## Calendar

<table>
<thead>
<tr>
<th>2017-2018 Academic Calendar</th>
<th>2017 Fall Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2 October</td>
</tr>
<tr>
<td></td>
<td>24 November</td>
</tr>
<tr>
<td></td>
<td>11-17 December</td>
</tr>
<tr>
<td></td>
<td>22 December</td>
</tr>
<tr>
<td></td>
<td>25 December</td>
</tr>
<tr>
<td></td>
<td>29 December</td>
</tr>
</tbody>
</table>

### 2017 Fall Semester

- **2 October**: Fall Semester Begins
- **24 November**: Thanksgiving Day†
- **11-17 December**: Final Exam Dates
- **22 December**: Christmas Eve Observed†
- **25 December**: Christmas Day
- **29 December**: New Year’s Eve Observed†

#### 2018 Winter Semester

- **1 January**: New Year
- **2 January**: Winter Semester Begins
- **12-18 March**: Final Exam Dates

#### 2018 Spring Semester

- **2 April**: Spring Semester Begins
- **28 May**: Memorial Day†
- **11-17 June**: Final Exam Dates
- **23 June**: UMT Annual Commencement

#### 2018 Summer Semester

- **2 July**: Summer Semester Begins
- **4 July**: Independence Day†
- **3 September**: Labor Day†
- **10-16 September**: Final Exam Dates

UMT Administration Operating Hours: M-F 9:00am-5:00pm EST, excluding holidays.

- Course enrollment is open to self-paced students at all times.
- Course enrollment is open to term-based students, except Federal Students Aid (FSA) and J-1 and F-1 visa students, on Mondays.
- Term-based students using Federal Student Aid (FSA) and international students holding J-1 and F-1 visas can only enroll in Fall, Winter, Spring and Summer semester.
- For FSA purposes, self-paced program students can only transfer into the term-based program in the summer semester when the new FSA award year begins.
- Refer to the [UMT FSA Handbook](http://umtweb.edu/pdfdocs/FSAHandbook.pdf) for the FSA processing calendar.

† University closed.
# Contents

## Overview
- Dean's Message 5
- Mission Statement and Goals 6
- Background 7

## Degree Programs
- Undergraduate Degrees 8-9
- Business Administration 10-12
- Computer Science 13-14
- Criminal Justice 15-16
- Engineering Management 17-18
- General Studies 19
- Health Administration 20
- Homeland Security 21-22
- Information Technology 23-24

## Certificate Programs
- Certificate in Business Management 25
- Certificate in Criminal Justice 25
- Certificate in Health Administration 25
- Certificate in Homeland Security 25
- Certificate in Human Resources Management 26
- Certificate in Information Technology 26

## Policies & Administration
- UMT Policies 27-35
  - Academic Advising 27
  - Academic and Calendar Years 27
  - Academic Ethics 27
  - Academic Integrity and Student Conduct 27
  - Academic Semesters 27
  - Admission Policy 27-28
  - Continuous Enrollment 28
  - Course Waiver Policy 28
  - Credit Transfer Policy 29
  - Enrollment Statuses 29-30
  - Grading Policy 30
  - Graduation and Commencement 30
  - Incomplete Coursework 30
  - Intellectual Property Policy 31
  - International Students 31
  - Leave of Absence 31
  - Nondiscrimination Policy 31
  - Principles of Excellence Policy for Military Students 31
  - Proctored Examination 31-32
  - Resolution of Student Complaints 32-33
  - Retake and Rework/Makeup Policy 33
  - Satisfactory Academic Progress 33-34
  - Semester Credit Hours 34
  - Student Records Policy 34-36
  - Time Limits 36
  - Withdrawal Policy 36
  - UMT Accreditation 36-37
<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Education</td>
<td>38</td>
</tr>
<tr>
<td>Financial Assistance</td>
<td>39-40</td>
</tr>
<tr>
<td>University Administration and Faculty</td>
<td>41-44</td>
</tr>
<tr>
<td><strong>Course Descriptions</strong></td>
<td></td>
</tr>
<tr>
<td>Undergraduate Program Course Descriptions</td>
<td>45-59</td>
</tr>
<tr>
<td><strong>Applications &amp; Forms</strong></td>
<td></td>
</tr>
<tr>
<td>Application Instructions</td>
<td>60-61</td>
</tr>
<tr>
<td><strong>Tuition, Fees &amp; Refund Policy</strong></td>
<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>62</td>
</tr>
<tr>
<td>Tuition Refund Policy</td>
<td>63</td>
</tr>
<tr>
<td>Tuition Refund Example</td>
<td>63</td>
</tr>
</tbody>
</table>
Dean's Message

Welcome to UMT!

Thank you for your interest in our university. I would like to take a few moments to outline how we can help you meet your educational goals.

UMT’s innovative programs are designed for working professionals who desire to obtain up-to-date management and technology knowledge, skills, and insights. With global competition and rapidly changing technology, lifelong learning is a necessity. Successful professionals need to continually update their skills and knowledge or they risk falling behind.

UMT offers a broad range of programs, including undergraduate degrees, master's degrees, a doctoral degree, and various certificate and executive certificate programs and courses, as well as professional development programs. These programs focus on contemporary management and technology issues, and achieving a balance between theory and practical applications. UMT also provides training and consulting services to companies and government agencies, and carries out research efforts to serve industry, government, and non-profits.

Our faculty members have extensive management and technology education experience working for and with major companies, nonprofit organizations, and government agencies. UMT professors have educated more than 35,000 managers throughout the world during the past decade. Our clients include businesses, governments, and nonprofit organizations worldwide.

With UMT’s convenient online courses, students can obtain an education on their own time from the comfort of their home, office, or anywhere else in the world where they can access the Internet.

A UMT education is competitively priced. You are not paying for a large campus and a lot of overhead. You receive a quality graduate education without breaking the bank.

Thank you for your interest in UMT. After you have looked through this catalog, contact us to find out how you can begin your UMT education. I look forward to meeting you in class or online soon.

J. Davidson Frame
Academic Dean
Mission Statement and Goals
Primary Goals • Philosophy

UMT’s primary goal is to provide high quality education programs to our students and to promote academic excellence in higher learning by:

- teaching and developing knowledge, skills, competencies, excellence, professionalism, and responsibilities to enhance our students’ careers
- selecting and promoting excellent faculty and scholars who focus on knowledge, theory and practice from a global perspective
- adopting and updating curricula and instructional materials continually to reflect state-of-art knowledge and best practices
- employing technology, advanced teaching methods and tools to deliver high quality distance education programs
- benefitting the community and society by supplying well-educated and well-prepared professionals.
Background

Founding • History • Experience

The University of Management and Technology (UMT) was established in Arlington, Virginia in January 1998. UMT is chartered by the State Council of Higher Education of Virginia (SCHEV) and accredited by the Distance Education Accrediting Commission (DEAC). UMT’s degree programs in project management are also accredited by the Global Accreditation Center (GAC) of the Project Management Institute (PMI). UMT is an institutional member of the Council of Higher Education Accreditation (CHEA) and a Global Registered Education Provider of PMI.

UMT is authorized by the U.S. Department of Education to provide Federal Student Aid (FSA) to eligible students enrolled in eligible programs at UMT. UMT is authorized by the U.S. Citizenship and Immigration Services of the U.S. Department of Homeland Security to accept F-1 visa students. UMT is authorized by the U.S. Department of State to sponsor J-1 visa international exchange students.

UMT is approved by the Virginia State Approving Agency for purposes of various veterans’ education benefits programs. In addition, UMT has signed a Memorandum of Understanding with the U.S. Department of Defense (DoD), and is authorized to accept funds from the DoD Tuition Assistance Program.

UMT offers undergraduate-level and graduate-level education to those who desire to obtain up-to-date knowledge, skills, and insights in management and technology needed to operate effectively in modern, fast-paced, and complex enterprises. UMT is committed to excellence in management and technology education. Its courses focus on contemporary management and technology issues. Faculty members are carefully screened to assure that UMT instructors possess a balance of scholarly and practical insights on current management practice and technology applications. The members of the UMT community believe firmly that universities must stay on the cutting edge of technological change. UMT is committed to employing modern teaching delivery technology to offer its students the best management and technology education available.

UMT faculty and staff have extensive management and education experience working with major universities, companies, nonprofit organizations, and government agencies. These entities include government branches, such as The White House, the National Institute of Standards and Technology, the Department of Defense, the Department of Energy, the Department of States, the National Health Institute, the Internal Revenue Service, and the Social Security Administration; large corporations, such as AT&T, Lucent Technologies, NCR, SITA (France), ABB (Switzerland and Sweden), IBM, Motorola, Hewlett-Packard, Verizon; and international organizations, such as the World Bank. UMT’s faculty and staff possess extensive international experience having worked in more than twenty countries and recognize that management today requires a global outlook.

Through online education, students throughout the United States and in eighty-seven countries are enrolled at UMT. With its global outreach, UMT is committed to bringing the best knowledge, practice and professional skills to students everywhere.

UMT is located in Rosslyn, Arlington, Virginia, just minutes from downtown Washington, DC. Rosslyn is a busy commercial and federal government agency district. Rosslyn is easily accessible throughout the greater Washington metropolitan area by Metro and is convenient to air transportation via Dulles International Airport and Ronald Reagan Washington National Airport.

UMT headquarters on seventh floor
UMT’s undergraduate degrees are designed to provide students with specialized knowledge in key management and technology areas, as well as to expose them to broad areas of knowledge that will make them well-rounded citizens. Associate and Bachelor degrees are offered in the following areas:

- Associate/Bachelor of Business Administration (ABA/BBA)
- Associate/Bachelor of Science in Computer Science (ASCS/BSCS)
- Associate/Bachelor of Science in Criminal Justice (ASCJ/BSCJ)
- Associate/Bachelor of Science in Engineering Management (ASEM/BSEM)
- Associate/Bachelor of Science in General Studies (ASGS/BSGS)
- Bachelor of Science in Health Administration (BHA)
- Associate/Bachelor of Science in Homeland Security (ASHS/BSHS)
- Associate/Bachelor of Science in Information Technology (ASIT/BSIT)

All undergraduate degrees are comprised of core courses, required courses, general education courses and electives. Some bachelor’s degrees may also contain majors that allow students to focus on specialized topics within the degree – the BBA, BSCS, BSCJ, and BSIT enable students to specialize in majors.

Core courses are courses that cover the core knowledge requirements of a degree.

Required courses are courses that are needed to provide knowledge that is outside the core knowledge requirements but important for the field of study.

General education courses are courses that expose students to a broad range of knowledge and experiences outside of the degree’s focus, e.g., courses in English, history, mathematics, science, and humanities.

Electives are courses that students can choose to take from management and technical areas as well as from UMT’s offering of general education courses.

Major courses are courses that provide students with specialized expertise within their degree area.

Core courses and major courses are listed in the program descriptions for each degree. Required courses are listed in each student’s Individual Learning Plan (ILP).

The required allocation of courses among core courses, general education courses, elective courses, and major courses is described in each program description.

**Associate’s Degree**

Students can opt to complete their studies with an associate’s degree and then start a bachelor’s degree program, or start directly in a bachelor’s degree program. Requirements for earning an associate’s degree are described in the bachelor degree program descriptions.
### General Education Courses

General education courses are listed below. Not all general education courses are available at all times; for a list that is always up-to-date, look in the General Information section of the UMT website.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 120</td>
<td>Introduction to Criminal Justice Ethics</td>
</tr>
<tr>
<td>CJ 130</td>
<td>Criminology</td>
</tr>
<tr>
<td>COMM 100</td>
<td>Business Communication</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Technical Writing</td>
</tr>
<tr>
<td>COMM 110</td>
<td>Public Speaking*</td>
</tr>
<tr>
<td>ECON 125</td>
<td>Economics for Managers</td>
</tr>
<tr>
<td>ECON 160</td>
<td>International Economics</td>
</tr>
<tr>
<td>ENGL 100</td>
<td>English Grammar</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition*</td>
</tr>
<tr>
<td>GOV 100</td>
<td>U.S. Government and Politics I</td>
</tr>
<tr>
<td>GOV 101</td>
<td>U.S. Government and Politics II</td>
</tr>
<tr>
<td>HIST 100</td>
<td>World Civilizations I</td>
</tr>
<tr>
<td>HIST 101</td>
<td>World Civilizations II</td>
</tr>
<tr>
<td>HUM 100</td>
<td>Humanities I*</td>
</tr>
<tr>
<td>HUM 101</td>
<td>Humanities II</td>
</tr>
<tr>
<td>MATH 100</td>
<td>Business Mathematics</td>
</tr>
<tr>
<td>MATH 105</td>
<td>College Algebra*</td>
</tr>
<tr>
<td>MATH 106</td>
<td>College Trigonometry</td>
</tr>
<tr>
<td>MATH 110</td>
<td>Finite Mathematics and Calculus I</td>
</tr>
<tr>
<td>MATH 111</td>
<td>Finite Mathematics and Calculus II</td>
</tr>
<tr>
<td>MGT 133</td>
<td>Organizational Communication</td>
</tr>
<tr>
<td>MGT 165</td>
<td>Introduction to International Relations</td>
</tr>
<tr>
<td>PHY 100</td>
<td>Physics I</td>
</tr>
<tr>
<td>PHY 101</td>
<td>Physics II</td>
</tr>
<tr>
<td>PSY 100</td>
<td>Psychology I*</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Psychology II</td>
</tr>
<tr>
<td>SOC 100</td>
<td>Sociology I*</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Sociology II</td>
</tr>
<tr>
<td>SOC 103</td>
<td>Business and Society</td>
</tr>
<tr>
<td>STAT 100</td>
<td>Basic Statistics</td>
</tr>
</tbody>
</table>

* All programs require COMM 110, ENGL 101, HUM 100 and MATH 105 as well as either PSY 100 or SOC 100.
Business Administration

UMT’s Bachelor of Business Administration (BBA) degree program requires the successful completion of a total of 120 credit-hours of study. Within the required 120 credit-hours, a student must complete at least 30 credit-hours in general education courses.

A student may choose to progress through the BBA program by completing a two-year, lower-level Associate of Business Administration (ABA) and then a two-year, upper-level Bachelor of Business Administration (BBA).

Students who graduate with a BBA degree will be equipped with knowledge in business theories, principles, policies, and processes and are prepared to assume a responsible position in business and related fields. Graduates will have acquired skills in communication, decision making, leadership, basic business operations and management.

PROGRAM OBJECTIVES

Upon successful completion of the program, students will be able to:
- Demonstrate a basic knowledge of the core business disciplines
- Analyze business performance using quantitative skills
- Use information technology to solve business problems
- Demonstrate effective and professional communication skills
- Apply critical thinking skills to business situations and formulate business strategies

ABA PROGRAM

The ABA requires the successful completion of 60 credit-hours of instruction at the lower level (freshman and sophomore years).

The ABA places a strong emphasis on general education courses as well as core courses that will provide a solid foundation for entry to the BBA program. The core studies include both practical and theoretic courses. General education courses are designed to broaden a student’s educational foundation. They include courses in such areas as communications, English, government, history, psychology, sociology, mathematics, and statistics.

A student must complete at least 15 credit-hours in general education to receive an ABA degree. A student must also complete 15 credit-hours of Business Administration core courses. The remaining credit-hours consist of elective courses.

ABA Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 125</td>
<td>Accounting for Managers</td>
</tr>
<tr>
<td>CST 192</td>
<td>Management Information Systems</td>
</tr>
<tr>
<td>ECON 125</td>
<td>Economics for Managers</td>
</tr>
<tr>
<td>MGT 100</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>MKT 100</td>
<td>Principles of Marketing</td>
</tr>
</tbody>
</table>

BBA PROGRAM

The BBA requires the successful completion of a total of 120 credit-hours of instruction, 60 of which are at the upper level (junior and senior years).

A student must complete at least 30 credit-hours in general education to receive a BBA degree. A student must also complete 30 credit-hours of Business Administration core courses, 15 credit-hours of major courses, and 6 credit-hours of capstone courses. The remaining credit-hours consist of elective courses.

BBA Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 125</td>
<td>Accounting for Managers</td>
</tr>
<tr>
<td>CST 192</td>
<td>Management Information Systems</td>
</tr>
<tr>
<td>ECON 125</td>
<td>Economics for Managers</td>
</tr>
<tr>
<td>FIN 100</td>
<td>Principles of Finance</td>
</tr>
<tr>
<td>MATH 100</td>
<td>Business Mathematics</td>
</tr>
<tr>
<td>MGT 100</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>MGT 101</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>MGT 102</td>
<td>Legal Environment of Business</td>
</tr>
<tr>
<td>MKT 100</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>STAT 100</td>
<td>Basic Statistics</td>
</tr>
</tbody>
</table>

BBA Capstone Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 190</td>
<td>Entrepreneurship</td>
</tr>
<tr>
<td>MGT 195</td>
<td>Business Policy and Strategy</td>
</tr>
</tbody>
</table>

Copyright © 2017 University of Management and Technology

10
BBA Majors

Criminal Justice Administration

This major provides students with a specialized program focusing on criminal justice administration. Students are required to take the following five courses:

- CJ 100 Introduction to Criminal Justice
- CJ 105 Introduction to Juvenile Justice
- CJ 115 Introduction to Corrections
- CJ 120 Introduction to Criminal Justice Ethics
- CJ 130 Criminology

Engineering Management

This major provides students with a specialized program focusing on engineering management. Students are required to take the following five courses:

- CST 115 Computer Architecture and Organization
- EMGT 100 Introduction to Engineering
- EMGT 145 Technological Entrepreneurship
- EMGT 150 Engineering and Technology Management
- EMGT 151 Introduction to Systems Engineering

Health Administration

This major provides students with a specialized program focusing on health administration. Students are required to take the following five courses:

- HA 100 Introduction to Health Services
- HA 102 Introduction for Healthcare Law and Ethics
- HA 104 Epidemiology and Community Health
- HA 150 Healthcare Management
- HA 152 Long-Term Care Management

Students who neither possess a healthcare education background nor have worked in the field of healthcare are also required to take HA 101 Essential Medical Terminology.

