low Intermediate	140 contact hours	2 core classes
Level 0600	Intermediate	140 contact hours	2 core classes
Level 0700	High Intermediate	140 contact hours	2 core classes
Level 0800	Advanced	140 contact hours	ESL 0806 and 1 - 2 electives

ESL Core Courses

Courses numbered 0200-0299 are open to Low Beginner students; 0300-0399 are open to Beginner students; 0400-0499 are open to Elementary students; 0500-0599 are open to Low Intermediate students; courses numbered 0600-0699 are open to Intermediate students and courses numbered 0700-0799 are open to High Intermediate students; courses numbered 0800-0899 are open to Advanced students.

Course Code	Course Name	Term Hours
ESL 0230	Low Beginner Speaking, Listening & Pronunciation	70
ESL 0235	Low Beginner Reading, Writing & Grammar	70
ESL 0330	Beginner Speaking, Listening & Pronunciation	70
ESL 0335	Beginner Reading, Writing & Grammar	70
ESL 0430	Elementary Speaking, Listening & Pronunciation	70
ESL 0435	Elementary Reading, Writing & Grammar	70

ESL 0530	Low Intermediate Speaking, Listening & Pronunciation	70
ESL 0535	Low Intermediate Reading, Writing & Grammar	70
ESL 0630	Intermediate Speaking, Listening & Pronunciation	70
ESL 0635	Intermediate Reading, Writing & Grammar	70
ESL 0720	TOEFL & Academic Listening	70
ESL 0722	TOEFL & Academic Reading	70
ESL 0730	High Intermediate Speaking, Listening & Pronunciation	70
ESL 0735	High Intermediate Reading, Writing & Grammar	70
ESL 0806	Academic Writing and Research Skills	70

ESL Elective Courses

Elective Courses appeal to a broad range of interests. Not every course is offered every term. Courses numbered 0800-0899 are open to students at the Advanced level.

Course Code	Course Name	Term Hours
ESL 0720	TOEFL & Academic Listening	70
ESL 0722	TOEFL & Academic Reading	70
ESL 0800	Public Speaking & Presentation Skills	35
ESL 0802	Accent Reduction	35
ESL 0810	Grammar Workshop & Editing	35
ESL 0817	Critical Thinking Through News Around the World	35
ESL 0821	TOEFL Speaking	70
ESL 0823	TOEFL Writing	70
ESL 0840	English for Business Professionals	35
ESL 0850	IELTS Preparation	70

Please refer to the Course Descriptions section in the Academic Catalog for course descriptions.

13.6 Non-Intensive ESL Program

Course Listings

Evening Courses
ESL for Better English, Level 2
ESL for Better English, Level 3
Grammar & Conversation, Parts 1 & 2
Public Speaking with Confidence
American Culture through Movies, TV, Music, & Books
Business English, Parts 1 & 2
Daytime Courses
Grammar & Conversation, Parts 1 & 2
ESL for Better English, Parts 1 & 2
Special Weekend Courses for Au Pairs
Grammar Tune-Up!
English through US Travel
Delicious English!

1.4 Non-Intensive ESL Program

Virginia International University's non-intensive adult ESL programs make language learning fun, flexible, and affordable! Ideal for working adults, au pairs, and others interested in part-time study, we offer daytime, evening, and weekend classes focused on building personal and professional language skills as well as cultural understanding.

These courses range from general language improvement to focused study of specific linguistic areas. Explore the American context with relevant discussions and activities to enhance your skills personally and professionally and connect your learning to your own life. Upon successful completion of a course, you will receive a certificate of completion listing course hours and CEUs earned.

All courses (except for the Day at the Museum) classes occur at our Fairfax, VA campus at 4401 Village Drive.

The Day at the Museum courses occur at the Smithsonian museums in Washington, D.C. They take place every Saturday year-round, with the exception of major U.S. holidays. Students will spend a day at a different museum each week and participate in a self-guided, themed museum class facilitated by one of our ESL instructors.

1.4.1 Non-Intensive ESL Learning Outcomes

Students enrolled in the non-intensive ESL program can expect to:

1. Interact confidently and easily with speakers of English through a sophisticated understanding of language
2. Gain competence and confidence in their reading, writing, speaking, and listening skills
3. Expand their knowledge of American culture, art, history, traditions, and social conventions

1.4.2 Non-Intensive ESL Learning Registration

For all non-intensive courses, course registration and payment must be completed by 11:59 pm, the Thursday prior to the start of class. Late registrations or payments are not accepted.

1.4.3 Non-Intensive ESL Schedule of Classes and Attendance

Evening classes are offered Monday/Wednesday or Tuesday/Thursday from 7:00 to 9:30 pm. Museum classes are held from 10:30 am to 3:30 pm on Saturdays, with the exception of the American Art Museum and the National Portrait Gallery classes, which are held from 11:30 am to 4:30 pm. The schedules for daytime and special weekend non-intensive courses may vary, but times can be found on the non-intensive VIU ESL website.

1.4.4 Non-Intensive ESL Fees

New students pay a one-time \$20 application fee. Returning students who enrolled in a non-intensive ESL course at VIU within the last 12 months do not have to pay the \$20 application fee again. Textbook expenses are not included in tuition. Students may spend an average of \$30 per course based on buying a used or new copy from Amazon.

1.4.5 Non-Intensive ESL Course Listings

<u>Course Code</u>	<u>Course</u>	<u>CEUs</u>	<u>Total Hours</u>	<u>Cost Per Class</u>
<u>ESL 0010</u>	<u>A Day at the Museum</u>	<u>0.5</u>	<u>5</u>	<u>\$40</u>
<u>ESL 0030</u>	<u>ESL for Better English, Part I</u>	<u>3.0</u>	<u>30</u>	<u>\$240</u>
<u>ESL 0032</u>	<u>ESL for Better English, Part II</u>	<u>3.0</u>	<u>30</u>	<u>\$240</u>
<u>ESL 0036</u>	<u>Essential Grammar and Conversation</u>	<u>3.0</u>	<u>30</u>	<u>\$240</u>
<u>ESL 0037</u>	<u>Effective Grammar and Conversation</u>	<u>3.0</u>	<u>30</u>	<u>\$240</u>
<u>ESL 0038</u>	<u>Fast Fluency with TED Talks</u>	<u>3.0</u>	<u>30</u>	<u>\$240</u>
<u>ESL 0039</u>	<u>Grammar Tune-Up!</u>	<u>1.5</u>	<u>15</u>	<u>\$120</u>
<u>ESL 0040</u>	<u>Delicious English!</u>	<u>1.5</u>	<u>15</u>	<u>\$120</u>
<u>ESL 0050</u>	<u>Business English, Part I</u>	<u>3.0</u>	<u>30</u>	<u>\$240</u>
<u>ESL 0053</u>	<u>Business Communications</u>	<u>3.0</u>	<u>30</u>	<u>\$240</u>
<u>ESL 0055</u>	<u>Public Speaking with Confidence</u>	<u>3.0</u>	<u>30</u>	<u>\$240</u>

ESL 0058	Personal Branding	3.0	30	\$240
ESL 0070	Express Yourself Through Creative Writing	3.0	30	\$240
ESL 0080	American Culture through Movies, TV, Music, & Books	3.0	30	\$240
ESL 0081	English and Culture Through American Short Stories	1.5	15	\$120
ESL 0082	English through Popular American Books	3.0	30	\$240
ESL 0085	English Through U.S. Travel	1.5	15	\$120
ESL 0086	Raising Issues Through American TV	1.5	15	\$120
ESL 0087	Debating Current Events	1.5	15	\$120
ESL 0090	TOEFL: Introduction to the Test	3.5	35	\$300
ESL 0093	TOEFL: Test Taking Strategies	3.5	35	\$300

Private Courses

Private courses may be arranged through the School of Language Studies. Please contact the office for details on requesting private courses/

Private Course – 1 student	\$45 per hour
Private Course – 2 students	\$40 /hour per student
Private Course – 3 students	\$35/hour per student
Private Course – 4+ students	\$30/hour per student

NOTE: The non-intensive ESL courses are not accredited by CEA.

14. 10/24/2019- Additions on p. 58, Section 7.8 “Transfer Credits (“TC”) Policy”

7.8 Transfer Credits (“TC”) Policy

When a student brings credits from other institutions, these credits will be noted with a grade of “TC” (Transfer Credits). Transfer credits (“TC”) are included in the calculation of the maximum allowable credits and completion rate requirements as credits attempted and credits earned for SAP calculation. Since these courses will not carry grades, they will have no effect on GPA calculations. The student’s new normal program length will be shortened to reflect the transfer courses and the Maximum Time Frame will be recalculated.

A transfer student must complete at least 50% of the credit hours required by their program of study at VIU. For example, a transfer student in VIU’s graduate degree program would have to complete at least 18 of the required 36 credit hours at VIU. This means that prior to enrollment, a graduate degree student may transfer up to 18 semester graduate credits from other accredited institutions and apply them towards a graduate degree program at VIU at the discretion of the institution. A graduate level certificate student may transfer up to 9 semester credit hours of graduate credit hours from other accredited institutions and apply them towards a graduate level certificate program. A minimum of a 3.000 grade point average (“B”) out of 4.000 must have been earned on all graduate level transferable credit hours. An undergraduate degree student may transfer up to 60 semester credit hours from other accredited institutions and apply them to their program. ~~An undergraduate level certificate student may transfer up to 12 semester credit hours and apply them towards an undergraduate level certificate program.~~ A minimum of a 2.000 grade point average (“C”) out of 4.000 must have been earned on all undergraduate level transferable credit hours.

