



# UoNA UNIVERSITY OF NORTH AMERICA

EDUCATION THAT TRANSFORMS!



# Catalog

2016

V. 2016.4

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



Accredited by Accrediting Council of Independent Colleges and Schools (ACICS)



Certified to operate an institution of higher education by SCHEV



Authorized to issue I-20s by SEVP / ICE

# WELCOME

Welcome to the University of North America!

The University was founded to provide students with a solid education that focuses on bringing vision and viable solutions for business, government, and industry. We help our students prepare for a successful career by providing unique features that are embedded in our rigorous curricula: a strong international emphasis and the seamless integration of theory and practical experience.

UoNA

...

ACCREDITED

BY

ACICS

...

RECOGNIZED

BY

CHEA

&

US DOE

...

At UoNA, students have the opportunity to explore the globalizing marketplace while sharpening their cultural, historical, and social acumen. Students will be equipped with the knowledge and skills needed to excel in the fields of business and technology and become leaders in today's fast-changing world.

The University's motto is "Education That Transforms!" and that is our goal for each student. We congratulate you in joining our institution and urge you to take advantage of the programs and resources that are specifically developed for you.

CERTIFIED

BY

SCHEV

&

SEVP

...

Have a wonderful educational experience. See you on campus!



**UoNA —**

**An applied-learning institution**

**MSIT, MSCS, MBA**

**BSIT, BSBA, ESOL**

## **GOVERNING DOCUMENTS**

The ***University of North America Catalog*** is the governing document for all academic requirements and program-related information for the University of North America (UoNA). It also specifies rights, responsibilities, and specific policies and procedures as they apply to UoNA students. All UoNA students are bound by the rules, policies and procedures contained in this Catalog.

This Catalog is valid through 2016, unless superseded. The University reserves the right to cancel or modify, for any reason, any course or program listed herein. Policies, regulations, requirements and fees are subject to change at any time at the discretion of the University of North America and its regulators. UoNA will provide students with no less than 30 days' notice of any changes in tuition and fees.

## **NON-DISCRIMINATION/EQUAL EMPLOYMENT POLICY**

The University of North America is an academic community built on respect for all persons. The University adheres to a strict policy of dignity, equality, and nondiscrimination regarding the treatment of individual faculty, staff, and students. In accordance with federal law and applicable Commonwealth of Virginia statutes, the University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University.

The University maintains a grievance procedure incorporating due process available to any person who believes he or she has been discriminated against. Inquiries concerning the grievance procedure or compliance with federal and commonwealth laws and guidelines should be addressed to the President.

## **ACCREDITATION AND CERTIFICATIONS**

### ***ACICS***

The University of North America is accredited by the Accrediting Council of Independent Colleges and Schools (ACICS) to award certificates, bachelor's and master's degrees.

The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.



Accrediting Council of Independent Colleges & Schools  
750 First Street NE Suite 980  
Washington, DC 20002-4223  
Tel: 1-202-336-6780  
[www.acics.org](http://www.acics.org)

## **SCHEV**

The University of North America is certified by the State Council of Higher Education for Virginia (SCHEV) in accordance with the provisions of Title 23, Chapter 21.1 of the Code of Virginia. The University of North America has been granted the "Certificate to Operate an Institution of Postsecondary Education" authorizing the University of North America to offer degrees, courses for degree credit, or programs of study leading to a degree or certificate in the Commonwealth of Virginia.



State Council of Higher Education for Virginia  
101 N. 14th Street, 10<sup>th</sup> Floor, James Monroe Building  
Richmond, VA 23219  
Tel: 1-804-225-2600  
[www.schev.edu](http://www.schev.edu)

## **US DEPARTMENT OF EDUCATION**

The University of North America is recognized by the US Department of Education and is listed in the Database of Accredited Postsecondary Institutions and Programs maintained by the US Department of Education.



U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202  
1-800-USA-LEARN (1-800-872-5327)  
[www.ed.gov](http://www.ed.gov)



## **CHEA**

The University of North America is recognized by the Council for Higher Education Accreditation (CHEA). A national advocate and institutional voice for self-regulation of academic quality through accreditation, CHEA is an association of 3,000 degree-granting colleges and universities and recognizes 60 institutional and programmatic accrediting organizations.



One Dupont Circle NW, Suite 510  
Washington DC 20036  
Tel: 202-955-6126  
[www.chea.org](http://www.chea.org)

## **SEVP**



UoNA is certified by the Student and Exchange Visitor Program (SEVP) to issue I-20s. SEVP is a part of the National Security Investigations Division and acts as a bridge for government organizations that have an interest in information on nonimmigrants whose primary reason for coming to the United States is to be students.

On behalf of the Department of Homeland Security (DHS), SEVP manages schools, nonimmigrant students in the F and M visa classifications and their dependents. The Department of State (DoS) manages Exchange Visitor Programs, nonimmigrant exchange visitors in the J visa classification and their dependents.

Both SEVP and DoS use the Student and Exchange Visitor Information System (SEVIS) to track and monitor schools; exchange visitor programs; and F, M and J non-immigrants while they visit the United States and participate in the U.S. education system.

## **E-VERIFY**



The University of North America is an E-Verify certified employer. U.S. law requires companies to employ only individuals who may legally work in the United States – either U.S. citizens, or foreign citizens who have the necessary authorization.

E-Verify is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility.

## **BBB**



The University of North America is accredited by the Better Business Bureau (BBB). BBB is dedicated to fostering honest and responsive relationships between businesses and consumers -- instilling consumer confidence and advancing a trustworthy marketplace for all.

BBB Code of Business Practices represents standards for business accreditation by BBB. The Code is built on the BBB Standards for Trust, eight principles that summarize important elements of creating and maintaining trust in business.

[www.bbb.org](http://www.bbb.org)

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**Addendum A: Faculty List**



## **INTRODUCTION**

### **University of North America – *Education That Transforms***

#### ***Mission***

*The mission of the University of North America is to support a diverse student population by providing high quality education in business and technology that is student-centered, practitioner-oriented and globally focused.*

The University of North America (UoNA) supports this mission by developing curricula which are continually improved through outcomes assessment and consultation with practitioner faculty and advisory committees. UoNA delivers its programs through an accessible, interactive, collaborative educational environment which strengthens learning and facilitates critical thinking and problem-solving competencies. Finally, it supports students with services that foster academic success.

#### ***Institutional Objectives***

The institutional objectives of the University are:

- To provide academic quality through rigorous academic standards with a commitment to interactive, effective learning for adults;
- To create a student-centered environment accessible to individuals of diverse ages, cultures and socioeconomic backgrounds;
- To enable students to achieve their career and professional goals by providing a relevant and supportive learning environment;
- To develop educational programs that join theory and practice and instill in students the spirit of applied learning;
- To promote globally responsible perspectives in the curriculum and among students and faculty;
- To educate diverse student populations locally, regionally, nationally, and internationally.

#### ***Motto***

The rationale for the founding of the University is encapsulated in the University motto: Education That Transforms! In essence, the motto expresses that earning a University of North America degree enables students and graduates to transform themselves through advancement in their careers and professions, while positioning them to address the demands of a changing world environment which is transforming applications in business and technology.

#### ***Philosophy and Goals***

The core values of the University of North America are academic quality, educational access, and student success. Currently, UoNA's degree programs focus on computer science, information technology, and business disciplines and support the development of a broad understanding of the cultures in which these disciplines function.

The focus of the University is applied learning. UoNA intentionally brings highly qualified faculty members that have solid academic credentials along with active careers in high tech industries, business, and government to create a stimulating learning environment. Coursework is designed to provide students the opportunity to explore and develop course-

related competencies relevant to their work environment through applied learning assignments in each course of the curriculum.

The University emphasizes high quality education that is accessible to adult learners in the global community, regardless of background, to enable them to succeed in their careers. This goal is achieved as the University provides an advanced education that cultivates growth and development in the professional and personal lives of our students. With its teaching focused on the principles of applied learning, UoNA bridges the gap between the theoretical learning of traditional disciplines and the applied knowledge required to provide graduates with a comprehensive understanding and a competitive advantage in today's global society.

### ***Accessible Education***

The University is located in Vienna, Virginia which is in the area known as Tysons Corner, one of the nation's leading centers for high tech industries. Residing in the Washington, DC metropolitan area, UoNA is amongst numerous world organizations and within 16 miles from the US Capitol and the White House.

The academic model used by the University is designed to meet the unique needs of adult learners. New students complete the foundation courses as the first part of their program, independent of degrees selected. As the students proceed to core courses, they are scheduled as a cohort with their peers within the degree program they have selected. As students select their specialization of study, they proceed through their electives in smaller groups. These smaller groups provide opportunities for collaborative learning and support as well as more personalized instruction and advising.

Courses are held and scheduled to fit the busy schedules of adult students. On-ground, lecture-based courses are supplemented with the Moodle Learning Management System for discussions, applied learning projects and other coursework assignments. The dual modalities provide working professionals the flexibility and convenience they need to easily communicate with faculty members and fellow students.

Library services are provided 24 hours per day, seven days per week through the UoNA Virtual Library which encompasses a wide range of online resources including the Integrated Library System – Online Public Access Catalog, Proquest, Info-Trac, eLibrary, ACM Digital Library, e-Books Academic Complete Collection, and Library Information Resource Network (LIRN), a system that permits students to access journals and books from any location in the world with Internet access. The UoNA Librarian oversees the development of UoNA library resources and provides training and support to the faculty and students for the use of its Virtual Library.

### ***History***

The University of North America (UoNA) was founded in August 2008 with the goal of providing students with an outstanding, integrated education that links the academic environment with the student's work environment through applied learning assignments and courses.

In March of 2009, the University received its certificate to operate a post-secondary educational institute by the State Council of Higher Education for Virginia (SCHEV) with the authority to grant Master of Business Administration (MBA), Master of Science in Information Technology (MSIT), and Master of Science in Computer Science (MSCS). The University offered its first classes in these programs in the Spring Term in 2009.

The University had received SCHEV approval and enrolled students in the Doctor of Business Administration (DBA) and Doctor of Information Technology (DIT) programs in 2009. However,

the two doctoral programs are in a teach-out mode, UoNA is not accepting new students, and the institution anticipates any remaining students will be completed by 2018.

In October 2009, the University received I-20 authority from SEVP/ICE, allowing the University to admit international students studying under student visas, as well as providing an opportunity to incorporate Curricular Practical Training (CPT) options within the curricula.

In August 2014, the University of North America attained accreditation by the Accrediting Council of Independent Colleges and Schools (ACICS) for its master's programs.

In July 2015, the University was approved by SCHEV to offer Bachelor of Science in Business Administration (BSBA), Bachelor of Science in Information Technology (BSIT) and English for Speakers of Other Languages (ESOL). The ESOL program was approved in February 2016 by ACICS, and the BSBA and BSIT programs were approved in June 2016 by ACICS.

### **Governance**

The University of North America is owned by the University of North America, Inc., a privately held corporation. The control of University operations rests with its Board of Directors.

The roles and powers of the owners, Board of Directors, and administrators are similar to those of other for-profit institutions in the United States. The main function of the Board, as mandated in the corporate bylaws, is to develop policies for the University to ensure that the University complies with the policies, procedures, and regulations of all accrediting bodies.

The Board supports the President of the University with the implementation of those policies.

The University President appointed by the Board of Directors has the overall responsibility for the administration of all aspects of the institution. The owners are those who have made a financial and/or other investment in the founding of the University. The interests of the owners are represented by their membership on the Board of Directors.

### **Board of Directors**

Claude C. Martin, Chairman  
Jill Martin  
Jacob H. de Bruin



## **ADMINISTRATION**

### ***Executive Management***

Claude C. Martin                      Chief Executive Officer  
Jill Martin                              President / Primary Designated School Official (PDSO)

### ***Senior Staff***

Men-Jue (Jason) Koo              VP of Educational Operations  
John Hough                          VP of Academics and Outreach  
Markel Gall                         Registrar / Designated School Official (DSO)  
Doris Omidiji                        Director of Admissions  
Culver Fortna                        Director of Student Services / Designated School Official (DSO)  
Padmanjali Pokharel              Director of Financial Affairs  
Omar E. Akchurin                  Librarian

### ***Faculty***

To ensure that the University of North America accomplishes its mission in providing high quality practitioner-oriented degree programs, the University utilizes faculty with advanced academic credentials and expert professionals who are senior practitioners in their fields.

The faculty blends the latest in academic thinking with direct application in business, government, and the not-for-profit world. They are dedicated to keep students updated with accelerating trends and evolving issues in enterprise management and information technology so that they may rapidly apply what they learn to their jobs and continue to advance in their careers.

UoNA faculty members are required to participate in professional growth development activities to remain current in their area(s) of expertise. They are also encouraged to engage in academic research and publication and make contributions to the advancements of knowledge in their fields.

Please refer to **Addendum A** for a list of lead program faculty and current faculty.



### ***Statement on Academic Freedom***

Within the scope of the instructional methods and published course descriptions that are officially sanctioned by the university, UoNA is committed to protecting the academic freedom of the faculty.

The university respects the faculty's right to make inquiries and express their opinions in regard to the learning and teaching strategies. All faculty are encouraged to exercise their individual judgment regarding the delivery of assigned courses, organization of topics, and learning approaches.

The university does not attempt to control the personal opinion, nor the public expression of that opinion, of any member of the University. However, faculty and staff have an obligation to avoid any action which purports to commit the institution to a position on any issue without the sanction of the administration.

## **UoNA COMMITTEES**

### ***Master's Program Oversight Committee***

The oversight committee of the University of North America provides an important collaboration among the master's program administrators, faculty, and students, and experienced professionals and potential employers. The primary focus of the committee is to provide UoNA with a big picture view for the University's academic planning and implementation of activities for the master's programs. Although the purpose of the committee is advisory, it performs an invaluable service to the University in the currency of its curricula, applied learning approach, and recommendations for future directions that may be taken by UoNA.

The committee members provide guidance to the University's master's programs by offering their perspective in the following areas:

- Current development and emerging trends in the fields of business and technology
- Identification of change in the national and local labor markets that may affect employment potential for graduates and students of our current and proposed programs
- Opportunities for faculty in-service training and/or professional development
- Participation in UoNA strategic planning, policy development and to provide oversight that will lead to enhancements in operations and our curriculum
- The development of external partnerships necessary to provide for expanded student internships and career opportunities
- Assist in providing public awareness of the university, its mission, its goals and of our high quality programs

UoNA administrators, faculty, students, and professionals and potential employers of business and technology organizations from our local and national communities and from appropriate area industries who possess diverse experience and expertise, comprise the committee members. Designated members meet at least twice annually and are committed to excellence in education.

### ***Academic Oversight Committee***

Academic Oversight Committee (AOC) is established to ensure the highest level of academic quality of the master's programs the University offers. The main function of the AOC is to provide advice and guidance for the University's academic planning and instructional activities. The AOC is constituted by members of the executive staff and faculty of the University.

The AOC serves its primary functions in providing guidance in the following areas:

- Bringing change necessary to keep the programs and curricula vital and relevant
- Updating the University on change in the labor market that may affect employment potential in current and proposed programs
- Making recommendations on topics and areas for inclusion or deletion from the curricula
- Providing feedback on the syllabi, course design, and instructional methods
- Resolve student grievances when they are requested by the deans

Sub-committees are established within the AOC to oversee different areas of UoNA's academic programs:

- Sub-committee on Computer Science and Information Technology
- Sub-committee on Business Management
- Sub-committee that collaborates with the bachelor's degree program lead faculty and faculty

While participation in these committees is voluntary, faculty members are encouraged to join the sub-committee that is appropriate for their field of expertise. A lead professor is appointed to each sub-committee by the president.

AOC and its sub-committees meet regularly to review the University's programs and curricula and to discuss pertinent academic issues.

### ***Student Advisory Council***

Student Advisory Council (SAC) is comprised of student representatives from all programs within the University. They serve as an important bridge between the University administrators and the student body. SAC meets with the administrators and faculty as needed.

The main functions of the SAC include:

- Representing students from each of the primary Master's program areas to give their feedback concerning all aspects of the University
- Serving as liaisons to the management and the academic department
- Participating in PAC and AOC meetings as needed to provide student perspectives
- Facilitating feedback from students on new initiatives or potential projects

## **ACADEMIC DELIVERY**

### ***Linkage to the University's Mission***

The University's mission is clear: to provide a high quality education that is student centered, practical in nature, and international in scope.

As a result, the programs offered by the University bring an awareness of the international dimension to business, technology, and cultures today. Students bring their international perspective into the classroom to be applied to work-related projects, and faculty members have been drawn from many countries of the world in order to bring the world into the classroom.

The University's goal is to make education available in a manner that is most accessible to each student. Programs are primarily delivered in a classroom setting at the University's facilities, accompanied by a Moodle Learning Management System course shell which supports work-related applied learning projects and provides students with required remote access to classroom materials.

### ***Instructional Methodologies***

#### **On-ground Education**

The main modality of delivery for the University's programs is through on-ground classes. On-ground courses are supplemented with online activities using the Moodle platform allowing students to maximize in-person time in the classroom and support collaborative activities that take place remotely. Academic terms are scheduled to include 10 sessions over 10 weeks (excluding holidays).

#### **Distance Education (Online Delivery)**

UoNA recognizes the value of distance education to adult learners. Some online courses are offered using the UoNA Moodle Learning Management System. These courses contain exactly the same content and expect the same level of learning outcome as the equivalent on-ground courses.

Fees and tuition of the online courses are equivalent to that of the on-ground course offerings. There are no specific admissions requirements for the online courses.

Technology Requirements are specified under the section titled Student Rights and Responsibilities in this catalog and they are the same for the purpose of distance education. It is preferred for a student to have access to a high-speed internet connection using one of the many services provided by Internet Service Providers (ISPs) available in most areas.

Training on how to use the Moodle Learning Management System is given during the student orientation session to familiarize our students with the system. Instructional materials are also available on each student's Moodle main page. Further individual assistance is available to students and faculty through the Academic Department.

### ***Moodle Learning Management System***

The University uses the Moodle Learning Management System to supplement on-ground courses and to serve as the delivery vehicle for online courses. Faculty and students find Moodle to be a user-friendly, easy-to-navigate interface that serves as a repository for course information, assignments and discussions. In Moodle, each course has a web page known as a course shell.

By accessing the course shell, students may:

- Review syllabi, reading lists, class schedules and assignments
- Obtain copies of class presentations, handouts and notes
- Email the professor and fellow students
- Participate in graded discussion forums related to course topics
- Submit assigned coursework and applied learning assignments

### ***Holidays Observed***

During the calendar year, the University observes the following holidays:

- New Year's Day (January 1)
- Martin Luther King Day (Third Monday in January)
- President's Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Columbus day (Second Monday in October)
- Veteran's Day (November 11)
- Thanksgiving Day (Fourth Thursday in November)
- Christmas Day (December 25)

The administrative offices are closed and classes are not scheduled on these holidays.

### ***Inclement Weather Policy***

#### **Closures Affecting Class Sessions**

If inclement weather forces the cancellation of classes or requires a delay in the opening of the University, announcements shall be posted on the University's website. A make-up class will be scheduled by the instructor.

#### **Midday Closures**

A decision to close the University during the day will be made when conditions include a forecast that would make travel to and from campus unreasonably dangerous. Classes underway at the time that a closing announcement is made will be dismissed. If students are engaged in important test-taking or other time sensitive activities, a class may continue until its scheduled end, per the judgment of the instructor. A make-up class will be scheduled by the instructor.

**University Calendar**

<b>University of North America</b>		
<b>Calendar for Winter 2016 – Fall 2016</b>		
<b>Revised 01/01/2016</b>		
<b>Winter 2016</b>		
December 5	Saturday	Early registration begins Deadline for vacation application (3pm)
December 11	Friday	Early registration ends
December 12	Saturday	Registration begins
December 19	Saturday	Last day of registration Tuition due Payment plan tuition due (Payment 1)
December 20	Sunday	Late registration begins
December 23	Wednesday	Late registration ends Tuition payments due ( Full + late fees)
December 25 - 27	Friday - Sunday	Christmas Holiday (Offices closed)
January 1- 3	Friday	New Year's Holiday (Offices closed)
January 4 - 9	Monday - Saturday	First week of classes
January 4 - 15	Monday - Friday	Add/Drop period
January 16 - 18	Saturday - Monday	MLK Holiday (No classes – Offices closed)
January 23	Saturday	Payment plan tuition due (Payment 2)
February 15	Monday	President's Day (Office closed)
February 20	Saturday	Payment plan tuition due (Payment 3)
March 13 - 19	Sunday - Saturday	Last week of classes
<b>March 20 – April 2</b>		<b>Term Break</b>
<b>Spring 2016</b>		
March 5	Saturday	Early registration begins Deadline for vacation applications (3pm)
March 11	Friday	Early registration ends
March 12	Saturday	Registration begins
March 25	Friday	Last day of registration Tuition due Payment plan tuition due (Payment 1)
March 26	Saturday	Late registration begins
March 30	Wednesday	Late registration ends Tuition payments due ( Full + late fees)

April 3 - 9	Sunday - Saturday	First week of classes
April 3 - 15	Sunday - Friday	Add/Drop period
April 22	Saturday	Payment plan tuition due (Payment 2)
May 20	Friday	Payment plan tuition due (Payment 3)
May 28 - 30	Saturday - Monday	Memorial Day Weekend (No Classes – Office Closed)
June 12 - 18	Sunday - Saturday	Last week of classes
<b>June 19 – July 4</b>		<b>Term Break</b>
<b>Summer 2016</b>		
June 4	Saturday	Early registration begins Deadline for vacation applications (3pm)
June 10	Friday	Early registration ends
June 11	Saturday	Registration begins
June 24	Friday	Last day of registration Tuition due Payment plan tuition due (Payment 1)
June 25	Saturday	Late registration begins
June 29	Wednesday	Late registration ends Tuition payments due (Full + late fees)
July 2 -- 4	Saturday - Monday	Independence Day Weekend (Offices Closed)
July 5 - 9	Tuesday - Saturday	First week of classes
July 5 - 15	Tuesday - Friday	Add/Drop period
July 23	Saturday	Payment plan tuition due (Payment 2)
August 20	Saturday	Payment plan tuition due (Payment 3)
September 3 - 5	Saturday - Monday	Labor Day Weekend (No classes – Offices closed)
September 11 - 17	Sunday - Saturday	Last week of classes
<b>September 18 – September 24</b>		<b>Term Break</b>
<b>Fall 2016</b>		
August 27	Saturday	Early registration begins Deadline for vacation applications (3pm)
September 2	Friday	Early registration ends
September 3	Saturday	Registration begins
September 16	Friday	Last day of registration Tuition due Payment plan tuition due (Payment 1)
September 17	Saturday	Late registration begins
September 21	Wednesday	Late registration ends Tuition payment due (Full + late fees)
September 25 - October 1	Sunday - Saturday	First week of classes
October 10	Monday	Columbus Day (Offices Closed)
September 25 - October 7	Sunday – Friday	Add/Drop period
October 16	Sunday	2016 Graduation Ceremony

October 15	Saturday	Payment plan tuition due (Payment 2)
November 11	Friday	Veteran's Day (Offices Closed)
November 12	Saturday	Payment plan tuition due (Payment 3)
November 24	Thursday	Thanksgiving (Offices Closed)
November 26	Saturday	Thanksgiving Holiday ( No classes)
December 4 - 10	Saturday	Last week of classes
December 25 - 26	Sunday - Monday	Christmas (Offices Closed)
January 1 - 2	Sunday - Monday	New Year's Day (Offices Closed)
<b>December 11 – January 2</b>		<b>Term Break</b>

<b>University of North America</b>		
<b>Calendar for Winter 2017 – Fall 2017</b>		
<b>Revised 08/01/2016</b>		
<b>Winter 2017</b>		
December 5	Saturday	Early registration begins Deadline for vacation application (3pm)
December 11	Friday	Early registration ends
December 12	Saturday	Registration begins
December 19	Saturday	Last day of registration Tuition due Payment plan tuition due (Payment 1)
December 20	Sunday	Late registration begins
December 23	Wednesday	Late registration ends Tuition payments due ( Full + late fees)
December 25 - 27	Friday - Sunday	Christmas Holiday (Offices closed)
January 1- 3	Friday	New Year's Holiday (Offices closed)
January 4 - 9	Monday - Saturday	First week of classes
January 4 - 15	Monday - Friday	Add/Drop period
January 16 - 18	Saturday - Monday	MLK Holiday (No classes – Offices closed)
January 23	Saturday	Payment plan tuition due (Payment 2)
February 15	Monday	President's Day (Office closed)
February 20	Saturday	Payment plan tuition due (Payment 3)
March 13 - 19	Sunday - Saturday	Last week of classes
<b>March 20 – April 2</b>		<b>Term Break</b>
<b>Spring 2017</b>		
March 5	Saturday	Early registration begins Deadline for vacation applications (3pm)
March 11	Friday	Early registration ends
March 12	Saturday	Registration begins
March 25	Friday	Last day of registration Tuition due Payment plan tuition due (Payment 1)

March 26	Saturday	Late registration begins
March 30	Wednesday	Late registration ends Tuition payments due ( Full + late fees)
April 3 - 9	Sunday - Saturday	First week of classes
April 3 - 15	Sunday - Friday	Add/Drop period
April 22	Saturday	Payment plan tuition due (Payment 2)
May 20	Friday	Payment plan tuition due (Payment 3)
May 28 - 30	Saturday - Monday	Memorial Day Weekend (No Classes – Office Closed)
June 12 - 18	Sunday - Saturday	Last week of classes
<b>June 19 – July 4</b>		<b>Term Break</b>
<b>Summer 2017</b>		
June 4	Saturday	Early registration begins Deadline for vacation applications (3pm)
June 10	Friday	Early registration ends
June 11	Saturday	Registration begins
June 24	Friday	Last day of registration Tuition due Payment plan tuition due (Payment 1)
June 25	Saturday	Late registration begins
June 29	Wednesday	Late registration ends Tuition payments due (Full + late fees)
July 2 -- 4	Saturday - Monday	Independence Day Weekend (Offices Closed)
July 5 - 9	Tuesday - Saturday	First week of classes
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<b>Fall 2017</b>		
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September 2	Friday	Early registration ends
September 3	Saturday	Registration begins
September 16	Friday	Last day of registration Tuition due Payment plan tuition due (Payment 1)
September 17	Saturday	Late registration begins
September 21	Wednesday	Late registration ends Tuition payment due (Full + late fees)
September 25 - October 1	Sunday - Saturday	First week of classes
October 10	Monday	Columbus Day (Offices Closed)



September 25 - October 7	Sunday – Friday	Add/Drop period
October 16	Sunday	2017 Graduation Ceremony
October 15	Saturday	Payment plan tuition due (Payment 2)
November 11	Friday	Veteran's Day (Offices Closed)
November 12	Saturday	Payment plan tuition due (Payment 3)
November 24	Thursday	Thanksgiving (Offices Closed)
November 26	Saturday	Thanksgiving Holiday ( No classes)
December 4 - 10	Saturday	Last week of classes
December 25 - 26	Sunday - Monday	Christmas (Offices Closed)
January 1 - 2	Sunday - Monday	New Year's Day (Offices Closed)
<b>December 11 – January 2</b>		<b>Term Break</b>



## **ACADEMIC POLICIES AND PROGRAM EXPECTATIONS**

### ***Academic Calendar***

The University's Academic Calendar is published for each calendar year. The Academic Calendar is posted on the University's website, in the Catalog, and on the Moodle platform.

