Welcome To Walsh College

You have chosen to attend an institution like no other in Michigan. Walsh College’s distinction of offering only junior and senior level courses towards bachelor degrees along with the most respected master degrees makes it truly unique. Our 18,000 alumni are among the rare college graduates who feel connected to their alma mater based on their education and their relationships with their instructors. More than 90 percent of them live and work and influence business decisions in southeast Michigan.

You are joining an established, respected institution that has been known for providing contemporary, career-directed business education since 1922. You will take classes from faculty members who are successful business leaders and who bring their real world experience and insight from the boardroom into their classrooms. The Walsh College brand of quality education is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

The Walsh community is dedicated to making your educational experience valuable and satisfying. We are committed to keeping our curriculum relevant in both content and use of technology, and will address global, ethical and technological issues in the classroom. We will offer flexibility and accessibility in scheduling of classes and locations.

Whether you are a transfer student from a community college, another university or a graduate student, you can expect the highest standard of educational excellence at Walsh College. When you graduate from Walsh College, you will have a degree of value, a degree that will help you get the job you’ve always wanted.

Sincerely,

Keith A. Pretty, JD
President
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Walsh College Degree Programs

Bachelor of Accountancy

Bachelor of Business Administration
with majors in:
- Business Information Technology
- Finance
- General Business
- Management
- Marketing

Bachelor of Science in Business Information Technology

Master of Arts in Economics

Master of Business Administration

Master of Science in Accountancy

Master of Science in Business Information Technology

Master of Science in Finance

Master of Science in Information Assurance

Master of Science in Management

Master of Science in Managing Manufacturing Operations

Master of Science in Taxation

Walsh College Mission

Walsh College provides a quality, practical business education that enables students to become successful professionals and leaders.

Core Areas of Excellence

Walsh College offers a broad range of business and technology programs for undergraduate and graduate students as well as individuals seeking continuing professional development. Programs have the appropriate balance of practical and theoretical education and are delivered by faculty who possess strong experience in their field and academic credentials. The College ensures competency of its graduates, responds to employer needs, and offers services and programs to help employers succeed. Walsh provides convenient, personal service to students and clients in a professional learning environment.

Values

The Walsh College community shares the following values as it works together to accomplish its mission:
- Student success
- Quality
- Practical application of knowledge and professionalism
- Ethical behavior
- Accessibility and flexibility
- Innovation, creativity and teamwork
- Diversity
- Leadership and fiscal responsibility

Accreditation and Approvals

Walsh College is accredited by:

The Higher Learning Commission of the North Central Association of Colleges and Schools (www.ncahigherlearningcommission.org).

Walsh College is approved by the following:
- The State of Michigan Board of Education to grant undergraduate and graduate degrees.
- The State of Michigan Board of Accountancy to offer programs satisfying requirements necessary to take the Uniform Certified Public Accounting Examination.
The State of Michigan Board of Accountancy, Bureau of Occupational and Professional Regulation to grant Continuing Professional Education (CPE) credit to Certified Public Accountants and other professionals for continued licensure.

The Internal Revenue Service to provide continuing professional education for enrolled agents.

The Certified Financial Planner Board of Examiners to offer the certified financial planner program.

Walsh College is recognized by:

- The Department of Veteran’s Affairs and other agencies as an institution of higher education for qualified, degree-seeking veterans and dependents.
- The National Security Agency as a center of academic excellence with curriculum that maps to the Committee for National Security Standards.
- The Michigan Council on Economic Education as an official center for economic education.
- The Michigan Bankers Association as the premiere provider of bachelor’s degree education for the banking profession.
- The International Information Systems Security Certification Consortium for continuing professional education in information assurance.
- The Michigan Credit Union League as their education provider for commercial lending.

Notice of Non-discriminatory Policy

Walsh College does not discriminate on the basis of race, color, religion, sex, age, marital status, height, weight, national or ethnic origin, veteran status or disability status in admitting students or in administration of its educational policies, scholarship and loan programs, and other College programs.

Walsh College History

1922 On July 1, Mervyn B. Walsh purchased a franchise from Pace and Pace in New York City to offer the Pace Accounting Method exclusively in Detroit. On September 18, classes began for 23 students enrolled in Walsh Institute, in two rooms on the sixth floor of the Capitol Theatre Building in downtown Detroit.

1947 Thanks to the GI Bill, Walsh Institute’s enrollment reached 1,508 students and classrooms covered the entire fifth and sixth floors of the Capitol Theatre Building.

1965 Mervyn B. Walsh retired on June 30 as president of Walsh Institute, succeeded by William C. Stewart.

1968 A new charter, a new name: Walsh College of Accountancy and Business Administration and a new status as a non-profit organization. Twenty acres of Troy farmland were purchased from Morris Wattles for a new campus.


1974 The first graduate degree, the Master of Science in Taxation, was introduced.

1975 The first honorary doctorate was awarded to Mervyn B. Walsh, founder and president of Walsh Institute. Walsh College received accreditation from the North Central Association of Colleges and Schools. Enrollment broke the 1,000 mark.

1978 The Troy campus was expanded by 8,400 square feet with a new student lounge and business office.

1980 A second graduate degree was offered: the Master of Science in Professional Accountancy and the professional education department was established.

1984 Enrollment exceeded 2,000 students. Founder Mervyn B. Walsh passed away at the age of 93.

1986 The Master of Science in Finance degree was announced and Walsh College began offering extension courses at Macomb Community College, at Shrine High School in Royal Oak and at the Renaissance Center in Detroit.

1989 The Master of Science in Management degree was announced at Walsh College.

1991 Jeffery W. Barry retired and David A. Spencer was named president. Walsh College became a partner institute in the new University Center at Macomb Community College.

1996 A Master of Science in Information Management and Communication at Walsh College responded to the changing workplace. Land was purchased in Novi for a permanent site.

1998 The Walsh MBA was started with 274 students, twice the number expected. The Novi Campus opened with 35,000 square feet of space for state of the art equipment and technology with a capacity of 2,500 students. The Ameritech Center for Business Solutions lab was opened.

1999 Virtual learning became a reality for Walsh College students and Keith A. Pretty was named the new president replacing David A. Spencer.
2000 Two new degrees offered - Master of Arts in Economics and Master of Science in Business Information Technology. A long-range strategic action plan was launched. An office of online learning was established to provide instructional design and support to faculty and students as the number of online courses increased.

2001 Walsh received a full ten-year extension on its accreditation by the Higher Learning Commission of the North Central Association of Colleges and Schools. The accrediting body also allowed Walsh College to offer full degree programs through its Walsh Online distance learning option.

2002 The accounting program was revised to fulfill 150-hours of instruction required by the State Board of Certified Public Accountants. The program allowed accounting students to receive both bachelor and master degrees. Approval was granted to provide Certified Financial Planner preparation. Articulation agreements were formalized with several community colleges throughout Michigan.

2003 Walsh College is recognized as a center of academic excellence by the National Security Agency and the Michigan Council on Economic Education. Two new degrees offered - Master of Science in Managing Manufacturing Operations and Bachelor of Science in Business Information Technology.

2004 The Michigan Bankers Association endorsed the Bachelor of Business Administration in finance. The Walsh College Foundation was officially formed for the acceptance of charitable gifts.

2005 The College’s first totally online only degree program launched, Master of Science in Information Assurance. The Michigan Credit Union League endorsed the graduate certificate in commercial lending.

Commitment to Quality and Technology

Walsh’s reputation for excellence and quality was a gold standard in 1922 and continues as the hallmark today. Students find that the College’s programs are challenging. As a result of their commitment and educational preparation, Walsh graduates report they arrive in the workplace ready to perform in a competitive environment. Eleven Walsh students have earned the coveted William A. Paton Award for achieving the highest score in Michigan on the Certified Public Accounting (CPA) examination. Walsh students rank seventh in the nation on the Certified Management Accounting exam and ninth on the Certified Financial Manager exam.

Walsh College continues to invest in the technological future - both inside and outside of the traditional classroom. Many rooms at both the Troy and Novi campuses are equipped with LCD projectors and “smart boards” that are used during presentations by instructors, facilitators, and students. Electronic library research tools maintained on the Walsh College Web site include a multitude of database sources, CD-ROMS, online magazine and journal subscriptions. These tools allow students to access information online from anywhere at anytime.

The office of online learning supports internet based instruction for the Master of Business Administration, Master of Science in Accountancy, Master of Science in Information Assurance, Master of Science in Management, Master of Science in Managing Manufacturing Operations, Master of Science in Taxation, and Bachelor of Business Administration degrees with majors in finance, general business, management, and marketing.

There is close interaction between the College and the professions that attract Walsh students. Academic programs provide students with contemporary skills that employers value. Students learn about professional organizations and expectations through involvement in student organizations. More than 90 percent of students work full-time while attending Walsh and more than 90 percent of faculty hold full-time positions in business while teaching in their areas of expertise.

There is a spirit of business and academic professionalism on campus. Goal-oriented, hard working students with self-directed career paths take advantage of the latest technology, personalized services and special attention that Walsh College offers.

Core Competencies of Walsh College Graduates

Walsh College works to ensure its graduates are able to add value to the business community. One way to deliver that value to students is to imbed into the course work of every degree program particular skills and behaviors the College has identified as Core Competencies.

Adaptation to and management of change
Embracing change based upon the challenges and opportunities afforded in a given in a given business setting.

Business ethics
Embracing and practicing ethical principles of honesty, openness, and fairness in business conduct.

Communication skills
Developing written and oral presentation skills that enable students to effectively communicate ideas and strategies.

Entrepreneurial initiatives
Projecting opportunities in various business scenarios while estimating the effort and risk involved in satisfying those opportunities.
The College may periodically print and distribute copies of the Catalog; however, the online Catalog supersedes any printed versions and is the Catalog source for students. Changes in academic policies that impact students will be communicated to students in a timely and appropriate manner. Any academic program change will normally be communicated at least one academic term prior to the effective date of change. In addition to updating the online Catalog, changes may be communicated through the registration materials/schedule of classes, posters and/or by regular or electronic mail.

Students are expected to read the Catalog. Failure to do so does not excuse students from the requirements and regulations described.

Registration Materials/Class Schedules and Newsletters

The College makes every effort to provide information to students that may assist them in achieving their academic goals. Prior to each semester, the registration packet and schedule of classes is printed and posted online. Copies of the printed material are available on campus and mailed to new and graduating students. This publication often contains new information and should be reviewed by students every semester. In addition, the College publishes a quarterly student bulletin offering updates on student services and events.

e-Mail Notices

All students are assigned a Walsh College e-mail address and timely information will be sent to students through this communication method. This is a Verisign secured site which protects the confidentiality of its usage. Students who regularly use another email account are encouraged to forward their Walsh e-mail to that account.

Academic Curriculum

The academic curriculum in the Catalog as of September 1, 2005 is for students enrolling at Walsh College for fall 2005 through the summer 2006 semesters. Students who were enrolled prior to the fall 2005 semester remain under the provisions pertaining to academic programs and honors designations set forth in the Catalog in effect when they first enrolled. The following exceptions apply:

Undergraduate and graduate students who have not attended or enrolled in any course work at Walsh College for 12 months prior to fall 2005 and are re-admitted from fall 2005 semester through summer 2006 will return under this Catalog.

Students have the option to change to a new academic program, major, or degree as outlined in the Catalog in effect at the time they formally select the new program, major or degree. An official program change request must
be made with written approval from an academic advisor. All current admissions requirements and policies will apply.

- In all circumstances, it is the student’s responsibility to follow the academic program requirements outlined at the time of original admittance to the College or to officially change to a new academic program.

- Current students who change their academic degree programs while attending Walsh College for the 2005-2006 academic year will follow the curricula and any related graduation, grading, or academic policies as detailed in this Catalog. A change in academic degree program may result in additional course work.

- If a course is deleted from a curriculum before a student has completed the course in that program, the student will replace the course with the equivalent course as detailed in this 2005-2006 Catalog.

- The course prerequisites noted in the registration materials/schedule of classes for each semester supersede the 2005-2006 Catalog.

Student Classifications

An individual may attend classes at Walsh College only by making formal application and by being admitted to the College under one of the student classifications listed below. All students, regardless of their classification status, are subject to the policies and regulations of Walsh College outlined in this Catalog, published in subsequent bulletins, or posted at the College.

Undergraduate

A student attending classes as an undergraduate degree candidate must meet the admission requirements set forth in the section entitled Undergraduate Admission. The student must successfully complete all the prescribed course work to meet the requirements for an undergraduate degree. A student entering Walsh College as an undergraduate degree candidate will be issued an academic program sheet prior to registering for classes. Only a student officially accepted at the College may enroll in classes. An undergraduate student is classified based upon the number of semester credit hours earned. A junior is defined as a student who has completed between 60 and 95 semester credit hours. A senior is defined as a student who has completed 96 or more semester credit hours.

Graduate

A student attending classes as a graduate degree candidate must meet the admission requirements set forth in the section entitled Graduate Admission. Graduate course work successfully completed by a student, while attending classes under this status, is applicable toward the graduation requirements necessary for a graduate degree. Graduate degree candidates will be issued an academic program sheet prior to registering for classes. Only a student officially accepted at the College may enroll in classes.

Non-Degree

The non-degree classification allows an individual holding the minimum of a bachelor’s degree to take additional course work for academic credit. The student’s degree must be from a college that is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools from one of the following regional associations of colleges and schools: Middle States, New England, Northwest, Southern, Western or North Central. Only a student officially accepted at the College may enroll in classes.

A student attending courses under this status will be required to meet all course prerequisites and will receive college credit for courses successfully completed. All courses taken and grades received will appear on a non-degree transcript. If credit earned as a non-degree student is later applied toward a Walsh College degree or certificate program, the credits attempted and grades earned will be considered Walsh College credit and will be computed in the student’s cumulative grade point average as part of the academic transcript. Time limitations for transferability as determined by each academic area may apply. For specific information refer to the Undergraduate, Graduate, and Certificate Program sections in this Catalog.

Certificate

A student attending classes as a certificate student must meet the admissions requirements for each certificate as set forth in the section entitled Certificate Programs. Course work successfully completed by a student while attending classes under this status will earn college credit and will be applicable toward the requirements necessary to earn a certificate. A student entering Walsh College as a certificate seeking candidate will be issued a certificate program sheet prior to registering for classes. Only a student officially accepted at the College may enroll in classes. Certificate seeking students will be required to meet all course prerequisites. Courses taken as a certificate student are reflected on a non-degree transcript.
Guest Student at Walsh College

An individual who is actively pursuing a degree at another accredited institution may enroll in selected courses at Walsh College under the status of a guest student. Accredited institutions are those approved by the Higher Learning Commission of the North Central Association of Colleges and Schools from one of the following regional associations of colleges and schools: Middle States, New England, Northwest, Southern, Western or North Central. Walsh College reserves the right to deny guest status and/or to limit the number of courses taken as a guest student. Only a student officially accepted at the College may enroll in classes.

It is the responsibility of the guest student to determine whether the home institution will accept the course and credits earned at Walsh College. A guest student at Walsh College must submit the Michigan Uniform Guest Application each semester. The Michigan Uniform Guest Application is not transferable to another semester or for another course.

Guest students will be required to meet all Walsh College course prerequisites. Courses taken as a guest student are reflected on a non-degree transcript.

If credit earned as a guest student at Walsh College is later applied toward a Walsh College degree program, the credits and grades earned will be considered as Walsh College credit and computed in the student’s cumulative grade point average as part of the academic transcript. Time limitations for transferability as determined by each academic area may apply.

Guest Student at Another Institution

A Walsh College student may request to enroll in course work at another accredited college or university under the status of guest student. The student must receive written approval from the admissions and academic advising office for guest student status before enrolling in a course. Permission may be granted when a course is not available at Walsh College in a critical time sequence for the student to graduate. If approval has been granted, the Michigan Uniform Guest Application will be signed by the director of admissions and academic advising and affixed with the College seal.

It is the student’s responsibility to verify that the institution is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools from one of the following regional associations of colleges and schools: Middle States, New England, Northwest, Southern, Western or North Central.

The following criteria must be met:

- The student must complete the course work in the semester specified on the approved guest application.
- The student must earn a grade of “C” (2.000) or better to have the credits applied toward Walsh College degree requirements. Credits earned as a guest student are considered transfer credit and will not be computed in the student’s cumulative grade point average.

It is the student’s responsibility to have an official transcript forwarded to Walsh College upon course completion at the guest college or university.

Audit Student

An individual who does not qualify for admission to either the undergraduate or graduate degree programs at Walsh College or who wishes to take courses on a no-grade, non-credit basis, may enroll under the status of audit student. Admission to courses as an audit student is subject to class availability. Only a student officially accepted at the College may enroll in classes. Courses taken by a student while attending as an audit student are on a no-grade, non-credit basis, and college credit for these courses cannot be granted at any time regardless of the student’s subsequent change in status. The student pays the same tuition rate as one who takes the course for credit. Courses taken as an audit student are reflected on a non-degree transcript.

International Students

After being admitted to Walsh College, a student who attends school on an F-1 visa and requires an I-20 form should contact a designated school official (DSO)/international student advisor in the admissions and academic advising office for specific requirements. The United States Citizenship and Immigration Service (USCIS) requires that a student on a non-immigrant student visa pursue full-time enrollment in a specified undergraduate or graduate degree program. International students should refer to the International Student section of this catalog for additional requirements.

Veteran Students

Walsh College has been approved by the Michigan Department of Education to offer training and education for veterans and other eligible persons under the Department of Veterans Affairs (VA) educational programs. In order to receive VA benefits a student must be admitted to Walsh College as an undergraduate or graduate degree-seeking student. A student receiving VA educational assistance benefits is expected to maintain the same standards of academic progress as all other students. The College is required to notify the Department of Veterans Affairs if a student is on academic probation for more than two
semesters without making progress in raising his/her grade point average. The College is also required to report if a student drops or withdraws from a class. A student attending another institution for college credit, which will be applied toward a Walsh College degree program, as approved through dual enrollment or guest student policies, must notify a VA representative in the records and registration office regarding the number of classes and credit hours taken outside Walsh College. Certification of enrollment at the other institution will apply only toward courses within the student’s declared academic program at Walsh College.

Once admitted, veteran students must contact a VA representative in the records and registration office and obtain a Walsh College certification request form. It is the responsibility of each student receiving VA educational benefits to notify the records and registration office of any changes in enrollment, address or benefits. Questions relating to attendance, eligibility of veterans, widows, dependents or children of deceased veterans should be directed to a VA representative in the records and registration office. Questions concerning the Vocational Rehabilitation Program should be directed to the admissions and academic advising office.

## Student Enrollment Classification

For visa status compliance, international students should contact the international student advisor/DSO in the admissions and academic advising office. For purposes of enrollment certification, financial aid, scholarships, and veterans' payment eligibility the following criteria will be used:

### Undergraduate Students

<table>
<thead>
<tr>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time .......... 12 or more</td>
</tr>
<tr>
<td>Three-Quarter Time ... 9-11</td>
</tr>
<tr>
<td>Half-Time ........... 6-8</td>
</tr>
<tr>
<td>Less than Half-Time .. 1-5</td>
</tr>
</tbody>
</table>

### Graduate Students

<table>
<thead>
<tr>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time .......... 9 or more</td>
</tr>
<tr>
<td>Three-Quarter Time ... 6-8</td>
</tr>
<tr>
<td>Half-Time ........... 3-5</td>
</tr>
<tr>
<td>Less than Half-Time .. 1-2</td>
</tr>
</tbody>
</table>

### Non-Degree, Certificate and Guest Students

Enrollment verification will be determined based on course level enrollment (undergraduate or graduate) and classification based on number of semester credit hours taken.

### Locations

Walsh College offers classes at the following locations (see maps):

- Troy
- Novi
- Clinton Township
  *(University Center at Macomb Community College)*
- Online

### Walsh College Online

Walsh College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (www.ncahigherlearningcommission.org) to offer degrees and courses online.

Degree programs offered online include:

- Master of Business Administration
- Master of Science in Accountancy
- Master of Science in Information Assurance
- Master of Science in Management
- Master of Science in Managing Manufacturing Operations
- Master of Science in Taxation
- Bachelor of Business Administration with majors in:
  - Finance
  - General Business
  - Management
  - Marketing

### The Online Course Environment

Students taking a Walsh online course can be confident that they are receiving the same quality and content that they would receive in the classroom. Basic course components include an online syllabus, weekly objectives, readings and lectures, weekly discussion board participation, assignments, and online exams, quizzes and practice tests. To ensure student success in an online course, a required online or on-site orientation that simulates a real online course must be completed before students take their first online course.
Online courses incorporate various media. In order to access online learning assignments students must have access to a computer that meets all hardware and software requirements. These requirements are available at https://online.walshcollege.edu and will also be distributed during the orientation for online courses.

The online course environment is small, averaging 25 students per class, and the instructor is available online through instant messaging or private chat. Students and instructors also communicate online via a discussion board and email. Students can expect a response to questions from their instructor within 24 to 48 hours. Walsh online courses include a Help feature that instantly pages the online learning technology staff, who typically resolve requests within 24 hours.

**Blended Courses**

Blended courses provide a balance between in-classroom and online learning so you can benefit from the best of both offerings. You will be able to enjoy the flexibility and self-directed learning associated with online courses while engaging in dynamic face-to-face interaction with your instructor and fellow students. See the registration materials/schedule of classes for more information.

**Hybrid Courses**

Hybrid courses augment in-class meetings with various technologies to enhance classroom instruction. Your instructor decides what technologies will be used in the hybrid course. See the registration materials/schedule of classes for more information.
An international packet of information for international students is available from the admissions and academic advising office. International students must provide evidence of financial support sufficient to cover all expenses. A statement assuring full financial responsibility is required and must be signed by the international student, his or her parent, guardian or sponsor, assuring full financial responsibility for the student. The required amount depends on the student’s academic program and level, and assumes full-time enrollment and living expenses to cover three semesters. International students must also submit the F-1 responsibilities form and the initial I-20 request form, which is included in the international packet. Federal and state financial aid is only available to U.S. citizens and permanent residents. Undergraduate international students, however, may be eligible for Walsh College scholarships.

After being admitted to Walsh College, students who enroll on an F-1 visa and require an I-20 form should contact a designated school official (DSO)/international student advisor in the admissions and academic advising office for specific requirements. The United States Citizenship and Immigration Service (USCIS) requires that students on a non-immigrant student visa pursue full-time enrollment in a specified undergraduate or graduate degree program.

International students who maintain the specified enrollment status are allowed to work on-campus for a maximum of 20 hours per week if positions are available. Off-campus employment is not allowed unless approved by the USCIS and only for practical training or for economic hardship. Students should contact a DSO/international student advisor in the admissions and academic advising office for further information pertaining to employment.

USCIS regulations and rulings are subject to change at any time. Please contact a DSO/international student advisor in the admissions and academic advising office with questions regarding the most current USCIS regulations and rulings.

**Undergraduate and Graduate Admission Procedures**

To apply to any Walsh College undergraduate or graduate degree program, an admissions application must be submitted along with the non-refundable application fee. Walsh College graduates and former Walsh College students are not required to submit a second application fee. Application may be made at any Walsh College campus or through the Internet at www.walshcollege.edu.

Every attempt will be made to process applications in time for accepted students to enroll in their intended semester of attendance. Admission applications will be accepted until the beginning of a given semester; upon receipt of all required documents. Applicants will be considered for admission when the admissions and academic advising office receives evidence of the achievement of minimum admission requirements. Official admission to the College will be granted only upon receipt of all official transcripts and required documentation although an individual may be initially admitted based upon a review of unofficial materials and contingent upon receipt of final transcripts and fulfillment of grade point average requirements.

It is the responsibility of the applicant to formally request official transcripts be sent to Walsh College from all previous academic institutions. Official transcripts are required for admission in order to become a student at Walsh College. Indebtedness or transcript holds at another institution may prevent processing of the admissions application and/or class registration.

Individuals who hold a non-immigrant visa, who are permanent residents, or who are naturalized citizens with international transcripts, must submit these transcripts to one of the approved agencies specializing in the course by course evaluation of international educational credentials. The applicant is responsible for bearing all costs associated with obtaining this evaluation and for submitting these transcripts with sufficient time for this agency evaluation. Only upon the receipt of this evaluation will the applicant be considered for admission to Walsh College. For information on approved agencies, contact the admissions and academic advising office.

After receiving the applicant’s official transcripts, the admissions office will evaluate the transfer of academic credits based upon all previous college course work at the 100 level and above. Any discrepancy between official and unofficial transcripts will result in the adjustment of any previously noted equivalencies, and may affect eligibility for admission or a change in admission status from contingent to admission denied. Generally accepted transfer policies are practiced along state and federal guidelines. Upon completion of the evaluation, a letter will be sent to the applicant reflecting the status of his/her application and admission to the College.

An applicant may contact the admissions and academic advising office at any time during this process to inquire about specific policies and procedures or the status of their application. A newly admitted student may enroll in any semester within 12 months following admission to Walsh College. Failure to enroll in at least one course within the 12 months from admission will necessitate re-application. After 24 months of non-enrollment, the application, official transcripts, and all related documentation will be destroyed.
International Students

Admission on a Student Visa

Any individual seeking admission to Walsh College as an international student on an F-1 Student Visa must meet the general admission requirements for undergraduate or graduate degree programs at Walsh College. The admissions application must be submitted along with the non-refundable application fee. In addition, these individuals must also meet the following requirements:

- For individuals who speak English as a Second Language (ESL), an admissions application must also be accompanied by proof of English language proficiency. However, if the student meets the written communication requirement then the English language proficiency requirement is waived.

- Provide official statements of financial support through personal or sponsored funds.

- Provide evidence of health insurance upon arrival in the United States.

- Arrange for their own living accommodations and transportation to and from the campus locations. Walsh College does not offer residential facilities or transportation to classes.

- Have international transcripts evaluated by World Education Services (www.wes.org) or Educational Credential Evaluators (www.ece.org) for course-by-course evaluation of international credentials and submitted along with the admissions application. The applicant is responsible for all related costs.

- Maintained good standing of their previous F-1 status (applicable to transfer students) according to United States Citizenship and Immigration Service (USCIS) regulations.

All application materials should be available for consideration by the international advisor at least eight weeks prior to the first date of the semester for which the applicant is seeking admission. Only upon full admission to the College will an I-20 be issued. All student visa holders are required to maintain full-time standing as defined in the Student Classification section of the College catalog and pursue their designated program of study.

Non-Native Speakers of English

Individuals who are seeking application to an undergraduate or graduate degree program, and for whom English is not their first language, must provide proof of English Language Proficiency. This proof may be in the form of one of the following:

1. A degree (high school or college degree) awarded from an English speaking institution,
2. TOEFL score of 550 or a computerized TOEFL score of 213, or MELAB score of 80, or MTELP score of 80,
3. Proof of successfully passing, with a “C” (2.000) or better, English as a Second Language course work from an institution within the United States which is equivalent to freshman-level English writing, speaking, and communication competency.
4. Permanent residency

Qualified personnel in American consulates, USIS Offices, certain colleges and universities and certain bi-national centers administer the TOEFL. The MELAB and MTELP are administered locally. An official document of these test scores must be sent to Walsh College for consideration in processing the applications. The TOEFL scores are valid for two years; the MTELP/MELAB are valid for five years. Transcripts from the degree granting institution may be accepted as proof of English language proficiency. Walsh College retains the right to require re-examination or further English language studies at a qualified institution for any non-native speaker of English.

For additional information on international transcript evaluation and admission to the College for those individuals pursuing a student visa, please see the section entitled Admission on a Student Visa.

Student Enrollment Classification

For visa status compliance please contact the international student advisor/DSO.

Undergraduate Students

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>12 or more</td>
</tr>
<tr>
<td>Three-Quarter Time</td>
<td>9-11</td>
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<tr>
<td>Half-Time</td>
<td>6-8</td>
</tr>
<tr>
<td>Less than Half-Time</td>
<td>1-5</td>
</tr>
</tbody>
</table>

Graduate Students

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
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<td>6-8</td>
</tr>
<tr>
<td>Half-Time</td>
<td>3-5</td>
</tr>
<tr>
<td>Less than Half-Time</td>
<td>1-2</td>
</tr>
</tbody>
</table>

Enrollment verification will be determined based on course level enrollment (undergraduate or graduate) and classification based on number of semester credit hours taken.
**Advising**

The admissions and academic advising office provides support programs and services to assist international students in achieving their goals. International students should meet with an international advisor if they experience academic difficulties, have questions about their academic program, or seek tutoring assistance. All international students are encouraged to meet with an international student advisor during their first semester and afterward as needed.

The academic program sheet given to students upon admission outlines the course of study at Walsh College based on the Catalog in effect at the time of admittance. Students may change programs of study, major or degree to the newest Catalog year, with approval of an advisor in the admissions and academic advising office. They must also meet with an international student advisor so appropriate changes can be made to their I-20. Students are encouraged to review their program of study each year. An advisor will confirm specific courses remaining for program completion and review the cumulative and major grade point average to ensure that students are meeting the expected requirements.

**Change of Major, Minor or Degree Program**

A student who would like to explore changing majors, minors or degree, or add a second major should see an academic advisor to discuss alternatives that suit the new interests. A student desiring to change his or her degree program, major or minor must officially request this change with an academic advisor. A complete evaluation will be required to determine appropriateness and fulfillment of admissions criteria for the new degree or major. The student will be placed on the most current program of study and will be issued a new academic program sheet. All current admissions requirements and policies will apply. In addition, international students must see an international student advisor so proper changes can be made to their I-20.

**International New Student Orientation**

Prior to each semester, the admissions and academic advising office conducts a mandatory international student orientation program. The I-20 is distributed at this session. In addition, the orientation provides new international students the opportunity to become acquainted with the College’s academic and administrative staff, policies, curriculum, and most importantly all F-1 and immigration rules and regulations. Faculty and current students attend the orientation to welcome new students; and information about student organizations and campus services are available. Campus tours are offered and the bookstore remains open during the session to provide the opportunity to purchase course materials. New students are notified of the date, time and location upon admission.

**Financial Aid**

International students with an F-1 Visa are not eligible for federal or state financial aid however, undergraduate international students may apply for scholarships. For scholarship purposes, an international student must use an approved outside service agency to have a course by course evaluation of transcripts for U.S. credit and grade equivalents. Scholarship funds will not be awarded without a valid transcript. Contact the admissions and academic advising office for further information.

**Scholarship Categories**

A variety of scholarships are available for Walsh College undergraduate students. These scholarships are based upon academic achievement, minority status, academic program, and/or financial need.

Prospective international transfer students who demonstrate strong academic performance may apply for a Walsh College scholarship after completing only 30 credit hours at a community college. Students must be enrolled on at least a half-time basis in order to receive scholarship funds. New international undergraduate students may apply for three specific categories of scholarships.

**Community College Excellence Awards**

This scholarship is given to undergraduate students transferring from a Michigan community college. Students must have a minimum of 60 semester credit hours to transfer to Walsh College. Scholarship criteria will include the student’s academic program as well as cumulative grade point average.

**Academic Awards**

These scholarships are awarded to undergraduate transfer students based on their proposed major and cumulative grade point average.

**Multicultural Awards**

These scholarships are awarded to undergraduate minority students and are intended to enhance diversity at Walsh College.
This section of the 2005-2006 Catalog provides details on Walsh College’s undergraduate degree programs and the requirements of all bachelor degree students, including professional core, program core/major and elective courses. Admission procedures and requirements as well as graduation requirements are also included in this section.

Walsh bachelor degree programs include:

**Bachelor of Accountancy**

**Bachelor of Business Administration**
*with majors in:*
- Business Information Technology
- Finance
- General Business
- Management
- Marketing

**Bachelor of Science in Business Information Technology**

**Special Notes**
- It is recommended that students meet with an academic advisor prior to enrolling in a bachelor degree program to finalize their specific curriculum plan. Advisors are available at all Walsh College campuses. Students should schedule an appointment prior to registering for their first semester.
- Once enrolled at Walsh, students may seek academic advising through the admissions and academic advising office and/or career counseling through the career services office.
- All undergraduate degree programs must be completed within 60 consecutive calendar months from the first semester of enrollment at Walsh College. Extensions to this time requirement will only be granted upon review of the request by the director of admissions and academic advising in conjunction with the academic department chair. Students may be required to complete additional course work, and/or update to the current Catalog year and degree requirements.
- Credit is earned toward an undergraduate degree at Walsh College by completing specific courses designated within each degree program.
- Course requirements vary by degree program. All required courses are listed in each degree section and must be completed to fulfill graduation requirements.

A minimum of 127 semester credit hours (including credits transferred into Walsh College) must be completed to earn a bachelor degree. Generally, a minimum of 45 semester credit hours must be taken in residence at Walsh College. See Acceptance of Equivalent Credit section for additional transfer credit options.

**Admission to Walsh College Undergraduate Programs**

**Admission Procedures**

To apply to any Walsh College undergraduate degree program, an admissions application must be submitted along with the non-refundable admissions application fee. Walsh College graduates and former Walsh College students are not required to submit a second admissions application fee. Applications may be submitted at any Walsh College campus or through the Internet at www.walshcollege.edu.

Admitted students may begin their studies at the start of any academic semester. Admissions applications will be accepted until the final day of regular registration each semester. Upon receipt of all required documents an applicant’s admissibility will be determined. Every attempt will be made to process the application in time for accepted students to enroll in their intended semester of initial attendance. To facilitate the admissions process, applicants are encouraged to initially submit student or unofficial copies of all transcripts with the admissions application.

Applicants will be considered for admission when the admissions and academic advising office receives evidence of the achievement of minimum admission requirements. Official admission to the College will be granted only upon receipt of all official transcripts and required documentation. An individual may be initially admitted based on a review of unofficial materials. A student’s admissions status will remain contingent until receipt of final transcripts and fulfillment of grade point average requirements.

It is the responsibility of the applicant to formally request official transcripts are sent to Walsh College from all academic institutions previously attended. Official transcripts must be received for an applicant to be fully admitted as a student at Walsh College. Indebtedness or transcript holds at another institution may prevent processing of the admissions application and/or class registration.

For information on international transcript evaluation and admission to the College for those individuals pursuing an F-1 Student Visa, please see the section entitled International Students.