Transferable credit is considered upon the request of the student at the time of initial registration. Graduate students who want to apply courses taken at another college/university toward their VIU graduate degree must understand that the following criteria must be met in order to be considered for transfer of credit:

- Courses are from an accredited institution recognized by the US Department of Education, the Council on Higher Education Accreditation, or, for foreign institutions, the government or appropriately recognized organization accreditation;
- Courses are equivalent to VIU courses;
- Courses consist of at least 3 credit hours;
- Course grades are B or higher;

- (e) Courses does not duplicate;
- (f) Course descriptions, syllabi or course catalogs are submitted along with the transfer of credit request;
- (g) Any student looking to obtain transfer credit from an institution located outside of the United States will need to obtain a detailed course-by-course evaluation from an evaluation agency that is an endorsed member of National Association of Credential Evaluation Services (NACES) – www.naces.org or Association of International Credentials Evaluators (AICE) – www.aice-eval.org, or by American Association of Collegiate Registrars and Admissions Officers (AACRAO)'s own International Education Services – www.naces.org; and
- (h) The maximum number of transferable credits is 18 credits for the graduate degree programs and 9 credits for the graduate certificate programs.

Undergraduate students who want to apply courses taken at another college/university toward their VIU undergraduate degree must understand that the following criteria must be met in order to transfer their credits:

~~understand that the following criteria must be met in order to transfer their credits:~~

- (a) Courses are from an accredited institution recognized by the US Department of Education, the Council on Higher Education Accreditation, or, for foreign institutions, the government or appropriately recognized organization accreditation;
- (b) Courses are equivalent to VIU courses;
- (c) Courses consist of at least 3 credit hours;
- (d) Course grades are C or higher;
- (e) Courses does not duplicate;
- (f) Course descriptions, syllabi or course catalogs are submitted along with the transfer of credit request;
- (g) Any student looking to obtain transfer credit from an institution located outside of the United States will need to obtain a detailed course-by-course evaluation from an evaluation agency that is an endorsed member of National Association of Credential Evaluation Services (NACES) – www.naces.org or Association of International Credentials Evaluators (AICE) – www.aice-eval.org, or by American Association of Collegiate Registrars and Admissions Officers (AACRAO)'s own International Education Services – www.naces.org; and
- (h) The maximum number of transferable credits is 60 credits for the undergraduate degree programs. ~~and 12 credits for the undergraduate certificate programs.~~

15. 10/25/2019- Additions on p. 15, Section 1.7 “Academic Calendar Fall 2019 – Summer 2020”

1.7 Academic Calendar Fall 2019 – Summer 2020

VIU operates on a traditional semester calendar in which the academic year is divided into two main semesters, fall and spring. The fall and spring semesters span over 15 weeks each. Additionally, courses are also offered during the summer in two optional concentrated 8-week terms. The ESL program is offered in 7-week terms year-round.

The tables below outline the major time periods and events in the 2019–2020 academic year.

Fall 2019 Aug 26 - Dec 14	Degree (15-week)	ESL Fall (7-week)	ESL Fall II (7-week)
Registration for Fall opens	Jun 10	Jul 29	Sep 23
New Student Orientation	Aug 22	TBA	TBA
Registration closes without late registration fee	Aug 19	Aug 23	Oct 18
First Day of Classes	Aug 26	Aug 26	Oct 21
Labor Day, VIU is closed	Sep 2	Sep 2	-
Last day to add/drop course(s) - Closed at 5 p.m.	Sep 3	Sep 3	Oct 28

Last day to apply for Fall graduation	Oct 1	-	-
Mid-term progress reporting due by faculty	Oct 21	-	-
Last day to withdraw with a grade of "W"	Nov 1	Sep 20	Nov 15
Make-up classes for Labor Day	Nov 25	TBA	-
No classes (Reserved for make up sessions)	Nov 26-27	-	Nov 26-27
Thanksgiving break, VIU is closed	Nov 28-30	-	Nov 28-30
Last Day of Class (including the final exams)	Dec 14	Oct 12	Dec 14
Grades due by faculty	Dec 16	Oct 14	Dec 16
Grades available on Student Portal	Dec 17	Oct 15	Dec 17
Winter break	Dec 23-Jan 1	-	Dec 23-Jan 1
Changes to incomplete grades are due to Registrar	Mar 6	Dec 13	Mar 6

Spring 2020 Jan 13 - Apr 27	Degree (15-week)	ESL Spring (7-week)	ESL Spring II (7-week)
Registration for Spring opens	Nov 11	Dec 16	Feb 10
New Student Orientation	TBA	-	-
Registration closes without late registration fee	Jan 6	Jan 6	Mar 6
First Day of Classes	Jan 13	Jan 13	Mar 9
Martin Luther King Day, VIU is closed	Jan 20	Jan 20	-
Last day to add/drop course(s) - Closed at 5 p.m.	Jan 21	Jan 21	Mar 16
Last day to apply for Spring graduation	Feb 3	-	-
Mid-term progress reporting due by faculty	Mar 9	-	-
Last day to withdraw with a grade of "W"	Mar 20	Feb 7	Apr 3
Last Day of Class (including the final exams)	Apr 27	Feb 29	Apr 25
Grades due by faculty	Apr 28	Mar 2	Apr 27
Grades available on Student Portal	Apr 29	Mar 3	Apr 28
Commencement Ceremony	TBA	-	-
Changes to incomplete grades are due to Registrar	Jun 26	Apr 24	Jun 24

Summer I 2020 May 4 - Jun 27	Degree (8-week)	ESL (7-week)
Registration for Summer I opens	Apr 2	TBA
New Student Orientation	TBA	-
Registration closes without late registration fee	Apr 27	May 1
First Day of Classes	May 4	May 4
Last day to add/drop course(s) - Closed at 5 p.m.	May 11	May 11
Memorial Day, VIU is closed	May 25	May 25
Last day to apply for Summer I graduation	Jun 1	-
Mid-term progress reporting due by faculty	Jun 1	-
Last day to withdraw with a grade of "W"	Jun 5	May 31 <u>May 29</u>
Last Day of Class (including the final exams)	Jun 27	Jun 22 <u>June 20</u>
Grades due by faculty	Jun 29	Jun 24 <u>June 22</u>
Grades available on Student Portal	Jun 30	Jun 25 <u>June 23</u>
Changes to incomplete grades are due to Registrar	Aug 24 <u>Aug 21</u>	Aug 26 <u>Aug 21</u>

Summer II 2020 Jun 29 - Aug 22	Degree (8-week)	ESL (7-week)
Registration for Summer II opens	Apr 2	TBA
New Student Orientation	TBA	-
Registration closes without late registration fee	Jun 22	Jun 28
First Day of Classes	Jun 29	Jul 4 Jun 29
Independence Day (Observed), VIU is closed	Jul 3	Jul 3
Independence Day, VIU is closed	Jul 4	Jul 4
Last day to add/drop course(s) - Closed at 5 p.m.	Jul 5 Jul 6	Jul 8 Jul 6
Mid-term progress reporting due by faculty	Jul 27	-
Last day to withdraw with a grade of "W"	Jul 31	Jul 26 Jul 24
Last day to apply for Summer II graduation	Aug 3	-
Last Day of Class (including the final exams)	Aug 22	Aug 17 Aug 15
Grades due by faculty	Aug 24	Aug 19 Aug 17
Grades available on Student Portal	Aug 25	Aug 20 Aug 18
Changes to incomplete grades are due to Registrar	Oct 19	Oct 19

NOTE: The Academic Calendar is subject to change without prior notice. The latest version of the calendar is available on the VIU website.

16. 10/29/2019- Additions on p. 8, Section 1.1 “Introduction & History”

1.1. Introduction & History

Virginia International University (VIU) was founded in 1998 as a non-profit university in the Washington, DC area to provide quality, affordable education that prepares students for relevant and meaningful careers. Today students from all over the world choose to pursue their education at VIU in a variety of different degree and non- degree programs at the undergraduate and graduate levels in one of our academic schools: the School of Business, the School of Computer Information Systems, the School of Education, the School of Public and International Affairs, and the School of Language Studies. The location of the university, outside of Washington, DC makes it a prime location for students interested in studying in these fields, providing many opportunities for experiences outside of the classroom to enrich their learning experience.

VIU Timeline

Below are some historical milestones achieved by Virginia International University

Founding of Virginia International University 1998-2006

~~In 1998, VIU was founded by Dr. Isa Sarac~~ VIU was founded in 1998 and was formally authorized to use the name “Virginia International University” and was first certified to operate by the State Council of Higher Education of Virginia (SCHEV). VIU was authorized to offer its first master’s degree, the Master of Business Administration (MBA) Program, as well as its English as a Second Language program. In 1999, VIU was incorporated as a non-profit corporation and obtained tax exemption as a 501(c)3 non-profit organization by the US Internal Revenue Service (IRS). VIU received authorization to offer diploma and certificate programs in business and computer science by SCHEV. In 2000, VIU was granted permission to issue I-20s for F-1 and M Visa applicants from the Immigration and Naturalization Service. VIU opened two undergraduate degree programs: Bachelor of Science in Business Administration (BBA) and Bachelor of Science in Computer Science (BCS). In 2003, VIU was authorized by SCHEV to offer its second master’s program: Master of Science in Information Systems (MIS). In 2006, VIU held its first commencement on May 4th with 20 graduates in attendance at the Fairfax County Country Club.