### ***Academic Year***

The University operates on a term-based schedule with four terms per calendar year (Winter, Spring, Summer and Fall). Start dates for each term are published in the Academic Calendar. The University offers continuous enrollment, whereby a student may begin a program of study in any academic term.

### ***Academic Credit Policy***

The curriculum at the University of North America is based on a quarter-hour credit. Assignment for credit must be equivalent and conform to commonly accepted and traditionally defined units of academic measurement, and as defined by our regulatory agencies as 10 hours of lecture = 1 quarter-hour credit, 20 hours of laboratory = 1 quarter-hour credit, and 30 hours of practicum = 1 quarter-hour credit. Students are required to complete a minimum of 2 hours of out-of-class work for each lecture hour of a course. The program syllabi designate the instructional method(s) and required contact and out-of-class hours.

Unless otherwise noted, all courses offered at the University are 4.5 quarter-hour credits.

### ***Academic Integrity Policy***

The principles of academic integrity encompass standards of honesty and truth. Each member of the University has a responsibility to uphold the standards of the community and to take action when others violate them. Faculty members have an obligation to educate students about the standards of academic integrity and to report violations of these standards to the Dean of Student Services.

The University of North America regards academic honesty and scholarly integrity to be essential to the education of our students. Violations are not tolerated. Students may be dismissed for violation of the UoNA standards of academic conduct. Detailed explanations of violations and procedures are available in the Catalog under the section titled Student Responsibilities.

### ***Professional Conduct Policy***

Students are expected to abide by all public laws and generally accepted professional standards, to comply with all regulations and policies of the University, and to conduct themselves professionally when interacting with fellow students, faculty and staff.

The University of North America reserves the right to place on probation or dismiss students who engage in unsatisfactory conduct such as dishonesty; failure to adhere to rules and regulations; destruction or theft of property; participation in activity that impinges on the rights of others; or possession or consumption of alcoholic beverages or illegal drugs at any time on the school premises. In any case of probation or dismissal, students may appeal to the President.

## ***Assessing Program Quality and Success***

Program assessment and modification is an ongoing activity at the University of North America. At the conclusion of each course, students complete a course evaluation that addresses both the content and the delivery of the course.

The purpose of these surveys is to assess the overall curriculum and process of learning. The information from these surveys is instrumental in reviewing the structure and content of the curriculum so it can be adjusted as necessary to provide an integrated pathway to student success.

Finally, the employers of the students are surveyed regularly. Employers who participate in the University's applied learning strategies receive quarterly interaction and perform a review of their student-employees by the students' program directors. The employers of UoNA graduates are surveyed annually to assess how well prepared our graduates are for the tasks they face on the job.

## ***Grade Appeal Policy***

The purpose of the Grade Appeal Policy is to provide the student with a safeguard against receiving an unfair final grade, while respecting the academic responsibility of the instructor. This procedure recognizes that,

Every student has a right to receive a grade assigned upon a fair and unprejudiced evaluation based on a method that is neither arbitrary nor capricious; and,

Instructors have the right to assign a grade based on any method that is professionally acceptable, submitted in writing to all students, and applied equally. Instructors have the responsibility to provide careful evaluation and timely assignment of appropriate grades.

Course and project grading methods should be explained to students at the beginning of the term. UoNA presumes that the judgment of the instructor of record is authoritative, and the final grades assigned are correct.

A grade appeal shall be confined to charges of unfair action toward an individual student and may not involve a challenge of an instructor's grading standard. A student has a right to expect thoughtful and clearly defined approaches to course and project grading, but it must be recognized that varied standards and individual approaches to grading are valid.

The grade appeal considers whether a grade was determined in a fair and appropriate manner; it does not attempt to grade or re-grade individual assignments or projects. It is incumbent on the student to substantiate the claim that his or her final grade represents unfair treatment, compared to the standard applied to other students. Only the final grade in a course or project may be appealed. In the absence of compelling reasons, such as clerical error, prejudice, or capriciousness, the grade assigned by the instructor of record is to be considered final. In a grade appeal, only arbitrariness, prejudice, and/or error will be considered as legitimate grounds for an appeal.

**Arbitrariness:** The grade awarded represents such a substantial departure from accepted academic norms as to demonstrate that the instructor may not have actually exercised an acceptable standard of professional judgment.

**Prejudice:** The grade awarded was motivated by ill will, and is not indicative of the student's academic performance.

**Error:** The instructor made a mistake in fact. This grade appeal procedure applies only when a student initiates a grade appeal and not when the instructor decides to change a grade on his

or her own initiative. This procedure does not cover instances where students have been assigned grades based on academic dishonesty or academic misconduct, which are included in UoNA's Academic Integrity Policy.

Also excluded from this procedure are grade appeals alleging discrimination, harassment or retaliation in violation of UoNA's Sexual Harassment Policy, which shall be referred to the appropriate office at UoNA as required by law and by UoNA policy.

The Grade Appeal Procedure strives to resolve a disagreement between student and instructor concerning the assignment of a grade in an expeditious and collegial manner. The intent is to provide a mechanism for the informal discussion of differences of opinion, and for the formal adjudication by faculty only when necessary. In all instances, students who believe that an appropriate grade has not been assigned must first seek to resolve the matter informally with the instructor of record.

If the matter cannot be resolved informally, the student must present his or her case to the Dean within five weeks after the last day of class after the disputed grade is received. Any exceptions to this deadline for submission of appeal can only be made by the Office of the President.

### **Student Grade Appeal Procedure**

Students must complete Steps 1-3 of the Appeal Procedure within 5 weeks after the term the disputed grade is received. The Registrar will not accept any change of grades after the 5-week period, unless the grade is undergoing the appeal process or is instructed to do so by the Academic Committee.

1. A student who wishes to question a grade must discuss the matter first with the instructor of record within 5 weeks after the last day of class that the grade was received. In most cases, the discussion between the student and the instructor should suffice and the matter will not need to be carried further. The student should be aware that the only valid basis for grade appeal beyond Step 1 is to establish that an instructor assigned a grade that was arbitrary, prejudiced, or in error.
2. If the student's concerns remain unresolved after the discussion with the instructor, the student may submit a written request to meet with the appropriate Dean, after speaking with the instructor. After consultation with the Dean, the instructor may choose to let the grade remain, to change a course grade, or to petition the Academic Committee to change a grade. The Dean will communicate the result of these discussions to the student.
3. If the matter remains unresolved after Step 2, the student should submit a written request upon receipt of the grade to the President's Office to request an ad hoc Academic Committee for appeal of a grade. The committee would examine available written information on the dispute, would be available for meetings with the student and with the instructor, and would meet with others as it sees fit.
4. Through its inquiries and deliberations, the Academic Committee is charged to determine whether the grade was assigned in a fair and appropriate manner, or whether clear and convincing evidence of unfair treatment such as arbitrariness, prejudice, and/or error might justify changing the grade. If the committee concludes that the grade was assigned in a fair and appropriate manner, the committee will report its conclusion in writing to the student and instructor and the matter will be considered closed. If the committee determines that compelling reasons exist for changing the grade, it would request that the instructor make the

change, providing the instructor with a written explanation of its reasons. Should the instructor declines, he or she must provide a written explanation for refusing.

5. The committee, after considering the instructor's explanation and upon again concluding that it would be unjust to allow the original grade to stand, then will determine what grade is to be assigned. The new grade may be higher than, the same as, or lower than the original grade. Having made this determination, the members of the committee will sign the grade change form and transmit it to the Registrar. The instructor and student will be advised of the new grade. Should the Academic Committee feels that the instructor's written explanation justifies the original grade, the Committee will report this in writing to the student and the instructor and the matter will be closed.

### **Faculty Grade Change Procedure**

The Student Grade Appeal Procedure affirms the principle that grades should be considered final. The principle that grades for courses or projects should be considered final does not excuse an instructor from the responsibility to explain his or her grading standards to students and to assign grades in a fair and appropriate manner. The appeal procedure also provides an instructor with the opportunity to change a grade for a course or project on his or her own initiative. The appeal procedure recognizes that errors can be made and that an instructor who decides that it would be unfair to allow a final grade to stand due to error, prejudice or arbitrariness may request a change of grade for a course or project without the formation of an Academic Committee. An instructor may request a grade change by submitting a "Grade Change Form" in writing to the Registrar.

### ***Attendance Policy***

Attendance is considered to be essential by the University. Attendance includes presence in scheduled class sessions, participation in assigned online activities, and active engagement in group applied learning projects.

A student may not miss more than 25% of the term activities, or no more than two scheduled class meetings. If a student misses more than two classes, the student will receive a failing grade (F). For international students on F-1 visas, the student will still be required to attend all remaining classes and successfully complete the remainder of their projects and assignments to be able to maintain their immigration status. Each student is required to sign the attendance sheet for scheduled class sessions to be considered present.

For distance education courses, students must post appropriate answers to scheduled assignments and discussions questions at least once during a given week (Sunday through Saturday) to be considered present.

### **Absences**

There is no excused absences; a student is either present or the student is not, unless a special exception approval is granted by the Academic Committee by way of appeal.

Students must contact their professor prior to a class meeting via email if a student must miss a class. When a class session is missed, all work missed must be made up by the next class session.

Students will be issued a warning from their academic advisor for the first two absences in a term. If a student misses a third session, a failing grade will be recorded, and the student will be required to repeat the course. However, students are expected to continue attending classes for the remainder of the term if they are international students who wish to continue their student status with the University.

Absences in excess of three class sessions may result in suspension from the University unless a special exception approval is granted by the Academic Committee. The committee, after considering the student's explanation, will determine if a special exception approval is warranted.

### **Tardiness to Class**

Students who fail to sign the attendance roster prior to it being collected will be marked as late for the class session and will receive a reduction in course grades for class activities for that session. In online courses, late attendance does not apply since postings must be made during the active week.

### ***Enrollment Status***

Students enrolled in 9 credits per term are considered to be enrolled at full-time status. Enrollment in fewer than 9 credits is considered to be part-time status, unless the student is enrolled in the capstone courses.

### ***Continuous Enrollment***

Students are governed by graduation requirements in effect at the time of initial enrollment, provided their enrollment has been continuous. Continuous enrollment is interrupted when a student is not enrolled for more than one academic term. For each interruption of continuous enrollment, students are governed by graduation requirements and policies in effect at the time of resumption of enrollment.

### ***Leaves of Absence***

Should a student be required to take more than a term away from the University because of an emergency, a leave of absence must be requested in writing prior to the beginning of the leave. Without a written request, students who fail to return to the University will be considered to have withdrawn and will be required to reapply to continue their course of study.

Students will be governed by program requirements in effect at the time of readmission, which may require additional courses to be completed to fulfill graduation requirements.

International students are strongly urged to meet with the Designated School Officer (DSO) regarding their immigration status prior to considering any leave of absence.

### ***Reentry with Good Academic Standing***

A reentry is defined as a student who withdraws or is terminated by the institution and wishes to resume their studies in the same program within 6 terms of their last date of attendance.

A student with good academic standing while attending the institution must submit a written application to the Admissions Department to resume the program. The student may also be required to meet with an Academic Dean prior to being granted reentry.

### ***Reentry after Dismissal***

A student who has been dismissed from the University may petition to be readmitted. In order to be considered for readmission, the student must submit a written petition which describes the changes in behavior or circumstance that will result in improved academic performance.

The Academic Department will determine if the student has demonstrated a likelihood of future success in the program of study. If the University determines that there is a likelihood of future success, the student will be placed on academic probation for a period of one term. The student may then be permitted to retake previously failed, incomplete, or withdrawn courses in order to improve his or her CGPA and course completion percentage and to re-establish satisfactory academic progress.

During the academic probationary period, they will be responsible for all costs incurred during that term. At the completion of this academic probationary term, a student who has established satisfactory progress will return to regular student status.

# STUDENTS RIGHTS AND RESPONSIBILITIES



## *Overview*

Students have all the rights normally accorded to members of a community of scholars – the right to free inquiry, the right to the free expression of ideas, and the right to be free of intimidation and harassment. In exchange for these rights, students are expected to respect these rights for their fellow community members – students, faculty, and staff.

## *Instructional Materials and Equipment*

Students are expected to purchase required books and other class materials for each course. Students should budget a minimum of \$100 per course. Instruction will be provided in classrooms, which are equipped with white boards, projectors and video equipment.

## *Student Responsibilities*

It is the responsibility of all students to know and comply with the academic and community life policies of the University. Among these responsibilities are:

- Registering for classes in a timely manner,
- Paying tuition and fees on time,
- Completing all admission requirements including any conditions that have been applied,
- Attending and being on time for classes,
- Submitting required class work on time,
- Abstaining from the use of alcohol, illegal drugs, and tobacco products while on campus,
- Keeping a copy of all submitted work in any medium,
- Maintaining up-to-date address, telephone, and e-mail information with the Registrar,
- Regularly meeting with an academic advisor,
- Dressing appropriately for classes,
- Exhibiting complete academic honesty, and
- Displaying civil and respectful behavior and attitudes to other community members.

## *Student Rights and Responsibilities*

### **Academic Records Policy**

The University of North America complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) which ensures students the right to privacy in their educational records. This Act also establishes the right of students to inspect and review their records and to initiate grievance proceedings to correct inaccuracies. A request to review educational records, other



than transcripts, should be sent to the Registrar in writing and will be honored within 30 days of receipt of the request. Students must schedule time to view the records during regular University business hours, or by special appointment.

- **Distribution of Grades** – Term grades are distributed within two weeks after the last day of the term. Grades are posted to Campus Café, the UoNA Student Information System (SIS) to provide easy and immediate access once grades are recorded. Students may then print the grade card from the electronic copy posted. Students are encouraged to maintain a copy of their records. However, copies may be requested from the Registrar.
- **Maintenance of Student Records** - Academic records, including the student's transcript, are maintained in the University's Student Information System and permanent files. Other student information is maintained for a five year period following the student's last term of attendance after which the records are destroyed.
- **Confidentiality of Student Information** - The University is committed to the maintenance of confidentiality of all student information. The University will only disclose records to certain parties as allowed by FERPA. Please contact the office of the General Counsel if you wish to obtain a copy of the University's FERPA policy.
- **Release of Transcripts** - A student transcript will be released within three business days of an online request accompanied by the appropriate fee. Requests are to be submitted to the Registrar. Transcripts will not be released when a student is in arrears in his or her financial affairs with the University. A transcript required in fewer than three days may be requested at a higher fee.

### **Grievance Policy**

Grievances should always be resolved at the most immediate level possible. Student will not be subject to unfair actions as a result of initiating a complaint proceeding. No student shall suffer any negative administrative or academic consequences for the submission of either an academic or a non-academic grievance.

In the case of academic complaints or disputes:

- The student is directed to communicate the problem to the faculty or other academic member involved and attempt to resolve the issue.
- If a complaint or dispute is not satisfactorily resolved by the faculty member, the student appeals to the vice presidents.
- The vice presidents investigate and may choose to involve the academic oversight committee, as appropriate.
- If the complaint or dispute is still unresolved, the student may appeal in writing to the president, whose decision is binding.

In the case of non-academic complaints or disputes:

- The student is directed to communicate the problem to the staff member involved and attempt to resolve the issue.
- If a complaint or dispute is not satisfactorily resolved by the staff member, the student appeals to the supervisor of the staff member.
- If the complaint or dispute is still unresolved, the student may appeal in writing to the president, whose decision is binding.

If the student complaint cannot be resolved after exhausting the university's grievance procedure, the student may file a complaint with the State Council of Higher Education for Virginia and/or the Accrediting Council of Independent Colleges and Schools (ACICS).

The student should submit such written complaints directly to the regulatory agency:

State Council of Higher Education for Virginia  
Private and Out of State Postsecondary Education  
101 N. 14<sup>th</sup> Street, 9<sup>th</sup> Floor  
James Monroe Building  
Richmond, VA 23219

And/or

Accrediting Council of Independent Colleges & Schools  
750 First Street NE Suite 980  
Washington, DC 20002-4223  
Tel: 1-202-336-6780  
[www.acics.org](http://www.acics.org)

### **Harassment Policy**

Unlawful harassment is prohibited by the University of North America and by law on the basis of gender, age, race, national origin, religion, veteran status or disability. Students are responsible for immediately reporting any incidence of harassment to the Dean of Student Services who will investigate and initiate disciplinary action if required.

### **Intellectual Property Policy**

All work products which are used as the basis for course grading and which are produced by the student to meet course and degree requirements remain the property of the student.

### **Nondiscrimination Policy**

The University of North America does not discriminate on the basis of gender, age, race, national origin, religion, veteran status or disability in admissions, employment, or access to academic programs or student activities.

### **Safety and Security**

The security of all members of the University of North America community is a priority. Students who become aware of any maintenance or safety issues should report them to a University staff member immediately.

The University of North America is not liable for any personal possessions on the campus.

The following emergency numbers are available for on-campus students:

- Fairfax County Emergency--Police, Fire, Ambulance: 9-1-1
- Fairfax County Non-Emergency: (703) 691-2131, TTY (703) 204-2264

### **Academic Freedom**

The mission of the University is best accomplished in an atmosphere which fosters free inquiry, discussion and respect for differing viewpoints. However, students should be sensitive to others when discussing potentially controversial subject matter. The faculty is responsible for facilitating and encouraging open communication among students without fear of reprisal.

### **Academic Integrity Policy**

The principles of academic integrity encompass standards of honesty and truth. Each member of the University has a responsibility to uphold the standards of the community and to take action when others violate them. Faculty members have an obligation to educate students about the standards of academic integrity and to report violations of these standards to the Dean of Student Services.

The University of North America regards academic honesty and scholarly integrity to be essential to the education of our students. Violations are not tolerated. Students may be dismissed for violation of the UoNA standards of academic conduct.

### **Academic Integrity Violations**

The purpose of the University's Academic Integrity Policy is to support scholarly inquiry and to ensure that each student is able to learn in an atmosphere that is free of intellectual dishonesty. Any breach of the University's Academic Integrity Policy is considered to be a serious violation of trust and may result in reprimand, course failure, and/or dismissal from the University.

Violations to the Academic Integrity Policy may take many forms and each is considered to be a serious offense. Among the forms of academic dishonesty are:

- **Plagiarism** – Plagiarism includes the intentional use or representation of the thoughts, ideas, or words of another as one's own work in any assignment. Included is the paraphrasing of information and/or the duplication of an author's words or ideas without identification of the source. While the failure to properly cite quoted material is considered to be a lesser offence, it is none-the-less a violation of the Academic Integrity Policy.
- **Cheating** – Cheating involves the intentional giving or receiving of any assistance not authorized in advance by an instructor. Some examples of cheating are the use of notes, copying, or prior knowledge of examination materials. Attempts to cheat are considered to be the equivalent of cheating.
- **Unauthorized Collaboration** – The University uses team projects and student interaction in academic work. Similarly, the University encourages the establishment of student study groups. However, joint work by more than one student on a paper or project that is not authorized in advance by the instructor is a violation of the Academic Integrity Policy.
- **Fabrication** – Fabrication includes the intentional creation or falsification of data or information for inclusion in an assignment or written paper.
- **Copyright Infringement** – Faculty and students are required to be aware of and to adhere to all copyright restrictions in the use of materials within the classroom and in reports and presentations. Copyright infringement is the use of someone else's ideas or material, which may include a song, a video, a movie clip, a piece of visual art, a photograph, and other creative works without authorization and/or compensation. The unapproved use of copyright material without permission may be a federal offense

resulting in fines or imprisonment or subject the infringer to damages payable to the author.

- **File Sharing** – Making available to others copyrighted material whether written, visual, or audio, through the use of file sharing networks is also considered to be copyright infringement and a violation of the Academic Integrity Policy.

It is considered a violation of the Academic Integrity Policy to assist another student in violating the policy, e.g., allowing a student to copy work, providing answers for quizzes or examinations, allowing a student to receive credit for work not completed, etc.

It is considered a violation of the Academic Integrity Policy not to report to the University known cases in which the policy has been violated.

While intent is a component of academic dishonesty, a lack of knowledge of what constitutes a violation of the University's Academic Integrity Policy will not be accepted as an excuse for any violation. Questions regarding the application of the Academic Integrity Policy should be directed to an instructor.

Violations of the Academic Integrity Policy are managed in the first instance by the faculty member involved. The faculty member may impose a penalty up to and including an "F" on a project or paper. A record of this penalty will be forwarded to the registrar and placed in the student's file.

Should the violation warrant a failing grade in the course or dismissal from the University, the case is to be referred to the Academic Review Committee who will review the evidence, meet with the student and determine the appropriate penalty. The decision of the Committee will be reported to the student, the faculty member, and the registrar. The student will acknowledge the penalty in writing. At a minimum, a grade of "F" will be assigned to any assignment, paper or test on which an intentional violation of the Academic Integrity Policy has occurred.

### **Campus Security Act Information**

The University is located in a safe, suburban environment. None-the-less, students are urged to take appropriate precautions to remain safe and to avoid potential problematic situations. Students are to report all known or suspected crimes that occur on campus to the Dean of Student Services. In a written report, students are asked to include the following information: the name of the person reporting the crime, the nature of the crime, the time and place of its occurrence, and the victim(s), if any, of the crime. Information regarding crimes in the area surrounding the University's campus is available through the General Counsel. All crimes involving University students are to be reported to the General Counsel as well as to Fairfax County police.

### **Change of Personal Information**

Students are responsible for ensuring the University has accurate information regarding a student's name, address, and contact information.

If any personal information changes for a student, such as Address/Phone/Email/Employer, the student must submit updated information to the Registrar.

To request a name change to a student's academic record the following information must be provided to the Registrar:

- A notarized letter requesting the name change
- Driver's License or other Government Issued ID reflecting the name change.

## Confidential Information Policy

The University of North America, as an institution of higher education, operates as an open forum to maximize the interchange of ideas. Students are encouraged to bring real life experiences to the classroom for discussion purposes. However, in so doing, students should follow the confidentiality policies of their employers and/or clients.

## Copyright Policy

It is the policy of the University of North America that all members of the University community (students, faculty and staff) must comply with the US Copyright Law.

- **Use of Licensed Documents** - The University subscribes to a number of sources for content published in scholarly journals, conference proceedings, and trade publications, providing access to these resources via the online library. By virtue of these subscriptions, students may download articles and use them for course assignments without paying additional fees. Faculty identifying specific articles for use within a course, will direct students to retrieve these articles from the online library, rather than posting them in the course shell.
- **Fair Use Standards** - Faculty and staff are permitted to use and distribute copyrighted materials of other parties for educational and classroom uses, provided such activities are within the fair use standard. An article used once within the context of a classroom may fall within the standard of fair use; however, repeated use of the same article in subsequent courses would not. In those cases students may be required to purchase these materials if not available through subscription services as described above.
- **Documents without Limitations** - Government publications, documents in the public domain, or documents that are out of copyright may be used freely within the context of a course, with no limitations on their distribution.
- **Software Distribution** – Software that has been copyrighted cannot be distributed to members of a course. Students must purchase individual licenses for personal use. Software distributed as part of a textbook bundle can be used by the individual purchasing the text, and should not be installed on multiple computers or shared among students. Faculty utilizing open source software within the context of a course will not distribute the software directly. Links to authorized sources of the software will be made available within the Resources Area of a course shell.
- **Distribution of Authored Materials** - Copyrighted materials may be copied freely by the owner of the copyright on the materials. Authorship conveys no right to copy material that has been published by a party other than the author. Permission must be granted by the publisher for copying any published materials used on a repetitive basis, or arrangements for purchase must be made.
- **Other Documents** - In cases where use of a document does not fall within Fair Use standards, or has not been licensed for online use, faculty members must alert the VPAA prior to its use to seek permission rights or arrange for purchase of the materials.