After receiving the applicant’s official transcripts, the admissions office will evaluate the transfer of academic credits based upon all previous college course work at the 100 level and above. Any discrepancy between official and
unofficial transcripts will result in the adjustment of any previously noted equivalencies, and may affect eligibility for admission or a change in admission status from contingent to denied. Generally accepted transfer policies are practiced along state and federal guidelines. Upon completion of the evaluation, a letter will be sent to the applicant reflecting the status of his/her application and admission to the College.

An applicant may contact the admissions and academic advising office during this process to inquire about specific policies and procedures or the status of their application.

The applicant may enroll in any semester within the 12 months following admission to Walsh College. If an applicant does not enroll in at least one course within 12 consecutive months following admission, he/she must reapply for admission. If the applicant does not reapply for admission within 24 calendar months after admission to the College, his/her application, official transcripts, and all related documentation will be destroyed.

Admission Requirements

For consideration for admission to a Walsh College undergraduate degree program:

- An applicant must have a minimum entering cumulative grade point average of 2.000 on a 4.000 scale; all previous college/university level course work will be computed in this calculation.

- An applicant must successfully complete, with a grade of “C” (2.000) or better, a minimum of 60 semester credit hours (90 quarter hours) of course work at the 100 level and above. At least 30 semester credit hours (45 quarter hours) of the minimum 60 semester credit hours must be in liberal arts course work. The liberal arts course work must include one course in English composition or written communication and one course in intermediate algebra or higher level mathematics course/placement.

- All academic course work considered for use in meeting admission requirements or for use in establishing directly equivalent transfer credit must be from an institution accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools or one of the following regional associations: Middle States, New England, Northwest, Southern, Western or North Central.

Additional requirements for admission to the Bachelor of Science in Business Information Technology degree include:

- Expected proficiency in current personal productivity tools (word processing/spreadsheet/presentation graphics and personal databases).

- A minimum of 12 semester credit hours and/or the equivalent of acceptable transfer course work in the area of computer information systems or technology completed within five years prior to application for admission to include a minimum of:
  1. one programming course,
  2. one course in Web development,
  3. one course in databases, and
  4. one course in networking fundamentals.

All prospective students are encouraged to meet with a transfer advisor at their originating institution or schedule an appointment with a Walsh College advisor to develop a transfer plan. This transfer plan will include identifying transfer equivalencies for required courses. Community college transfer students should refer to their Walsh College equivalency guide for their respective community college.

Acceptance of Equivalent Credit

If an applicant has completed more than the 60 semester credit hours required for admission to a Walsh College undergraduate degree program, he or she may apply an additional 22-31 semester credit hours, in directly equivalent credit, toward the undergraduate degree program elected. A maximum of 82 semester credit hours of freshman/sophomore (100-200) level coursework may be transferred into Walsh College and applied toward a degree. Transfer of credit above 82 semester credit hours for a maximum of 91 semester credit hours, will only be accepted from an accredited institution for equivalent junior/senior (300-400) level course work at Walsh College. Academic department chairs will review this course work on a case by case basis for approval and equivalency.

To be eligible to transfer as equivalent credit, the course work must be identified as being equivalent to specific courses that are being taught currently at Walsh College and are required for the undergraduate degree program designated by the applicant. Any course considered for transfer equivalency must have been completed with a grade of “C” (2.000) or better. Certain course work may only be awarded equivalent credit if the specific transfer course was completed within 60 calendar months prior to the semester of admission.

Credit for Extra-Institutional Learning

Walsh College awards credit and/or course competency waivers for documented postsecondary-level, extra-institutional learning. Extra-institutional learning is defined as learning that is attained outside of the sponsorship of legally authorized and appropriately accredited postsecondary education institutions. Reliable and valid measures of learning outcomes are used to assess and grant such awards.
When applying for admission to Walsh College, a student may request credit for learning already acquired, in settings outside of Walsh College. The request will be evaluated as part of the admissions process. Documentation verifying attainment of college-level learning is required.

Credit for extra-institutional learning will not be awarded for work experience. Current sources of extra-institutional learning which may be reviewed for course credit or waivers include CLEP, documented military coursework, courses documented by the American Council of Education Guidelines and certifications of professional training. Contact the admissions and academic advising office for additional information.

Readmission to Walsh College

If a student or applicant has not enrolled in any courses (as designated by the last semester attended on the student's Walsh transcript) for 12 consecutive months, the student/applicant must apply for readmission through the admissions and academic advising office. All course work will be evaluated based on current admission requirements, required course work and acceptable transfer equivalencies, minimum grade requirements for transfer and graduation. Time limitations for eligibility/transferability as determined by each academic area may apply.

Readmitted students will be responsible for the degree requirements outlined in the catalog year that they are re-admitted to and will receive a program sheet detailing their degree requirements. Students who are granted credit for previously taken courses at Walsh College may be required to complete their program in a period of time not to exceed a maximum of 60 months from initially starting at Walsh College. Transcripts of students who have been readmitted to the College will reflect all courses taken, credit hours attempted and grades received while at Walsh College, even though previous course work with a grade below “C” (2.000) may not be counted towards the current degree program.

Students who have been academically dismissed or placed on academic probation must meet with an advisor in the admissions and academic advising office to discuss eligibility for readmission. Please refer to the section on Academic Standing prior to reapplying for admission. Consideration of all prior activity, including student conduct, will be reviewed during evaluation and may be grounds for denial of readmission. Academic files are destroyed after five years of non-enrollment. A student seeking readmission after five years must re-submit all official transcripts and any other required documentation.

Dual Enrollment

A fully admitted student may be eligible for dual enrollment while beginning classes at Walsh College. Dual enrollment allows new students who are enrolled at a transfer community college to complete credits (freshman/sophomore or 100/200 level), not to exceed 82 semester credit hours, while attending Walsh College. Dual enrollment may affect a student’s ability to receive financial aid. An appointment with an advisor at the time of admission is required to determine eligibility for dual enrollment and to complete all required documentation.

Responsibility for meeting all requirements as outlined in the dual enrollment agreement resides with the individual student. Approved students are required to follow the plan for taking courses at their transfer institutions as outlined in their signed dual enrollment agreement; any deviations from this plan must be approved, in advance, by the director of admissions and academic advising.

Individual students taking course work as approved for dual enrollment are fully responsible for meeting all course prerequisites prior to registering for any Walsh College courses. The individual student is responsible for requesting that official copies of college transcripts documenting proof of successful completion of dual enrollment courses be sent to Walsh College. Credit for dual enrolled courses will not be awarded until proof is received in the form of official transcript(s). Course(s) determined eligible to be taken as a part of the dual enrollment agreement must be completed within one year of the first semester of enrollment at Walsh College for a maximum of four semesters. At the end of the first year, a registration hold will be placed on the student’s record until receipt of all final transcripts. Dual enrollment approval will not be extended to current students as a means to replace guest student status. Courses taken beyond the dual enrollment agreement final semester date will not be accepted as transfer credit.

Degree/Program Changes

A student desiring to change his or her undergraduate degree program, major or minor, must officially request this change with an academic advisor. A complete evaluation will be required before the student is admitted into the desired degree program. Undergraduate courses already completed at Walsh College will be evaluated for appropriateness for the new degree/program. The student will then be placed on the most current program of study and issued a new academic program sheet. All current admission requirements and policies will apply.
Bachelor Degree Minors

A student may choose a minor while pursuing a bachelor degree at Walsh College. A minor is comprised of 18 semester credit hours in a specific field of study such as accounting, business information technology, finance, management or marketing. A minimum of nine of the 18 semester credit hours must be taken in residence at Walsh College and be completed prior to graduation. A grade of “C” (2.000) or better is required in each course counted toward the minor; a cumulative grade point average of “C” (2.000) is required in all courses within the discipline (accounting, business information technology, finance, management or marketing). The minor will be reflected on the student’s transcript. To select a minor, the student must meet with an advisor and complete a Bachelor Degree Minor Declaration form. A directed study, internship or practicum will not be counted toward meeting the requirements of a minor.

Dual Undergraduate Degrees

Dual Degrees are not available at the undergraduate level.

Double Majors

A student may pursue double majors at Walsh College. All coursework required within both majors must be completed prior to graduation. In the instance that the student is pursuing the Bachelor of Accountancy degree and a major within the BBA program, the student must complete all courses required for the Bachelor of Accountancy degree plus complete all courses required for the second major. The student will be awarded one degree, the Bachelor of Accountancy and the student’s transcript will reflect the two majors earned. The Bachelor of Business Administration in Business Information Technology and the Bachelor of Science in Business Information Technology cannot be completed as double majors. The Bachelor of Business Administration with a major in General Business cannot be completed as a double major. Contact the admissions and academic advising office for specific details for individual major requirements.

Undergraduate Degree Programs

Bachelor of Accountancy (BAcct)

The Bachelor of Accountancy (BAcct) degree program consists of a specialized undergraduate sequence of course work in accounting with related business administration topics. The course work is designed for those interested in entering the accounting profession.

All accounting students must take all courses in the professional and program core. Most undergraduate students transfer in courses that are equivalent to some of those in the professional and program core. Elective courses may also be necessary to meet residency and/or degree requirements. Students must choose one or may choose both (with additional coursework) specializations, the CPA (Certified Public Accountant) and/or CMA (Certified Management Accountant). This degree allows a student to meet the requirements for other certification exams such as the CFM (Certified Financial Management).

This Walsh College accounting curriculum allows students options to meet the requirements for CPA licensure by completing the 127 hour BAcct and the 30 hour Master of Science in Accountancy (MAC). The 30 credit hour MAC program combined with the 127 hour Walsh College undergraduate degree achieves the 150 hour requirement while obtaining both bachelor and master degrees. These programs will prepare a student to sit for the CPA examination while obtaining both an undergraduate and a graduate degree. Please refer to the Graduate Degree Program section for details on the MAC. For specific subject/credit hour requirements contact the Walsh College admissions and academic advising department or view the Michigan State Board of Accounting Web site: www.cis.state.mi.us/bcs/acct/.

Bachelor of Accountancy Professional Core

Equivalent courses may be transferred in to replace some of these core courses.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 201</td>
<td>Principles of Accounting I</td>
</tr>
<tr>
<td>ACC 202</td>
<td>Principles of Accounting II</td>
</tr>
<tr>
<td>ACC 310</td>
<td>Managerial Accounting</td>
</tr>
<tr>
<td>BBA 431</td>
<td>Business Economics</td>
</tr>
<tr>
<td>BIT 305</td>
<td>Business Computing Tools</td>
</tr>
<tr>
<td>BIT 335</td>
<td>Foundations of Business Information Technology</td>
</tr>
<tr>
<td>COM 210</td>
<td>Principles of Business Communications</td>
</tr>
<tr>
<td>COM 320*</td>
<td>Business Communication Methods</td>
</tr>
<tr>
<td>COM 340**</td>
<td>Professional Communication</td>
</tr>
<tr>
<td>ECN 201</td>
<td>Principles of Economics I</td>
</tr>
<tr>
<td>ECN 202</td>
<td>Principles of Economics II</td>
</tr>
<tr>
<td>FIN 315</td>
<td>Financial Management</td>
</tr>
<tr>
<td>MGT 201</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>MGT 303</td>
<td>Behavioral Management</td>
</tr>
<tr>
<td>MKT 202</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>QM 202</td>
<td>Statistical Methods for Business</td>
</tr>
<tr>
<td>QM 301*</td>
<td>Statistical Inference for Management Decisions</td>
</tr>
</tbody>
</table>

*Students are encouraged to take COM 320 and QM 301
within their first 15 semester credit hours in residence at Walsh College.

**Students are encouraged to take COM 340 within their first 21 semester credit hours in residence at Walsh College.

Bachelor of Accountancy Program Core

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 301</td>
<td>Intermediate Accounting I</td>
</tr>
<tr>
<td>ACC 302</td>
<td>Intermediate Accounting II</td>
</tr>
<tr>
<td>ACC 406</td>
<td>Accounting Information Systems</td>
</tr>
<tr>
<td>ACC 411</td>
<td>Investments and Business Combinations</td>
</tr>
<tr>
<td>ACC 416</td>
<td>Accounting Business Communications</td>
</tr>
<tr>
<td>ACC 419</td>
<td>Advanced Managerial Accounting</td>
</tr>
<tr>
<td>BL 301</td>
<td>Business Law I</td>
</tr>
<tr>
<td>BL 302</td>
<td>Business Law II</td>
</tr>
<tr>
<td>TAX 495</td>
<td>Introduction to Tax and Business Taxation I</td>
</tr>
<tr>
<td>TAX 496</td>
<td>Introduction to Tax and Business Taxation II</td>
</tr>
</tbody>
</table>

Bachelor of Accountancy Specializations

**CPA Specialization Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 412/512*</td>
<td>Government and Not-for-Profit Accounting</td>
</tr>
<tr>
<td>ACC 415/515*</td>
<td>Professional Auditing</td>
</tr>
</tbody>
</table>

If needed to complete the 45 hour residency requirements choose from the following electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 483, ACC 488, ACC 494</td>
<td></td>
</tr>
<tr>
<td>Any 300-400 level BIT course(s)</td>
<td></td>
</tr>
<tr>
<td>Any other 400 level course(s), except BBA 400, TAX 435, TAX 436, TAX 437</td>
<td></td>
</tr>
</tbody>
</table>

**CMA Specialization Courses**

Choose six hours (two courses) from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 412/512, ACC 415/515, ACC 483, ACC 488, ACC 494</td>
<td></td>
</tr>
<tr>
<td>Any 300-400 level BIT course(s)</td>
<td></td>
</tr>
<tr>
<td>Any other 400 level course(s), except BBA 400, TAX 435, TAX 436, TAX 437</td>
<td></td>
</tr>
</tbody>
</table>

If needed to complete the 45 hour residency requirements choose from the CMA specialization courses listed above.

Prerequisites for a course must be completed prior to enrollment in that course.

* Accounting students may elect to replace ACC 412 with ACC 512 and ACC 415 with ACC 515 in preparation for pursuing a graduate degree at Walsh College. Courses must be completed with a “C” (2.000) or better. Courses must be required or an allowable elective in the graduate program in order to be considered for advanced standing. Students cannot take more than six credits at the graduate level.

Bachelor of Business Administration

The Bachelor of Business Administration (BBA) curriculum at Walsh College provides students with a solid education in the business disciplines as well as the opportunity to major in one of five areas: business information technology, finance, general business, management, or marketing. Students must take all required professional core and major courses. Most students transfer equivalent course work to replace some of these courses.

Bachelor of Business Administration Professional Core

Equivalent courses may be transferred in to replace some of these core courses.

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ACC 201</td>
<td>Principles of Accounting I</td>
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<tr>
<td>ACC 202</td>
<td>Principles of Accounting II</td>
</tr>
<tr>
<td>ACC 310</td>
<td>Managerial Accounting</td>
</tr>
<tr>
<td>BBA 400*</td>
<td>Ethical and Legal Issues in Business</td>
</tr>
<tr>
<td>BBA 431</td>
<td>Business Economics</td>
</tr>
<tr>
<td>BBA 461</td>
<td>Business Strategy and Policy</td>
</tr>
<tr>
<td>BIT 305</td>
<td>Business Computing Tools</td>
</tr>
<tr>
<td>BIT 335</td>
<td>Foundations of Business Information Technology</td>
</tr>
<tr>
<td>COM 210</td>
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<td>COM 320**</td>
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<tr>
<td>QM 301**</td>
<td>Statistical Inference for Management Decisions</td>
</tr>
</tbody>
</table>

* Students are encouraged to take BBA 400 within their first 12 semester credit hours in residence at Walsh College.
**Students are encouraged to take COM 320 and QM 301 within their first 15 semester credit hours in residence at Walsh College.**

***Students are encouraged to take COM 340 within their first 21 semester credit hours in residence at Walsh College.***

**Bachelor of Business Administration Majors**

**BBA-Business Information Technology (BBA-BIT)**

The Walsh College BBA-BIT is focused on business information technology capable of satisfying the emerging needs of today’s businesses. Course offerings provide a professional core that is designed with the input of business professionals, and taught by best-in-class business practitioners, who are on the leading edge of business information technology. Students develop competencies that integrate technical proficiency, business strategy, management, and collaborative teamwork.

**Required Business Information Technology Major Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIT 301</td>
<td>Business Information Technology Theory and Practice</td>
</tr>
<tr>
<td>BIT 331</td>
<td>Business Information Technology Architecture</td>
</tr>
<tr>
<td>BIT 340</td>
<td>Data Modeling and Database Design</td>
</tr>
<tr>
<td>BIT 370</td>
<td>Programming and Program Design</td>
</tr>
<tr>
<td>BIT 416/516*</td>
<td>Business Process and Systems Engineering</td>
</tr>
<tr>
<td>BIT 421</td>
<td>Information Technology Methodology and Strategy I</td>
</tr>
<tr>
<td>BIT 431</td>
<td>Information Technology Methodology and Strategy II</td>
</tr>
</tbody>
</table>

* BIT students may elect to replace BIT 416 with 516 in preparation for pursuing a graduate degree at Walsh College. Course must be completed with a “C” (2.000) or better. Course must be required or an allowable elective in the graduate program in order to be considered for advanced standing. Students cannot take more than six credits at the graduate level.

**BBA - Finance (FIN)**

The purpose of the finance major is to assist the student in developing an appreciation and understanding of the financial decision-making process. It is designed to provide an exposure to accounting, business law and taxation concepts along with financial analysis, planning, and management. The curriculum prepares a student for the fields of credit analysis, commercial lending, brokerage and financial services, financial planning, financial analysis, financial institution management as well as other careers in industry and government.

**Required Finance Major Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECN 419/519*</td>
<td>Economic History of the United States</td>
</tr>
<tr>
<td>FIN 403</td>
<td>Investment Management</td>
</tr>
<tr>
<td>FIN 406</td>
<td>Financial Statement Analysis</td>
</tr>
<tr>
<td>FIN 412</td>
<td>International Economics and Finance</td>
</tr>
<tr>
<td>FIN 417</td>
<td>Business and Government</td>
</tr>
</tbody>
</table>

Electives Six semester credit hours (two courses)

Choose two electives from all courses listed below. Students must meet course prerequisites. Students may, but are not required to, focus their courses in a specialization.

**Banking and Financial Services Specialization**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 409/509*</td>
<td>Bank and Financial Institution Management</td>
</tr>
<tr>
<td>FIN 411/511*</td>
<td>Credit Analysis and Commercial Lending</td>
</tr>
<tr>
<td>FIN 416</td>
<td>The Stock Market</td>
</tr>
<tr>
<td>FIN 450</td>
<td>Portfolio Analysis</td>
</tr>
<tr>
<td>FIN 475</td>
<td>Business Ethics</td>
</tr>
</tbody>
</table>

Note: Students interested in the Michigan Bankers Association partnership program must take FIN 409/509 and FIN 411/511 and complete an internship.

**Personal Financial Planning Preparation**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 321</td>
<td>Insurance</td>
</tr>
<tr>
<td>FIN 402/502*</td>
<td>Theory of Financial Planning</td>
</tr>
<tr>
<td>FIN 403</td>
<td>Investment Management</td>
</tr>
<tr>
<td>FIN 480/580*</td>
<td>Financial Planning Applications and Case Study</td>
</tr>
<tr>
<td>TAX 435</td>
<td>Income Tax and Income Tax Planning</td>
</tr>
<tr>
<td>TAX 436</td>
<td>Employee Benefits and Retirement Planning</td>
</tr>
<tr>
<td>TAX 437</td>
<td>The Tools and Techniques of Estate Planning</td>
</tr>
</tbody>
</table>

Note: Undergraduate students interested in preparing for the Certified Financial Planning® certification exam must pursue
all seven courses listed, three of which may count towards degree completion. FIN 403 is a required course for all finance majors.

* Finance students may elect to take up to six semester credit hours (two courses) at the graduate level of the following courses listed in the BBA Finance degree requirements in preparation for pursuing a graduate degree at Walsh College. Students cannot take more than six credits at the graduate level.

Students may replace ECN 419 with 519, FIN 402 with 502, FIN 409 with 509, FIN 411 with 511, FIN 480 with 580. Courses must be completed with a “C” (2.000) or better. Courses must be required or an allowable elective in the graduate program in order to be considered for advanced standing.

**BBA - General Business (GB)**

The purpose of the general business major is to complement the prior education and/or experience of the student and is specifically designed to provide flexibility in course selection and to be a time-effective degree completion program. The goal of the general business major is to assist the student in his or her present career by providing a basic business education that may accelerate a promotion.

The general business degree consists of the professional core and a minimum of nine semester credit hours of 300-400 level allowable elective courses. Students must meet the minimum total credit hour and residency requirements and meet all course prerequisites. General Business majors may elect to choose a minor but cannot obtain a specialization.

Note: GB students may elect to take up to six semester credit hours (two courses) at the graduate level of any course listed in the undergraduate degree requirements (except BSBIT) in preparation for pursuing a graduate degree at Walsh College (see course listings under each BBA major). Students cannot take more than six credit hours at the graduate level. Courses must be completed with a “C” (2.000) or better. Courses must be required or an allowable elective in the graduate program in order to be considered for advanced standing.

**BBA - Management (MGT)**

The purpose of the management major is to assist the student in developing an understanding of decision methodology, business resource management, organization structures, business strategy, and business policy. Emphasis is placed on the principles of managing, the skills of decision-making and problem-solving, and the techniques of interpersonal relationships. For the student with little or no experience, the curriculum provides the foundation for an entry-level management position in purchasing, customer service, human resources management, public administration, office management, or operations.

**Required Management Major Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 404</td>
<td>Human Resources Management</td>
</tr>
<tr>
<td>MGT 410</td>
<td>Production and Operations Management</td>
</tr>
<tr>
<td>MGT 453</td>
<td>Organizational Leadership</td>
</tr>
<tr>
<td>MKT 307</td>
<td>Marketing Management</td>
</tr>
</tbody>
</table>

**Electives**

Nine semester credit hours (three courses)

Choose three electives from all courses listed below. Students must meet course prerequisites. Students may, but are not required to, focus their courses in a specialization.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 441</td>
<td>Management Practicum</td>
</tr>
<tr>
<td>MGT 470</td>
<td>Public Administration/Governmental Management</td>
</tr>
<tr>
<td>MGT 471</td>
<td>Small Business Management</td>
</tr>
<tr>
<td>MGT 485</td>
<td>Process Improvement / Benchmarking</td>
</tr>
<tr>
<td>MGT 488</td>
<td>Management Internship</td>
</tr>
<tr>
<td>MKT</td>
<td>Marketing Elective (one 300-400/500 level marketing course not already required in the program)</td>
</tr>
</tbody>
</table>

**Human Resources Specialization**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 405</td>
<td>Management and Labor Relations</td>
</tr>
<tr>
<td>MGT 456/556</td>
<td>Organizational Design</td>
</tr>
<tr>
<td>MGT 458/558</td>
<td>Managing Employee Development and Training</td>
</tr>
<tr>
<td>MGT 459/559</td>
<td>Managing Total Compensation</td>
</tr>
</tbody>
</table>

**International Specialization**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 475</td>
<td>International Management</td>
</tr>
<tr>
<td>MKT 489</td>
<td>International Marketing Management</td>
</tr>
<tr>
<td>FIN 412</td>
<td>International Economics and Finance</td>
</tr>
</tbody>
</table>

* Management students may elect to take up to six semester credit hours (two courses) at the graduate level of the following courses listed in the BBA Management degree requirements in preparation for pursuing a graduate degree at Walsh College.

Students may replace MGT 456 with 556, MGT 458 with 558, MGT 459 with 559, MKT 435 with 535, MKT 445 with 545, MKT 446 with 546, and MKT 447 with 547. Students cannot take more than six credit hours at the graduate level. Courses must be completed with a “C” (2.000) or better. Courses must be required or an allowable elective in the graduate program in order to be considered for advanced standing.
**BBA - Marketing (MKT)**

The purpose of the marketing major is to prepare a student for an entry-level position in one of the various marketing related fields. Course work builds around the four P's of marketing: product, pricing, place of distribution, and promotion. The curriculum exposes a student to the skills necessary to begin a career in the areas of sales, market research, promotion, retailing, distribution, advertising, public relations, direct marketing, telemarketing, or purchasing.

**Required Marketing Major Courses**

MKT 307  Marketing Management  
MKT 309  Advertising and Promotion Management  
MKT 415  Consumer and Buyer Behavior  
MKT 435/535*  Marketing Research  
Electives  Nine semester credit hours (three courses)  
Choose three electives from all courses listed below. Students must meet course prerequisites. Students may, but are not required to, focus their courses in a specialization.  
MKT 425  Sales Management  
MKT 441  Marketing Practicum  
MKT 487  Not-for-Profit Marketing  
MKT 488  Marketing Internship  

**e-Marketing Specialization**

MKT 445/545*  e-Marketing Communication  
MKT 446/546*  Database Marketing  
MKT 447/547*  Relationship Marketing Methods  

**Marketing Research Specialization**

MKT 436  Survey Design and Analysis  
MKT 485  Marketing Consulting and Strategy  
MKT 489  International Marketing  

* Marketing students may elect to take up to six semester credit hours (two courses) at the graduate level of the following courses listed in the BBA Marketing degree requirements in preparation for pursuing a graduate degree at Walsh College.  

Students may replace MKT 435 with MKT 535, MKT 445 with MKT 545, MKT 446 with MKT 546 and MKT 447 with MKT 547. Students cannot take more than six credit hours at the graduate level. Courses must be completed with a “C” (2.000) or better. Courses must be required or an allowable elective in the graduate program in order to be considered for advanced standing.

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**Bachelor of Science in Business Information Technology**

The BSBIT program provides students with the expertise to participate in the detailed planning, design and implementation of information technology solutions for business. Course offerings provide in-depth knowledge of information technology and are taught by faculty members involved in leading edge activities. Students develop competencies in the effective use and safeguards of today’s complex information technology systems.

**Bachelor of Science Professional Core**

ACC 201  Principles of Accounting I  
ACC 202  Principles of Accounting II  
BBA 400*  Ethical and Legal Issues in Business  
BIT 201  Analytical Methods for Information Technology  
COM 210  Principles of Business Communications  
COM 320**  Business Communication Methods  
COM 340***  Professional Communication  
ECN 201  Principles of Economics I  
ECN 202  Principles of Economics II  
MGT 201  Principles of Management  
QM 202  Statistical Methods for Business  
QM 301**  Statistical Inference for Management Decisions  

* Students are encouraged to take BBA 400 within their first 12 semester credit hours in residence at Walsh College.  
** Students are encouraged to take COM 320 and QM 301 within their first 15 semester credit hours in residence at Walsh College.  
*** Students are encouraged to take COM 340 within their first 21 semester credit hours in residence at Walsh College.

**Bachelor of Science Program Core**

BIT 301  Business Information Technology Theory and Practice  
BIT 331  Business Information Technology Architecture  
BIT 351  Networking Architecture and Protocol  
BIT 411  Web Services Architecture and Integration  
BIT 416/516*  Business Process and Systems Engineering  
BIT 421  Information Technology Methodology and Strategy I
Undergraduate Degree Programs

BIT 431  Information Technology Methodology and Strategy II
BIT 446/546* Information Systems Security

BSBIT Electives
Students must complete one of the following specializations:

Information Assurance Specialization
BIT 471/571* Building an Information Protection Program
BIT 472/572* Information Security Safeguards
BIT 473/573* Information Systems Threat Assessment

Project Management Specialization
BIT 461/561* Fundamentals of Project Management
BIT 462/562* Project Finance, Estimating, and Cost Management
BIT 463/563* Project Management Tools and Techniques

* BSBIT students may elect to take up to six semester credit hours (two courses) at the graduate level of the following courses listed in the BSBIT degree requirements in preparation for pursuing a graduate degree at Walsh College. Students may replace BIT 416 with BIT 516, BIT 446 with BIT 546, BIT 461 with BIT 561, BIT 462 with BIT 562, BIT 463 with BIT 563, BIT 471 with BIT 571, BIT 472 with BIT 572, and BIT 473 with BIT 573. Students cannot take more than six credit hours at the graduate level. Courses must be completed with a “C” (2.000) or better. Courses must be required or an allowable elective in the graduate program in order to be considered for advanced standing.

Bachelor Degree Graduation Requirements

To graduate with a bachelor degree from Walsh College, students must meet general and program-specific graduation requirements. All students must:

- Complete a program of study within 60 calendar months from the initial date of course enrollment. A student’s program of study is the specific curriculum required by the College at the time of the student’s matriculation as an undergraduate degree candidate at Walsh College unless the student changes majors or degrees while attending Walsh College. If a student changes majors or degrees, the program of study is that specific curriculum required by the College at the time the student officially changes the major or degree.

- Earn a minimum of 127 semester credit hours toward a bachelor’s degree, including a maximum of 82 semester credit hours transferred to Walsh College.

- Achieve a cumulative grade point average of 2.000 (“C”) or better in residence at Walsh College.

- Complete 45 semester credit hours toward an undergraduate degree in residence at Walsh College.

- Achieve a cumulative grade point average of 2.000 (“C”) in their major.

- Students are limited to a total of six semester credit hours of directed study, practicum and/or internship coursework.

- Students are limited to a maximum of six credits in allowable graduate coursework.

- File an official application for graduation with the records/registration office. An appointment with an advisor can be made to review graduation requirements.

Bachelor of Accountancy Graduation Requirements

CPA Specialization:

1. Students must complete the following courses with a grade of “C” (2.000) or better:
   - ACC 201, 202, 300, 301, 302, 310, 406, 411, 412/512, 415/515, 416, 419, 481, 482, 483, 488, and 494
   - BL 301 and 302
   - COM 210, 320, and 340
   - TAX 495, 496

2. Students must complete all courses in their major, to include any approved or required course substitutions, with a cumulative grade point average of “C” (2.000) or better:
   - ACC 201, 202, 300, 301, 302, 310, 406, 411, 412/512, 415/515, 416, 419, 481, 482, 483, 488, 494
   - BL 301, 302
   - TAX 495, 496

3. Complete 18 semester credit hours of the 45 hours in residence in accounting and tax.

CMA Specialization:

1. Students must complete the following courses with a grade of “C” (2.000) or better:
   - ACC 201, 202, 300, 301, 302, 310, 406, 411, 416, 419, 481, 482, 483, 488 and 494
Undergraduate Degree Programs

BL 301 and 302
COM 210, 320, and 340
TAX 495, 496

2. Students must complete all courses in their major, to include any approved or required course substitutions, with a cumulative grade point average of “C” (2.000) or better:
ACC 201, 202, 300, 301, 302, 310, 406, 411, 412/512, 415/515, 416, 419, 481, 482, 483, 488, 494
BL 301, 302
TAX 495, 496

Allowable accounting electives may be completed with a passing grade below “C” (2.000) and will be used to compute major grade point average.

3. Complete 18 semester credit hours of the 45 hours in residence in accounting and tax.

Bachelor of Business Administration
Graduation Requirements

BBA - Business Information Technology (BIT)

1. BIT students must complete the following courses with a grade of “C” (2.000) or better:
BIT 301, 305, 331, 335, 340, 370, 416/516, 421, 431, 481, 482, 483, 488
COM 210, 320, 340

2. Students must complete all courses in their major, to include any approved or required course substitutions, with a cumulative grade point average of “C” (2.000) or better:
BIT 301, 305, 331, 335, 340, 370, 416/516, 421, 431, 481, 482, 483, 488

3. Complete 15 semester credit hours of the 45 hours in residence in business information technology course work.

BBA - Finance (FIN)

1. FIN students must complete the following courses with a grade of “C” (2.000) or better:
BBA 431
COM 210, 320, 340
ECN 201, 202, 419/519
TAX 435, 436, 437

2. Students must complete all courses in their major, to include any approved or required course substitutions, with a cumulative grade point average of “C” (2.000) or better:
BBA 431
ECN 201, 202, 419/519

3. Complete 15 semester credit hours of the 45 hours in residence in management major course work.

BBA - General Business (GB)

1. GB students must complete the following courses with a grade of “C” (2.000) or better:
COM 210, 320, and 340

Nine semester credit hours of elective course work taken in residence at Walsh College.

2. Students must complete all courses (all attempts) in their major with a cumulative grade point average of “C” (2.000) or better in the nine semester credit hours of elective course work taken in residence at Walsh.

3. 45 hours in residence are required.

BBA - Management (MGT)

1. MGT students must complete the following courses with a grade of “C” (2.000) or better:
BBA 461
COM 210, 320, 340
MGT 201, 303, 404, 405, 410, 441, 453, 456/556, 458/558, 459/559, 470, 471, 475, 481, 482, 483, 485, 488
MKT 202, 307, and any 300-500 level MKT elective to fulfill the management major requirements.
FIN 412

2. Students must complete all courses in their major, to include any approved or required course substitutions, with a cumulative grade point average of “C” (2.000) or better:
BBA 461
MGT 201, 303, 404, 405, 410, 441, 453, 456/556, 458/558, 459/559, 470, 471, 475, 481, 482, 483, 485, 488
MKT 202, 307, and any 300-500 level MKT elective to fulfill the management major requirements.
FIN 412

3. Complete 15 semester credit hours of the 45 hours in residence in management major course work.
BBA - Marketing (MKT)

1. MKT students must complete the following with a grade of “C” (2.000) or better:
   
   COM 210, 320, 340

2. Students must complete all courses in their major, to include any approved or required course substitutions, with a cumulative grade point average of “C” (2.000) or better:

3. Complete 15 semester credit hours of the 45 hours in residence in marketing coursework.

Bachelor of Science in Business Information Technology Graduation Requirements

1. BSBIT students must complete the following with a grade of “C” (2.000) or better:

   BIT 301, 331, 351, 411, 416/516, 421, 431, 446/546, 461/561, 462/562, 463/563, 471/571, 472/572, 473/573, 481, 482, 483, 488
   COM 210, 320, 340

2. Students must complete all courses in their major, to include any approved or required course substitutions with a cumulative grade point average of “C” (2.000) or better:

   BIT 301, 331, 351, 411, 416/516, 421, 431, 446/546, 461/561, 462/562, 463/563, 471/571, 472/572, 473/573, 481, 482, 483, 488

3. Complete 15 semester credit hours of the 45 hours in residence in business information technology coursework.
Graduate Degree Programs

This section of the 2005-2006 Catalog provides details on Walsh College’s graduate degree programs, admissions requirements and procedures, required and elective courses, and graduation requirements. The College’s graduate programs include:

- Master of Arts in Economics (MAE)
- Master of Business Administration (MBA)
- Master of Science in Accountancy (MAC)
- Master of Science in Business Information Technology (MSBIT)
- Master of Science in Finance (MSF)
- Master of Science in Information Assurance (MSIA)
- Master of Science in Management (MSM)
- Master of Science in Managing Manufacturing Operations (MSMMO)
- Master of Science in Taxation (MST)

Special Notes

- It is recommended that students meet with an academic advisor prior to enrolling in a graduate degree program to finalize their specific curriculum plan. Advisors are available at all Walsh College campuses. Students should schedule an appointment prior to registering for their first semester.