Human Resources Management

This major provides students with a specialized program focusing on human resources management. Students are required to take the following five courses:

- MGT 131 Organizational Behavior
- MGT 132 Human Resources Management
- MGT 133 Organizational Communication
- MGT 135 Leadership
- SOC 103 Business and Society

Information Technology Management

This major provides students with a specialized program focusing on information technology management. Students are required to take the following five courses:

- CST 117 Internet and Web Programming
- CST 120 Program Logic and Design
- CST 161 Data Communications
- CST 182 IT Project Management
- CST 190 Database Systems

International Management

This major provides students with a specialized program focusing on international management. Students are required to take the following five courses:

- ECON 160 International Economics
- FIN 160 International Finance
- MGT 160 International Business
- MKT 160 International Marketing
- SOC 103 Business and Society

UMT President and Academic Dean attending the Project Management Institute Global Congress.
Management

This major provides students with a generalized program in business management. Students are required to take the following five courses:

- FIN 101 Financial Management
- MGT 131 Organizational Behavior
- MGT 132 Human Resources Management
- MGT 135 Leadership
- MGT 150 Project Management

Marketing Management

This major provides students with a specialized program focusing on marketing management. Students are required to take the following five courses:

- FIN 101 Financial Management
- MGT 160 International Business
- MKT 105 Retail Management
- MKT 160 International Marketing
- SOC 103 Business and Society

Dr. J. Davidson Frame lecturing UMT students at Peking University in China
Computer Science
ASCS • BSCS

UMT’s Bachelor of Science in Computer Science (BSCS) degree requires the successful completion of a total of 120 credit-hours of study. Within the required 120 credit-hours, a student must complete at least 30 credit-hours in general education.

A student may choose to progress through the BSCS program by completing a two-year, lower-level Associate of Science in Computer Science (ASCS) and then a two-year, upper-level Bachelor of Science in Computer Science (BSCS).

Students who graduate with a BSCS degree will be equipped with knowledge and expertise to contribute to the computer industry. Graduates will acquire skills in applying software development principles, programming, database management, and working in a team and business environment.

PROGRAM OBJECTIVES

Upon successful completion of the program, students will be able to:

- Apply design and development principles and methods to software design
- Design and implement software systems
- Apply programming skills to internet, web, and computer applications
- Apply principles and techniques of database design and tools for the management of database and information systems
- Operate effectively in a team and business environment

ASCS PROGRAM

The ASCS program requires the successful completion of 60 credit-hours of instruction at the lower level (freshman and sophomore years).

The ASCS places a strong emphasis on general education courses as well as core courses that will provide a solid foundation for entry to the BSCS program. The core studies include both practical and theoretic courses. General education courses are designed to broaden a student’s educational foundation. They include courses in such areas as communications, English, government, history, psychology, sociology, mathematics, and statistics.

A student must complete at least 15 credit-hours in general education to receive an ASCS degree. A student must also complete 27 credit-hours of Computer Science core courses. The remaining credit-hours consist of elective courses.

ASCS Core Courses

- CST 117 Internet and Web Programming
- CST 120 Program Logic and Design
- CST 140 Programming in JavaScript
- CST 145 Programming in Java
- CST 192 Management Information Systems
- MATH 110 Finite Mathematics and Calculus I
- MATH 111 Finite Mathematics and Calculus II
- MATH 100 Business Mathematics
- STAT 100 Basic Statistics
- MATH 105 College Algebra
- MATH 106 College Trigonometry
- MGT 100 Introduction to Business
- MGT 122 e-Commerce

BSCS PROGRAM

The BSCS requires the successful completion of a total of 120 credit-hours of instruction, 60 of which are at the upper level (junior and senior years).

A student must complete at least 30 credit-hours in general education to receive a BSCS degree. A student must also complete the BSCS core courses shown below. The remaining credit-hours consist of major courses (if applicable) and/or elective courses.

BSCS Core Courses

The BSCS curriculum provides students with courses that cover the range of topics at the core of computer science. The following core courses are required:

- CST 115 Computer Architecture and Organization
- CST 117 Internet and Web Programming
- CST 120 Program Logic and Design
The BSCS program offers three majors: Information Systems, Information Technology, and Software Engineering. For each major, the student must complete the courses listed in the corresponding major. Students may choose courses from other majors as electives. Students are not required to complete a major.

**Information Systems**

This major is designed for students who are interested in the management of information systems, design and development projects, or in operations of current systems.

- CST 167 Security Implementation and Management
- CST 182 IT Project Management
- MGT 101 Principles of Management
- MGT 131 Organizational Behavior

**Information Technology**

This major is designed for IT personnel who focus on applications, deployment, and configuration management.

- CST 148 Programming in C/C++
- CST 151 Introduction to Cybersecurity
- CST 167 Security Implementation and Management
- CST 182 IT Project Management
- MGT 101 Principles of Management

**Software Engineering**

This major is intended for students who plan to work in computer application systems design and development.

- CST 143 Programming in Visual Basic
- CST 148 Programming in C/C++
- CST 183 Object-Oriented Software Design
- CST 196 Intelligent Systems
UMT’s Bachelor of Science in Criminal Justice (BSCJ) degree requires the successful completion of a total of 120 credit-hours of study. Within the required 120 credit-hours, a student must complete at least 30 credit-hours in general education.

A student may choose to progress through the BSCJ program by completing a two-year, lower-level Associate of Science in Criminal Justice (ASCJ) and then a two-year, upper-level Bachelor of Science in Criminal Justice (BSCJ).

Students who graduate with a BSCJ degree will be equipped with knowledge in the fundamental concepts, roles, and functions of the Criminal Justice System; Criminal Justice Administration capabilities; Constitutional and legal principles; and Criminal Justice management theories and philosophies. Graduates will be prepared to assume a responsible role within the Criminal Justice field. Graduates will have acquired skills in high tension communications, defusing and deescalating potentially dangerous situations, decision making under stress, line-level personnel leadership, understanding and applying the law, and Criminal Justice day-to-day operations.

PROGRAM OBJECTIVES

Upon successful completion of the program, students will be able to:

- Explain the fundamental concepts, roles, and functions of Criminal Justice and the Criminal Justice System
- Demonstrate knowledge of the core elements of Administration of Justice topics
- Apply practical knowledge to enforce the law while upholding the individual protections afforded by the US Constitution and the law
- Analyze crime scenes and evidence while utilizing technology and data analysis methods
- Evaluate leading management theories and practices as applied to Criminal Justice Administration

ASCJ PROGRAM

The ASCJ requires the successful completion of 60 credit-hours of instruction at the lower level (freshman and sophomore years).

The ASCJ places a strong emphasis on general education courses as well as core courses that will provide a solid foundation for entry to the BSCJ program. The core studies include both practical and theoretic courses. General education courses are designed to broaden a student’s educational foundation. They include courses in such areas as communications, English, government, history, psychology, sociology, mathematics, and statistics.

A student must complete at least 15 credit-hours in general education to receive an ASCJ degree. A student must also complete 15 credit-hours in Criminal Justice core courses. The remaining credit-hours consist of elective courses.

ASCJ Core Courses

The ASCJ is comprised of five core courses:

- CJ 100 Introduction to Criminal Justice
- CJ 105 Introduction to Juvenile Justice
- CJ 110 Introduction to Criminal Law
- CJ 115 Introduction to Corrections
- CJ 125 Introduction to Law Enforcement

BSCJ PROGRAM

The BSCJ requires the successful completion of a total of 120 credit-hours of study, 60 of which are at the upper level (junior and senior years).

A student must complete at least 30 credit-hours in general education to receive a BSCJ degree. A student must also complete 30 credit-hours of Criminal Justice core courses. The remaining credit-hours consist of major courses (if applicable) and/or elective courses.
BSCJ Prerequisites

Students must complete or be able to transfer either PSY 100 & 101 (Psychology I & II) or SOC 100 & 101 (Sociology I & II) or PSY 100 & SOC 100 (Psychology I & Sociology I).

BSCJ Core Courses

BSCJ core courses address the fundamental topics that are relevant to criminal justice, including corrections, law enforcement, statistics, management, criminology, ethics, and law.

CJ 100 Introduction to Criminal Justice
CJ 105 Introduction to Juvenile Justice
CJ 110 Introduction to Criminal Law
CJ 115 Introduction to Corrections
CJ 125 Introduction to Law Enforcement
CJ 130 Criminology
CJ 140 Criminal Justice Management
CJ 150 Introduction to Forensic Science
CJ 155 Criminal Courts System
CJ 170 Criminal Procedure

Recommended Electives

Although not required, the electives listed below should be considered before other electives to enhance knowledge of the criminal justice field:

CJ 120 Introduction to Criminal Justice Ethics
CJ 135 Community Policing
CJ 145 Constitutional Law
CJ 160 Criminal Investigation
CJ 165 Criminal Evidence

CST 151 Introduction to Cybersecurity
MGT 101 Principles of Management
MGT 132 Human Resources Management
MGT 133 Organizational Communication
MGT 135 Leadership

Homeland Security Major

The BSCJ program includes an optional homeland security major which focuses on the main topics essential to homeland security professionals. Students desiring this major must specifically apply for this major when enrolling and take the following five courses listed below.

Homeland Security

HS 100 Introduction to Homeland Security
HS 130 Introduction to Terrorism and Counterterrorism
HS 140 Emergency Preparedness
HS 150 Critical Incident Response
MGT 165 Introduction to International Relations

UMT Academic Dean J. Davidson Frame (left) with students at Warwick University, UK.
UMT’s Bachelor of Science in Engineering Management (BSEM) degree requires the successful completion of a total of 120 credit-hours of study. Within the required 120 credit-hours, a student must complete at least 30 credit-hours in general education.

A student may choose to progress through the BSEM program by completing a two-year, lower-level Associate of Science in Engineering Management (ASEM) and then a two-year, upper-level Bachelor of Science in Engineering Management (BSEM).

Students who graduate with a BSEM degree will be equipped with knowledge and skills to assume a responsible role in engineering projects and cross-disciplinary teams. Graduates will have knowledge of business and project management concepts as well as engineering problem solving skills.

**PROGRAM OBJECTIVES**

Upon successful completion of the program, students will be able to:
- Apply engineering management principles in engineering operations
- Apply effective leadership, teamwork and project management skills in engineering projects and business processes
- Demonstrate the knowledge of core business disciplines in solving engineering problems
- Use quantitative and analytical methods to analyze and solve engineering technical problems

**ASEM PROGRAM**

The ASEM requires the successful completion of 60 credit-hours of instruction at the lower level (freshman and sophomore years).

The ASEM places a strong emphasis on general education courses as well as core courses that will provide a solid foundation for entry to the BSEM program. The core studies include both practical and theoretic courses. General education courses are designed to broaden a student’s educational foundation. They include courses in such areas as communications, English, government, history, psychology, sociology, mathematics, and statistics.

A student must complete at least 15 credit-hours in general education to receive an ASEM degree. A student must also complete 27 credit-hours in Engineering Management core courses. The remaining credit-hours consist of elective courses.

**ASEM Core Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 125</td>
<td>Accounting for Managers</td>
</tr>
<tr>
<td>CST 115</td>
<td>Computer Architecture and Organization</td>
</tr>
<tr>
<td>ECON 125</td>
<td>Economics for Managers</td>
</tr>
<tr>
<td>EMGT 100</td>
<td>Introduction to Engineering</td>
</tr>
<tr>
<td>EMGT 145</td>
<td>Technological Entrepreneurship</td>
</tr>
<tr>
<td>EMGT 150</td>
<td>Engineering and Technology Management</td>
</tr>
<tr>
<td>MATH 100</td>
<td>Business Mathematics</td>
</tr>
<tr>
<td>MGT 100</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>STAT 100</td>
<td>Basic Statistics</td>
</tr>
</tbody>
</table>

**BSEM PROGRAM**

The BSEM requires the successful completion of a total of 120 credit-hours of instruction, 60 of which are at the upper level (junior and senior years).
A student must complete at least 30 credit-hours in general education to receive a BSEM degree. A student must also complete 54 credit-hours of Engineering Management core courses. The remaining credit-hours consist of elective courses.

**BSEM Core Courses**

- ACCT 125  Accounting for Managers
- CST 115  Computer Architecture and Organization
- CST 117  Internet and Web Programming
- CST 192  Management Information Systems
- ECON 125  Economics for Managers
- EMGT 100  Introduction to Engineering
- EMGT 145  Technological Entrepreneurship
- EMGT 150  Engineering and Technology Management
- EMGT 151  Introduction to Systems Engineering
- FIN 100  Principles of Finance
- MATH 100  Business Mathematics
- MGT 100  Introduction to Business
- MGT 102  Legal Environment of Business
- MGT 115  Operations Management
- MGT 135  Leadership
- MGT 150  Project Management
- MKT 100  Principles of Marketing
- STAT 100  Basic Statistics
General Studies

ASGS • BSGS

UMT’s Bachelor of Science in General Studies (BSGS) requires the successful completion of a total of 120 credit-hours of study. Within the required 120 credit-hours, a student must complete at least 30 credit-hours in general education.

A student may choose to progress through the BSGS program by completing a two-year, lower-level Associate of Science in General Studies (ASGS) and then a two-year, upper-level Bachelor of Science in General Studies (BSGS).

Students who graduate with a Bachelor of Science in General Studies (BSGS) degree will be equipped with a solid knowledge foundation in various disciplines. Students will develop their critical thinking and communication skills and be prepared to advance to higher levels of studies.

PROGRAM OBJECTIVES

Upon successful completion of the program, students will be able to:

- Exhibit a wide breadth of knowledge in areas such as history, humanities, civilization, mathematics, physics, literature, government, sociology, and information technology
- Demonstrate useful skills in quantitative and qualitative analysis, writing, and communications that are critical to operate in various working environments and organizations
- Demonstrate knowledge in computer science and information technology and apply it to work as activities and individual endeavors
- Utilize such knowledge on a day to day basis, at work and in future academic pursuits
- Pave a solid knowledge foundation and advance to higher levels of study in disciplines such as management, social science and cross-disciplinary studies.

BSGS PROGRAM

The BSGS requires the successful completion of a total of 120 credit-hours of coursework, 60 of which are at the upper level (junior and senior years).

All BSGS students must complete GST 199, a capstone Summary Project integrating their coursework and demonstrating their knowledge, skills, and abilities.

Summary Project

The BSGS Summary Project (GST 199) is the capstone course for the BSGS degree. It is designed for students to demonstrate their ability to size up a significant issue by thoughtfully researching relevant facts, summarizing the key components and consequences of the issue, assessing both the strengths and weaknesses of different perspectives pertaining to the issue, and using the results of this effort to articulate an intelligent, well-supported opinion.
Health Administration
BHA

UMT’s Bachelor of Health Administration (BHA) degree requires the successful completion of a total of 120 credit-hours of study. Within the required 120 credit-hours, a student must complete at least 30 credit-hours in general education.

PROGRAM OBJECTIVES

Upon successful completion of the program, students will be able to:

- Utilize a broad knowledge of the foundational concepts and advanced topics in health administration and management
- Apply management theories in practice, especially as applied to health administration and management
- Conduct health information research using up-to-date information technology
- Analyze health care data using statistical knowledge to guide management decision making
- Operate in the healthcare management field in various organizations and work with health professionals

BHA PROGRAM

The BHA requires the successful completion of a total of 120 credit-hours of instruction.

A student must complete at least 30 credit-hours in general education to receive a BHA degree. A student must also complete 27 credit-hours of Health Administration core courses and a 3 credit-hours Capstone course. The remaining credit-hours consist of elective courses.

BHA Core Courses

BHA core courses address the fundamental topics that are relevant to health administration, including health services, healthcare law and ethics, epidemiology and community health, information technology for healthcare, health organization management, healthcare management, health services marketing, managed care, long-term care management and health politics and policy.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HA 100</td>
<td>Introduction to Health Services</td>
</tr>
<tr>
<td>HA 102</td>
<td>Introduction to Healthcare Law and Ethics</td>
</tr>
<tr>
<td>HA 104</td>
<td>Epidemiology and Community Health</td>
</tr>
<tr>
<td>HA 120</td>
<td>Information Technology for Health Professions</td>
</tr>
<tr>
<td>HA 130</td>
<td>Healthcare Organization Management</td>
</tr>
<tr>
<td>HA 140</td>
<td>Health Services Marketing</td>
</tr>
<tr>
<td>HA 150</td>
<td>Healthcare Management</td>
</tr>
<tr>
<td>HA 151</td>
<td>Managed Healthcare</td>
</tr>
<tr>
<td>HA 152</td>
<td>Long-Term Care Management</td>
</tr>
</tbody>
</table>

BHA Capstone Course

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HA 199</td>
<td>Health Politics and Policy</td>
</tr>
</tbody>
</table>

BHA Recommended Electives

BHA electives provide more in-depth coverage in the management discipline to meet the needs and interests of students.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 100</td>
<td>Business Communication</td>
</tr>
<tr>
<td>HA 101</td>
<td>Essential Medical Terminology*</td>
</tr>
<tr>
<td>MGT 132</td>
<td>Human Resources Management</td>
</tr>
<tr>
<td>MGT 133</td>
<td>Organizational Communication</td>
</tr>
<tr>
<td>MGT 150</td>
<td>Project Management</td>
</tr>
<tr>
<td>STAT 100</td>
<td>Basic Statistics</td>
</tr>
</tbody>
</table>

* Students who neither possess a healthcare education background nor have worked in the field of healthcare are required to take HA 101 Essential Medical Terminology.
UMT’s Bachelor of Science in Homeland Security (BSHS) degree requires the successful completion of a total of 120 credit-hours of study. Within the required 120 credit-hours, a student must complete at least 30 credit-hours in general education.

A student may choose to progress through the BSHS program by completing a two-year, lower-level Associate of Science in Homeland Security (ASHS) and then a two-year, upper-level Bachelor of Science in Homeland Security (BSHS).

PROGRAM OBJECTIVES

Upon successful completion of the program, students will be able to:

- Apply knowledge in Homeland Security to specialized areas of concern
- Evaluate the importance of communication, coordination, and cooperation in a variety of competing agencies
- Apply expertise in various international and domestic terrorist entities and comprehend the underlying conflicts that foster their existence
- Relate real-world conflict analysis and resolution approaches that have been used to defuse crises
- Synthesize the roles of the key players in Homeland Security such as government (federal, state & local), military, and non-government organizations and critique their effectiveness
- Make suggestions for implementing new ideas by utilizing research methods and statistical data from the field
- Create realistic Homeland Security policies using various considerations while keeping in mind realities such as budget concerns and legal authority

ASHS PROGRAM

The ASHS requires the successful completion of 60 credit-hours of instruction at the lower level (freshman and sophomore years).