## Drug and Alcohol Policy

The University of North America prohibits the unlawful or inappropriate possession, use, or distribution of illicit drugs and alcohol by students, faculty or staff on its property, at any recognized UoNA event. The consumption of alcohol is not permitted during the regular course of business or during official classroom time. Smoking is not permitted on or about the University campus.

### **End of Course Evaluations**

Student evaluations are an integral part of the University's outcomes assessment program. At the end of each course, we ask students to evaluate the teaching effectiveness of the faculty member, the coverage of the course objectives, and the value of the course. Evaluations are completed anonymously, and responses from the evaluations are collected and recorded using Survey Monkey. Faculty and administrators do not have access to determine who submitted any particular evaluation form. Faculty members are able to view anonymous report containing aggregate information and comments without student names, after final grades have been submitted.

### **Health Insurance**

Currently, University of North America offers student health insurance through PGH Global. Plan information is updated periodically. Please refer to UoNA website for the current plans offered and the pricing information.

### **Professional Conduct Policy**

Students are expected to behave and treat others on campus as professional scholars. Students attend the University from all parts of the world and from many varied backgrounds. This diversity provides a rich environment for the free exploration and expression of ideas, and students are expected to participate fully and to uphold the right of others to do the same.

Students are expected to abide by all public laws and generally accepted professional standards, to comply with all regulations and policies of the University, and to conduct themselves professionally when interacting with fellow students, faculty and staff.

The University of North America reserves the right to place on probation or dismiss students who engage in unsatisfactory conduct such as dishonesty; failure to adhere to rules and regulations; destruction or theft of property; participation in activity that impinges on the rights of others; or possession or consumption of alcoholic beverages or illegal drugs at any time on the school premises. In any case of probation or dismissal students may appeal to the President.

### **Registration**

Students are required to complete registration during the Registration Period for each term in which they wish to be enrolled. The Registration Period for each term is published in the Academic Calendar. Continuing students who do not register during the regular Registration Period may register during the Late Registration Period, and will be assessed a Late Registration Fee per course. Registrations occurring after the Late Registration Period require approval by the Dean.

New students may register for classes up to the end of the Add/Drop Period. New students are not assessed the Late Registration Fee for registrations that occur prior to the end of the Add/Drop Period.

### **Technology Requirements**

All students must have personal access to a Windows-enabled computer or Windows equivalent computer with a minimum of 2048 MB RAM, wireless high speed internet connectivity, and the appropriate office suite of software to support word-processing, presentation development and spreadsheet capabilities. In addition, a web-cam and microphone/headset are required for students participating in Applied Learning and online courses.

### **Misuse of Information Technology Resources**

The University reserves the right to withdraw the IT privileges of any student, faculty member, or staff member who misuses the IT facilities, equipment, or communication channels of the University. It should be noted that some forms of IT misuse carry criminal penalties.

## STUDENT SERVICES



### ***Email Accounts***

Each student is issued a UoNA e-mail address. The UoNA e-mail address is to be used for all communication between students and faculty members and between students and University staff members. The University will communicate with students electronically only through the UoNA e-mail address. Students are expected to check their mailbox regularly in order to be aware of the latest news and announcements. Because the University will use student e-mail addresses for all communications, there can be no excuse for not knowing important dates or required action on the part of students.

### ***Student Identification***

Student will receive a UoNA Student ID number as part of their welcome letter from the UoNA Academic department. Students request the ID by downloading the Student ID Request Form found in the Student ID course shell on the Moodle platform. This card may be used to obtain student benefits and discounts at area merchants. Each student is required to carry a valid UoNA student pictured ID, passport or other valid form of US identification that includes a picture of the ID holder and to know their Student ID number while on the campus at all times for security purposes. Students who desire to have a Student ID with a current photo may do so by following the procedure in SSC 401 (General Student Services Course Shell via their Moodle account).

### ***Career Advising and Placement Services***

The University programs prepare graduates for productive professional careers. To supplement the academic foundations provided by the curriculum, assistance with career guidance and job placement is available to all students. Students are encouraged to meet with their respective academic and career advisors to discuss their career plans and provide a copy of their latest resume with the Director of Student Services. Students seeking employment while enrolled are directed to meet with the Director of Student Services with respect to available job opportunities.

### ***Library Services***

Library services are provided 24 hours per day, seven days per week through the UoNA Virtual Library which encompasses a wide range of online resources including the Integrated Library System – Online Public Access Catalog, Proquest, Info-Trac, eLibrary, ACM Digital Library, e-Books Academic Complete Collection, and Library Information Resource Network (LIRN), a system that permits students to access journals and books from any location in the world with Internet access. The University also maintains a small reference collection on site for access during class periods.

The UoNA Librarian provides training and support to faculty as well as students in utilizing the library resources. Students can access the library on campus and speak with the Librarian in person or communicate with him via email. Access to the Virtual Library is through a student access code provided by the University.



## ***Orientation***

To ensure a productive and beneficial educational experience at the University of North America, students participate in an orientation on the pre-scheduled and announced day. The orientation provides students:

- Introductions to key staff members of the University,
- Instructions on accessing the Moodle platform,
- Review of the academic integrity policy,
- Expectations, guidelines, and requirements for domestic and international students,
- Review of policies, procedures and forms used by the Registrar, and
- Information on student support services and resources.

## ***Textbooks***

Students are expected to purchase textbooks required by each course. The Master Booklist which identifies required and optional textbooks for all courses is available to students on the Moodle platform.

## ***Requesting Help***

Students may have questions regarding personal situations or information they need. It is best if the student emails the department which is responsible for the area they have a question on. The following contact information should be used in requesting support:

Department	Email
Academic	academic@uona.edu
Admissions	admissions@uona.edu
Finance	billing@uona.edu
International Student Advisors	isa@uona.edu
Student Services	studentservices@uona.edu
IT Services	itservices@uona.edu

In addition, students may request help at any time by sending an email to [info@uona.edu](mailto:info@uona.edu). Students will be connected with appropriate staff members to answer questions or provide services.

## FINANCIAL INFORMATION



### Tuition and Fees Effective Fall Term 2016

#### Tuition Rates

Program	Tuition Rate Per Credit Hour	Tuition Per Course	Total Program Tuition Cost
Master's Degree Programs 54 credits (MBA, MSCS, MSIT)	\$ 390	\$1,755	\$ 21,060
Bachelor's Degree Programs 180 credits (BSBA, BSIT)	\$ 300	\$1,350	\$ 54,000
English Certificate Program 72 credits (ESOL)	\$ 100	\$1,800	\$7,200

#### Mandatory Fees

Description	Amount
Application Fee, non-refundable, for degree programs	\$ 100.00
Application Fee, non-refundable, for certificate programs	\$ 50.00
Registration Fee, per course, non-refundable	\$ 50.00

#### As-Incurred Fees

Description	Amount
Returned Check Fee, per occurrence	\$ 50
I-20 Shipping & Handling Charge (Express international shipping)	\$ 100
Regular international shipping (non-express)	\$ 50
Transcript Fee, does not include international shipping costs if applicable	\$ 10
Expedited Transcript Fee, for requests received before 12:00 PM (noon) EST, for processing same day, does not include international shipping costs if applicable	\$ 25
Replacement Student ID Card Fee	\$ 10
Practical Training Maintenance Fee	\$ 585
Graduation Fee, per degree	\$ 300
Installment Plan Fee	\$ 200
Supporting Documentation Fee (per document)	\$50

#### Late Fees

Description	Amount
Late Registration Fee, per course	\$ 100
Late Installment Plan Payment Fee, 1 - 7 days late	\$ 50
Late Installment Plan Payment Fee, 8 -14 days late	\$ 150
Late Installment Plan Payment Fee, 15 – 21 days late	\$ 250
Late Manual Processing Fee	\$ 200

**Note: New students registering for the first time are not assessed Late Registration Fees.**

## **Tuition**

Tuition is charged for enrollment in courses offered by the University of North America. The University charges tuition on a per credit hour basis and the cost for each program is dependent on the number of credit hours required to meet graduation requirements. Individual student costs may vary depending on transfer credit or additional costs for repeated courses.

The tuition rate is dependent on the program in which the student is enrolled. Tuition and fees are established annually by the University. The University reserves the right to adjust tuition and fees as necessary to maintain a sound program for students. UoNA will provide students with no less than 30 days' notice of any changes in tuition and fees.

### **Administrative Fee during an Approved Vacation Term**

Success in the academic programs relies on students having access to a work environment that allows them to apply the course content and activities. The University does not charge extra fees for its applied learning curriculum within each program.

However, international students who wish to maintain active CPT during an approved vacation term will be required to pay an administrative fee of \$585 and follow all requirements as designated by UoNA in order to maintain eligibility for CPT during an approved vacation term.

## ***Financial Policies***

### **Registration**

Students are required to complete registration during the Registration Period for each term in which they wish to be enrolled. The Registration Period for each term is published in the Academic Calendar.

Continuing students who do not register during the regular Registration Period may register during the Late Registration Period, and will be assessed a Late Registration Fee per course. Registrations occurring after the Late Registration Period require approval by the academic advisor.

New students may register for classes up to the end of the Add/Drop Period. New students are not assessed the Late Registration Fee for registrations that occur prior to the end of the Add/Drop Period.

### **Payment of Fees**

The tuition and registration fee must be paid at the time of registration for the term.

### **Cancellation Period**

The University makes every effort to assure that applicants are properly counseled and admitted into the school's programs. Should, however, an applicant decides to cancel his or her enrollment within three (3) days of admission (excluding weekends and holidays), the University will refund all monies paid with the exception of the non-refundable application fee.

### **Add/Drop Period**

Students may add or drop a course during the Add/Drop Period which ends Friday of the first week of each term. Course registrations beyond the Add/Drop period require approval by the Dean. The late registration will be granted or denied based on factors such as previous history of non-attendance, academic performance and the circumstances presented by the student.

### **Withdrawals**

Students who wish to withdraw from a course after the Add/Drop Period must notify the school in writing no later than the last week of the term. Simply ceasing to attend a course does not constitute a withdrawal. Students who withdraw from a course after the Add/Drop Period receive a grade of “W”.

Students seeking to withdraw due to academic difficulties should consult with their academic advisor. Students must notify the school in writing if they wish to withdraw from a program. Any outstanding balances at the time of program withdrawal require payment in full after refund calculation.

### **Refund Policy**

Students electing to withdraw from classes receive refunds on a percentage basis according to the student’s withdrawal date in relation to the most recent period of enrollment for which the student has paid. Refunds are processed within 45 business days from the date of official withdrawal.

The table below identifies the applicable refund due the student based on the date of withdrawal.

Type of Student	Date of Withdrawal	Refund Amount
New Student	During Cancellation Period	100% of all monies paid, less the non-refundable Application Fee
New Student	After Cancellation Period, prior to first day of class	100% of all monies paid, less the non-refundable Application Fee plus the non-refundable Registration Fees
Returning Student	Prior to first day of class	100% of all monies paid, less the non-refundable Registration Fees
New and Returning Students	Before the end of the 3 <sup>rd</sup> week of the term*	50% of all monies paid, less the non-refundable Registration Fees, Installment Plan Fees, and Late Fees
New and Returning Students	Before the end of the 5 <sup>th</sup> week of the term*	25% of all monies paid, less the non-refundable Registration Fees, Installment Plan Fees, and Late Fees
New and Returning Students	After the 5 <sup>th</sup> week of the term*	0% of all monies paid

- \* Based on 10-week academic terms excluding holiday weeks when there are no classes.

### **Scholarships**

To encourage learning and provide access to quality higher education, UoNA offers scholarships to qualified students. To apply, a student should fill out the online application form from the UoNA website. After submitting the online application form, the applicant must email

required supporting documents to *info@uona.edu* with Scholarship Application in the subject line. Students will be informed of the status of their applications by email.

Currently, UoNA offers the following scholarships:

### **Military Scholarship**

UoNA has the highest regard for those who protect us and we are dedicated to providing them high quality education at an affordable tuition. UoNA offers a Military Scholarship to assist the active military personnel.

This scholarship cannot be used in conjunction with, or in addition to, any other scholarship. Those who receive any other type of outside funding (Example: government scholarships or corporate sponsorships) are not eligible for this scholarship. This scholarship is effective from the Winter 2016 term and is not retroactive.

Award Amount:

\$250 per course

Eligibility Guidelines:

Student must provide a copy of the proof of active military status.

Student must be enrolled in a degree program with continuous enrollment with no more than one term off per year or the student will lose eligibility for this scholarship.

Student must maintain a cumulative GPA of 3.0 or above.

Scholarships are awarded as tuition credit only. No cash value.

UoNA may use the student's story for marketing and promotional purposes.

UoNA reserves the right to discontinue this scholarship anytime.

### **Transition Scholarship**

UoNA is dedicated to providing high quality education with an affordable tuition. To assist those who have transitioned from an F-1 visa to an H-1 visa, UoNA offers the Transition Scholarship that is designed to relieve some of their financial burden during this transition period.

Going through the H-1 petition process is a significant challenge and the approval granted by the U.S. government is a validation of a student's value to the American society.

UoNA is proud that the education we provide has assisted many of our students in this pursuit and wants to see all of our students complete their degrees no matter what statuses they are in. As educators, we also welcome all H-1 awardees from any other university to continue their education at UoNA.

This scholarship cannot be used in conjunction with, or in addition to, any other scholarship. Those who receive any other type of outside funding (Example: government scholarships or corporate sponsorships) are not eligible for this scholarship. This scholarship is effective from the Winter 2016 term and is not retroactive.

Award Amount:

\$500 per course until the completion of the degree program

Eligibility Guidelines:

Student must provide a copy of the proof of his/her H-1 status.

Student must be enrolled in a degree program with continuous enrollment with no more than one term off per year or the student will lose eligibility for this scholarship.

Student must maintain a cumulative GPA of 3.0 or above.

Scholarships are awarded as tuition credit only. No cash value.

UoNA may use the student's story for marketing and promotional purposes.

UoNA reserves the right to discontinue this scholarship anytime.



# **MASTER'S DEGREE (GRADUATE) PROGRAMS**

## MASTER'S DEGREE PROGRAMS



The University offers a select group of focused master's degree programs designed to provide a high quality, practitioner-oriented education to students from around the world. Courses within the master's degree programs are delivered on-ground and online. The programs and specializations offered are listed as follows.

### ***College of Business and Management***

**Master of Business Administration (MBA)**, with specializations in:

- Accounting
- Big Data
- Global Enterprise Management
- Health Care Administration
- Health Care Informatics
- Project Management
- Technology Management

### ***College of Technology***

**Master of Science in Computer Science (MSCS)**, with specializations in:

- Big Data
- Database Administration
- Information Security
- Project Management
- Software Engineering

**Master of Science in Information Technology (MSIT)**, with specializations in:

- Big Data
- Database Administration
- Health Care Informatics
- Information Security
- Java Programming
- Project Management
- Technology Management

### ***Earning Multiple Specializations***

Degree students may pursue multiple specializations. Students must declare their intent to pursue multiple specializations prior to the completion of their Capstone course. Each additional specialization requires the completion of 4 specialization-specific courses.

### ***Earning Multiple Master's Degrees***

Graduates of the University of North America may, if they wish, enroll in consecutive master's degree programs. For these students, the application fee is waived and a total of 22.5 credits (5 courses) of common core and core or elective courses may be transferred to meet the credit requirements for the second degree. Thus, if a maximum transfer is approved, students must complete a minimum of 31.5 credits (7 courses) of core, elective, and capstone courses to earn their second master's degree.



## ***Integrated Applied Learning***

Applied learning is an integral part all master's programs offered at the University. Success in the academic programs relies on students having access to a work environment that allows them to apply the course content and activities. Concurrent work experience provides a direct link between the knowledge gained in the courses and the application of that knowledge in practice.

The degree program coursework provides a rigorous academic environment, and students are expected to use their work environment for completion of assignments. At the end of each course, students submit a reflective paper describing how the course activities enhanced their ability to apply the course content to their work experience.

This linkage allows students to integrate theories learned into practical applications in the workplace, gain professional work experience or insight into the workplace, collaborate with students as professionals in their field, improve their interpersonal skills, and enhance their marketability after graduation.

Working with Student Services, students are assisted in obtaining a workplace position that is directly related to their field of study. The position may be a paid or volunteer position or an internship, and can be part-time or full-time (a maximum of 40 hours of work per week). Students must submit a learning agreement signed by their employer and the student's supervisor must provide an evaluation of the student's performance at the end of each term.

In UoNA's curriculum, practical experience is required for all students, whether they are domestic students or international students. International students are allowed to register in the Applied Learning curriculum through the Curricular Practical Training (CPT) program in accordance with the US regulations established by USCIS.

## ***International Master's Students***

### **Curricular Practical Training (CPT)**

The University of North America is authorized to issue I-20s for international students who will supplement their learning through work experience in the US utilizing CPT. The UoNA applied learning curriculum meets the requirements for CPT as authorized through SEVP.

A CPT work experience may be paid or unpaid. The position may be part-time or full time. The location of the CPT work experience must be at the client's premises or the company for which the student is employed. Given the knowledge learned from colleagues, managers, and co-workers and the possibility of mentorships, students are not allowed to work in any capacity from home.

International students who meet the eligibility requirements may take a vacation after full-time enrollment of 3 consecutive terms while in a master's degree program. During an authorized vacation term, students wishing to maintain active CPT are required to follow the vacation policies as designed by UoNA, which include:

Payment of \$585 administrative fee

Maintenance of required work journal

All policies as stated in the vacation term form at the time of the approval of their request

Failure to follow the stated policies will result in ineligibility to participate in CPT.

### **Optional Practical Training (OPT)**

Following the successful completion of a degree and employment history, international students *may* be eligible to participate in Optional Practical Training (OPT) for up to 12 months.

Optional Practical Training is a temporary employment authorization that provides an opportunity for F-1 students to apply the knowledge acquired from their academic program to a work experience in their major field of study for a period of time up to one year.

Further, a one-time post-completion OPT extension *may* be available for certain STEM (Science, Technology, Engineering, Math) graduates (including UoNA's MSCS and MSIT graduates) who are employed by an employer that participates in the E-Verify program.

# COLLEGE OF BUSINESS AND MANAGEMENT



## ***Master of Business Administration (MBA)***

### ***Overview***

The goal of the Master of Business Administration program is to prepare students to become managers in leadership positions for industry, government, and the not-for-profit sector and to provide them with a breadth and depth of knowledge that is supported by the ability to effectively address real world issues. The program has an international focus, and themes and cases drawn from all parts of the world are interwoven throughout.

Managers must be able to express themselves clearly and compellingly if they are to serve as leaders in business, government entities, and not-for-profit organizations. Thus, the program has a strong emphasis on the development and demonstration of the ability to communicate effectively in both written and oral formats. Students are provided with opportunities in each course to develop and improve these skills.

On completion of the program, the graduate will be able to identify problems within an organization, specify the causes of the problems, develop an appropriate solution, and implement the change required. Further, graduates will be able to clearly and effectively articulate their approach and findings to both a technical and lay audience in both written and oral forms.

### ***Program Objectives***

Upon completion of this degree program, students will be able to:

Compile, analyze, and assess the applicability of best practices in addressing enterprise management issues

Integrate principles and techniques of problem solving, critical thinking, and business ethics in the development of business strategies

Demonstrate mastery of theory, concepts and skills in addressing specialized aspects of business management

### ***Credit Requirements***

The credit requirements for the MBA program consist of the following:

Course Type	Course Credits
Common Core Courses	9 Credits (2 Courses)
Program Core Courses	22.5 Credits (5 Courses)
Elective Courses	18 Credits (4 Courses)
Capstone Course	4.5 Credits (1 Course)
Program Total	54 Credits

### ***Program Length***

It is expected that students will take two courses per term throughout their programs. Since many students take one vacation term per year during their program, the normal program length is 2 years (24 months) with the expectation that students will complete in this length of time. Students are given 3 years (36 months) to complete their programs as long as they are making satisfactory academic progress.

**Program Sequence**

The program starts with two Common Core courses which are designed to acquaint all students with an understanding of management and technology as they affect business, government, and not-for-profit organizations and to place these concepts in a cross-cultural context.

Students will take a set of 5 Program Core courses which are designed to provide the tools necessary to address the business problems that face organizations today.

In addition to the Core courses, students can personalize their course of study through a selection of 4 Elective courses. Chosen in consultation with the student’s advisor, these courses provide students with the specialized, focused training they need to develop their career paths. A student wishing to have a specialization noted on the transcript must take a prescribed set of 4 elective courses to fulfill the requirements of a specialization. Students may choose to take courses for more than one specialization.

Finally, in their last term of enrollment each student completes the Capstone course in which what has been learned during the student’s program is brought together into a final project.

**Curriculum**

The curriculum for the MBA degree is shown below:

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
<b>Common Core Courses (9 credits):</b>		
MGMT515	Management that Transforms	4.5
TECH515	Technology that Transforms	4.5
<b>Program Core Courses (22.5 credits):</b>		
ACCT520	Accounting for Decision Making	4.5
ECON520	Managerial Economics	4.5
FINS520	Finance for Decision Making	4.5
MKTG571	Marketing Management	4.5
QANT510	Statistics for Decision Making	4.5
<b>Elective Courses (18 credits):</b>		
	Four courses from electives or specializations	18
<b>Capstone Course (4.5 credits):</b>		
MGMT600	Management Capstone	4.5
<b>Minimum Credits Required for MBA</b>		<b>54</b>

**Specializations and Electives**

Students who wish to focus their elective courses may do so in an area of specialization. Students who do so will earn their MBA with a Specialization and must complete the four courses required by the University for these Specializations. Students wishing to complete

specializations can petition to extend their program in order to complete the requirements for the specializations.

The University of North America offers a variety of specialization options to meet the professional development needs of students. Specializations for the MBA program are listed as follows:

### **Accounting (ACT)**

Students develop competencies in advanced accounting procedures, principles of taxation, comparative international accounting systems and standards, and auditing methodologies.

Courses required for this specialization are listed below:

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
ACCT 521	Advanced Accounting	4.5
ACCT 522	Principles of Taxation	4.5
ACCT 523	Auditing	4.5
ACCT 524	International Accounting	4.5

### **Big Data (BD)**

Students develop competencies in the life cycle of data analytics, solving big data problems, using big data technologies and visualizing information.

Courses required for this specialization are listed below:

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
DATA 521	Tackling Big Data Challenges - Intro to Big Data	4.5
DATA 522	Solving Big Data Problems – Data Analytics	4.5
DATA 523	Big Data Technology Fundamentals	4.5
DATA 524	Information Visualization	4.5

### **Global Enterprise Management (GEM)**

Students develop competencies in managing businesses with an international focus, integrating knowledge in the areas of international business, strategic planning and competitive positioning.

Courses required for this specialization are listed below:

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
MGMT541	International Business	4.5
MGMT542	Principles of Global Management	4.5
MGMT572	Strategic Planning and Management	4.5
ECON540	Global Markets and Competitive Positioning	4.5

### **Health Care Administration (HCA)**

Students develop competencies in health care administration, integrating knowledge in the areas of health care policy, finance and technology.

Courses required for this specialization are listed below:

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
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FINS559	Health Care Finance	4.5
MGMT555	Issues in Health Care Administration	4.5
MGMT558	Health Care Policy	4.5
TECH582	Information Systems in Health Care Management	4.5

### **Health Care Informatics (HCI)**

Students develop competencies in managing health care technology, integrating knowledge in the areas of healthcare policy, technology and project management.

Courses required for this specialization are listed below:

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
MGMT555	Issues in Health Care Administration	4.5
MGMT558	Health Care Policy	4.5
MGMT573	Fundamentals of Project Management	4.5
TECH582	Information Systems in Health Care Management	4.5

### **Project Management (PM)**

Students develop competencies in managing business and technology projects, integrating PMI domain knowledge in the areas of project performance management, project risk and quality management, and procurement management.

Courses required for this specialization are listed below:

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
MGMT573	Fundamentals of Project Management	4.5
MGMT574	Project Performance Management	4.5
MGMT575	Managing Project Risk and Quality	4.5
MGMT576	Teamwork and Project Management	4.5

### **Technology Management (TM)**

Students develop competencies in managing business technology operations, integrating knowledge in the areas of project management, distributed database systems, and enterprise analytics.

Courses required for this specialization are listed below:

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
INST518	Technology and Operations Management	4.5
INST524	Big Data and the Enterprise	4.5
INST525	Business Intelligence and Data Warehousing	4.5
MGMT573	Fundamentals of Project Management	4.5

### **No Specialization Declared**

Students wishing to not declare a specialization may select any 4 courses from the available courses as electives. Those who do not declare a specialization will be awarded the MBA without a specialization.

## COLLEGE OF TECHNOLOGY



### ***Master of Science in Computer Science (MSCS)***

#### ***Overview***

The goal of the Master of Science in Computer Science (MSCS) is to prepare technical computing specialists. As such, the program provides students with a solid background in computing and technology in order to prepare them to work within business enterprises.

Technologists must be able to express themselves clearly and compellingly if they are to serve as leaders in business, government entities, and not-for-profit organizations. Thus, the program has a strong emphasis on the development and demonstration of the ability to communicate effectively in both written and oral formats. Students are provided with opportunities in each course to develop and hone these skills.

On completion of the program, the graduate will be able to identify technological risks or problems within an organization, specify the causes of the risks or problems, develop an appropriate solution, and implement the change required. Further, graduates will be able to clearly and effectively articulate their approach and findings to both a technical and lay audience in both written and oral forms.