17. 10/29/2019- Additions on p. 13, Section 1.5 “Senior Administrators”

1.5 Senior Administrators

Staff Name	Title
Isa Sarac, Ph.D.	President
Ahmed Alwani, Ph.D.	Vice President
Mary Banish-Cepeda, M.S.	Chief Student Engagement Officer
Mariam Khaziuri, M.S.	Chief Financial Officer
Prashish Shrestha, M.I.S., MBS	Chief Administrative Officer
Rebecca Yu, BA	Chief People Officer
	Director of Institutional Effectiveness and Quality Assurance &
Kevin J. Martin, Ph.D.	Dean, School of Language Studies
Ilham Nasser, Ph.D.	Dean, School of Education

18. 10/30/2019- Additions on p. 44, Section 5.5 “Title IX Compliance”

5.5 Title IX Compliance

In compliance with the Title IX 20 U.S.C. § 1681(a), no student at Virginia International University shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Furthermore, sexual harassment and violence are strictly prohibited at Virginia International University. For more information, please see section 8.6. *Sexual Misconduct Policy and Notice of Non-Discrimination*.

Any victims or third parties should report all incidents of sex discrimination, sexual harassment, or sexual violence to the Title IX Coordinators, at the below contact information:

Title IX Coordinator

Name: Elizabeth St.George
Title: Quality Assurance & Compliance Manager
Office Address: 4401 Village Drive, Fairfax, VA 22030
Telephone: (703) 591-7042 Ext. 330
Email: estgeorge@viu.edu

Title IX Coordinator

Name: Rebecca Yu
Title: ~~Director of Human Resources~~ Chief People Officer
Office Address: 4401 Village Drive, Fairfax, VA 22030
Telephone: (703) 591-7042 Ext. 338
Email: rebecca@viu.edu

Title IX Coordinator

Name: Mary Cepeda
Title: Chief Student Experience Officer
Office Address: 4401 Village Drive, Fairfax, VA 22030
Telephone: (703) 591-7042 Ext. 367
Email: mbanish@viu.edu

Title IX Coordinator

Name: Amy Buras
Title: Student Coach/Learning Center Manager
Office Address: 4401 Village Drive, Fairfax, VA 22030

Telephone: (703) 591-7042 Ext. 314

Email: aburas@viu.edu

In accordance with the federal law, all victims and third parties have the option of reporting incidents by email, phone, mail, or in person to the Title IX Coordinator. All victims have the right to report to police, Virginia International University will facilitate that process if desired by the victim. Victims also have the right not to report to police.

All incidents of sex discrimination, sexual harassment, or sexual violence will be investigated promptly, in order to remedy any hostile educational environment created by such behaviors. Investigations may include the assistance of police, which may delay the response of Virginia International University to accommodate a police investigation. If the case requires police investigation, Virginia International University will delay their response to the case a maximum of 10 days in order to give appropriate time for police to gather evidence. If Virginia International University must delay their response, all parties will be informed of the delay and given an approximate timeline for when the response will resume. Institutional investigations will take no more than 60 days, except of in the instance of a complex case, which will be addressed within a reasonable period of time given the circumstances.

Employees and third party reports are protected along with reporting victims from any adverse consequence, harassment, intimidation, or discrimination that is causally related to reporting sex discrimination under Title IX.

19. 11/5/2019- Additions on p. 96, Section 10.3.3 “Structure of the BSBA Program”

10.3.3 Structure of the BSBA Program

The BSBA program degree requires the completion of 40 courses at 3 credits hours each. Students will take 84 credit hours of Foundation Core Courses, Professional Core Courses, Concentration Courses, and 36 credit hours of General Education Department Courses, for a total of 120 credit hours.

Area	Number of Courses	Credits
General Education Department Courses	12	36
Foundation Core Courses	8	24
Professional Core Courses	10	30
Concentration Courses	6	18
Elective Courses	4	12
Total	40	120

Foundation Core: (8 Courses - 24 Credit Hours)

Code	Course Title	Prerequisite	Credits
CAR 100	Career Planning & Management	<i>None</i>	3
COMP 124	Information Technology	<i>None</i>	3
COMP 127	Office Applications	<i>None</i>	3
ACCT 201	Principles of Financial Accounting	<i>None</i>	3
STAT 200	Introduction to Statistics	<i>None</i>	3
BUSS 210	Introduction to Business	<i>None</i>	3
BUSS 301	Principles of Management	<i>None</i>	3
BUSS 302	Principles of Marketing	<i>None</i>	3

Professional Core: (10 Courses - 30 Credit Hours)

Code	Course Title	Prerequisite	Credits
ACCT 202	Principles of Managerial Accounting	<i>ACCT 201</i>	3
ACCT 305	Accounting Information Systems	<i>ACCT 201</i>	3
ECON 101	Principles of Microeconomics	<i>None</i>	3

ECON 102	Principles of Macroeconomics	<i>None</i>	3
BUSS 303	Principles of Finance	<i>None</i>	3
BUSS 307	Business Law I	<i>None</i>	3
BUSS 312	Organizational Theory & HR Management	<i>None</i>	3
BUSS 406	Operations Management	<i>STAT 200</i>	3
BUSS 407	Political & Social Environment of Business	<i>BUSS 301</i>	3
BUSS 480*	Senior Business Research Project	<i>All Core Courses & 1st Semester Concentration</i>	3

* Internship qualified course - per approval by the Dean

Concentration: (6 Courses - 18 Credit Hours)

All concentration courses should be taken during the third and fourth years of study. Some of these concentration courses may be replaced with elective courses. Elective course offerings may vary semester to semester and are subject to change without prior notice. All concentration courses are internship qualified.

Finance: (6 Courses - 18 Credit Hours)

The Finance concentration prepares students to examine the decision-making process and the role of markets in the allocation of both real and financial resources. It integrates the fields of finance and business economics. Students will explore both theoretical and applied concepts in the related fields of corporate finance, investment, speculative and financial markets, real estate, banking, industrial organization, and public policy to business. Balanced emphasis is placed on primary theory and its application to business problems.

Code	Course Title	Prerequisite	Credits
ECON 207	Intermediate Microeconomics	<i>ECON 101</i>	3
ECON 208	Intermediate Macroeconomics	<i>ECON 102</i>	3
BUSS 314	Corporate Finance	<i>BUSS 303</i>	3
BUSS 420	Introduction to Investment Banking	<i>BUSS 303</i>	3
BUSS 430	Financial Analysis & Valuation	<i>BUSS 303</i>	3
BUSS 444	International Finance	<i>BUSS 303/ECON 101</i>	3

International Business: (6 Courses - 18 Credit Hours)

The International Business concentration provides a solid foundation in the theory and practice of modern business organizations in relation to current economic, political, and socio-cultural environments.

Code	Course Title	Prerequisite	Credits
BUSS 154	Introduction to Import and Export	<i>None</i>	3
BUSS 340	International Business	<i>BUSS 210/ BUSS 312</i>	3
BUSS 420	Introduction to Investment Banking	<i>BUSS 303</i>	3
BUSS 442	International Marketing	<i>BUSS 302</i>	3
BUSS 443	International Strategy	<i>BUSS 210</i>	3
BUSS 444	International Finance	<i>BUSS 303/ECON 101</i>	3

Marketing: (6 Courses - 18 Credit Hours)

The Marketing concentration prepares students for careers in any sector of this exciting field. A wide range of course options allow students to acquire a strong general background in marketing or to specialize in one of the sub disciplines of the field, for example, Internet Marketing.

Code	Course Title	Prerequisite	Credits
BUSS 322	Marketing Research	<i>STAT 200</i>	3
BUSS 421	Advertising & Promotion	<i>BUSS 302</i>	3
BUSS 422	Sales Management	<i>None</i>	3
BUSS 423	Services Marketing	<i>BUSS 302</i>	3

BUSS 424	Not-for-Profit Marketing	<i>BUSS 302</i>	3
BUSS 442	International Marketing	<i>BUSS 302</i>	3

Elective Courses: (4 Courses - 12 Credit Hours)

Students are required to take four (4) elective courses. The courses can be selected from other BSBA concentrations, the School of Computer Information Systems ~~concentration~~ core courses (with the permission of the Dean of SCIS and the academic advisor), or the courses listed below.

Code	Course Title	Prerequisite	Credits
BUSS 348	Public Relations	<i>BUSS 210</i>	3
BUSS 456	Project Management	<i>None</i>	3
BUSS 470	Business Law II	<i>BUSS 307</i>	3
BUSS 260	Internship Level I	<i>None</i>	3
BUSS 261	Internship Level II	<i>None</i>	3
BUSS 360	Internship Level III	<i>None</i>	3
BUSS 460	Internship Level IV	<i>None</i>	3

20. 11/5/2019- Additions on p. 96, Section 10.4 “Master of Business Administration”

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.