- Once enrolled at Walsh, students may seek academic advising through the admissions and academic advising office and/or career counseling through the career services office.

- All graduate degree programs must be completed within 60 months of the first semester of enrollment. Extensions to this time requirement will only be granted upon review by the director of admissions and academic advising in conjunction with the academic department chair. Students may be required to complete additional course work, and/or update to the current Catalog year and degree requirements.

- Each graduate program has required prerequisite and/or foundation course work which will be used to establish currency in course work that may be out of date, and/or to establish the necessary background and skills needed for success in the graduate program. All prerequisite and/or foundation course work must be completed with a grade of “C” (2.000) or better.

- A graduate student will not be awarded a certificate for courses completed as part of a specialization within their degree requirement.

Admission to Walsh College Graduate Programs

Admissions Procedures

To apply to any Walsh College graduate degree program, an admissions application form must be submitted along with the non-refundable application fee. Walsh College graduates and former Walsh College students are not required to submit a second application fee. Application may be made at any Walsh College campus or through the Internet at www.walshcollege.edu.

Admitted students may begin their studies at the start of any academic semester. Admissions applications will be accepted until the beginning of a given semester; upon receipt of all required documents. Every attempt will be made to process the application in time for accepted students to enroll in their intended semester of initial attendance. To facilitate the admissions process, applicants are encouraged to submit student or unofficial copies of all transcripts with the admissions application.

Applicants will be considered for admission when the admissions and academic advising office receives evidence of the achievement of minimum admissions requirements. Official admission to the College will be granted only upon receipt of all official transcripts and required documentation although an individual may be initially admitted based upon a review of unofficial materials and contingent upon receipt of final transcripts and required documentation.

It is the responsibility of the applicant to formally request official transcripts be sent to Walsh College from all previous academic institutions. Official transcripts must be obtainable for an applicant to become a student at Walsh College; indebtedness or transcript holds at another institution may prevent processing of the admissions application and/or class registration.

After receiving the applicant’s official transcripts, the admissions and academic advising office will evaluate previous academic credits. Any discrepancy between official and unofficial transcripts will result in the adjustment of any previously noted exclusions, waivers or advanced standing awarded, and may affect eligibility for admission or a change in admission status from contingent to provisional or denied. Generally accepted transfer policies are practiced along state and federal guidelines. Upon completion of the evaluation, a letter will be sent to the applicant reflecting the status of the
application and admission to the College. Applicants may contact the admissions and academic advising office at any time during this process to inquire about specific policies and procedures or the status of their applications.

Applicants may enroll in any semester within the 12 months following admission to Walsh College. If an applicant does not enroll in at least one course within 12 consecutive months following admission, he/she must reapply for admission. If the applicant does not reapply for admission within 24 months after initial admission to the College, his/her application, official transcripts, and all relating documentation will be destroyed.

**Admission Requirements**

For consideration for admission to a Walsh College graduate degree program an applicant must:

- Possess an undergraduate degree or higher from a college or university accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools or one of the following regional associations: Middle States, New England, Northwest, Southern, Western, or North Central, and

- Have an overall cumulative grade point average of 2.750 or better on a 4.000 scale (for applicants with less than a 2.750 GPA see Provisional Status).

In addition to the above requirements, students applying to a graduate program at Walsh College must have completed, or be in the process of completing, prerequisite course work specific to the chosen graduate program with a “C” (2.000) or better.

All graduate students are expected to be proficient in current computer software applications for word processing.

**Graduate programs with additional admission requirements:**

MBA applicants who are able to document a minimum of two years of professional work experience and have a cumulative grade point average of 2.750 or above are eligible for full admission. MBA applicants who have less than two years of professional work experience or have an entering grade point average ranging between 2.000 and 2.749 must submit results of the Graduate Management Aptitude Test (GMAT) to be considered for provisional or full admittance. Minimum GMAT scores of 400 are required for provisional admission and 450 for full admission. The GMAT must have been completed within five years prior to applying to the MBA program, and official copies of the scores must be sent directly to the Walsh College admissions and academic advising office. Unofficial copies of GMAT scores will be accepted to facilitate initial processing of the admissions application.

MSBIT applicants must be able to document a minimum of two years of professional work experience or must possess an undergraduate degree in a computer-related field.

MSIA applicants must be able to document competency in one of the following ways:

- Possess an undergraduate degree in a computer related field
- Provide documented competency in the area of computer security with a minimum of one of the following certifications:
  - Security+ Certification
  - CIW Security Certification
  - Network+ Certification
  - Microsoft Certification (MCSA, MCSE)
  - Novell Certification (CNA, CNE, MCNE)
  - Cisco Certifications (CCNA, CCNE, CCIE)
- Provide documentation of two years verifiable professional level full-time work experience in network design/development/administration or information assurance.

MSM and MSMMO applicants must be able to document the equivalent of a minimum of two years of full-time work experience, preferably in a management or supervisory position.

**Provisional Status**

Individuals with a cumulative grade point average lower than 2.750, but not below 2.000, may be considered for admission to a graduate degree program. Demonstration of other factors that indicate a reasonable probability of success in the program will be considered. Such factors include, but are not limited to, professional work experience, professional certifications, and successful academic performance in business courses. Upon evaluation, this may result in provisional acceptance to a graduate degree program at the College.

Provisional acceptance requires a mandatory appointment with an advisor prior to registration in the first semester of courses. For most graduate programs the first two courses must be completed with a “C” (2.000) or better for the provisional status to be removed.

Students admitted on a provisional basis to the MBA, MSBIT, MSIA, or MSMMO program must achieve a minimum cumulative grade point average of “B” (3.000) in the first two graduate courses taken. A cumulative grade point average of “B” (3.000) is required for graduation in these programs.

The final admission status of the applicant will not be determined until the official GMAT score has been received.
Failure to meet the requirements of the provisional status will result in dismissal from the College and an academic hold which will not allow the individual to continue in the graduate program. After a period of two years, provisionally dismissed individuals may be eligible to re-apply to a Walsh College graduate degree program.

Credit for Extra-Institutional Learning

Walsh College awards credit and/or course competency waivers for documented postsecondary-level extra-institutional learning. Extra-institutional learning is defined as learning that is attained outside of the sponsorship of legally authorized and appropriately accredited postsecondary education institutions. Reliable and valid measures of learning outcomes are used to assess and grant such awards.

When applying for admission to Walsh College, a student may request credit for learning already acquired in settings outside of Walsh. The request will be evaluated as part of the admissions process. Documentation verifying attainment of college-level learning is required.

Credit for extra-institutional learning will not be awarded for work experience. Current sources of extra-institutional learning which may be reviewed for course credit or waivers include CLEP, documented military coursework, courses documented by the American Council of Education and certifications of professional training. Contact the Walsh College admissions and academic advising office for additional information.

Readmission to Walsh College

If a student or applicant has not enrolled in any courses (as designated by the last semester attended on the student’s Walsh transcript) for 12 consecutive months, the student/applicant must apply for readmission through the admissions and academic advising office. At the time of readmission, all course work will be evaluated based on current admission requirements, required course work and acceptable transfer equivalencies, and minimum grade requirements for transfer and graduation. Time limitations for eligibility/transferability as determined by each academic area may apply.

Readmitted students will be responsible for the degree requirements outlined in the catalog year that they are readmitted to and will receive a program sheet detailing their degree requirements.

Students who are granted credit for previously taken courses at Walsh College may be required to complete their program in a period of time not to exceed the maximum 60 months from initially starting at Walsh College. Transcripts of students who have been readmitted to the College will reflect all courses taken, credit hours attempted and grades received while at Walsh College, even though previous course work with a grade below “C” (2.000) will not be counted towards the current degree program.

Students who were academically dismissed or placed on academic probation must meet with an advisor to discuss eligibility for readmission. Please refer to the section on Academic Standing prior to reapplying for admission. Consideration of all prior activity, including student conduct, will be reviewed during evaluation and may be grounds for denial of readmission. Academic files are destroyed after five years of non-enrollment. A student seeking readmission after five years must resubmit all official transcripts and any other required documentation.

Clean Slate Policy

Walsh College graduate students who have stopped attending and are applying for readmission may request a review of their previous academic course work for exclusion from their new academic program and grade point average calculation. This option is only open to Walsh College graduate degree seeking students who have not attended Walsh College for at least one year (12 consecutive months), are reapplying for admission, and are choosing a new degree program other than the original degree program.

This option allows courses from the student’s first degree or academic program course grades to be excluded from their new degree or program with the following stipulations:

Prior courses and course grades count towards the new degree program and GPA for:

- Any course, including dual listed and all attempts of that course, that is required as part of the student’s new degree program.
- Any course, including all attempts of that course, that the student chooses to include as an elective course in the new degree program.
- Any course that is being counted to reach the total number of required credit hours for a new graduate degree.

Any courses elected by the student to be used toward degree requirements must be identified at the time of readmission. Course selections cannot be changed. The clean slate policy cannot be used more than once and all courses attempted and grades earned remain on the student’s transcript even though some courses/grades under the provisions of this policy may not be counted towards the new degree/program or grade point average.

After having taken advantage of the clean slate policy, upon reapplication to another degree or certificate program, all courses attempted and grades received as part of the clean slate policy will be used to recomputed the student’s cumulative grade point average for admission evaluation purposes.
Degree/Program Changes

A student desiring to change from one graduate program or degree to another must officially request this change with an academic advisor. A complete evaluation will be required before the student is admitted into the desired degree program. Graduate courses already completed at Walsh College will be evaluated for appropriateness for the new program/degree. A change in graduate program/degree may result in the identification of prerequisite course work, graduate or undergraduate, which will be required. The student will be placed on the most current program of study and issued a new academic program sheet. All current admission requirements and policies will apply.

If a student wishes to change his or her status from graduate degree seeking to non-degree or any other status, he or she must contact the admissions and academic advising office to apply for the new status. Please see the introduction section on College Catalog/Program Changes.

Pursuing a Second Graduate Degree at Walsh College

Students may apply for a second graduate degree at Walsh College upon completion of their current academic degree program. Students must follow all procedures outlined for application to graduate programs. Applicants must meet admission criteria as established for the graduate degree program. Consideration of prior graduate academic course work that has been successfully completed at Walsh College will be reviewed as outlined in sections entitled Advanced Standing Credit and Course Waivers.

Advanced Standing Credit

Students may receive advanced standing credit for graduate level course work that is directly equivalent to required or elective courses in their specific Walsh degree program. If a student is awarded advanced standing credit, these semester credit hours are applied toward the appropriate degree program. Advanced standing credit may not exceed 12-15 semester credit hours of graduate course work, depending on degree program - see below.

Advanced standing credit will only be awarded once for a transfer course within a graduate program; in subsequent programs, the course may be used to obtain a waiver, if time limits and equivalencies are met. Approved courses taken at the graduate level while an undergraduate student may not exceed six hours of advanced standing towards the graduate program.

Advance standing credit that is awarded as part of a “course set” to fulfill requirements for a specialization will not be designated on the transcript as a specialization in the new degree program.

Candidates for the Master of Business Administration, Master of Science in Finance, Master of Science in Information Assurance, Master of Science in Managing Manufacturing Operations and Master of Science in Taxation who are awarded advanced standing credit must complete a minimum of 24 credit hours in residence at Walsh College, with required core or allowable elective courses, in order to earn the designated graduate degree.

Candidates for the Master of Science in Accountancy, Master of Arts in Economics, and the Master of Science in Management who are awarded advanced standing credit must complete a minimum of 18 credit hours in residence at Walsh College, with required core or allowable elective courses, in order to earn the designated graduate degree.

Candidates for the Master of Science in Business Information Technology who are awarded advanced standing credit must complete a minimum of 21-24 credit hours in residence at Walsh College, with required core or allowable elective courses, in order to earn the designated graduate degree.

For course work to be eligible for advanced standing, the following criteria must be met:

- The course work being considered must be equivalent to a course offered as a part of a Walsh College graduate degree program, and
- Graduate transfer course work must have been completed with a grade of “B” (3.000) or better from a college or university accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools or one of the following regional associations: Middle States, New England, Northwest, Southern, Western or North Central, and
- The course work must have been completed within the 60 calendar months preceding the date of initial admission.
- Students may contact the Walsh College Admission and Academic Advising Office for additional information.

Course Waivers

An applicant may be eligible to receive waivers for required and/or elective course work in the graduate program. Unlike advanced standing, an applicant will receive no credit for the waiver. A waiver requires the applicant to replace the waived course with an allowable elective course. Waivers granted for foundation courses do not require the applicant to replace the waived course. Waivers may be awarded for course work that is determined to be equivalent to courses required in the graduate degree program. Courses must have been completed at Walsh or another institution prior to admission to Walsh College. If the student desires to take a course that has been waived for a grade, he/she must contact the admissions and academic advising office.
To apply eligible courses as a waiver for required coursework, the following criteria must be met:

- The course work must be equivalent to a course offered as part of a Walsh College graduate degree program, and
- The course work must have been completed with a grade of “C” (2.000) or better, from a college or university accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools of one of the following regional associations: Middle States, New England, Northwest, Southern, Western or North Central, and
- The course work must have been completed within 60 calendar months preceding the date of initial admission.

Waivers that are awarded as a “course set” to fulfill requirements for a specialization will not be designated on the transcript as a specialization in the new degree program.

Non-Degree Course Work
An individual who holds the minimum of a bachelor’s degree is eligible to take courses at Walsh College as a non-degree graduate student. All course prerequisites must be met. An individual interested in taking courses as a non-degree student should follow the same procedures as an applicant to a graduate degree program. Any individual who wishes to apply credit toward a degree program from course work taken as a non-degree student will be held to all admissions requirements under the catalog year in which the individual applies.

Dual Graduate Degrees
Dual degrees are not available at the graduate level.

Graduate Degree Programs

Master of Arts in Economics
The Master of Arts in Economics (MAE) from Walsh College offers graduate students the opportunity to engage in advanced studies of how and why individuals, in their roles as consumers and producers, make important decisions about the allocation of scarce resources. As such, this program is designed to provide significant insights into the free market system as the foundation of successful business enterprise and individual prosperity.

Graduate students enrolled in the MAE program study how competition leads to the efficient production of goods and services, and the consequences of government intervention in the economy. They also gain a greater understanding of the inner workings of firms and other organizations as an essential and unique aspect of their studies.

Walsh MAE students are better prepared for a wide variety of employment opportunities from technically oriented work for private firms and trade associations to policy-oriented work with foundations and the public sector.

The MAE consists of 10-11 courses totaling 30-33 semester credit hours, depending on a student’s prior education. Students complete eight core courses, plus two electives or thesis).

MAE Foundation Course
ECN 503 Survey of Economics

MAE Core Courses
ECN 507 Advanced Microeconomics
ECN 508 Advanced Macroeconomics
ECN 512 International Economics and Finance
ECN 515 Interest Rates and Capital Markets
ECN 530 Early and Classical Economic Thought
ECN 531 Modern Economic Thought
ECN 580 Monetary and Fiscal Policy Seminar
ECN 588 Business Ethics

MAE Electives
ECN 519 Economic History of the United States
ECN 525 Risk Management
ECN 532 Portfolio Analysis
ECN 540 Applied Econometrics
ECN 575 Public Finance
ECN 585 Seminar in Market Economics
ECN 587 Business Valuation
ECN 590 Thesis (6 Hours)
FIN 502 Theory of Financial Planning

Master of Business Administration
The Walsh College Master of Business Administration (MBA) is a distinctive program that encompasses the study of accounting, finance, management and related disciplines. The curriculum is based upon the foundation courses found in all MBA programs, demonstrating how each area is integrated into a successful business operation. The Walsh MBA also provides the opportunity to specialize in one area by taking four elective courses in topics of particular relevance to individual interests and career goals.
All MBA courses emphasize decision-making and developing systematic approaches to solving complex problems. Students work in teams and use technology extensively to access information from the Internet and online databases.

The Walsh MBA program consists of seven foundation courses that may be taken at Walsh or excluded, depending on a student’s prior education. The program core consists of eight courses and a four course elective requirement which a student can elect to take from a number of specializations. Students may, but are not required to, focus their courses in a specialization.

**MBA Foundation Courses**

- MBA 500 Financial Accounting
- MBA 501 Management and Organization
- MBA 503 Survey of Economics
- MBA 550 Managing the Marketing Function
- MBA 556 Legal Issues in Management
- MBA 565 Operations Management
- QM 503 Inferential Statistics for Business Decision-Making

**MBA Core Courses**

- MBA 505 Managerial Accounting
- MBA 510 Financial Management
- MBA 515 Quantitative Methods
- MBA 523 Global Economics
- MBA 530 Effective Leadership and Business Ethics
- MBA 555 Human Resources Management
- MBA 670 Case Studies in Business Strategy and Policy
- MBA 671 Strategic Implementation and Managing Change

**MBA Specializations/Electives**

To earn a specialization, a student may either complete any four courses within a listed discipline (ACC, BIT, ECN, FIN, MGT, MKT or TAX) or complete the four specific courses listed under a course set within a discipline. A student will not be awarded two specializations for a discipline and a course set within that same discipline unless additional courses are taken. A student may elect to obtain a second specialization with a minimum of nine additional semester credit hours. Students may, but are not required to, focus their elective courses in a specialization. A student who is pursuing a second graduate degree at Walsh will not be awarded a specialization that has been previously completed or within the same discipline as the first degree. Credit for a course set that has been awarded as advanced standing to fulfill requirements for a specialization will not be designated on the student’s transcript as a specialization. A student will not be awarded a certificate for courses completed for a specialization. Electives can be chosen from any 500 level course in the listed disciplines (except specific course listed). Students must follow all course prerequisites. In some cases this could result in the completion of more than four elective courses.

**Accounting**

Any 500 level accounting course except ACC 500, ACC 505, and ACC 519

**Business Information Technology**

Any 500 level business information technology course

**e-Marketing**

Choose any four of the following. Not open to MSMMO graduates.

- MKT 545 e-Marketing Communication
- MKT 546 Database Marketing
- MKT 547 Relationship Marketing Methods
- MKT 548 Strategic e-Marketing

**Economics**

Any 500 level economics course except ECN 503, ECN 515 and ECN 588

**Enterprise Systems**

- BIT 526 Enterprise Network Architectures
- BIT 536 Database Systems
- BIT 551 Data Warehousing and Business Intelligence
- BIT 571 Building an Information Protection Program

**Finance**

Any 500 level finance course except FIN 510, FIN 515 and FIN 588

**Human Resources Management**

- MGT 556 Organizational Design
- MGT 557 Labor Relations
- MGT 558 Managing Employee Development and Training
- MGT 559 Managing Total Compensation
Graduate Degree Programs

Information Assurance

BIT 546 Information Systems Security
BIT 571 Building an Information Protection Program
BIT 572 Information Security Safeguards
BIT 573 Information Systems Threat Assessment

Management

Any 500 level management course that may include MGT 520, MGT 538 and MGT 585 and/or any management course listed under the Human Resources Management or Supply Chain Management specializations.

Marketing

Any 500 level marketing course

Project Management

BIT 561 Fundamentals of Project Management
BIT 562 Project Finance, Estimating, and Cost Management
BIT 563 Project Management Tools and Techniques
BIT 564 Project Leadership and Management

Supply Chain Management

MGT 535 Dynamics of Quality
MGT 536 Logistics
MGT 537 Supply Chain Management
MGT 568 Fundamentals of Operations Research

Taxation

Any 500 level taxation course

Master of Science in Accountancy

The Master of Science in Accountancy (MAC) is designed with two options depending on the student’s previous academic background.

The first option is for students who have had no or limited accounting and business course work or for those who do not have an undergraduate accounting degree from Walsh College. This option is designed to provide a comprehensive education in the areas of accounting, business, auditing, and taxation. Moreover, this 30-39 credit hour curriculum is designed to assist students in obtaining the necessary competence to prepare for professional examinations, such as the CPA (Certified Public Accountant), CMA (Certified Management Accountant) or CFM (Certified Financial Management) examinations. Students with course work in accounting and taxation at the undergraduate level may receive waivers for required courses to be replaced with electives in order to meet program requirements.

The second option is available for students who have an undergraduate degree in accounting from Walsh College and either need to further prepare for the CPA exam and/or want additional course work in accounting, taxation, or other business areas. See the MAC for Walsh College accounting undergraduates. This 30-hour program is designed to complement the 127-hour Walsh College Bachelor of Accountancy by meeting the 150-hour requirement while obtaining a master’s degree; a minimum of five graduate courses in accounting and taxation are required.

MAC Foundation Courses

ACC 500 Financial Accounting
ACC 501 Intermediate Accounting I
ACC 502 Intermediate Accounting II

MAC Core Courses

ACC 506 Accounting Information Systems
ACC 511 Investments and Business Combinations
ACC 512 Government and Not-for-Profit Accounting
ACC 515 Professional Auditing
ACC 516 Accounting Business Communications
ACC 519 Advanced Managerial Accounting
ACC 520 Seminar in Accounting Theory
ACC 550 Seminar in Advanced Accounting, Auditing and Accounting Business Communication Topics
TAX 595 Introduction to Tax and Business Taxation I
TAX 596 Introduction to Tax and Business Taxation II

MAC Electives

If needed to meet residency requirements. Certain courses may require additional prerequisites not included in the degree program. All course prerequisites must be followed.

ACC 555 Seminar in Advanced Accounting and Advanced Taxation Topics
ACC 560 Professional Practice and Behavior
ACC 562 Thesis
ACC 583 Directed Study
MAC for Walsh College Accounting Undergraduates

Complete 10 courses for 30 credit hours from the following core and elective course work. A minimum of five courses in accounting and taxation are required.

**Foundation Courses**
- ACC 500 Financial Accounting
- ACC 501 Intermediate Accounting I
- ACC 502 Intermediate Accounting II

**MAC Core Courses**
*Must complete the following courses not previously taken.*
- ACC 512 Government and Not-for-Profit Accounting
- ACC 515 Professional Auditing
- ACC 520 Seminar in Accounting Theory
- ACC 550 Seminar in Advanced Accounting, Auditing and Accounting Business Communication Topics
- ACC 555 Seminar in Advanced Accounting and Advanced Taxation Topics
  or
- ACC 560 Professional Practice and Behavior

Note: ACC 512 and ACC 515 can be taken while pursuing the Bachelor of Accountancy at Walsh College.

**MAC Required Electives**
- TAX 595 Introduction to Tax and Business Taxation I
- TAX 596 Introduction to Tax and Business Taxation II

and choose from any of the following courses not previously completed:
- ACC 555 Seminar in Advanced Accounting and Taxation Topics

ACC 560 Professional Practice and Behavior
ACC 562 Thesis
ACC 583 Directed Study
ACC 588 Internship
ACC 594 Accounting Practicum

Any 500-level course in BIT, BL, ECN, FIN or MGT, or QM 503
Any MBA 500 level course (except MBA 500, MBA 505, and MBA 556)
TAX 500, 501, 507, 509, 511, 514, 521, 522, 523, 524, 531, 540, 550, 555, 556, 557, 599

**Master of Science in Business Information Technology**

The Master of Science in Business Information Technology (MSBIT) is designed for the business professional that has responsibility for planning, integrating, operating and/or improving business information technology systems. The program focuses on using information technologies to enhance an organization’s business activities. Students analyze leading information technology trends and developments, determine the potential implications for business, and define strategies for creating and sustaining a competitive advantage. Two specializations are available in the MSBIT - Information Assurance and Project Management.

Students may, but are not required to, focus their elective courses in a specialization. To earn a specialization in one of the following areas, a student must complete the courses listed in each area. A student will not be awarded a certificate for courses completed for a specialization. Elective courses may be chosen from the list below. Some elective courses may require prerequisites that are not included in the degree program. Refer to the registration material/schedule of classes. Credit for a “course set” that has been awarded as advanced standing to fulfill requirements for a specialization will not be designated on the student’s transcript as a specialization.

**Information Assurance Specialization**

Students obtain critical skills by completing courses in building an information protection program, internetworking and application security, information security safeguards and information security auditing and threat assessment. The objectives for students pursuing the information assurance specialization are:

- To research the latest security techniques and apply them to an organizational setting
To develop expertise in security technology and process controls

To develop and apply skills and leadership behaviors for developing an information security program within various computing environments

To design, implement, and evaluate security controls and countermeasures

To apply the principles of law, policy, and ethics

To plan, organize, and effectively manage and focus administrative, personnel, physical, and technical resources of organizations to mitigate and measure risks for different computing infrastructures

To evaluate and diagnose security risk and risk mitigating strategies

To plan, develop and implement sound and appropriate policies and procedures

To apply effective principles of audit controls for successful information technology governance

To plan, develop and implement sound and appropriate policies and procedures

To prepare for taking the Certified Information Systems Security Professional (CISSP) exam

Further information about CISSP exam requirements may be found at www.isc2.org. Individuals who hold a certificate in information systems security may be eligible to achieve 12-15 credit hours in advanced standing towards the MSBIT degree.

**Project Management Specialization**

The specialization is based on the five domains and nine project management knowledge areas defined by the Project Management Institute™. The goal of the specialization will be to prepare students to assist organizations with their project management needs, while acquiring the knowledge that will prepare them to take the PMP certification exam.

Further information about Project Management Professional (PMP) certification requirements may be found at www.pmi.org. Individuals who hold a certificate in project management through the Project Management Institute™ may be eligible to achieve 12 credit hours in advanced standing towards the MSBIT degree.

The MSBIT consists of 12-14 courses for a total of 36-42 semester credit hours in the program depending on prior experience or education. It is recommended that the program be pursued sequentially, two courses per semester.

**MSBIT Foundation Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIT 501</td>
<td>Information Systems Methodology</td>
</tr>
<tr>
<td>BIT 502</td>
<td>Program Design and Development</td>
</tr>
</tbody>
</table>

**MSBIT Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIT 511*</td>
<td>Business Information Technology Trends and Issues</td>
</tr>
<tr>
<td>BIT 516</td>
<td>Business Process and Systems Engineering</td>
</tr>
<tr>
<td>BIT 526</td>
<td>Enterprise Network Architectures</td>
</tr>
<tr>
<td>BIT 536</td>
<td>Database Systems</td>
</tr>
<tr>
<td>BIT 541</td>
<td>Electronic Commerce</td>
</tr>
<tr>
<td>BIT 546</td>
<td>Information Systems Security</td>
</tr>
<tr>
<td>BIT 551</td>
<td>Data Warehousing and Business Intelligence</td>
</tr>
<tr>
<td>BIT 599</td>
<td>Capstone Project</td>
</tr>
</tbody>
</table>

* Students are encouraged to take this course within their first 12 semester credit hours.

**Information Assurance Specialization**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIT 571</td>
<td>Building an Information Protection Program</td>
</tr>
<tr>
<td>BIT 572</td>
<td>Information Security Safeguards</td>
</tr>
<tr>
<td>BIT 573</td>
<td>Information Systems Threat Assessment</td>
</tr>
<tr>
<td>BIT 574</td>
<td>Cryptography</td>
</tr>
</tbody>
</table>

**Project Management Specialization**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIT 561</td>
<td>Fundamentals of Project Management</td>
</tr>
<tr>
<td>BIT 562</td>
<td>Project Finance, Estimating, and Cost Management</td>
</tr>
<tr>
<td>BIT 563</td>
<td>Project Management Tools and Techniques</td>
</tr>
<tr>
<td>BIT 564</td>
<td>Project Leadership and Management</td>
</tr>
</tbody>
</table>

**MSBIT Electives**

Students who are not choosing a specialization must complete 12 credit hours in any of the followings courses. All course prerequisites must be followed.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 500, 501, 502, 505</td>
<td></td>
</tr>
<tr>
<td>BIT 561, 562, 563, 564, 571, 572, 573, 574</td>
<td></td>
</tr>
<tr>
<td>ECN 519, 515, 525, 588</td>
<td></td>
</tr>
<tr>
<td>FIN 515, 525, 588</td>
<td></td>
</tr>
<tr>
<td>MBA/MGT 501, 530, 550, 555</td>
<td></td>
</tr>
</tbody>
</table>
Students are encouraged to meet with the program director when choosing electives.

**Master of Science in Finance**

The Master of Science in Finance (MSF) program offers graduate education in all aspects of finance. It offers a blend of accounting, economics, and finance along with the study of economic theory. There are four specializations available in the MSF program. Students may, but are not required to, focus their elective courses in a specialization. To earn a specialization in one of the following areas, students may select any four of the courses listed in each area. A student will not be awarded a certificate for courses completed for a specialization. Some electives courses may require prerequisites that are not included in the degree program. Refer to the registration material/schedule of classes. Credit for a “course set” that has been awarded as advanced standing to fulfill requirements for a specialization will not be designated on the student’s transcript as a specialization.

**Corporate Finance Specialization**

This specialization is designed for the student who desires the advanced skills necessary to competently perform financially oriented analytical and managerial functions within the corporate environment.

**Financial Economics Specialization**

This specialization is designed as a less technically oriented and more theoretical approach to finance that will offer the student graduate level skills in utilizing economic principles as a basis for financial decision-making. The specialization is designed for students with a liberal arts undergraduate degree, economic educators and middle management professionals desiring upper management decision-making skills.

**Personal Financial Planning Specialization**

This specialization is designed for those students interested in a career in personal financial advising and consulting. Note: The personal financial planning specialization allows students to complete additional coursework to prepare for Certified Financial Planner® certification exam. See section entitled Certificate Programs for course listings.

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**Financial Services Specialization**

This specialization is designed for the student who desires the graduate level skills necessary in the financial services industry. This specialization is recommended for students interested in career paths in banking, investment management, investment banking, consulting, real estate, or leasing. Other areas of interest may include investment and lending functions of the insurance industry and the financial service arms of major corporations.

The MSF consists of 12-13 courses totaling 36-39 semester credit hours depending on a student’s prior education. Students complete six required core courses, and six elective courses, of which four may be taken in one of the designated specializations. Students may, but are not required to, focus their courses in a specialization.

**MSF Foundation Course**

- ACC 500 Financial Accounting

**MSF Core Courses**

- FIN 506 Financial Statement Analysis
- FIN 510* Financial Management
- FIN 512 International Economics and Finance
- FIN 515 Interest Rates and Capital Markets
- FIN 521 Investments
- FIN 575 Public Finance

*Students are encouraged to take this course within their first 12 semester credit hours.

**MSF Specializations**

**Corporate Finance**

- ACC 505 Advanced Managerial Accounting
- FIN 504 Financial Theory and Practice
- FIN 550 Case Studies in Corporate Finance
- FIN 587 Business Valuation

**Financial Economics**

Choose any 4 of the following.

- ECN 507 Advanced Microeconomics
- ECN 508 Advanced Macroeconomics
- ECN 530 Early and Classical Economic Thought
- ECN 531 Modern Economic Thought
- ECN 540 Applied Econometrics

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MBA 556
MGT 538
TAX 595, 596
**Personal Financial Planning**

*Choose any 4 of the following.*

- FIN 502 Theory of Financial Planning
- FIN 525 Risk Management and Insurance
- FIN 580 Financial Planning Applications and Case Study
- TAX 535 Income Tax and Income Tax Planning
- TAX 536 Employee Benefits and Retirement Planning
- TAX 537 The Tools and Techniques of Estate Planning

Note: Refer to section entitled Certificate Programs for details on Certified Financial Planner® certification exam requirements.

**Financial Services**

- FIN 509 Bank and Financial Institution Management
- FIN 511 Credit Analysis and Commercial Lending
- FIN 520 Real Estate
- FIN 532 Portfolio Analysis

**MSF Electives**

All MSF students must complete a minimum of two elective courses. Students not specializing must complete four additional elective courses for a total of six elective courses and may choose from the following. All course prerequisites must be followed.

- ACC 501 Intermediate Accounting I
- ACC 502 Intermediate Accounting II
- ACC 505 Advanced Managerial Accounting
- ACC 511 Investments and Business Combinations
- ACC 512 Government and Not-for-Profit Accounting
- ACC 515 Professional Auditing
- ACC 520 Seminar in Accounting Theory
- ACC 550 Seminar in Advanced Accounting, Auditing and Business Communication Topics
- ECN 503 Survey of Economics (as required elective only)
- ECN 507 Advanced Microeconomics
- ECN 508 Advanced Macroeconomics
- ECN 519 Economic History of the United States
- ECN 530 Early and Classical Economic Thought
- ECN 531 Modern Economic Thought
- ECN 540 Applied Econometrics
- ECN 580 Monetary and Fiscal Policy Seminar
- ECN 585 Seminar in Market Economics
- FIN 502 Theory of Financial Planning
- FIN 504 Financial Theory and Practice
- FIN 509 Bank and Financial Institution Management
- FIN 511 Credit Analysis and Commercial Lending
- FIN 520 Real Estate
- FIN 525 Risk Management
- FIN 532 Portfolio Analysis
- FIN 550 Seminar in Advanced Accounting, Auditing and Business Communication Topics
- FIN 580 Financial Planning Applications and Case Study
- FIN 585 Seminar in Finance
- FIN 587 Business Valuation
- FIN 588 Business Ethics
- MBA/MGT 515 Quantitative Methods
- TAX 535 Income Tax and Income Tax Planning
- TAX 536 Employee Benefits and Retirement Planning
- TAX 537 The Tools and Techniques of Estate Planning
- TAX 595 Introduction to Tax and Business Taxation I
- TAX 596 Introduction to Tax and Business Taxation II

**Master of Science in Information Assurance**

The Master of Science in Information Assurance degree program (MSIA) combines theory with applied learning enabling security practitioners to be functional upon completing the degree. The program has been designed to meet the high demand for information assurance professionals in government, corporations and industry.