#### ***Program Objectives***

Upon completion of this degree program, students will be able to:

Compile, analyze, and assess the applicability of best practices in addressing technology issues relevant to computer science

Integrate principles and techniques of problem solving, critical thinking, and technical solutions in the development of technical strategies

Demonstrate mastery of theory, concepts and skills in addressing specialized aspects of computer science

#### ***Credit Requirements***

The credit requirements for the MSCS program consist of the following:

Course Type	Course Credits
Common Core Courses	9 Credits (2 Courses)
Program Core Courses	22.5 Credits (5 Courses)
Elective Courses	18 Credits (4 Courses)
Capstone Course	4.5 Credits (1 Course)
Program Total	54 Credits

#### ***Program Length***

It is expected that students will take two courses per term throughout their programs. Since many students take one vacation term per year during their program, the normal program

length is 2 years (24 months) with the expectation that students will complete in this length of time. Students are given 3 years (36 months) to complete their programs as long as they are making satisfactory academic progress.

**Program Sequence**

The program starts with two Common Core courses which are designed to acquaint all students with an understanding of management and technology as they affect business, government, and not-for-profit organizations and to place these concepts in a cross-cultural context.

Students will take a set of 5 Program Core courses which are designed to provide the tools necessary to address the business problems that face organizations today.

In addition to the Core courses, students can personalize their course of study through a selection of 4 Elective courses. Chosen in consultation with the student’s advisor, these courses provide students with the specialized, focused training they need to develop their career paths. A student wishing to have a specialization noted on the transcript must take a prescribed set of 4 elective courses to fulfill the requirements of a specialization. Students may choose to take courses for more than one specialization.

Finally, in their last term of enrollment each student completes the Capstone course in which what has been learned during the student’s program is brought together into a final project.

**Curriculum**

The curriculum for the MSCS degree is shown below:

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
<b>Common Core Courses (9 credits):</b>		
MGMT515	Management that Transforms	4.5
TECH515	Technology that Transforms	4.5
<b>Program Core Courses (22.5 credits):</b>		
CMSC501	Structure of Programming Languages	4.5
CMSC512	Computer Architecture	4.5
CMSC530	Operating System Internals	4.5
INST569	Data and System Security	4.5
TECH540	Database Management Systems	4.5
<b>Elective Courses (18 credits):</b>		
	Five courses from electives or specializations	18
<b>Capstone Course (4.5 credits):</b>		
CMSC600	Computer Science Capstone	4.5
<b>Minimum Credits required for MSCS</b>		<b>54</b>

**Specializations and Electives**

Students who wish to focus their elective courses may do so in an area of specialization. Students who do so will earn their MSCS with a specialization and must complete the four courses required by the University for these specializations. Students wishing to complete



specializations can petition to extend their program in order to complete the requirements for the specializations.

The University of North America offers a variety of specialization options to meet the professional development needs of students. Specializations for the MSCS program are listed as follows:

### **Big Data (BD)**

Students develop competencies in the life cycle of data analytics, solving big data problems, using big data technologies and visualizing information.

Courses required for this specialization are listed below:

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
DATA 521	Tackling Big Data Challenges - Intro to Big Data	4.5
DATA 522	Solving Big Data Problems – Data Analytics	4.5
DATA 523	Big Data Technology Fundamentals	4.5
DATA 524	Information Visualization	4.5

### **Database Administration (DA)**

Students develop competencies in administering enterprise database systems, integrating knowledge in the areas of database design and processing, distributed databases, and data warehousing.

Courses required for DA specialization are listed below:

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
INST522	Database design and Processing	4.5
INST523	Database Administration	4.5
INST524	Big Data and the Enterprise	4.5
INST525	Business Intelligence and Data Warehousing	4.5

### **Information Security (IS)**

Students develop competencies in assessing threats and vulnerabilities of information systems, designing security procedures and practices that are executed in the protection of data and information systems, and analyzing the validity and reliability of information to ensure that an information system will operate at a proposed level of trust.

Courses required for this specialization are listed below:

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
INST540	Fundamentals of Information Security	4.5
INST541	Information Security Policy	4.5
INST542	Information Security Risk and Vulnerability Assessment	4.5
INST543	Forensics and Incident Response	4.5

### **Project Management (PM)**

Students develop competencies in managing business and technology projects, integrating PMI domain knowledge in the areas of project performance management, project risk and quality management, and procurement management.

Courses required for this specialization are listed below:

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
MGMT573	Fundamentals of Project Management	4.5
MGMT574	Project Performance Management	4.5
MGMT575	Managing Project Risk and Quality	4.5
MGMT576	Teamwork and Project Management	4.5

### **Software Engineering (SE)**

Students develop competencies in software engineering; integrating knowledge in the areas software methodology, object oriented programming and project management.

Courses required for this specialization are listed below:

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
CMSC509	Software Methodology	4.5
CMSC583	Software Testing and Integration	4.5
CMSC585	Object Oriented Programming	4.5
MGMT573	Fundamentals of Project Management	4.5

### ***No Specialization Declared***

Students wishing to not declare a specialization may select any 4 courses from the available courses as electives. Those who do not declare a specialization will be awarded the MBA without a specialization.



## **Master of Science in Information Technology (MSIT)**

### **Overview**

The goal of the Master of Science in Information Technology is to produce graduates that are prepared to meet the technology and operations needs of modern businesses. As such, the program provides students with a solid background in both business and information technology in order to prepare them to work within business enterprises.

Managers, whether their responsibility is technology or human resources, must be able to express themselves clearly and compellingly if they are to serve as leaders in business. Thus, the program has a strong emphasis on the development and demonstration of the ability to communicate effectively in both written and oral formats. Students are provided with opportunities in each course to develop and hone these skills.

On completion of the program, the graduate will be able to identify technological risks or problems within an organization, specify the causes of the risks or problems, develop an appropriate solution, and implement the change required. Further, graduates will be able to clearly and effectively articulate their approach and findings to both a technical and lay audience in both written and oral forms.

### **Program Objectives**

Upon completion of this degree program, students will be able to:

Compile, analyze, and assess the applicability of best practices in addressing technology issues within a business enterprise

Integrate principles and techniques of problem solving, critical thinking, and business ethics in the development of technical strategies

Demonstrate mastery of theory, concepts and skills in addressing specialized aspects of technology management

### **Credit Requirements**

The credit requirements for the MSIT program consist of the following:

Course Type	Course Credits
Common Core Courses	9 Credits (2 Courses)
Program Core Courses	22.5 Credits (5 Courses)
Elective Courses	18 Credits (4 Courses)
Capstone Course	4.5 Credits (1 Course)
Program Total	54 Credits

### **Program Length**

It is expected that students will take two courses per term throughout their programs. Since many students take one vacation term per year during their program, the normal program length is 2 years (24 months) with the expectation that students will complete in this length of

time. Students are given 3 years (36 months) to complete their programs as long as they are making satisfactory academic progress.

**Program Sequence**

The program starts with two Common Core courses which are designed to acquaint all students with an understanding of management and technology as they affect business, government, and not-for-profit organizations and to place these concepts in a cross-cultural context.

Students will take a set of 5 Program Core courses which are designed to provide the tools necessary to address the business problems that face organizations today.

In addition to the Core courses, students can personalize their course of study through a selection of 4 Elective courses. Chosen in consultation with the student’s advisor, these courses provide students with the specialized, focused training they need to develop their career paths. A student wishing to have a specialization noted on the transcript must take a prescribed set of 4 elective courses to fulfill the requirements of a specialization. Students may choose to take courses for more than one specialization.

Finally, in their last term of enrollment each student completes the Capstone course in which what has been learned during the student’s program is brought together into a final project.

**Curriculum**

The curriculum for the MSIT degree is shown below:

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
<b>Common Core Courses (9 credits):</b>		
MGMT515	Management that Transforms	4.5
TECH515	Technology that Transforms	4.5
<b>Program Core Courses (22.5 credits):</b>		
INST534	Computer and Information Networking	4.5
INST574	Management Information Systems	4.5
INST569	Data and System Security	4.5
TECH540	Database Management Systems	4.5
TECH581	Electronic Business Systems	4.5
<b>Elective Courses (18 credits):</b>		
	Five courses from electives or specializations	18
<b>Capstone Course (4.5 credits):</b>		
INST600	Information Technology Capstone	4.5
<b>Minimum Credits required for MSIT</b>		<b>54</b>

**Specializations and Electives**

Students who wish to focus their elective courses may do so in an area of specialization. Students who do so will earn their MSIT with a Specialization and must complete the four courses required by the University for these areas. Students wishing to complete specializations can petition to extend their program in order to complete the requirements for the specializations.

The University of North America offers a variety of specialization options to meet the professional development needs of students. Specializations for the MSIT program are listed as follows:

### **Big Data (BD)**

Students develop competencies in the life cycle of data analytics, solving big data problems, using big data technologies and visualizing information.

Courses required for this specialization are listed below:

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
DATA 521	Tackling Big Data Challenges - Intro to Big Data	4.5
DATA 522	Solving Big Data Problems – Data Analytics	4.5
DATA 523	Big Data Technology Fundamentals	4.5
DATA 524	Information Visualization	4.5

### **Database Administration (DA)**

Students develop competencies in administering enterprise database systems, integrating knowledge in the areas of database design and processing, distributed databases, and data warehousing.

Courses required for DA specialization are listed below:

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
INST522	Database Design and Processing	4.5
INST523	Database Administration	4.5
INST524	Big Data and the Enterprise	4.5
INST525	Business Intelligence and Data Warehousing	4.5

### **Health Care Informatics (HCI)**

Students develop competencies in managing health care technology, integrating knowledge in the areas of healthcare policy, technology and project management.

Courses required for HCI specialization are listed below:

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
MGMT555	Issues in Health Care Administration	4.5
MGMT558	Health Care Policy	4.5
MGMT573	Fundamentals of Project Management	4.5
TECH582	Information Systems in Health Care Management	4.5

### **Information Security (IS)**

Students develop competencies in assessing threats and vulnerabilities of information systems, designing security procedures and practices that are executed in the protection of data and information systems, and analyzing the validity and reliability of information to ensure that an information system will operate at a proposed level of trust.

Courses required for IS specialization are listed below:

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
-----------------	---------------------	---------------------

INST540	Fundamentals of Information Security	4.5
INST541	Information Security Policy and Procedures	4.5
INST542	Information Security Risk and Vulnerability Assessment	4.5
INST543	Forensics and Incident Response	4.5

### **Java Programming (JP)**

Students develop competencies in software development using Java, integrating knowledge in the areas of programming language structures, software methodology, and software testing and integration.

**Courses required for JP specialization** are listed below:

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
CMSC501	Structure of Programming Languages	4.5
CMSC509	Software Methodology	4.5
CMSC583	Software Testing and Integration	4.5
CMSC589	Java Programming	4.5

### **Project Management (PM)**

Students develop competencies in managing business and technology projects, integrating PMI domain knowledge in the areas of project performance management, project risk and quality management, and procurement management.

**Courses required for PM specialization** are listed below:

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
MGMT573	Fundamentals of Project Management	4.5
MGMT574	Project Performance Management	4.5
MGMT575	Managing Project Risk and Quality	4.5
MGMT576	Teamwork and Project Management	4.5

### **Technology Management (TM)**

Students develop competencies in managing business technology operations, integrating knowledge in the areas project management, distributed database systems, and enterprise analytics.

**Courses required for TM specialization** are listed below:

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
INST518	Technology and Operations Management	4.5
INST524	Big Data and the Enterprise	4.5
INST525	Business Intelligence and Data Warehousing	4.5
MGMT573	Fundamentals of Project Management	4.5

### ***No Specialization Declared***

Students wishing to not declare a specialization may select any 4 courses from the available courses as electives. Those who do not declare a specialization will be awarded the MBA without a specialization.



## ADMISSION PROCEDURES AND POLICIES FOR MASTER'S PROGRAMS

### ***Overview***

The University of North America is a multicultural, multi-program university that places a strong emphasis on service for its students. Admission to UoNA is based on equal opportunity and open access to all interested candidates of diverse backgrounds that are seeking to further improve their education or enhance their professional career.

It is the goal of the University to make as seamless as possible entry into the programs it offers. To this end, admission representatives and University staff work with each applicant to ensure that he/she is guided into a program that will best meet the student's needs.

The University of North America is committed to fulfilling its mission without discrimination on the basis of race, color, national origin, religion, age, gender, disability, or veteran status. The University of North America is guided by the Family Educational Rights and Privacy Act of 1974 (FERPA).

### ***Application Deadlines***

Applications are accepted year-round and new students can be admitted for every academic term at the University. Applicants are advised to allow sufficient time for the University to complete its admissions evaluation process if the applicants desire to begin their studies at UoNA in a specific academic term.

Students residing outside of the United States must allow additional time for scheduling and attending required visa interviews with the US Embassies or consulates, and should submit materials in a timeframe that incorporates these requirements.

### ***Program Admission Requirements***

Applicants are evaluated individually based on their professional experience, academic credentials from accredited institutions, required documents as specified in the catalog, and an admissions interview, which assesses their potential for successfully completing a relevant academic program.

To be **considered** for admission to a master's program, **all** applications must meet the following minimum requirements:

Completed U.S. bachelor's degree or non-U.S. equivalent in a discipline with adequate academic preparation for the desired master's program of study.

Students who have a bachelor's degree but do not have adequate academic preparation for their desired master's program of study or who need to update their academic knowledge may be required to fulfill preparatory courses.

The UoNA academic committee will work with the applicant to determine the appropriate, required preparatory courses prior to acceptance to the master's program.

### ***Relevant Work Experience***

Two years of professional experience in relevant industry or government positions.

Applicants who are matriculating directly from a relevant bachelor's degree to a master's degree program may be granted approval by the academic committee based on a review of the student's academic merit, volunteer experiences, and other attributes prior to acceptance to the master's program.

### **International Applicant Criteria**

The University of North America is authorized by the Student and Exchange Visitor Program (SEVP) to issue I-20s to international students admitted to one of its programs. An I-20 Shipping and Handling Fee will be required to mail the acceptance letter and I-20 documentation to all international applicants.

### **International Credentials**

Transcripts sent from any school, college, or university that is recorded in a language other than English must be accompanied by a certified translation. All documents must be originals or certified copies.

If an applicant requests the international transcripts be reviewed for determining eligible transfer credit, the transcripts must be reviewed by an approved educational credentials evaluation agency to confirm equivalence to an accredited degree from a U.S. institution. Transcript evaluation services are available through agencies recognized by the National Association of Credential Evaluation Services ([www.naces.org](http://www.naces.org)).

### **English Language Proficiency**

All instruction and services at UoNA are provided in English. An applicant whose native language is not English is required to provide proof of English proficiency. The acceptable proofs include:

- An earned degree from an appropriately accredited institution where English is the principal language of instruction, **or**
- A letter from the institution stating that the medium of instruction is English, **or**
- Test score of an accepted English proficiency test. The table below identifies acceptable scores for admission:

Acceptable Tests	TOEFL-IBT	TOEFL Computer Based	TOEFL Paper Based	iTEP	IELTS	PTE
Score	≥ 57	≥ 189	≥ 500	≥ 3.5	≥ 5.5	≥ 45

### **Master's Program Admissions Checklist**

To be admitted to a master's degree program, **all** applicants must submit:

- Completed *UoNA Application for Admission* form.
- Personal statement of the reason for pursuing the graduate degree, the reason for selecting the particular program, and how the candidate's background has prepared the applicant for success in the program and achievement of career goals after graduation.
- Attestation of a high school diploma or its equivalent.
- Copy of official transcript for an earned bachelor's degree from an accredited U.S. institution at the time of admission.
  - Documentation of a bachelor's degree from a non-U.S. institution may be submitted for admissions and academic department review.



- An official academic transcript issued by the U.S. institution or a certified copy of international credentials from all institutions which awarded the applicant's bachelor degrees/coursework is required no later than the end of the student's second academic term at the University.
- Non-refundable \$100 Application Fee in U.S. currency by electronic payment online.
- Copy of a valid government-issued form of identification, such as a government-issued picture ID, current passport or birth certificate, or Green Card.
- Two letters of recommendation.
- TOEFL or other test scores, if applicable.
- OPTIONAL: Graduate Management Admissions Test (GMAT) or Graduate Record Exam (GRE) are not required for admission; however, an applicant may submit such scores in support of their application.

Information provided in these application materials will be used by the University to make admissions decisions, verified through official transcripts, and may include reference checks.

### **Admission Procedure**

All applicants are required to complete an interview with an admissions representative or a designated recruiting agency; a second interview *may* be required with a member of the academic committee.

The process for admission into the University is designed to assist students in making the entrance to graduate study as smooth as possible. Each candidate for admission will receive a personal assessment of his/her background with a focus on providing the guidance necessary for admission into his/her desired program.

When the review process is complete and acceptance or declination is determined, all applicants will be notified of the decision electronically by the Admissions Office at the e-mail address provided by the applicant. A hard-copy of the admission letter will also be sent to the applicant.

Accepted applicants are requested to acknowledge his/her decision to attend the University. Upon acknowledgement of acceptance to the University, the student will be assigned an academic advisor and be requested to schedule an advising session prior to the start of classes. During this advising session, student will receive guidance on program specializations, registration processes, school policies and applied learning requirements. As a result of this session, an individualized Program of Study (POS) will be created for the student to serve as a guide during the completion of the program.

### **Documentation Requirement for Bachelor's Degree**

Applicants who submit an unofficial transcript from a U.S. institution or an uncertified copy of a non U.S. bachelor's degree at the time of admission may be accepted; however, all students are required to submit official or certified transcripts prior to the end of their second term in order to remain enrolled at UoNA. Students who fail to submit the required documentation will be withdrawn from the University.

## ***Master's Degree Program Policies***

### ***Program and Course Prerequisite Policy***

Course and program prerequisites courses are designed to ensure that students registered for a program can acquire a required minimum background for their selected area of study and that they can gain sufficient knowledge of the course content. This background may be obtained through courses equivalent to the listed prerequisites or through other educational and professional experiences. In such cases, students should consult the Academic Department for advice and guidance. Preparatory courses may be taken that will provide such students the ability to acquire the skills and knowledge needed to participate in the appropriate and desired programs of study.

### ***Course Substitutions and Waivers***

Students may receive approval to substitute an elective course for a core or specialization course if the student has requisite knowledge of the content of the course being replaced. A maximum of 9 credits can be approved for substitution. Waiver of courses can be based on professional credentials or certifications, professional training, or academically equivalent courses that were not used as transfer credits. Students may request the approval of the waiver and substitution from their Academic Deans. Documentation such as academic transcripts, a detailed job description, resume and/or evidence of a relevant license or certification may be required.

### ***Credit Transfer from Other Institutions***

A maximum of 22.5 quarter credits may be transferred into a degree program, with no more than 13.5 credits of transfer credit applied to core courses. The University does not award academic credit for non-academic experience.

To receive transfer credit for a course, the following criteria must be met:

- The student must have taken the course for graduate credit as part of a degree from an accredited institution or equivalent;
- The course taken was equivalent to the University of North America course in content, level, and credit hours; and
- The student earned at least a grade of "B" (courses taken on a pass/fail basis may not be eligible for transfer)

### ***Credit Transfer to Other Institutions***

Students and graduates should note that, regardless of the institutions involved, when seeking to transfer credits from one institution to another institution, the receiving institution has full discretion as to which credits are transferable. Students are advised to contact the institution to which they intend to transfer as to the transferability of specific courses and programs. The University of North America does not imply or guarantee that credits may be transferable.

### ***Dually Applied Credits***

Students seeking consecutive degrees from UoNA may have a maximum of 22.5 credits from the first degree earned applied toward the second degree, provided the degrees are at the same program level.

### ***Graduation Requirements***

In order to graduate, all students must:

- Complete the minimum number of credit hours designated for the chosen degree program.
- Satisfy all program requirements including completion of courses for the chosen degree and specialization(s).
- Achieve the minimum CGPA designated for the chosen degree program.
- Pay all tuition and fees and fulfill all other administrative obligations to the University of North America.

### ***Graduation Process***

In the academic term following a student's last course, the Academic Department certifies that the student has completed all requirements for graduation. Once certified, verification of student status on financial obligations is completed by the Finance Department. Upon clearance, the Registrar submits the candidates' names to the Board of Directors for approval of the degree award. Once conferred, a diploma indicating the degree is issued.

### ***Time Limits for Completion***

Students enrolled in the MBA, MSCS, or MSIT degree programs are expected to complete their programs in 2 years. They are given up to 3 years from the date of initial enrollment to complete degree requirements. However, students may petition the Registrar to receive an extension.

### ***Transcript Requests***

Transcripts are issued by the Registrar upon receipt of the online Transcript Request Form along with fee payment. Transcripts will not be issued to any student who has an outstanding obligation to the University.



## MASTER'S PROGRAMS

### SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

#### ***Purpose***

To ensure student success, the University of North America (UoNA) has established a comprehensive Satisfactory Academic Progress (SAP) Policy which closely monitors the academic progress of each student and outlines appropriate actions needed from the student and the University.

#### ***Definition***

The UoNA SAP policy is based on both qualitative and quantitative criteria. The qualitative measurement employs the *Grade Point Average* of the students. The quantitative measurements consist of the *Credits Attempted* and *Completion Percentage*.

These three criteria are used to assess the level of each student's satisfactory academic progress. Students must demonstrate satisfactory academic progress by meeting standards established based on these three measurements.

**Grade Point Average (GPA) and Cumulative grade Point Average (CGPA):** A student who fails to maintain the required GPA or CGPA will be placed on academic warning, probation or dismissal.

**Maximum Time Frame (MTF):** A student who exceeds the maximum time frame but still does not meet the graduation requirements will be dismissed.

**Minimum Completion Percentage (MCP):** A student who does not meet the minimum completion percentage at the evaluation points will be subject to probation or dismissal.

The University's Academic Department will conduct and manage all the activities involving the SAP policy. Students who fail to meet the SAP standards will be notified and advised.

The specific policies, procedures, and standards of the University's SAP are explained in the following sections.

#### ***Maximum Time Frame (MTF)***

Maximum Time Frame is the time allowed for students to complete their programs of study. The University uses the *attempted credits* to determine the MTF calculation. Students are required to complete the program within a time period that does not exceed 150% of the Normal Program Length (NPL). The Maximum Time Frame is 1.5 times the Normal Program Length.

$$\text{MTF} = \text{NPL} \times 1.5$$

At UoNA, Normal Program Length is 54 credits for all Master's Programs. Therefore, the MTF in credit hours is calculated as follows:

$$\text{MTF} = 54 \text{ credits} \times 1.5 = 81 \text{ credits}$$

Students must complete the program within 81 attempted credits. If a student is unable to complete the program within the MTF, the individual will be dismissed from the University and will not be eligible to receive a degree.

### **Attempted Credits**

The calculation of Maximum Time Frame includes all credits attempted at UoNA as well as credits which are allowed to be transferred from other institutions.

All registered hours at the end of the add/drop period will be counted as attempted credits. Consequently, any Withdrawal (W) after the add/drop period will still be included in the MTF calculation as attempted credits.

All courses attempted will be included in the calculation regardless of its pass or fail status. Therefore, courses resulted in an incomplete grade (including I and NP grades), courses repeated (R), and S/U courses are also counted as attempted credits.

In general, all qualitative and quantitative standards for the SAP policy are cumulative and must include all periods of a student's enrollment. An exception will only be considered under strenuous circumstances which must be petitioned by a student and approved by the Academic Department.

### **Earned Credits**

The successful completion of attempted credits will result in earned credits. Credits are earned for a course when a grade of "A", "A-", "B+", "B", "B-", "C+", "C", or "S" is received.

A course in which an "F" grade, Unsatisfactory grade (U), or No Pass grade (NP) is received does not earn any academic credit. Incompletes (I), Withdrawals (W), course repeated (R) also do not receive any earned credit.

### **Transfer credits**

Transfer credits are counted as both credits attempted and credits earned in SAP calculation. Grades received from the transfer credits are not included in the CGPA calculation.

### ***Required Minimum Completion Percentage (MCP)***

To ensure that students are making SAP, all enrolled students are required to achieve a certain Minimum Completion Percentage at each evaluation point during their studies. The University evaluates the successful course completion percentages for each student at 4 different evaluation points: at 33%, 56%, 78% and 100% of the Maximum Time Frame.

Cumulative Completion Percentage is calculated as the number of earned credits divided by the number of credits attempted.

**Completion Percentage: Earned Credits / Attempted Credits**

The Required Minimum Completion Percentage based on attempted credits at each of the evaluation point is presented in Table I.

**Table I: Evaluation Point and Required Minimum Completion Percentage**

<b>Evaluation Point % of MTF Attempted (in credits)</b>	<b>Minimum Credits Earned</b>	<b>Minimum Completion Percentage (% of Attempted Credits)</b>
At <b>33%</b> of MTF (27 Credits)	*13.5 Credits	*50%
At <b>56%</b> of MTF (45 Credits)	*27 Credits	*60%
At <b>78%</b> of MTF (63 Credits)	*40.5 Credits	*64%
At <b>100%</b> of MTF (81 Credits)	**54 Credits	**67%

***\*A student not meeting standards will be under probation.***

***\*\*A student not meeting standards will be dismissed.***

Following the above Table, after a student has attempted 27 credits, he/she must have successfully completed at least 13.5 credits. Failure to meet such a requirement will result in academic probation.

A student who has attempted 45 or 63 credits must complete a minimum of 27 or 40.5 credits successfully. Otherwise, the student will be put on probation. When a student attempted 81 credits and still could not earn 54 credits, he/she will be dismissed from the program; no probation will be allowed.

***Required Minimum Cumulative Grade Point Average (CGPA)***

All enrolled students must meet the minimum CGPA requirement at each evaluation point of the MTF to be in the satisfactory status. UoNA uses a 4.0 grading scale and GPAs are calculated at the end of each term. Courses from which the student has withdrawn within the add/drop period are not included in GPA or CGPA calculations.