The ASHS places a strong emphasis on general education courses as well as core courses that will provide a solid foundation for entry to the BSHS program. The core studies include both practical and theoretic courses. General education courses are designed to broaden a student’s educational foundation. They include courses in such areas as communications, English, government, history, psychology, sociology, mathematics, and statistics.

A student must complete at least 15 credit-hours in general education to receive an ASHS degree. A student must also complete 18 credit-hours in Homeland Security core courses. The remaining credit-hours consist of elective courses.

ASHS Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS 100</td>
<td>Introduction to Homeland Security</td>
</tr>
<tr>
<td>HS 110</td>
<td>Introduction to Emergency Management</td>
</tr>
<tr>
<td>HS 120</td>
<td>Emergency Management Technology</td>
</tr>
<tr>
<td>HS 130</td>
<td>Introduction to Terrorism and Counterterrorism</td>
</tr>
<tr>
<td>HS 140</td>
<td>Emergency Preparedness</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Technical Writing</td>
</tr>
</tbody>
</table>

BSHS PROGRAM

The BSHS requires the successful completion of a total of 120 credit-hours of instruction, 60 of which are at the upper level (junior and senior years).

A student must complete at least 30 credit-hours in general education to receive a BSHS degree. A student must also complete 33 credit-hours of Homeland Security core courses. The remaining credit-hours consist of elective courses.
BSHS Core Courses

BSHS core courses address the fundamental topics that are relevant to homeland security, including emergency management, technology, counterterrorism, emergency preparedness, incident response, international relations, forensic science, criminal investigation, and maritime security.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 150</td>
<td>Introduction to Forensic Science</td>
</tr>
<tr>
<td>CJ 160</td>
<td>Criminal Investigation</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Technical Writing</td>
</tr>
<tr>
<td>HS 100</td>
<td>Introduction to Homeland Security</td>
</tr>
<tr>
<td>HS 110</td>
<td>Introduction to Emergency Management</td>
</tr>
<tr>
<td>HS 120</td>
<td>Emergency Management Technology</td>
</tr>
<tr>
<td>HS 130</td>
<td>Introduction to Terrorism and Counterterrorism</td>
</tr>
<tr>
<td>HS 140</td>
<td>Emergency Preparedness</td>
</tr>
<tr>
<td>HS 150</td>
<td>Critical Incident Response</td>
</tr>
<tr>
<td>HS 160</td>
<td>Maritime Security</td>
</tr>
<tr>
<td>MGT 165</td>
<td>Introduction to International Relations</td>
</tr>
</tbody>
</table>

Recommended Electives

Electives provide more in-depth coverage of specific content areas to meet the needs and interests of students. The electives offered for the homeland security student are focused primarily on Criminal Justice and Management.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 100</td>
<td>Introduction to Criminal Justice</td>
</tr>
<tr>
<td>CJ 125</td>
<td>Introduction to Law Enforcement</td>
</tr>
<tr>
<td>CJ 130</td>
<td>Criminology</td>
</tr>
<tr>
<td>CJ 140</td>
<td>Criminal Justice Management</td>
</tr>
<tr>
<td>CJ 145</td>
<td>Constitutional Law</td>
</tr>
<tr>
<td>CJ 155</td>
<td>Criminal Courts System</td>
</tr>
<tr>
<td>CJ 165</td>
<td>Criminal Evidence</td>
</tr>
<tr>
<td>CJ 170</td>
<td>Criminal Procedure</td>
</tr>
<tr>
<td>FIN 100</td>
<td>Principles of Finance</td>
</tr>
<tr>
<td>HA 104</td>
<td>Epidemiology and Community Health</td>
</tr>
<tr>
<td>MGT 101</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>MGT 131</td>
<td>Organizational Behavior</td>
</tr>
<tr>
<td>MGT 132</td>
<td>Human Resources Management</td>
</tr>
<tr>
<td>MGT 133</td>
<td>Organizational Communication</td>
</tr>
<tr>
<td>MGT 135</td>
<td>Leadership</td>
</tr>
</tbody>
</table>

UMT graduates standing at attention and saluting during the National Anthem being played at the commencement.
Information Technology

ASIT • BSIT

UMT’s Bachelor of Science in Information Technology (BSIT) degree requires the successful completion of a total of 120 credit-hours of study. Within the required 120 credit-hours, a student must complete at least 30 credit-hours in general education.

A student may choose to progress through the BSIT program by completing a two-year, lower-level Associate of Science in Information Technology (ASIT) and then a two-year, upper-level Bachelor of Science in Information Technology (BSIT).

PROGRAM OBJECTIVES

The field of information technology (IT) focuses on the application of computers and computer software to manage information systems to meet the needs of industry and government. The development, management, and maintenance of IT systems are key competitive factors that are essential to business success in today's world.

The BSIT degree is designed to help individuals to extend and enhance their job skills and to improve their career in the field. The roles of IT professionals range from installing applications to designing computer networks and databases.

Upon successful completion of the program, students will be able to:

- Apply and manage technologies in various fields of information technology, including software applications, database systems, management information systems, and IT project management
- Utilize information technology knowledge in common business functions to make processes more effective and efficient
- Demonstrate competencies in the management of information systems
- Define and identify the challenges for information security in organizations and evaluate new solutions to improve security

ASIT PROGRAM

The ASIT requires the successful completion of 60 credit-hours of instruction at the lower level (freshman and sophomore years).

The ASIT places a strong emphasis on general education courses as well as core courses that will provide a solid foundation for entry to the BSIT program. The core studies include both practical and theoretic courses. General education courses are designed to broaden a student’s educational foundation. They include courses in such areas as communications, English, government, history, psychology, sociology, mathematics, and statistics.

A student must complete at least 15 credit-hours in general education to receive an ASIT degree. A student must also complete 18 credit-hours in Information Technology core courses. The remaining credit-hours consist of elective courses.

ASIT Core Courses

- CST 117 Internet and Web Programming
- CST 120 Program Logic and Design
- CST 140 Programming in JavaScript
- CST 161 Data Communications
- CST 167 Security Implementation and Management
- CST 192 Management Information Systems

BSIT PROGRAM

The BSIT requires the successful completion of a total of 120 credit-hours of instruction, 60 of which are at the upper level (junior and senior years).

A student must complete at least 30 credit-hours in general education to receive a BSIT degree. A student must also complete the BSIT core courses shown below. The remaining credit-hours consist of major courses (if applicable) and/or elective courses.

BSIT Core Courses

- CST 115 Computer Architecture and Organization
- CST 117 Internet and Web Programming
BSIT Majors

The BSIT program offers two majors: Information Systems and Software Engineering. For each major, the student must complete the courses listed in the corresponding major. Students may choose courses from other majors as electives. Students are not required to complete a major.

Information Systems

This major is designed for students who are interested in the management of information systems design and development projects, or in operations of current systems.

CST 143 Programming in Visual Basic
MGT 101 Principles of Management
MGT 102 Legal Environment of Business
MGT 131 Organizational Behavior

Software Engineering

This major is intended for students who plan to work in computer application systems design and development.

CST 143 Programming in Visual Basic
CST 148 Programming in C/C++
CST 170 Data Structures
STAT 100 Basic Statistics

Some of the past DEAC Outstanding Graduates and Famous Alumni
From left to right: Dr. Cheung Kwong Hung, Artez E. Franklin, Janet G. Robinson, and Dr. Glen Laman
Certificate Programs

Certificate in Business Management • Certificate in Criminal Justice • Certificate in Health Administration • Certificate in Homeland Security • Certificate in Human Resources Management • Certificate in Information Technology

UMT offers Certificate programs in various fields. The courses listed in each program are focused on professional skill development and/or attaining academic knowledge.

Certificate programs are valuable for people who want to acquire marketable skills quickly in important areas where there are good job prospects. While the courses in these programs are academically rigorous, students can earn their Certificates quickly without pursuing the full curriculum of a degree program.

UMT’s Certificate program is based on courses offered at the undergraduate level. Upon successful completion of their program, students will be awarded a Certificate, not a degree. To receive a Certificate, students must achieve a cumulative grade point average (GPA) of at least 2.0.

Because the courses studied in the program are academically rigorous and earn academic credits, students may apply these courses toward a degree program at UMT or at other schools of their choice depending on the credit transfer rules employed by those schools.

A high school education is the only entry requirement needed to enroll in these programs.

The Certificate programs do not allow course substitutions or transfer credits.

Certificate in Business Management (15-credit)

Courses are 3-credit each:

- FIN 100 Principles of Finance
- MKT 100 Principles of Marketing
- MGT 100 Introduction to Business
- MGT 122 e-Commerce
- MGT 132 Human Resources Management

Certificate in Criminal Justice (15-credit)

Courses are 3-credit each:

- CJ 100 Introduction to Criminal Justice
- CJ 110 Introduction to Criminal Law
- CJ 125 Introduction to Law Enforcement
- CJ 140 Criminal Justice Management
- CJ 150 Introduction to Forensic Science

Certificate in Health Administration (15-credit / 18-credit)

Courses are 3-credit each:

- HA 100 Introduction to Health Services
- HA 101 Essential Medical Terminology*
- HA 102 Introduction for Healthcare Law and Ethics
- HA 104 Epidemiology and Community Health
- HA 150 Healthcare Management
- HA 152 Long-Term Care Management

* HA 101 is to be taken only by students who neither possess a healthcare education background nor have worked in the field of healthcare prior to enrolling in this program.

Certificate in Homeland Security (15-credit)

Courses are 3-credit each:

- HS 100 Introduction to Homeland Security
- HS 110 Introduction to Emergency Management
- HS 130 Introduction to Terrorism and Counterterrorism
- HS 140 Emergency Preparedness
- HS 150 Critical Incident Response

Copyright © 2017 University of Management and Technology
Certificate in Human Resources Management
(15-credit)

Courses are 3-credit each:

- MGT 131 Organizational Behavior
- MGT 132 Human Resources Management
- MGT 133 Organizational Communication
- MGT 135 Leadership
- SOC 103 Business and Society

Certificate in Information Technology
(15-credit)

Courses are 3-credit each:

- CST 115 Computer Architecture and Organization
- CST 161 Data Communications
- CST 167 Security Implementation and Management
- CST 190 Database Systems
- CST 192 Management Information Systems
UMT Policies
Policies • Regulations • Procedures

Academic Advising

Administrators, faculty, and staff are available for student advising during normal business hours, Monday through Friday. Students may request advising by e-mail, telephone, or post. All faculty members post and maintain regular office hours, during which times they are available for telephone consultation. Typically, all inquiries are answered by the close of next business day.

Academic and Calendar Years

UMT’s academic year is from October to June. The University’s calendar year is from January to December. UMT offers courses during its summer semester from July to September to accommodate students with diverse study schedules and needs.

Academic Ethics

The University requires that its members, administrators, staff, faculty, and students conduct themselves with honesty and integrity and work together collegially.

Academic Integrity and Student Conduct

All students are expected to conduct themselves with the utmost integrity at all times. Students are required to:

- Function civilly with fellow students, faculty, and UMT staff – which includes refraining from verbal and physical attacks, any type of harassment and defamation against members of the University community, and making threats;
- Complete course work on their own unless otherwise directed by their instructors;
- Properly cite all referenced works that are used to complete assignments;
- Be truthful in all communications with fellow students and UMT faculty and staff;
- Abide by UMT Policies, as presented in the catalog and website;
- Refrain from attempted hacking of course material and systems; and
- Respect UMT’s ownership of all course materials that are provided.

Any breach of the above conditions may result in immediate dismissal of the student or other disciplinary action as may be determined appropriate. Disciplinary decisions are solely at the discretion of the Academic Dean and President and are final.

Plagiarism and Cheating

Students who submit written work are responsible for ensuring that the work is their own. If they receive help in any way, they must acknowledge that help by providing an accurate and complete citation. Failure to acknowledge a source used in written work or the copying of others’ work constitutes plagiarism. Plagiarism is a serious breach of academic ethics and conduct. The decision to allow a student to submit a new assignment or to rework the old assignment or to provide a grade of F on the assignment is the instructor’s.

Cheating on exams in any manner is strictly prohibited. Disciplinary action against students found to be cheating can entail a warning for an inadvertent offense; academic probation or suspension for a defined period of time; nullification of score of the exam or academic credit for affected courses; and expulsion from school.

Academic Semesters

Each semester is eleven weeks in length. Course study duration is ten weeks. Final exams and term papers are due by the end of the eleventh week.

Admission Policy

Applicants to the Associate’s and Bachelor’s degree programs as well as the Certificate programs must have a high school diploma, GED or equivalent and provide sufficient proof of completion.
Original transcripts from high school or post-secondary institutions, which are not in English, must be accompanied by a notarized translation.

Applicants who desire to transfer college credits into UMT must have their college transcript(s) sent directly to UMT Admissions Office from appropriately accredited institution(s) of higher learning.

There are no deadlines for applications, which are continually reviewed. Admission is granted on a rolling basis. Accepted FSA, J-1, F-I students must enroll in term-based programs. Accepted self-paced students can start courses at any time.

Applications are reviewed by the Admissions Office. An interview may be required, although it is not necessary to complete an application.

Students will be notified of the admission decision within one month of submitting their applications.

**Required Documentation**

The documents required for UMT to review and make admission decisions can be found in the section, Application Instructions, in this catalog.

**Student Identification**

All students must be positively identified before being allowed to begin their studies. Here are the acceptable forms of identification:

- Government issued photo ID – The name and birthdate on the identification must match the information in UMT’s official records.
- Third-Party – A student’s identification can be confirmed by a previously identified and trusted third party.

The type of identification is stored in UMT’s official records system, and their identification image or the third party’s identification image is stored in the student’s permanent file records.

**Official Acceptance**

Students who are required to engage in term-based study, such as FSA, J-1 and F-1 students, must be officially accepted to begin their studies.

In some cases, self-paced students may begin with conditional acceptance, but all students must be officially accepted to continue their studies after their first enrollment period.

Non-Degree students do not receive transfer credit and can be officially accepted when they begin their first courses. Non-Degree students are only accepted as self-paced.

UMT graduate representative, Dr. Qipei Jing, giving speech at the 2017 Commencement.

**Continuous Enrollment**

Once students have entered into a degree program, they should be continuously enrolled and actively engaged in fulfilling the requirements for the degree in each semester throughout the academic year until such time as the degree is conferred.

If students are not taking courses consecutively for two semesters or 180 days, they must register for Continuous Enrollment to indicate the intent to continue attending UMT. Continuous Enrollment status is generally limited to one academic year.

**Course Waiver Policy**

In reviewing their Individual Learning Plans (ILPs), applicants may believe that through their life and work experiences, they have already mastered the material contained in a listed course. In this case, applicants can petition UMT (through their admissions counselors) to waive the listed course by substituting another course. In making their petition, applicants must present a convincing argument that they have indeed mastered the course material, otherwise their petitions will not be granted.
Credit Transfer Policy

Up to 75% of credit-hour requirements may be transferred:
- 45 credit-hours for Associate Degree Programs
- 90 credit-hours for Bachelor Degree Programs

Within the maximum allowed credit transfer, any credits based on relevant professional training as defined by American Council on Education are limited to:
- 15 credit-hours for Associate Degree Programs
- 30 credit-hours for Bachelor Degree Programs

For all core, major, or required general education courses, transfer credits are only granted when it is clear that the courses being transferred contain equivalent content to the UMT courses; other transfer credits may be applied to elective courses where they are deemed to be of equal educational value. For all academic courses offered for credit transfer consideration, the applicant must have earned a grade of "C" or better at an appropriately accredited institution. The decision to award transfer credit will be made by the Admissions Committee, consisting of Academic Advisor(s) and the Admissions Office.

Note that acceptance of transfer credit from one school to another is at the discretion of individual colleges and universities. Some colleges and universities are liberal in their credit transfer policies, offering credit transfer for any appropriate courses taken at institutions with government-recognized accreditation, while others offer no transfer credit. When applying to other colleges and universities, students are advised to study those schools’ transfer credit policies.

Enrollment Statuses

Credits per Enrollment

Students enrolled in 9 or more credit-hours per semester are considered full-time. Students enrolled in 6 credit-hours per enrollment are defined as halftime and those enrolled in 3 credit-hours are considered as less than halftime.

Self-paced Enrollment

Self-paced enrollment is defined by UMT as course enrollment outside the regular semester system. Academic requirements are identical to what students encounter with term-based studies and the amount of effort to complete each course is the same as well. When enrolling in self-paced programs, students can:

1. Register for courses at any time;
2. Study courses sequentially, course-by-course, or simultaneously, at their own pace within a 77 day (11-week) time frame;
3. Meet academic progress requirements in each course and interact with instructors independently;
4. Use the flexibility of the self-paced learning mode to balance career, life, and study.

Term-based Enrollment

Term-based enrollment is defined by UMT as semester enrollment. It consists of 11-weeks (77 days). To enroll in term-based programs, students must:

- Begin their study in all registered courses on the same day, usually the first day of the term;
- Maintain regular attendance structured by course;
- Participate in regular and substantive interaction between the students and instructor;
- Meet Satisfactory Academic Progress (SAP) requirements.

Except FSA and J-1 and F-1 visa students, term-based enrollment opens to all students weekly on Monday.

Students who use the GI Bill® must meet the above conditions. Students who complete work before the 11th week will have to forego a portion of their housing allowance to meet VA requirements.

Students who use FSA or hold a J-1 or F-1 visa can only enroll in the term of Fall, Winter, Spring and Summer semester specified in the UMT calendar. FSA students are required to meet
additional FSA related requirements articulated in the UMT FSA Handbook.

**Grading Policy**

Professors will evaluate student performance for their classes, and assign a grade reflecting their performance.