The program allows students to choose a specialization that fits their professional goals. Students whose undergraduate work was in accounting or finance may wish to pursue the audit specialization and prepare for the CISA certification offered by the ISACA. Students who wish to focus their
careers in law enforcement will find the digital forensics specialization will meet their needs. Executives and high level managers who plan to be information assurance decision-makers will prefer the rigorous chief information security officer specialization. A student will not be awarded a certificate for courses completed for a specialization.

The MSIA program consists of 12-17 courses depending on a student’s prior education. Students complete five foundation courses (may be taken at Walsh or excluded, depending on a student’s prior education, certifications and/or experience), eight core courses and a four course specialization. Further information about CISSP exam requirements may be found at www.isc2.org.

**MSIA Foundation Courses**

**BIT 546** Introduction to Information Systems Security

**BIT 571** Establishing an Information Protection Program

**BIT 572** Security Safeguards

**BIT 573** Threat Assessment

**BIT 574** Introduction to Cryptography

Individuals who have the CISM, CISSP, CPP, and/or CISA certification(s) will be excluded from the foundation courses.

**MSIA Core Courses**

**IA 500** Seminar on Public Sector Security Issues

**IA 510** Secure System Architecture and Design

**IA 520** Ethics and Legal Issues for Security Practitioners

**IA 530** Authentication Technologies and Standards

**IA 540** Intrusion Techniques and Defenses

**IA 545** Physical Security

**IA 547** Seminar on Business Continuity Planning

**IA 590** Information Assurance Capstone

Specialization Courses - choose one specialization from:

**Audit**

**IA 561** Introduction to Auditing Models

**IA 562** Auditing Computer Systems I

**IA 563** Auditing Computer Systems II

**IA 564** Conducting and Audit

**Chief Information Security Officer (CISO)**

**BIT 561** Fundamentals of Project Management

**IA 570** CISO Skills

**MBA 501** Management and Organization

**MKT 541** Strategic Communication and Public Relations

**Digital Forensics**

**IA 551** The Law and Digital Crime

**IA 552** Introduction to Structured Digital Forensics

**IA 553** Conducting a Cyber Crime Investigation I

**IA 554** Conducting a Cyber Crime Investigation II

**Master of Science in Management**

The Master of Science in Management (MSM) degree program focuses on developing leadership ability as well as a firm understanding of organizational structures, communication, financial management, operations, and marketing and human resources management. The MSM program incorporates selected elements from the common body of knowledge recommended for graduate business education as found in a Master of Business Administration program. However, the MSM program goes a step further by focusing on the knowledge and skills associated with the discipline of management and leadership.

Threaded throughout the core and foundation are four common themes: global leadership, entrepreneurship, public and private-sector applications, and linkage with the business environment. The program culminates in a capstone strategic management course, which integrates the various levels and areas of learning.

The MSM degree program provides concentrated graduate study on modern principles and practical skills for future business and personal growth.

The MSM program consists of 10-12 courses for 30-36 semester credit hours, depending on a student’s prior education.

**MSM Foundation Courses**

**MBA 500** Financial Accounting

**QM 503** Inferential Statistics for Business Decision-Making

**MSM Core Courses**

**MGT 501** Management and Organization

**MGT 515** Quantitative Methods

**MGT 520** Management Information Systems
Graduate Degree Programs

MGT 530  Effective Leadership and Business Ethics
MGT 550  Managing the Marketing Function
MGT 555  Human Resources Management
MGT 556  Organizational Design
MGT 560  Financial Metrics
MGT 615  Strategic Management (capstone course)
MBA 556  Legal Issues in Management

Master of Science in Managing Manufacturing Operations

The Master of Science in Managing Manufacturing Operations (MSMMO) is a 36-45 credit hour graduate degree program depending on student’s prior education. The program focuses on the manufacturing sector and provides the business skills that plant managers and others supervising and managing a variety of industrial and manufacturing operations require. The MSMMO will emphasize the managerial skills necessary to succeed in a specialized manufacturing environment including labor relations and project management.

The MSMMO, with its non-engineering, business focus, makes it a unique graduate program in the Detroit area for engineers who require a focused management credential.

Students will be required to complete eight core courses and choose four of six elective courses.

MSMMO Foundation Courses

MBA 500  Financial Accounting
MGT 501  Management and Organization
QM 503  Inferential Statistics for Business Decision-Making

MSMMO Core Courses

MGT 515  Quantitative Methods
MGT 520  Management Information Systems
MGT 538  Global Manufacturing
MGT 555  Human Resources Management
MGT 560  Financial Metrics
MGT 561  Fundamentals of Project Management
MGT 565  Operations Management
MGT 615  Strategic Management (capstone course)

MSMMO Electives

Choose four of the following electives:

MGT 535  Dynamics of Quality
MGT 536  Logistics
MGT 537  Supply Chain Management
MGT 557  Labor Relations
MGT 568  Fundamentals of Operations Research
MGT 585  Seminar in Management

Master of Science in Taxation

The Master of Science in Taxation (MST) degree program offers graduate education in specialized areas of taxation. The program is designed for the person who needs to develop expertise in the field of taxation. To enable a student to specialize in one area of study, he or she may choose to complete all three of the elective courses in a specialization. Alternately, a student may choose not to have an area of specialization. A student is limited to one specialization. A student will not be awarded a certificate for courses completed for a specialization. If additional specializations are of interest to a student, the student may return to Walsh College after completing the MST program and pursue the graduate certificate in taxation.

The specializations are:

- Tax Aspects of Financial and Estate Planning
- Taxation of Corporations
- Taxation of Small Businesses and Their Owners

The curriculum offers 25 different tax-related courses. To graduate, a student in the MST program must complete the eight required three-credit courses, two one-credit research papers (or a three-credit thesis), three three-credit elective courses (or complete a three-course specialization), and a one credit hour comprehensive seminar for a total of 36 or 39 semester credit hours.

In addition, students who elect not to write a thesis must take TAX 571 (Advanced Tax Research Paper) concurrently with a course in that specialization, when electing to have a specialization.

TAX 593 Introduction to Tax and Business Taxation I or its equivalent is required as a prerequisite to the courses in the MST program. Students who do not have this prerequisite will have the course added as a foundation course. This foundation course will then be required as the first course in the MST program.

MST Foundation Course

TAX 593  Introduction to Tax and Business Taxation I
### MST Required Courses

**Tax Skill Courses:**
- TAX 599 Introduction to Tax Research
- TAX 500 Advanced Tax Research Methodology, Writing, and Citation
- TAX 501 The Role of Legal Authorities in Taxation

**Fundamental Core Courses:**
- TAX 507 Tax Accounting
- TAX 509 Sales and Exchanges of Property

**Advanced Core Courses:**
- TAX 510 Basic Concepts in Corporate Taxation
- TAX 531 Partnership and LLC Taxation
- TAX 545 Tax Ethics, Tax Penalties, and the Law of Tax Return Preparation

**Independent Research Courses:**
- TAX 570* Tax Research Paper (Basic)
- TAX 571** Tax Research Paper (Advanced)

**Comprehensive Seminar Course:**
- TAX 575 Comprehensive Seminar – must be taken in the student’s final semester of the MST Program.

*Note that students must complete TAX 570 no later than concurrently with their seventh MST course. Students wishing to write a thesis may substitute TAX 573 Thesis, for TAX 570 and TAX 571.

**Students must have completed 25 semester credit hours. Concurrent enrollment in an MST elective course is required. Students considering writing a thesis should consult with the director of the MST program no later than completion of their fourth MST course. Consult the course description for more information.

### MST Specializations

Students may, but are not required to, focus their elective courses into a specialization. To earn a specialization in one of the following areas, any three of the courses listed in each area may be selected.

#### Taxation of Corporations
- TAX 511 Advanced Concepts in Corporate Taxation

#### Tax Aspects of Financial and Estate Planning
- TAX 521 Estate and Gift Taxation
- TAX 522 Income Taxation of Trusts and Estates
- TAX 523 Financial and Estate Planning
- TAX 524 Valuation for Tax Purposes
- TAX 555 Qualified Deferred Compensation Plans
- TAX 556 Fringe Benefits and Nonqualified Deferred Compensation Plans

#### Taxation of Small Businesses and Their Owners
- TAX 511 Advanced Concepts in Corporate Taxation
- TAX 521 Estate and Gift Taxation
- TAX 523 Financial and Estate Planning
- TAX 555 Qualified Deferred Compensation Plans
- TAX 556 Fringe Benefits and Nonqualified Deferred Compensation Plans
- TAX 557 State and Local Taxation
- TAX 573 Thesis

### MST Electives

Nine semester credit hours of elective course work can be selected from the following list:

- TAX 511 Advanced Concepts in Corporate Taxation
- TAX 514 Consolidated Tax Returns
- TAX 521 Estate and Gift Taxation
- TAX 522 Income Taxation of Trusts and Estates
- TAX 523 Financial and Estate Planning
- TAX 524 Valuation for Tax Purposes
- TAX 540 Tax Practice and Procedure
- TAX 550 International Taxation
## Graduate Degree Programs

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>TAX 555</td>
<td>Qualified Deferred Compensation Plans</td>
</tr>
<tr>
<td>TAX 556</td>
<td>Fringe Benefits and Nonqualified Deferred Compensation Plans</td>
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<tr>
<td>TAX 557</td>
<td>State and Local Taxation</td>
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<td>TAX 583</td>
<td>Directed Study in Taxation</td>
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<tr>
<td>TAX 585</td>
<td>Seminar in Taxation</td>
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<tr>
<td>TAX 588</td>
<td>Internship in Taxation</td>
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</tbody>
</table>

### Master’s Degree Graduation Requirements

Students must complete the prescribed requirements to graduate with a master’s degree from Walsh College.

- Complete the program of study within the time specified for the specific degree program. The program of study is the specific curriculum required by the College at the time of initial course enrollment in the program, unless the student changes degree programs while attending Walsh College. If a student changes programs, the course of study is the specific curriculum required by the College at the time the student officially makes the change. See the academic curriculum section of the Walsh College Catalog for definition of program change.

- Students preparing for graduation must file an official application for graduation with the records and registration office. Students can make an appointment with an advisor to review graduation requirements.

- Students are limited to no more than six semester credit hours of courses in directed study, practicum and/or internships.

### Master of Business Administration

- Complete the program of study within a period of 60 calendar months from the initial date of course enrollment.

- Earn a minimum of 36 graduate semester credit hours, which may include up to a maximum of 12 semester credit hours of advanced standing, therefore requiring 24 semester credit hours of core and elective credit in residence at Walsh College.

- Earn a grade of “C” (2.000) or better in each course counted toward the graduation requirements.

- Achieve a cumulative grade point average of “B” (3.000) or better within the degree requirements at Walsh College.

### Master of Science in Accountancy

- Complete the program of study within a period of 60 calendar months from the initial date of course enrollment.

- Earn a minimum of 30 graduate semester credit hours, which may include up to a maximum of 12 semester credit hours of advanced standing, therefore requiring 18 semester credit hours of core and elective credit in residence at Walsh College. A minimum of five graduate courses in accounting and taxation are required.

- Earn a grade of “C” (2.000) or better in each course counted toward the graduation requirements.

- Achieve a cumulative grade point average of “C” (2.000) or better within the degree requirements at Walsh College.

### Master of Science in Business Information Technology

- Complete the program of study within a period of 60 calendar months from the initial date of course enrollment.

- Earn a minimum of 36 graduate semester credit hours, which may include up to a maximum of 12-15 semester credit hours of advanced standing, therefore requiring 21-24 semester credit hours of core and elective credit in residence at Walsh College.

- Earn a grade of “C” (2.000) or better in each course counted toward the graduation requirements.

- Achieve a cumulative grade point average of “B” (3.000) or better within the degree requirements at Walsh College.
# Graduate Degree Programs

## Master of Science in Finance
- Complete the program of study within a period of 60 calendar months from the initial date of course enrollment.
- Earn a minimum of 36 graduate semester credit hours, which may include up to a maximum of 12 semester credit hours of advanced standing, therefore requiring 24 semester credit hours of core and elective credit in residence at Walsh College.
- Earn a grade of “C” (2.000) or better in each course counted toward the graduation requirements.
- Achieve a cumulative grade point average of “C” (2.000) or better within the degree requirements at Walsh College.

## Master of Science in Managing Manufacturing Operations
- Complete the program of study within a period of 60 calendar months from the initial date of course enrollment.
- Earn a minimum of 36 graduate semester credit hours, which may include up to a maximum of 12 semester credit hours of advanced standing, therefore requiring 24 semester credit hours of core and elective credit in residence at Walsh College.
- Earn a grade of “C” (2.000) or better in each course counted toward the graduation requirements.
- Achieve a cumulative grade point average of “B” (3.000) or better within the degree requirements at Walsh College.

## Master of Science in Information Assurance
- Complete the program of study within a period of 60 calendar months from the initial date of course enrollment.
- Earn a minimum of 36 graduate semester credit hours, which may include up to a maximum of 12 semester credit hours of advanced standing, therefore requiring 24 semester credit hours of core and elective credit in residence at Walsh College.
- Earn a grade of “C” (2.000) or better in each course counted toward graduation.
- Achieve a cumulative grade point average of “B” (3.000) or better within the degree requirements at Walsh College.

## Master of Science in Taxation
- Complete the program of study within a period of 60 calendar months from the initial date of course enrollment.
- Earn a minimum of 36 graduate semester credit hours, which may include up to a maximum of 12 semester credit hours of advanced standing, therefore requiring 24 semester credit hours of core and elective credit in residence at Walsh College.
- Earn a grade of “C” (2.000) or better in each course counted toward the graduation requirements.
- Achieve a cumulative grade point average of “C” (2.000) or better within the degree requirements at Walsh College.

## Master of Science in Management
- Complete the program of study within a period of 60 calendar months from the initial date of course enrollment.
- Earn a minimum of 30 graduate semester credit hours, which may include up to a maximum of 12 semester credit hours of advanced standing, therefore requiring 18 semester credit hours of core and elective credit in residence at Walsh College.
- Earn a grade of “C” (2.000) or better in each course counted toward the graduation requirements.
- Achieve a cumulative grade point average of “C” (2.000) or better within the degree requirements at Walsh College.
Walsh College offers a variety of certificate programs at the graduate and undergraduate levels. Specific admission requirements and foundation courses, if required, are listed below for each certificate. The candidate may earn a certificate by taking three to seven courses, totaling nine to 21 semester credit hours, dependent on the certificate. A minimum of nine semester credit hours not previously taken are required to be awarded a certificate. Candidates should follow the same procedures as undergraduate or graduate degree applicants.

Candidates have 48 months in which to complete the course work with a minimum grade of “C” (2.000) in each course and a cumulative GPA of 2.000. All course prerequisites must be met.

Upon completion, the candidate must file an application for certification with the records/registration office. In addition to receiving the certificate, the candidate will have the designation noted on his or her transcript. There are no limits on the number of certificates that can be earned. Certificates will not be awarded as part of a degree program. Certificates will not be issued to candidates with outstanding financial obligations to the College or have materials that need to be returned to faculty members or the library.

Certificates are awarded in the following areas:

**Personal Financial Planning**
- Available to individuals holding a bachelor or master’s degree.
- The graduate Personal Financial Planning Certificate consists of seven courses.

**Required Courses:**
- FIN 502 Theory of Financial Planning
- FIN 521 Investments
- FIN 525 Risk Management
- FIN 580 Financial Planning Applications and Case Study
- TAX 535 Basic Income Tax and Income Tax Planning
- TAX 536 Employee Benefits and Retirement Planning
- TAX 537 The Tools and Techniques of Estate Planning

Upon completion of the classes listed above, the student will be eligible to sit for the CFP® certification exam. Please refer to CFP® certification exam requirements: (www.cfp.net).

**Credit Union Commercial Lending**
- Available to individuals holding a bachelor or master’s degree
- The graduate Credit Union Commercial Lending Certificate consists of five to six courses depending on the student’s prior education.

**Foundation Course:**
- ACC 500 Financial Accounting

**Required Courses:**
- FIN 506 Financial Statement Analysis
- FIN 509 Bank and Financial Institution Management
- FIN 510 Financial Management
- FIN 511 Credit Analysis and Commercial Lending
- FIN 521 Investments

**e-Marketing (Undergraduate)**
- Available to individuals who have completed the minimum undergraduate degree admission requirements
- The undergraduate e-Marketing Certificate consists of three to four courses depending on the student’s prior education.

**Foundation Course:**
- MKT 202 Principles of Marketing

**Required Courses:**
- MKT 445 e-Marketing Communication
- MKT 446 Database Marketing
- MKT 447 Relationship Marketing Methods

**e-Marketing (Graduate)**
- Available to individuals holding a bachelor or master’s degree
- The graduate e-Marketing Certificate consists of four to five courses depending on the student’s prior education.

**Foundation Course:**
- MBA/MGT 550 Managing the Marketing Function
Certificate Programs

Required Courses:

- MKT 545 e-Marketing Communication
- MKT 546 Database Marketing
- MKT 547 Relationship Marketing Methods
- MKT 548 Strategic e-Marketing

Enterprise Systems

- Available to individuals holding a bachelor or master’s degree
- The Enterprise Systems Certificate consists of four to six courses depending on the student’s prior education.

Foundation Courses:

- BIT 501 Information Systems Methodology
- BIT 546 Information Systems Security

Required Courses:

- BIT 526 Enterprise Network Architectures
- BIT 536 Database Systems
- BIT 551 Data Warehousing and Business Intelligence
- BIT 571 Building an Information Protection Program

Finance

- Available to individuals holding a bachelor or master’s degree
- Students must take any three graduate level finance courses not previously completed.

Human Resources Management

- Available to individuals holding a bachelor or master’s degree.
- The graduate Human Resource Management Certificate consists of four to five courses depending on the student’s prior education.

Foundation Course:

- MBA/MGT 501 Management and Organization

Required Courses:

- MBA/MGT 555 Human Resource Management
- MGT 556 Organizational Design
- MGT 557 Labor Relations
- MGT 558 Managing Employee Development and Training

Information Assurance

This graduate certificate will build on previously obtained knowledge. Students will be prepared to build and support an information security program for an organization through the completion of this certification. The goal of the certificate will be to prepare students to assist organizations with their security needs, while acquiring the knowledge that will prepare them to take the CISSP certification exam.

Additional Admission Criteria

- Available to individuals holding a bachelor or master’s degree in a computer related field.

  OR

- Applicants must provide documented competency in the area of computer security; a minimum of one of the following is required:
  - Security+ Certification
  - CIW Security Certification
  - Network+ Certification
  - Microsoft Certification (MCSA, MCSE)
  - Novell Certification (CNA, CNE, MCNE)
  - Cisco Certifications (CCNA, CCNE, CCIE)

  OR

Two years verifiable professional level full-time work experience in network design/development/administration or information assurance

- The Information Assurance Certificate consists of four to five courses depending on the student’s prior education

Foundation Course:

- BIT 546 Information Systems Security

Required Courses:

- BIT 571 Building an Information Protection Program
- BIT 572 Information Security Safeguards
- BIT 573 Information Systems Threat Assessment
- BIT 574 Cryptography

Upon completion of the classes listed above, the student will be prepared to sit for the CISSP exam. Please refer to CISSP Certification Requirements: www.isc2.org.
Certificate Programs

Management
- Available to individuals holding a bachelor or master’s degree
- Students must take any three graduate level management courses not previously completed.

Project Management
This certificate is based on the five domains and nine project management knowledge areas defined by the Project Management Institute (PMI). The goal of the certificate will be to prepare the student to assist organizations with their project management needs, while acquiring the knowledge that will prepare them to take the project management certification exam.
- Available to individuals holding a bachelor or master’s degree
- The Project Management Certificate consists of four courses.

Required Courses:
BIT 561 Fundamentals of Project Management
BIT 562 Project Finance, Estimating, and Cost Management
BIT 563 Project Management Tools and Techniques
BIT 564 Project Leadership and Management

Upon completion of the classes listed above, the student will be eligible to sit for the project management certification exam. Please refer to PMP certification requirements at www.pmi.org.

Supply Chain Management
- Available to individuals holding a bachelor or master’s degree
- The Supply Chain Management Certificate consists of four to seven courses depending on the student’s prior education.

Foundation Courses:
MBA/MGT 515 Quantitative Methods
MBA/MGT 565 Operations Management
QM 503 Inferential Statistics for Business Decision-Making

Required Courses:
MGT 535 Dynamics of Quality
MGT 536 Logistics
MGT 537 Supply Chain Management
MGT 568 Fundamentals of Operations Research

Taxation
- Available to graduates of the Master of Science in Taxation (MST) program, an LL.M. in Taxation degree program, or to graduates of any similar advanced degree in taxation.
- Students must take any three graduate level tax courses in the MST curriculum not completed in the previous five years.
Advising

The admissions and academic advising office provides support programs and services to assist Walsh students in achieving their goals. Students should meet with an advisor if they experience academic difficulties, would like assistance selecting classes, have questions about their academic program, or seek tutoring assistance. All students are encouraged to meet with an advisor during their first semester and thereafter as needed.

The academic program sheet given to students upon admission outlines the course of study at Walsh College based on the Catalog in effect at the time of admittance. Students may change programs of study, major or degree to the newest Catalog year, with approval of an advisor in the admissions and academic advising office. All current admission requirements and policies will apply.

Students are encouraged to review their program requirements each year. An advisor will confirm courses remaining for program completion and review the cumulative and major grade point average to ensure that students are meeting the expected requirements.

Throughout a course of study, concerns of a personal nature may be experienced that could hinder academic success. Academic advisors help students choose a career field or major, as well as offer options or appropriate referrals to external resources for any personal counseling issues.

Change of Major, Minor or Degree Program

A student who would like to explore changing majors, minors or degree, or add a second major should see an academic advisor to discuss alternatives that suit the new interests. A student desiring to change his or her degree program, major or minor must officially request this change with an academic advisor. A complete evaluation will be required to determine appropriateness and fulfillment of admissions criteria for the new degree or major. The student will be placed on the most current program of study and will be issued a new academic program sheet. All current admissions requirements and policies will apply. In addition, international students must see an international student advisor so proper changes can be made to their I-20.

Exceptions to Non-Academic College Policies

College policies and procedures have been thoroughly considered before adoption and are consistently applied. However, the College reserves the right to grant an exception to a policy or procedure.

To request an exception, a student must direct the request in writing to the director of the department implementing the non-academic policy. The request must include the student’s Walsh identification number, telephone number, the policy for which the student is seeking the exception, the reasons justifying the request, and any written documentation necessary (i.e. if the request is due to medical problems, a written statement from the physician should be attached to the request). Exceptions are not granted for work related reasons. The request must be submitted by the end of the following semester, not to exceed four months after the semester for which the exception is requested.

A request will be reviewed with the appropriate College personnel and will be considered based upon the amount of control the student had over the situation, the circumstances and merit of the request, and the impact the action will have on the overall academic standards of Walsh College. The student will be notified of the decision in writing. A copy of all written decisions will be retained in the student’s academic file.

Applying for Graduation

Students are required to submit an application for graduation six months prior to their intended graduation date. Graduation application forms are available on the Walsh College Web site as well as at each campus location.

Once an application for graduation is submitted, a fee will be charged and priority registration privileges will be extended for the student’s last semester. A preliminary graduation audit will then be completed and notification of the status of the application will be sent to the student. The notification will outline the final requirements necessary to complete the degree or certificate requirements and detail any discrepancies that may exist. Graduation applications may be carried over to a future semester but may not be carried over for more than four consecutive semesters. If a graduation application has exceeded the four semester limit, the student will be required to complete a new graduation application and resubmit the graduation application fee.

A separate fee for caps and gowns is assessed for students who choose to participate in commencement ceremonies. Commencement information will be mailed approximately three months prior to the date of the commencement ceremony.

Graduation Application Deadlines

<table>
<thead>
<tr>
<th>Semester</th>
<th>Deadline</th>
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<tr>
<td>Winter Semester (Ending in March)</td>
<td>September 1</td>
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<tr>
<td>Spring Semester (Ending in June)</td>
<td>December 1</td>
</tr>
<tr>
<td>Summer Semester (Ending in September)</td>
<td>March 1</td>
</tr>
<tr>
<td>Fall Semester (Ending in December)</td>
<td>June 1</td>
</tr>
</tbody>
</table>
Guest Student Status

Students must petition in writing to the admissions and academic advising office for permission to enroll as a guest student at another institution. Enrolling as a guest student is permitted on an approved basis only. For more information, please refer to Guest Student at Another Institution section of this Catalog.

New Student Orientation

The office of admissions and academic advising provides new students the opportunity to become acquainted with the College’s academic and administrative staff, policies and student organizations through an orientation program. New students are notified of the date, time and location upon admission. The program provides the opportunity to meet with staff, faculty and other new students. Information about campus services and the curriculum is provided. Campus tours are also available and the bookstore remains open during the session to provide the opportunity to purchase course materials.

Special Needs Services

Students with documented disabilities should contact the admissions and academic advising office immediately after being admitted to the College or whenever they need special accommodations. An advisor will meet with the student to provide for reasonable accommodations to increase the potential for success at Walsh.

Tutoring

Tutoring services (group and private) are available for selected courses each semester. Tutors are valuable resources when students are experiencing academic difficulties or wish to increase their level of understanding in a subject area. Student tutors must demonstrate high academic performance in their subject area and be trained before they will be assigned to work with other students. There is a small charge for these tutors. Contact the admissions and academic advising office for complete information.

Walsh College also has received a grant to provide tutoring labs for undergraduate statistics, communications and selected accounting classes. These labs are done on a walk in basis and are free of charge to the students. In addition to these labs, the grant also provides for study skill workshops to be conducted four times a year. Each workshop covers a different topic in Master Student study skills to better prepare students for success at Walsh.

Bookstore

Barnes and Noble has partnered with Walsh College to provide bookstore services. There are two bookstore locations, one at the Troy campus and one at the Novi campus.

Each location will offer textbooks for the classes offered at that campus. Online course textbooks are available at either campus bookstore. Both stores offer spirit clothing, school supplies and gift items.

Textbook Ordering

For the convenience of all Walsh students, Barnes and Noble has established a Web site for Walsh College, located at www.bkstore.com/walshcollege.edu. After registering for classes, students can access this Web site through the Walsh College home page, www.walshcollege.edu, and order textbooks. Students can have the books delivered to their homes, offices, or to the campus where the course is located. Shipping charges apply if books are mailed. Students may also pay for their books with their financial aid, or by direct billing to employers. If using financial aid or employer direct billing as payment, students must contact the Troy campus bookstore before placing an order or textbook reservation.

Computer Software

Barnes and Noble offers a variety of computer software available through CampusEstore.com.

Bookstore Textbook Refund Policy

- Full refund, if returned within the first week of class, in your original form of payment with a receipt.
- With a proof of schedule change, a full refund will be given in your original form of payment with a receipt during the first 30 days of class.
- No refunds given on textbooks without a receipt.
- No refunds given on custom course materials, outlines, or study guides.
- Textbooks must be in original condition.
- After the fourth week of the semester no refunds will be issued.

Refund Requirements

- Any book that is returned for a refund must be in original condition.
- Register and credit card slip must accompany all refund requests.
Book Buy Back

Book buy back dates will be posted each semester in the bookstores. Textbooks selected by Walsh College instructors for use in the following semester will be purchased from Walsh students at approximately 50 percent of the retail price until inventory requirements are met. Books brought in for buy back after the final exam week will be purchased at current wholesale prices.

The Troy bookstore provides year-round book buy back. During year-round book buy back, textbooks will be purchased at current wholesale prices as established by Barnes and Noble. Restrictions do apply to this program. Please contact the Troy campus bookstore for additional information.

Business Office

Tuition and Fees

To obtain the current tuition and fee expenses, students should refer to the registration materials, the schedules of classes published each semester or view the business office section of the College Web site.

Tuition Payments

Full tuition and fees may be paid at the time of registration, or in lieu of full payment, registrations are also accepted if a student selects one of the following options:

- **Qualified Third Party Payment Voucher:** Approved employer or organization vouchers must be attached to the registration form. Direct billing of the third party will take place after the add/drop period. Payment must not be dependent upon grade and must be paid directly to the College and not the student. Applications for vouchers are not accepted. See the registration materials/schedule of classes for voucher due dates.

- **Financial Aid/Scholarship/Veteran’s Benefits:** Eligible financial aid and/or scholarship and veteran recipients will receive a waiver of the minimum payment requirement.

- **Minimum Tuition Payment:** Students must make a minimum $400 deposit to register for courses. The balance must be either paid in full by the designated date in the registration materials/schedule of classes or the student’s account will be automatically placed on the deferred payment plan.

- **Deferred Tuition Payment Plan:** To qualify for the plan, the student must be in good academic and financial standing and make the minimum payment at the time of registration, as described above. If the balance due is not received in the business office by the designated date listed in the registration materials/schedule of classes, the account is automatically placed on the deferred payment plan. At that time, a non-refundable deferred payment plan fee will be charged to the account. The remaining balance is then due in two installments. To calculate the deferred payment amount, add $20 to the remaining balance and divide by two. The deferred payment dates are listed in the registration materials/schedule of classes and on the website. Late fees will be assessed for all late and partial payments.

If a student submits his or her registration form without one of these tuition payments, the registration will not be processed. If registering online and no payment is submitted, the student will be dropped from all classes the next business day. The registration fee will be assessed.

Policy on Non-Sufficient Fund Checks

Checks returned to Walsh College that are not honored by the student’s financial institution will be re-deposited and charged a service fee. If returned again, the student will be notified and expected to pay the owed amount within five business days. If payment is not received, the student will be dropped for non-payment and the registrar will notify the student of the drop. In the case of bank error, a written document directly from the bank or financial institution will correct the situation. After receipt of two non-sufficient fund checks, a student may no longer submit checks as a method of payment.

Tuition Refund Policy

Courses dropped on or before the eighth day of the semester will receive a 100 percent tuition refund. Courses dropped the ninth to 14th day of the semester will receive a 50 percent tuition refund. No tuition refund will be given for courses dropped after the 14th day of the semester. The registration and international fees are not refundable. Refunds of tuition and course fees will be processed upon completion of the add/drop period in accordance with the refund schedule.

After the add/drop period, partial tuition refunds may be granted due to an extraordinary circumstance that prevents a student from attending class. Requests for exceptions to the refund policy must be directed in writing to the Chief Financial Officer of the College and must be accompanied by any documentation to substantiate the claim. As part of this appeal process, the student must completely withdraw from classes by submitting a withdrawal form. In extraordinary circumstances, tuition in excess of the $400 deposit may be waived. If the student was able to register without making the $400 deposit, they will be responsible for the first $400
of tuition and fees. Any extraordinary circumstances will be reviewed by the Refund Exception Committee. All requests must be received before the end of the semester for which the exception is being requested in order to be reviewed by the Refund Exception Committee.

**Tuition Refund Policy Affecting Financial Aid Recipients**

Financial aid recipients who completely withdraw from all classes are subject to the federal Return to Title IV refund policy. If a student completely withdraws before the first 60 percent of the semester, Walsh is required to return a percentage of the student’s federal aid based on the percentage of the term completed. For example, if the student completes 40 percent of the term, then the student earned 40 percent of the aid and the remainder of the federal aid must be returned. If the return of federal financial aid results in a balance due on the student’s account, the student will owe Walsh College and will be required to bring the account up to date before re-enrolling.

Refunds generated by one of the above policies will be refunded in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal PLUS Loan
4. Federal Pell Grant
5. Federal SEOG
6. Other Title IV programs

All withdrawals must be officially processed by the last date to withdraw as published in the registration materials/schedule of classes. A student who fails to withdraw may owe a repayment of financial aid funds received and lose further eligibility for aid. A complete explanation, including examples, of the refund policies can be found in the financial aid student guidebook, available online. Any student may obtain a copy of the guidebook from the financial aid office.

In addition, if a student fails all classes, the College is required to determine if the student actually attended those classes. If the faculty members cannot verify that the student attended classes, for financial aid purposes, the Financial Aid Office is required to treat that as an unofficial withdrawal and apply the refund formula. The student will be responsible for those charges.

**Tuition Rate Assessment**

Tuition charges are billed at the level of the course in which the student enrolls. All 200-400 level courses are billed at undergraduate tuition rates. All 500-600 level courses are billed at graduate tuition rates. Students should consult the registration materials/schedule of classes for current tuition rates.

**Indebtedness to Walsh College**

A student who is indebted to Walsh College will not be permitted to register for classes, use computing facilities, career services, apply for admission or financial aid, or receive a copy of grades, diploma or a transcript. All indebtedness to the College must be paid and all materials and/or books borrowed from the library or a faculty member must be returned, prior to graduation, in order to receive a diploma or academic transcript.

**Career Services**

The career services department assists students and graduates in the pursuit of their career goals by providing career advising, resume reviews, posting job listings and coordinating recruiting events. Students and alumni may contact the department for assistance in securing full-time, part-time, or internship positions. To obtain information about events and activities sponsored by career services, students can access career services on the Walsh Web site, read department handouts, or contact the office directly.

Employers advertise open positions through the career services department. These positions are made available to students and alumni on the career services Web page.

Career services is implementing e-Recruiting in 2005, an online job search tool to assist students and alumni with their job search. Students and alumni may register and post their resumes in a resume book that is searchable by employers. Positions posted at Walsh College, HotJobs.com, and careerbuilder.com will be available through e-Recruiting. You can also register to have your resume forwarded to employers for selected open positions posted at Walsh College. Individual assistance is available by appointment for career advising, including career assessment and planning; resume preparation, job search techniques, and mock interviews. Special events such as career fairs, employer presentations, employer mock interviews, and career-related sessions are also provided. Career information and materials are available through both career services and the Walsh College library.

Companies and organizations interview students who are nearing graduation by participating in on-campus recruiting. On-campus recruiting is held twice a year, during October/November and February/March. Employers may
select to interview at the Troy or Novi campus or at both. Campus recruiting policies and procedures are detailed in a handbook and through information sessions provided before each on-campus recruiting event. All students should plan to participate in on-campus recruiting within three semesters prior to graduation. Because public accounting firms recruit heavily in the fall, accounting students interested in interviewing for positions at public accounting firms should plan to participate in October/November on-campus recruiting prior to their graduation.