10.4.1 MBA Program Outcomes

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

1. Employ effective business communication practices to share and disseminate information.
2. Apply business statistics, qualitative and quantitative methods including regression analysis, descriptive statistics and business forecasting to solve problems.
3. Utilize tools and techniques of business management to ensure efficient business outcomes on time and within budget
4. Examine the role of leadership in creating high performing organizations
5. Strategically analyze business decisions by integrating theory and practice.
6. Identify and distinguish the impact of ethical obligations and social responsibilities on business decisions.

10.4.2 Career Paths for ~~Masters in Business Administration~~ MBA Graduates

Students graduating from the MBA program should be prepared to provide leadership a variety of business settings. The MBA program develops the foundation for continuing education and leadership in all fields of business and administration. Graduates of the MBA Program can anticipate jobs in the following types of careers at the management, director, and executive levels:

- Account Manager
- Administrative Services Manager
- Business Manager
- Business Analyst
- Management Consultant
- Officer Manager
- Operating Supervisor
- Senior Administrator/Executive Level Manager
- Leadership Consultant
- Management Consultant

- Marketing Manager
- Project Manager
- Finance Manager
- Financial Analyst

10.4.3 Concentrations of the MBA Program

There are fifteen (15) concentration in the MBA program.

- 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

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

10.4.4 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 five courses listed below are required to take the following MBA program prerequisite courses:

Code	Course Title	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>None</i>	3
ENGL 120 ⁺	Academic Writing and Research	<i>None</i>	3

⁺*This requirement is added effective with Spring 2015 semester.*

These program prerequisites can be taken at the same time. In rare circumstances, students also have the option to test out of these courses or provide other evidence of content knowledge through certifications, successful completion of similar courses, or training certificates.

10.4.5 Masters of Science in Accounting Business Administration Degree Requirements

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	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

21. 11/6/2019- Additions on p. 140, Section 13.5.2 “Program Structure and Courses”

13.5.2 Program Structure and Courses

The program offers instruction across seven levels of proficiency: Low Beginner (0200), Beginner (0300), Elementary (0400), Low Intermediate (0500), Intermediate (0600), High Intermediate (0700) and Advanced (0800).

Each level can be completed in one term of full-time study. The overall length of the program depends on the initial placement level and on how quickly the student progresses from one level to another.

Each level includes a minimum of 140 academic hours of classroom instruction per level/term. Each term is 7 weeks long and full-time students receive 20 hours of classroom instruction per week.

Students in levels 0200 – 0700 will take two core classes (10 hours/week for each class), Speaking, Listening & Pronunciation and Reading, Writing & Grammar. Students in the Advanced (0800) level are able to choose from elective classes, which either meet for 5 hours/week or 10 hours/week.

Level	Proficiency	Hours	Course Structure
Level 0200	Low Beginner	140 contact hours	2 core classes
Level 0300	Beginner	140 contact hours	2 core classes
Level 0400	Elementary	140 contact hours	2 core classes
Level 0500	Low Intermediate	140 contact hours	2 core classes
Level 0600	Intermediate	140 contact hours	2 core classes
Level 0700	High Intermediate	140 contact hours	2 core classes
Level 0800	Advanced	140 contact hours	ESL 0806 and 1 - 2 electives

ESL Core Courses

Courses numbered 0200-0299 are open to Low Beginner students; 0300-0399 are open to Beginner students; 0400-0499 are open to Elementary students; 0500-0599 are open to Low Intermediate students; courses numbered 0600-0699 are open to Intermediate students and courses numbered 0700-0799 are open to High Intermediate students; courses numbered 0800-0899 are open to Advanced students.

Course Code	Course Name	Term Hours
ESL 0230	Low Beginner Speaking, Listening & Pronunciation	70
ESL 0235	Low Beginner Reading, Writing & Grammar	70
ESL 0330	Beginner Speaking, Listening & Pronunciation	70
ESL 0335	Beginner Reading, Writing & Grammar	70
ESL 0430	Elementary Speaking, Listening & Pronunciation	70
ESL 0435	Elementary Reading, Writing & Grammar	70
ESL 0530	Low Intermediate Speaking, Listening & Pronunciation	70
ESL 0535	Low Intermediate Reading, Writing & Grammar	70
ESL 0630	Intermediate Speaking, Listening & Pronunciation	70
ESL 0635	Intermediate Reading, Writing & Grammar	70
ESL 0730	High Intermediate Speaking, Listening & Pronunciation	70
ESL 0735	High Intermediate Reading, Writing & Grammar	70
ESL 0806	Academic Advanced Writing and Research Skills	70

22. 11/6/2019- Additions on p. 181, Section “Course Descriptions”

ESL 0806: ~~Academic~~ Advanced Writing & Research Skills (70 hours)

Prerequisite: ESL 0735 or placement

The main focus of this course is to develop the skills and knowledge required to write an academic research paper including quoting, paraphrasing, summarizing, accessing and evaluating research sources, avoiding plagiarism, citing sources and essay formatting according to APA style. In addition, the course familiarizes international students with the general expectations of the American higher education system and assists them in building strong academic skills.

23. 11/12/2019- Additions on p. 13, Section 1.4 “Governance”

1.4 Governance

VIU is a private non-profit university governed by its Board of Trustees. The main function of the Board of Trustees, as mandated in the by-laws, is two-fold: to develop policies for the advancement of VIU and to support the president of the university in the implementation of those policies. In addition, the VIU’s Board of Trustees provides guidance, monitoring, and assistance to the President of the university in fundraising, public affairs, and building key alliances to assist in and support the growth of the university.

VIU’s current Board of Trustees includes:

Anas S. Al-Shaikh-Ali, Ph.D.	Chair
Marietta Bradinova, Ph.D.	Vice Chair
Ahmed Alwani, Ph.D.	Director
Hisham Yahya Altalib, Ph.D.	Director
Isa Sarac, Ph.D.	VIU President
Dr. Gary Carlson, Ph.D.	Director
Eileen Xu, M.S.	Director
Hisham Yahya Altalib, Ph.D.	Chair
Marietta Bradinova, Ph.D.	Vice Chair
Anas S. Al-Shaikh-Ali, Ph.D.	Trustee
Ahmed Alwani, Ph.D.	Trustee
Dr. Gary Carlson, Ph.D.	Trustee
Eileen Xu, M.S.	Trustee

Article II, Section 1, of the university bylaws provides general powers to the Board of Trustees. It states, “*All Corporate Powers shall be exercised by or under the authority of, and the business and affairs of the corporation shall be managed under the direction of, its Board of Trustees, in accordance with the purposes and subject to any limitations set forth in the articles of incorporation.*”

24. 11/13/2019- Additions on p. 13, Section 1.5 “Senior Administrators”

1.5 Senior Administrators

Staff Name	Title
Ahmed Alwani, Ph.D.	Vice President & Chief Academic Officer
Mary Banish-Cepeda, M.S.	Chief Student Engagement Officer
Mariam Khaziuri, M.S.	Chief Financial Officer
Prashish Shrestha, M.I.S., MBS	Chief Administrative Officer
Rebecca Yu, BA	Chief People Officer

	Director of Institutional Effectiveness and Quality Assurance & Dean, School of Language Studies
Kevin J. Martin, Ph.D.	Dean, School of Language Studies
Ilham Nasser, Ph.D.	Dean, School of Education

24. 11/13/2019 – Additions and Deletions on pp. 66, Section 7.19.4 “Satisfactory Progress Standards”

7.19.4 Satisfactory Academic Progress Standards

The satisfactory academic progress (SAP) standards are measured after the final grades are recorded at the end of Fall, Spring, Summer I and Summer II, which are called “evaluation points”. SAP is measured by the following three criteria.

1. Maximum Time Frame for Program Completion (MTF)
2. Qualitative Standard: a required minimum cumulative grade point average (CGPA)
3. Quantitative Standard: a required minimum completion rate (CR)

If SAP is met, a student will continue on in good academic standing with no additional indication in the student’s record.

Students who fail to meet any of the above-mentioned criteria will be considered not meeting the SAP requirements and will be put on Academic Warning or Academic Dismissal. If SAP is not met, a letter will be placed in the student record based on the category.

At the time of SAP review, students will fall into one of the following categories:

- **GOOD STANDING:** Student has met the required SAP and is eligible for aid for the following semester or academic year.
- **ACADEMIC WARNING:** Student has not made progress standards for the first time; the student will remain eligible for financial aid for one semester.
- **ACADEMIC DISMISSAL:** Student fails to meet the required SAP at the end of an academic warning period or at the end of an academic probation period, or fails to comply with Academic Plan during or at the end of an Academic Probation period; the student is no longer eligible for Financial Aid. Please see re-establishing eligibility below.
- **ACADEMIC PROBATION:** The student will remain eligible for financial aid for one semester or length of Academic Plan. At the next evaluation point, if the student continues not to meet SAP, then the student will not be eligible for financial aid.

SAP is calculated by Registrar’s Office and the actual calculation is maintained by the Registrar’s.