In the case of courses that have been retaken, only the highest grade is included in the GPA and CGPA calculation. However, the repeated courses will be marked as R on the transcripts and the attempted credits will be calculated in MTF.

As shown in the Table below, students of all programs must meet the required minimum CGPA at each MTF evaluation point. The corresponding probation or dismissal points are listed.

**Table II: CGPA Requirement**

<b>Evaluation Point % of MTF Attempted (in credits)</b>	<b>Dismissal Points</b>	<b>Probation Period</b>
At <b>33%</b> of MTF (27 Credits)	No dismissal is required	CGPA < 2.25
At <b>56%</b> of MTF (45 Credits)	CGPA < 2.25	2.25 < CGPA < 2.50
At <b>78%</b> of MTF (63 Credits)	CGPA < 2.50	2.50 < CGPA < 2.75
At <b>100%</b> of MTF (81 Credits)	CGPA < 3.00	No probation is allowed. Dismissal is required.

For example, if a student’s CGPA falls below 2.25 at the 33% evaluation point, the student will be put on academic probation. No dismissal is required at this stage. However, if a student’s CGPA falls below 2.25 at the 56% MTF evaluation point, the student will be dismissed from the program.

At 100% of MTF, or graduation, whichever occurs sooner, the student must have completed all of the program requirements with a CGPA of 3.0 or above in the program. The student who cannot bring his/her CGPA up to 3.0 at the end of 100% MTF will not be able to graduate and will be dismissed from the program; no degree will be awarded.

***Cumulative Grade Point Average (CGPA) Calculation***

Cumulative Grade Point Average (CGPA) summarizes a student’s academic performance in all coursework completed.

To compute the CGPA, the letter grade for each course is first converted to a grade point value and multiplied by the number of credits designated for the course to determine GPA Points (GPAPTS) earned. To determine the CGPA, the sum of all GPAPTS earned is divided by the total number of credits completed.

$$\text{CGPA} = \text{GPAPTS} / \text{Credits Earned}$$

Courses assigned an “I” for Incomplete, “W” for a Withdrawal, “S” Satisfactory, “U” for Unsatisfactory, or “NP” for No Pass are *not* used in computing GPA but the credits hours will be calculated when computing credits attempted for MTF.

Courses assigned an “I”, “W”, “U”, or “NP” do not receive earned credits and are not considered successfully completed in the MTF calculation.

***Grading Scale and Impact on SAP***

The University uses a grading scale based on letter grades as outlined below.

<b>Grade/ Academic Designators</b>	<b>Qualitative Description</b>	<b>GPA Value</b>	<b>Attempt Credit</b>	<b>Earned Credit</b>
A	Superior	4.0	Yes	Yes

A-	Excellent	3.7	Yes	Yes
B+	Very Good	3.3	Yes	Yes
B	Good	3.0	Yes	Yes
B-	Acceptable	2.7	Yes	Yes
C+	Marginal	2.3	Yes	Yes
C	Poor	2.0	Yes	Yes
F	Failure	0.0	Yes	No
R	Repeat	Not calculated	Yes	No
I	Incomplete	Not calculated	Yes	No
W	Withdrawal	Not calculated	Yes	No
S	Satisfactory	Not calculated	Yes	Yes
U	Unsatisfactory	Not calculated	Yes	No
NP	No Pass	Not calculated	Yes	No
Transfer Credits	Transfer Credits	Not calculated	Yes	Yes

### **Incompletes**

The grade of Incomplete (“I”) is granted in cases where students in good standing are in need of additional time to complete course requirements due to circumstances such as work-related travel or health. If the remaining coursework has not been submitted within 4 weeks of the end of the term, the “I” automatically becomes a grade of “F” or “U” unless an extension is granted by their Academic Advisor.

### **Withdrawals**

Students who withdraw from a course after the add/drop period are given a grade of “W”. Withdrawals (W) are counted as credits attempted but do not earn any credit in determining SAP. Withdrawals are not included for GPA or CGPA calculation.

A student is required to submit a written request to officially withdraw from a course. Written requests must be submitted to the Registrar. Non-attendance does not constitute withdrawal. Students who do not submit all coursework and do not officially withdraw from a course, or do not receive approval for a withdrawal, may receive a grade of “F”.

### **Repeat Courses**

Students may repeat a course for which a grade of “F”, “U” or “NP” has been assigned. Students may repeat courses within their program of study (at the tuition rate in effect at the time they repeat) in order to improve their CGPA or to enhance their understanding of course material, with permission from the Academic Department.



Only the highest grade earned is included in calculating the CGPA. A record of all registrations remains on the transcript, with the notation Repeat (R). All repeated courses will be included as credit attempted for SAP calculation. Credit for the same course is awarded only once. Students may repeat a single course no more than 3 times unless approved by their Academic Advisor.

## **NP Option**

Students who find that they are experiencing academic difficulties after the midpoint in the term may petition for a grade of “No Pass” which is designated as an “NP” on the transcript. Students are required to repeat courses for which a grade of NP was recorded if the course was a required course for their curriculum. If the course was an elective, students may replace the credits with an alternative course to fulfill curriculum requirements.

To receive a grade of NP for a course, students must submit an NP request that is to be noted and signed by the course instructor. The petition must be approved by an Academic Dean. The form must be submitted to the Registrar prior to the last class meeting.

Students petitioning for a grade of NP must maintain attendance throughout the entire term per the University’s attendance policy. Students who have been cited for violation of attendance policy requirements (missing more than 2 class sessions) are not eligible to receive a grade of NP. Students may only petition for a grade of NP for a maximum of 1 course in any given term, and may not receive a grade of NP for more than 2 courses within their curriculum.

## ***SAP Academic Standings and Actions***

Based on the quantitative and qualitative standards described before, students who fall below standards are considered to be in an at-risk status (warning, probation, or dismissal).

A student who is in any of the at-risk statuses will be sent an SAP warning letter that clearly states the appropriate at-risk status and to set an appointment with the appropriate Dean to discuss possible remedies for the student to return to good standing.

There are four different academic statuses:

### **1. Good Academic Standing:**

Academic standing is evaluated at four evaluation points during a student’s enrollment. Students enrolled in a degree program are considered to be in good academic standing if: they maintain a satisfactory Cumulative Grade Point Average (CGPA) in accordance with the SAP policy, have attempted no more than 1.5 times the number of credit hours associated with their designated program, and have maintained a satisfactory completion percentage of the credits.

### **2. Academic Warning Status:**

Any student who receives a grade of “F” in any course will receive Academic Warning. Students who are in the Academic Warning status will continue to receive warning letters at the end of each term until his/her academic performance improves. The Registrar and the Academic Department have the authority to place on probation any student who receives warning letters for three consecutive terms.

### **3. Academic Probation Status:**

Any student who fails to maintain the required CGPA, or is not able to reach the required Minimum Completion Percentage at any of the 4 evaluation points will be placed on Academic Probation Status.

The probation period is usually for one term. The student on academic probation will be counseled and given assistance in order to improve his/her CGPA. The statement "Placed on Academic Probation" will be entered into the student's permanent record for that term. The student is considered to be maintaining satisfactory academic progress while on probation but is required to make necessary efforts to improve.

### **4. Academic Dismissal:**

Students who do not bring their CGPA up to standards at the end of the academic probationary period, cannot meet the minimum CGPA requirement at the evaluation points described above, or cannot reach 67% completion percentage at the end of MTF, will be dismissed from the program.

A student who has committed an act of substantial academic and/or professional misconduct in violation of the Professional Conduct Policy or Academic Integrity Policy may also be dismissed.

### ***Appeals and Readmissions***

The Academic Department is responsible for the execution of SAP monitoring with the support from Registrar. Any exceptional treatments including reinstatement will be permitted only with the approval from the Academic Department of the University.

All students who have had their student status terminated for any reason must clear all outstanding financial balances with the Business Office prior to applying for readmission into the University.

Students that have voluntarily withdrawn from the University or a program, and are in good standing, may go through the normal admissions process and apply to be readmitted to the University. Upon receiving their new acceptance letters from the UoNA admissions department, they may re-enroll. Students who are on probation and who have voluntarily withdrawn are automatically placed on probation for one term upon their readmission to the University.

In the case that a student fails to attain a minimum GPA of 3.0 at the end of the academic probationary period, the student will be dismissed and the statement "Academic Dismissal" will be entered into the student's permanent record. Academic dismissal normally is permanent unless, with a good cause, students reapply and are accepted under special consideration for readmission by the University.

### ***Change of Program***

A student who is pursuing an academic program and decides to change his or her program of study or add specializations will start with the recalculated CGPA, as well as credits attempted and completed, for the purpose of determining SAP. Only those courses that apply toward the

new degree program will be counted in the CGPA calculations and course completion percentages.

***Additional Program***

If a graduate of UoNA enrolls in a new program at UoNA, only those courses that apply toward the new program will be counted in the CGPA calculations and course completion percentages.



## MASTER'S PROGRAM COURSE DESCRIPTIONS

### **Graduate Course Prefix Abbreviation**

ACCT	Accounting
APLC	Applied Learning Course
CMSC	Computer Science
COMM	Communication
DATA	Big Data
ECON	Economics
FINS	Finance
INST	Information Systems
MGMT	Management
MKTG	Marketing
QANT	Quantitative Studies
TECH	Technology

All course codes are preceded by four-character abbreviations that are used to represent the area of study. These areas of study abbreviations are followed by three numbers that are used to qualify the level of study. All UoNA Master's level courses are within the range of 500 – 598, except CAPSTONE courses which are identified as 600 and 699.

### **Prerequisites**

Prerequisites denote the courses that must have been completed in prior quarters before taking certain courses. No prerequisite course is required unless it is specified in the individual course description below.

### **Common Core Courses**

#### **MGMT 515 Management that Transforms 4.5 credit hours**

In this course, students explore the differences between managers and leaders, utilizing a framework for understanding issues involved in both managing and being managed., Students will be introduced to the process of decision-making in a variety of business contexts, and develop skills related to managing groups and teams in a changing, global environment.

#### **TECH 515 Technology that Transforms 4.5 credit hours**

In this course, students will analyze the need for managers to understand and manage technology to successfully compete in an increasingly sophisticated business environment. Students will explore the evolution of technology, the integration of technology into the organization, and the systems that support business intelligence. Other topics to be discussed include the use of technology in streamlining business operations, innovations in supporting business strategies and the role technology plays in the transformation of organizations.

### **Core Courses**

**Prerequisites: MGMT515 and TECH 515 are required to be completed before taking any core courses**

#### **ACCT 520 Accounting for Decision Making 4.5 credit hours**

In this course, students will gain an understanding of the principles and analytical techniques relating to corporate financial management. Students will develop, interpret and apply accounting information used in effective managerial decision making. In addition, students will be exposed to reporting and analysis requirements related to inventory, fraud, internal control and cash, receivables, long-live assets, and liabilities.

**CMSC 501 Structure of Programming Languages 4.5 credit hours**

In this course, students will develop a foundational understanding of programming languages including programming paradigms, programming language processors, syntax and semantics, data types and structures, recursion, data control, storage management, and operating and programming environments.

**CMSC 512 Computer Architecture 4.5 credit hours**

In this course, students are introduced to fundamentals of computer architecture and analyze efficiencies associated with computer hardware, systems software, CPU architecture, and memory hierarchies and data concepts. Through an in depth, non-engineering study of the inner workings of modern computer systems, students will gain insight into the organization and structure of computing systems.

**CMSC 530 Operating Systems Internals 4.5 credit hours**

In this course, students will explore the internal operation of modern computing systems and develop an understanding of Software I/O buffering and concurrent processes, including mutual exclusion, synchronization, deadlock, processor scheduling, memory management, and resource control, Hoare's monitors and file systems. Students will analyze the operating system kernel and its relationship with network and application development.

**CMSC 589 Java Programming 4.5 credit hours**

In this course, students gain a foundation in the use of the Java programming language. This includes topics such as memory allocation and the manipulation of variables, objects and classes. Students will also examine the use of static and dynamic data structures, as well as basic sorting and conditional branching and looping in Java.

**ECON 520 Managerial Economics 4.5 credit hours**

In this course, students develop an understanding of the application of economic theory to managerial decision-making. Students will apply economic tools and techniques, including both qualitative and quantitative methods, to analyze business problems and formulate solutions. Students will explore supply and demand, forecasting and cost estimation in practical situations to evaluate the best business strategy decisions for firms operating in various markets.

**FINS 520 Financial Analysis for Decision Making 4.5 credit hours**

In this course, students will develop an understanding of fundamental concepts in finance and learn to apply them to decision making. Students will explore how to link together strategic decision-making concepts with day-to-day management decisions. The course will take a practical approach, and students will examine risks and returns within organizations and in capital markets, budgeting and cost management, and investments for short and long term goals, all with the aim of giving students a thorough understanding of the key areas required to both build and grow a fiscally healthy organization.

**INST 534 Computer and Information Networking 4.5 credit hours**

In this course, students embark on a systematic examination of computer networking, including an overview of the history and development of computer network, network

topologies, analog and digital transmission, switching multiplexing, and protocols and algorithms. Students will review transmission media including connection management, flow control, and buffering.

**INST 569      Data and System Security      4.5 credit hours**

In this course, students examine the basic principles of data and information system security in the business enterprise. Students will explore topics such as identification, confidentiality, authentication, and integrity. Students will also focus on risk management including intrusion detection and mitigation. In addition, students will evaluate issues of organizational security and the attendant policy, legal, and ethical concerns.

**INST 574      Management Information Systems      4.5 credit hours**

In this course, students gain an overview of information systems in the business world. Students will study hardware; software; databases; telecommunication systems; the development and strategic use of information systems; and the social, legal, and ethical issues involved with information systems.

**MGMT 540      Business in Global Perspective      4.5 credit hours**

In this course, students are provided with an overview of the global environment facing organizations today, with a major focus on the pervasiveness of globalization and its impacts on all aspects of a business. Students will explore topics such as global trade policy; international political actions including diplomacy and conflict; institutional, ethical, and legal variations among societies; and capital, human, and technology transfers across national boundaries.

**MKTG 571      Marketing Management      4.5 credit hours**

In this course, students will develop an understanding of the marketing resources, activities and personnel required to identify customer requirements for products and services. Students will analyze marketing opportunities through new product or service development, strategic planning, electronic commerce, product strategies, and product mix. Students will also examine the relationship of marketing to overall organization planning.

**QANT 510      Statistics for Managers      4.5 credit hours**

This course provides an introduction to the fundamentals of statistics and quantitative methods for decision making. Students will be given an overview of the basic elements of statistics including measurement, error, sampling and analysis, and will learn how to detect unreliable statements backed by faulty statistical methods. Students will apply their knowledge of statistics various areas of business decision making and management including creating surveys and applying statistics to marketing, forecasting, and quality management

**TECH 540      Database Management Systems      4.5 credit hours**

In this course, students will be introduced to the fundamental concepts of database management including aspects of database design, languages and implementation. Students will explore topics such as relational databases, database design, data storage and querying, transaction management, and system architecture. Students will also be given a brief overview of data warehousing, data mining and information retrieval.

**TECH 580      Technology in the Business Enterprise      4.5 credit hours**

In this course, students will gain a basic understanding of the value and uses of information systems and technology for business operations, management decision making, and strategic operations. Students will assess how managers can utilize information systems to facilitate

planning, operations, and growth. Students will also explore the role that technology currently plays and will increasingly play in enterprise operations.

**TECH 581 Electronic Business Systems 4.5 credit hours**

In this course, students will be introduced to electronic commerce applications in accounting, finance, information systems, computer science, and engineering. Students will examine electronic commerce from a global perspective in order to gain an understanding of applications of electronic commerce.

***Elective and Specialization Courses***

**ACCT 521 Advanced Accounting 4.5 credit hours**

*Prerequisite: ACCT520.*

This course builds an understanding of the issues of the provision of relevant operational information to all of an organization's constituents – management, shareholders, auditors, and the public. Strategic cost analysis, firm valuation, and mergers and acquisitions will be discussed.

**ACCT 522 Principles of Taxation 4.5 credit hours**

This course introduces basic concepts of federal income taxation that are common to all types of taxpayers (i.e. individuals, corporations, and flow-through entities). Topics to be covered include tax policy objectives, tax accounting methods that affect the timing of income and expense recognition, concepts of gross income and trade or business expenses, income character, and tax issues associated with various property transactions.

**ACCT 523 Auditing 4.5 credit hours**

*Prerequisite: ACCT520.*

This course examines auditing methodology through a study of auditing standards including the nature of evidence, program planning, work papers, internal control evaluation, types of audit tests, the audit process, audit reports and the auditor's role in ensuring that publicly issued financial statements are fairly presented.

**ACCT 524 International Accounting 4.5 credit hours**

This course focuses on the two major accounting standards in widespread use (International Financial Reporting Standards [IFRS] and U.S. Generally Accepted Accounting Practices [US-GAAP] and assesses the effect of each on firms doing business internationally. Students will understand the similarities and differences in the two systems and will assess the impact of *each* standard on a firm's financial statements.

**COMM 515 Communications that Transform 4.5 credit hours**

In this course, students develop skills to effectively communicate in professional environments by enhancing their understanding of the ways in which language is used to accomplish various purposes in business situations. Building on an understanding of audience, students will learn to create effective written and oral messages for a variety of business contexts. Students will also explore the influences of technology, ethics and the global workplace on effective communication.

**CMSC 509 Software Methodology 4.5 credit hours**

In this course, students are introduced to the Software Development Life Cycle (SDLC) and the processes related to requirements analysis and design. Through class projects, students will apply these principles and analyze real-world needs for business-based applications.





employed by governments, multinationals, regulatory institutions and other relevant entities to achieve their varied objectives in a globalized economy.

**FINS 559      Health Care Finance      4.5 credit hours**

*Prerequisite: FINS 520.*

In this course, students with an interest in health care administration are provided with a basic understanding of the health care finance arena. The course is designed for users of financial information. Students will explore issues of third-party payer systems, reimbursement models, cost containment, sources and uses of capital financing, private versus public financing, and ethics.

**INST 518      Technology and Operations Management      4.5 credit hours**

In this course, students gain an understanding of the technical link between information systems and business operations. Students will examine management issues including managing productivity; production planning, forecasting, and scheduling; inventory management including just-in-time systems; and overall project management.

**INST 522      Database Design and Processing      4.5 credit hours**

In this course, students gain a solid understanding of data base system concepts and architecture; data models, schema, and instances; data independence and data base language and interface; data definition languages; and overall data base structures. Students will explore relational data model concepts, integrity constraints, data manipulation, functional dependencies, transaction processing concepts and concurrency control techniques.

**INST 523      Database Administration      4.5 credit hours**

*Prerequisite: INST522.*

In this course, students will be introduced to a broad range of topics related to administering databases. Students will explore database concepts such as data modeling; database design and creation; database performance and tuning; and database maintenance, backup, restoration and recovery. Students will also examine the role and responsibilities of the database administrator, including the use of various DBA tools. Students will study programming in SQL, and Oracle database solutions will be employed to demonstrate concepts and for student exercises.

**INST 524      Big Data and the Enterprise      4.5 credit hours**

In this course, students will explore big data and its implications in solving business problems. Students will be exposed to IBM analytic tools used for unlocking big data and examining it at rest and in motion. Lastly, students will evaluate requirements for governance and integration of big data in the enterprise.

**INST 525      Business Intelligence and Data Warehousing      4.5 credit hours**

*Prerequisite: INST522.*

In this course, students will gain an overview of data warehousing and business intelligence, including the role of data in an organization, and the need for developing a data warehouse and business intelligence strategy. Students will explore topics such as components of data warehouse architecture, enterprise data models, data governance, data marts, and data quality. Students will come away with an understanding of the components and different alternatives involved in building a data warehouse, and will learn to weigh the advantages and disadvantages in choosing one path over another.

**INST 540      Fundamentals of Information Security      4.5 credit hours**

In this course, students explore the ten domains of information security as established by the (ISC)<sup>2</sup> Common Body of Knowledge (CBK). Students will use the CBK as a framework to critically analyze security awareness issues and evaluate best practices in implementing security systems within the enterprise.

**INST 541 Information Security Policy 4.5 credit hours**

In this course, students examine the role of security policies, standards and procedures in addressing business and technical risks. Students evaluate the importance of information assurance policies and deployment plans as part of the comprehensive strategic plan and operational objectives of the enterprise.

**INST 542 Information Security Risk and Vulnerability Assessment 4.5 credit hours**

*Prerequisite: INST541.*

In this course, students research leading tools, technologies and methodologies used in identifying, prioritizing and mitigating information system threats and vulnerabilities; identify and evaluate security controls; and formulate risk mitigation strategies.

**INST 543 Forensics and Incident Response 4.5 credit hours**

*Prerequisite: INST541.*

In this course, students identify and analyze the nature of security incidents, methods of discovery and forensic evaluation, the source of potential threats and the approaches used in incident management and mitigation. Students also analyze the technical and business issues which affect the actions of the enterprise in responding to a security incident.

**MGMT 541 International Business 4.5 credit hours**

In this course, students are provided with an overview of international commerce, trade, and business and the worldwide cultural and economic influences that affect it. Students will assess differing business structures and legal systems, and also examine the major world trade agreements such as The World Trade Organization (WTO), The European Union (EU), and The North American Free Trade Agreement (NAFTA). In addition, students will evaluate various national approaches to the management of risk and to importing and exporting goods and services, competition, investments, licensing, franchising, and the availability of global venture capital.

**MGMT 542 Principles of Global Management 4.5 credit hours**

In this course, students are provided with an overview of the global environment facing organizations today. A major focus is on the pervasiveness of globalization and its impacts on all aspects of a business. Students will explore topics such as global trade policy; international political actions including diplomacy and conflict; institutional, ethical, and legal variations among societies; and capital, human, and technology transfers across national boundaries.

**MGMT 555 Issues in Health Care Administration 4.5 credit hours**

In this course, students will gain an understanding of the institutional arrangements for health care in the United States. Students will explore issues of prevention as well as amelioration, types of delivery systems and points of access, and client and health care professional responsibilities. Cross-country analyses will be used to expand understanding and to allow the student to translate what has been learned into other-country systems.

**MGMT 558 Health Care Policy 4.5 credit hours**

In this course, students will gain an understanding of the economic, historical, political, and social context of the health care system. Of particular focus are the political roles of the executive, judicial, and legislative branches of government at both the national and state levels. Students will learn how to work within the healthcare system to achieve positive outcomes for their institutions and patients.

**MGMT 560 Human Resource Management 4.5 credit hours**

In this course, students will explore the understanding and management of human behavior in organizations through an assessment of the principles, policies, and practices related to procurement, development, maintenance, and, utilization of human resources. Students will be guided to evaluate the need to integrate employee and organizational goals, and to address the intercultural and international aspects of human resource management.

**MGMT 561 Organizational Behavior and Ethics 4.5 credit hours**

This course addresses the crucial issue of ethics in business. Students explore the concepts of ethics and social responsibility in the context of the many stakeholders involved in business today. Topics include the responsibilities of a business organization and the constituencies to which it is responsible. Students will explore the legal environment facing ethical issues, with a focus on major legislative initiatives such as the Americans with Disabilities Act, (ADA), The Family and Medical Leave Act, and civil rights laws. Students will also review the regulatory agencies such as FDA and OSHA, and their work on employers' workplace responsibilities.

**MGMT 572 Strategic Planning and Management 4.5 credit hours**

In this course, students are introduced to the tools of planning and operational management, with an emphasis on the use of technology to facilitate strategic thinking. Students will explore the development, implementation, and evaluation of plans to address the long-term needs of the organization. Of special focus will be the nature of strategic leadership and leaders, including their development and support.

**MGMT 573 Fundamentals of Project Management 4.5 credit hours**

In this course, students will be introduced to the use of project management technology to accomplish organizational objectives. Students will explore project selection, organization, planning, budgeting, scheduling, management, control and termination. There is a particular focus on the role of conflict and negotiation in successful project operation. Students will use project management software in their work.

**MGMT 574 Project Performance Management 4.5 credit hours**

In this course, students will gain an understanding of the role projects play within an organization, and how organizational strategy and the desire for performance improvement drive the creation of projects. Students will explore the functions of project management including managing scope, project organization, quality, cost, time and risk. Students will examine the stages of the project life cycle and how to manage project start-up, execution and control, and close out.

**MGMT 575 Managing Risk and Quality 4.5 credit hours**

*Prerequisite: MGMT573.*

In this course, students will gain an overview on how to achieve high quality on a project while minimizing risk. Students will develop an understanding of what constitutes good quality in the context of projects. Students will explore project requirements, how to manage customer expectations and satisfaction, and how to ensure that the product meets the specifications, solves the problem, and satisfies the customer. Students will learn how to identify, assess, prioritize, analyze, reduce and control risks, and will develop a risk management plan.

**MGMT 576 Teamwork and Project Management 4.5 credit hours**

In this course, students will improve their understanding of the dynamics of team development and interpersonal problem solving. Students will learn to frame the project and team, identify the appropriate project management approach, and develop strategies for accelerating the development of true team effectiveness. Students will gain an understanding of the key technical competencies of project management, as well as the critical dimensions of project scope, time, and cost management. Students will explore a variety of best practices including anticipating, preventing and overcoming barriers to project success.

**TECH 582 Information Systems in Health Care Management 4.5 credit hours**

In this course, students are guided through the legal, ethical, technical, and cost issues surrounding information management in health care. Students will examine the issues of privacy, short and long-term record storage and access, secure communication between the client and the institution and among public and private institutions, information needs at the several levels of medical care, and broad system design and integration. Students will also explore telemedicine and medical care at a distance.