The initiative for finding employment remains with the student or graduate. Career services cannot guarantee employment, but will assist individuals in their efforts to secure employment. Any student dismissed from the College is ineligible to utilize career services until reinstated.

**Financial Aid and Scholarships**

Walsh College participates in federal and state financial aid programs and awards scholarships based both on academic achievement and financial need. Policies, procedures, and regulations relating to these areas are published in several areas, including the Walsh College Catalog, student financial aid step by step guide, and scholarship application are all available online. It is the student’s responsibility to read and become familiar with these policies and procedures. Failure to do so does not excuse a student from the requirements or policies as described.

**Financial Aid**

Financial assistance is based upon the following criteria:

- **Financial Need** - A student who demonstrates financial need as defined by the federal government may be eligible to receive financial assistance through federal, state and/or institutional financial aid programs. These programs include grants, scholarships, and loans. A student must be enrolled on at least a half-time basis in order to receive federal and state grants and federal loans. A student who is enrolled less than half-time will have grants and/or loans for that term cancelled.

- **Financial Aid Eligibility** - to be eligible for financial aid a student must be a citizen of the United States or an eligible non-citizen.

A student admitted to a graduate or undergraduate program may apply for a state grant and/or student loan. Undergraduate students are also eligible to apply for scholarships. A non-degree seeking student is ineligible for federal, state or institutional financial aid, including loans and scholarships. Students enrolled in a certificate program are eligible to apply for financial aid.

Enrolled students who have been awarded Title IV financial aid may charge books and supplies from the Walsh bookstore to their student accounts. Payments of Title IV funds to a student account must be authorized through the statement included on the student financial aid office supplemental worksheet.

Walsh College participates in the following financial aid programs:

**Federal Programs:**
- Federal Pell Grant Program
- Federal Parent Loan (PLUS) Program
- Federal Subsidized and Unsubsidized Stafford Loan Program
- Federal Supplemental Educational Opportunity Grant Program (SEOG)

**State Programs:**
- Adult Part-time Grant (APTG) Program (spring and summer semesters only)
- Michigan Tuition Grant (MTG) and Competitive Scholarship (CSP) Program
- Michigan Work Study (MWS) Program

**Financial Aid Entrance Interview**

A financial aid recipient who is a first time borrower of the Federal Stafford Subsidized, and Unsubsidized Loan programs at Walsh College, must participate in loan entrance counseling. This counseling session requirement can be completed online or by viewing a videotape. This must be done before a loan borrower can receive his or her first loan disbursement. Information about online loan counseling can be obtained from the Walsh Web page. The videotape is available only at the Troy campus. Arrangements may be made for viewing at other campus locations.

**Financial Aid Exit Interview**

A financial aid recipient who has borrowed under the Federal Stafford Subsidized or Unsubsidized programs must participate in a loan exit counseling session. This counseling session requirement can be completed online, by individual appointment or by group session. The exit interview must be conducted shortly before the borrower ceases at least half-time enrollment. A graduating student must attend an exit interview session prior to his or her graduation. Group exit interviews are held periodically through the year. Information about online counseling can be obtained from the Web page.
Scholarship Categories

A variety of scholarships are available for Walsh College undergraduate students. These scholarships are based upon academic achievement, minority status, academic program, and/or financial need. Prospective transfer students who demonstrate strong academic performance may apply for a Walsh College scholarship after completing only 30 credit hours at a community college. Students must be enrolled on at least a half-time basis in order to receive scholarship funding. New undergraduate students may apply for three specific categories of scholarships.

Community College Excellence Awards

This scholarship is given to undergraduate students transferring from a Michigan Community College. Students must have a minimum of 60 semester credit hours to transfer to Walsh College. Scholarship criteria will include the student’s academic program as well as cumulative grade point average.

Academic Awards

These scholarships are awarded to undergraduate transfer students based on their proposed major and cumulative grade point average.

Multicultural Awards

These scholarships are awarded to undergraduate minority students and are intended to enhance diversity at Walsh College.

New student scholarship applications are available for incoming undergraduate students. Scholarship application deadline dates are:

Application Deadline.................................Semester
June 1 ......................................................for the fall semester
November 1 .............................................for the winter semester
February 1 ................................................for the spring semester
May 1 .......................................................for the summer semester

Scholarship applications received after the deadline will be considered based on availability of funds.

Endowed and Annual Scholarships

These scholarships are funded through generous gifts from donors, corporations or organizations. Annual contributions provide ongoing scholarship assistance for students.

Endowed Scholarships

- Paul P. Baker Endowed Scholarship (for accounting students)
- Jeffery W. Barry Endowed Scholarship (for accounting students)
- Berger and Wild Scholarship (for accounting students)
- The Briggs Endowed Scholarship
- Frank and Judith Borschke Endowed Scholarship
- Cynthia Collins Memorial Scholarship
- Comerica Women & Minority Scholarship
- Leo F. Egan Scholarship
- Firman and Rhoda Hass Endowed Scholarship
- Frederick A. and Barbara M. Erb Endowed Scholarship for Online Learning
- Golf Classic Endowed Scholarship
- H. Theodore Hoffman Memorial Scholarship
- Thomas R. Johnson Endowed Scholarship
- Arthur, Marguerite and Fred Kaufmann Endowed Scholarship
- Aubrey W. and Jeane F. Lee Endowed Scholarship
- Mascro Corporation Foundation Endowed Scholarship
- Carl W. McConkey Memorial Scholarship
- Moore Family Endowed Scholarship
- Novi Student Scholarship
- Pearson Endowed Scholarship
- Norman C. Perrin & The Rehmann Group Scholarship
- Marlene Rady Endowed Scholarship
- William C. Roney, Sr. Endowed Scholarship
- Arthur E. and Erika Smaltz Endowed Scholarship
- George and Elizabeth Pyle Seifert Endowed Scholarship
- Ernest Shaw Memorial Scholarship
- Arthur E. and Erika Strunk Endowed Scholarship
- M.T. Walsh Endowed Scholarship
- W. Margaret Walsh Endowed Scholarship
- Walsh College Alumni Association Endowed Scholarship
- Walsh College Executive Officers Fund
- Walsh College Minority Scholarship Fund
- Walsh College Student Government Fund
- George R. Waltensperger Memorial Scholarship
- Archie D. Waring Memorial Scholarship
- Morris A. Wattles Memorial Scholarship
- Arthur and Rita Schmaltz Endowed Scholarship
- George R. Waltensperger Memorial Scholarship
Annual Scholarships

- American Association of University Women - Birmingham Branch Scholarship
- Ameritech Educational Achievement Award
- Arvin Meritor Annual Scholarship
- Bank One Minority Scholarship
- DaimlerChrysler Corporation Fund Scholarship
- Gordon Advisors Scholarship
- Stephen A. and Jane P. Horn Annual Scholarship
- Howard and Howard Scholarship
- Denise Ilitch Scholarship
- Kiwanis Club of Troy Merit Award
- Kulkarni International Student Scholarship
- Edward C. Levy Company Scholarship
- Donald E. and Gwendolyn Schmalz Scholarship
- Judith L. Radtka Memorial Scholarship
- Walsh College Boosters Scholarship

Scholarship Criteria

Specific selection criteria for scholarships are described on the scholarship application available in the student financial aid or admissions and academic advising offices. Additional criteria for endowed and annual scholarships are available from the financial aid office. Scholarship evaluation will include course work from all colleges attended including courses taken at out of country schools.

Satisfactory Academic Progress for Financial Aid Recipients

It is the policy of the Financial Aid Office of Walsh College to provide financial assistance to students who remain in good academic standing and who make satisfactory academic progress toward their degree while receiving financial aid. This policy is reviewed at the end of the fall and spring semesters.

In order to maintain satisfactory academic progress for financial aid eligibility while attending Walsh College, a student must meet both the Qualitative Factor and Quantitative Factor described in this section.

Qualitative Factor

The student meets the qualitative factor of this satisfactory academic progress policy if he/she meets the satisfactory academic progress requirement as defined in the Academic Standing Policy printed in the College Catalog. The admissions and academic advising office is responsible for monitoring this academic policy and determining the student’s eligibility to register for classes at Walsh College.

Quantitative Factor

The student meets the quantitative factor of this satisfactory academic progress policy if he/she has successfully completed 50 percent of all semester credit hours attempted.

Please note: Excessive withdrawals, incomplete courses, repeated courses, and non-credit remedial coursework will affect your progress toward graduation, and may cause you to be placed on SAP probation which could jeopardize future financial aid eligibility.

In all cases, a student is required to complete his/her academic program within five years (15 semesters). A student qualifying for financial aid must meet this requirement as well as maintain both the qualitative and quantitative factors described above.

Satisfactory Academic Progress Appeal Process

Students who are denied financial aid as a result of not meeting the above standards for satisfactory academic progress may appeal the decision by taking the following steps:

1) You may file a written petition with the director of financial aid for a waiver of the satisfactory progress requirements stating reasons for failure to meet the requirements, how satisfactory progress will be achieved, and the period of extension requested.

2) If the director of financial aid denies the appeal, the student may file an appeal with the student appeals committee, as outlined in the Walsh College Catalog.

Students are allowed one appeal of unsatisfactory progress. If a student is still not making academic progress after having appealed, he/she will not be eligible to appeal again.

Library

Campus Libraries

Walsh College provides a comprehensive business library. With over 31,000 items and access to an extensive database collection, the library is considered to be one of the best business resources in Michigan, further enhanced for our on-line students.

All current students have off-campus access to library services and there is a full support network for those taking online classes.

The main library collection is housed in the Vollbrecht Library, located at our Troy campus. Along with books
and journals, computers, copiers and microfilm readers, the library also provides access to Web sites selected for their authoritative data.

The Kaufman Library at the Novi campus is almost entirely virtual with many databases to choose from. Students may request what books they need and have them delivered within 48 hours. There is also a small revolving book collection housed at Novi.

Walsh College has borrowing privileges with many other institutions and—providing they have a library card—students can borrow directly from these other libraries. Students can also do their own borrowing through our interactive computer program: MiLE. An article retrieval and delivery service is also available. Students at the University Center campus may also utilize the library at Macomb Community College.

Walsh librarians provide instruction on effective research techniques, using all of the many library resources available. Classroom presentations on library usage and research are extensive throughout the college curricula.

For more information, visit our website at http://www.walshcollege.edu/pages/136.asp or call us at 248 823 1228.

Registration Policies and Regulations

Registration materials and information on registration policies, procedures and the schedule of classes can be found on the Walsh College Web. Go to www.walshcollege.edu, click on “Current Students” and then on “Registration”. The registration materials/schedule of classes publication is also available at any campus location approximately two weeks prior to the beginning date of priority registration for a given semester.

Walsh offers many registration options for students. A student may register online using WebAdvisor, by mail, fax or by dropping a registration form off in person at any campus location. Students may register through the eighth day of the semester. A student should consult the registration materials/schedule of classes for appropriate registration dates and an official listing of classes offered, days and meeting times. If Walsh College encounters a problem in processing a student’s registration, the student will be contacted. A late fee will be assessed for any registration exception approved after the designated registration period.

Confidentiality Statement and Security Information

Students who register online should be aware that WebAdvisor is a fully encrypted Web site designed to protect confidential information. Students are still responsible for preventing unauthorized access. To ensure confidentiality, it is important that students do not share their login or passwords and when finished accessing information to properly log out of WebAdvisor. Also, passwords are changed every semester.

Selection of Courses

Walsh College does not specify or regulate the number of courses or credit hours selected by a student each semester providing the student is in good academic standing. In undergraduate degree programs, the College considers 12 semester credit hours to be a full-time academic program. In graduate degree programs, a student carrying nine semester credit hours is considered to be a full-time student. A student employed on a full-time basis is urged to consult with an advisor upon admission to the College concerning the appropriate course load. A student receiving Veterans Educational Benefits, or any form of student financial assistance, should inquire about the number of semester credit hours necessary to receive such benefits.

Although the College does not maintain a policy regarding the number of courses required each semester, the student should be aware of the time limitation attached to complete each degree program. More information about time limitations is listed in the sections entitled Bachelor Degree Graduation Requirements and Master’s Degree Graduation Requirements.

Registration Confirmation

Students may confirm their registration at any time by using the “My ClassSchedule” link on WebAdvisor. Students should carefully review their schedules after registering and every time a schedule change is made to ensure that processing was completed and to ensure accuracy of course section numbers and meeting times. Courses that are full at the time of registration or a course for which course prerequisites are not satisfied will not appear on the schedule.

Prerequisite Policy

Prerequisites are assigned to a course to ensure that the student is properly prepared for the course and will be able to derive the maximum educational benefit from that course. A student should consult the registration materials/schedule of classes for the most current course prerequisites. It is the responsibility of the student to plan the selection of courses so that all prerequisites for a selected course are successfully completed prior to enrollment.
A student who wants to request a waiver of prerequisites must submit the request through the admissions and academic advising office. The prerequisite waiver form will be forwarded to the department chair or program director for review prior to registration. The student will be notified when a decision is made.

The director of records/registrar will drop a student who has enrolled in a course without the required course prerequisites or authorized prerequisite waiver for that course. If a student is dropped from a course, the student will receive a full tuition refund excluding the non-refundable registration and international student fees.

**Class Enrollment Policy**

Students are not allowed to attend classes unless they are officially enrolled and the appropriate tuition and fees have been paid. Students who violate this policy will not receive a grade or credit for that course. Each student is encouraged to check with the instructor to verify that he or she appears on the instructor’s official class roster.

**Class Cancellations/Changes**

The College reserves the right to cancel classes and make changes to the registration materials/schedule of classes, instructors, and course prerequisites.

**Add/Drop Policy**

Students may make changes to their schedules during the designated registration period. Adding and/or dropping courses may be processed online using WebAdvisor, or initiated in writing by the student either by mail, fax, or in person. During the add/drop period, a full or partial tuition and course fee refund may be extended. Students should refer to the registration calendar to determine the percentage of tuition refund.

Registration and international fees are non-refundable. Any course dropped during the add/drop period will not be reflected on the student’s academic transcript. There is no fee for adding or dropping courses during the designated add/drop period. A late fee will be assessed for any add exceptions approved after the designated add period.

Add/drop forms sent by mail will be considered as submitted on the U.S. postmark date. Add/drop forms submitted online or by fax will be considered as received on the date submitted. Add/drop forms submitted in the records and registration office drop box after business hours will be accepted and processed the morning of the next business day. Add/drop forms processed in this manner will be dated as of the prior business day. The drop box is opened at 8:30 a.m., Monday through Friday, and forms are processed at that time.

A student may add classes to his/her schedule through the eighth day of the semester. Please refer to the registration materials/schedule of classes for specific registration and drop/add dates for the current semester.

A student may drop classes through the 14th day of the semester. Courses dropped through the eighth day of the semester will be issued a 100 percent refund of tuition and course fees. Courses dropped between the 9th - 14th day of the semester will be issued a 50 percent refund of tuition and course fees. The registration and international fees are non-refundable. Please refer to the registration materials/schedule of classes for specific refund dates for the current semester.

After the official add/drop period, the student is solely responsible for adjustments to his or her personal, professional, extracurricular and employment schedules as it relates to class attendance. No exceptions to the tuition refund policy will be made for classes dropped because of scheduling conflicts.

Students receiving federal financial aid must review the Tuition Refund Policy Affecting Financial Aid Recipients in this Catalog.

A student who does not officially drop his or her course within the first two weeks of classes is financially obligated to pay for the course(s) even if he or she has not attended any sessions. This includes any fees that have been added to the student account.

Note: An international student on an F-1 Visa must consult with the designated school official/international advisor in the admissions and academic advising office before dropping a class that will result in less than full-time status.

**Course Withdrawal Policy**

Students may withdraw from courses beginning the third week of the semester through the end of the seventh week of the semester. Students must refer to the current registration materials/schedule of classes for the most accurate dates pertaining to withdrawing from courses. Withdrawing from courses is a formal procedure that must be initiated by the student in writing by mail, fax, in person or online.

There is no tuition refund given for withdrawn courses and a grade of “W” (Withdrawal) appears on the student’s academic transcript. Students are responsible for all tuition and fees incurred. The College does not allow instructors to initiate a withdrawal for a student. Withdrawal forms sent by mail will be considered as submitted on the U.S. postmark date. Withdrawal forms submitted online or by fax will be considered as received on the date submitted.

Forms submitted in the records and registration office drop box after business hours will be accepted and processed the morning of the next business day. Withdrawal forms
processed in this manner will be dated as of the prior business day. The drop box is opened at 8:30 a.m., Monday through Friday, and forms are processed at that time.

A student may withdraw from the same course no more than twice during his or her academic career. A letter grade (A-F) will be issued on a student’s academic transcript when the withdrawn course is repeated for the third time.

Students receiving federal financial aid are encouraged to contact the Financial Aid Office before withdrawing from classes to determine if there are any financial implications as a result of the withdrawal. Additional details can be found in the section entitled Financial Aid and Scholarships.

Note: An international student on an F-1 Visa must consult with the designated school official/international advisor in the admissions and academic advising office before withdrawing from a class that will result in less than full-time status.

**Holds**

There are five different types of holds that can affect a student’s registration: academic advising, administrative, admissions, financial, and library. Students who have any of these holds placed on their record will not be eligible to register for courses and must contact the appropriate office for resolution.

- **Academic Advising Hold** - requires students on academic probation to meet with an advisor in the admissions and academic advising office to discuss plans to improve their academic standing.

- **Administrative Hold** - an administrator of the College has placed the hold to prevent the student from registering. Contact the records office for resolution.

- **Admissions Hold** - applies to a student who has not attended the College for 12 consecutive months, has graduated, or the admission office is missing required documentation. Contact the admissions and academic advising office for resolution.

- **Financial Hold** - a student owes the College for past tuition or fees. The hold will be removed once the student makes payment in the business office.

- **Library Hold** - a student has outstanding library fines or materials. The hold will be removed after the student returns the materials or pays the fines to the library.

**Cancellation of Enrollment**

The College reserves the right to administratively cancel a student’s registration due to non-payment of tuition or fees, academic dismissal, or if directed by an officer of the College.

**Advance Assignments**

For certain courses, instructors may issue advance assignments. A complete list of advance assignments will be available approximately two weeks before classes begin. This listing is available in the bookstore and on the College Web site.

**Room Assignments**

The College updates room assignments as needed. Students should consult the most current room assignment schedule the first day of class. Final room assignments are posted on the Web site, outside each classroom and in the main lobby of each building by the first day of class.

**Undergraduate Students Taking Graduate Courses**

Undergraduate students may enroll in approved graduate level (500-600 level) courses for up to six semester credit hours, if allowed under provisions of their degree program. Approved courses are listed in each program section. All graduate courses taken and grades received under this status will be reflected on the student’s undergraduate transcript and will be used in computing the student’s cumulative grade point average for purposes of graduation. Students are responsible for paying graduate level tuition and course fees.

An undergraduate student who has taken a graduate course which was used to fulfill his or her undergraduate degree requirements should contact the admission and academic advising office to determine if the course may be applied as advanced standing to any Walsh College graduate degree program.
Student Clubs

Walsh College student clubs provide opportunities to meet new people, learn about and participate in specific areas of interest, and build a network of professional as well as personal contacts. Although each club and organization has its own focus, each one provides experiences that enhance education.

Faculty or administrative staff serves as advisors to student clubs. Advisors authorize programs and financial transactions and ensure general compliance with College policies. New clubs must be approved by the vice president for external affairs.

Clubs include:
- Association for Computing Machinery
- Finance and Economics Club
- MBA Association
- National Association of Black Accountants, Inc.
- Walsh College International Club
- Walsh College Student Government/Student Advisory Board

Association for Computing Machinery

The Association for Computing Machinery (ACM) is the world’s oldest and largest educational and scientific computing society. Since 1947 ACM has provided a vital forum for the exchange of information, ideas, and discoveries. Today, ACM serves a membership of computing professionals and students in more than 100 countries in all areas of industry, academia, and government.

The Walsh ACM Student Chapter is a forum through which members share technological insights, discuss leading edge developments, network with business colleagues, and participate in professional development as well as public service activities.

Student members of ACM are able to access the works and thoughts of some of the most respected people in the technology field. ACM student membership also provides many additional benefits including access to conference proceedings, reduced rates on publications and software, and the ability to attend locally sponsored events, seminars, and professional meetings.

Finance and Economics Club

The Finance and Economics Club goals include increasing awareness of undergraduate and graduate finance and economics programs at the College by becoming involved with the business community. Members attend The Economic Club of Detroit meetings; work with The Intercollegiate Studies Institute (ISI), Students in Free Enterprise (SIFE) and Junior Achievement. Speakers are invited to the campus to discuss current finance and economic topics and trends. The Club also sponsors the annual State of the Union Economic Symposium at Walsh College.

MBA Association

The focus of the MBA Association is to connect students with resources and contacts in the College and in the community. Through networking with professionals, retirees and alumni, students will enhance their career development and opportunities.

National Association of Black Accountants, Inc.

The Walsh College Chapter of the National Association of Black Accountants, Inc. (NABA) was established in 1991 to address the professional needs of African American students. NABA is an organization which promotes professional development and encourages students in their educational endeavors. Although many NABA members are pursuing accounting degrees, the Walsh College chapter is open to benefit students in any business major. The organization serves as a link for African American students and other minorities to become more active in the accounting, finance and business professions.

Walsh College International Club

The Walsh College International Club was established to offer the opportunity to network with a diverse group of students and to educate the College community about international issues and cultures. The Club conducts a number of social activities such as summer picnics, international movie nights and trips to local areas of interest. Membership is open to all students.

Walsh College Student Government/Student Advisory Board

The Walsh College Student Government/Student Advisory Board serves as the official voice of undergraduate and graduate students at the College. Members are selected for one-year terms. Student input improves the environment of the College and members participate in program development and fund raising. Walsh’s welcome week, student forum and new student orientation are among the group’s activities.
Walsh College Alumni Association

Established in 1928, the Walsh College Alumni Association (WCAA) has an active membership, the majority of which reside in southeastern Michigan. The Alumni Association offers graduates the opportunity to network with fellow alumni, support current students at Walsh College, and to participate in Walsh activities. Networking events have included business card exchanges, road rallies, a wine tasting, a cultural evening at the Detroit Opera House, and golf outings.

Benefits of membership include: invitations to professional and social events, professional educational discounts, and most notably, networking opportunities at WCAA events. Annual dues are $30 individual, $50 joint membership (if spouses are both Walsh graduates) or $450 for a lifetime membership.

A highlight each year of the Alumni Association is the awarding of the Distinguished Alumni Award to a graduate who holds a significant position of responsibility in his or her field, is active in professional societies, performs volunteer services in the community, and supports the educational mission of Walsh College. Nominations for this award are accepted year-round and can be submitted to the board of directors of the WCAA or the director of student and alumni relations.

General Information

Emergency Closing

If severe weather or emergency forces the closing of Walsh College, an announcement will be on the front page of the Walsh College Web site and on the College closing information line at (248) 823-1632 for all campus locations. Local radio and television stations will be contacted to carry the message. In the event that Walsh College closes in the day, classes still may be held in the evening. The decision to cancel evening classes is made by 3:00 p.m. for classes that start at 5:00 p.m. or later. When Macomb Community College closes, Walsh College classes offered on that campus will be cancelled regardless of the situation at other campus locations.

Lost and Found

A lost and found area is located at the front reception desk in the main lobby and the library at the Troy campus. Students can report lost items or turn in found items at both places. Items are held for one semester and then discarded.

At the Novi campus, the lost and found area is located in the shipping/receiving office. Items are held for one semester and then discarded.

At the University Center on Macomb Community College’s campus, Room 100 holds lost and found items. Inquiries about these items can be made at the information desk, across from the main entrance doors. All personal items are forwarded directly to the Macomb Community College Public Safety Office in I building. Textbooks and notes are held for one to two days and then transported to the Public Safety office in I building.

Food Service

Meals are available daily and served cafeteria-style in a lunchroom setting at the Troy campus. Please refer to the College’s Web site for current cafeteria operating hours. Vending machines are also available in the cafeteria.

At the Novi campus, the bookstore carries snacks and packaged foods. Vending machines with beverages and snack items are available in the student lounge area. A microwave is also located in this area.

Duplicating Services

Photocopiers are available at each campus location for student use.

Conferencing Facilities

Full service conference facilities are available in both Troy and Novi and will accommodate groups up to 250 offering:

- Classrooms with built-in projection systems
- Conference planning assistance
- Complete audio-visual support
- Electronic smart boards
- Videoconferencing capabilities
- Full catering service
Academic Policies and Requirements

A student enrolled in a course at Walsh College must observe all academic policies and regulations in effect and published in the current Catalog or in other official publications. It is the responsibility of the student to be aware of all changes in academic policy as implemented by Walsh College. Any student wishing to be exempt from a specific academic policy as outlined in the Catalog or elsewhere must formally petition the specific administrative or academic department enforcing the policy.

Grading System

Courses taken at Walsh College are recorded by letter grade (A-F); the four point system (4.000) is used to compute the grade point average (GPA). Grades are awarded according to the following system:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description of Attainment</th>
<th>Honor Points per Semester Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent Work</td>
<td>4.000</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.700</td>
</tr>
<tr>
<td>B+</td>
<td>Good Work</td>
<td>3.300</td>
</tr>
<tr>
<td>B</td>
<td>Acceptable level of achievement as set forth by the College and its faculty</td>
<td>3.000</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.700</td>
</tr>
<tr>
<td>C+</td>
<td></td>
<td>2.300</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>2.000</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>1.700</td>
</tr>
<tr>
<td>D+</td>
<td>Unacceptable but not failing</td>
<td>1.300</td>
</tr>
<tr>
<td>D</td>
<td></td>
<td>1.000</td>
</tr>
<tr>
<td>D-</td>
<td></td>
<td>0.700</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0.000</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>Not included in computing hours, honor points, or GPA</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>Not included in computing hours, honor points, or GPA</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>Not included in computing hours, honor points, or GPA</td>
</tr>
<tr>
<td>NR</td>
<td>No grade reported</td>
<td>Not included in computing hours, honor points, or GPA</td>
</tr>
</tbody>
</table>

For students in the MBA, MSBIT, MSIA, and MSMMO degree programs, the grade of “C” (2.000) is an acceptable and satisfactory grade for purposes of course completion, however a “B” (3.000) overall cumulative grade point average must be achieved as a requirement for graduation. Satisfactory academic standing is a cumulative grade point average of “B” (3.000). For all other academic degree programs, the grade of “C” (2.000) is the minimum acceptable grade for many courses and a “C” (2.000) overall cumulative grade point average in the student’s major is the minimum cumulative grade point average requirement for graduation. For those programs satisfactory academic standing is a cumulative grade point average of “C” (2.000) or better.

“W” (Withdrawal) indicates the student has withdrawn from the course. This grade earns no credit for purposes of graduation and is not included in a student’s grade point average computation. However, the grade does appear on the student’s academic transcript. A student may withdraw from the same course no more than twice during his or her academic career. A letter grade of A-F will be issued on a student’s academic transcript when the withdrawn course is repeated for the third time.

“I” (Incomplete) is a temporary grade used by an instructor in cases when the student is unable to complete course requirements because of illness or other justifiable circumstances. An incomplete grade can only be issued if:

- the student has a minor portion of the semester’s course work to complete,
- the completed work is not less than “C” (2.000) in quality,
- the remaining course work cannot be completed for reasons clearly beyond the student’s control

The student must initiate the request for an incomplete grade with the instructor of the course. If the incomplete grade is granted, the instructor will issue an “I” grade when submitting his or her final grades to the director of records/registrar. It is the student’s responsibility to contact the instructor and make arrangements for completing the remaining work. The remaining course work must be completed within four weeks after the semester in which the “I” grade is issued ends. If the course work is not completed within the four week period, the grade of “I” will be changed to the grade of “F” (failing). The student will be notified of his or her grade change.

“AU” (Audit) denotes that the student is enrolled in a course for no grade and no credit. Upon completion of the course, a grade of “AU” will be noted on the student’s academic transcript. The decision to audit a course should be made at the time of registration. Once the semester begins, a student cannot change their registration status from credit to audit.
or from audit to credit. A student desiring to audit a class must pay full tuition and fees. A designation of “AU” will be allowed only once per course. A grade of “AU” will automatically be issued to a student who repeats a course in which they have previously received an exclusion, waiver or advanced standing, as well as for repeated courses previously completed at Walsh College with a grade of “C” or better.

“NR” (No Grade Reported) is a temporary grade assigned by the director of records/registrar indicating the instructor has not yet submitted his or her final grades. The “NR” grade will be replaced by the appropriate academic grade when submitted by the instructor. Once the new grade is submitted, it can be viewed online through WebAdvisor by clicking on “Grades by term”.

Undergraduate and Graduate Earned Credit Policy

Undergraduate credit is earned for a course only when the student is issued a grade of “D-” (0.700) or better, except for those specific courses, or their substitute(s), in which a grade of “C” (2.000) or better is required.

Undergraduate students may enroll in graduate level courses if the course is allowed as part of their undergraduate degree program. Graduate courses taken as part of the undergraduate program are posted on the undergraduate transcript. All grades, credit hours attempted and earned will be used in computing the student’s undergraduate cumulative grade point average for purposes of graduation. Once a student registers in the graduate level course, the student may not revert back to the undergraduate level for that course after the designated add/drop period.

A graduate student must earn a minimum grade of “C” (2.000) or better in all courses. The academic transcript of readmitted students or students who change majors or degree programs prior to graduating from Walsh College will reflect all courses taken, credit hours attempted and grades received while in residence at Walsh College and will be used to compute the student’s semester and cumulative grade point average. Once the student graduates from a degree program, a new cumulative grade point average is computed for the second degree.

A graduate student may enroll in undergraduate courses. Grades earned by a graduate student enrolled in an undergraduate course will be noted on a non-degree transcript and will not be computed in the student’s graduate cumulative grade point average. For purposes of fulfilling graduation requirements, a graduate student earns credit for courses in which the student is awarded the grade of “C” (2.000) or better. All grades from Walsh College graduate course work will be used to compute the student’s graduate cumulative grade point average.

Academic Standing Policy

Grade point averages and academic standing designations are computed for each student in residence at the end of each semester. Students are required to maintain acceptable academic progress in accordance with the following definition:

Satisfactory Academic Progress:

- **2.000 cumulative GPA:**
  - Bachelor of Accountancy
  - Bachelor of Business Administration
  - Bachelor of Science in Business Information Technology
  - Master of Arts in Economics
  - Master of Science in Accountancy
  - Master of Science in Finance
  - Master of Science in Management
  - Master of Science in Taxation

- **3.000 cumulative GPA:**
  - Master of Business Administration
  - Master of Science in Business Information Technology
  - Master of Science in Information Assurance
  - Master of Science in Managing Manufacturing Operations

Probation

A student will be placed on academic probation at any time that his/her cumulative grade point average falls below satisfactory academic standing; either a 2.000 or 3.000 cumulative GPA depending on academic program. A maximum of three consecutive semesters of probationary status may be maintained for any probationary period. Probation status will be removed when the cumulative grade point average rises to the satisfactory academic standing level. If satisfactory academic standing is not achieved within three consecutive semesters of attendance, the student will be dismissed from the College. All grades including semesters with grades of “W” are included in consideration of the maximum semesters of probationary status.

A student on probation will automatically be placed on an academic hold with restricted registration. It is highly
recommended that a student on probation meet with an advisor to develop a plan to improve his or her academic standing. Probation students may be required to reduce their course load limiting the number of courses which a student may enroll. The determination as to whether the student needs to reduce his/her course load will be determined in conjunction with an advisor. A full-time student may be restricted to two courses and a part-time student may be restricted to one course per semester. For purposes of determining whether a student is full-time or part-time for course restriction purposes, the number of credit hours carried by the student in his or her most recent previous semester of attendance will be reviewed. A full tuition and course fee refund, excluding registration and international student fees, will be issued for courses dropped due to probationary status.

A student who does not drop a course(s) as directed will have his or her course load adjusted by the director of admissions and academic advising.

Probation status is calculated based on cumulative semester credit hours attempted at Walsh College and is noted on the student’s academic transcript. A student will remain on probation until his or her cumulative GPA reaches the satisfactory academic level. After three consecutive semesters on probation, the student will automatically be dismissed from Walsh College.

Students on academic probation who have not enrolled for four consecutive semesters must re-apply for admission and if admitted will be placed on the same level of probation as they were in their last semester of enrollment at Walsh College.

Academic Dismissal

Students whose cumulative grade point average remains below satisfactory academic standing after a period of three consecutive semesters will be academically dismissed from Walsh College. After a period of 12 months, students may be eligible for readmission. All previous academic history and course credits remain on the student’s transcript. A student must meet with an advisor in the admissions and academic advising office to determine eligibility for readmission. If readmitted, the student will be placed on the academic program in effect at the time of readmission.

Academic dismissal is calculated based on cumulative semester credit hours attempted at Walsh College and is noted on the student’s academic transcript. Readmission is permitted only when GPA calculation shows the possibility of achieving satisfactory academic standing in three consecutive semesters. The minimum grade per course will be established, in conjunction with an advisor based on the grades required to achieve satisfactory academic standing within the three semester requirement. Failure to achieve the minimum required individual course grade will result in immediate dismissal from the College.

In some circumstances, readmitted students may be permitted to take more than one course per semester, if the student can provide sufficient rationale for the need to be a part-time or full-time student. If approved, the minimum grade per course will be established in conjunction with an advisor based on the grades required to achieve satisfactory academic standing within the three semester requirement or within a maximum of 12 credit hours per semester for undergraduate students and nine credit hours per semester for graduate students. Satisfactory academic standing must be achieved within the established number of credit hours or semesters, whichever comes first.

Any previous course work will be reviewed for applicability under the new academic program at the time of readmission. Any course work over five years old must be reviewed for viability in the new academic program.

A second academic dismissal from Walsh College is final; students will not be eligible for readmission. A student who has been academically dismissed will be administratively dropped from any course(s) by the director of admissions and academic advising and will be issued a full tuition, course and registration fee refund. The student will receive a statement reflecting all courses that were dropped.