25. 11/22/2019 – Additions and Deletions on p. 13, Section 1.5 “Senior Administrators”

1.5 Senior Administrators

Staff Name	Title
Ahmed Alwani, Ph.D.	Vice President & Chief Academic Officer
Mary Banish-Cepeda, M.S.	Chief Student Engagement Officer
Mariam Khaziuri, M.S.	Chief Financial Officer
Prashish Shrestha, M.I.S., MBS	Chief Administrative Officer
Rebecca Yu, BA	Chief People Officer
Kevin J. Martin, Ph.D.	Director of Institutional Effectiveness and Quality Assurance

	& Dean, School of Language Studies
Ilham Nasser, Ph.D.	Dean, School of Education

26. 11/25/2019 – Additions and Deletions on p. 44, Section 5.5 “Title IX Compliance”

5.5 Title IX Compliance

In compliance with the Title IX 20 U.S.C. § 1681(a), no student at Virginia International University shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Furthermore, sexual harassment and violence are strictly prohibited at Virginia International University. For more information, please see section 8.6. *Sexual Misconduct Policy and Notice of Non-Discrimination*.

Any victims or third parties should report all incidents of sex discrimination, sexual harassment, or sexual violence to the Title IX Coordinators, at the below contact information:

Title IX Coordinator

Name: Elizabeth St.George
Title: Quality Assurance & Compliance Manager
Office Address: 4401 Village Drive, Fairfax, VA 22030
Telephone: (703) 591-7042 Ext. 330
Email: estgeorge@viu.edu

~~Title IX Coordinator~~

~~Name: Rebecca Yu
Title: Chief People Officer
Office Address: 4401 Village Drive, Fairfax, VA 22030
Telephone: (703) 591-7042 Ext. 338
Email: rebecca@viu.edu~~

Title IX Coordinator

Name: Mary Cepeda
Title: Chief Student Experience Officer
Office Address: 4401 Village Drive, Fairfax, VA 22030
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Title IX Coordinator

Name: Amy Buras
Title: Student Coach/Learning Center Manager
Office Address: 4401 Village Drive, Fairfax, VA 22030
Telephone: (703) 591-7042 Ext. 314
Email: aburas@viu.edu

27. 11/25/2019 – Additions and Deletions on p. 97, Section 10.4.3 “Concentrations of the MBA Program”

10.4.3 Concentrations of the MBA Program

There are fifteen (15 ~~8~~) concentration in the MBA program.

- 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

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

28. 11/25/2019 – Additions and Deletions on p. 97, Section 10.4.3 “Concentrations of the MBA Program”

10.4.5 Master of Business Administration Degree Requirements

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	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 program. Students must choose three (3) courses (9 credit hours) from the concentration courses. All concentration courses are internship eligible.

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	Prerequisite	Credits
MBA 605	Auditing	<i>None</i>	3
MBA 608	Financial Reporting and Decision Making	<i>None</i>	3
MBA 610	Taxation of Business Entities	<i>None</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

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	Prerequisite	Credits
MBA 644	Basic Principles of Contract Management	<i>None</i>	3
MBA 645	Contract Formation and Performance	<i>None</i>	3
MBA 646	Contract Administration and Monitoring	<i>MBA 644</i>	3
MBA 647	Contract Administration Process and Negotiation	<i>MBA 644</i>	3
MBA 648	Contracting in the Global Marketplace	<i>MBA 644</i>	3

Entrepreneurship

This program is designed to prepare students to become entrepreneurs. Students gain the knowledge needed to start, run or grow a business through the application of business concepts and ideas. Students learn to identify opportunities, solve problems, and create business strategies.

Code	Course Title	Prerequisite	Credits
MBA 630	Entrepreneurship	<i>MBA 516</i>	3
MBA 633	Business Planning and Development	<i>MBA 516</i>	3
MBA 634	Operations Management	<i>None</i>	3
MBA 637	Business Innovation	<i>MBA 516</i>	3
MBA 638	Entrepreneurial Finance and Venture Capital	<i>MBA 516</i>	3

Executive MBA

The Executive MBA program has been developed for mid-career executives who are at a pivotal point on their career path. 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	Prerequisite	Credits
MBA 615	International Strategy	<i>MBA 516</i>	3
MBA 616	International Marketing	<i>None</i>	3
MBA 637	Business Innovation	<i>MBA 516</i>	3
MBA 638	Entrepreneurial Finance and Venture Capital	<i>MBA 516</i>	3
PMP 605	Project Management Systems	<i>None</i>	3

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	Prerequisite	Credits
MBA 611	Business Ethics and Law	<i>None</i>	3
MBA 616	International Marketing	<i>None</i>	3
MBA 617	Import & Export Management	<i>None</i>	3
MBA 628	Global Sourcing and Logistics	<i>None</i>	3
MBA 634	Operations Management	<i>None</i>	3

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	Prerequisite	Credits
MBA 640	The Health Services System	<i>None</i>	3
MBA 641	Economics of Health Care & Policy	<i>None</i>	3
MBA 642	Financial Management of Health Institutions	<i>MBA 511</i>	3
MBA 643	Legal Aspects of Health Care	<i>None</i>	3

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

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	Prerequisite	Credits
MBA 523	HR Law	<i>None</i>	3
MBA 536	Labor Relations	<i>None</i>	3
MBA 538	Compensation and Benefits	<i>None</i>	3
MBA 551	Conflict Resolution	<i>None</i>	3
MBA 611	Business Ethics and Law	<i>None</i>	3

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	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>None</i>	3
MBA 617	Import & Export Management	<i>None</i>	3
MBA 634	Operations Management	<i>None</i>	3

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	Prerequisite	Credits
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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>None</i>	3
MBA 620	Long-Term Financial Decisions	<i>MBA 511</i>	3
MBA 621	Trading & Risk Management	<i>MBA 511</i>	3

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

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	Prerequisite	Credits
MBA 613	Enterprise Resource Planning	<i>MBA 512</i>	3
MBA 615	International Strategy	<i>MBA 516</i>	3
MBA 656	Consulting Skills	<i>MBA 513</i>	3
MBA 657	Mergers and Acquisitions	<i>MBA 513</i>	3
MBA 658	Strategic Human Capital Management	<i>MBA 513</i>	3
MBA 659	Leadership and Change Management	<i>MBA 516</i>	3

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	Prerequisite	Credits
MBA 611	Business Ethics and Law	<i>None</i>	3
MBA 616	International Marketing	<i>None</i>	3
MBA 622	Marketing Research	<i>MBA 515</i>	3
MBA 623	Sales Management	<i>None</i>	3
MBA 624	Advertising & Promotion	<i>None</i>	3
MBA 625	Effective Negotiations	<i>None</i>	3
MBA 626	Consumer Behavior	<i>None</i>	3

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	Prerequisite	Credits
COMM 600	Writing & Editing the News (Introduction to News Editorial Journalism)	<i>None</i>	3
COMM 610	News Editing	<i>COMM 600</i>	3

COMM 605	Media Ethics	<i>None</i>	3
COMM 620	Politics, Journalism, & Business	<i>None</i>	3
COMM 625	Media Relations	<i>None</i>	3
COMM 630	International Journalism	<i>None</i>	3
COMM 635	Mass Media & Society	<i>None</i>	3
COMM 641	Media Economics	<i>None</i>	3
COMM 643	U.S. Press History	<i>None</i>	3
COMM 645	The Development & Use of New Media Technology	<i>None</i>	3
COMM 647	The Movies: Film & Video Criticism	<i>None</i>	3
COMM 649	Small Group & Team Communications	<i>None</i>	3

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

29. 11/26/2019 – Additions and Deletions on p. 32, Section 3.5 “Foreign Transcript Evaluation”

3.5 Foreign Transcript Evaluation

All applicants seeking admission to a program of study at Virginia International University with a degree from a non-U.S. institution must comply with the following requirements:

- 0) ~~Students being admitted to a program leading to a graduate degree, certificate, or diploma shall include graduation from bachelor's degree program or its equivalent from an institution accredited by an agency recognized by the U.S. Department of Education with a minimum grade point average (GPA) of 2.5 on a 4.0 scale. Applicants submitting international education credentials must provide an official course by course evaluation from a member of Association of International Credential Evaluators (AICE), American Association of Collegiate Registrars and Admissions Officers (AACRAO)'s International Education Services, or National Association of Credential Evaluation Services (NACES) to validate equivalency with graduation from the undergraduate program and eligibility to admit in graduate program in university in the United States.~~
- 1) ~~Students being admitted to program leading to an undergraduate degree, certificate, or diploma shall include graduation from high school or its equivalent from an institution accredited by an agency recognized by the U.S. Department of Education. Students submitting international education credentials must provide an official general evaluation from a member of Association of International Credential Evaluators (AICE), American Association of Collegiate Registrars and Admissions Officers (AACRAO)'s International Education Services, or National Association of~~

~~Credential Evaluation Services (NACES) to validate equivalency with graduation from the high school and eligibility to enter university in the United States.~~

3.5 Foreign Degree/Transcript Evaluation

All applicants seeking admission to a program of study at Virginia International University with a degree from a non-U.S. institution must comply with the following requirements:

- 1) Students being admitted to a program leading to a graduate degree, certificate, or diploma shall include graduation from bachelor's degree program or its equivalent from an institution accredited by an agency recognized by the U.S. Department of Education with a minimum grade point average (GPA) of 2.5 on a 4.0 scale. Applicants submitting international education credentials must provide a course-by-course evaluation from a member of Association of International Credential Evaluators (AICE), American Association of Collegiate Registrars and Admissions Officers (AACRAO)'s International Education Services, or National Association of Credential Evaluation Services (NACES) to validate equivalency with graduation from the undergraduate program and eligibility to admit in graduate program in university in the United States.
 - a) When submitting an evaluation based upon an official transcript from one of the aforementioned organizations, the university will recognize the evaluation as proof of the official transcript.
 - b) When submitting an evaluation based upon a copy of transcript from one of the aforementioned organizations or if an evaluation report does not state whether the evaluation was done using an official transcript, the student will be required to submit an official transcript to the university registrar's office before the end of add/drop period. Students who are unable to provide an official transcript will be dismissed from the university on the last day of add/drop.
 - i) The university will recognize transcripts as official if they are provided physically to the Office of the Registrar in a sealed envelope from the sending institutions; or if they are provided electronically to the Office of the Registrar from a secure site formally linked to the sending institution or trusted sender.
 - ii) In the event that a student is unable to provide an official transcript (following i above), the student may provide an unofficial transcript for review to the Office of the Registrar.
 - (1) The unofficial transcript will be reviewed against the evaluated version. If the two documents match, the Office of Registrar will use the opened/original version of transcript as verified documents.
 - (2) The student will also be required to submit a notarized attestation of the originality of the documents. The registrar will keep an electronic copy of the academic credentials in the university student system (for example, transcript, diploma, etc.). For those that are provided unsealed to the registrar's office, a copy of the attestation will accompany the documents.
- 2) Students being admitted to program leading to an undergraduate degree, certificate, or diploma shall include graduation from high school or its equivalent from an institution accredited by an agency recognized by the U.S. Department of Education. Students submitting international education credentials must provide an official general evaluation from a member of Association of International Credential Evaluators (AICE), American Association of Collegiate Registrars and Admissions Officers (AACRAO)'s International Education Services, or National Association of Credential Evaluation Services (NACES) to validate equivalency with graduation from the high school and eligibility to enter university in the United States.
 - a) When submitting a general evaluation based upon official academic credentials (transcript, diploma, or other evidences of completion of a secondary education that would be recognized by their home country's Ministry of Education or its recognition body) from one of the aforementioned organizations, the university will recognize the evaluation as the documents are validated.
 - b) When submitting an general evaluation based upon a copy of academic credentials (transcript, diploma, or other evidences of completion of a secondary education that would be recognized by their home country's Ministry of Education or its recognition body) from one of the aforementioned organizations or if an evaluation report does not state whether the evaluation was done using an official document, the university will require the student to submit an official academic credentials

to the university registrar's office before the end of add/drop period. Students who are unable to provide an official academic credential will be dismissed from the university on the last day of add/drop.

- i) The university will recognize academic credentials as official if they are provided physically to the Office of the Registrar in a sealed envelope from the sending institutions; or if they are provided electronically to the Office of the Registrar from a secure site formally linked to the sending institution or trusted sender.
- ii) In the event that a student is unable to provide an official academic credentials (following i above), the student may provide an unofficial academic credentials for review to the Office of the Registrar.
 - (1) The unofficial transcript will be reviewed against the evaluated version. If the two documents match, the Office of Registrar will use opened/original version of academic credentials as verified documents.
 - (2) The student will also be required to submit a notarized attestation of the originality of the documents. The registrar will keep an electronic copy of the academic credentials in the university student system (for example, transcript, diploma, etc.). For those that are provided unsealed to the registrar's office, a copy of the attestation will accompany the documents.

30. 11/26/2019 – Additions and Deletions on p. 12, Section 1.3.1 “VIU Schools and Programs Offered”

1.1.1 VIU Schools and Programs Offered

All of the programs listed within this catalog are included within VIU's certificate to operate from 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 | • International Business Management |
| • Contract Management | • International Finance |
| • Entrepreneurship | • Leadership Management |
| • Executive MBA | • Management Consulting |
| • Global Logistics | • Marketing Management |
| • Health Care Management | • Mass Media and Public Relations |
| • Hospitality and Tourism Management | • Project Management |
| • Human Resource Management | |

30. 12/11/2019 – Additions and Deletions on p. 47, Section 6 “Scholarships”

6. SCHOLARSHIPS

6.1 Scholarship Program Description

Virginia International University (VIU) offers a unique opportunity to acquire an excellent, multi-disciplinary education at an affordable cost by offering students access to scholarships. VIU has been attracting individuals who take their VIU experiences into their own cultures, share their knowledge with future generations, and launch successful careers. Thus, there are several different types of scholarships available based on exemplary personal skills, academic achievement, extracurricular participation, on-campus work, and residency.

6.2 Scholarship Program Funding

The VIU Scholarship Program funding is derived from a number of sources and is supported by generous contributions from individuals and organizations. The VIU Board of Trustees approves the allocation of resources for the scholarship program from the annual operating budget during its annual meeting prior to the start of the calendar year.

6.3 Application Instructions

Students must apply for admission to Virginia International University, or be currently enrolled as full-time students, before they can be eligible to apply for any scholarship.

Application steps

To apply for a scholarship, students must follow these steps:

1. New students: Apply for admissions at VIU
2. Browse the scholarship opportunities
3. Choose up to two types of scholarship
4. Review the requirements for the scholarship application
5. Apply online ([applicant portal](#) or [student portal](#))
6. Upload your documents via applicant portal or student portal.

Once the application form and all the supporting documents are received, students will receive a confirmation email.

Document Submission:-

- All submissions must be scanned, color copies of the original document. Samples of these documents may include transcripts, diplomas, certificates, and test scores. Photocopies are NOT considered acceptable documentation.
- If any document is issued in the applicants' native language, they must provide both the original document and a translation of the document in English. Translated documents must be notarized.

VIU has the right to request original documentation. Submission of fabricated or false documents will result in disqualification from future scholarship application.

6.4 Application Deadlines

All applications and supporting documentation must be received by the deadline. Incomplete and late submissions will not be considered.

	Spring I/ Fall I	Summer I	Summer II
Types of Scholarship available	All types of Scholarships	Regional/ Special Achievement/ New Horizon/ Transfer-In/ Campus Employment (returning students)	New Horizon/ Transfer-In/ Campus Employment (returning students)
Who can apply?	Local & International students/applicants	Local & International students/applicants	Local & International students/applicants
Programs	Graduate/ Undergraduate	Graduate/ Undergraduate	Graduate/ Undergraduate

Type of attendance	On-campus	On-campus	On-campus
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Scholarship deadlines are available on VIU's Scholarship website: <https://www.viu.edu/admissions-aid/financial-aid/scholarships/>

6.5 Selection & Announcement

The scholarship selection process begins immediately after the application period ends. All applications are initially screened for completion and criteria assessment. Once the application is deemed complete, the application will be available for the Scholarship Committee's review. Each application is reviewed and assessed on an individual basis.

Selected applicants will be invited for an interview with the members of the Scholarship Committee as part of the selection process. The interview will be held at VIU campus or via Skype. Applicants may bring additional supporting materials to the interview if they wish.

Scholarship awards will be determined by the Scholarship Committee prior to the first day of classes for the semester to which the student applied. Awardees will be notified by email.

6.6 Scholarship Rules and Regulations

1. Application

- Students who are awarded scholarships must reapply each year if they want to be considered for the scholarship for the next academic year. There is no guarantee that the scholarship will be awarded for the following year.
- Students are eligible to apply for up to two scholarship types, but they will be eligible to receive only one scholarship per academic year.
- Scholarship application period opens four times a year (Spring, Summer I, Summer II, and Fall I) for selected types of scholarships.
- All documents must be received by the application deadline. Incomplete applications will be denied automatically.
- Academic merit holds the highest weight in the review of most scholarship applications. In the case of a tie, the committee will rely on this hierarchy to make their award decision.
- New students must submit their transcripts to admissions before applying for the scholarship program.

2. Cumulative GPA can be rounded one decimal place for eligibility requirements.

3. VIU has the right to request original documentation. Submission of fabricated or false documents will result in immediate dismissal of the application and will disqualify the individual from applying to the scholarship program in the future.

- Documents submitted for application purposes will not be returned to the applicant.
- Applicants should submit scanned copies of originals.

4. Applicants who have not yet been accepted to the university may also apply to the scholarship program. However, scholarship award will be applied upon enrolment.

- In case a student who was awarded a scholarship does not enroll in any course for one of the semesters which the scholarship could be applied, he/she will not receive the tuition credit for that term, or apply the credit to another term. However, the scholarship will still be valid for until its expiration.

5. Scholarships are awarded as credit towards tuition only. The award amount will be divided into installments; the credit will be deducted from the total tuition charged for each semester.

6. Students who are awarded scholarships during their last semester cannot apply the full awarded amount to one semester; only half of the scholarship amount will be applied to their last semester of studies.

- Students who were awarded the Leadership and Mentorship Scholarship during their last semester of study will be able to apply their scholarship award to any undergraduate or graduate program if they decide to return to VIU within 12 months.

7. Scholarships can be awarded to applicants who receive other types of scholarship funding from academic collaborations, institutions, or government.