**Capstone Courses**

**CMSC 600 Capstone Computer Science Project 4.5 credit hours**

*Prerequisites: All core courses for degree*

This course provides the student with the opportunity to integrate the broad spectrum of what has been learned in previous courses into a final project of direct relevance to the student's academic and career objectives. Under the guidance of a Capstone Advisor, the student selects an applied project that addresses a defined problem within an organization, develops a strategy to mitigate or resolve the problem, and prepares a formal project report. The report must place the problem/issue and its solution in its cultural and historical context. An oral presentation of the project approach and findings is required.

**CMSC 699 Capstone Computer Science Project (continuing registration) 1.5 credit hours**

*Prerequisite: CMSC 600*

Students requiring more time to complete the Capstone Management Project beyond the initial term must maintain continuing enrollment by registering for this 1.5 credit course.

**INST 600 Capstone Information Technology Project 4.5 credit hours**

*Prerequisites: All core courses for degree*

This course provides the student with the opportunity to integrate the broad spectrum of what has been learned in previous courses into a final project of direct relevance to the student's academic and career objectives. Under the guidance of a Capstone Advisor, the student selects an applied project that addresses a defined problem within an organization, develops a strategy to mitigate or resolve the problem, and prepares a formal project report. The report must place the problem/issue and its solution in its cultural and historical context. An oral presentation of the project approach and findings is required.

**INST 699 Capstone Information Technology Project (continuing registration) 1.5 credit hours**

*Prerequisite: INST 600*

Students requiring more time to complete the Capstone Management Project beyond the initial term must maintain continuing enrollment by registering for this one credit course.

**MGMT 600 Capstone Management Project 4.5 credit hours**

*Prerequisites: All core courses for degree*

This course provides the student with the opportunity to integrate the broad spectrum of what has been learned in previous courses into a final project of direct relevance to the student's academic and career objectives. Under the guidance of a Capstone Advisor, the student selects an applied project that addresses a defined problem within an organization, develops a strategy to mitigate or resolve the problem, and prepares a formal project report. The report must place the problem/issue and its solution in its cultural and historical context. An oral presentation of the project approach and findings is required.

**MGMT 699 Capstone Management Project (continuing registration) 1.5 credit hours**

*Prerequisite: MGMT 600*

Should a student not complete the Capstone Management Project during the term, he/she must maintain continuing enrollment by registering for this 1.5 credit course.

***Preparatory Courses:***

The following courses are designed specifically for students who do not have a sufficient academic background or who would require updated academic preparation in the area of study for their program. Students who are not required to take these courses can take them as elective courses.

**MGMT 500 Principles of Management 4.5 credit hours**

This course is designed to provide the basics for the study of business at a beginning level. This course will introduce a variety of common and current business structures, current business terminology, management techniques, and principles of management behaviors.

**MGMT 505 Principles of Accounting 4.5 credit hours**

This course covers the fundamentals of financial accounting as well as the identification, measurement, and reporting of the financial efforts and requirements of economic and corporate business events. Topics include the accounting environment, financial statements, financial markets, working capital management, financial planning and internal controls.

**TECH 500 Computer Essentials 4.5 credit hours**

This introductory level course is designed to present the fundamentals of personal computers and current application software in a very basic and hands-on environment. By exploring the world of personal computers and internet navigation, this course offers a clear picture of how computers and networks can be used as practical tools to solve a wide variety of tasks in an office environment and is provides a comprehensive introduction to current computer terminology.

**TECH 505 Information Technology Concepts 4.5 credit hours**

This course discusses concepts and techniques for the field of Information Technology. New focuses on computer security and system administration and the associate jargon will be integral components of the course material. Upon successful course completion, students will be able to assess the basic components of Information Technology and will have acquired a sound foundation of current IT terminology and concepts.



# **BACHELOR'S DEGREE (UNDERGRADUATE) PROGRAMS**



## **BACHELOR'S (UNDERGRADUATE) PROGRAMS**

In line with the mission of the University, UoNA's bachelor's programs are designed for the students to attain the essential knowledge and skills to meet the needs and challenges in the areas of business administration and technology throughout the world.

In addition to the three accredited master's programs: Master of Business Administration, Master of Science in Computer Science and Master of Science in Information Technology, our Bachelor of Science in Business Administration and Bachelor of Science in Information Technology programs continue the tradition in providing quality education and ensuring affordability to a diverse group of students.

As an applied learning institution, the application of knowledge is integrated in the design of all courses. The core courses of each program center on developing career-relevant knowledge and skills. Students learn from instructors who have earned academic credentials as well as first-hand industry experience.

Besides knowledge in the areas of their majors, UoNA's bachelor's programs are designed to build a strong foundation for students in the following aspects:

- **Communication Skills:** To demonstrate the ability to communicate effectively in both oral and written capacities as evidenced by the proper use of English grammar, phraseology, and organizational skills.
- **Understanding of Humanities, Mathematics, and Science:** To demonstrate the ability to discuss all aspects of liberal arts and science, including cultural and societal issues.
- **Critical Thinking and Analytical Skills:** To demonstrate the ability to apply critical thinking and deductive reasoning in solving problems, and making sound business decisions.
- **Effective Leadership and Management Skills:** To demonstrate effective leadership and management skills.

## ***College of Business and Management***

### **Bachelor of Science in Business Administration (BSBA)**

#### **Overview**

The UoNA Bachelor of Science in Business Administration (BSBA) program offers a comprehensive blend of theory and practical application that will allow students to apply their education towards existing career tracks and/or prepare them for entry-level positions in business and management.

This program is specifically designed for individuals interested in careers in which they will be navigating a competitive global environment, whether for a multinational corporation, small-to-medium-sized enterprises looking to expand internationally or for governmental institutions that deal with international regulatory issues or foreign governmental agencies and other organizations.

The BSBA program is consistent with UoNA's mission of providing high quality education that is career-oriented with a global perspective. The BSBA program curriculum includes various business core courses plus in-depth coursework in international business that is intended to equip learners with a unique skill set applicable to current industry need.

#### **BSBA Program Objectives**

Upon completing the BBA program, students will be able to:

- Identify key global business issues, particularly in finance, management and marketing
- Employ critical thinking and informational literacy skills in evaluating key global business issues.
- Analyze and apply theoretical perspectives to make ethically appropriate and economically efficient decisions in an international business context.
- Provide effective leadership and managerial guidance to a diverse workforce in a global business environment.
- Conduct quantitative and qualitative analyses to interpret, evaluate, and report data.
- Think and plan strategically to solve complex organizational problems in a global business environment.
- Lead cross-cultural teams in evolving work environments.
- Justify tough business decisions in an increasingly globalized world from an economic, business, and socially responsible perspective.

#### **Graduation Requirements**

An undergraduate degree at UoNA can be earned by completing the minimum course requirements of 180 quarter-credit hours. To qualify for a BSBA degree, students must meet all credit requirements as described below:

1. Students enrolled in any undergraduate degree program must earn a Cumulative Grade Point Average (CGPA) of at least 2.0 (B), out of 4.0, and a minimum grade of not less than 0.7 (D-), out of 4.0, in all courses to graduate.
2. The maximum number of credit hours permitted for the completion of any undergraduate degree program is 270 quarter-hour credits.



3. Undergraduate students may transfer up to 90 quarter-hour credits of college credits earned at other accredited institutions.
4. The student must have completed a minimum of 180 quarter credit hours. The required distribution of these credit hours is shown below:

Course Type	BSBA	
General Education Courses	54 credits	12 courses
Common Core Courses	36 credits	8 courses
Program Core Courses	49.5 credits	11 courses
Elective Courses	36 credits	8 courses
Capstone Course	4.5 credits	1 course
Program Total	180 credits	40 courses

### **Program Length**

It is expected that a full-time student will take 3 courses per term throughout his/her program. The normal program length will be 14 academic terms excluding vacation.

Since many students opt to take one vacation term each year during their program, the program length is 4.5 years and the expectation is that students will complete in this length of time.

A student can take up to 1.5 times of normal program length to complete the program as long as he/she is making satisfactory academic progress.

### **Program Sequence**

A student pursuing a bachelor's degree is required to earn a minimum of 54 credits from the general education courses in the disciplines of English communication, social sciences, math, and science.

In addition to the General Education courses, students take 19 Core courses (6 Common Core courses for all bachelor's programs and 13 Program Core courses which are specific to each program). The Core courses of the BSBA program are designed to provide the tools necessary to address the business problems that face organizations today. They are designed to acquaint all students with an understanding of management and technology as they affect business, government, as well as not-for-profit organizations and to place these concepts in a cross-cultural and real world context.

In addition to the Core courses, students can personalize their course of study through a selection of eight (8) elective courses. Chosen in consultation with the student's advisor, these courses provide students with the specialized, focused training they need to develop their career paths.

Finally, in their last term of enrollment each student completes the capstone course in which what has been learned during the student's program is brought together into a final project.

## Curriculum

The curriculum for the BSBA program is shown below:

### General Education Courses (GE)

12 Courses

Course Number	Course Title	Credit Hours
ENGL 101	Oral Communication	4.5
ENGL 102	English Composition	4.5
ENGL 103	Advanced Writing	4.5
MATH 101	College Algebra	4.5
MATH102	Calculus	4.5
QANT 301	Statistics	4.5
SOSC 101	Sociology	4.5
SOSC 102	Psychology	4.5
SOSC 103	Political Science	4.5
SOSC 201	Law and Ethics	4.5
SOSC 202	American Cultural Studies	4.5
SCIN 201	Future Studies	4.5

### Common Core Courses (CC)

8 Courses

Course Number	Course Title	Credit Hours
TECH 101	Introduction to Computers	4.5
ENGL 201	Business Communication	4.5
INST 201	Introduction to Information Systems	4.5
MGMT 201	Principles of Management	4.5
MGMT 203	Principles of Project Management	4.5
TECH 301	Technology Management	4.5
MGMT 402	Business Law and Ethics	4.5
RESH 401	Research Methods	4.5

### Program Core Courses (PC)

11 Courses

Course Number	Course Title	Credit Hours
MGMT 202	Introduction to Business	4.5
MGMT 204	Human Resources Management	4.5
MGMT 302	Principles of Marketing	4.5
MGMT 303	Business Finance	4.5

MGMT 304	Leadership Theories and Practices	4.5
ECON 201	Principles of Economics	4.5
ECON 301	Introduction to Managerial Economics	4.5
ACCT 301	Principles of Accounting I	4.5
ACCT 302	Principles of Accounting II	4.5
ACCT 303	Taxation	4.5
MGMT 401	Organizational Behavior	4.5

### Elective Courses (EL)

**8 Courses**

Students may choose from the various undergraduate-level core or elective courses offered in this and other programs. A sample selection of electives is listed as follows.

Course Number	Course Title	Credit Hours
ACCT 401	Financial Accounting	4.5
CMSC 201	Design and Analysis of Algorithms	4.5
CMSC 301	Introduction to Programming Logics	4.5
CMSC 403	Mobile Technology	4.5
ECON 302	Global Economy	4.5
ECON 303	History of Economic Thought	4.5
ENGL 301	Creative Writing	4.5
ENGL 302	Asian American Writers	4.5
INST 202	Data Communications and Networking	4.5
INST 302	Computer Server Environment	4.5
INST 401	Business Intelligence	4.5
MATH 201	Discrete Mathematics	4.5
MGMT 306	Small Business Management	4.5

### Capstone (CAP)

**1 Course**

Course Number	Course Title	Credit Hours
CAPS 490	Undergraduate Capstone	4.5

### Example of a BSBA Program of Study (POS)

A full-time student will be able to complete the BSBA degree in 14 terms following the program outline below or a similar sequence:

Term	Type	Number	BSBA by Term	Credit Hours
1	GE	ENGL 101	Oral Communication	4.5
	GE	MATH 101	College Algebra	4.5
	GE	SOSC 101	Sociology	4.5
2	GE	ENGL 102	English Composition	4.5
	GE	MATH102	Calculus	4.5
	GE	SOSC 102	Psychology	4.5
3	GE	ENGL 103	Advanced Writing	4.5
	CC	TECH 101	Introduction to Computers	4.5
	GE	SOSC 103	Political Science	4.5
4	CC	ENGL 201	Business Communication	4.5
	GE	SOSC 201	Law and Ethics	4.5
	CC	INST 201	Introduction to Information Systems	4.5
5	GE	SOSC 202	American Cultural Studies	
	GE	SCIN 201	Future Studies	4.5
	CC	MGMT 201	Principles of Management	4.5
6	CC	MGMT 203	Principles of Project Management	4.5
	PC	MGMT 202	Introduction to Business	4.5
	PC	MGMT 204	Human Resources Management	4.5
7	PC	ECON 201	Principles of Economics	4.5
	GE	QANT 301	Statistics	4.5
	CC	TECH 301	Technology Management	4.5
8	PC	MGMT 302	Principles of Marketing	4.5
	PC	MGMT 303	Business Finance	4.5
	PC	ACCT 301	Principles of Accounting I	4.5
9	PC	ECON 301	Introduction to Managerial Economics	4.5
	PC	MGMT 304	Leadership Theories and Practices	4.5
	PC	ACCT 302	Principles of Accounting II	4.5
10	EL	ENGL 301	Creative Writing	4.5
	PC	MGMT 401	Organizational Behavior	4.5
	PC	ACCT 303	Taxation	4.5
11	CC	MGMT 402	Business Law and Ethics	4.5
	EL	MGMT 306	Small Business Management	4.5
	EL	ECON 302	Global Economy	4.5
12	EL	ENGL 302	Asian American Writers	4.5
	EL	ACCT 401	Financial Accounting	4.5
	EL	ECON 303	History of Economic Thought	4.5

13	EL	INST 401	Business Intelligence	4.5
	EL	CMSC 403	Mobile Technology	4.5
	CC	RESH 401	Research Methods	4.5
14	CAP	CAPS 490	Undergraduate Capstone	4.5
			<b>Total Credits</b>	<b>180</b>

## ***College of Technology***

### **Bachelor of Science in Information Technology (BSIT)**

#### **Overview**

As computer systems and networks become increasingly central to business, information technology professionals with the skills to install, configure, and troubleshoot these systems are essential for successful business operations.

The purpose of the Bachelor of Science in Information Technology (BSIT) program is to prepare students to acquire knowledge in theoretical and practical applications in computer hardware, software, and information systems. Students participate in intensive computer laboratory assignments, become skilled in solving research problems, and conducting oral and written presentations.

All UoNA degrees are designed to deliver a transformative student learning experience that integrates applied experience with theory. UoNA's BSIT degree provides students with the skills needed to enter the IT profession. Students learn the fundamentals of networks, servers, and will become proficient in other critical IT skills, such as implementation of policies and standards for cloud and local server environments.

#### **BSIT Program Objectives**

Upon completing the BSIB program, students will be able to:

- Demonstrate the skills necessary to obtain an intermediate/advanced level position in computer and business related industry.
- Demonstrate the basic knowledge and skills needed to continue the educational process toward more advanced training that leads to career advancement.
- Demonstrate strong proficiency in commonly used software applications.
- Perform effectively with other computer professionals in the field of information technology.
- Adapt to changing software applications through the use of reference manuals and software updates.

#### **Graduation Requirements**

An undergraduate degree at UoNA can be earned by completing the minimum course requirements of 180 credit hours. To qualify for a BSIT degree, students must meet all credit requirements as described below:

1. Students enrolled in any undergraduate degree program must earn a Cumulative Grade Point Average (CGPA) of at least 2.0 (B), out of 4.0, and a minimum grade of not less than 0.7 (D-), out of 4.0, in all courses to graduate.
2. The maximum number of credit hours permitted for the completion of any undergraduate degree program is 270 quarter credits.
3. Undergraduate students may transfer up to 90 quarter credit hours of college credits earned at other accredited institutions.

4. The student must have completed a minimum of 180 quarter credit hours. The required distribution of these credit hours is shown below:

Course Type	BSIT	
General Education Courses	54 credits	12 courses
Common Core Courses	36 credits	8 courses
Program Core Courses	49.5 credits	11 courses
Elective Courses	36 credits	8 courses
Capstone Course	4.5 credits	1 course
Program Total	180 credits	40 courses

### Program Length

It is expected that a full-time student will take 3 courses per term throughout his/her program. The normal program length will be 14 academic terms excluding vacation. Since many students opt to take one vacation term each year during their program, the program length is 4.67 years. A student can take up to 1.5 times of normal program length to complete the program as long as he/she is making satisfactory academic progress.

### Program Sequence

A student pursuing a bachelor's degree is required to earn a minimum of 54 credits from the General Education courses in the disciplines of English communication, social sciences, math, and science.

In addition to the General Education courses, students take 19 Core courses (8 Common Core courses for all bachelor's programs and 11 Program Core courses which are specific to each program). The Core courses of the BSIT program are designed to acquaint all students with an understanding of management and technology as they affect business, government, as well as not-for-profit organizations and to place these concepts in a cross-cultural context.

In addition to the core courses, students can personalize their course of study through a selection of 8 elective courses. Chosen in consultation with the student's advisor, these courses provide students with the specialized, focused training they need to develop their career paths.

Finally, in their last term of enrollment each student completes the capstone course in which what has been learned during the student's program is brought together into a final project.

### Curriculum

The curriculum for the BSIT program is shown below:

#### General Education Courses 12 Courses

Course Number	Course Title	Credit
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		<b>Hours</b>
ENGL 101	Oral Communication	4.5
ENGL 102	English Composition	4.5
ENGL 103	Advanced Writing	4.5
MATH 101	College Algebra	4.5
MATH102	Calculus	4.5
QANT 301	Statistics	4.5
SOSC 101	Sociology	4.5
SOSC 102	Psychology	4.5
SOSC 103	Political Science	4.5
SOSC 201	Law and Ethics	4.5
SOSC 202	American Cultural Studies	4.5
SCIN 201	Future Studies	4.5

**Common Core Courses (CC)**

**8 Courses**

<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
TECH 101	Introduction to Computers	4.5
ENGL 201	Business Communication	4.5
INST 201	Introduction to Information Systems	4.5
MGMT 201	Principles of Management	4.5
MGMT 203	Principles of Project Management	4.5
TECH 301	Technology Management	4.5
MGMT 402	Business Law and Ethics	4.5
RESH 401	Research Methods	4.5

**Program Core Courses (PC)**

**11 Courses**

<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
MATH 201	Discrete Mathematics	4.5
CMSC 201	Design and Analysis of Algorithms	4.5
INST 202	Data Communications and Networking	4.5
TECH 203	Network Management and Infrastructure	4.5
INST 301	Computer Hardware and Software	4.5
INST 302	Computer Server Environment	4.5
INST 401	Business Intelligence	4.5
CMSC 301	Introduction to Programming Logics	4.5
CMSC 302	Operating Systems	4.5
CMSC 303	JAVA Programming	4.5



CMSC 304	Software Engineering	4.5
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**Elective Courses (EL)**

**8 Courses**

Students may choose from the various undergraduate-level core or elective courses offered in this and other programs. A sample selection of electives is listed as follows.

Course Number	Course Title	Credit Hours
ACCT 301	Principles of Accounting I	4.5
CMSC 401	Database Management Systems	4.5
CMSC 402	Web Design and Development	4.5
CMSC 403	Mobile Technology	4.5
ECON 201	Principles of Economics	4.5
ECON 301	Introduction to Managerial Economics	4.5
ECON 302	Global Economy	4.5
ENGL 301	Creative Writing	4.5
ENGL 302	Asian American Writers	4.5
MGMT 202	Introduction to Business	4.5
MGMT 204	Human Resources Management	4.5
MGMT 302	Principles of Marketing	4.5
MGMT 303	Business Finance	4.5
MGMT 304	Leadership Theories and Practices	4.5
MGMT 306	Small Business Management	4.5

**Capstone (CAP)**

**1 Course**

Course Number	Course Title	Credit Hours
CAPS 490	Undergraduate Capstone	4.5

**Example of a BSIT Program of Study (POS)**

A full-time student will be able to complete the BSIT degree in 14 terms following the program outline below or a similar sequence:

Term	Type	Number	BSIT by Term	Credit Hours
1	GE	ENGL 101	Oral Communications	4.5
	GE	MATH 101	College Algebra	4.5
	GE	SOSC 101	Sociology	4.5
2	GE	ENGL 102	English Composition	4.5

	GE	MATH102	Calculus	4.5
	GE	SOSC 102	Psychology	4.5
3	GE	ENGL 103	Advanced Writing	4.5
	CC	TECH 101	Introduction to Computers	4.5
	GE	SOSC 103	Political Science	4.5
4	CC	ENGL 201	Business Communication	4.5
	GE	SOSC 201	Law and Ethics	4.5
	CC	INST 201	Introduction to Information Systems	4.5
5	GE	SOSC 202	American Cultural Studies	4.5
	GE	SCIN 201	Future Studies	4.5
	CC	MGMT 201	Principles of Management	4.5
6	CC	MGMT 203	Principles of Project Management	4.5
	PC	MATH 201	Discrete Mathematics	4.5
	PC	INST 202	Data Communications and Networking	4.5
7	PC	TECH 203	Network Management and Infrastructure	4.5
	PC	INST 301	Computer Hardware and Software	4.5
	CC	TECH 301	Technology Management	4.5
8	PC	CMSC 201	Design and Analysis of Algorithms	4.5
	GE	QANT 301	Statistics	4.5
	PC	CMSC 302	Operating Systems	4.5
9	EL	ENGL 301	Creative Writing	4.5
	PC	INST 302	Computer Server Environment	4.5
	PC	CMSC 301	Introduction to Programming Logics	4.5
10	PC	CMSC 303	JAVA Programming	4.5
	PC	CMSC 304	Software Engineering	4.5
	EL	ENGL 302	Asian American Writers	4.5
11	PC	INST 401	Business Intelligence	4.5
	EL	ECON 201	Principles of Economics	4.5
	EL	CMSC 401	Database Management Systems	4.5
12	CC	MGMT 402	Business Law and Ethics	4.5
	EL	CMSC 402	Web Design and Development	4.5
	EL	MGMT 306	Small Business Management	4.5
13	EL	CMSC 403	Mobile Technology	4.5
	EL	ECON 302	Global Economy	4.5
	CC	RESH 401	Research Methods	4.5
14	CAP	CAPS 490	Undergraduate Capstone	4.5
			<b>Total Credits</b>	<b>180</b>

## **ADMISSION PROCEDURES AND POLICIES FOR UNDERGRADUATE PROGRAMS**

### ***Overview***

The University of North America is a multicultural, multi-program university that places a strong emphasis on service for its students. Admission to the University of North America is based on equal opportunity and open access to all interested candidates of diverse backgrounds that are seeking to further improve their education or enhance their professional career.

It is the goal of the University to make as seamless as possible entry into the programs it offers. To this end, admission representatives and University Deans work with each applicant to ensure that the student is guided into a program that will best meet his/her need.

UoNA is committed to fulfilling its mission without discrimination on the basis of race, color, national origin, religion, age, gender, disability, or veteran status. UoNA is guided by the Family Educational Rights and Privacy Act of 1974 (FERPA).

### ***Application Deadlines***

Applications are accepted year-round and new students can be admitted for every academic term at the University. Applicants are advised to allow sufficient time for the University to complete its admissions evaluation process if the applicants desire to begin their studies at our University in a certain academic term.

Students residing outside of the United States must allow additional time for scheduling and attending required visa interviews with the US Embassies or consulates, and should submit materials in a timeframe that incorporates these requirements.

### ***Undergraduate Admission Procedures***

The process for undergraduate admission to the University is designed to assist students in making the entrance into undergraduate study as smooth as possible. Each candidate for admission will receive a personal assessment of his or her background with a focus on providing the guidance necessary for admission into their desired program.

All applicants receive a complete assessment of their admission application once all materials and application fee have been received by the University. When the review process has been completed, applicants will be notified by the Admissions Office of the decision.

Applicants are notified of the admission decision electronically, at the e-mail address provided by the applicant. A hard-copy of the admission letter is also forwarded to the applicant. The applicant is requested to acknowledge his or her decision to attend the University.

Upon acceptance to the University, the student will be assigned an academic advisor and requested to schedule an advising session prior to the start of classes. During this advising

session, student will receive guidance on program details, registration processes, school policies, and graduation requirements.

As a result of this session, an individualized Program of Study (POS) will be created for the student to serve as a guide during the completion of the program.

Applicants who do not have adequate academic preparation for their desired bachelor's program of study or who need to update their academic knowledge may be required to fulfill preparatory courses.

Applicants who meet the admissions requirements of the University and submit official high school transcripts or documentation as specified below will be granted admission. A student who meets the admissions requirements of the University and submits unofficial transcripts may be granted admission but is required to submit the original/official/certified documents before the end of the student's second term in order to remain enrolled.

### ***Program Admission Requirements***

To be admitted to an undergraduate program at UoNA, applicants must:

- Complete and submit the *UoNA Application for Admission* form.
- Submit a personal statement of the reason for pursuing the undergraduate degree, the reason for selecting the particular program, and how the candidate's background has prepared the applicant for success in the program and achievement of career or academic goals after graduation.
- Submit proof (diploma and transcript) of high school, GED, or equivalent foreign institution with a minimum cumulative GPA of 2.50.
- Submit the non-refundable \$100 Application Fee (electronic payment, cashier/bank checks, or money order payable to "The University of North America") in US currency.
- Submit a copy of a valid government-issued form of identification (a current passport or birth certificate, or, for Permanent Residents, a copy of the Green Card).
- Submit two letters of recommendation.
- If required by the admissions department, request an official academic transcript from the institution, which awarded the applicant's highest degree earned, or request an evaluation from an authorized source for international credentials, to be received by the University no later than the end of the student's second academic term.
- Submit TOEFL or other accepted test scores for proof of English proficiency, if applicable.
- OPTIONAL: The result of an SAT test is not required for admission. However, an applicant can submit such score in support of the application.