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
<th>Quality Points</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>96-100%</td>
<td>A</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>90-95</td>
<td>A-</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>87-89</td>
<td>B+</td>
<td>3.33</td>
<td></td>
</tr>
<tr>
<td>83-86</td>
<td>B</td>
<td>3.00</td>
<td>Good</td>
</tr>
<tr>
<td>80-82</td>
<td>B-</td>
<td>2.67</td>
<td></td>
</tr>
<tr>
<td>77-79</td>
<td>C+</td>
<td>2.33</td>
<td></td>
</tr>
<tr>
<td>73-76</td>
<td>C</td>
<td>2.00</td>
<td>Average</td>
</tr>
<tr>
<td>70-72</td>
<td>C-</td>
<td>1.67</td>
<td></td>
</tr>
<tr>
<td>67-69</td>
<td>D+</td>
<td>1.33</td>
<td>Below Average</td>
</tr>
<tr>
<td>63-66</td>
<td>D</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>60-62</td>
<td>D-</td>
<td>0.67</td>
<td>Minimum Pass</td>
</tr>
<tr>
<td>&lt;60%</td>
<td>F</td>
<td>0.00</td>
<td>Fail</td>
</tr>
<tr>
<td>I</td>
<td>N/A</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>0.00</td>
<td>Pass</td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td>N/A</td>
<td>Audit</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>N/A</td>
<td>Withdrawal</td>
<td></td>
</tr>
<tr>
<td>WU</td>
<td>0.00</td>
<td>Unofficial Withdrawal</td>
<td></td>
</tr>
</tbody>
</table>

In order to graduate from a degree program or to receive a certificate in the certificate program, students must achieve a minimum overall grade point average (GPA) of 2.0.

**Graduation and Commencement**

A student must apply for Graduation before the University can consider him or her for graduation.

Only students who have satisfactorily completed all academic and financial requirements in the program will be considered for graduation. The University approves graduations monthly, and in September, December, March and June for international students.

The University holds its annual commencement in June. Students who graduate during a five-year period ending in June are encouraged to participate in the annual commencement. The graduation date on a student’s diploma is always the date that the University approves his or her graduation.

UMT recognizes sustained superlative scholarship among its bachelor’s degree graduates. Graduates are automatically considered for:

- *cum laude*: Students whose UMT GPA is 3.55 to 3.69;
- *magna cum laude*: Students whose UMT GPA is 3.70 to 3.84
- *summa cum laude*: Students whose UMT GPA is 3.85 or higher

**Incomplete Coursework**

Term-based students are expected to complete their courses at the end of the semester. Self-paced students are expected to complete their courses within 11 weeks from their date of enrollment. Both term-based and self-paced students who do not complete their coursework after 13 weeks from the start date will be given an administrative grade of Incomplete (I).

A grade of Incomplete will be overwritten by an earned grade once all coursework has been evaluated. If the coursework remains incomplete, the grade of Incomplete is converted to Unofficial Withdrawal (WU) 90 days after the Incomplete is issued. For FSA students, the unofficial withdrawal date is determined by the last documented date of
an academic activity (see the UMT FSA Handbook for details).

**Intellectual Property Policy**

Work-for-hire material, produced by UMT staff or other providers, is UMT’s property, under law. Among other things, this can include course presentation material, study guides, manuals, video presentations, software applications, software processes, and scripts. Course material provided by licensors remains their property. Its proper use by UMT is governed by the terms of the licensing agreement and is to be used for educational purposes. Any work created by students, including student papers, is the property of the students.

The University prohibits students from practices that violate copyright law while using UMT information systems. The unauthorized distribution of copyrighted materials, including unauthorized peer-to-peer file sharing, may subject unauthorized to civil and criminal penalties.

**International Students**

International students must be able to study in English. See Application Instructions for English requirement.

The U.S. Department of Homeland Security requires students with an F-1 visa to:
- be enrolled full time
- enroll and attend classes physically on campus
- obtain authorization from the U.S. Department of Homeland Security before seeking or accepting paid employment
- notify the U.S. Department of Homeland Security when they terminate their attendance at the University.

The U.S. Department of State requires international students with a J-1 visa to:
- be enrolled full time
- enroll and attend classes physically on campus
- neither seek nor accept paid employment in the U.S.
- return to their home country for two years after completing their planned studies in the U.S.

International students who wish to study in the U.S. must have sufficient funds available to cover expenses for the length of the program before attempting to enter a degree program. Refer to the Financial Certificate for International Applicants for the cost of tuition fees and living expenses.

**Leave of Absence**

If a degree student finds it is necessary to interrupt active study in the program, he or she may petition the Dean’s Office for a leave of absence for a specific period of time, generally limited to one year. Under Title IV regulations, Leave of Absence for a FSA student is limited to 180-days within a 12-month period (see UMT FSA Handbook).

A degree student who discontinues active enrollment in degree studies without being granted a Leave of Absence, or a student granted a leave who does not return to active study at the close of the period of approved leave, must apply for readmission.

**Nondiscrimination Policy**

The University of Management and Technology is committed to the principle of equal opportunity in education and employment. The University does not discriminate against individuals on the basis of race, color, sex, sexual orientation, religion, disability including intellectually challenged, age, veteran status, ancestry, or national or ethnic origin in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, and other University administered programs and activities.

**Principles of Excellence Policy for Military Students**

In accordance with Sec 2 (e) of the 2012 Executive Order “Establishing Principles of Excellence” covering treatment of US service members, vets, and their families, UMT abides by the following requirement: “… take steps to accommodate short absences due to service obligations, provided that satisfactory academic progress is being made by the service members and reservists prior to suspending their studies.”

**Proctored Examination**

Proctored exams are integral to the UMT degree and certificate programs. Students must complete an individualized proctored exam for each degree or certificate earned at UMT. Proctored exams are
graded pass/fail and do not affect grade point averages. Students must pass their proctored exams to receive a degree or certificate. If a student fails a proctored exam, he/she may retake it once.

At the proctored exam site, students are required to present to the proctor a valid government-issued photo ID in order to verify their identity.

Resolution of Student Complaints

A process exists that enables students who are dissatisfied with some aspects of their UMT experience to voice their complaints and initiate actions that will permit these complaints to be addressed by the University. The complaints may have origins in any number of sources, including problems with course instruction, unhappiness about grading, perceptions of discrimination, conflict with fellow students, and strife with University faculty or administrators. Throughout the complaint resolution process, all proceedings will be handled with the utmost confidentiality.

The complaint process occurs at two levels. An attempt will be made to resolve the complaint amicably in an informal fashion by the following steps:

Step 1. The student articulates his/her complaint to the Academic Dean either in writing or in a face-to-face meeting.

Step 2. The Dean brings together the conflicting parties, enabling the complainant and the individual(s) against whom the complaint is directed to present their different perspectives.

Step 3. The Dean takes on the role of arbiter to help the parties resolve the complaint amicably.

If the first level of dispute resolution does not work, or if the complaint is very serious, then it will be processed through a more formal procedure:

Step 1. The complaining student will be asked to submit his/her complaint to the Dean in writing.

Step 2. The Dean will forward the written complaint to the President, including a statement of his/her perception of the facts and their implications.

Step 3. The complainant will be asked to meet with the Dean (together with the President) to specify his/her charges. Targets of the complaint will also be brought before the Dean (together with the President) to answer the charges.

Step 4. After conferring with the President, the Dean will deliberate and make a final decision on how the complaint should be resolved.

Every precaution will be made to assure that the people charged with resolving complaints operate in a fair and impartial fashion. For example, conflict of interest situations will be avoided.

Students will be apprised that if they are dissatisfied with the results of the grievance process, or if they believe they have been treated unfairly, they can contact either the state organization that oversees higher education in their state or the institutional accrediting body, as noted below.

Virginia residents and residents of those states that participate in National Council for State Authorization Reciprocity Agreements (NC-SARA) may file a formal complaint with the State Council of Higher Education for Virginia (SCHEV) through http://www.schev.edu/index/students-and-parents/resources/student-complaints/student-complaint-form.

Students who reside in states that don’t participate in NC-SARA may choose to file a complaint with the appropriate authority in their state of residence. State Higher Education Executive Officers Association provides additional information regarding the complaint process and contacts at http://sheeo.org/sheeo_surveys/.

Students may choose to file a complaint with UMT’s accrediting body Distance Education Accrediting Commission (DEAC), 1101 17th Street NW, Suite 808, Washington, DC 20036, Tel: (202) 234-5100.

Students have a measure of protection from faculty retribution through the Faculty Handbook, which requires faculty to deal with students in a fair manner. UMT faculty members have a responsibility to deal fairly with student complaints. They are expressly prohibited from intimidating students with threats of reprisal. If students believe they are being treated unfairly owing to the initiation of a complaint, they should report their concern to the Academic Dean, who will deal with the matter according to the Faculty Handbook.
If students believe they are suffering retribution from non-faculty (e.g., other students, administrators), they should report their concern to the Academic Dean. Retribution from non-faculty university employees can result in their dismissal, according to Section 402 of the Employee Handbook. Retribution from fellow students will be handled on a case-by-case basis by the Academic Dean based on UMT policies and rules governing UMT students.

Retake and Rework/Makeup Policy

For those courses that allow exam retakes, the retakes are not offered if the exam score is 73 or higher, after 7 days of completing the exam, or after a final grade for the course is entered into the system. Once the retake option is selected, retakes must be completed within 7 days. The grade for the exam will be computed as the average grade for the initial score and the retake score.

Student assignments that are found to be unsatisfactory may be returned to student for rework at the discretion of the faculty.

Satisfactory Academic Progress

Maintaining Satisfactory Academic Progress (SAP) is important.

UMT employs two criteria to measure SAP:

- Cumulative grade point average (CGPA), which assesses the quality of the student’s study efforts
- Credit hour completion, which assesses the extent to which students are completing their work quantitatively, including: 1) term credit hour completion; and 2) program completion within the maximum time duration allowed for a program of study.

Following are descriptions of each of these criteria:

Cumulative Grade Point Average (CGPA)

In order to successfully complete a degree program, undergraduate students must achieve a minimum CGPA of 2.0 and graduate students must achieve a minimum CGPA of 3.0.

Students are also required to meet or exceed the CGPA threshold established by UMT at different stages in accordance with the table below,

<table>
<thead>
<tr>
<th>Credits Completed (excluding transfer credits)</th>
<th>Threshold CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate (100 Level Courses) First semester</td>
<td>1.67</td>
</tr>
<tr>
<td>After first semester</td>
<td>2.00</td>
</tr>
<tr>
<td>Graduate (200 Level Courses) First semester</td>
<td>2.67</td>
</tr>
<tr>
<td>After first semester</td>
<td>3.00</td>
</tr>
</tbody>
</table>

Credit Hour Completion

Undergraduate students must complete at least 67 percent of their attempted courses per enrollment period. Graduate students must complete at least 50 percent of their attempted courses per enrollment period.

A course will be treated as completed if it receives an official letter grade of A through F. A course will be treated as attempted but not completed, if it receives a grade of W (Withdrawal), I (Incomplete), or WU (Unofficial Withdrawal).

Program Completion

Students may repeat a course to improve academic performance. However, UMT requires students to complete their academic programs within the maximum time limits specified by UMT (see “Time Limit”).

Warning, Probation, Suspension, and Appeal

Students should strive to achieve or exceed minimum requirements in SAP both qualitatively and quantitatively.

Failing either one of criteria may result in an academic warning. If the student has completed at least 33 percent of attempted credits for the enrollment period and 1) the enrollment was the first semester of studies or 2) the student met SAP in the previous semester, the student will be automatically put on warning for one semester. The Registrar’s Office may restrict course total in a warning semester.

After the warning enrollment period, if the student still cannot meet SAP, the student will be suspended.

A student has the right to submit a SAP appeal. If a student’s SAP appeal request is approved, the student will be put on probation for one semester.
The student must achieve SAP according to probation terms or the student will be suspended.

Students who desire to file an appeal should do so immediately upon notification of suspension. The student will be notified in writing whether the appeal is denied or approved within two weeks of its submission. A successful SAP appeal results in an academic plan.

To submit an appeal, students must have at least one attempted enrollment period between appeal requests and cannot be under an academic plan.

Students are terminated when they fail the academic plan. Should they wish to re-enter, they will need to work with the Dean’s Office on a case by case basis.

**Semester Credit Hours**

Credit hours earned at UMT are semester credit hours. In general, three-credit-hour courses entail at least 45 instructional hours. Students are also expected to spend an additional 90 hours in course-related study and activities.

**Student Records Policy**

The University of Management and Technology's policy on the release of student education records complies with the Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment. This law preserves students’ right to privacy.

**Student Right of Review**

UMT students have rights under FERPA to be given access to their student records within a reasonable period of time. UMT’s student records policy enables students to review their records via their student portals online at any time.

If a student believes the record to be inaccurate, he or she may seek to amend it. UMT must decide, within a reasonable period of time, whether to grant the request. If the request is denied, the student has a right to a hearing. If the disagreement with the record continues after the hearing, the student may insert an explanation of the objection in the record. The right of appeal does not apply to grades or educational decisions about students that school personnel make. However, the appeals process can be used to determine whether a grade was properly recorded in the records.

UMT reserves the right to delay access to records if:

- the student neither seeks nor accepts paid employment in the U.S.
- the student has an unpaid financial obligation to the University;
- there is an unresolved disciplinary action against the student; or
- the requested record includes an exam or test questions.

The University reserves the right to charge a reasonable fee for copies of student records. The University cannot destroy records if a request for access is pending.

FERPA applies to all students 18 and older. Parents retain access to student records of children who are their dependents for tax purposes.

**Definitions of Education Records**

Education records include a range of information about a student that is maintained in schools in any recorded way, such as handwriting, print, computer media, video or audiotape, film, microfilm, and microfiche. Examples are:

- Date and place of birth, parent(s) and/or guardian addresses, and how parents can be contacted in emergencies;
- Grades, test scores, courses taken, academic specializations and activities, and official letters regarding a student’s status in school;
- Disciplinary records;
- Documentation of attendance, schools attended, courses taken, awards conferred, and degrees earned;
- Information about student employment as a result of his or her student status;
- Personal information such as a student's identification code, social security number, picture, or other information that would make it easy to identify or locate a student.
The following materials are not considered to be part of the Education Record:

- Personal notes made by teachers and other school officials that are not shared with others.
- Information related to employment, except for records of someone employed as a result of his or her student status.
- Records that only contain information about an individual after he or she is no longer a student at UMT.

Students do not have the right to access the following information in their education records:

- Financial records of their parents.
- Confidential letters of recommendation.

**Directory Information**

Part of the education record, known as Directory Information, includes personal information about a student that can be made public according to the University's student records policy. Directory information may include a student's:

- name
- address
- telephone number
- date and place of birth
- major field of study
- student activities
- dates of attendance
- degrees and awards received
- previous education institutions attended
- photograph

UMT must give students public notice of the types of information designated as Directory Information. By a specified time after students are notified of their review rights, students may ask to remove all or part of the information about them that they do not wish to be available to the public without their consent.

Individual faculty and staff members must not release directory information before first determining whether the student has requested that any or all of it be withheld.

**Release of Student Records**

Disclosure of personally identifiable information from education records is not permitted to third parties without a student's permission. A written, signed, and dated consent form is required to release any records.

Federal law allows for a number of circumstances under which records may be released without the student's prior permission. Records may be released to:

- Individuals requesting Directory Information.
- UMT officials who have a legitimate educational interest in the information. A legitimate educational interest is defined as the need for a school official to know the contents of a record in relation to a legitimate university objective. This interest must comply with federal or state law or university policy.
- Officials of other educational institutions to which the student seeks or intends to enroll. The student has a right, upon request, to obtain a copy of the information that was released. UMT may release information about disciplinary actions taken against students to officials from other educational institutions without prior consent.
- State and Federal officials for auditing purposes.
- Persons or organizations involved in financial aid matters related to the student.
- Organizations conducting studies for the University.
- Accrediting organizations.
- Appropriate parties in a health or safety emergency.
- Comply with a judicial order or lawfully issued subpoena. A reasonable effort must be made to notify the student in advance of compliance, except in the case of a federal grand jury subpoena or other circumstances where notification is prohibited by law.
- Alleged victims of crimes of violence. Disclosure is limited to the disciplinary proceedings against the alleged perpetrators of the crimes.

UMT must inform third parties (other than school officials) who receive information from education
records without the student's consent that the information cannot be disclosed to any other individual or organization except in compliance with the Buckley Amendment. Any third party that inappropriately re-releases personally identifiable information from an education record cannot have access to educational records for five years.

UMT must keep a record of the names of third parties to which education records have been released. This record should be kept with the education record. This requirement does not cover requests by officials of the University or the release of directory information.

Appeals Process

Students who believe their rights have been abridged and have exhausted their administrative appeals may file complaints with the Family Compliance Office, U.S. Department of Education; 600 Independence Ave., SW; Washington, DC 20202-4605. Complaints must be filed within 180 days of the date of the alleged violation or the date on which the complainant knew or should have known of the alleged violation.

Time Limits

The certificate programs must be completed within a one-year period. The associate’s degrees must be completed within a three-year period. The bachelor’s degrees must be completed within a five-year period.

Withdrawal Policy

A student who wishes to withdraw from a course may inform the University in any manner, but the University strongly advises such requests to be in writing, via mail, fax, or e-mail.

If a student requests withdrawal prior to the first week of the enrollment, the course registration will be removed from the University’s official records and will not appear on the student’s transcript. If a student requests withdrawal after the first week but before the beginning of the seventh week of the course enrollment, the grade will be reported on the transcript as W (Withdrawal). Withdrawal requests are not considered after the end of the sixth week of the course enrollment. If a student withdraws from a course without notifying the Registrar’s Office, a WU (Unofficial Withdrawal) will be recorded.

UMT Accreditation

UMT is accredited by the Distance Education Accrediting Commission (DEAC [www.deac.org]), 1101 17th Street NW, Suite 808, Washington, DC 20036, Tel: (202) 234-5100.

The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a recognized accrediting agency.

The Distance Education Accrediting Commission was founded in 1926 to promote good educational standards and ethical business practices in distance learning institutions in the United States. In 1955, DEAC established its independent nine-member Accrediting Commission, which shortly thereafter gained the recognition from the U.S. Department of Education. The DEAC is recognized by the Council for Higher Education Accreditation (CHEA). UMT is an institutional member of Council for Higher Education Accreditation (www.chea.org).

CHEA is a private, nonprofit national organization that coordinates accreditation activities in the United States. CHEA is the largest institutional higher education membership organization in the United States with approximately 4,000 accredited colleges and universities and more than 60 national, regional, and specialized accrediting organizations.

PMI is the leading international nonprofit professional association in the area of Project Management.

UMT’s Project Management degrees (Master of Science in Management, Project Management; Master of Business Administration, Project Management; Master of Science in Information Technology, IT Project Management; Doctor of Business Administration) earned Specialized and Professional Accreditation by the Project Management Institute Global
Accreditation Center for Project Management Education Programs (GAC, [www.gacpm.org](http://www.gacpm.org)).