Satisfactory Academic Progress for Financial Aid Recipients

It is the policy of the Financial Aid Office to provide financial assistance to students who remain in good academic standing and who make satisfactory academic progress toward their degree while receiving financial aid. This policy is reviewed at the end of the fall and spring semesters.

In order to maintain satisfactory academic progress for financial aid eligibility while attending Walsh College, a student must meet both the qualitative and quantitative factors described in this section.

Qualitative Factor

The student meets the qualitative factor of this satisfactory academic progress policy if he/she meets the satisfactory academic progress requirement as defined in the Academic Standing Policy printed in the College Catalog. The admissions and academic advising office is responsible for monitoring this policy and determining the student’s eligibility to register for classes at Walsh College.

Quantitative Factor

The student meets the quantitative factor of this satisfactory academic progress policy if he/she has successfully completed 50 percent of all semester credit hours attempted.

Please note: Excessive withdrawals, incomplete courses, repeated courses, and non-credit remedial coursework will
affect the student’s progress toward graduation and may cause you to be placed on SAP probation which could jeopardize future financial aid eligibility.

In all cases, a student is required to complete his/her academic program within five years (15 semesters). A student qualifying for financial aid must meet this requirement as well as maintain both the qualitative and quantitative factors described above.

**Satisfactory Academic Progress Appeal Process**

Students who are denied financial aid as a result of not meeting the above standards for satisfactory academic progress may appeal the decision by taking the following steps:

1) File a written petition with the director of financial aid for a waiver of the satisfactory progress requirements stating:
   - reasons for failure to meet the requirements,
   - how satisfactory progress will be achieved,
   - the period of extension requested.

2) If the director of financial aid denies the appeal, the student may file an appeal with the student appeals committee, as outlined in this catalog.

Students are allowed one appeal of unsatisfactory progress. If a student is still not making academic progress after having appealed, he/she will not be eligible to appeal again.

**Communications Policy**

Professional business standards are required in all communications.

**Degree Completion Policy**

In order to graduate, a student must complete a program within 60 consecutive calendar months from the initial date of enrollment at Walsh College. Should it appear that an extension of this time limit might be required, the student should immediately consult with an advisor in the admissions and academic advising office. This request will be forwarded to the academic department chair for review and approval. If an extension is requested and granted, course work more than five years old may be reviewed for currency. Additional course work may be required to complete the degree.

If an extension is not granted due to an insufficient portion of the program requirements having been completed, the student must update to the current degree program. Credit will be applied toward a degree for course work less than five years old in which the grade of “D-” (0.700) or better has been earned, with the exception of courses which require a “C” (2.000) or better to fulfill graduation requirements. All graduate courses require a minimum grade of “C”.

A readmitted student who is granted credit for previously taken courses may be required to complete the program in a period of time less than 60 months. The transcript of a readmitted student will reflect all courses taken, credit hours attempted, and grades received while in residence at Walsh College.

**Group Work Policy**

It is part of the educational philosophy of Walsh College that successful business people work effectively in teams. Consistent with this philosophy and course objectives, research projects, whenever possible, are encouraged to be designed as group projects. Regular review meetings with teams are to be conducted throughout the semester, and students are encouraged to contact the instructor with questions at any point. Except in extraordinary circumstances, all group members will receive identical grades for projects.

**Extra-Institutional Policy**

Walsh College awards credit and/or course competency waivers for documented post-secondary level extra-institutional learning. Extra-institutional learning is defined as learning that is attained outside of the sponsorship of legally authorized and appropriately accredited post-secondary education institutions. Reliable and valid measures of learning outcomes are used to assess and grant such awards.

When applying for admission to Walsh College, a student may request credit for learning already acquired in settings outside of Walsh. The request will be evaluated as part of the admissions process. Documentation verifying attainment of college level learning is required.

Credit for extra-institutional learning will not be awarded for work experience. Current sources of extra-institutional learning which may be reviewed for course credit or waivers include CLEP, documented military coursework, courses recommended by the American Council of Education Guidelines and certifications of professional training.

Contact the admissions and academic advising office for additional information.

**Residency Policy**

An undergraduate degree candidate must complete a minimum of 45 semester credit hours in residence at Walsh College. However, certain undergraduate students may be eligible to transfer up to a maximum nine additional semester credit hours of approved equivalent junior/senior (300-400) level course work from an institution accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools or one of the following regional associations: Middle States, New England, Northwest,
Southern, Western or North Central. These additional transferred semester credit hours may reduce the number of hours required in residency by a corresponding number.

A graduate degree candidate must complete the following minimum residency requirements (excluding foundation course work) at Walsh College.

- Master of Arts in Economics degree requires a minimum of 18 semester credit hours in residence at Walsh College.
- Master of Business Administration degree requires a minimum of 24 semester credit hours in residence at Walsh College.
- Master of Science in Accountancy degree requires a minimum of 18 semester credit hours in residence at Walsh College.
- Master of Science in Business Information Technology degree requires a minimum of 21-24 semester credit hours in residence at Walsh College.
- Master of Science in Finance degree requires a minimum of 24 semester credit hours in residence at Walsh College.
- Master of Science in Information Assurance degree requires a minimum of 24 semester credit hours in residence at Walsh College.
- Master of Science in Management degree requires a minimum of 18 semester credit hours in residence at Walsh College.
- Master of Science in Managing Manufacturing Operations degree requires a minimum of 24 semester credit hours in residence at Walsh College.
- Master of Science in Taxation degree requires a minimum of 24 semester credit hours in residence at Walsh College.

**Student Requests for Exceptions to Academic Policy**

Academic policies have been thoroughly considered before adoption and are consistently applied. However, the College reserves the right to grant an exception to a policy. The integrity of the College’s degrees and equality of treatment of students limits the types of policy exceptions that may be granted and the justifications which may be considered.

A student seeking to obtain an exception to an academic policy must submit a written petition to the chief academic officer by the end of the following semester, not to exceed four months after the semester in which the exception is requested. The petition must include the policy for which the student is seeking the exception and the reasons justifying the request. Exceptions are not given for work related reasons. Where applicable, if a student cites a medical basis for the request, written documentation from the student’s doctor must be attached to the request.

Requests will be reviewed with the appropriate academic personnel or chief academic officer. The student will be notified of the decision in writing. A copy of all written decisions will be retained in the student’s academic file.

**Academic Honors and Awards**

The following policy pertaining to academic recognition, honors, and dean’s list is effective for all undergraduate students who are newly admitted, update to the most current academic program, or are readmitted to an undergraduate degree program under the provisions of this catalog. There is no honors recognition at the graduate level.

**Academic Recognition**

Undergraduate students who complete a bachelor degree program and achieve high academic grade point averages are officially recognized at the College’s commencement ceremonies. The cumulative grade point average used to determine academic honors eligibility, for the ceremony only, will be the cumulative GPA on record as of the last semester of attendance prior to the ceremony. There is no honors recognition at the graduate level. Upon graduation, all honors designations are noted on the student’s academic transcript and diploma. The cumulative grade point average used for academic honors is computed at the time of graduation and is based upon all course work attempted in residence at Walsh College. The following designations signify the appropriate honor that will be inscribed on the academic transcript and diploma and will be recognized during commencement exercises:

- 4.000 - 3.900  Summa Cum Laude
- 3.899 - 3.750  Magna Cum Laude
- 3.749 - 3.500  Cum Laude

**Commencement Exercises**

The College hosts two commencement ceremonies per year. All eligible candidates/graduates will receive information concerning commencement dates, purchasing caps and gowns, tickets, time, location, and other relevant information approximately three months prior to commencement.
Undergraduate honors candidates/graduates who participate in commencement ceremonies will be recognized by the following honor cord color designations:

- **Gold Honor Cord** - Summa Cum Laude (4.000-3.900)
- **Silver Honor Cord** - Magna Cum Laude (3.899-3.750)
- **White Honor Cord** - Cum Laude (3.749-3.500)

**Dean’s List**

Walsh College recognizes undergraduate students for outstanding academic achievement. Undergraduate students who have completed a minimum of 12 semester credit hours in residence at Walsh College are eligible. At the end of each semester, enrolled students who achieve a cumulative grade point average of 3.500 are named to the Dean’s List. Those with a 3.750 or higher are noted with Presidential Honors. The names of students who attain this academic achievement may be published in the Walsh Insight, and are posted on the College’s Web site at www.walshcollege.edu. The Dean’s List may also be submitted to local newspapers. The expected level of academic achievement at the graduate level precludes honors designations.

**Delta Mu Delta**

The Gamma Eta chapter of Delta Mu Delta, a national business administration honor society, was established at Walsh College in 1976 becoming the 79th chapter nationwide. Over 159 Delta Mu Delta chapters in the United States and Canada operate with 81,000 active members and alumni. Membership is by invitation only.

Required membership criteria are:

- Undergraduate and graduate students must rank in the top 20 percent of students in their class with a grade point average of 3.300 or higher.
- Undergraduate students must have completed at least 23 semester hours in residence at Walsh College.

Qualifying students are mailed an application to join Delta Mu Delta each semester.

**Awards**

**The Charles M. Bauervic Foundation, Inc. Writing Award**

During the fall semester, undergraduate and graduate students may submit papers for The Charles M. Bauervic Writing Competition. The papers should address an issue regarding the free enterprise system and be research based. All papers may represent class assignments or independent initiative. Cash awards are given to the winners. For further details, contact the communication department chairperson.

**The Everett M. Hawley, Jr. Taxation Award**

Each academic year, one master degree student is honored for outstanding achievement in taxation. This student is presented with a recognition certificate at commencement; a plaque is inscribed with the winner’s name and displayed at the College.

**The Financial Executives Institute Award**

Each year, one outstanding accounting or finance student is honored for academic achievement at commencement by the Financial Executives Institute. The student is honored with a medal which is presented at the Detroit Chapter of Financial Executives meeting. A plaque is inscribed with the winner’s name and displayed at the College.

**The Firman H. Hass Writing Award**

One graduate student is honored for excellence in writing by the Detroit Chapter of the Institute of Management Accountants each year at commencement. The award recognizes the best contribution to the body of knowledge relating to accounting. The student receives a certificate from the Detroit Chapter and a plaque is inscribed with the winner’s name and displayed at the College.

**The Research Institute of America Graduate Tax Award**

Each academic year, an outstanding Master of Science in Taxation graduate is recognized for his or her academic work and contribution to the College. This student is presented with a recognition certificate at commencement, and a plaque is inscribed with the winner’s name and displayed at the College. In recognition of this student, the Research Institute of America awards to the College a complete set of the Research Institute of America Federal Tax Service, each year. This Research Institute of America Graduate Tax Award was formerly known as the Prentice Hall, Inc. Graduate Tax Award.

**The Stanley W. Smith Taxation Manuscript Award**

One student from the Master of Science in Taxation program is honored each year for having written an outstanding paper or thesis in the field of taxation. This student is presented with a recognition certificate at commencement, and a plaque is inscribed with the winner’s name and displayed at the College.

**The Walter B. Fisher Award for Excellence in Accounting**

This award is given annually to one Walsh College undergraduate student who demonstrates outstanding achievement in the Bachelor of Accountancy program. Those chosen for the award will have achieved a 3.500 grade point average or better, and must have contributed time or talent to either Walsh College or the accounting profession through tutoring, club leadership, community service, or other activities.
General Procedures and Regulations

Student Personal Information

Students are required to submit social security numbers with their admission application. Upon admittance to the College, students will be issued a unique student identification number that will serve as the primary student identifier in maintaining permanent academic records. The student identification number should be used with all transactions such as registrations, drop/adds, transcript requests, certification requests, financial transactions, and financial aid forms. Since the student identification number is a unique identifier, students should guard its security carefully. Please note that in the event a student forgets this number, it cannot be given out over the phone. Students who forget their student identification number can obtain it in several ways: online through WebAdvisor; in person at any campus (with picture ID); or requested in writing.

Social security numbers or student identification numbers are not released to agencies or individuals outside the College without the written permission of the student.

Change of Student Personal Information

Students may update personal information such as address, phone numbers or employment directly through WebAdvisor. Students may also update personal information by completing a student records change form which is available in the records and registration office or by mailing or faxing a letter with the new information to the records and registration office. To ensure continued security of student information, students are encouraged to use their student identification number on all college forms. Name, social security number, and/or birth date changes must be accompanied by legal documents verifying that the information is correct at the time the request is made. Students are responsible for any communication sent by the College to the last address reported to the records and registration office.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 is a Federal law designed to protect the privacy of education records. The Act provides students the right to inspect and review their education records, the right to seek to amend those records on the grounds that they are inaccurate or misleading and to have some control over disclosure of information from the records. The educational records of currently enrolled and formerly enrolled students are protected under FERPA. A student has the right to file complaints with the The Family Policy Compliance Office, Department of Education for failure by the College to comply with FERPA.

At its discretion, Walsh College may provide “directory information”, should that information not be considered harmful to the student or an invasion of privacy if disclosed, in accordance with the provisions of FERPA. Walsh College defines the following items as “directory information” and may permit disclosure without written consent of the student:

- name
- home address
- current or past enrollment status
- academic program/degree
- participation in officially recognized activities
- graduation information to include degree earned, major, specialization, certification, honors, awards received and/or date of graduation
- dates of attendance

A student may request, while still enrolled, that the College not release any directory information. This must be a written request to the director of records/registrar. Former students may also request the right of non-disclosure of educational records.

Except to the extent that FERPA authorizes disclosure without consent, personally identifiable information contained in the student’s educational record not listed as “directory information” may be disclosed to third parties only with the prior written consent of the student. This written authorization must identify the individual or agency’s name and address, phone number and specify the record to be released. The director of records/registrar will contact this designated individual by mail or phone.

FERPA authorizes disclosure of educational records without the consent of the student under the following provisions:

- to school officials with legitimate educational interest
- to officials of other schools in which the student seeks or intends to enroll
- to federal, state, and local authorities involving an audit or evaluation of federal legal requirements for compliance with education programs
- to Veterans Administration officials
Policies and Procedures

- to persons or organizations providing financial aid to students if the information is necessary to determine eligibility for and amount of aid, conditions of aid, enforce the terms and conditions of aid
- to organizations conducting studies for or on behalf of educational agencies or institutions
- to accrediting organizations carrying out accreditation functions
- to parents of dependent students according to the Internal Revenue Code of 1986
- to comply with a judicial order or lawfully issued subpoena
- to persons in an emergency if the information is necessary to protect the health or safety of students or other persons
- to a victim of an alleged perpetrator of a crime of violence or a non-forceful sex offense, the institution may disclose the final results of the disciplinary proceeding
- to interested individuals in connection with the final results of an institutional disciplinary proceeding to include only the name of the student, the violation committed, and any sanction imposed by the institution
- to the parent of a student under 21 if the institution determines that the student has committed a disciplinary violation of its drug or alcohol rules or policies or violation of any federal, state, or local law

Copies of the College’s written policy statement regarding the Family Educational Rights and Privacy Act are available from the director of records/registrar, or may be printed from the online College catalog on the Web site.

Academic Records

Academic Transcripts

A student’s academic transcript reflects all courses taken, credit hours attempted, and grades received while in residence at Walsh College; these are used to compute the student’s semester and cumulative grade point averages. Graduate courses taken as part of the student’s undergraduate program are posted on the student’s undergraduate transcript. All grades, credit hours attempted and earned will be used in computing the student’s undergraduate cumulative grade point average for purposes of graduation.

Academic transcripts are maintained in the records and registration office and are regularly audited and corrected as necessary. The academic transcripts will reflect all courses taken, credit hours attempted and grades received while in residence at Walsh College for students readmitted or who change majors or degree programs prior to graduating from Walsh College. Once the student graduates from a degree program, a new cumulative grade point average will be computed for the second degree. Academic standing designations such as probation and dismissal are noted on the student’s transcript in the corresponding semester.

Request for Academic Transcript

Official student records, including transcripts, are privileged, confidential information and are not open to public inspection or released to a third party without the student’s written consent. A student wishing to inquire about his or her respective record should contact the director of records/registrar. Transcripts must be requested in writing by the student or the student’s authorized legal representative. An official transcript bears the College seal, the registrar’s facsimile signature and transcript issuance date. Each transcript reflects all courses taken, credits hours attempted and grades received by the student while attending Walsh College.

Transcripts issued directly to the student will be stamped “Issued to Student” and should be considered unofficial. In accordance with the Family Educational Rights and Privacy Act (FERPA), official transcripts issued to Walsh College from previous colleges and universities are furnished in confidence and are considered part of the student’s educational record. Therefore, duplication of the student’s previous official college transcripts will not be permitted. Walsh College does not fax academic transcripts to students, employers or agencies under any circumstances.

Grade Reports

At the end of each semester, grades are visible online through WebAdvisor. To view grades, log in to WebAdvisor and click on “Grades by term”. Students may view their grades online through Webadvisor unless they have a financial indebtedness to the College. Walsh College does not fax grades to students, employers or agencies under any circumstances.

Semester Grade Point Averages

A student’s semester grade point average is computed by dividing the total honor points for that semester by the number of credit hours attempted. Grade point average calculations are carried out to the third position after the decimal point. The grade of “F” (0.000) is included in the calculation of grade point averages.
Cumulative Grade Point Averages

A student’s cumulative grade point average is computed by dividing the total honor points earned to date by the total number of hours attempted. Grade point average calculations are carried out to the third position after the decimal point. The grade of “F” (0.000) is included in the calculation of cumulative grade point averages. When repeating a course, both grades will appear on the academic transcript and will be used to compute the cumulative grade point average.

Course Numbering System

Courses Numbered 200-400

Courses with these numbers are undergraduate level courses. Undergraduate, certificate and non-degree students are eligible to enroll in these courses for credit and are assessed undergraduate tuition rates. Although graduate students may enroll in these courses at undergraduate tuition rates, they cannot earn graduate credit with these courses.

Courses Numbered 500-600

Courses with these numbers are graduate level courses. Undergraduate students cannot enroll in these courses unless permitted in their undergraduate degree program. See section entitled Undergraduate Students Taking Graduate Courses. Graduate, certificate and non-degree students and approved undergraduate students enrolled in these courses earn graduate credit and are assessed graduate tuition rates.

Repeating Courses

An undergraduate or graduate student who receives a grade of “C” (2.000) or better in a course may not repeat the course for credit. A student earning a “C-” (1.700) or lower may repeat the course for the purpose of improving the grade and fulfilling graduation requirements. When repeating a course, both grades will appear on a student’s transcript and will be used to compute a student’s cumulative grade point average.

A course that is repeated will be counted only once for purposes of accumulating semester credit hours earned toward fulfillment of graduation requirements.

Undergraduate credit earned in courses completed with a grade of “D-” or better, while in residence, will count toward graduation requirements with the exception of courses which require a grade of “C” (2.000) or better to fulfill graduation requirements.

A grade of Audit (AU) will automatically be issued to a student who repeats a course in which he or she has received course equivalency transfer credit, an exclusion, waiver or advanced standing, as well as for repeated courses previously completed at Walsh College with a grade of “C” (2.000) or better. A grade of Audit (AU) is not computed in credit hours or honor points.

Grade Changes

Once verified in the records and registration office, an instructor may change a student’s grade if the first grade was in error. If a student questions or seeks to clarify the basis for a grade received in a course, the student must contact the instructor to resolve the dispute within four weeks after the start of the next semester. A request by a student to dispute his or her grade after this four week period will not be considered.

If an error has been made, an official change of grade must be submitted to the director of records/registrar certifying reasons for the change of grade. Upon receiving documentation from the instructor, the director of records/registrar will change the grade and post the grade on WebAdvisor (click on “Grades by term” to view). In exceptional or unusual circumstances, the director of records/registrar may determine that additional signature approval must be obtained by the department chairperson and/or chief academic officer prior to processing the grade change.

Appealing Grades

Within four weeks after the start of the next semester, a student who believes there is a problem concerning the grade must:

- Contact the class instructor involved to resolve the problem. If resolution has not been achieved at the instructor level, a student can petition the chair of the department involved.
- The department chair will investigate the matter and attempt to resolve the issue. The chair will notify the student and the class instructor of the decision.
- If resolution has not been achieved at the departmental level, a final review may be conducted by the chief academic officer.

To overcome the presumption of good faith, it must be demonstrated to the chief academic officer that an instructor’s evaluation was based entirely or in part on factors that are inappropriate or irrelevant both to academic performance and applicable professional standards. In this case, the chief academic officer will cause the student’s performance to be reassessed and good faith evaluation established. The decision of the chief academic officer is final.
### Academic Calendar

Walsh College operates on a semester calendar system. The academic calendar consists of four 11-week semesters per year. All courses and credit hours are stated in semester credit hours. The current academic calendar can be found at the end of this Catalog.

### Student Policies and Conduct

#### Academic and Professional Conduct

Walsh College students are expected to conduct themselves in a manner conducive to continued growth toward a business or professional career. A professional demeanor with a high degree of ethical conduct is expected. Written and oral communications, including paper and electronic, should reflect professionalism. All students are expected to attend classes regularly and fully prepared. Students are responsible for being knowledgeable and observing all College policies and procedures.

#### Academic Misconduct

If any faculty, administration or student body member considers a student’s conduct inappropriate for the Walsh College environment, that person must report it to the appropriate College faculty member or officer.

Actions considered to be academic misconduct and unacceptable include but are not limited to:

- plagiarism, to include undocumented use of Internet or electronic sources,
- unauthorized collusion on examinations,
- theft, sale, purchase or other unauthorized procurement of examinations,
- use of unauthorized aids while taking an examination,
- copying from another student’s work or exam,
- having someone else take an exam in the student’s place or submitting for credit any paper not written by the student,
- taking an exam for another student,
- copying of “do not copy” designated library materials, and
- copying copyrighted software and destruction of equipment by introducing a computer virus.

The misconduct relating to academic matters will be reported in writing to the chief academic officer. The chief academic officer may take such action as issuing a failing grade, ordering academic withdrawal from the course, redoing a paper or exam, or recommending to the president or his designee, administrative dismissal or other appropriate disciplinary action.

Any individual desiring to appeal a decision of the chief academic officer must do so in writing within three to five business days after being notified of the decision. The appeal should be directed to the president of the College who, in his/her sole discretion, may affirm, modify or disapprove the chief academic officer’s decision. In all circumstances, the decision of the president of the College is final.

Action that results in a failing grade, administrative withdrawal, administrative suspension or dismissal will be noted on a student’s transcript. Any student issued a grade for misconduct may not withdraw from the course. A student receiving an administratively directed grade as a disciplinary action resulting from misconduct may not seek financial relief for withdrawal from the course at any time. An administratively directed grade for academic misconduct will be noted in the student record and will become a permanent part of the student record. Repeated acts of academic misconduct will be considered a basis for permanent dismissal from the College.

#### Student and Visitor Conduct

It is the goal of Walsh College to maintain a professional and safe environment that is conducive to learning and working. The College reserves the right to take action for any other conduct which it deems inappropriate or improper.

The following are examples of unacceptable behavior and are published to minimize the potential of misunderstandings. This list is not intended to be all-inclusive.

- Obstruction or disruption of teaching or other activities on campus.
- Physical abuse, unlawful detention or threatening behavior toward any person on campus.
- Theft or damage to property of the College or to property of a Walsh College employee or campus visitor.
- Unauthorized entry or use of College facilities and equipment (including technology).
- Illegal use or unauthorized possession or distribution of alcoholic beverages, narcotics, or dangerous drugs on campus.
Policies and Procedures

- Failure to comply with the directions of College officials, members of the faculty or other authorized individuals.

- Except for public safety officials, possession or use of firearms, even if an individual holds a concealed weapons permit.

- Possession or use of explosives or other weapons, or chemicals.

- Inappropriate attire. Visitors and students are required to wear shoes, shirts and pants/shorts or skirts.

- Bringing animals, except for service (guide) animals, on campus.

- Attendance in any course by a non-registered individual(s), including dependents or other relatives of the registered student, is generally prohibited. This restriction doesn’t apply to individuals providing reasonable accommodation assistance for disabled students or to approved guest speakers. The faculty member or an administrator may grant exceptions to dependents attending class with the registered student in the case of an emergency. In these cases, students should obtain approval from the faculty member before class begins. Even if an exception is granted, the faculty member may revoke the arrangement for any reason at any time.

- Unsupervised children (generally defined as under age 16) are not permitted on campus. Adults are welcome to bring children to campus while they conduct business; however, children must be closely supervised. Generally, non-registered individuals, including children, should not be brought to class. Specific areas of the College, such as the library and computer labs, may have additional guidelines regarding children visiting those areas.

- The College recognizes the need for mothers to breastfeed their children, therefore some of the College’s restrooms have seating areas for this purpose. Since other students, visitors or employees may be uncomfortable in the presence of this activity, the College’s private restrooms should be used for breastfeeding.

- Sexual harassment. For sexual harassment policy procedures, students should refer to the appropriate section of the College Catalog.

- “On campus” or “facility” is defined as any location owned or leased by the College or any other location used to hold a College sponsored activity.

Any student, visitor or employee may report an incident of alleged misconduct. All complaints should be reported as soon as possible to the appropriate supervising officer or director. If the situation involves a security related matter and requires immediate attention, it should be reported to the main receptionist or any facilities staff member. An administrator, faculty member or facilities department staff member may remove any individual behaving in a disruptive or potentially disruptive manner. Non-emergency security issues should be reported to the director of facilities and auxiliary services. Academic misconduct should be reported to the officer responsible for academic administration. If the complaint is regarding an officer, it should be reported to the president.

The appropriate supervising officer or director will investigate the complaint and may take immediate action, if needed. The College may search individuals/property or use surveillance activities to aid in an investigation. All parties involved in the incidents are expected to cooperate fully with the investigation. Any behavior(s) that the College deems inappropriate can lead to disciplinary action up to and including academic dismissal and/or termination of employment, removal and/or ban from the facilities and/or filing of criminal charges. Students should see the Student Conduct and Appeals Procedure for further information.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires all universities and colleges to publish specific information about its campus crime and security policies. The Walsh College Annual Campus Security Report includes the required information including:

- Campus security policies
- Reporting procedures
- Campus crime statistics for the most recent 3 years
- Information about crime prevention
- Access to campus

The Annual Campus Security Report information is available at www.walshcollege.edu/pages/101.asp.

A printed copy may be requested from:

Walsh College
Facilities and Auxiliary Services
Campus Safety
PO Box 7006
Troy, MI 48007-7006
248-689-8282
Sexual Harassment Policy

The College views all forms of sexual harassment as reprehensible and therefore prohibited to all in connection with any College related activity. Sexual harassment is unacceptable conduct; it undermines the integrity of the employment/learning relationship, debilitates morale, and interferes with the work productivity of the organization and its learning environment.

All staff, faculty, and students have a responsibility to maintain high standards of integrity, impartiality, and conduct, both personal and official, thereby ensuring proper performance of the College’s business and the maintenance of public trust. Sexual harassment violates those standards and is an act of misconduct. Therefore, specific acts of such misconduct may be subject to disciplinary action or even dismissal from the institution.

What Constitutes Sexual Harassment?

Sexual harassment includes, but is not limited to, the following:

- Influencing, offering to influence, or threatening the career, pay or job of another person or the educational program of a student in exchange for sexual favors.
- Deliberate or repeated offensive comments, gestures, physical contact of a sexual suggestive nature or creation of a hostile work, work-related or instructional environment.

By way of further illustration, and not by way of limitation, any employee, student, faculty member, or professional services instructor who uses implicit or explicit sexual behavior to control, influence, affect the career, pay, or job of any employee or student or to affect the instructional experience of any student is engaging in sexual harassment.

Any employee, student, faculty, or corporate services instructor who makes deliberate or repeated offensive verbal comments, gestures, or physical contact of a sexual or suggestive nature in the work, work-related, or educational environment is also engaging in sexual harassment. For purposes of this paragraph, the term “student” includes any person enrolled in an academic or non-credit course at Walsh College.

Sexual Harassment - Procedures for Dealing with Allegations

A student or visitor who is being or has been sexually harassed (or who believes that he or she is being or has been sexually harassed) by an administrative staff member, student, faculty member, or corporate services instructor at Walsh College should do the following:

- Clearly indicate to the offender that such behavior is offensive and that such behavior should cease immediately.
- Then choose one of the following options for reporting the incident to:
  1. the appropriate department chairperson, if the complaint is against a faculty member,
  2. the chief academic officer if the complaint is against a faculty department chairperson,
  3. the president of the College, if the complaint is against the chief academic officer or some other officer of the College,
  4. any member of the Board of Trustees if the complaint is against the president of the College or a member of the Board of Trustees,
  5. the director of corporate services if the complaint occurs in connection with a corporate services event.

Any complaint may be reported to the College’s human resource office.

A report of the most recent alleged harassing event should be made as soon as possible. Upon such complaint, the person receiving the complaint shall immediately report the complaint to a College officer not involved in the complaint.

An appropriate investigation will be undertaken of any complaint received under this procedure. All College personnel are expected to keep all complaints and information in confidence, except to the extent released by an officer of the College. Students are expected to cooperate fully with the investigation.

Non-Academic Issue Resolution

Non-academic issues involving general student conduct and/or the application of administrative policies or procedures will be considered as cases of non-academic misconduct. Cases of this nature should be brought to the immediate attention of the administrative director of the department directly involved with the area of administrative policy or procedure.

If the issue cannot be resolved with the director of the responsible administrative area, the matter may be referred to one of the College’s officers for review. An officer of the College may attempt resolution of the issue including meeting with the student, remand it to the director to resolve or recommend to the assistant vice president for enrollment and student services that it be considered by the student conduct and appeals committee.
Student Conduct and Appeals Procedure

A student wishing to appeal a decision related to College policy or procedure may do so following the steps outlined. The Student Conduct and Appeals Committee reviews unresolved student issues concerning policies and procedures of the institution. Such issues might involve general student conduct and/or the application of academic or administrative policy.

Appeal of any issue must be initiated in writing to the assistant vice president for enrollment and student services within 90 days of the incident to be reconsidered by the committee.

Cases of misconduct will not be considered by a Student Conduct and Appeals Committee until the procedures for issue resolution have been completed and any disciplinary action has been finalized.

Issues Not Considered by the Student Conduct and Appeals Committee

The Student Conduct and Appeals Committee will not consider challenges involving the following:

- the propriety of the requirements for completion of a degree program,
- the propriety of an individual course,
- issues of sexual harassment (See Sexual Harassment Policy),
- an individual student’s evaluation which represents an instructor’s good faith judgment of the student’s academic performance,
- course grades - an issue involving a course grade will be addressed within the academic department responsible for the course.

Committee Procedures

If the procedures outlined under Non-Academic Issue Resolution do not result in resolution of the issue, a student, faculty member or administrative director may submit a written request to the assistant vice president for enrollment and student services within 90 days of the occurrence of the original event, for referral of the matter related to student conduct to the Student Conduct and Appeals Committee. The request should contain the following:

- a statement describing the issue and identification of the policy or procedure in question,
- a review of the steps already taken to seek resolution, and the specific decision or action desired,
- justification for the decision or action sought with specific references to the applicable College policies made, and
- copies of information or documentation to be presented and specific identification of individuals requested to be present, to include witnesses, at the Student Conduct and Appeals Committee hearing.

The assistant vice president for enrollment and student services will act on a request for referral to the Student Conduct and Appeals Committee, advising all parties involved of its disposition. The assistant vice president for enrollment and student services may decline to refer a matter to the committee due to insufficient cause to proceed; may consult directly with the affected parties to reach an appropriate resolution without a hearing, or may refer the matter to committee for consideration and final disposition.

When the Student Conduct and Appeals Committee meets to consider an issue, new or additional issues may not be introduced during the appeals hearing. Each issue must receive separate due process and cannot be introduced to confuse or complicate the issue being appealed. The responsibility of the committee is to determine if there is evidence which would support the alleged act of misconduct or violation of policy and procedure.

If a Student Conduct and Appeals Committee is formed, the assistant vice president for enrollment and student services will assume responsibility for the following:

- acting as the committee coordinator,
- assigning an officer to serve as committee chair, and
- implementing all committee decisions or disciplinary actions or procedures.

The Student Conduct and Appeals Committee will be composed of:

- one officer of the College who will act as the chair of the committee,
- two administrative representatives selected by lottery or a random selection process,
- two academic representatives, at least one of whom is a full-time faculty member, selected by lottery or a random selection process, and
- two representatives from student organizations or from student government selected by the student government or by the director of student and alumni relations.

Anyone who is considered to have a conflict of interest in the proceedings may not be selected.

The chairperson of the Student Conduct and Appeals Committee will be responsible for the following:

- scheduling and notifying the student and committee members of the meeting time,
- providing the student with an opportunity to appear before and address the committee,
presiding over the proceedings and acting as a nonvoting member of the committee unless there is a tie vote, in which case the chair will cast the deciding vote,

receiving and presenting to the committee and the student all relevant information pertaining to questions of misconduct, exceptions or appeals to policies, and

notifying the student within 3-5 business days (excluding Sundays and holidays) of the decision of the committee.

Five committee members, excluding the chair, constitute a quorum. A majority vote of the committee will constitute a committee decision. Information regarding specific cases considered by the Student Conduct and Appeals Committee is considered strictly confidential.

All records of and documents pertaining to a meeting of the student conduct and appeals committee, including the committee’s decision and record of notification to the affected student, will be retained in the office of the assistant vice president for enrollment and student services.

Appeal of a Committee Decision

Any individual desiring to appeal a decision of the Student Conduct and Appeals Committee or an issue not considered by the committee must do so in writing within three to five business days after being notified of the committee’s decision. The appeal should be directed to the president of the College who, in his/her sole discretion, may affirm, modify or disapprove the Student Conduct and Appeals Committee’s decision. In all circumstances, the decision of the president of the College is final.

Technology Usage Policies and Disciplinary Measures

Walsh College is committed to maintaining its leadership position in the use of computer and communication technology to facilitate learning. The College promises to provide, as rapidly and as economically feasible, the following:

- student access to information anywhere on campus or off campus through an internet service provider.
- faculty resources necessary to enhance teaching, learning and research.
- staff tools necessary for a responsive service environment.