Information provided in these application materials is used by the University in making admissions decisions and may be verified through official transcripts and reference checks.

## Program Admission Requirements

Applicants are evaluated individually based on their professional experience, academic credentials and the result of the admissions interview. The purpose of the evaluation is to assess the applicant's potential for successfully completing a relevant academic program.

The table below summarizes the minimum requirements for admission to each program offered by the University.

	<b>Admission Materials</b>	<b>Undergraduate</b>
1	Application Form	Required
2	Application Fee	\$100
3	Statement of Purpose	Required
4	Previous Degree	High School Diploma, GED, or equivalent
5	Official Transcript	Required*
6	GPA	2.5 or above
7	Recommendation Letters	2 letters
8	SAT / GRE / GMAT	Not Required
For International Students Only		
9	Proof of English Proficiency	Required (see the next section for details)
10	Proof of Financial Ability	Required

\*Please see the section below for international credentials.

## International Students

The University of North America is authorized by the Student and Exchange Visitor Program (SEVP) to issue I-20s to international students admitted to one of its programs.

For international students, an I-20 Shipping and Handling Fee will be required to mail the acceptance letter and I-20 documentation.

## International Credentials

Transcripts sent from any school, college, or university that is recorded in a language other than English must be accompanied by a certified translation. All documents must be originals or certified copies. Transcript translation services are available through agencies recognized by the National Association of Credential Evaluation Services ([www.naces.org](http://www.naces.org)) or other recognized agencies.

When international transcripts are used for the determination of transfer credit, they must be reviewed by an approved educational credentials evaluation agency to confirm equivalence to an accredited degree from a US institution.

## English Language Proficiency

All instruction and services at UoNA are provided in English. An applicant whose native language is not English is required to provide proof of English proficiency. The acceptable proofs include:

- An earned degree from an appropriately accredited institution where English is the principal language of instruction, **or**
- A letter from the institution stating that the medium of instruction is English, **or**
- Test score of an accepted English proficiency test. The table below identifies acceptable scores for admission:

Acceptable Tests	TOEFL-IBT	TOEFL Computer Based	TOEFL Paper Based	iTEP	IELTS	PTE
Score	≥ 57	≥ 189	≥ 500	≥ 3.5	≥ 5.5	≥ 45

## ***Bachelor's Degree Program Policies***

### ***Program and Course Prerequisite Policy***

Course and program prerequisites courses are designed to ensure that students registered for a program can acquire a required minimum background for their selected area of study and that they can gain sufficient knowledge of the course content. This background may be obtained through courses equivalent to the listed prerequisites or through other educational and professional experiences. In such cases, students should consult the Academic Department for advice and guidance. Preparatory courses may be taken that will provide such students the ability to acquire the skills and knowledge needed to participate in the appropriate and desired programs of study.

### ***Course Substitutions and Waivers***

Students may receive approval to substitute an elective course for a core or specialization course if the student has requisite knowledge of the content of the course being replaced. A maximum of 18 credits can be approved for substitution. Waiver of courses can be based on professional credentials or certifications, professional training, or academically equivalent courses that were not used as transfer credits. Students may request the approval of the waiver and substitution from their Academic Deans. Documentation such as academic transcripts, a detailed job description, resume and/or evidence of a relevant license or certification may be required.

### ***Credit Transfer from Other Institutions***

A maximum of 135 quarter credits may be transferred into a degree program, with no more than 54 credits of transfer credit applied to core courses. The University does not award academic credit for non-academic experience.

To receive transfer credit for a course, the following criteria must be met:

- The student must have taken the course for graduate credit as part of a degree from an accredited institution or equivalent;
- The course taken was equivalent to the University of North America course in content, level, and credit hours; and
- The student earned at least a grade of "C" (courses taken on a pass/fail basis may not be eligible for transfer)

### ***Credit Transfer to Other Institutions***

Students and graduates should note that, regardless of the institutions involved, when seeking to transfer credits from one institution to another institution, the receiving institution has full discretion as to which credits are transferable. Students are advised to contact the institution to which they intend to transfer as to the transferability of specific courses and programs. The University of North America does not imply or guarantee that credits may be transferable.

### ***Dually Applied Credits***

Students seeking consecutive degrees from UoNA may have a maximum of 135 credits from the first degree earned applied toward the second degree, provided the degrees are at the same program level.

### ***Graduation Requirements***

In order to graduate, all students must:

- Complete the minimum number of credit hours designated for the chosen degree program.
- Satisfy all program requirements including completion of courses for the chosen degree and specialization(s).
- Achieve the minimum CGPA designated for the chosen degree program.
- Pay all tuition and fees and fulfill all other administrative obligations to the University of North America.

### ***Graduation Process***

In the academic term following a student's last course, the academic department certifies that the student has completed all requirements for graduation. Once certified, verification of student status on financial obligations is completed by the finance department. Upon clearance, the Registrar submits the candidates' names to the Board of Directors for approval of the degree award. Once conferred, a diploma indicating the degree is issued.

### ***Time Limits for Completion***

Students enrolled in the BSBA or BSIT degree programs are expected to complete their programs in 4.67 years. They are given up to 7 years from the date of initial enrollment to complete degree requirements. However, students may petition the Registrar to receive an extension.

### ***Transcript Requests***

Transcripts are issued by the Registrar upon receipt of the online Transcript Request Form along with fee payment. Transcripts will not be issued to any student who has an outstanding obligation to the University.



# BACHELOR'S PROGRAMS

## SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY



### ***Purpose***

To ensure student success, the University of North America (UoNA) has established a comprehensive Satisfactory Academic Progress (SAP) Policy which closely monitors the academic progress of each student and outlines appropriate actions needed from the student and the University.

### ***Definition***

The UoNA SAP policy is based on both qualitative and quantitative criteria. The qualitative measurement employs the *Grade Point Average* of the students. The quantitative measurements consist of the *Credits Attempted* and *Completion Percentage*.

These three criteria are used to assess the level of each student's satisfactory academic progress. Students must demonstrate satisfactory academic progress by meeting standards established based on these three measurements.

**Grade Point Average (GPA) and Cumulative grade Point Average (CGPA):** A student who fails to maintain the required GPA or CGPA will be placed on academic warning, probation or dismissal.

**Maximum Time Frame (MTF):** A student who exceeds the maximum time frame but still does not meet the graduation requirements will be dismissed.

**Minimum Completion Percentage (MCP):** A student who does not meet the minimum completion percentage at the evaluation points will be subject to probation or dismissal.

The University's Academic Department will conduct and manage all the activities involving the SAP policy. Students who fail to meet the SAP standards will be notified and advised.

The specific policies, procedures, and standards of the University's SAP are explained in the following sections.

### ***Maximum Time Frame (MTF)***

Maximum Time Frame is the time allowed for students to complete their programs of study. The University uses the *attempted credits* to determine the MTF calculation. Students are required to complete the program within a time period that does not exceed 150% of the Normal Program Length (NPL). The Maximum Time Frame is 1.5 times the Normal Program Length.

$$\text{MTF} = \text{NPL} \times 1.5$$

At UoNA, Normal Program Length is 180 credits for Bachelor's Programs. The MTF in credit hours is calculated as follows:

$$\text{MTF} = 180 \text{ credits} \times 1.5 = 270 \text{ credits}$$

Students must complete the program within 270 attempted credits. If a student is unable to complete the program within the MTF, the individual will be dismissed from the University and will not be eligible to receive a degree.

### **Attempted Credits**

The calculation of Maximum Time Frame includes all credits attempted at UoNA as well as credits which are allowed to be transferred from other institutions.

All registered hours at the end of the add/drop period will be counted as attempted credits. Consequently, any Withdrawal (W) after the add/drop period will still be included in the MTF calculation as attempted credits.

All courses attempted will be included in the calculation regardless of its pass or fail status. Therefore, courses resulted in an incomplete grade (including I and NP grades), courses repeated (R), and S/U courses are also counted as attempted credits.

In general, all qualitative and quantitative standards for the SAP policy are cumulative and must include all periods of a student's enrollment. An exception will only be considered under strenuous circumstances which must be petitioned by a student and approved by the Academic Department.

### **Earned Credits**

The successful completion of attempted credits will result in earned credits. Credits are earned for a course when a grade of "A", "A-", "B+", "B", "B-", "C+", "C", "C-", "D+", "D" or "S" is received.

A course in which an "F" grade, Unsatisfactory grade (U), or No Pass grade (NP) is received does not earn any academic credit. Incompletes (I), Withdrawals (W), course repeated (R) also do not receive any earned credit.

### **Transfer credits**

Transfer credits are counted as both credits attempted and credits earned in SAP calculation. Grades received from the transfer credits are not included in the CGPA calculation.

### ***Required Minimum Completion Percentage (MCP)***

To ensure that students are making SAP, all enrolled students are required to achieve a certain Minimum Completion Percentage at each evaluation point during their studies. The University evaluates the successful course completion percentages for each student at 5 different evaluation points: at 20%, 40%, 60%, 80% and 100% of the Maximum Time Frame.

Cumulative Completion Percentage is calculated as the number of earned credits divided by the number of credits attempted.

**Completion Percentage: Earned Credits / Attempted Credits**

The Required Minimum Completion Percentage based on attempted credits at each of the evaluation point is presented in Table I.

**Table I: Evaluation Point and Required Minimum Completion Percentage**

<b>Evaluation Point % of MTF Attempted (in credits)</b>	<b>Minimum Credits Earned</b>	<b>Minimum Completion Percentage (% of Attempted Credits)</b>
At <b>20%</b> of MTF (54 Credits)	*27 Credits	*50%
At <b>40%</b> of MTF (108 Credits)	*63 Credits	*58%
At <b>60%</b> of MTF (162 Credits)	*99 Credits	*61%
At <b>80%</b> of MTF (216 Credits)	*139.5 Credits	*65%
At <b>100%</b> of MTF (270 Credits)	**180 Credits	**67%

***\*A student not meeting standards will be under probation.***

***\*\*A student not meeting standards will be dismissed.***

Following the above Table, after a student has attempted 54 credits, he/she must have successfully completed at least 27 credits. Failure to meet such a requirement will result in academic probation.

A student who has attempted 108, 162 or 216 credits must complete a minimum of 63, 99 or 139.5 credits successfully. Otherwise, the student will be put on probation. When a student attempted 270 credits and still could not earn 180 credits, he/she will be dismissed from the program; no probation will be allowed.

### ***Required Minimum Cumulative Grade Point Average (CGPA)***

All enrolled students must meet the minimum CGPA requirement at each evaluation point of the MTF to be in the satisfactory status. UoNA uses a 4.0 grading scale and GPAs are calculated at the end of each term. Courses from which the student has withdrawn within the add/drop period are not included in GPA or CGPA calculations.

In the case of courses that have been retaken, only the highest grade is included in the GPA and CGPA calculation. However, the repeated courses will be marked as R on the transcripts and the attempted credits will be calculated in MTF.

As shown in the Table below, students of all programs must meet the required minimum CGPA at each MTF evaluation point. The corresponding probation or dismissal points are listed.

**Table II: CGPA Requirement**

<b>Evaluation Point % of MTF Attempted (in credits)</b>	<b>Dismissal Point</b>	<b>Probation Period</b>
At <b>20%</b> of MTF (54 Credits)	No dismissal is required	CGPA < 1.00
At <b>40%</b> of MTF (108 Credits)	CGPA < 1.00	1.00 < CGPA < 1.25
At <b>60%</b> of MTF (162 Credits)	CGPA < 1.25	1.25 < CGPA < 1.50
At <b>80%</b> of MTF (216 Credits)	CGPA < 1.50	1.50 < CGPA < 1.75
At <b>100%</b> of MTF (270 Credits)	CGPA < 2.00	No probation is allowed. Dismissal is required.

For example, if a student's CGPA falls below 1.00 at the 20% evaluation point, the student will be put on academic probation. No dismissal is required at this stage. However, if a student's CGPA falls below 1.25 at the 40% MTF evaluation point, the student will be dismissed from the program.

At 100% of MTF, or graduation, whichever occurs sooner, the student must have completed all of the program requirements with a CGPA of 2.0 or above in the program. The student who cannot bring his/her CGPA up to 2.0 at the end of 100% MTF will not be able to graduate and will be dismissed from the program; no degree will be awarded.

**Cumulative Grade Point Average (CGPA) Calculation**

Cumulative Grade Point Average (CGPA) summarizes a student's academic performance in all coursework completed.

To compute the CGPA, the letter grade for each course is first converted to a grade point value and multiplied by the number of credits designated for the course to determine GPA Points (GPAPTS) earned. To determine the CGPA, the sum of all GPAPTS earned is divided by the total number of credits completed.

$$\text{CGPA} = \text{GPAPTS} / \text{Credits Earned}$$

Courses assigned an "I" for Incomplete, "W" for a Withdrawal, "S" Satisfactory, "U" for Unsatisfactory, or "NP" for No Pass are *not* used in computing GPA but the credits hours will be calculated when computing credits attempted for MTF.

Courses assigned an "I", "W", "U", or "NP" do not receive earned credits and are not considered successfully completed in the MTF calculation.

**Grading Scale and Impact on SAP**

The University uses a grading scale based on letter grades as outlined below.

Grade/ Academic Designators	Qualitative Description	GPA Value	Attempt Credit	Earned Credit

A	Superior	4.0	Yes	Yes
A-	Excellent	3.7	Yes	Yes
B+	Very Good	3.3	Yes	Yes
B	Good	3.0	Yes	Yes
B-	Fair	2.7	Yes	Yes
C+	Acceptable	2.3	Yes	Yes
C		2.0	Yes	Yes
C-	Marginal	1.6	Yes	Yes
D+	Poor	1.3	Yes	Yes
D		1.0	Yes	Yes
F	Failure	0.0	Yes	No
R	Repeat	Not calculated	Yes	No
I	Incomplete	Not calculated	Yes	No
W	Withdrawal	Not calculated	Yes	No
S	Satisfactory	Not calculated	Yes	Yes
U	Unsatisfactory	Not calculated	Yes	No
NP	No Pass	Not calculated	Yes	No
Transfer Credits	Transfer Credits	Not calculated	Yes	Yes

### **Incompletes**

The grade of Incomplete (“I”) is granted in cases where students in good standing are in need of additional time to complete course requirements due to circumstances such as work-related travel or health. If the remaining coursework has not been submitted within 4 weeks of the end of the term, the “I” automatically becomes a grade of “F” or “U” unless an extension is granted by their Academic Advisor.

### **Withdrawals**

Students who withdraw from a course after the add/drop period are given a grade of “W”. Withdrawals (W) are counted as credits attempted but do not earn any credit in determining SAP. Withdrawals are not included for GPA or CGPA calculation.

A student is required to submit a written request to officially withdraw from a course. Written requests must be submitted to the Registrar. Non-attendance does not constitute withdrawal. Students who do not submit all coursework and do not officially withdraw from a course, or do not receive approval for a withdrawal, may receive a grade of “F”.

## **Repeat Courses**

Students may repeat a course for which a grade of “F”, “U” or “NP” has been assigned. Students may repeat courses within their program of study (at the tuition rate in effect at the time they repeat) in order to improve their CGPA or to enhance their understanding of course material, with permission from the Academic Department.

Only the highest grade earned is included in calculating the CGPA. A record of all registrations remains on the transcript, with the notation Repeat (R). All repeated courses will be included as credit attempted for SAP calculation. Credit for the same course is awarded only once. Students may repeat a single course no more than 3 times unless approved by their Academic Advisor.

## **NP Option**

Students who find that they are experiencing academic difficulties after the midpoint in the term may petition for a grade of “No Pass” which is designated as an “NP” on the transcript. Students are required to repeat courses for which a grade of NP was record if the course was a required course for their curriculum. If the course was an elective, students may replace the credits with an alternative course to fulfill curriculum requirements.

To receive a grade of NP for a course, students must submit an NP request that is to be noted and signed by the course instructor. The petition must be approved by an Academic Dean. The form must be submitted to the Registrar prior to the last class meeting.

Students petitioning for a grade of NP must maintain attendance throughout the entire term per the University’s attendance policy. Students who have been cited for violation of attendance policy requirements (missing more than 2 class sessions) are not eligible to receive a grade of NP. Students may only petition for a grade of NP for a maximum of 1 course in any given term, and may not receive a grade of NP for more than 2 courses within their curriculum.

## ***SAP Academic Standings and Actions***

Based on the quantitative and qualitative standards described before, students who fall below standards are considered to be in an at-risk status (warning, probation, or dismissal).

A student who is in any of the at-risk statuses will be sent an SAP warning letter that clearly states the appropriate at-risk status and to set an appointment with the appropriate Dean to discuss possible remedies for the student to return to good standing.

There are four different academic statuses:

### **1. Good Academic Standing:**

Academic standing is evaluated at four evaluation points during a student’s enrollment. Students enrolled in a degree program are considered to be in good academic standing if: they maintain a satisfactory Cumulative Grade Point Average (CGPA) in accordance with the SAP policy, have attempted no more than 1.5 times the number of credit hours associated with their designated program, and have maintained a satisfactory completion percentage of the credits.

## **2. Academic Warning Status:**

Any student who receives a grade of “F” in any course will receive Academic Warning. Students who are in the Academic Warning status will continue to receive warning letters at the end of each term until his/her academic performance improves. The Registrar and the Academic Department have the authority to place on probation any student who receives warning letters for three consecutive terms.

## **3. Academic Probation Status:**

Any student who fails to maintain the required CGPA, or is not able to reach the required Minimum Completion Percentage at any of the 4 evaluation points will be placed on Academic Probation Status.

The probation period is usually for one term. The student on academic probation will be counseled and given assistance in order to improve his/her CGPA. The statement “Placed on Academic Probation” will be entered into the student’s permanent record for that term. The student is considered to be maintaining satisfactory academic progress while on probation but is required to make necessary efforts to improve.

## **4. Academic Dismissal:**

Students who do not bring their CGPA up to standards at the end of the academic probationary period, cannot meet the minimum CGPA requirement at the evaluation points described above, or cannot reach 67% completion percentage at the end of MTF, will be dismissed from the program.

A student who has committed an act of substantial academic and/or professional misconduct in violation of the Professional Conduct Policy or Academic Integrity Policy may also be dismissed.

### ***Appeals and Readmissions***

The Academic Department is responsible for the execution of SAP monitoring with the support from Registrar. Any exceptional treatments including reinstatement will be permitted only with the approval from the Academic Department of the University.

All students who have had their student status terminated for any reason must clear all outstanding financial balances with the Business Office prior to applying for readmission into the University.

Students that have voluntarily withdrawn from the University or a program, and are in good standing, may go through the normal admissions process and apply to be readmitted to the University. Upon receiving their new acceptance letters from the UoNA admissions department, they may re-enroll. Students who are on probation and who have voluntarily withdrawn are automatically placed on probation for one term upon their readmission to the University.

In the case that a student fails to attain a minimum GPA of 3.0 at the end of the academic probationary period, the student will be dismissed and the statement “Academic Dismissal” will be entered into the student’s permanent record. Academic dismissal normally is permanent

unless, with a good cause, students reapply and are accepted under special consideration for readmission by the University.

### ***Change of Program***

A student who is pursuing an academic program and decides to change his or her program of study or add specializations will start with the recalculated CGPA, as well as credits attempted and completed, for the purpose of determining SAP. Only those courses that apply toward the new degree program will be counted in the CGPA calculations and course completion percentages.

### ***Additional Program***

If a graduate of UoNA enrolls in a new program at UoNA, only those courses that apply toward the new program will be counted in the CGPA calculations and course completion percentages.



# UNDERGRADUATE COURSE DESCRIPTIONS



## ***Course Prefix Abbreviation***

ACCT	Accounting
CMSC	Computer Science
COMM	Communication
DATA	Big Data
ECON	Economics
ENGL	English
FINS	Finance
INST	Information Systems
MATH	Mathematics
MGMT	Management
MKTG	Marketing
QANT	Quantitative Studies
RESH	Research
SOSC	Social Science
SCIN	Science
TECH	Technology
CAPS	Capstone

All course codes are preceded by four-character abbreviations that are used to represent the area of study. These areas of study abbreviations are followed by three numbers that are used to qualify the level of study. All UoNA Undergraduate courses are within the range of 100 – 400. Master’s level courses are within the range of 500 – 598, except Master’s level Capstone courses which are identified as 600 and 699.

## ***Prerequisite***

Prerequisites denote the courses that must have been completed in prior quarters before taking certain courses. No prerequisite course is required unless it is specified in the individual course description below.

# UNDERGRADUATE COURSE DESCRIPTIONS

## ***General Education and Core Courses***

ACCT 301 Principles of Accounting I 4.5 credit hours

In this course, students will be introduced to the basic theory and techniques of contemporary financial accounting. The objective is to identify the fundamental principles of accounting, identify and analyze business transactions, prepare financial statements, and communicate this information to users with different needs. Topics include the accounting cycle, transactions, and the preparation of financial statements for single-owner business organizations that operate as service companies or merchandisers.

ACCT 302 Principles of Accounting II 4.5 credit hours

*Prerequisite: ACCT 301 Principles of Accounting I*

In this course, students will further study contemporary accounting practices, with an emphasis on financial and managerial accounting. The goal is to identify and analyze business transactions, define the characteristics of business entities, identify the interdependency of financial statements, employ managerial accounting techniques, and communicate this information to users with different needs. Financial accounting topics include liabilities, equities, investments, and business entities. Managerial accounting topics include job order and process costing, cost-volume-profit analysis, and budgets.

**ACCT 303 Taxation 4.5 credit hours**

*Prerequisite: ACCT 302 Principles of Accounting II*

In this course, students will be introduced to taxation with emphasis on the five sections of the Income Tax Act and how these laws and regulations apply in the preparation of personal and business tax returns. This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Topics include tax law, electronic research and methodologies and the use of technology for the preparation of individual and business tax returns.

ACCT 401 Financial Accounting 4.5 credit hours

*Prerequisite: ACCT 302 Principles of Accounting II*

In this course, students will gain an understanding of the principles and analytical techniques relating to corporate financial management. Students will develop, interpret and apply accounting information used in effective managerial decision making. In addition, students will be exposed to reporting and analysis requirements related to inventory, fraud, internal control and cash, receivables, long-live assets, and liabilities.

CMSC 201 Design and Analysis of Algorithms 4.5 credit hours

*Prerequisite: MATH 201 Discrete Mathematics*

In this course, students will learn important data structures and fundamental principles of algorithm design in computer science to get the efficient solutions to computing problems. Topics include the analysis of algorithm efficiency, hash, heap, graph, tree, sorting and

searching, brute force, decrease-and-conquer, and transform-and-conquer. Dynamic programming, greedy programming, and divide-and-conquer design paradigm, with applications to fast sorting, searching, and multiplication will also be integrated in course material.

**CMSC 301** Introduction to Programming Logics 4.5 credit hours

In this course, students will gain an understanding of programming concepts and logic without assuming any previous programming experience. This course is designed for beginners, using contemporary examples to familiarize students with models and logical thought processes used in programming without using language syntax. Flowcharts and pseudocodes are used to demonstrate program logic designs.

**CMSC 302** Operating Systems 4.5 credit hours *Lecture and Lab*

In this course, students will gain an understanding of the key structures and mechanisms of operating systems. The course will cover CPU scheduling, multi-threads, concurrent processes, memory management, file systems, storage subsystems, and input/output management. This course will also explore the latest operating systems technologies and developments. This course includes 25 hours of lecture and 40 hours of computer lab instruction.

**CMSC 303** **JAVA Programming** 4.5 credit hours *Lecture and Lab*  
*Prerequisite: CMSC 301 Introduction to Programming Logics*

In this course, the students will learn the Java programming language with a fundamentals-first approach and hands-on projects utilizing the UoNA Virtual Lab. The course introduces basic programming concepts, JAVA building elements and techniques including selection, looping, method definitions, strings, step-wise refinement, and arrays. In addition to these fundamental concepts students will also explore object oriented programming and class creation, algorithm development, data representation, and debugging using common tools. By the end of class students should be able to create simple programs, read and edit Java technology source code using Java technology and an industry standard integrated development environment (IDE).

**CMSC 304** **Software Engineering** 4.5 credit hours

In this course, students will gain an understanding of a broad perspective of software engineering, focusing on the processes and techniques fundamental to the development of reliable software systems. Agile methods are discussed, along with software reuse and traditional plan-driven software engineering. Students will also acquire knowledge of design issues such as error handling, performance, and inter-process communication.

**CMSC 401** **Database Management Systems** 4.5 credit hours  
*Prerequisite: CMSC 201 Design and Analysis of Algorithms*

In this course, students will learn data structures, file organizations, concepts and principles of database management systems (DBMS), as well as data analysis, database design, data modeling, database management and database implementation. More specifically, this course will introduce hierarchical, network and relational data models; entity-relationship modeling; the Structured Query Language (SQL); data normalization; and database design. Using

Microsoft's SQL Server DBMSs as implementation vehicles, this course provides hands-on experience in database design and implementation through assignments and lab exercises. Advanced database concepts such as transaction management and concurrency control, distributed databases, multi-tier client/server architectures and Web-based database applications are also introduced.

**CMSC 402 Web Design and Development** **4.5 credit hours**  
*Prerequisite: CMSC 303 JAVA Programming*

In this course, students will use computers to creatively design web pages using HTML and CSS. Through real-world hands-on experiences they will also learn to develop programs and algorithms, using Java-script and providing business solutions. Web design standards, search Engine Optimization and image manipulation will be introduced in this course as well.