UMT is authorized to operate an institution of higher education, to enroll students, and to award associate’s, bachelor’s, master’s and doctoral degrees by the State Council of Higher Education for Virginia ([www.schev.edu](http://www.schev.edu)).

UMT is an institutional participant in the National Council for State Authorization Reciprocity Agreement (NC-SARA) initiative ([nc-sara.org](http://nc-sara.org)).
UMT Online Education uses advanced communication technologies to enable students to learn from the comfort of their home, office, or anywhere else in the world where they can access the Internet.

Online students are not constrained by a semester schedule and are encouraged to enroll in courses whenever they are ready on a year-around basis, unless students enroll in a term-based program (such as VA, FSA, J-1, F-1 students, etc.).

UMT delivers courses over the Internet using text, lecture notes, online discussions, video streaming, and other multimedia elements. The online materials are supplemented by books, readings, and other materials that mirror traditional classroom courses.

Online course material is divided into manageable units that allow students to complete course sections quickly. They are able to measure their progress and focus on areas where they need assistance.

Students communicate with their instructors and fellow students via email, discussion boards, internet conferencing, and other media. Instructors closely monitor students’ work, providing individualized instruction.

UMT Online Learning frees students from the confines of the traditional classroom while providing an educational experience customized for today.

General Requirements

Students entering UMT’s Online Education Program should be computer literate. They should have basic skills in using the World Wide Web, sending and receiving email, and word processing. Students should have a general familiarity with the computer(s) they use, know how to install software (if necessary), and be able to troubleshoot basic computer problems. Students may need other computer skills (such as using spreadsheets) for specific courses.

Communicating with Faculty

In each course there is a link called “Ask the Faculty a Question.” This link allows students to ask questions of the faculty and to receive answers in their Student Portal. All questions and responses are tracked and monitored which ensures timely answers.

UMT strives to respond to student inquiries and submitted assignments as quickly as possible. When making inquiries, it is important for the student to be specific. Turnaround for standard questions is typically quick. Questions dealing with unique issues often entail longer response times because they may entail substantial investigation by UMT faculty or staff.

Computer Requirements

UMT utilizes various web-based systems to support student needs. Those systems all use secure interfaces (https) and any device that supports the current security protocols and software requirements can be used by students. All courses require a broadband Internet connection. Some courses require:

- Microsoft PowerPoint (or compatible);
- Microsoft Excel (or compatible)
- Microsoft Word (or compatible)
- Adobe Acrobat Reader (or compatible)
- Adobe Flash Player (or compatible)
- HTML5

It is the student’s responsibility to obtain any programs required for the courses, unless otherwise noted.

Accessibility

The UMT systems do not conflict with the accessibility functions built into students’ computers. Although UMT students can use any device to access materials, UMT recommends the current versions of Microsoft Windows and Microsoft Office to provide robust accessibility features for those who need them.
Financial Assistance

Federal Student Aid • Scholarships • Assistantships • Veteran’s Benefits • Private Student Loans

UMT offers a top quality education for as little as half the tuition of many similar programs. We believe these low tuition expenses are themselves a financial incentive for the hard working professional. Beyond our low tuition and in addition to Federal Student Aid, UMT also offers a number of tuition incentives and savings in order to assist our students in funding their education.

Federal Student Aid

UMT is approved by the U.S. Department of Education (ED) to provide Federal Student Aid (FSA, Title IV) to qualified students to finance their education. Refer to the UMT FSA Handbook.

PMIEF Scholarship and PMIEF-UMT Scholarship

Students may apply for merit-based scholarships from the Project Management Institute Educational Foundation (PMIEF). They may apply directly for a PMIEF scholarship, or a PMIEF-UMT scholarship. These scholarships are available for students who would like to gain project management knowledge and skills contained in the program curriculum at the undergraduate, graduate, or doctoral level. For a list of eligible programs and scholarship details, please visit www.pmief.org.

Private Student Loans

UMT provides information regarding private education loans from a lender; however, UMT does not participate in a preferred lender arrangement for receipt of private education loans.

UMT informs prospective private education loan borrowers that the borrower may qualify for FSA loans or other assistance from the FSA programs and that the terms and conditions of an FSA loan may be more favorable than the provisions of private education loans.

Teaching & Research Assistantships

UMT offers a limited number of teaching and research assistantships to students. Contact UMT for more information about eligibility and requirements.

Tuition Assistance and GI Bill®

UMT accepts military tuition assistance (TA). Once approved, the student must provide a signed TA form to UMT. In the case of the US Army, UMT receives approved TA class requests directly so a signed form is not needed.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. Government web site at: www.benefits.va.gov/gibill.

Honorably discharged veterans and active duty personnel may use their GI Bill® benefits. Before committing to enrollment, applicants and existing

2017 PMIEF-UMT Scholarship Recipients
From left to right: Marlon Christie (Jamaica), Ali Rashedi (Saudi Arabia), Timothy Grant Bolen (USA)

Copyright © 2017 University of Management and Technology
students must establish their eligibility with the Veteran’s Administration. Always consult the VA before taking any action that involves your valuable VA benefits! Once enrolled, UMT’s VA Certifying Official will certify enrollment with the VA. For more information, see the VA web site at www.gibill.va.gov.

Additional Veterans’ Benefits

Some students may be entitled to educational benefits as active duty personnel, veterans, or widows or children of deceased or totally disabled veterans. UMT’s administrative office processes certification of enrollment and attendance for the Veterans Administration so that eligible persons will receive educational allowances.

UMT Military Scholarship

The UMT Military Scholarship Program is a need-based scholarship offered by UMT to eligible:

- Active Duty US Military personnel, and in some cases, their dependents
- National Guard
- Reserves
- Honorably discharged veterans.

The UMT Military Scholarship is designed to relieve financial burden to qualified students who are not eligible for or are not receiving other needs-based grants or scholarships (Pell Grant, PMIEF Scholarship, etc.) The scholarship awards tuition assistance, reducing the cost per credit-hour from $390 to $250 and waives most fees. See Tuition and Fees later in this catalog.

UMT Book Loan Program

Active Duty military personnel and dependents residing with them who are granted the UMT Military Scholarship may qualify to borrow books from UMT at no cost as long as the student is not receiving additional government funding that covers the cost of books (Post 9/11 stipends, FSA, etc.) The books must be returned at the student’s expense.
UMT Administration and Faculty

Administration • Board of Directors • Industry Council Committee • Ownership • Faculty

UNIVERSITY ADMINISTRATION

President: Dr. Yanping Chen
Academic Dean: Dr. J. Davidson Frame
Undergraduate Dean: Mr. Gregory J. Marsh
Accreditations and Authorizations: Ms. Lele Wang
Registrar: Mr. James Qian
Associate Registrar: Ms. Amy Auer
Academic Programs Development and Course Quality Control: Mr. John Hu
Student Admissions: Ms. Khalilah Burks, Ms. Samantha Davis, Mr. Kenny Hickey, Mr. Bradley Holmes, Ms. Connie Mills, Ms. Kacey Sipes, Ms. Melissa Stover

Federal Student Aid: Ms. Candace Barnes, Ms. Kiran Verma
Instructional Support: Mr. Ross Small, Ms. Yingda Xu
Student Services Advisor: Ms. Amanda Kohn, Ms. Sarah Martin,
Professional Development and Training Programs: Ms. Lele Wang
Student Accounts: Ms. Lijie Chai
Accounting: Ms. Diane Tobin
Information Technology: Mr. Gregory J. Marsh
Safety Manager: Mr. John Hu

BOARD OF DIRECTORS

• Dr. Yanping Chen
• Dr. J. Davidson Frame

INDUSTRY COUNCIL COMMITTEE

Business Management and Public Affairs Committee:
• Grove, Jared L
• Jarrard, James C
• Standifer, Michael D
• Underwood, Marcus L

Criminal Justice and Homeland Security Committee:
• Hejl, Jonathan A
• Richards, Danny
• Santos, Joe
• Siettas, Gus
• Sledge, David L

Healthcare Management Committee:
• Benford, Danny

Technology (IT, Engineering, Innovation) Committee:
• Cook, Michael W
• Hoskin, Daniel B
• Koebel, Patrick D
• Wilkerson, Louis

OWNERSHIP

Yankee Clipper Group, Inc.

FACULTY

Ackerman, George, Criminal Justice, Homeland Security, MBA, Nova Southeastern University, USA; JD, Shepard Broad Law Center, USA; PhD, Criminal Justice, Capella University, USA.

Baker, Dale, Foreign Affairs, Financial Markets. BA, International Relations, Brown University, USA; MA, Law and Diplomacy, Fletcher School of Law and Diplomacy, Tufts University, USA.

Burke, S. David, Project Management, Engineering, Energy, Safety. BS, Nuclear Engineering, Georgia Institute of Technology, USA; ME, Mechanical Engineering, the University of South Carolina, USA; DBA, University of Management and Technology, USA. PMP, Project Management Institute.
Burrow, Kenny, Project Management, Business Administration, Operations Management. MS, Systems Engineering, John Hopkins University, USA; MS, Operations Management, University of Arkansas, USA; PhD, Business Administration, Columbia Southern University, USA. Program Management Professional (PMP); Project Management Professional (PMP); Certified Quality Engineer (CQE); Certified Manager of Quality/Organizational Excellence (CMQ/OE); Certified Six Sigma Black Belt (CSSBB); Certified Safety Professional (CSP); Certified Manager (CM); CompTIA Project+ Certification; CompTIA Network+ Certification; Microsoft Certified Systems Engineer; and Microsoft Certified Technology Specialist.

Chan, Fung Cheung, Business Administration, Finance. DBA, City University of Hong Kong, China.

Chan, Mu Keung Paul, Accounting. MS, Information Systems. The Hong Kong Polytechnic University, China; Associate ACCA, The Chartered Association of Certified Accountants.

Chen, Yanping, Business Management and Research Methodologies. MA, Science, Technology & Public Policy, The George Washington University, USA; PhD, Public Policy, The George Washington University, USA; MD, Bethune Medical University, China. PMP, Project Management Institute.

Chen, Zhanjun, Management. DBA, Shanghai University of Finance and Economics, China.

Chen, Zhong, Management. Technology. PhD, Computer Science, Peking University, China.

Cheng, Kwok-kwun Raymond, Engineering Management. MBA, Columbia Southern University, USA; MS, Criminal Justice Administration, Columbia Southern University, USA; Certificate of Advanced Graduate Studies (CAGS) in E-Business, Northcentral University, USA; PhD, Engineering Management, The Nueva Ecija University of Science and Technology, Republic of the Philippines.

Cheng, Sze Ling, Product Development. MS, Engineering Business Management, The Hong Kong Polytechnic University, China.

Chu, Chung Ying Billy, Logistics Management. MA, Communication, Middlesex University, UK. DBA, University of Management and Technology, USA.

Dai, Hon Man, Counseling. Bachelor of Social Work, The Hong Kong Polytechnic University, China, Master of Social Work, Hong Kong Baptist University, China.

Dai, Weihui, Engineering. D.E, Engineering, Shanghai Fudan University, China.

Decker, Fran, Healthcare Administration. BA, MIS, Metropolitan State University, USA; MBA, Healthcare Administration, Regis University, USA; DHA, University of Phoenix, USA.

Ding, Ronggui, Management, Project Management. DBA, Tianjing University, China.

Elg, Christopher, Law Enforcement, Criminal Justice, BS, Police Science, John Jay College of Criminal Justice, USA; MPA, Criminal Justice Administration, John Jay College of Criminal Justice, USA; MAS, Fraileigh Dickinson University, USA.

Fan, Densheng, Finance, Economics. PhD, Economics, Chinese Academy of Social Sciences, China.

Frame, J. Davidson, Project Management. BA, History, Wooster College, USA; MA, International Relations/Economics, The American University, USA; PhD, International Relations/Quantitative Methods, The American University, USA. PMP, Project Management Institute.

Guest, Janeen, Contracts. BA, Business Administration, University of Detroit Mercy, USA; MA, Economics/Industrial Organization, Wayne State University, USA; PhD, Political Science, Howard University, USA.

Han, Changyin, Contracts, Law. PhD, Law, Renmin University, China.

He, Maochun, Law. PhD, Law, Renmin University, China.

Ho, Fung, Finance, Economics, Accounting. BS, Mathematical Sciences with Business Minor, University of Alberta, Canada; MS, Finance, National University of Ireland, Ireland.

Howard, Jacqueline, Project Management, Human Resources, Payroll, Tax. BA, Gustavus Adolphus College, USA; MBA, University of Management and Technology, USA. Certified Six Sigma Black Belt; PMP, Project Management Institute.


Hu, Haiou, Finance, Economics. PhD, Economics, Shanghai University of Finance and Economics, China.

Hu, John, Engineering, Aerospace, Defense. BS, Electrical Engineering, IEEE President, University of Virginia; MS, Electrical Engineering, Magoon Award, Purdue University.

Huang, Hengxue, Economics, Public Policy. PhD, Economics, Peking University, China.

Hung, Cheung Hung, Leadership, Statistics. MS, Building Services Engineering, The Hong Kong Polytechnic University, China.

Hung, Cheung Kwong, Project Management. MS in Building Services Engineering, The Hong Kong Polytechnic University, China; DBA, University of Management and Technology, USA.

Jiang, Xuping, Management, Business Administration. MBA, Tsinghua University, China.

Kildsig, Douglas, Management. BS, Management, Purdue University, USA; MS, Management, Purdue University, USA.

Kwong, Chiu Yin, Business Administration. MBA, University of Newcastle, Australia.
Kwong, Tsun Lok. *Finance, Economics, Management*, DBA, University of Management and Technology, USA.
Lam, Bard Lord. *Leadership, Business Administration*. MA, Theology, Australian Catholic University, Australia; DBA, University of Management and Technology, USA.
Laman, Glen. *Marketing and Sales, Business Basics, Management*. BS, Biology, Pace University, USA; MBA, Brenau University, USA; DBA, University of Management and Technology, USA.
Lau. Siu-Nor Julia. *Management, Business Administration*. Bachelor of Commerce, Bond University, Australia; MBA, University of Ballarat, Australia.
Lee, Chi Keung. *Management, IT*. MA, Library & Information Studies, University College London; MA, Education, Lancaster University; DBA, University of Management and Technology, USA.
Lee, Ka Bo. *Business Administration, Psychology*. MBA, Columbia Southern University, USA; Master in Physiotherapy, Hong Kong Polytechnic University, China.
Leung, Kam Chau. *Accounting, Finance*. Master of Professional Accounting, The Hong Kong Polytechnic University, China.
Lewis, James. *Project Management; Leadership*. BS, Electrical Engineering, North Carolina State University, USA; PhD, Psychology, North Carolina State University, USA.
Li, Chong. *Finance, Management*. PhD, Economics, Beijing Normal University, China.
Li, Jizhen. *Business Administration*. PhD, Economics, Tsinghua University, China.
Li, Kam Tim. *Business Administration*. MBA, Upper Iowa University, USA.
Lipton, David. *Global History, Western Civilization, American History*. BA, English, MSCS, San Francisco State University, USA; BA, History, *Summa cum Laude*, Jersey City State College, USA; MA, Global History, American Military University, USA; Master of Arts, American History, Rutgers University and New Jersey Institute of Technology, USA.
Liu, Changxi. *Management, Economics*. PhD, Economics, Fudan University, China.
Marsh, Gregory J.. *Computer Science*. AAS Electronics Technology, Belleville Area College; BS, Computer Science, University of Management and Technology, USA; MS, Computer Science, University of Management and Technology, USA.
Morra, Thomas P.. *Communications*. BA, Speech Communication, East Stroudsburg University, USA; MA, Communication Arts, Montclair State University, USA.
Macon, Don Kirk. *Humanities*. MA, Humanities, California State University, USA; Ed.D., E-Learning and Educational Technology, Northcentral University, USA; Ph.D., Humanities, Universidad Central de Nicaragua, Republic of Nicaragua.
Or, Chuen Man Navis. *Business Administration*. BBA, Open University of Hong Kong, China; MS, Management, National University of Ireland, Ireland.
Pal-Agrawal, Julie. *English*. BA, Natural Sciences, Johns Hopkins; MA, English, Georgetown University, USA; PhD, University of Virginia, USA.
Parker, Bryan. *Project Management, Finance, IT Project Management*. BBA, West Texas A & M University, USA; MS, Management, University of Management and Technology, USA; MS, Computer Science, University of Management and Technology, USA. PMP, Project Management Institute.
Peng, Xianggang. *Leadership, Ethics*. JD, Law, Jilin University, China.
Riley, Timothy M.. *Project Management, Information Technology*. BBA, University of Management and Technology, USA; MBA, Project Management, University of Management and Technology, USA; MSIT, University of Management and Technology, USA.
Schaefe, Robin. *Healthcare Administration*. BS, Nursing, Mount Saint Mary College, USA; MS, Nurse Anesthesia, Virginia Commonwealth University-Medical College of Virginia, USA; DNP, Grand Canyon University, USA.
Shang, Shuili. *Communications*. MS, Economics and Management, Beijing Normal University, China.
Siew, Chee Wee. *Business Administration*. MS, Management, University College Dublin, Ireland.
Small, Ross. *Criminal Justice*. BS, Criminal Justice, Virginia Commonwealth University, USA; MPA (Administration of Justice), George Mason University, USA; DBA Candidate, University of Management and Technology, USA.
Stambaugh, Bryan E.. *Engineering, Aerospace, Defense Program management*. BA, York College, USA; MBA, Mount St. Mary’s University, USA; PhD, University of Management and Technology, USA. CPCM, PMP, Project Management Institute; Advanced Program Management, Defense Systems Management College; Executive Certificates in International Business Management, Penn State and Georgetown University.
Sun, Maozhu. *Management, Business Administration*. MBA, Renmin University, China.

Copyright © 2017 University of Management and Technology
Tang, Ying Ling Cecilia, Management. BSc, Nursing, The Hong Kong Polytechnic University, China; MSc, Management in Health Care, Oxford Brookes University, UK.

Tsang, Sze Chun, Leadership, Business Administration. MEng, BEng, University of Hong Kong, China; DBA, University of Management and Technology, USA.

Vancea, Adrian P., Mathematics, Modeling, Informatics, Statistics, Biomathematics. BS, Mathematics, MS, Applied Mathematics, Babeș-Bolyai University, Cluj-Napoca, Romania; MS, Statistics, PhD, Mathematics, University of Maryland, Baltimore County, USA.