- Students receiving Financial Aid are still eligible to apply for scholarships.
- 8. There is no guarantee that a scholarship will be awarded solely because the applicant meets the requirements, eligibility, and/or fulfillment of the scholarship criteria. All applicants should submit their application and follow proper procedures.
- 9. Type of attendance and eligibility:
 - On-campus students must be enrolled full time in one of VIU's degree programs.
 - During Summer I and Summer II semester, students must be enrolled in at least two courses.
 - Reduced Course Load:
 - Undergraduate students who apply for reduced course load must be enrolled in at least three courses.
 - Graduate students who apply for reduced course load must be enrolled in at least two courses.
- 10. After being awarded a scholarship, students will be invited to participate in marketing campaigns for the Scholarship Program. Students will be asked to authorize the use of their pictures, videos, and testimonials about the scholarship award and their experience at VIU.
- 11. Student must keep the requirements for the scholarship which they applied for in order to receive the following scholarship installment for the subsequent semester.
- 12. Students must be in good standing with accounting office in order to receive any scholarship award.
- 13. Students who apply for Campus Employment scholarship will be automatically granted the award if eligibility requirements are met.
 - VIU has the right to retrieve the amount awarded for the Campus Employment scholarship within 30 consecutive days if a student resigns or is let go from the position.
- 14. Scholarship awards are non-transferrable.

6.7 Types of Scholarships and Eligibility

- Current, prospective, and returning students are eligible to apply.
- Undergraduate and graduate students must be enrolled FULL-TIME in order to be considered for scholarships.
- Scholarship Awards are applied towards tuition fees ONLY.

6.7.1 Transfer-In Scholarship

Amount: — \$500 — to be applied to the first semester

Availability: — All terms (Spring, Summer I, Summer II, and Fall)

Who can apply: undergraduate and graduate students (domestic and international inside the US).
Prospective students — on-campus

The Transfer-In Scholarship is awarded to students who are transferring to Virginia International University for the first time from another college or university in the United States. This scholarship assists students who are looking for a fresh start at our university and to those who have committed to educational success throughout their lifetime. This scholarship is awarded to first time, transfer-in students only.

Eligibility:

To be eligible to apply for this scholarship, applicants must meet the following qualifications:

- Must apply for one of VIU's on-campus undergraduate or graduate program.
- Must have attended undergraduate or graduate at an accredited university in the U.S. for at least one semester.

For more information, talk to your admissions advisor.

6.7.2 Student Activity Scholarship

Amount: — \$1,000 (Gold); \$750 (Silver); or \$500 (Bronze) — to be applied to the next consecutive semester

Availability: — Spring and Fall

~~Who can apply:~~ Undergraduate and graduate students (domestic and international). Current students—on-campus.

The Student Activity Scholarship recognizes a select number of students for their leadership in students' activities at Virginia International University. Activities may include attending events, volunteering, field trips, workshops, etc. Candidates should have contributed to the betterment of both their fellow classmates and the university and have ensured a brighter future for those with whom they have interacted. Students should enroll in the Leadership and Mentorship program directly with the Student Affairs Department at the beginning of the semester which will keep track of students' participation.

~~Eligibility:~~

To be eligible to apply for this scholarship, applicants must meet the following qualifications:

- ~~• Must be currently enrolled in one of VIU's on-campus undergraduate or graduate program as a full-time student.~~
- ~~• Must have achieved the bronze (1,400-2,499 points), silver (2,500-3,499 points) or gold (3,500+ points) level in the [VIU Leadership and Mentorship Program](#).~~
- ~~• Must be in good academic standing and must meet a minimum 3.00 (on a 4.0 scale) cumulative GPA requirement.~~

~~Application:~~

Apply for the [Leadership and Mentorship Program](#) at Student Affairs Department in the beginning of the semester.

6.7.3 Regional Scholarship

~~Amount:~~ \$500 up to full tuition—to be divided by two consecutive semesters

~~Availability:~~ Spring, Summer I, and Fall

~~Who can apply:~~ Undergraduate and graduate students (domestic and international). Prospective students—on-campus.

~~Eligibility:~~

To be eligible to apply for this scholarship, applicants must meet the following criteria:

- ~~• Must be Alumni or first-time applicant for any of VIU's academic programs.~~
- ~~• Must apply for one of VIU's on-campus undergraduate or graduate program as a full-time student.~~

6.7.3.1 Regions:

Regional scholarships are offered to students based upon their country of origin. A list of regions and countries is below:

- ~~• **Region 1:** Canada, The United States, Anguilla, Antigua and Barbuda, Barbados, Dominica, Dominican Republic, Grenada, Jamaica, Mexico, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Trinidad and Tobago, Bahamas, Haiti, Honduras, Belize.~~
- ~~• **Region 2:** Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Guyana, Nicaragua, Panama, Paraguay, Peru, Suriname, Uruguay, Venezuela.~~
- ~~• **Region 3:** Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo Brazzaville, Congo Democratic Republic, Cote D'Ivoire, Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Reunion, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan, St. Helena, Sudan, Swaziland, Tanzania, Yogo, Uganda, Zambia, Zimbabwe.~~
- ~~• **Region 4:** Albania, Armenia, Austria, Azerbaijan, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Kosovo, Latvia, Lithuania, Luxembourg, Macedonia (The Former Yugoslav Republic of), Malta, Moldova, Montenegro, Netherlands, Norway, Poland,~~

~~Portugal, Romania, Russian Federation, Serbia, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Turkey, Ukraine, United Kingdom.~~

- ~~**Region 5:** Algeria, Bahrain, Egypt, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Libya, Morocco, Oman, Qatar, Saudi Arabia, Syria, Tunisia, United Arab Emirates, West Bank and Gaza, Yemen.~~
- ~~**Region 6:** Australia, Brunei, Burma, Cambodia, Mainland China, Federated States of Fiji, Hong Kong and Macau, Indonesia, Japan, Laos, Malaysia, Marshall Islands, Micronesia, Mongolia, New Zealand, Palau, Papua Nova Guinea, Philippines, Singapore, South Korea, Taiwan, Thailand, Timor-Leste, Tonga, Vietnam, and Nepal.~~
- ~~**Region 7:** Afghanistan, Bangladesh, Bhutan, India, Kazakhstan, Kyrgyzstan, Maldives, Pakistan, Sri Lanka, Tajikistan, Turkmenistan, Uzbekistan.~~

6.7.3.2 Types of Regional Scholarships & Requirements

Regional Scholarships	Number of scholarships	Amount	Required GPA (4.0 scale)	English Proficiency Score		
				TOEFL (iBT/pBT)	IELTS	PTE
The Best of [REGION]	1	Full tuition	3.7	90/575	6.5	62
Faces of [REGION]	2	50% tuition	3.5	85/575	6.0	58
Step-Up	5	\$1,000	3.0	80/550	6.0	58
Welcome	40	\$500	2.75	79/550	6.0	54

Application Documents:-

Complete applications must include all of the following:

1. ~~Scholarship application form ([applicant portal](#))~~
2. ~~Secondary or higher education transcript.~~
3. ~~Personal statement of success of at least 500 words describing your background, future goals, education, influential experiences, and career objectives in the form of an essay; not a list of facts.~~
4. ~~Letter of recommendation from faculty (academic) or supervisor (professional).~~
5. ~~Evidence of English proficiency~~

~~Option 1: Test scores (see table above for minimum requirement).~~

~~Option 2: Provide an official transcript indicating completion of a minimum of 9 credit hours (graduate program), 12 credit hours (undergraduate program), or high school diploma from an accredited United States institution (not VIU) at which the language of instruction was English. Or provide an official transcript indicating you have earned your bachelor's, master's, or doctorate degree in its entirety in the United States, United Kingdom, Ireland, Australia, New Zealand, Anglophone Canada, Nigeria, Singapore, The Philippines, Bahamas, Barbados, Belize, Cook Islands, Dominica, Grenada, Guyana, Jamaica, Trinidad and Tobago, Saint Kitts and Nevis, Saint Vincent and the Grenadines, and Antigua and Barbuda.~~

6.7.4 Special Achievement

~~Amount: ————— \$1,000 — up to \$3,000 to be divided by two consecutive semesters~~

~~Availability: — Spring, Summer I, and Fall~~

~~Who can apply: Undergraduate and graduate students (domestic and international). Prospective and current students — on-campus.~~

Learning occurs not only inside the classroom but outside as well. This scholarship is awarded to students who have demonstrated superior talent and experiences outside the classroom. This should include, but is not limited to, experience in the fields of athletics, music, and art. Candidates' professional experiences are also valued.

Eligibility:-

To be eligible to apply for this scholarship, applicants must meet the following qualification:

- ~~Must be enrolled in or apply for one of VIU's on-campus undergraduate or graduate program as a full-time student.~~

- Must be able to show significant excellence and experience related to a demonstrated talent, achievement and/or career field.
- Must be in good academic standing and meet a minimum 3.0 (on a 4.0 scale) cumulative GPA requirement.

Application Documents:

Complete applications must include all of the following:

1. Scholarship application form ([applicant portal](#) or [student portal](#))
2. Secondary or higher education transcript.
3. Personal statement of at least 500 words detailing talent and achievements in essay format. The talent and experiences must be measurable achievements and not just recreational in nature.
4. Official proof of awards, certificates of achievement, licenses, or link(s) to videos demonstrating applicant's talent.

6.7.5 New Horizon Scholarship

Amount: From \$1,000 up to full tuition to be divided by two consecutive semesters

Availability: Spring, Summer I, Summer II and Fall

Who can apply: Undergraduate and graduate students (domestic and international). Prospective and current students on-campus

The purpose of the New Horizon Scholarship at Virginia International University is to provide tuition assistance to students who are living in areas of the world where there have been recent natural disasters or civil unrest. Virginia International University believes that all students deserve the opportunity to attain their educational goals, regardless of the constraints that such situation would put on accomplishing these goals. The application for this scholarship is open all year around.