**CMSC 403 Mobile Technology** **4.5 credit hours**

In this course, students will learn one of the newest and fastest developing fields in the discipline, mobile and wireless computing. The topics will cover the basic mobile and wireless computing principles and technologies, components, architecture and infrastructure of systems and services to support mobile platforms, overview of different wireless communication networks such as CDMA (Code Division Multiple Access), WCDMA (Wideband CDMA), HSPA (High Speed Packet Access) and LTE (Long Term Evolution), and brief introduction to mobile platform like Android and iOS, and smart devices. Through this course, students will understand basic concept of mobile technology (and wireless networks) as well as its recent trends.

**ECON 201 Principles of Economics** **4.5 credit hours**

In this course, students will gain knowledge of basic economics as it applies to themselves, and learn to solve economic problems of daily life. Economics is used to understand consumer "choice", firms and the government, and how these phenomena frequently interact with each other within the commodity market and factor market. Students will also learn how to apply the methods of economic analysis to other topics, such as: marriage, education, environmental pollution, property, time distribution, migration, public policy, e-coin, functions of central banks, and price prediction.

**ECON 301 Introduction to Managerial Economics** **4.5 credit hours**  
*Prerequisite: ECON 201 Principles of Economics*

In this course, students will learn how to increase company profitability by applying economic analysis to a wide array of business problems. A problem-solving approach will be used to achieve this objective. Emphasis will be placed on the application of economic tools rather than relying on a purely theoretical understanding.

**ECON 302 Global Economy** **4.5 credit hours**  
*Prerequisite: ECON 201 Principles of Economics*

In this course, students will reflect on the challenges international businesses and entrepreneurs are facing in today's globalized world. Using an interdisciplinary approach, this class will serve as a helpful introduction to those who are interested in how globalization

intersects with other areas such as economic development, political science, the environment and gender issues.

**ECON 303 History of Economic Thought 4.5 credit hours**

In this course, students will learn the main schools in the history and development of economic thought. Throughout the course, economic theories will be examined in light of the interrelationships between theory, policies and historical conditions including responses to the financial and economic global crises since 2006.

**ENGL 101 Oral Communication 4.5 credit hours**

In this course, students will practice interactive skills in conversation and presentation. Students will be provided with opportunities to speak English, strengthening their confidence and accuracy in English conversations, and become familiar with a wide range of topics offering information and knowledge in English. This course will focus on words and phrases for everyday expressions, as well as formal presentations and speeches.

**ENGL102 English Composition 4.5 credit hours**

In this course, students will develop their English writing ability, as well as become active language users. Although writing ability is the focus of the course, a holistic integration of the four skills of listening, speaking, reading and writing is adopted to support and to better enhance one another. Students will be involved by practicing academic writing, and use the language via face-to-face interaction and networked multimedia. Students are to master the uses of language, the structure of texts, the ideas that shape different cultures, and the interrelationships between ideas and languages. This course intends to open the floor to positive and active writers, who will learn to think critically and creatively, and to express thoughts clearly.

**ENGL 103 Advanced Writing 4.5 credit hours**

*Prerequisite: ENGL 102 English Composition*

In this course, students will learn and practice key skills of the academic writing process for professional business communication. This course is designed to help students understand the writing process in a formal manner; from assessing sources, developing ideas, organizing paragraphs, to proofreading. Student will also learn the elements of writing by practicing language skills and developing academic vocabulary. Through the investigation and practice of formal letters, case studies, reports, and essays; students will learn to incorporate research and write longer, more in-depth, professional essays.

**ENGL 201 Business Communication 4.5 credit hours**

In this course, students will develop business communication skills needed to function and succeed in business and professional settings, while at the same time helping them to build knowledge in the major areas of business management. Areas of focus include marketing and HRM. Reading expert texts related to these areas will be used in class. Class activities include pre-reading discussion, vocabulary preview, main reading and exercises, discussion, and task-based activities.

**ENGL 301 Creative Writing 4.5 credit hours**

*Prerequisite: ENGL 201 Advanced Writing*

In this course, students will investigate the creative process of developing ideas, thinking critically, the writing practice, and styles of presentation. Assignments include techniques in preparing one's creative mind, setting a tone in one's writing, brainstorming, and writing original works of poetry, fiction, and drama. Reading assignments will explore what it means to be creative and tapping into one's own creative energy. There will be a number of genres covered, as students present original works through reading, discussions, and class presentations and dramatic performance.

**ENGL 302 Asian American Writers 4.5 credit hours**

In this course, students will learn about professional writing through reading essays, short stories, biographies, and historical accounts of historical and contemporary Asian American writers. The works of Frank H. Wu, Ronald Takaki, Jeanne Wakatsuki, Gus Lee, Amy Tan and other Asian American authors will be investigated and selected readings will be supplemented with formal discussion topics and critical essays. Students will analyze how an author is influenced by mainstream American culture and yet preserves and develops his/her own unique perspective. Appreciating other perspectives and developing one's own style of writing will be emphasized.

**INST 201 Introduction to Information Systems 4.5 credit hours**

In this course, students will be provided with systems and development concepts, information technology and application software. The student will learn how information is used in organizations and the effects IT has on the organization's structure, processes, employees, customers, and suppliers. In addition, how IT enables improvement in quality, timeliness, and competitive advantage will be explained. Structure and functions of computers and telecommunications systems are also examined.

**INST 202 Data Communications and Networking 4.5 credit hours**

In this course, students will focus on studying the primary aspects of data communications networking, including a study of the Open Systems Interconnection (OSI) and Internet models. Contents include Introduction to computer networking, data communications, data transmission, data encoding, data link control, communications network techniques, network protocols, wireless networking, network server configuration, and planning and deploying a local area network.

**INST 301 Computer Hardware and Software 4.5 credit hours Lecture and Lab**

In this course, students will learn and practice key skills in Computer Hardware and Software Management. The subjects taught in this course include the design of computing systems, computer hardware and software components, and telecommunications. Through the combination of lecture and computer lab time, students will acquire the knowledge and skills to identify and explain PC components, setup a basic PC workstation, conduct basic software installation, identify compatibility issues and recognize/prevent basic security risks. This course will also introduce the concepts of Green IT and preventative maintenance of computers.

**INST 302 Computer Server Environment 4.5 credit hours**

*Prerequisite: INST 202 Data Communications and Networking*

In this course, students will learn the installation and administration of a Windows/Linux Server network operating system. Topics covered in this course include managing and maintaining physical and logical devices, access to resources, the server environment, managing users, computers and groups, and Managing/Implementing Disaster Recovery. Upon completion, students should be able to manage and maintain a Windows/Linux Server environment.

**INST 401 Business Intelligence** 4.5 credit hours  
*Prerequisite: INST 202 Data Communications and Networking*

In this course, students will be introduced to these technologies that are generally called analytics but have been known by other names. The core technology consists of DSS, BI, and various decision-making techniques. This course presents the fundamentals of the techniques and the manner in which these systems are constructed and used. It follows an EEE approach to introducing these topics: Exposure, Experience, and Explore. This course primarily provides exposure to various analytics techniques and their applications. A student will learn how other organizations have employed analytics to make decisions or to gain a competitive edge.

**MATH 101 College Algebra** 4.5 credit hours

In this course, students will focus an in-depth study and applications of quadratics, polynomial, rational, exponential and logarithmic functions, and systems of equations. Content includes functions including polynomial, rational, exponential, and logarithmic functions and related equations. Students will also learn theory of equations, matrices, inequalities, systems of linear equations and determinants, sequences, permutations, combinations, and binomial theorem.

**MATH 102 Calculus** 4.5 credit hours  
*Prerequisite: MATH 101 College Algebra*

In this course, students will learn the concepts and basic understanding of mathematical tools which relate to solving business problems. Emphasis will be on solving problems using tools of complex mathematical modeling. The main foci will be on: limits and continuous function, techniques of derivatives, and integration and its applications.

**MATH 201 Discrete Mathematics** 4.5 credit hours

In this course, students will learn the discrete mathematical objects, and prepare for a background in abstraction, notation and critical thinking for the mathematics most directly related to computer science and engineering majors. Content covers logic, relations, functions, basic set theory, countability and counting arguments, proof techniques, mathematical induction, graph theory, combinatorics, discrete probability, recursion, recurrence relations, and elementary number theory, each of which have applications in mathematics, computer science and other fields of study.

**MGMT 201 Principles of Management** 4.5 credit hours

In this course, students will learn to understand the major functions of management (planning, organizing, leading, and controlling) and the significance of each function in relationship to the existence of the company. This course describes how companies use management to set and accomplish goals through individuals, groups, and other types of resources. It also analyzes communication and ethics in the organization. Other topics include decision making, change, employee development, organizational structures, management control, leadership, conflict resolution, information security, and globalization.

**MGMT 202 Introduction to Business** 4.5 credit hours

In this course, students will be introduced to the many facets of the private enterprise system and of the businesses that operate within its framework. The course will focus on business systems, workforce demographics, social responsibility, business ethics, organizations, entrepreneurship, small business and franchise systems. Management processes, human resource management, marketing management, business finance, and business decision-making will be investigated. Quantitative tools used in international business, MIS, and the future dimensions of business opportunities in a global economy will, also, be studied.

**MGMT 203 Principles of Project Management 4.5 credit hours**

In this course, students will be introduced to project management from the standpoint of a manager who must organize, plan, implement, and control tasks to achieve an organization's schedule, budget, and performance objectives. Tools and concepts such as project charter, scope statement, work breakdown structure, project estimating, and scheduling methodologies are studied. The course is structured around the key phases of project lifecycle, including initiating a project, developing project plans, executing and managing a project, and closing out a project. In addition, students will be taught how to identify and address the change management and political issues associated with project management.

**MGMT 204 Human Resources Management 4.5 credit hours**

In this course, the student will be introduced to the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Students will learn how an organization acquires, rewards, motivates, uses, and generally manages its people effectively.

**MGMT 302 Principles of Marketing 4.5 credit hours**

In this course, students will gain the specialized terminology and important concepts related to marketing in the business environment. Domestic and international environments that impact marketing are included, with particular emphasis on the marketing environment, segmentation, positioning and targeting.

**MGMT 303 Business Finance 4.5 credit hours**

*Prerequisite: MGMT 202 Introduction to Business*

In this course, students will learn the fundamentals of business finance. The course is corporate-oriented with emphasis on practical applications and problem solving techniques. The primary objective is to provide the student with the tools to understand and solve the basic financial problems confronting business today. The topics covered include the time value of money, valuation of assets, capital budgeting techniques, capital-structure theory and dividend policy assessment. The application of the topics to international markets will be made whenever possible.

**MGMT 304 Leadership Theories and Practice 4.5 credit hours**

*Prerequisite: MGMT 201 Principles of Management*

In this course, students will acquire an overview of the theoretical framework for the practice of leadership in organizations leading to the application of theory and best practices in leadership



practice. Emphasis will be placed on specific leadership topics such as strategic leadership, systems thinking, team leadership, change management and developing others.

**MGMT 306 Small Business Management** 4.5 credit hours  
*Prerequisite: MGMT 202 Introduction to Business*

In this course, students will be exposed to the multi-faceted nature of managing a small business. Topics include managing employees, inventory management, accounting and financial concerns, merchandising, sales, planning and scheduling, basic legal issues, customer relations, and strategic partnerships/alliances.

**MGMT 401 Organizational Behavior** 4.5 credit hours  
*Prerequisite: MGMT 201 Principles of Management*

In this course, students will learn about the theories in the field of organizational behavior (OB) which is about understanding how people and groups in organizations behave, react, and interpret events. This course will also explain the role of organizational systems, structures, and processes in shaping behavior, and explains how organizations really work.

**MGMT 402 Business Law and Ethics** 4.5 credit hours  
*Prerequisite: MGMT 202 Introduction to Business*

In this course, students will be introduced to basic jurisprudential discussions and debates that relate to understanding business in society. Topics will include a general overview of the nature of law and its relationship to ethics; theories of contract, torts, and property; criminal law as it applies to business situations; and theories of the business enterprise and its regulation. The main focus will be on the organization and operation of the American legal system, legal rules and ethical constraints that impact business, and the practical application of these rules and constraints to real-world situations.

**QANT 301 Statistics** 4.5 credit hours  
*Prerequisite: MATH 101 College Algebra*

In this course, students will be introduced with the concepts and the application of modern statistical methods. The topics include data collection techniques, graphical and numerical summaries of data, introduction to probability and probability distributions, normal distributions, inference for a single mean, a single proportion, difference in means using confidence intervals and hypothesis testing, simple linear regression and correlation, association between categorical variables, the use of pivot tables in Microsoft Excel, and Decision Trees.

**RESH 401 Research Methods** 4.5 credit hours  
*Prerequisites: ENGL103 Advanced Writing and QANT301 Statistics*

In this course, students will learn the Business Research Method which provides the theoretical and practical base for a research project. This course will cover the fundamentals of research proposals, literature reviews, and qualitative and quantitative methods. This course equips students with the skills and expertise to develop and implement a research dissertation. Students will also learn how research is used to support management decision



In this course, students will explore the concept of American culture and develop a better understanding of different cultural groups which make-up American society today. Through readings and discussions, a diversity of cultural groups will be investigated, and the socio-historical developments of these groups and how they affect American culture will be researched. Historical and contemporary readings will form the basis of critical discussions, comparative analyses, and formal essays to help the student reach a deeper understanding of American culture and what it means to be American.

**TECH 101 Introduction to Computers**

**4.5 credit hours**

In this course, students will learn the fundamentals of how a computer works. From the basics of how to build a modern computer from first principles; each student will learn the essentials of switching devices, combinational logic, sequential logic, and computer architecture. Also students will be able to understand the necessary functions and dynamics of machine language, assembly language, virtual machines, compilers, and high-level languages and operating systems.

**TECH 203 Network Management and Infrastructure**

**4.5 credit hours**

***Lecture and Lab***

In this course, students will learn that today's networks and IT infrastructure components are the nerves, which enable the information flow both within and outside the organizations. Progressive enterprises have always faced challenges while managing and designing IT infrastructure which will meet the business needs.

**TECH 301 Technology Management**

**4.5 credit hours**

In this course, students will come to know the steps necessary for analyzing a problem in information technology and identifying and defining the computing requirements appropriate to its solution. There will be an emphasis on how to design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs. Students will learn to analyze the local and global impact of computing on individuals, organizations, and societies.

***Capstone***

**CAPS 490 Undergraduate Capstone**

**4.5 credit hours**

*Prerequisites: All core courses for undergraduate degree*

In this course, the student will be provided with the opportunity to integrate the broad spectrum of what has been learned in previous courses into a final project of direct relevance to his or her academic and career objectives. Under the guidance of a Capstone Advisor, the student selects an applied project that addresses a defined problem within an organization, develops a strategy to mitigate or resolve the problem, and prepares a formal project report. The report must place the problem/issue and its solution in its cultural and historical context. An oral presentation of the project approach and findings is required.



**CERTIFICATE IN  
ENGLISH FOR  
SPEAKERS OF OTHER  
LANGUAGES (ESOL)  
PROGRAM**



## University of North America

### ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) CERTIFICATE PROGRAM

#### ***Mission***

The mission of the University of North America is to support a diverse student population by providing high quality education in business and technology that is student-centered, practitioner-oriented and globally focused.

To ensure English language proficiency and academic support for a diverse body of students, the University of North America has established a comprehensive English for Speakers of Other Languages (ESOL) certification program.

#### ***Program Objectives***

The main objective of the UoNA ESOL program is to bolster the academic, English language proficiency of our students by developing meaningful English language courses based on content relating to their diverse backgrounds and experiences. Students at our university come from a wide range of different communities, countries, and educational backgrounds. For many of our students, English is not their first language.

Moreover, among the many individuals of the student population, there are variegated levels of individual skills in the four areas of English language acquisition: reading, writing, speaking, and listening. Objectives of the ESOL program, then, will be to provide a safe and supportive environment for daily, student-centered conversation, and reading and writing practice; in the content areas of real-life situations and experiences in order to improve each student's academic English language competency.

#### ***Program Structure***

All classes offer a holistic approach to language learning. UoNA's ESOL program is designed to provide an avenue for international students to quickly and successfully begin their course of study in one of UoNA's degree programs. The program design also provides local students with an opportunity to improve their English language skills and progress in their careers.

UoNA has created an English language program that can successfully transition a student to an academic program at UoNA, help a student achieve English proficiency for personal development, and build valuable skills for professional success. Graduates of this program gain the fluency and competency to interact and pursue their goals in an English-speaking environment.

Our ESOL program is closely coordinated with UoNA 's academic programs. Students who satisfy all of UoNA 's entrance requirements except for language proficiency will be conditionally accepted into a degree program and take ESOL courses first. At the completion

of ESOL program, the acceptance will be finalized and the student will be able to start degree classes immediately without further TOEFL or IELTS testing.

In addition to linguistic training, the UoNA Language program helps students adjust to life in the United States. The program includes various cultural activities that allow students to practice their language skills and learn about life in the United States at the same time.

### ***Learning Outcome Objectives***

Competency skills will be developed and practiced in each of the ESOL courses through learning the processes of reading, writing, researching, and presenting ideas in English. Reading short academic articles, summarizing information, taking notes, asking questions, gathering ideas, discussing the writing process, organizing projects, researching topics, building vocabulary, formulating a topic sentence, outlining, editing, revising, rewriting, orally presenting, and sharing quality projects and essays; are all part of the academic process.

### ***Teaching Methodology***

Students will receive constant feed-back through one-on-one conferences and tutoring sessions with a native English speaker. Also, students will work independently and with groups as they present, discuss, critique, write, rewrite and revise daily assignments, weekly projects, and a final written paper and presentation concerning real-life situations and work experiences.

**Activities:** Discussing the writing process, gathering ideas, organizing projects, interviewing, researching, building vocabulary, formulating topics, linking sentences, arranging paragraphs, outlining, editing, revising, rewriting, presenting information, field trips, and sharing quality projects and essays.

**Portfolio:** Students will prepare a personal portfolio of coursework activity achievements, including research papers and oral presentations. Every course will require a final 3-page research paper and 10 minute oral presentation, documented by the instructor and used for evaluation of course completion.

### ***ESOL Admission Requirements***

The process for admission to the university is designed to assist students in making the entrance into English study as smooth as possible. Each candidate for admission will receive a personal assessment of his or her background with a focus on providing the guidance necessary for a sound selection.

For the ESOL program, applicants must submit:

1. Completed Application Form
2. Application Fee of \$50.00
3. Proof of High School Graduation or its equivalent
4. Government issued photo ID

**International Students:**

In addition to the above documents, the following is required for international students:

- 5. Copy of passport ID page
- 6. Copy of bank statement OR Affidavit of Support form (to be completed by the sponsor)
- 7. Copy of I-94 and all previous I-20 forms (transfer students)
- 8. Proof of English proficiency or UoNA English placement test
- 9. I-20 Mailing Fee of \$100 (non-refundable) – required for I-20 forms mailed outside of the U.S.
- 10. VISA Copy (F1-VISA holders must present their VISA upon arrival in the U.S. or upon transferring into the University)

**Placement Test**

The English language proficiency exam is a nationally recognized English proficiency test. It consists of three parts: 1) a 100 multiple-choice portion addressing areas of listening, grammar, vocabulary, and reading, 2) a 250 word essay component, prompting written reasons of an opinion with examples and details, 3) an oral questionnaire asking for verbal reasons with examples and supportive information.

**ESOL Program Curriculum**

Course #	Course Title	Credit Hours
ESOL 001	Writing Workshop	18
ESOL 002	American Culture	18
ESOL 003	Patterns of American Immigration	18
ESOL 004	Northern Virginia Business	18

**English Language Certification**

Students receive a course completion certificate for each ESOL course that is successfully completed. Students who complete all 4 courses are awarded the UoNA ESOL Program Certificate.

Students who received UoNA ESOL Program Certificate will be considered as meeting the English proficiency requirements of the UoNA degree programs and may start their academic program immediately.

**Program Length**

The minimum time for students to finish the ESOL program is 4 terms. Students may repeat courses until certification and 6 terms is considered the normal program length. Students can take a maximum of 9 terms (1.5 times of normal program length) to complete the ESOL Program.





This course is designed for students to learn the history of American immigration and cultures as they improve their English ability and confront real-life experiences. The course provides students with a supportive environment for daily practice in conversation, reading, and writing in English. The main focus is the study of a series of interesting articles and research projects exploring the historical and cultural developments of various immigrant groups in American society. Students will receive constant feed-back through one-on-one conferences with their teacher and peers as they present, discuss, and write about American immigrants and their real-life and work related situations.

**ESOL 004 Northern Virginia Business**

**18 credit hours**

*Prerequisite: ESOL 001 Writing Workshop*

This course is designed for students to learn about the development of Northern Virginia as a center of global business and commerce. The course provides students with a supportive environment for daily practice in conversation, reading, and writing in English. The main focus is the study of a series of interesting academic articles and research projects exploring the development of the important businesses and transit systems linking Northern Virginia to Washington D.C. Students will receive constant feed-back through one-on-one conferences with their teacher and peers as they present, discuss, and write about Northern Virginia business culture and their real-life and work related experiences.

## ADDENDUM A: FACULTY LIST FOR 2016

For University of North America Catalog 2016, v. 2016.4

Faculty Member	Field of Study	Applicable Degrees Held
Shirley Chen	Accounting, Finance	MBA, Finance, George Washington University, DC
David E. Frick	Management, Project Management	PhD, Business Administration, Girne American University, Cyprus MBA, Business Administration, Strayer University, VA MS, Strategic Studies, US Army War College, PA
Adolfo Gorriaran	Information Technology, Management, Human Resources	DBA, Human Resource Management, Nova Southeastern University, FL MSIM, Information System Management, DeVry University, IL MPA, Public Administration, Troy University, AL MBA, Business Administration, Webster University, MO
Wallace Hu	Information Technology	MA, Urban Affairs & Public Policy, University of Delaware, DE MS, Information Systems Engineering, University of Shanghai for Science and Technology, China
Mohammed Garad	International Business, Business Law, Business Ethics	LLM, Law, Harvard Law School, MA International Tax Certificate, Harvard Law School, MA
Nadeem Haq	Information Technology	PhD, Education Technology and E-learning, Northcentral University, AZ MS, Information Systems, Strayer University, DC
David O. Harper	Research Methods, Technology, Management	EdD, Human Resource Development, George Washington University, DC MS, Business Information Technology Management, Johns Hopkins University, MD
John T. Hsu	Computer Science, Information Technology	MS, Computer Science, Southeastern University, DC
Chung-yin (Betty) Koo	Computer Science, Programming	MS, Information Systems, George Mason University, VA
Ali Mehrabi	Computer Science, Information Technology	PhD, Engineering Science, University of Mississippi, MS MS, Electrical Engineering, Oklahoma State University, OK
Mohammad Moussavi	Computer Science, Information Technology	DSc, Communications, The George Washington University, DC MS, Engineering and Applied Science, The George Washington University, DC
Boris Nikolov	International Business, Management	PhD, Anthropology, Johns Hopkins University, MD MS, Anthropology, Johns Hopkins University, MD
Petya Nikolova	International Business, Management	PhD, Political Science, New Bulgarian University MA, Political Science, George Mason University MA, International Relations, Tufts University
Ran Pan	Computer Science, Information Technology	PhD, Computational Chemistry, Oklahoma State University, OK MS, Chemistry, Jilin University, Changchun, China
Ramesh Rajagopalan	Information Technology, Project Management	PhD, Engineering, Columbia University, NY MBA, Business Administration, University of Phoenix, AZ
Gary Rucker	Accounting, Finance, Information Technology	MIS, Information System, Strayer University, DC MBA, Management, Jones International University, CO
Mitchell Schoenberg	Accounting, Finance	MAcc, Accounting, Florida Atlantic University, FL CPA, FL and VA
Khem Raj Sharma	Research Methods, Quantitative Analysis	PhD, Agricultural and Resource Economics, University of Hawai'i at Manoa MA, Economics, University of Hawai'i at Manoa
Farzan Soroushi	Computer Science, Information Technology	MS, Computer Science, University of Oklahoma, OK
Hashem Tabrizi	Computer Science, Information Technology	MS, Information Technology, University of Maryland, University College, MD
James Turkvant	Accounting, Finance	DBA, Accounting, Argosy University, GA MAMF, Accounting, Keller Graduate School of Management, GA MBA, Accounting, Keller Graduate School of Management, GA

# Specializations that are in high demand!

## **Master of Business Administration (MBA)**

- Accounting
- Big Data
- Global Enterprise Management
- Health Care Administration
- Health Care Informatics
- Project Management
- Technology Management

## **Master of Science in Computer Science (MSCS)**

- Big Data
- Database Administration
- Information Security
- Project Management
- Software Engineering

## **Master of Science in Information Technology (MSIT)**

- Big Data
- Database Administration
- Health Care Informatics
- Information Security
- Java Programming
- Project Management
- Technology Management

**NEW!**

**BSIT—Bachelor of Science in Information Technology**

**BSBA—Bachelor of Science in Business Administration**

**ESOL—English for Speakers of Other Languages**



**UNIVERSITY OF NORTH AMERICA**

**Admissions Office: [admissions@uona.edu](mailto:admissions@uona.edu)**

**Academic Department: [academic@uona.edu](mailto:academic@uona.edu)**

# www.uona.edu

**University of North America**  
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Vienna, VA 22182  
USA

- MBA
- MSIT
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**University of North America**

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Picture Above: Virginia Delegates Tom Rust (front left 3rd) and Mark Keam (front left 5th) were the commencement speakers at a UoNA commencement ceremony.