Wang, Jing, Business Administration. PhD, Management, Beijing University of Aeronautics and Astronautics, China.

Wang, Lijie. Management. MBA, Beijing School of Economics, China.

Warren, Renee, Computer Science. Mathematics. BS, Mathematical Sciences, State University of New York at Binghamton, USA; MSCS, University of Management and Technology, USA.

Wen, Fur-Hsing. Research. PhD in Business Administration, National Chengchi University, China.

Wilburn, William Vaughan, Sociology, Psychology, Business Administration. BS, Business Administration, Austin Peay State College, Clarksville; MA, Sociology, University of Tennessee, Knoxville, USA.

Wu, Guisheng, Business Administration. DBA, Tsinghua University, China.


Xu, Yingda, Economics, Marketing, Management. BA, English & International Relations, Beijing Foreign Studies University, China; MBA, Loyola University New Orleans, USA. Beta Gamma Sigma Honor Society member.

Yan, Yu. Business Administration. PhD, Management, Peking University, China.

Yao, Kai, Management. PhD, Management, China University of Mining and Technology, China.

Ye, Weiling, Business Administration. PhD, Management, Shanghai University of Finance and Economics, China.

Zhang, Zhongmin. Communications. PhD, College of Philosophy, Wuhan University, China.

Zhou, Rong, Management, Business Administration. PhD, Management, Fudan University, China.

Zizak, Diane, Implicit Learning, Subliminal Processing, Decision Making. BA, Psychology and Chinese, Hunter College, USA; MA, Experimental Psychology, Brooklyn College, USA; New York State Certifications in Gifted Education and Reading; PhD, Psychology, City University of New York.

UMT faculty and DBA students attending DBA Colloquium
Undergraduate Program Course Descriptions

**Accounting**

**ACCT 100 Financial Accounting.** This course provides an introduction to financial accounting for undergraduate business majors. Topics covered include: using accounting information to support decision making, the accounting cycle, interpreting financial accounting data, and solving financial accounting problems.

**ACCT 101 Managerial Accounting*.** This course is a continuation of ACCT 100 Financial Accounting. It provides an introduction to managerial accounting for undergraduate business majors. Topics covered include: activity-based costing, standard costing, just-in-time systems, total quality management, transfer pricing, budgeting, cash flow optimization, time value of money, and financial statement analysis. The course also addresses environmental, political, legal, ethical, and quality concerns. *Prerequisite: ACCT 100.

**ACCT 125 Accounting Fundamentals for Managers.** This course provides a practical overview of basic principles of financial and managerial accounting. Topics that are covered include the fundamentals and terminology of accounting, basic financial statements, financial ratios, financial reporting standards, cost accounting, cost-based pricing, marginal costing, budgetary controls, overhead allocation, transfer pricing, and cost of capital. This course provides insight into the key accounting methods used and issues faced by modern businesses.

**Communications**

**COMM 100 Business Communication.** This course provides students with a foundation in business communication and writing. Topics covered include: foundations of business communication, effective business communication, communication in teams, barriers to communication, effective listening, planning and writing business messages, communicating information, writing business reports and proposals, making effective presentations, and ethical issues in communication.

**COMM 101 Technical Writing.** This course covers the essentials of technical writing, including writing and revising manuals, usability testing, and producing formal reports. Topics include profiling audiences, the technical communications process, researching, designing pages, using visual aids, developing websites, writing formal and informal reports, preparing recommendations and feasibility reports, developing proposals and user manuals, making oral presentations, writing letters, and applying for jobs.

**COMM 110 Public Speaking.** This course covers the fundamentals of public speaking. Students will learn a myriad of techniques in addressing an audience in an effective manner. Critical thinking will be assessed in the handling of assigned speeches. Appropriate argumentative speaking will also be addressed so that the student can better inform their audience with an eye on persuasion. Students will learn how to research a topic and how to organize their thoughts and draft an outline of their speech before delivery. Students’ reservations about speaking in front of a crowd will be handled in a manner to ensure success in presentation and they will learn how to associate themselves with the audience to convey emotion and passion. Speeches will be recorded so that the student can reflect on their speech and make notable observations on their voice inflection and tone.

**Computer Science**

**CST 107 Microcomputer Applications.** This course provides an introduction to using microcomputer applications to increase productivity. Topics include working with documents, worksheets, databases, and presentations suitable for coursework, professional purposes, and personal use. The course is designed to meet the needs of business administration, computer science, management, and education students. Only limited experience with a computer is required; knowledge of basic business mathematics is assumed.

**CST 115 Computer Architecture and Organization.** This course provides a comprehensive introduction to computer architecture and organization. It presents hardware design principles and shows how hardware design
is influenced by the requirements of software. The goal of this course is to illustrate the principles of computer organization using extensive examples drawn from a range of commercially available computers.

CST 117 Internet and Web Programming. This course provides an introduction to the Internet and hands-on activities to enable the student to understand the essential concepts of HTML and XHTML programming. Topics include fundamental concepts of internetworking, basic concepts of web site design and deployment, characteristics of a user-friendly web page, using lists and tables, working with frames, using color and graphics, and making web sites accessible for people with disabilities.

CST 120 Program Logic and Design. This introductory course provides students with a foundation in programming concepts and methodologies. Topics covered include: programming concepts, SIMPLE SEQUENCE control structure, IFTHENELSE control structure, DOWHILE control structure, trailer record logic, modularization, CASE control structure, DOUNITL control structure, program documentation, data structures, structure charts, program design techniques, object oriented program design, file concepts and processing, and control break processing.

CST 140 Programming in JavaScript. This course provides an introduction to programming using the JavaScript language. Topics covered include: developing web applications, integrating JavaScript with HTML, writing functions, defining objects, creating interactive forms, using frames, and coding event handlers.

CST 143 Programming in Visual Basic. This course introduces Visual Basic programming in the .NET environment. Visual Basic is approached as an object-oriented, data-driven language. This course is designed for individuals with little programming experience. Topics include syntax, semantics, debugging, and integrating applications with the Web.

CST 144 Assembly Language. This advanced course provides an in-depth introduction to assembly language and a survey of the fundamentals of computer architecture. Throughout the course, hardware and software concepts are integrated, using a simple, horizontally microprogrammed computer as a unifying model. Topics include syntax, semantics, linking, execution, and debugging. Advanced topics include the design of optimal instruction sets and writing an assembler and a linker using Java or C++.

CST 145 Programming in Java. This course provides a comprehensive introduction to the Java programming language. This course shows how to create different Java application programs and applets from start to finish, including correct syntax and common errors. Topics include Java's predefined classes and methods; and user-defined classes, methods, and packages. This course also covers basic concepts of object-oriented design and programming.

CST 148 Programming in C/C++. This advanced undergraduate course is designed to teach aspects of the C/C++ programming language. Topics include basic syntax, input and output, basic operators, using library functions, and creating classes and objects. The course also covers the basic features of object-oriented design using C++ and provides a comparison of C++ with Java. Course modules focus on a single example program and describe its implementation in detail.

CST 151 Introduction to Cybersecurity. Cyberspace is intangible, borderless, and anonymous, so it provides unfettered access for faceless people to cause mischief anywhere in the world. This course offers a general understanding of the various aspects of securing a complex system. It introduces concepts and competencies in areas such as Data Security, Physical Security, Personnel Security, Network Security, Digital Forensics, System and Application Security, Incident Management and Risk Management.

CST 160 Analysis of Business Requirements. This course introduces the student to the processes involved in establishing business requirements and highlights the critical differences between requirements analysis and systems design. Requirements analysis is concerned solely with the problem space or the universe of discourse pertaining to the enterprise, how it uses information, and what problems it seeks to overcome. System design operates in the problem solution space and it entails a specific application of a particular technology to address a problem. Thus requirements analysis is concerned with what is to be done, not how to do it, which is a critical distinction for management given the growing emphasis on performance contracting in government and business.
**CST 161 Data Communications.** This course provides students with an overview of data communications in today's business environment. Topics covered include: data communications and telecommunications, OSI reference model, TCP/IP protocol stack, LAN and WAN architectures, Internet technologies, role of ISPs, voice-oriented networks, mobile computing, digital and analog transmissions, distributed systems, frame relay networks, backbone networks, network management systems, and network and internetwork security management.

**CST 162 Data-Driven Web Sites.** This course introduces the methods that enable web designers and developers to build and deploy dynamic Web applications that interact with a database. Topics include the relational database concepts, web server programming using Visual Studio and Active Server Pages, form validation, and table look-ups. This course also provides a review of HTML and JavaScript.

**CST 163 Distributed Systems*.** This advanced course introduces the principles and paradigms of distributed systems. Topics include: communication principles, processes, naming, synchronization, consistency and replication, and security. The client/server model is discussed in detail. Advanced topics include threads, interprocess communication, namespaces, multiphase commit, transaction processing, and fault tolerance.

**CST 164 Graphics and Web Design.** This advanced course helps students build on their HTML skills to create enhanced web pages and to gain experience evaluating web site designs. Students are introduced to major web site developer's tools including Dreamweaver, Flash, and Fireworks. Topics include HTML and XHTML, using graphics, creating hyperlinks, using cascading style sheets, using Dreamweaver, using Flash, using Fireworks, and extending web site functionality using JavaScript functions.

**CST 167 Security Implementation and Management.** This advanced course provides in-depth coverage of computer system security concepts and techniques, focusing primarily on networks. Both theory and practice are addressed. Topics span the range of basic and advanced security issues and include problem-solving and risk management methods.

**CST 168 Systems Administration.** This advanced course provides an overview of the tasks and techniques that are best practices in system and network administration. The course's content is independent of specific manufacturer's platforms or technologies. The course covers the key principles of system administration and support practices, including simplicity, clarity, generality, automation, communication, and basics first. It also examines the major areas of responsibility for system administrators within the context of these principles. Topics include change management, version and revision control, server upgrades, maintenance windows, and service conversions.

**CST 170 Data Structures.** This advanced course focuses on data structures as an essential topic in computer science. Topics include the role of data structures and their relationship to algorithms; overloading operators and overriding methods; and developing stacks, queues, hashes, linked lists, trees, sorts, and searches. Java is used throughout the course for implementation and demonstration.

**CST 171 Algorithms and Complexity*.** This advanced course extends the analysis of data structures begun in CST 170. This course provides a review of traditional and current topics in sequential algorithms, and introduces the student to the theory of parallel and distributed algorithms. Distributed and parallel computing is increasingly important in computer science, driven by the growth of and resources provided by the Internet, as well as advances in cluster and grid computing. The mathematical concept of complexity is used to illustrate how to pick the best algorithm for a task. Java is used. *Prerequisite: CST 170.

**CST 182 IT Project Management.** This undergraduate course provides students of computer science and management with an introduction to IT project management. The course is comprehensive, covering terminology, tools, and techniques. Topics include: the triple constraint of project management, project management life cycle, the project management body of knowledge, work breakdown structures, project selection methods, network diagramming, critical path analysis, cost estimating, earned value management, and team building. Microsoft® Office Project is used.
CST 183 Object-Oriented Software Design. This advanced course provides a comprehensive, balanced coverage of systems analysis and design within the object-oriented paradigm. This course builds on the traditional concepts and techniques of systems analysis and design covered in CST 191. Topics covered include requirements elicitation, use cases, system sequence diagrams, agile modeling, and extreme programming.

CST 185 Operating Systems Principles. This advanced course covers concepts in operating systems analysis and design. General topics of process, resource, and file management are presented and analyzed against different system architectures and performance constraints. Topics include software I/O buffering, concurrent processes, mutual exclusion, synchronization and deadlocks, processor scheduling, memory management, and system resource control.

CST 187 Software Quality Assurance. This advanced course introduces the student to the techniques and philosophies of software quality assurance (SQA) and its unique position in the broader context of overall quality assurance efforts. Topics include: process improvement, testing, inspections, defects tracking, and measurements. The purpose of this course is to help students establish a clear understanding of what software quality is and how to implement quality assurance plans and procedures in an organizational context. National and international standards for quality are compared and contrasted.

CST 188 Theory of Programming Languages*. This advanced course covers the formal design and specification of programming languages. It explores various notational methods used to describe language syntax and semantics. The properties of imperative and object-oriented languages are compared and contrasted. Topics include: parsing, semantics, memory management, exception handling, variable scoping, binding time, subroutines and co-routines, data abstraction, exception handling, control logic, concurrent processing, language dialects and standardization. *Prerequisite: CST 145.

CST 190 Database Systems. This course provides students with a comprehensive introduction to database systems. Students will be taken through the entire process of database development and implementation. Topics covered include: basic database concepts, file systems and databases, relational database model, database design and implementation concepts, entity relationship (E-R) model, database tables and normalization, structured query language (SQL), database design process, transaction management and concurrency control, distributed database management systems, object-oriented databases, client server systems, data warehouse, databases in ecommerce, web database development, and database administration.

CST 191 Systems Analysis and Design. This course covers the concepts, skills, methodologies, techniques, tools and perspectives essential for systems analysis and development. Topics covered include: systems concept, software development life cycle (SDLC), joint application development sessions, prototyping, rapid application development, object oriented development, systems engineering, requirements development, project management, principles of system design, systems development and maintenance. Computer assisted software engineering and integrated developments environments will be emphasized.

CST 192 Management Information Systems. This course provides students with an overview of the fundamentals of management information systems in business. It describes how information systems provide organizations with their information life blood, and explains how they are managed. Topics covered include: the role of information systems in business, ethical considerations, communications, electronic commerce, database management, the software development life cycle, and systems integration.

CST 193 Database Design*. This advanced course provides students with a detailed introduction to key theoretical issues in database design and information modeling. Topics include a survey of information/data modeling methods, relational database management systems, relational algebra and calculus, entity-relationship modeling, object-oriented concepts, dependencies and (de)normalization, indexing, concurrency, SQL, UML, security, client-server, XML, and data mining and warehousing. *Prerequisite: CST 190.

CST 195 Human-Computer Interaction. This advanced course provides a comprehensive introduction to the dynamic field of human-computer interaction (HCI). Students will learn practical principles and guidelines needed to develop high quality interface designs that users can understand, predict, and control. This course covers theoretical foundations, and design processes such as expert reviews and usability testing. Numerous examples
of direct manipulation, menu selection, and forms fill-in are used to give students an understanding of excellence in design. Topics include the foundations of ergonomics and design critiques of cell phones, consumer electronics, desktop displays, and Web interfaces.

**CST 196 Intelligent Systems.** This advanced course provides an introduction to intelligent systems and their applications to business and industry. The focus is to offer practical guidance on integrating useful intelligent systems to solve real-world problems. Topics include: decision support systems, data mining, data warehousing, online analytical processing, expert system, and neural networks. Knowledge management and the integration of Web-based technologies are emphasized throughout the course.

**Criminal Justice**

**CJ 100 Introduction to Criminal Justice.** This course provides the student with an overview of the criminal justice system in America. The main topics include the criminal justice process and the Rule of Law, the police, the courts system, and the corrections system. Also included is an overview of the juvenile justice system and criminological theory, as well as the role of incarceration both as a punishment and as a preventative measure aimed at protecting society.

**CJ 105 Introduction to Juvenile Justice.** This course provides students with an overview of the theoretical and historical foundations of juvenile justice as a system apart from adult criminal justice. Topics include: theories of juvenile offense; measurements of prevalence; the role of police, the courts, and corrections in processing offenders through the system. Also covered are neglected youth, juvenile victimization, detention, certification of offenders as adults, probation and parole, the death penalty, students’ rights and school crime.

**CJ 110 Introduction to Criminal Law.** Contemporary criminal law has pervasive effects on American society. This course introduces students to the fundamentals of criminal law. It provides an overview of general legal principles, grounded in the historical development of criminal law. Topics include the nature and history of criminal law, criminal liability, the concept of crime, the legal and social dimensions of crimes against persons and crimes against property. Other forms of crime, such as offenses against public order or public morality, are covered as well. The administration of justice, punishment, and sentencing are covered in the context of their function in society. Finally, various defenses are discussed, such as justifications and excuses.

**CJ 115 Introduction to Corrections.** This course provides a sociological and humanistic approach to understanding the corrections system. Institutional and community sanctions are discussed from the point of view of offenders and corrections workers. A fundamental concept is that corrections is a system of interconnected parties, and not just a standalone service to society. Topics include an overview of the corrections system, the history of correctional thought and practice, punishment and prevention, the law of corrections, the correctional client, jails and short-term detention, probation, community corrections, prison and long-term incarceration, corrections for juvenile and women offenders, race and ethnicity, and the death penalty.

**CJ 120 Introduction to Criminal Justice Ethics.** This course focuses on the roles of ethics and morality in the context of issues of crime, law, and justice. This course emphasizes the concepts, principles, and theories that modern society defines as representing ethical thought and how these concepts can be applied to criminal justice. Topics include how ethics and morals affect our understanding of issues in criminal justice and how crime and justice are linked to ethics and morality. Theories of crime based on free will, determinism, relativism, self-interest, and psycho-social development are covered. Finally, lawmaking, criminal punishment, unethical professional behavior, media ethics and ethics regarding the Global War on Terrorism are discussed.

**CJ 125 Introduction to Law Enforcement.** This course introduces the student to the law enforcement system and describes the broad framework of laws that all U.S. citizens are expected to obey. Topics include the changing nature of crimes today, in comparison to the traditional organization and functions of law enforcement. Also discussed are the history and evolution of law enforcement in America, freedom and justice, criminal and civil offenses, roles and responsibilities of law officers, investigation processing, interviewing, searching and arresting, protecting the rights of citizens, facing the national drug problem, victimization, the courts, and other elements of the criminal justice system.
CJ 130 Criminology. This course introduces students to the study of criminal behavior. It addresses the classical, neoclassical, biological, psychological, and sociological theories of the causes of criminal behavior and society’s responses. Topics include an overview of criminology as a social science, patterns of crime and crime statistics, research methods and theory-building, and crimes against property and persons. Also included are classical theories, positivism, ecological and social disorganization theory, subcultural theory, conflict theory, and social control and social learning theory.

CJ 135 Community Policing. This course covers the fundamentals of community-oriented policing and problem-solving. The course focuses initially on the history of policing and the changing nature of criminality in America, including the development of more community-oriented government and police. Topics include the evolution of policing, changes in crime and society, community-oriented programs, planning and implementing community-oriented policing, training personnel, managing diversity, and comparing policing in America to foreign countries.