Eligibility:

To be eligible to apply for this scholarship, applicants must meet the following qualification:

- Must be enrolled or must apply for one of VIU's on-campus, undergraduate or graduate program as a full-time student.
- Must be living in areas where there is either a recent natural disaster or civil unrest (VIU reserves the sole right and responsibility to determine whether a country qualifies for the New Horizon Scholarship).

Application Documents:

Complete applications must include all of the following:

1. Scholarship application form ([applicant portal](#) or [student portal](#))
2. Personal statement of success of at least 500 words describing how the situation in your country has affected you. Describe your background, future goals, education, influential experiences, need, and career objectives. This should be in the form of an essay, not a list of facts.
3. Evidence of recent natural disaster or civil unrest in the country/region of origin. At least two news articles in PDF format providing details of the situation. News articles may come from a local, national, or international newspaper, news magazine, or websites associated with the newspaper or news magazine. Blogs will not be accepted.

6.7.6 Campus Employment Scholarship

Amount: \$500-\$4,000

Availability: Spring and Fall (current students); Summer I, Summer II (returning students); no application

Who can apply: Undergraduate and graduate students (domestic and international). Current students on-campus

Student Support Representatives contribute significantly to both academic and administrative areas of the University. On-campus employment opportunities offer students worthwhile work experience relevant to their career field. Students will be compensated financially and will receive a Campus Employment Scholarship during their eligible semesters of on-campus employment. Students hired as Student Support

Representatives will receive the Campus Employment Scholarship (CES) after their second semester of employment on-campus. Returning students are eligible to start receiving the award during their first semester. Students are eligible for either Campus Employment Scholarship, or Academic Scholarship, but not both.

Eligibility:-

To be eligible for this scholarship, students must meet the following qualifications:-

- Must be enrolled in one of VIU's on-campus undergraduate or graduate program as a full-time student.
- Must be working on VIU campus a minimum of 16 hours a week for at least 8 continuous weeks.
- Must be in good academic standing and meet a minimum 3.00 (on a 4.0 scale) cumulative GPA requirement.
- Returning can have their scholarship applied to their first semester upon return. Employees who were terminated are not eligible to apply.

For more information about awards, contact Human Resources Department or Scholarship Program.

6.7.7 Dean's Academic Scholarship

Amount: ————— \$2,000 to be divided by 2 consecutive semesters

Availability: ——— Spring and Fall

Who can apply: Undergraduate and graduate students (domestic and international). Alumni and current students; on-campus

The Dean's Academic Scholarship is awarded to students who have demonstrated educational excellence inside the classroom at Virginia International University. The selection is based upon academic achievement as well as potential for continued academic and professional success.

Eligibility:-

To be eligible to apply for this scholarship, applicants must meet the following qualifications:

- Must be enrolled in or apply for one of VIU's undergraduate or graduate program as a full-time student.
- Must be in good academic standing and meet a minimum 3.7 (on a 4.0 scale) cumulative GPA requirement.

Application Documents:

Completed applications must include all of the following:

1. Scholarship application form ([applicant portal](#) and [student portal](#))
2. Personal statement of success of at least 500 words describing your background, future goals, education, influential experiences and career objectives. This should be in the form of an essay, not a list of facts.
3. One letter of recommendation from faculty members at VIU.
4. Evidence of English Language Proficiency (any ONE of the following):
 - Option 1: Test Scores — TOEFL score equivalent to at least 79 (iBT) at the undergraduate level or 88 (iBT) at the graduate level; OR an IELTS score of at least 6.5 OR a PTE Academic score of least 58.
 - Option 2: Transcript indicating completion of a minimum of 9 credit hours (graduate program) or 12 credit hours (undergraduate program) from an accredited United States post-secondary institution (not VIU) at which the language of instruction was English. Or provide an official transcript indicating you have earned your bachelor's, master's, or doctorate degree in its entirety in the United States, United Kingdom, Ireland, Australia, New Zealand, Anglophone Canada, Nigeria, Singapore, The Philippines, Bahamas, Barbados, Belize, Cook Islands, Dominica, Grenada, Guyana, Jamaica, Trinidad and Tobago, Saint Kitts and Nevis, Saint Vincent and the Grenadines, and Antigua and Barbuda.
 - Option 3: Certificate of Completion from the Intensive ESL Program at Virginia International University.

6.7.8 Presidential Academic Scholarship

Amount: ————— \$4,000 up to full tuition to be divided by 2 consecutive semesters

Availability: ————— Spring and Fall

Who can apply: Undergraduate and graduate students (domestic and international). Alumni and current students —on-campus

The Presidential Academic Scholarship is the most prestigious merit-based scholarship offered by the university. The selection is based upon exceptional academic achievement, as well as the potential for continued academic and professional success.

Eligibility:

To be eligible to apply for this scholarship, applicants must meet the following qualification:

- ————— Must be enrolled in or apply for one of VIU's on-campus, undergraduate or graduate program as a full-time student.
- ————— Must be in good academic standing and meet a minimum 3.9 (on a 4.0 scale) cumulative GPA requirement.

Application Documents:

Complete applications must include all of the following:

1. ————— Scholarship application form ([applicant portal](#) and [student portal](#))
2. ————— Personal statement of success of at least 500 words describing your background, future goals, education, influential experiences and career objectives. This should be in the form of an essay, not a list of facts.
3. ————— Two letters of recommendation from faculty members at VIU
4. ————— Evidence of English Language Proficiency (any ONE of the following):
Option 1: Test Scores — TOEFL score of at least 90 (iBT) or 575 (pBT) OR an IELTS score of at least 6.5 OR a PTE Academic score of least 63.
Option 2: Provide transcript indicating completion of a minimum of 9 credit hours (graduate program) or 12 credit hours (undergraduate program) from an accredited United States post-secondary institution (not VIU) at which the language of instruction was English. Or provide an official transcript indicating you have earned your bachelor's, master's, or doctorate degree in its entirety in the United States, United Kingdom, Ireland, Australia, New Zealand, Anglophone Canada, Nigeria, Singapore, The Philippines, Bahamas, Barbados, Belize, Cook Islands, Dominica, Grenada, Guyana, Jamaica, Trinidad and Tobago, Saint Kitts and Nevis, Saint Vincent and the Grenadines, and Antigua and Barbuda.
Option 3: Provide a Certificate of Completion from the Intensive ESL Program at Virginia International University.

6.7.9 Need-Based Scholarship

Amount: ————— Up to \$1,000 to be divided by 2 consecutive semesters (on-campus) or by 4 consecutive terms;

Availability: ————— Spring and Fall

Who can apply: Undergraduate students (domestic)

The purpose of the Need-Based scholarship is to provide tuition assistance to students who come from low income families. Virginia International University believes that all students deserve the opportunity to attain their educational goals, regardless of their financial constraints.

Eligibility:

To be eligible to apply for this scholarship, applicants must meet the following qualification:

- ————— Must apply for any of VIU's undergraduate program as a full-time student.
- ————— Must be U.S. citizens, or permanent residents, living in the US with 0 (zero) EFC.

To maintain the scholarship for the following semester:

- ————— Must be in good academic standing and meet a minimum 3.0 (on a 4.0 scale) cumulative GPA.

Application process:

- ~~Apply to Admission at VIU ([apply now](#))~~
- ~~Complete FAFSA~~
- ~~Schedule a meeting with VIU's financial aid officer~~

31. 12/11/2019 – Additions and Deletions on p. 40, Section 4.6 “Payment Plans”

4.6 Payment Plans

VIU offers tuition payment plans to eligible students who wish to finance their tuition in multiple installment payments. There is a non-refundable fee of \$30.00 **per installment**. Failure to pay any outstanding installment payment or balance by the payment deadline(s) will result in a financial hold placed on the student's account, accrual of late fees, and the potential ineligibility to apply for a payment plan in future semesters.

~~**Note:** International Students who are in their first semester of study at VIU are not eligible to apply for a tuition payment plan.~~

Applying for a Tuition Payment Plan

You are eligible to apply for a payment plan if:

- ~~1. You are not a first semester international student;~~
2. There is no financial hold on your account;
3. You are enrolled in a graduate or undergraduate degree or certificate program at VIU;
4. You have registered for courses in the current term and your total bill is more than \$1,000;
5. You are not on the waiting list for any courses; and
6. The installment application deadline has not passed.

Applications for installment payment plans can be made through the Student Portal and must be received by the installment application deadline for the applicable semester. After you have received confirmation of approval of your Tuition Payment Plan Application, you can make your first installment payment online through your Student Portal or at the Student Accounts Office.

32. 12/11/2019 – Additions and Deletions on p. 36, Section 4.3 “Transfer-in-Scholarship”

4.3 Transfer-in Scholarship

~~Virginia International University offers a \$500 tuition scholarship to all first-time students who are transferring in from another college or university in the United States to complete their undergraduate or graduate program at VIU on campus on a part-time or full-time basis. The discount will be applied to the first semester only (Spring, Summer I, Summer II, or Fall).~~

~~Students who have taken classes at VIU before and students who apply to start a new program at VIU are not eligible for this discount.~~

~~In order to obtain VIU Transfer-in Discount, a student must apply as a Transfer-in Student through the Application Portal during the admission process.~~