The College advises users that the Internet sites that they visit and information they download are easily visible and verifiable by the College’s network management facilities. The College also advises users that it follows generally accepted industry standard security measures, but it cannot guarantee that its information technology resources are completely protected from access by individuals who possess the skill and desire to breach those security measures. In addition, the College has the right to access and monitor information. Information sent by electronic communication to third parties is not under the control of the College and may be intercepted. The College will normally respect privacy and attempt to safeguard information but cannot guarantee these privileges. The College can examine, at anytime, anything that is stored on or transmitted by College-owned equipment.

Acceptable Use Policy

The following policies define the privileges of and restrictions on students, faculty, staff, and other users with respect to the computing and telecommunications systems of Walsh College. The policies include examples of various sorts of activities that are detrimental to the welfare of the overall community and are therefore prohibited. This section also describes the process by which violators are identified, investigated, and disciplined. It should be noted that some activities that are legal are in violation of this policy and are prohibited with respect to College computing and network systems.

All provisions are binding on all members of the Walsh College community. The provisions of this policy also apply to non-Walsh College account holders.

Notice of Policy Changes

All policies and procedures outlined are intended to serve for the current school year; however, the College reserves the right to make modifications as deemed necessary. If and when changes are made, appropriate efforts such as posting changes on the College’s Web site and/or other forms of communication, will be made to notify the College community.

Provisions

It is the policy of Walsh College to maintain access for its community to local, national, and international sources of information and to provide an atmosphere that encourages access to knowledge and sharing of information.

It is the policy of the College that information resources will be used by members of its community in accordance with policy and regulations established from time to time by the College and its operating units.

In accordance with the above policies, the College works to create an intellectual environment in which students, staff, and faculty may feel free to create and collaborate with colleagues both at Walsh College and at other institutions, without fear that the products of their intellectual efforts will be violated by misrepresentation, tampering, destruction or theft.
Access to the networks and to the information technology environment at Walsh College is a privilege and must be treated as such by all users of these systems.

To ensure the existence of this information resource environment, members of the College community establish technical and procedural mechanisms so that the information technology environment at Walsh College and its internal and external networks are resistant to disruption.

Students are entitled only to one person’s fair share of College resources unless written permission to the contrary has been granted by the Office of Information Technology (OIT).

The College characterizes as unethical and acceptable, and just cause for taking disciplinary action up to and including non-reappointment, discharge, dismissal, and/or legal action, any activity prohibited by this policy statement. Regulations apply to all members of the College community, but for the purposes of the Catalog, references are made to students. The following are examples of prohibited activities, not lists of everything that is a violation:

- Students may not use any resource, equipment or software to harass or threaten others; to steal, forge, lie, cheat, or eavesdrop or in any way compromise confidential documents or communications; and to masquerade as another user. Students may not in any way destroy any information, resource, equipment, or software or monopolize computing resources. This includes using a personal computer for these activities against other users or against their information resources.

  Examples: Students must not access the account of another; they must not generate activities that consume more than their share of either system time or network bandwidth (including “spam” e-mail); students must not fraudulently log into any computer; they must not use the computer to contact another person repeatedly where no legitimate purpose exists and the recipient desires the communication to stop, etc.

- Students may not possess any software, resource or equipment whose purpose is to effect one of the violations listed in the first provision.

  Example: Students must not have in their account on any College-owned system or on their personal computer programs which attempt to determine the passwords of others or obtain privileges on any computer to which they are not entitled.

- Students may not attempt to violate the first provision. Any such attempt will be considered the same as a violation.

  Example: If a student attempts to obtain system privileges to which he or she is not entitled, the student is as guilty as if he or she had succeeded.

- Students may not possess, willingly receive or distribute obscene material.

  Examples: Child pornography is absolutely against the law. It is a violation of Federal statutes to transmit this material across state lines, even electronically.

- Students may not violate the Information Technology Appropriate Use Policy off-campus anywhere in the world using College resources.

  Example: An attempt to gain unauthorized entry to Walsh computing resource via any computer off the College campus is as if the student attempted to gain access from a computer here.

- Students may not copy, install or use any equipment, service, information, data, image, recording, or other work in violation of applicable copyrights or license agreements, including media-file-sharing, streaming, or hosting.

  Example: If a student places on College computing resources material created by or belonging to others, he or she must have their permission to do so, and will be expected to produce written permission when proprietary or copyrighted material is involved.

- Students may not use the College’s information technology resources for political purposes or non-College commercial business or advertising, including unsolicited commercial e-mail without express written authorization to do so from the appropriate authority. However, any officially sanctioned College student group may maintain an official web page that presents objective information about the group itself.

  Examples: Individuals may not use the statistics software on the academic shared systems to do work for off-campus entities for which they are paid. The Young Democrats/Republicans may have a page that presents information about their activities and goals; they may not attempt to influence voters’ choices through that page. The sending of unsolicited bulk e-mail (spamming) is not allowed.

- Students must connect all equipment and install all software in a manner that meets the technical, security, and fair use standards set by the office of information technology.

  Examples: All IP addresses and domain names are owned and assigned by the office of information technology. The office of information technology may also restrict World Wide Web, ftp and other network services that interfere with fair network use by others.

- Students must take full responsibility for what they publish, transmit or possess.
In the final analysis, the health and well being of the College information resources, technology and networks is the responsibility of its users. Each user must guard against abuses that disrupt and threaten the long-term viability of the systems at Walsh College and those beyond the College. The College requires members of its community to act in accordance with these responsibilities, this policy, relevant laws and contractual obligations, and maintain the highest standard of ethics.

**Penalties**

If the College suspects an individual of violating its technology policies, it may obtain a search warrant and impound any equipment, device, software, documents, or data that is involved.

If an individual violates the policy, he or she will incur the same types of disciplinary measures as violations of other College policies. Violation of state or federal statutes may lead to criminal or civil prosecution.

**Students:** Campus disciplinary measures may include, but are not limited to, failure in a class, permanent or temporary loss of information technology privileges, suspension or expulsion from the College, and restitution of expenses as well as charges for damages.

**Faculty and Staff:** College disciplinary measures may include, but are not limited to, reassignment of duties, transfer, censure, suspension, termination, and restitution of expenses as well as charges for damages.

**Off-campus users:** the College may revoke the privileges of users who are found to be in violation and may report any serious violation to appropriate law enforcement officials.

**Investigation and Disciplinary Action**

Violations are most likely to be observed in two ways:

- A system administrator detects an anomaly and, in determining the cause of the problem, finds evidence of a violation.

- An individual observes what is perceived to be a violation and reports it to the system administrator.

OIT personnel will document the actions taken from the point of discovery and will prepare a non-technical narrative for the use of the College. The chief information officer (CIO) will authorize such additional steps as may be necessary to collect evidence, including the execution of a search warrant, and setting the scope and duration of the investigation, and notify the individuals involved that they are under investigation.

If non-College service providers are involved, the CIO will consult with the College attorney to notify them as soon as it is prudent to do so. The collected evidence and the documents that record the actions of the system administrator, OIT staff, and the CIO will be forwarded to the president’s office for adjudication together with a recommendation on any loss of privileges with respect to computing and telecommunications systems. The president’s office will report the outcome of the case to OIT. In the case of suspected criminal violations, the police will be involved.

The accused has the right to petition the president’s office for the release of impounded material and the restoration of privileges. That decision may or may not precede the disposition of the case. In any event, any such decision must be communicated to the CIO and the system administrator. Faculty and staff members against whom disciplinary action is taken may follow the prescribed methods for the resolution of work-related conflicts, including the filing of a grievance.
Accounting

ACC 201 Principles of Accounting I 3 Hours
Prerequisite: None
This course introduces the fundamental principles of accounting as a basis for business decision-making. Students learn the theory and application of recording changes in financial conditions, measuring income, integrating the accounting cycle into business operations, accounting for cash transactions, receivables, inventories, inventory valuation, fixed and intangible asset valuation, accounting systems, and payroll accounting.

ACC 202 Principles of Accounting II 3 Hours
Prerequisite: ACC 201
This course is a continuation of the fundamental principles of accounting. Topics include partnerships, corporations, capital acquisitions, equity accounting, business tax considerations, analysis and interpretation of financial statements, cash flow analysis and basic topics in managerial accounting.

ACC 300 Financial Accounting 3 Hours
Prerequisite: None. Open to BAcc only: Cannot be used for credit after completing ACC 202.
This fundamental accounting course is designed to enable the student to prepare, evaluate, and use accounting data. The mechanics of financial accounting and the overall effect of accounting procedures on published financial statements are examined in detail. Alternative accounting procedures and their impacts on the financial statements are also examined. Coverage includes receivables, inventory, fixed assets and bonds payable.

ACC 301 Intermediate Accounting I 3 Hours
Prerequisite: ACC 202
This course is an examination of the intermediate level of problems in the definition and valuation of assets, liabilities, and the determination of net income. Topics include a thorough study of the income statement and balance sheet, present value concepts, current assets, fixed assets and liabilities.

ACC 302 Intermediate Accounting II 3 Hours
Prerequisite: ACC 301
This course is a continuation of the intermediate level of accounting. Topics include equities, treasury stock, earnings per share, leases, post-retirement benefits, tax allocation and accounting changes.

ACC 310 Managerial Accounting 3 Hours
Prerequisite: ACC 202
This course provides a basic technical understanding of managerial accounting topics with an emphasis on the uses of accounting data by managers. Topics include unit cost determination, cost-volume-profit analysis, direct costing, variance analysis, and budgeting.

ACC 406 Accounting Information Systems 3 Hours
Prerequisite: ACC 202
This course examines the principles of design and control of systems for the origination, development and use of accounting data. It also includes analysis of computer usage for accounting applications. Emphasis is placed on the relationships among the components of an accounting system and the use of the personal computer in the maintenance and reporting of accounting information.

ACC 411 Investments & Business Combinations 3 Hours
Prerequisite: ACC 302
This course focuses on the theories of advanced accounting for investments and parent subsidiary relationships. Students learn to apply appropriate accounting procedures and prepare spreadsheets for consolidated corporate entities.

ACC 412 Government and Not-For-Profit Accounting 3 Hours
Prerequisite: ACC 302
This course examines fund accounting and the reporting for state and local government units, hospitals, colleges, and other not-for-profit organizations.

ACC 415 Professional Auditing 3 Hours
Prerequisite: ACC 406, ACC 411 (ACC 411 may be taken concurrently) and QM 202
This course examines the principles and procedures of the auditing function, focusing on the specific techniques employed by Certified Public Accounting firms. Major emphasis is placed on preparing the student for the Auditing section of the Uniform CPA Exam. Topics include audit ethics, audit documentation, statistical sampling, examination of evidence, and audit reports.

ACC 416 Accounting Business Communications 3 Hours
Prerequisite: ACC 302
This course deals with practical applications of financial accounting. The objective is to prepare the student for employment in the accounting profession. The requirements include accounting applications using EXCEL, written communications, listening and oral presentation skills, research and selected specialized financial accounting topics.
ACC 419 Advanced Managerial Accounting 3 Hours
Prerequisite: ACC 310
This course examines cost accounting and the internal accounting procedures and concepts used in the decision-making process. Topics include process costing, job costing, budgeting, standard costing, differential cost analysis, variable costing, variance analysis, activity-based-costing, and capital budgeting.

ACC 480 Seminar in Accounting Systems 1 Hour
A one-credit seminar offered to guest students or non-degree undergraduate students only.
This course is designed to meet the accounting systems requirements for the Uniform CPA Exam as set by the Michigan State Board of Accountancy. Credit is earned by completion of readings, objective questions and essay questions relating to accounting systems.

ACC 481-483 Directed Study in Accounting 1-3 Hours
Prerequisite: Written permission of the department chair.
These courses provide students with an opportunity to investigate an accounting topic not otherwise studied in their curriculum. A directed study will earn general elective credit. Requests for a directed study must be initiated through the admissions and academic advising office. Students are limited to no more than 6 semester credit hours (if approved) in directed study, practicum and/or internship courses towards graduation requirements.

ACC 488 Accounting Internship 3 Hours
Prerequisite: ACC 301. Written permission of the department chair.
This elective course gives the student the opportunity to earn credit for real world experience. Approximately 40 contact hours are required with an employer. The student will maintain a written daily log for all duties performed and will submit a formal report on the internship experience. Accounting internship can only be used as elective credit. Requests for an internship must be initiated through the admissions and academic advising office. Students are limited to no more than 6 semester credit hours (if approved) in directed study, practicum and/or internship courses towards graduation requirements.

ACC 494 Accounting Practicum 3 Hours
Prerequisite: ACC 301. Written permission of the department chair.
A practicum experience provides the accounting student with hands-on learning experience through self-paced work projects. The accounting practicum is conducted in an independent study format. Accounting practicum can only be used as elective credit. Requests for a practicum must be initiated through the admissions and academic advising office. Students are limited to no more than 6 semester credit hours (if approved) in directed study, practicum and/or internship courses towards graduation requirements.

ACC 500 Financial Accounting 3 Hours
Prerequisite: None. Open to MAC, MSBIT and MSF students only.
This fundamental accounting course is designed to enable the student to prepare, evaluate, and use accounting data. The mechanics of financial accounting and the overall effect of accounting procedures on published financial statements are examined in detail. Alternative accounting procedures and their impacts on the financial statements are also examined. Coverage includes receivables, inventory, fixed assets and bonds payable.

ACC 501 Intermediate Accounting I 3 Hours
Prerequisite: ACC/MBA 500
This course is an examination of the intermediate level of problems in the definition and valuation of assets, liabilities, and the determination of net income. Topics include a thorough study of the income statement and balance sheet, present value concepts, current assets, fixed assets and liabilities.

ACC 502 Intermediate Accounting II 3 Hours
Prerequisite: ACC 501
This course is a continuation of the intermediate level of accounting. Topics include equities, treasury stock, earnings per share, leases, post-retirement benefits, tax allocation, and accounting changes.

ACC 505 Advanced Managerial Accounting 3 Hours
Prerequisite: ACC 500 or FIN 506. Open to MSF students only.
This course examines cost accounting and the internal accounting procedures and concepts used in the decision-making process. Topics include process costing, job costing, joint costs and by-products, budgeting, standard costing, variable costing, variance analysis, and activity based costing.

ACC 506 Accounting Information Systems 3 Hours
Prerequisite: ACC 500
This course examines the principles of design and control of systems for the origination, development and use of accounting data. It also includes analysis of computer usage for accounting applications. Emphasis is placed on the relationships among the components of an accounting system and the use of the personal computer in the maintenance and reporting of accounting information.

ACC 511 Investments & Business Combinations 3 Hours
Prerequisite: ACC 502
This course focuses on the theories of advanced accounting for investments and parent subsidiary relationships. Students learn to apply appropriate accounting procedures and prepare spreadsheets for consolidated corporate entities.
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<th>Course Code</th>
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<td>ACC 519</td>
<td>Advanced Managerial Accounting</td>
<td>3 Hours</td>
<td>ACC 500. Open to MAC students only.</td>
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<td></td>
<td>This course examines cost accounting and the internal accounting procedures and concepts used in the decision-making process. Topics include process cost, job cost, budgeting, standard costing, variable costing, variance analysis, activity based costing, and capital budgeting.</td>
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<tr>
<td>ACC 520</td>
<td>Seminar in Accounting Theory</td>
<td>3 Hours</td>
<td>ACC 516</td>
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<td>This course is a study of current controversial accounting and economic issues and how they impact on traditional accounting concepts, principles, and standards. Emphasis is placed on relating accounting theory with practical case studies, and developing both traditional and online research methods.</td>
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<tr>
<td>ACC 550</td>
<td>Seminar in Advanced Accounting Auditing and Business Communications Topics</td>
<td>3 Hours</td>
<td>ACC 515</td>
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<td>This course uses a case analysis approach to explore the effect of audit procedures, ethical issues, and fraudulent activities on the auditing profession. Both written communication and oral presentation skills are developed by requiring the student to provide narrative reports and videotaped presentations. The importance of teamwork is emphasized in a group presentation, with each team leading a class discussion on a well-known case from the audit profession.</td>
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Course Descriptions

**ACC 594 Accounting Practicum 3 Hours**
Prerequisite: ACC 501. Written permission of the department chair.

A practicum experience provides the accounting student with hands-on learning experience through self-paced work projects. The accounting practicum is conducted in an independent study format. Accounting practicum can only be used as elective credit. Requests for a practicum must be initiated through the admissions and academic advising office. Students are limited to no more than 6 semester credit hours (if approved) in directed study, practicum and/or internship courses towards graduation requirements.

**Business Administration**

**BBA 400 Ethical and Legal Issues in Business 3 Hours**
Prerequisite: None. Cannot be taken after completion of BL 300 or BL 301 and/or BL 302. Not open to BA acct students.

This course is an intense survey of the legal environment in which contemporary business is conducted and an introduction to the background in which ethical business decisions are made.

**BBA 431 Business Economics 3 Hours**
Prerequisite: ECN 201, ECN 202 and BBA 400 (BBA 400 recommended)

This course illustrates the decision-making capability of a firm operating primarily within a developed economy and how decisions are affected by the competitive nature of industry. Students explore product and factor pricing, aggregate analysis of demand and supply, structure and influence of the money and capital markets, monetary policy of the Federal Reserve System, and fiscal policies of the Treasury. The impact of international forces, international trade, investments, payment issues, and the world monetary system are also examined.

**BBA 461 Business Strategy and Policy 3 Hours**
Prerequisites: COM 340, FIN 315, MGT 303 and BBA 400 (BBA 400 recommended). The student must also have completed 27 credits in residency.

This capstone course enables the student to apply the tools and analytical skills for planning and controlling the operations of a business. Through the analysis of cases, the student will design strategies, formulate policies, and solve managerial problems. The student will also evaluate corporate missions, objectives, strategies, tactics, policies, and execution while considering the ethical implications of those actions.

**Business Information Technology**

**BIT 301 Business Information Technology Theory and Practice 3 Hours**
Prerequisite: None

This course introduces system lifecycle methodologies and the tools used to model, execute, and manage the development of information technology solutions. Techniques for the definition, management, and quality assurance of business requirements are emphasized.

**BIT 305 Business Computing Tools 3 Hours**
Prerequisite: None

This course develops skill mastery of the use of computers and business information technology applications. Through a series of business application scenarios, the student demonstrates mastery of contemporary business tools to satisfy the demands of modern business requirements.

**BIT 331 Business Information Technology Architecture 3 Hours**
Prerequisite: BIT 301

This course introduces the student to computer technology and systems architecture, data representation, processor technology and architecture, elements of data storage technology, system integration and performance, input/output technology, operating systems, file management systems, and systems administration concepts.

**BIT 335 Foundations of Business Information Technology 3 Hours**
Prerequisite: BIT 305 and BBA 400 (BBA 400 recommended)

This course examines current and developing business information technologies and their potential for satisfying emerging business needs. Students explore the critical role of business information technology in modern business. Topics include fundamentals of systems theory, information technology architecture, technology trends, and business requirement definition. Individually and through teams, students demonstrate proficiency in investigating one or more assigned business problems, developing a definition, building a business case for business information technology solutions, and planning for effectively communicating with all levels of an organization to achieve support for that case. Students also demonstrate their capability to electronically access library resources.
BIT 340  Data Modeling and Database Design 3 Hours  
Prerequisite: BIT 301  
The student uses data modeling as a framework for defining and designing a database according to organizational requirements. Design concepts involving the physical and logical organization of data, data relationships and operational requirements of database systems are explored.

BIT 351  Networking Architecture and Protocol 3 Hours  
Prerequisite: BIT 201 and BIT 331. Open to BSBIT students only.  
This course emphasizes performance and engineering tradeoffs in the design and implementation of computer networks. Topics to be covered in detail include: LAN/WAN protocols, congestion/flow/error control, routing, addressing, naming, multicasting, switching, internetworking, quality of service, and network security. Students will explore the relationship between TCP/IP and the OSI model.

BIT 370  Programming and Program Design 3 Hours  
Prerequisite: BIT 305  
This course examines the design logic and fundamentals of programming languages. Topics include an introduction to event driven and structured programming, algorithm design, control structures, and data structures. Principles of object-oriented programming, including general design criteria for solving business problems are emphasized.

BIT 411  Web Services Architecture and Integration 3 Hours  
Prerequisite: BIT 331 Open to BSBIT students only.  
This course emphasizes web architecture, connectivity, applications, and services. Topics include Internet protocols, middleware, peer to peer architecture, and web services enablement using XML. Additional topics focus on the delivery of web services to meet strategic business objectives.

BIT 416  Business Process and Systems Engineering 3 Hours  
Prerequisite: None  
This course focuses on business processes and systems and how they can be designed and/or re-engineered to improve output, processes, and/or efficiencies through business information technology. Framed from a systems thinking perspective, the course analyzes several examples of business operations to identify potential opportunities that may be achieved through the design and integration of associated business information subsystems. Use of common IT tools is emphasized.

BIT 421  Information Technology Methodology and Strategy I 3 Hours  
Prerequisite: BIT 331 and COM 340  
Students examine, plan and develop, in detail, the business requirements for information technology solutions to meet the strategic organizational goals. Tools and methods such as the RUP, use cases, and the UML, are used to develop models for implementation.

BIT 431  Information Technology Methodology and Strategy II 3 Hours  
Prerequisite: BIT 421  
Based on the analysis performed in BIT 421, students design, construct, test, and implement information technology solutions. Plans for the various levels of testing, deployment, training of user and support personnel, ongoing systems operation, project close-down, and communication will also be developed. Students will demonstrate how the strategic organizational goals set out in BIT 421 have been met.

BIT 446  Information Systems Security 3 Hours  
Prerequisite: BIT 351. Open to BSBIT students only.  
An exploration of the components of a comprehensive information systems security plan including such critical areas as planning and administration of security, the security program, access control, and network security measures, Internet and e-commerce security issues, physical protection of computing facilities, and the legal and regulatory aspects of information security. Students will learn how to protect an organization from computer crime and potentially malicious behavior, and to ensure confidentiality, availability and data integrity through several hands-on case studies.

BIT 461  Fundamentals of Project Management 3 Hours  
Prerequisite: None. Open to BSBIT students only.  
This course serves as an introduction to the generally accepted processes and knowledge areas found within the project management profession. Students will be introduced to the project management concepts as defined by the Project Management Body of Knowledge © (PMBOK). Topics covered include the nine project management knowledge areas as well as the domains of initiating, planning, execution, controlling, and closing of projects. Professionalism and ethics are emphasized.

BIT 462  Project Finance, Estimating, and Cost Management 3 Hours  
Prerequisite: None. Open to BSBIT students only.  
This course is designed to introduce students to the basic finance theories, concepts, and principles used in project management. Introduced are methods of developing project estimates during the planning stages, and updating the estimates throughout the project life cycle. Tools and techniques used in monitoring, reporting, controlling, and managing project cost are examined. Students will study the use of planned value, earned value, and actual cost data to provide an objective measurement of performance, enabling trend analysis and evaluation of cost estimate at completion within multiple levels of the project.
BIT 463  Project Management Tools and Techniques  3 Hours
Prerequisite: BIT 461. Open to BSBIT students only.
The course serves as a comprehensive review of information technology related project management processes that are necessary to be successful in managing projects in today's complex information technology environments. Included are topics on program office, configuration management, portfolio management, and other relevant and timely themes. Students will gain insight into the use of appropriate tools to plan, execute, control, and close projects.

BIT 471  Building an Information Protection Program  3 Hours
Prerequisite: BIT 446. Open to BSBIT students only.
This course provides an overview of the requirements for building an information protection program. Topics include the development of a security vision and action plan, determining the need for safeguards, developing training and awareness programs, developing incident handling capabilities, and development of budgetary requirements to meet business needs for information technology security. Students will develop an information systems security strategy, create a plan to implement the security provisions, and determine appropriate budgetary requirements.

BIT 472  Information Security Safeguards  3 Hours
Prerequisite: BIT 446. Open to BSBIT students only.
This session provides an in-depth review of the basic security safeguards used by corporations today. Technology that will be examined includes virus controls, firewalls, intrusion detection systems, VPN, public key infrastructures, and assessment tools. The goal of the class is to thoroughly immerse the student in the technology that is used to protect data and voice systems.

BIT 473  Information Systems Threat Assessment  3 Hours
Prerequisite: BIT 471 or BIT 571. Open to BSBIT students only.
Information security systems are only as good as their weakest link. There are many different methods for determining an organization's risk, and looking for weaknesses in its security posture. This class will examine threats to an organization and will also show students how to perform audits, assessments, penetration studies, and architecture reviews. Students will utilize tools and methods for examining weaknesses such as vulnerability scanners, OS fingerprinting tools, and learn methods for directing their efforts. A mock organization will be created, audited, and recommendations will be made to improve the security posture.

BIT 481-483  Directed Study in Business Information Technology  1-3 Hours
Prerequisite: Written permission of the department chair.
Students may elect to investigate a topic not otherwise included in their curriculum as a directed study. Students may choose from one to three hours of elective credit. A directed study may only be used to substitute for required course work with the permission of the department chair. Requests for a directed study must be initiated through the admissions and academic advising office. Students are limited to no more than 6 semester credit hours (if approved) in directed study, practicum and/or internship courses towards graduation requirements.

BIT 488  Internship in Business Information Technology  3 Hours
Prerequisite: Written permission of the department chair.
An internship is a short-term learning relationship established with a local organization through which the student is able to apply course-based learning, in a real-time setting, and for which there is continuing mentoring and feedback and an agreed level of compensation. An internship earns general elective credit and may only be used to substitute for required course work with the permission of the department chair. Requests for an internship must be initiated through the admissions and academic advising office. Students are limited to no more than 6 semester credit hours (if approved) in directed study, practicum and/or internship courses towards graduation requirements.

BIT 501  Information Systems Methodology  3 Hours
Prerequisite: None
This course serves as an introduction to information systems analysis and design methods and strategies. Topics include systems analysis, design, construction and implementation. Students are introduced to the concepts of structured and object-oriented analysis, modeling, and design and development techniques. Systems and application architectures, database design, input/output/interface design, modeling and development techniques are reviewed.

BIT 502  Program Design and Development  3 Hours
Prerequisite: None
Topics include fundamentals of program design, development of algorithms, selection, repetition, and sequence control structures. Classes and objects, attributes, polymorphism, inheritance, and steps required to create an object-oriented design are covered. Students will design, develop, and publish their own home pages.
BIT 511 Business Information Technology 3 Hours
Trends and Issues
Prerequisite: None. MSBIT students are encouraged to complete this course within their first 12 semester credit hours in residence at Walsh College.
This course introduces students to the broad and diverse range of information technology. Students will be engaged in research of information technology solutions that enable business processes for competitive advantage. The basics of research, reporting that research, and presenting solutions to a diverse audience are stressed.

BIT 516 Business Process and Systems 3 Hours
Engineering
Prerequisite: None
This course will focus on business processes and systems and how they can be designed and/or re-engineered to improve output, processes, and/or efficiencies through business information technology. Framed from a systems thinking perspective, the course analyzes several examples of business operations to identify potential opportunities that may be achieved through the design and integration of associated business information subsystems. Use of common IT tools is emphasized.

BIT 526 Enterprise Network Architectures 3 Hours
Prerequisite: None
This course covers a wide range of topics from local area to wide area networks, protocols, topologies, transmission media, and security. Students will examine the most significant aspects of networking and will examine some relevant topics in-depth. Coverage includes standards, logical and physical architectures; operating systems (i.e. Novell, Microsoft Windows, and Linux), TCP/IP protocol suite and troubleshooting and maintenance processes.

BIT 536 Database Systems 3 Hours
Prerequisite: BIT 501
This course covers the essential database concepts, technology, and techniques required for business database development. Concepts, tools, and technologies associated with the design, implementation and management of databases are presented. Topics include data models (with emphasis on E/R model and relational model), normalization, database design and implementation, database query language, transaction management, and distributed databases.

BIT 541 Electronic Commerce 3 Hours
Prerequisite: BIT 536
This course explores the use of the Internet and the World Wide Web for the facilitation of business activities. Topics include the many facets of conducting business on the Web; the feasibility of implementing a business operation on the Web; and identification of associated risks. Students will design and build a complete Web-based business solution.

BIT 546 Information Systems Security 3 Hours
Prerequisite: None
An exploration of the components of a comprehensive information systems security plan including such critical areas as planning and administration of security, the security program, access control, and network security measures, Internet and e-commerce security issues, physical protection of computing facilities, and the legal and regulatory aspects of information security. Students will learn how to protect an organization from computer crime and potentially malicious behavior, and to ensure confidentiality, availability and data integrity through several hands-on case studies.

BIT 551 Data Warehousing and Business 3 Hours
Intelligence
Prerequisite: BIT 536
This course introduces students to best practices for designing warehousing data structures and databases. Topics include advanced modeling concepts, including ragged and unbalanced hierarchies, conformed dimensions, degenerate dimensions, dimensions with multiple hierarchies, and surrogate and synthetic keys. ETL concepts, transformation goals of integration, cleansing, and granularity change are introduced. Students will perform data analysis, develop reports, and use query tools for data mining to assist in effective business decision-making.

BIT 561 Fundamentals of Project 3 Hours
Management
Prerequisite: None
This course serves as an introduction to the generally accepted processes and knowledge areas found within the project management profession. Students will be introduced to the project management concepts as defined by the Project Management Body of Knowledge © (PMBOK). Topics covered include the nine project management knowledge areas as well as the domains of initiating, planning, execution, controlling, and closing of projects. Professionalism and ethics are emphasized. Graduate students will be required to complete an additional project or research paper.

BIT 562 Project Finance, Estimating, 3 Hours
and Cost Management
Prerequisite: None
This course is designed to introduce students to the basic finance theories, concepts, and principles used in project management. Introduced are methods of developing project estimates during the planning stages, and updating the estimates throughout the project life cycle. Tools and techniques used in monitoring, reporting, controlling, and managing project cost are examined. Students will study the use of planned value, earned value, and actual cost data to provide an objective measurement of performance, enabling trend analysis and evaluation of cost estimate at completion within multiple levels of the project. Graduate students will be required to complete an additional project or research paper.
Course Descriptions

BIT 563  Project Management Tools and Techniques  3 Hours
Prerequisite: BIT 561 or BIT 461

The course serves as a comprehensive review of information technology related project management processes that are necessary to be successful in managing projects in today’s complex information technology environments. Included are topics on program office, configuration management, portfolio management, and other relevant and timely themes. Graduate Students will be required to complete an additional research paper.

BIT 564  Project Leadership and Management  3 Hours
Prerequisite: None

The objectives of this course are to gain insights into the role and key competencies required of project leaders in diverse organizations. Students will learn about a wide range of leader duties—manager, problem solver, facilitator, trainer, communicator, advocate—and discover how each duty affects the ability to create a cohesive project team. Students will learn a step-by-step approach to leadership and team-building. Additional topics include Leadership Ethics, Leadership and Project Strategy, and Leadership and the Political Side of Project Management.

BIT 571  Building an Information Protection Program  3 Hours
Prerequisite: BIT 546 or BIT 446

This course provides an overview of the requirements for building an information protection program. Topics include the development of a security vision and action plan, determining the need for safeguards, developing training and awareness programs, developing incident handling capabilities, and development of budgetary requirements to meet business needs for information technology security. Students will develop an information systems security strategy, create a plan to implement the security provisions, and determine appropriate budgetary requirements. Graduate students will be required to complete an additional project or research paper.

BIT 572  Information Security Safeguards  3 Hours
Prerequisite: BIT 546 or BIT 446

This session provides an in-depth review of the basic security safeguards used by corporations today. Technology that will be examined includes virus controls, firewalls, intrusion detection systems, and VPNs. Graduate students will be required to complete an additional project or research paper.

BIT 573  Information Systems Threat Assessment  3 Hours
Prerequisite: BIT 571 or BIT 471

Information security systems are only as good as their weakest link. There are many different methods for determining an organization’s risk, and looking for weaknesses in its security posture. This class will examine threats to an organization, and will also show students how to perform audits, assessments, penetration studies, and architecture reviews. Students will utilize tools and methods for examining weaknesses such as vulnerability scanners, OS fingerprinting tools, and learn methods for directing their efforts. A mock organization will be created, audited, and recommendations will be made to improve the security posture. Graduate students will be required to complete an additional project or research paper.

BIT 574  Cryptography  3 Hours
Prerequisite: BIT 546

This class will focus on the various methods of encryption and other cryptographic tools and processes. It will also explain cryptographic analysis techniques, and provide the student with insight into the history of cryptography.

BIT 581-583 Research and Directed Study  1-3 Hours
in Business Information Systems
Prerequisite: Written permission of the department chair.

The research and directed study is a variable credit elective for those students who, as a result of documented previous experience or prior graduate coursework, are able to demonstrate course mastery within the MSBIT curriculum. Request for directed studies must be initiated by the admissions and academic advising office. Students are limited to no more than 6 semester credit hours (if approved) in directed study, practicum and/or internship courses towards graduation requirements.

BIT 588  Internship in Business Information Technology  3 Hours
Prerequisite: Written permission of the department chair.

An internship is a short-term learning relationship established with a local organization through which the student is able to apply course-based learning, in a real-time setting, and for which there is continuing mentoring and feedback and an agreed level of compensation. An internship earns general elective credit and may only be used to substitute for required course work with the permission of the department chair. Requests for an internship must be initiated through the admissions and academic advising office. Students are limited to no more than 6 semester credit hours (if approved) in directed study, practicum and/or internship courses towards graduation requirements.
BIT 599  Capstone Project  3 Hours  
Prerequisite: Completion of a minimum of 24 credit hours in the MSBIT program.

The capstone project provides the opportunity for integrating program learning within a project framework. Each student identifies or defines a professionally relevant need to be addressed that represents an opportunity to assimilate, integrate, or extend learning derived through the program. The student will work with an assigned project advisor to develop a proposal. After review and approval by the MSBIT program committee, the student is authorized to complete the project. The student presents the completed project at a project fair near the end of the semester.

Business Law

BL 301  Business Law I  3 Hours  
Prerequisite: None. Open only to BAcct students.

This course is a study of legal rights and the resolution of legal disputes. Students study the legal process and courts, contracts, sales, agency, property and property rights, and trusts and estates.

BL 302  Business Law II  3 Hours  
Prerequisite: BL 301. Open only to BAcct students.

This course is a continuation of BL 301 (Business Law I). Students study partnerships, corporations, limited liability companies, negotiable instruments, secured transactions, government regulation law, bankruptcy, and the legal liability of accountants.