CJ 140 Criminal Justice Management. Effective management is vitally important to the criminal justice system. Managers must develop organizations that meet the needs of their communities and those of criminal-justice workers. Topics include managing in justice-centered organizations, human relations management, responsibility and authority, staff development, ethical practices, evidence-based best practices, and community relations.

CJ 145 Constitutional Law. This course covers the foundations for understanding constitutional law, the guarantees given in the U.S. Constitution to citizens, and the effect of constitutional amendments on the criminal justice system. Topics include a historical overview of constitutional law, the role of the Supreme Court of the United States, the guarantees of civil rights and civil liberties, the Bill of Rights, the other amendments, and changes in Constitutional law and interpretation over time by the U.S. courts system.

CJ 150 Introduction to Forensic Science. This course provides an overview of forensic science (criminalistics) for students who are studying criminal justice or who intend to pursue a career in forensic science. It discusses applications of criminalistics to criminal investigations, technique, and the capabilities and limitations of modern crime labs. Topics include crime scenes, physical evidence, organic and inorganic analyses, forensic technology, arson and explosions, serology, fingerprints, firearms, computer forensics, and the future of criminalistics.

CJ 155 Criminal Courts System. This course addresses the history, traditions, and legal principles that are the foundation of the courts as an essential part of the American criminal justice system. Topics include comparison of state and federal courts, federal procedures, and basic rights and liberties of all U.S. citizens – including victims and the accused. An important focus will be students’ understanding of the roles of judges, prosecuting attorneys, defense counsel, police, and probation officers and other court-related personnel in the criminal court process.

CJ 160 Criminal Investigation. This course provides an introduction to methods of criminal investigation. It covers the investigative process and recent changes in the methods used in the field. The course examines the investigative methods used for the various major crime categories. It also spans activities from first responders at a crime scene to the presentation of evidence in a court of law. Topics include recording crime scene evidence, laboratory and technical services, locating witnesses, interviewing, arresting suspects, case preparation and presentation. Also included are organized crime, violence and threat assessment, and community-oriented problem-solving policy.

CJ 165 Criminal Evidence. This course focuses on the methods and procedures for developing, documenting, and presenting evidence. It focuses on the Bill of Rights as the historical basis for the rules of evidence used in criminal trials throughout the U.S. Topics include the history and development of the Law of Criminal Evidence, using evidence to determine guilt or innocence, direct and circumstantial evidence, witnesses and testimony, hearsay and exceptions to the use of hearsay, the Exclusionary Rule, when improperly obtained evidence can be used, obtaining evidence by the use of search warrants, documenting the crime scene, maintaining the chain of custody, and collecting various forms of evidence to build a case.

CJ 170 Criminal Procedure. This course explores the criminal justice process, examining an accused person’s guaranteed protections under the Bill of Rights, as well as the roles of the prosecuting and defense attorneys and the federal judicial system. Topics include requirements for arrest, search and seizure, confessions, and pre-trial
identifications. The U.S. Constitution and U.S. Supreme Court decisions that create law are essential elements of the course.

**Economics**

**ECON 100 Microeconomics.** This course provides a general introduction to microeconomics. Microeconomics is also called price theory and the theory of the firm. It describes economic forces and processes from the perspective of individuals and firms that are engaged in economic activity. It examines what they face when buying and selling their goods and services, including considerations of pricing goods and determining how many goods to produce. It also looks at markets and investigates the different circumstances of monopoly, perfect competition, imperfect competition, oligopoly, and monopoly.

**ECON 101 Macroeconomics.** Macroeconomics is concerned with the operation of aggregate economic forces and processes on a country's economy. This course examines all the key components of macroeconomics, including: developing national accounts data, dealing with the business cycle, analyzing aggregate supply and demand, the role of savings and investment, determinants of economic growth, the use and consequences of fiscal and monetary policies, the determinants of inflation, world trade, and challenges of macroeconomic policy.

**ECON 125 Economics for Managers.** This course provides students with a framework in the basic principles of modern economics. Microeconomic topics covered include demand, production, costs, marginal analysis, and varying market structures. Macroeconomic topics covered include spending, inflation, unemployment, and international relations. The course focuses on the application of economic theories and the pragmatic demands of business decision-making with applications to operations, marketing, and finance.

**ECON 160 International Economics.** This course is an overview of international trade theory and international monetary economics. Topics include world trade, labor productivity, comparative advantage, the Ricardian model, the Heckscher-Ohlin-Samuelson framework, economies of scale, imperfect competition in international trade, the theory of external economies, international labor mobility, exchange rates, and global capital market.

**ECON 161 International Economics II.** This course is a continuation of Econ 160 International Economics. It expands the foundation in trade theory established in Econ 160 to cover international monetary economics. Topics include exchange rate determination, open economy macroeconomics, the international monetary system, global capital markets, and the economic development of underdeveloped countries.

**Engineering Management**

**EMGT 100 Introduction to Engineering.** This is a foundation course in engineering. It is designed to provide undergraduate students an overview of engineering concepts and methods used by engineers. It introduces students to professionalism and ethics in engineering, providing basic coverage of the elements of style for technical writing and engineering presentations, as well as introducing the basic concepts in engineering math, statistics, and engineering economics.

**EMGT 110 Introduction to Engineering Analysis.** This course covers engineering modeling and simulation in a practical fashion and provides undergraduate students the fundamentals in engineering analysis and its applications in various major engineering fields. Engineering analysis is one of the requisites for students who major in engineering or engineering management, enabling them to learn how to use a systematic approach to provide engineering solutions.

**EMGT 145 Technological Entrepreneurship.** This is an undergraduate course aimed to provide an overview of how to manage and market high-tech products and services in established companies and in engineering start-ups. The topics include strategy, corporate culture, partnership and alliance, R&D, high-tech customers, product development and management, distribution and pricing, advertising and promotion, e-commerce, and social, ethical and regulatory issues in high-tech business.
EMGT 150 Engineering and Technology Management. This undergraduate level course provides an overview of how to manage engineering and technology efforts. Topics include major principles of engineering management, functions of technology management, managing through the product life-cycle, managing engineering and technology projects and managing engineering careers.

EMGT 151 Introduction to Systems Engineering. This course provides an overview of systems engineering. Topics include the structure of complex systems, the system development process, systems engineering management, managing conceptual development, engineering development, post-development, and special topics such as software systems engineering and decision tools.

English

ENGL 100 English Grammar. This is a self-study grammar course for students who have already studied the basic grammar of English. It concentrates on particular grammatical points and structures to address common confusions and questions in these areas. The course is organized in grammatical categories. It covers the following topics: nouns, verbs, adjectives, adverbs, prepositions, etc. Mastery of English grammar cannot be learned solely by studying theoretical premises. Consequently, this course is heavily focused on students engaging in practice exercises.

ENGL 101 English Composition. This course recognizes that good writing is based on clear thinking. To begin the writing process, an individual needs to be clear about what it is he/she wants to say. In order to prepare students to write effectively, the course covers the following topics: planning, drafting, revising, editing and proofreading, formatting and submitting. It also provides guidance for different styles of writing, including: narrative and descriptive writing, analytical writing, persuasive writing, report writing, and literary writing. Finally, it examines how students should conduct research efforts and write up their findings.

Finance

FIN 100 Principles of Finance*. This course introduces the student to key concepts, practices, and issues in finance. Topics covered include: capital and financial market systems, investment banking, interest rates, public offering, private placements, valuation of financial assets, investment in long-term assets, time value of money and capital budgeting techniques, break-even analysis, operating and financial leverage, capital structure, and earnings per share (EPS). *Math 100 should be taken before this course, but it is not an official prerequisite.

FIN 101 Financial Management*. This course is a continuation of FIN 100 Principles of Finance. It introduces the student to advanced concepts, practices, and issues in financial management. Topics covered include: capital-budgeting, cash flow analysis, cost of capital, determining financial mix, dividend policy, financial forecasting, working-capital management, liquid asset management, and international business finance. *Prerequisite: FIN100.

FIN 102 Personal Finance. This course provides a comprehensive discussion of key topics in personal financial planning and management. Topics covered include: personal financial planning, quantitative approaches to financial planning, money management, personal tax strategy, financial institutions, financial services, major types of investment opportunities and instruments, risk management, online banking, retirement planning, financial privacy, and financial aspects of estate planning.

FIN 160 International Finance. This advanced course covers the processes and complexities of international business finance. Topics covered include: international financial management, measuring and managing foreign exchange exposure, financing the global firm, foreign investment decisions, managing multinational operations, international portfolio theory, currency risk management, and interest rate risk management.

General Studies

GST 199 Summary Project. GST 199 is the capstone course for the Bachelor’s Degree in General Studies. At the end of their program, students should be able to use the knowledge, skills and abilities they developed through their BSGS studies to make critical assessments of the significant issues and situations that they
encounter. The course requires students to write an in-depth term paper on a topic of current interest to individuals and society. In writing their papers, students need to demonstrate that at the completion of their bachelor's degree, they are able to write clear, error-free prose; can collect and employ facts to bolster their arguments (i.e., conduct research); and can articulate problems and their solutions in a convincing, logical way.

**Government**

**GOV 100 U.S. Government and Politics I.** This introductory course covers the structure, powers, and processes of the American political system. It reviews the development of democracy from the colonial period, the creation of the Constitution, and how the U.S. government has developed and functioned over the past two centuries.

**GOV 101 U.S. Government and Politics II*.** This course is a continuation of GOV 100 U.S. Government and Politics I. It covers the structure, powers, and processes of the American political system in greater depth. It reviews how the U.S. government has developed over the centuries and how it functions within a federal system that gives substantial powers to state and local governments as well as private organizations and individuals.

*Prerequisite: GOV 100.

**Health Administration**

**HA 100 Introduction to Health Services.** This course provides the student with an overview of the healthcare system in America. The main topics include the demand for and access to healthcare services, the roles of organizational and individual healthcare services providers, such as ambulatory services, hospitals, mental and behavioral health services, long-term care, medical groups, and research and technology organizations and pharmaceutical industry, how healthcare system is paid, managed, regulated and evaluated as well as national health policy.

**HA 101 Essential Medical Terminology.** This course introduces students to essential medical terminology that they will encounter in their careers in the healthcare field. The course covers medical word parts, root words, and abbreviations as well as medical terminology in body systems and patient care.

**HA 102 Introduction to Healthcare Law and Ethics.** This course covers the fundamentals in the laws and ethics that health services and medical professionals are facing in their practice. It provides overviews of major laws and regulations governing healthcare services and the legal and court system. It also introduces major legal issues in healthcare practices, and the rights and responsibilities of healthcare providers and recipients. Also included are topics on legal issues in the healthcare organization workplace, such as labor and employment laws, and ethics issues facing healthcare providers in dealing with life, childhood, death and other issues.

**HA 104 Epidemiology and Community Health.** This course is an introduction to epidemiology and community health from a managerial perspective. It covers the following topics: concepts, principles and applications of epidemiology, including infectious diseases, measuring and interpreting morbidity, healthcare planning and needs assessment, quality measurements, mortality and risk adjustment, descriptive epidemiology, epidemiology’s applications in finance and cost-effectiveness analysis and evidence-based management, epidemiology study methods and applications in specific diseases that impact community health.

**HA 120 Information Technology for Health Professions.** This course covers the foundations of information technology in healthcare and management. The topics include introduction to IT, hardware, software, networking and telecommunications, medical informatics, administrative and accounting applications using IT, telemedicine, IT used in public health, radiology, surgery, pharmacy, dentistry, rehabilitation, medical devices, assistive technology, information resources used as assisted instruction, expert systems, health info online and security and privacy in an electronic age.

**HA 130 Healthcare Organization Management.** This course provides a systematic understanding of organizational principles and practices in managing health service organizations. The course covers the core knowledge in healthcare organizations such as organizational behavior, leadership, group dynamic, team building,
designing and managing alliances, organization learning and development, organization strategy formulation and managing change.

**HA 140 Health Services Marketing.** This course introduces health services marketing. The topics include the history of health service marketing; basic marketing concepts, societal context of healthcare services consumption; the nature of healthcare markets, healthcare consumers and consumer behavior; healthcare products and services; factors that influence health services utilization; marketing strategies, promotion, advertising and sales, as well as emerging marketing techniques in marketing health services.

**HA 150 Healthcare Management.** This course introduces undergraduate students to healthcare management. It covers broad management topics, including leadership, management and motivation, organizational behavior, strategic planning, performance and quality improvement, financing healthcare, health insurance, health information, costs and revenues, healthcare professionals, human resources, teamwork, cultural diversity, and ethics and laws.

**HA 151 Managed Healthcare.** This course introduces students to the study of managed healthcare. It covers topics in the history and evolution of managed care, the main types of managed care organizations, the healthcare delivery system, how managed care actually manages healthcare and delivers services, nonmedical operations of MCOs, Medicare and Medicaid programs and the regulations in managed healthcare.

**HA 152 Long-Term Care Management.** This course provides an overview of the long-term care system and its management. The topics include the concept of a continuum of care, consumers and providers, external forces such as regulations, licensures and accreditations, reimbursement resources, and quality assurance and improvement and major ethic issues. It also covers the topics in governance, management, technology, marketing, community relations and future trends in managing long-term care.

**HA 199 Health Politics and Policy.** This course provides an overview of health policy in America. It covers the politics that shape health policies of the nation, including key ideas, values and frameworks that are essential to understanding health politics and policy, the political institutions involved in formulating national health policy including Congress, the Executive Branch, the Court, and state governments, health policy process involving these social forces interacting with the government in shaping healthcare policies, the outcomes of programs, policies and problems, and the reform of the healthcare system and health policy from international perspectives.

**History**

**HIST 100 World Civilizations I.** This course provides an overview of world civilizations from the dawn of humanity through approximately 1500. The course traces the roots of early civilization, paying special attention to the political and cultural interactions between them, the rise and fall of ancient civilizations, the Renaissance, and the development of religious, political and philosophic thought.

**HIST 101 World Civilizations II*.** This course provides an overview of world civilizations from 1500 to the present. The course will cover: civilizations in Asia, Europe, Africa, and the Americas; the Age of Exploration; European colonization of the Americas; the rise of Western thought and political dominance; the Cold War; and the effects of globalization. *Prerequisite: HIST100.

**Homeland Security**

**HS 100 Introduction to Homeland Security.** This course will provide the student with an overview of homeland security. The main topics include homeland security, hazards, governmental issues, the intelligence community, counterterrorism, border security, immigration, transportation security, cybersecurity, emergency response and recovery, disaster mitigation, prevention and preparedness, communications, science and technology, and research and development.

**HS 110 Introduction to Emergency Management.** This course will provide the student with an overview of emergency management. The main topics include emergency management, emergency response teams, hazard
mitigation, disaster response, disaster recovery, emergency policy, risk perception, communication, hazards assessment, risk analysis, evaluation of emergency staff, international response, accountability and the future of emergency management.

**HS 120 Emergency Management Technology.** This course will provide the student with an overview of emergency management technology. The main topics include emergency management, technology, the Internet, networks and communications systems, GPS, GIS and geographical systems, direct and remote sensing, emergency management decision support systems, hazard analysis and modeling, warning systems, problems with technology, and trends in technology as well as the future of technology in emergency management.

**HS 130 Introduction to Terrorism and Counterterrorism.** This course will provide the student with an overview of terrorism and counterterrorism. The main topics include terrorism, the history of terrorism, modern terrorism and how and where it began, international and religious conflict, and tactics for countering terrorism.

**HS 140 Emergency Preparedness.** This course will provide the student with an overview of emergency preparedness. The main topics include emergency planning and preparedness, emergency management, vulnerability assessment, threat mitigation, protective actions, emergency plans, continuity of operations, population warning, risk communication, emergency response, federal mandates, professionalism, and a future of planning.

**HS 150 Critical Incident Response.** This course will provide the student with an overview of disaster response. The main topics include disasters, hazards, conflict, emergency responders, critical incident response, emergency management, disaster recovery, threat detection, warning the public, emergency medical treatment, media relations in a critical incident, damage assessment, threat mitigation, vulnerability reduction, problems associated with critical incident response, emergency response technology and tools, lessons learned in emergency response, and preparing for emergencies.

**HS 160 Maritime Security.** This course provides an introduction to maritime security. The topics cover commercial seaport and maritime transport security, maritime business entities, international and US maritime security regulation and programs, vulnerabilities in the cargo supply chain, piracy and stowaways, drug smuggling in the waterways, maritime issues in terrorism, strategic blueprints for better maritime security, port security management, and maritime information security and assurance.

**Humanities**

**HUM 100 Humanities I.** This course provides an introduction to the fundamentals of the humanities as they relate to early human civilization. The student will gain a further understanding of our roots and origins and some of the important contributions passed down from the earliest of mankind. Emphasis is placed on early advances in technology, art, music, dance, travel, poetry, and education.

**HUM 101 Humanities II.** This course provides an in depth look at the humanities from the period of the Renaissance to the present day. Students will gain a fundamental understanding of the actions that shaped our world into what it is today. Areas covered are the Protestant Reformation, the first applications of scientific analysis, the Baroque Style, music, art, literature, theater, the Enlightenment Period, Romanticism, Industrialization, Colonialism, and Modernism.

**Management**

**MGT 100 Introduction to Business.** This course provides a practical overview of basic principles of business management. The course covers topics in the areas of marketing, sales, finance, accounting, business law, organizational behavior, contracting, and procurement. It provides insight into key issues businesses face and how they are run.

**MGT 101 Principles of Management.** This course provides students with a solid foundation in the theory and practice of modern management. Theories, concepts, and processes of both classical and modern management
will be discussed. Other covered topics include: leadership, human resource management, conflict in line and staff relationships, delegation, accountability in organizations, role and types of organizational communication, ethics in business, diversity at the workplace, change and stress management, quality and innovation, operations control, international management, and technology in business.

**MGT 102 Legal Environment of Business.** This course focuses on how the legal environment affects business operations and decision-making. The importance of critical legal thinking is emphasized throughout the course. Topics covered include: legal environment of business, the legal and regulatory environment, ethical business management, and employment and labor regulations.

**MGT 115 Operations Management.** This course surveys the field of operations management. Topics covered include: quality, quality function deployment, quality conscious purchasing, theory of constraints, capacity management, process management, location and layout design, resource planning, lean systems, waiting lines, technology management, supply chain management, forecasting, and aggregate planning.

**MGT 122 e-Commerce.** This course provides students with an overview of electronic commerce and the technologies that are needed to support it. Topics covered include: using Internet technology to gain business advantage, operating electronic funds transfer, creating business opportunities in electronic commerce, implementing Web sites, ethical issues, and developing business plans for technology ventures.

**MGT 131 Organizational Behavior.** This course provides a comprehensive treatment of key concepts, practices, and issues in organizational behavior. Topics covered include: personality, trust, emotions, perception, attribution, power, politics, values, attitudes, motivation, leadership, communication, groups and group formation, and team-building, individual and group decision making, conflict management, and human resource policies and practices.

**MGT 132 Human Resources Management.** This course focuses on the basics of human resource management in organizations. Topics covered include: strategic human resource management, human resources planning and recruitment, training and development, compensation, performance appraisal, labor relations, employee security and safety, and human resources management in a global perspective.

**MGT 133 Organizational Communication.** This course introduces students to basic principles for effective organizational communication. Topics covered are in the areas of: communication competencies, interpersonal communication skills, verbal vs. nonverbal communications, managing communication conflict, intercultural communication, team building; communication with customers and clients, group communication, making effective presentations, etc.

**MGT 135 Leadership.** This course provides a survey of theory and practice of leadership in the organization. Topics covered include: leadership behavior, theories of leadership effectiveness, delegation, empowerment, power and influence, contingency theories of leadership, charismatic and transformational theories of leadership, participative leadership, leading change in organizations, leadership in teams and decision making groups, leadership training and development, and learning organizations.

**MGT 136 Decision Making.** This course focuses on the fundamentals of decision making. Understanding the role of key players: stakeholders, decision makers, decision implementers, the community, and outside forces. The difference between handling simple, near-automatic decisions vs. vaguely defined decisions of consequence. Working with simple decision heuristics. Techniques. Decision making in groups.

**MGT 150 Project Management.** This course examines current tools and perspectives in the arena of project management. Topics covered include: project life cycle, project selection, project planning, project control, project execution, project closeout, organizing project efforts, identifying needs and articulating requirements, change control, and motivating matrixed team members.

**MGT 160 International Business.** The focus of this course is on the behaviors and functions required for successful business management in today's challenging global multicultural environment. Topics covered include: globalization, environment of international management, social responsibility and ethics, cultural management and
styles, cross cultural communication, cross-cultural negotiations, international business strategy, global and cross border alliances, control systems for global operations, cultural shock, diversity, global labor relations, and leadership and motivation in a multicultural context.

**MGT 165 Introduction to International Relations.** This course will provide the student with an overview of international relations. The main topics include globalization, realist, liberal, and social theories, conflict, war, and terrorism, trade, finance, international organizations, international law, human rights, climates, international environments, inequalities, budgets, international currencies, and international technologies.

**MGT 190 Entrepreneurship.** This advanced course presents the essentials of entrepreneurship and how to start and manage successful business ventures. Topics covered by the course include: developing entrepreneurial ideas, forms of business ownership and franchising, marketing analysis and marketing planning, advertising and promotion, financial planning and financing, developing winning business plans, operational and service planning, global aspects of entrepreneurship, leading and growing a new venture, and planning management succession.

**MGT 195 Business Policy and Strategy.** This is a capstone course that involves the application of concepts and techniques of strategy formation, implementation and evaluation. Topics covered by the course include: globalization and global issues that impinge on strategic management decisions, environmental issues, e-business, vision and mission statements, developing business policies, generic strategies, external and internal strategic management audits, choosing among alternative strategies, implementing and evaluating business policy and strategy, and integrating culture and strategy.

**MGT 198 Directed Readings and Research.** This course consists of supervised readings and research projects focusing on a specific area of management. It is open to undergraduate students, who are majoring in management, IT management, marketing management, or international management.

**Marketing**

**MKT 100 Principles of Marketing.** This introductory marketing course provides students with a basic understanding of the concepts, forces, institutions, and methods involved in marketing of goods and services. Topics covered include: market research, consumer and business buyer behavior, market segmentation, target marketing, market positioning, new products development, product lifecycles, pricing, distribution, supply chain management, and ethics in marketing.

**MKT 101 Marketing Management.** This course provides an in-depth treatment of marketing management principles, strategies, and practices. Emerging trends in the field are given comprehensive treatment. Topics covered include: reverse marketing, experiential marketing, Internet marketing, customer relationship management, global marketing, brand marketing, market oriented strategic planning, consumer and business markets, market segmentation and target marketing, product life cycle, new product and service development, brand strategy, pricing and pricing strategies, integrated marketing communication, promotional strategies, sales force management, and total marketing management.

**MKT 105 Retail Management.** This course provides students with an introduction to retailing. Topics covered include: strategic planning, identifying target customers, choosing a retail location, pricing, store image, and other factors in managing a retail business.

**MKT 110 Marketing Communications.** This course provides an introduction to the advertising and marketing communications tools that support sales efforts of the firm. Topics covered include: the integrated marketing, marketing mix, marketing planning, the legal environment, advertising, promotion, and public relations.

**MKT 150 Marketing Research.** This course introduces the student to the key concepts, techniques, tools, issues and terminologies of marketing research. Topics covered include: purpose and uses of marketing research, online marketing research, marketing research process, ethics in marketing research, marketing research problem and objectives definition, research design, designing data collection forms, secondary data and online databases, qualitative data collection methods, survey data collection methods, measurement in market research,
quantitative data analysis, and interpretation of data analysis results. The use of SPSS is integrated into the course.  *Prerequisite: STAT 100.

**MKT 160 International Marketing.** This advanced course covers the processes and activities of international marketing, with emphasis on export development and management. Topics covered include: concepts of international marketing and export management, the international environment, export market selection, market entry strategies, export entry modes, product and pricing decisions, export financing payment methods, promotion and market communications, export order and physical distribution, and the organization and planning of international marketing activities.

**Mathematics**

**MATH 100 Business Mathematics.** This course introduces students to mathematical concepts and tools that are used in the functional areas of business. Topics covered include: basic mathematics, basic statistics and graphs, accounting mathematics, retail mathematics, simple interest, bank reconciliation, compound interest, annuities, sinking funds and amortization.

**MATH 105 College Algebra.** This course provides an introduction to the fundamental concepts of algebra. Topics covered include: equations, polynomials, rational functions, exponential functions, logarithmic functions, and graphs.

**MATH 106 College Trigonometry*.** This course is a continuation of MATH 105 College Algebra. Topics covered include: trigonometric functions, trigonometric identities, equations, matrix operations, determinants, systems of equations, sequences, series, and probabilities.  *Prerequisite: MATH 105.

**MATH 110 Finite Mathematics and Calculus I.** This course is the first semester of a two-semester course in finite mathematics and calculus for undergraduate students. Topics include a review of algebra, linear functions, systems of equations and matrices, linear programming using graphical and simplex methods, mathematics of finance, logic, sets and probability, counting principles, and statistics.

**MATH 111 Finite Mathematics and Calculus II*.** This course is the second semester of a two-semester course in finite mathematics and calculus for undergraduate students. Topics include nonlinear functions, the derivative, graphs and the derivative, applications of the derivative, integration, applications of integration, multivariable calculus, and probability.  *Prerequisite: MATH 110.

**Physics**

**PHY 100 Physics I.** This course provides an introduction to college physics, using an algebra-based approach. Topics covered include: kinematics, dynamics, circular motion. Newton's laws of motion, work, energy, impulse and momentum, rotational kinematics and dynamics, and simple and harmonic motion.

**PHY 101 Physics II*.** This course provides an intermediate level of college physics to the student, using an algebra-based approach. Topics covered include: fluids, temperature and heat, the transfer of heat, thermodynamics, waves and sound, electricity, and magnetism.  *Prerequisite: PHY 100.

**Psychology**

**PSY 100 Psychology I.** This introductory class focuses on psychology from an applied to modern life perspective. The course explores adjusting to modern life, personality, stress, coping, the self, social influences, gender, career, psychological disorders, and approaches to psychotherapy.

**PSY 101 Psychology II*.** This introductory survey class focuses on psychology from a work perspective. The course explores industrial and organizational psychology, job analysis and performance, motivation, attitudes, fairness and diversity, leadership, teams and the organization of work behavior.  *Prerequisite: PSY 100.
Sociology

SOC 100 Sociology I. This course provides an overview of sociology. The methods that sociologists use to study human behavior, relationships, and social institutions are discussed. The course will explore social and cultural structures that exist in different societies. Students will gain a better understanding of the connection between their lives and the larger society around them.

SOC 101 Sociology II*. This course is a continuation of SOC 100. Sociology I, focusing on current issues from a sociological perspective. It will focus on how modern institutions deal with such key social issues, such as economic inequality, race and ethnic relations, class and social stratification, gender relations, families, work, and health. *Prerequisite: SOC 100.

SOC 103 Business and Society. This course surveys key issues and concepts in the field of business and society, with an emphasis on ethics. Topics covered include: the corporation in society, corporate social responsibility and social responsiveness, ethical business management, the corporation and public policy, sustainable development, managing the challenges of technological change, consumer protection, the community and the corporation, managing a diverse workforce, and media relations.

Statistics

STAT 100 Basic Statistics. This course is a first course in statistics for undergraduate students. Topics covered include: sources and methods of data collection, data types, presenting data in charts and tables, descriptive measures, basic probability, probability and sampling distributions, confidence interval estimation, hypothesis testing, two-sample tests, one-way ANOVA and chi-square.

STAT 101 Business Statistics I. This is the first part of a two-term introductory course that focuses on the concepts and tools of statistics as applied to business. Topics covered include: sources and methods of data collection, descriptive and inferential statistics, basic probability concepts, properties of discrete and continuous random variables, normal and sampling distributions, confidence interval estimation, fundamentals of hypothesis testing, and control charts. The use of Microsoft Excel is integrated into the course.

STAT 102 Business Statistics II*. This course is the continuation of STAT 101, extending the student’s understanding of the application of statistics to the functional areas of business. Topics covered include: analysis of variance, tests of two or more samples with categorical data, regression models, time series analysis, and decision making and statistical applications in quality and productivity management. *Prerequisite: STAT 101.

STAT 110 Decision Science I. This course provides an introduction to management science for undergraduate business majors. Topics covered include: decision modeling, linear programming, applications of linear programs, and integer programming. This course emphasizes the use of spreadsheets as a tool to quickly set up and solve decision models.

STAT 111 Decision Science II*. This course is a continuation of STAT 110 Decision Science I. It extends the introductory course in management science for undergraduate business majors to more advanced topics. Topics covered include: project planning and control using PERT/CPM, linear programming, decision making under risk and uncertainty, queuing theory, simulations, time-series analysis, qualitative forecasting techniques, and economic order quantity (EOQ) modeling. This course emphasizes the use of spreadsheets as a tool to quickly set up and solve decision models. *Prerequisite: STAT 110.

STAT 125 Statistics for Managers. This course focuses on the concepts and tools of statistics as applied to business. Topics covered include: sources and methods of data collection, descriptive and inferential statistics, basic probability concepts, properties of discrete and continuous random variables, normal and sampling distributions, confidence interval estimation, and fundamentals of hypothesis testing.
The University of Management and Technology requires the following to complete the application process:

- A completed application form (Please complete online at [https://www.umtweb.edu/OnlineApplication.aspx](https://www.umtweb.edu/OnlineApplication.aspx))
- A current resume
- A non-refundable application fee of $30.00 (Waived for UMT Military Scholarship recipients and VA beneficiaries)
- A non-refundable credit transfer evaluation fee of $30.00 (Waived for UMT Military Scholarship recipients and VA beneficiaries)
- At least one of the following documents is required as evidence of completing high school or obtaining a GED:
  - Official high school transcript
  - Notarized copy of high school diploma and final high school transcript with awarded date
  - Official General Educational Development (GED) or state equivalent transcript
  - Notarized copy of the GED certificate or state equivalent indicating student pass status
  - Copy of the “secondary school leaving certificate” or other similar document for students who completed secondary education in a foreign country
  - Official military transcript (Community College of the Air Force or Joint Services)
  - Official transcript that indicates the student successfully completed at least 12 credits from an accredited college or university and high school’s name is listed therein
  - Official transcript from an accredited college or university two-year program that is acceptable for full credit toward a bachelor’s degree.
  - For a homeschooled student from a state where state law requires the student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
  - For a homeschooled student from a state where state law does not require the student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent): a transcript or the equivalent, signed by the student’s parent or guardian. Document must list the secondary school courses the student completed and include a statement that the student successfully completed, as defined by the state, a secondary school education in a homeschool setting.
- Official transcripts from post-secondary institutions attended for transfer students
- Photo ID – US students: passport or driver’s license; International students: passport or other government issued photo ID
- Three Recommendation and Reference Forms (Form can be downloaded online at [http://www.umtweb.edu/pdfdocs/recommendation_reference.pdf](http://www.umtweb.edu/pdfdocs/recommendation_reference.pdf)) (Optional)
- One of the following English test scores or records is required for the applicants whose English is not their native language.
  - TOEFL minimum scores of 500 (PBT, Paper Based Test) or 61 (iBT Internet Based Test). **UMT’s Institution Code is 7853.** Or, 6.0 on the International English Language Test (IELTS) or 44 on the PTE Academic Score Report;
  - A minimum grade of Level 3 on the ACT COMPASS’s English as a Second Language Placement Test;
  - A minimum grade of Pre-1 on the Eiken English Proficiency Exam;
  - A minimum B-2 English proficiency level identified within the Common European Framework of Reference standards and assessed through various ESOL examinations, including the University of Cambridge;
  - A transcript indicating completion of at least 30 semester credit hours with an average grade of “C” or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction was English;
- A high school diploma completed at an appropriately accredited/recognized high school (where the medium of instruction is English).
Application Instructions

University of Management and Technology
1901 Fort Myer Drive, Arlington, VA 22209-1609
Phone: (703) 516-0035  Fax: (703) 516-0985
Web: www.umtweb.edu  Email: admissions@umtweb.edu

☐ Financial Certificate for International Applicants Requiring Form I-20 to study in the United States as a full-time student.
   (Form can be downloaded online at http://www.umtweb.edu/pdfdocs/financial_certificate.pdf)

Additional Requirements:
☐ Original transcripts that are not in English must be accompanied by a certified (notarized) English translation.
☐ An interview may be required, but is not necessary to submit an application.

NOTIFICATION

Prospective students are evaluated for admission as soon as all required documents are received, and notified as soon as the decision process is completed.

INQUIRIES

Office of Admissions
University of Management and Technology
1901 Fort Myer Drive, Suite 700
Arlington, VA 22209-1609
Phone: (703) 516-0035; Fax: (703) 516-0985
Email: admissions@umtweb.edu
Web: www.umtweb.edu
Tuition, Fees & Refund Policy

Tuition • Fees • Tuition Refund Policy • Tuition Refund Examples

TUITION

Tuition per credit hour $390
Tuition per credit hour for students receiving the UMT Military Scholarship $250
Tuition per credit hour for International Students with F-1 or J-1 visa $780

FEES

Application Fee* $30
Transfer Credit Evaluation Fee* $30
Semester Registration Fee* $30
Late Registration Fee* (applies on and after the first day of a semester) $40
Re-admission Fee* $30
Change-of-Program Fee* $30
Change-of-Schedule Fee* $30
Continuing Enrollment Fee* $30
Returned Check Fee $30
Transcript Fee $10
Graduation Processing Fee $50
Commencement Fee $75
Replacement Diploma Fee $75
Inter-school Processing Fee $50
International Student I-20 or DS-2019 Processing Fee $250

* Fee is waived for students receiving the UMT Military Scholarship and VA beneficiaries.

For additional DBA Fees: Please refer to the DBA section of the graduate catalog.
TUITION REFUND POLICY

UMT reserves the right to terminate student enrollments if students do not meet the academic and financial standards.

A student may request Enrollment Agreement Cancellation or Course Withdrawal in any manner, but to ensure timely processing, the university strongly recommends email, fax, or mail. The refund is calculated based on the postmarked date that a student’s request is mailed or the date that the electronic request is received by UMT.

**Enrollment Agreement Cancellation:** Students have seven calendar days after signing an enrollment agreement to cancel enrollment and receive a full refund of all monies paid to the university minus any fees paid up to $75. A student requesting cancellation more than seven calendar days after signing an enrollment agreement, but prior to beginning a course in the program, is also entitled to a refund of all monies paid to the university minus any fees paid up to $75. Cancelling an enrollment agreement after starting one or more courses automatically causes a course withdrawal of all unfinished courses.

**Course Withdrawal:** UMT refunds the proportion of the tuition paid after beginning a course, according to the following schedule:

<table>
<thead>
<tr>
<th>Withdrawal Time Period</th>
<th>Refund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st week (day 1-7) of the course</td>
<td>100%</td>
</tr>
<tr>
<td>2nd week (day 8-14) of the course</td>
<td>80%</td>
</tr>
<tr>
<td>3rd week (day 15-21) of the course</td>
<td>60%</td>
</tr>
<tr>
<td>4th week (day 22-28) of the course</td>
<td>40%</td>
</tr>
<tr>
<td>5th week (day 29-35) of the course</td>
<td>20%</td>
</tr>
<tr>
<td>&gt;6th week (day &gt;35) of the course</td>
<td>None</td>
</tr>
</tbody>
</table>

When a third party is paying the student’s tuition, any refund is made to the third party, not to the student.

**Refund Payment:** Refund payment will be made within 30 days from the cancellation date.

**For Students Using FSA:** Please refer the UMT FSA Handbook in leave of absence, withdrawal, return of title IV funds and post-withdrawal disbursement for more guidelines.

For international students with F-1 or J-1 visa, the first-year-program tuition is non-refundable.

TUITION REFUND EXAMPLES

A student withdraws from a course on day 5. The student is entitled to a 100% refund of the tuition paid. In this situation, the following calculation would apply:

$1170  (tuition for one three-credit course)
- 1170  (the refund amount, which is 100% of the course tuition)
$      0  (student’s responsibility to pay to the University)

A student withdraws from a course on day 25. The student is entitled to a 40% refund of the tuition paid. In this situation, the following calculation would apply:

$1170  (tuition for one three-credit course)
- 468   (the refund amount, which is 40% of the course tuition)
$ 702   (student’s responsibility to pay to the University)