BL 501  Business Law I  3 Hours  
Prerequisite: None. Open to MAC students only. A student who has completed BL 301 or equivalent cannot enroll in this course.

This course is a study of legal rights and the resolution of legal disputes. Students study the legal process and courts, contracts, sales, agency, property and property rights, and trusts and estates. A research paper is required in this course.

BL 502  Business Law II  3 Hours  
Prerequisite: BL 501. Open to MAC students only. A student who has completed BL 302 or equivalent cannot enroll in this course.

This course is a continuation of BL 501 (Business Law I). Students study partnerships, corporations, limited liability companies, negotiable instruments, secured transactions, government regulation law, bankruptcy, and the legal liability of accountants. A research paper is required in this course.

Communications

COM 201  Grammar Refresher  1 Hour  
Prerequisite: None

This practical application course focuses on grammar and composition. Students will review current grammar rules and apply them in their course assignments. Students needing a refresher course in grammar and mechanics, sentence construction, and topic development should consider enrolling in this course.

COM 210  Principles of Business  3 Hours  Communications  
Prerequisite: None. Students are encouraged to complete this course within their first 6 semester credit hours in residence at Walsh College.

This course is an examination of business communications with emphasis on problem analysis and solution. Students review topics such as letters, memos, grammar, tone, and public speaking.

COM 320  Business Communications Methods  3 Hours  
Prerequisite: COM 210 and BBA 400 (BBA 400 recommended). Students are encouraged to complete this course within their first 15 semester credit hours in residence at Walsh College.

This course continues to develop the student’s use of organizational and critical thinking in all communication situations. Emphasis is on research and writing. This course provides a forum in which students practice writing business reports, carry out library research, solve on-the-job communication problems, and communicate solutions persuasively and effectively. The teaching strategy includes specific feedback on oral and written presentations and in-class group projects.

COM 340  Professional Communication  3 Hours  
Prerequisite: COM 320 and BBA 400 (BBA 400 recommended). Students are encouraged to complete this course within their first 21 semester credit hours in residence at Walsh College.

Students will direct their research and problem solving skills toward specific business related issues. Other topics include direct method report writing and group dynamics. Emphasis is on a team project, which requires research, writing, and oral presentations. Individual and group oral presentations are videotaped for critique purposes.
COM 341 Research Methods 1 Hour
Prerequisite: None
This is a practical application course that covers basic research techniques using electronic databases and traditional library resources. Students learn how to conduct research for a variety of business needs, evaluate resources, and accurately document references and citation methods.

COM 351 Job Search 1 Hour
Prerequisite: None
Students will discuss career goals and the steps necessary to reach them. Students will write resumes and other communications relating to a job search. Interviewing techniques will be practiced. Students who need to update their resumes or who wish to focus on specific job search techniques should take this course.

COM 481–483 Directed Study in Communications 1–3 Hours
Prerequisite: Written permission of the department chair.
This course is designed to allow students an opportunity to investigate a topic not otherwise studied in their curriculum. The directed study course can be approved for one, two, or three semester hours of credit. Requests for a directed study must be initiated through the admissions and academic advising office. Students are limited to no more than 6 semester credit hours (if approved) in directed study, practicum and/or internship courses towards graduation requirements.

Economics

ECN 201 Principles of Economics I 3 Hours
Prerequisite: None
This course is an introduction to the study of macroeconomics with development of the structure and basic operations of a dynamic economic system. Students collectively study the influence and impact of the consumer, business, and government on the American economic system. Students review the cause and effect relationships of aggregate economic analyses, and monetary and fiscal policy as it relates to the current developments in the economy.

ECN 202 Principles of Economics II 3 Hours
Prerequisite: None
This course is an introduction to the study of microeconomics focusing on the development of the price system. Students study pure competition, monopolistic competition, oligopoly, monopoly and government intervention strategies. Students also review the distribution share of wages, rent, interest, and profits. Multinational economics and financial implications are also reviewed in developed and underdeveloped countries.

ECN 419 Economic History of the United States 3 Hours
Prerequisite: None
This course is an advanced examination of the economic history of the United States, with particular emphasis on the institutions that played a significant role in the development of the American economic way of life. Students also gain special insights into the entrepreneurial adventures of American enterprise that continue to influence the economic structure and destiny of the United States in the twenty-first century.

ECN 481–483 Directed Study in Economics 1–3 Hours
Prerequisite: Written permission of the department chair.
This course is designed to allow students an opportunity to investigate a topic not otherwise studied in their curriculum. The directed study course can be approved for one, two, or three semester hours of credit. Requests for a directed study must be initiated through the admissions and academic advising office. Students are limited to no more than 6 semester credit hours (if approved) in directed study, practicum and/or internship courses towards graduation requirements.

ECN 503 Survey of Economics 3 Hours
Prerequisite: None. Open to MAE and MSF students only. Students are encouraged to complete this course within the first 9 hours of the academic program. Not an available elective for MSF students who have completed Principles of Economics prior to enrollment in the MSF program.
This course provides an accelerated inquiry into micro and macroeconomics concepts, theories and policies. Students will discuss the economic impact of decision-making, optimization behavior and market structures. Students explore various economic systems, and examine inflation, unemployment, governmental economic policies, and trade cycle theory.

ECN 507 Advanced Microeconomics 3 Hours
Prerequisite: MAE - ECN 503; MBA – MBA 503
An advanced review and presentation of price theory and market analysis. Students study the entrepreneurial and day-to-day decision-making activities of the firm and individuals, paying particular attention to optimization strategies, market structure analysis, and the price mechanism to broaden their practical knowledge of how and why some firms and individuals are successful in the market economy while other firms and individuals fail to prosper.

ECN 508 Advanced Macroeconomics 3 Hours
Prerequisite: MAE – ECN 503; MBA - MBA 503
An advanced review and analysis of the development and growth of the overall economy, with particular emphasis on the underlying economic systems that contribute to or interfere with sustainable growth and prosperity. Students study the basics of national economic performance and the various applications of government fiscal and monetary...
policies to increase their understanding and awareness of the beneficial and/or detrimental impact of such policies on the economy.

ECN 512 International Economics and Finance

Prerequisite: MAE – ECN 503; MBA - MBA 503

This is an advanced course focusing on the increased globalization of the world economy. Students examine international trade policies such as trade blocs, protectionism, international debtors, cultural preferences, dumping, central banks, demographics, third world economies, the impact of exchange rates, balance of payments, multinational enterprises, and direct foreign investment. Economies of scale, imperfect competition, strategic trade policies, the international debt of developing countries, and challenges presented by international monetary arrangements are also analyzed to increase the ability to successfully interact in the world economy.

ECN 515 Interest Rates and Capital Markets

Prerequisite: None. MBA students cannot enroll in this course

This course is an advanced examination of the interrelat- relationship between interest rates and capital markets. The history and organizational structure of capital markets is also examined by students, as well as various financial instruments, the power and influence of the Federal Reserve System, trade cycle theory, factors that impact capital markets, and the effects of regulation and deregulation. Investigations into the fundamentals of international finance and currency transactions are also conducted to supply students with practical information and knowledge relevant to the global economy.

ECN 519 Economic History of the United States

Prerequisite: None

This course is an advanced examination of the economic history of the United States with particular emphasis on the institutions that played a significant role in the development of the American economic way of life. Students also gain special insights into the entrepreneurial adventures of American enterprise that continue to influence the economic structure and destiny of the United States in the twenty-first century.

ECN 525 Risk Management

Prerequisite: None

This course is an examination and analysis of risk management and its application to various forms of insurance. Students learn the basics of life, health, casualty, and disability insurance, as well as the legal aspects of insurance, government regulation, and property and liability contracts to provide them with essential tools for effective risk management.

ECN 530 Early and Classical Economic Thought

Prerequisite: None

This is a seminar course that investigates the early beginnings and development of economic theories at an advanced level for application to contemporary times. Students research and discuss various schools of thought, including special insights and contributions of the ancient Greeks and Romans, Medieval Scholastics, Mercantilists, and the Physiocrats. In addition, the theories of significant economists such as Adam Smith, David Ricardo, John Stuart Mill, and Karl Marx are examined in detail because of their continuing influence on today’s global economy. Students also discuss the historical and ongoing importance of value, capital, and marginal utility throughout the course.

ECN 531 Modern Economic Thought

Prerequisite: None

A seminar course that examines the theories of modern economic thought, with particular emphasis on the relevance and importance of such thought to the present. Students compare and contrast notable contributions to economic theory that continue to influence the economies of the contemporary world. Research studies include an assessment and practical application of the ideas of significant economists such as Alfred Marshall, John Bates Clark, Irving Fisher, F.A. Hayek, John Maynard Keynes, Joseph Schumpeter, Milton Friedman, and Paul Samuelson, as well as the Neo-Keynesian, Public Choice, and Rational Expectations schools of thought.

ECN 532 Portfolio Analysis

Prerequisite: ECN 507 and ECN 508

This course is an examination of the allocation of assets and portfolio objectives. Students learn various management techniques, program trading, and market timing to increase their understanding of what makes up successful portfolios. The use of derivative products in constructing portfolios is also studied, and students learn to differentiate between the objectives and constraints of various institutional investors (i.e., retirement funds, mutual funds, and insurance companies). Students also gain an understanding of how to recommend appropriate asset classes to accomplish predetermined goals.

ECN 540 Applied Econometrics

Prerequisite: MBA/MGT 515

This course builds on the foundation of MBA/MGT 515. The statistical techniques of correlation and regressions are expanded to include multiple correlation, regression, dummy variables, time series analysis, lag models, and seasonal variation models. Other aspects of multiple correlation and regression such as multicollinearity, autocorrelation, and heteroscedasticity will also be discussed. Course emphasis centers on applied applications, using data to analyze economic models, and testing for “goodness of fit.”
Course Descriptions

ECN 575 Public Finance 3 Hours
Prerequisite: None
An insightful analysis of the impact of government spending on the allocation of productive resources, overall economic activity and growth, the redistribution of income, and the balance of payments between the United States and other nations. Pertinent facts, causes and effects, and the conceptual framework of the fiscal policies of governments are examined in detail to significantly enhance student awareness of how and why such policies are developed and implemented.

ECN 580 Monetary and Fiscal Policy 3 Hours
Seminar
Prerequisite: MAE/MSF – ECN 503; MBA - MBA 503
This is an advanced seminar-based course that provides substantial insight into the essential elements of monetary and fiscal policies in the twenty-first century. Students evaluate the theoretical origins and viewpoints concerning government intervention in the economy, as well as the goals and tools of monetary and fiscal policies. Students also develop a unique and insightful perspective on contemporary monetary and fiscal policies by examining the policies of the 1930s that continue to provide much of the framework of contemporary policies.

ECN 581–583 Directed Study in Economics 1–3 Hours
Prerequisite: Written permission of the department chair.
A student wishing to investigate a topic not otherwise studied in the curriculum may elect a one to three semester credit hour directed study course. In general, a directed study will earn general elective credit and may only be used to substitute for required course work with the permission of the department chair. Requests for a directed study must be initiated through the admissions and academic advising office. Students are limited to no more than 6 semester credit hours (if approved) in directed study, practicum and/or internship courses towards graduation requirements.

ECN 585 Seminar in Market Economics 3 Hours
Prerequisite: ECN 507 and ECN 531
This advanced seminar-based course provides students with superior insights into the essential elements of market economics relevant to the global economy. Students study specific contributions offered by those schools of economic thought that are decidedly pro-business and entrepreneurial in nature, with special emphasis on the Austrian School as the most practical market-oriented school among them.

ECN 587 Business Valuation 3 Hours
Prerequisite: ECN 507 and ECN 508
This course is an advanced overview of the concepts, theories, and practices of business valuation. Students develop the ability to successfully engage in this important aspect of the business world by discussing and reviewing various valuation approaches, company information-gathering methods, economic and industry analysis, and financial statement analysis. Discussions of appropriate discounts, valuations for special purposes, and other relevant topics essential to sound business valuation are also conducted.

ECN 588 Business Ethics 3 Hours
Prerequisite: None. MBA students cannot enroll in this course.
Students will receive an insightful and practical examination of universal ethical principles applicable to the modern business firm and business community. By reviewing and discussing relevant topics such as corporate responsibility, corporate governance, and legal issues related to the work environment, students learn why it is vitally important for business enterprises to conduct their operations with high ethical standards. Individual adherence to sound ethical principles as essential qualities of the successful business person is also emphasized to provide students with a strong foundation for ethical decision-making throughout their careers.

ECN 590 Thesis 6 Hours
Prerequisite: None
All students registered in the Master of Arts program will have the option of writing a thesis under the direction of the program chair and guidance of an individual professor. Scholarly research into a topic of economics will be required, as well as a thesis paper that demonstrates substantive and insightful understanding of the topic chosen, plus its relevance to the contemporary world economy.

Finance

FIN 310 Financial Markets 3 Hours
Prerequisite: ECN 202 and BBA 400 (BBA 400 recommended)
This course provides an overview of financial market theory, practice, and history. The course explores four broad topics: the U.S. financial system; the Federal Reserve, monetary policy and interest rates; financial markets and securities; and foreign exchange and international finance. Included are discussions of the nature and function of money, banking and credit, the role of the Federal Reserve, U.S. monetary policy, interest rate theory, capital and derivatives markets, foreign currency exchange, United States balance of payments, and international finance agencies.

FIN 315 Financial Management 3 Hours
Prerequisite: ACC 202 and BBA 400 (BBA 400 recommended)
This course provides an overview of the nature and scope of the financial management of the firm in reference to its analysis, planning, and decision-making functions. Topics include financial analysis and planning, working capital management, cost of capital and capital budgeting, stock and bond valuation, and both short and long-term financing. Students will make extensive use of a financial calculator for analysis and problem-solving.
**FIN 321 Insurance** 3 Hours  
*Prerequisite: BBA 431*

This course is designed as an overview of the insurance business, including property and liability insurance contracts and risk typically covered by these contracts. In addition, the principle techniques in the risk management process as practiced in business as well as life, health and employee benefit programs are also discussed.

**FIN 402 Theory of Financial Planning** 3 Hours  
*Prerequisite: None*

This is the introductory course in the financial planning program. The course will begin by describing the financial planning process, along with the ethical and professional responsibilities of both the planner and the profession. The course will then introduce the different areas of the profession (business law, taxes, educational and retirement funding, insurance, investments, estate planning, etc.). The course will conclude by providing an appropriate foundation for the balance of financial planning curriculum courses.

**FIN 403 Investment Management** 3 Hours  
*Prerequisite: FIN 310 and FIN 315*

This course analyzes the savings/investment process in the economy characterized by institutional and individual investors. An appraisal of the relative values and importance of various financial assets and kinds of investments are considered. The course explores procedures for locating sources of investment information and the expertise to properly analyze this information. The role of government in the investment-making function is discussed as to its impact on the outcome of investment decisions.

**FIN 406 Financial Statement Analysis** 3 Hours  
*Prerequisite: FIN 315*

This course provides an overview of financial accounting at the intermediate level. Students analyze the balance sheet, income statement and statement of cash flows. Students also evaluate a company’s financial position from the commercial lender, professional investor and managerial points of view.

**FIN 409 Bank and Financial Institution Management** 3 Hours  
*Prerequisite: FIN 310 and FIN 315*

This course examines the financial, regulatory, and economic environment in which banks and other financial institutions operate. Students will study the internal operations of a bank, analyze bank financial statements, and apply appropriate analysis in the context of budgeting and strategic planning. An inquiry will be made into a bank’s investment function as well as the marketing of banking services. Students will also examine bank funding requirements and asset/liability management techniques. In addition, the competitive aspects of the financial services industry in comparison with non-financial service organizations will be explored.

**FIN 411 Credit Analysis and Commercial Lending** 3 Hours  
*Prerequisite: FIN 315 and FIN 406 (FIN 406 may be taken concurrently)*

This course is designed to familiarize students with all aspects of credit analysis and commercial lending. Students are introduced to financial statement analysis, cash flow estimation, collateral valuation techniques, legal and procedural aspects of commercial lending, risk identification, and review sources of information and techniques to underwrite credit requests.

**FIN 412 International Economics and Finance** 3 Hours  
*Prerequisite: BBA 431 and FIN 315*

This course is a study of the organizational structure of international economics and finance. Topics include international trade policy, payment methods, foreign exchange markets, investment centers, transfer pricing, sources and use of funds, capital structures, and dividend remittances. Students will review these topics while evaluating the balance of trade, balance of payments and gold flows. Inquiries on the operation of international agencies, United States agencies, and the Eurodollar market are also explored.

**FIN 416 The Stock Market** 3 Hours  
*Prerequisite: FIN 310 and FIN 315*

This course outlines the relationship of the stock market to the national economy. Students study the general characteristics of stock markets and the activities of brokers such as margin trading, short sales, puts and calls, and futures trading. Discussions on long-term investors, major swing traders, short-term dealers, and tape watchers are addressed. An analysis of the technical versus the fundamental approach including the Dow Theory, bar and point and figure charts are conducted.

**FIN 417 Business and Government** 3 Hours  
*Prerequisite: BBA 400 and BBA 431*

This course focuses on the role of government in the economy. Students explore the legal, economic, and political aspects of government regulatory activity. Topics include the constitutional basis for government regulatory power, role of administrative agencies, effect of government policy in the areas of taxation and spending on business decisions, wage and price controls, labor law, environmental law, public utility regulation, and the results of governmental ownership of economic enterprises. The question of who benefits and who bears the cost of government regulatory activity will be examined.
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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
<th>Prerequisites</th>
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<tbody>
<tr>
<td>FIN 450</td>
<td>Portfolio Analysis</td>
<td>3</td>
<td>Prerequisite: FIN 403 and FIN 406</td>
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<tr>
<td></td>
<td>This course examines the development and</td>
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<td>implementation of various portfolio</td>
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<td>models. Students apply the Capital Asset</td>
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<td>Pricing Model while assessing various</td>
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<td>financial techniques used to meet</td>
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<td>portfolio management goals. The role of</td>
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<td>diversification, measurement of portfolio</td>
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<td>FIN 475</td>
<td>Business Ethics</td>
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<td>Prerequisite: None</td>
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<td>An introduction to moral and ethical</td>
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<td>theory as applied to American business.</td>
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<td>The morality of the free market, the</td>
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<td>nature of property and property rights,</td>
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<td>blowing, health and safety issues, and</td>
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<td>environmental issues will be explored.</td>
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<td>Case studies will be used.</td>
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<td>FIN 480</td>
<td>Financial Planning Applications</td>
<td>3</td>
<td>Prerequisite: FIN 321, FIN 402, FIN 403, TAX 435, TAX 436, and TAX 437</td>
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<td>and Case Study</td>
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<td>This is the capstone course in the financial</td>
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<td>planning program. The course will explore</td>
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<td>the application of the financial planning</td>
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<td>process and various techniques to</td>
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<td>individual client types and circumstances</td>
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<td>preceding six courses in the curriculum.</td>
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<td>FIN 481–483</td>
<td>Directed Study in Finance</td>
<td>1-3</td>
<td>Prerequisite: Permission of the department chair.</td>
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<td>This course is designed to allow the</td>
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<td>student an opportunity to investigate a</td>
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<td>financial topic not otherwise studied in</td>
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<td>the curriculum. The directed study can be</td>
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<td>hours of credit pending approval by the</td>
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<td>program director or the department chair.</td>
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<td>Students must initiate the request to</td>
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<td>pursue a directed study in finance</td>
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<td>through the admissions and academic advising</td>
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<td>FIN 485</td>
<td>Seminar in Finance</td>
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<td>Prerequisite: Announced with each offering of the course.</td>
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<td>An in-depth coverage of selected topics of</td>
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<td>current or special interest in the field.</td>
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<td>FIN 502</td>
<td>Theory of Financial Planning</td>
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<td>Prerequisite: None</td>
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<td>This is the introductory course in the</td>
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<td>financial planning program. The course</td>
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<td>and professional responsibilities of both</td>
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<td>the planner and the profession. The</td>
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<td>course will then introduce the different</td>
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<td>areas of the profession (business law,</td>
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<td>taxes, educational and retirement funding,</td>
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<td>insurance, investments, estate planning,</td>
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<td>etc) and conclude by providing an</td>
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<td>appropriate foundation for the balance of</td>
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<td>curriculum courses.</td>
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<td>FIN 504</td>
<td>Financial Theory and Practice</td>
<td>3</td>
<td>Prerequisite: MSF - FIN 510; MBA - MBA 510 and MBA 523</td>
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<td>This course provides an advanced study of</td>
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<td>important theoretical aspects of corporate</td>
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<td>finance with specific applications for</td>
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<td>financial management. Students will explore</td>
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<td>investment, financing, dividend, and</td>
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<td>valuation theory with a view toward</td>
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<td>optimizing the performance of the firm.</td>
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<td>The course builds upon foundational concepts</td>
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<td>and techniques in an effort to provide a</td>
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<td>more sophisticated understanding of</td>
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<td>financial theory and practice.</td>
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<td>FIN 506</td>
<td>Financial Statement Analysis</td>
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<td>Prerequisite: MSF - FIN 510; MBA - MBA 510</td>
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<td>This course is designed to explore the</td>
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<td>various methods and techniques used to</td>
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<td>analyze the financial position and</td>
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<td>operating results as presented in financial</td>
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<td>statements. Students will develop their</td>
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<td>analytical ability by understanding the</td>
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<td>techniques and skills required of the</td>
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<td>commercial lender and the professional</td>
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<td>investor. Students will also be able to</td>
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<td>assess the financial condition of a company</td>
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<td>by reviewing the financial statements and</td>
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<td>applying appropriate analytical tools for</td>
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<td>interpretation and decision-making</td>
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<td>purposes. Unusual trends and irregularities</td>
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<td>of a company’s position are also evaluated.</td>
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<td>FIN 509</td>
<td>Bank and Financial Institution Management</td>
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<td>Prerequisite: MSF - FIN 510 and FIN 515; MBA – MBA 510</td>
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<td>This course examines the financial,</td>
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<td>regulatory, and economic environment in</td>
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<td>which banks and other financial institutions</td>
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<td>operate. Students will study the</td>
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<td>internal operations of a bank, analyze</td>
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<td>bank financial statements, and apply</td>
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<td>appropriate analysis in the context of</td>
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<td>budgeting and strategic planning. An</td>
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<td>inquiry will be made into a bank’s</td>
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<td>investment function as well as the</td>
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<td>marketing of banking services. Students</td>
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<td>will also examine bank funding requirements</td>
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<td>and asset/liability management techniques.</td>
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<td>In addition, the competitive aspects of the</td>
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<td>financial services industry in comparison</td>
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<td>with non-financial service organizations</td>
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<td>FIN 510</td>
<td>Financial Management</td>
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<td>Prerequisite: ECN 503 and ACC 500. MBA students cannot enroll in this course.</td>
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<td>This course provides an overview of the</td>
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<td>techniques of corporate finance. The course</td>
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<td>concentrates on such topics as financial</td>
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<td>markets, performance measures, stock and</td>
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<td>bond valuation, risk and return, the cost</td>
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<td>of capital and capital budgeting, capital</td>
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<td>structure, dividend policy, and working</td>
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<td>capital management.</td>
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FIN 511  Credit Analysis and Commercial Lending  3 Hours
Prerequisite: MSF - FIN 510 and FIN 506; MBA - MBA 510.
This course is designed to familiarize students with all aspects of credit analysis and commercial lending. Students are introduced to financial statement analysis, cash flow estimation, collateral valuation techniques, legal and procedural aspects of commercial lending, risk identification, and review sources of information and techniques to underwrite credit requests.

FIN 512  International Economics and Finance  3 Hours
Prerequisite: MSF - ECN 503; MBA - MBA 503
This is an advanced course that focuses on the increased globalization of the world economy. Students examine international trade policies such as trade blocs, protectionism, international debtors, cultural preferences, dumping, central banks, demographics, third world economies, the impact of exchange rates, balance of payments, multinational enterprises, and direct foreign investment. Economies of scale, imperfect competition, strategic trade policies, the international debt of developing countries, and challenges presented by international monetary arrangements are also analyzed to increase the ability to successfully interact in the world economy.

FIN 515  Interest Rates and Capital Markets  3 Hours
Prerequisite: None. MBA students cannot enroll in this course.
This course is an advanced examination of the interrelationship between interest rates and capital markets. The history and organizational structure of capital markets is also examined by students, as well as various financial instruments, the power and influence of the Federal Reserve System, trade cycle theory, factors that impact capital markets, and the effects of regulation and deregulation. Investigations into the fundamentals of international finance and currency transactions are also conducted to supply students with practical information and knowledge relevant to the global economy.

FIN 520  Real Estate  3 Hours
Prerequisite: None
This is a practical course on real estate investment. Students study three distinct areas in real estate: general real estate theory, residential real estate analysis, and commercial real estate opportunities. Emphasis is placed on commercial real estate and the development and implementation of financial processes in the real estate environment.

FIN 521  Investments  3 Hours
Prerequisite: MSF - None; MBA - MBA 510
This course provides a practical approach to understanding investment management. Students analyze characteristics of various asset classes such as stocks, bonds, real estate, and derivative securities. Fundamental and technical security analysis topics are also explored. An investment research project and participation in ongoing current discussions are expected in this course.

FIN 525  Risk Management  3 Hours
Prerequisite: None
This course is an examination and analysis of risk management and its application to various forms of insurance. Students learn the basics of life, health, casualty, and disability insurance, as well as the legal aspects of insurance, government regulation, and property and liability contracts to provide them with essential tools for effective risk management.

FIN 532  Portfolio Analysis  3 Hours
Prerequisite: MSF - FIN 521; MBA - FIN 521 and MBA 510
An examination of the allocation of assets and portfolio objectives. Students learn various management techniques, program trading, and market timing to increase their understanding of what makes up successful portfolios. The use of derivative products in constructing portfolios is also studied, and students learn to differentiate between the objectives and constraints of various institutional investors (i.e., retirement funds, mutual funds, and insurance companies). Students also gain an understanding of how to recommend appropriate asset classes to accomplish predetermined goals.

FIN 550  Case Studies in Corporate Finance  3 Hours
Prerequisite: FIN 506 and FIN 510
This course utilizes a case study approach for financial analysis and problem solving. Students will explore a variety of corporate situations in order to make applications from current theory and practice. Case studies have been selected that typify issues confronting financial managers including corporate performance, strategic financing, cost of capital, financial leverage and capital structure, financial distress, and valuation of an acquisition target.

FIN 575  Public Finance  3 Hours
Prerequisite: None
An insightful analysis of the impact of government spending on the allocation of productive resources, overall economic activity and growth, the redistribution of income, and the balance of payments between the United States and other nations. Pertinent facts, causes and effects, and the conceptual framework of the fiscal policies of governments are examined in detail to significantly enhance student awareness of how and why such policies are developed and implemented.
FIN 580  Financial Planning Applications  3 Hours and Case Study
Prerequisite: FIN 502, FIN 521, FIN 525, TAX 535, TAX 536 and TAX 537. Not open to MAE students.

This is the capstone course in the financial planning program. The course will explore the application of the financial planning process and various techniques to individual client types and circumstances from an interdisciplinary perspective utilizing the body of knowledge from each of the preceding six courses in the curriculum.

FIN 581-583  Directed Study in Finance  1-3 Hours
Prerequisite: Written permission of the department chair.

This course is designed to allow the student an opportunity to investigate a financial topic not otherwise studied in their curriculum. The directed study can be approved for one, two or three semester hours of credit. Requests for a directed study must be initiated through the admissions and academic advising office. Students are limited to no more than 6 semester credit hours (if approved) in directed study, practicum and/or internship courses towards graduation requirements.

FIN 585  Seminar in Finance  3 Hours
Prerequisite: Announced with each course offering.

This course provides an in-depth coverage of selected topics or current or special interest in the field of finance. Students are introduced to new and current topics and explore areas such as Latin American business.

FIN 587  Business Valuation  3 Hours
Prerequisite: FIN 506 and FIN 510

This course offers an advanced overview of the concepts, theories, and practices of business valuation. Students develop the ability to successfully engage in this important aspect of the business world by discussing and reviewing various valuation approaches, company information gathering methods, economic and industry analysis, and financial statement analysis. Discussions of appropriate discounts, valuations for special purposes, and other relevant topics essential to sound business valuation are also conducted.

FIN 588  Business Ethics  3 Hours
Prerequisite: None. MBA students cannot enroll in this course.

This course is an insightful and practical examination of universal ethical principles applicable to the modern business firm and business community. By reviewing and discussing relevant topics such as corporate responsibility, corporate governance, and legal issues related to the work environment, students learn why it is vitally important for business enterprises to conduct their operations with high ethical standards. Individual adherence to sound ethical principles as essential qualities of the successful business person is also emphasized to provide the student with a strong foundation for ethical decision-making throughout the career.

Information Assurance

IA 500  Seminar on Public Sector Security Issues  3 Hours
Prerequisite: BIT 546, BIT 571, BIT 572, BIT 573, and BIT 574. Open to MSIA students only.

The federal government is developing many stands and practices for security practitioners to follow if they work with federal, state, and local government electronic assets. This class will examine the certifications, accreditation processes and regulations imposed by the federal government for security professionals to follow. Lectures, special projects and business case analysis will be utilized by the students to learn the material.

IA 510  Secure System Architecture and Design  3 Hours
Prerequisite: BIT 546, BIT 571, BIT 572, BIT 573, and BIT 574. Open to MSIA students only.

This class will focus on advanced architecture and design concepts for large, heterogeneous networks, as well as special design issues for specific technologies such as virus controls, DDoS, Identity Management, Intrusion Prevention, VOIP, Convergence and other current technology advancements.

IA 520  Ethics and Legal Issues for Security Practitioners  3 Hours
Prerequisite: BIT 546, BIT 571, BIT 572, BIT 573, and BIT 574. Open to MSIA students only.

This session will build on the experiences obtained in the previous security classes in order to challenge students to apply proper behavioral responses to challenging “real-world” situations. Business case study and group projects will explore the issue of ethical challenges and legal issues that face security practitioners. This class will show students how to understand and evaluate the impact of these legal and ethical issues on their ability to do their jobs responsibly. Privacy and security legal issues will be explored, along with specific regulations such as HIPAA, GLBA, Sarbanes-Oxley, Patriot Act, FISMA, GISRA and others. Techniques for planning, managing and implementing strategies based on these regulatory requirements will be discussed.

IA 530  Authentication Technologies and Standards  3 Hours
Prerequisite: BIT 546, BIT 571, BIT 572, BIT 573, and BIT 574. Open to MSIA students only.

Authentication and encryption techniques are the cornerstone for protecting electronic access to information. This class will explore in depth the capabilities and issues involved with designing and implementing various authentication and encryption schemes for security practitioners. Protocols, standards, and approaches will be explored in hands-on labs and research to provide a deep understanding of how to protect the Confidentiality, Integrity, Availability and non-repudiation of information.
IA 540  Intrusion Techniques and Defenses  3 Hours  
Prerequisite: BIT 546, BIT 571, BIT 572, BIT 573, and BIT 574. Open to MSIA students only.

This session will introduce the student to common attack techniques and mitigating countermeasures. The student will gain an understanding of common attacks on web sites, database structures, Internet services, TCP/IP services, people and other important elements of an organization's infrastructure. In addition to understanding how attacks work, students will be taught how not only recognize these attacks but to also defend themselves against such attacks.

IA 545  Physical Security  3 Hours  
Prerequisite: BIT 546, BIT 571, BIT 572, BIT 573, and BIT 574. Open to MSIA students only.

This session will focus on traditional physical security threats and countermeasures, as well as some of the newer “convergence” issues and technologies that have been developed since 9/11. Physical security mechanisms covered during this class include people, data, equipment, systems and facilities.

IA 547  Seminar on Business Continuity  3 Hours  
Planning  
Prerequisite: BIT 546, BIT 571, BIT 572, BIT 573, and BIT 574. Open to MSIA students only.

Ensuring a business can survive a catastrophic event is an important element of strategic planning for businesses today. This class will examine the steps needed to design, implement and test a business continuity plan. Businesses large and small also have many different legal and regulatory challenges facing them today. Executive responsibility for doing business in the electronic age will be examined as well as fraud techniques and case studies involving incident response and recovery.

IA 551  The Law and Digital Crime  3 Hours  
Prerequisite: IA500, IA 510, IA 520, IA 530, IA 540, IA 545 and IA 547 (IA 547 may be taken concurrently). Open to MSIA students only.

Students will study how digital crime is committed, the different types of crime definitions and legal issues surrounding using computers to commit a crime. An overview of forensic investigation techniques will be presented, along with an overview of the process for the collection, analysis and preservation of evidence for a trial. Working with both the private and public sectors will be examined during this course (police, lawyers, corporate legal counsel, etc).

IA 552  Introduction to Structured Digital Forensics  3 Hours  
Prerequisite: IA500, IA 510, IA 520, IA 530, IA 540, IA 545 and IA 547. Open to MSIA students only.

A complete overview of the digital forensic process will be presented for students to evaluate and comprehend. Tool sets, procedures and working with law enforcement will be examined to show students how digital forensics is conducted. Case file analysis, interview techniques and court testimony (expert witness) will be covered during this class.

IA 553  Conducting a Cyber Crime Investigation I  3 Hours  
Prerequisite: IA500, IA 510, IA 520, IA 530, IA 540, IA 545 and IA 547. Open to MSIA students only.

An intermediate level class that will build upon the techniques and skills learned previously. Heavy emphasis will be placed on using techniques and tools sets to collect and analyze evidence. Forensic case studies will be performed during this class.

IA 554  Conducting a Cyber Crime Investigation II  3 Hours  
Prerequisite: IA500, IA 510, IA 520, IA 530, IA 540, IA 545 and IA 547. Open to MSIA students only.

An advanced level class that will build upon the techniques and skills learned previously. Heavy emphasis will be placed on the soft skills required to conduct an investigation, as well as working with law enforcement and lawyers to support cases. Forensic case studies will be performed during this class.

IA 561  Introduction to Auditing Models  3 Hours  
Prerequisite: IA500, IA 510, IA 520, IA 530, IA 540, IA 545 and IA 547 (IA 547 may be taken concurrently). Open to MSIA students only.

This class introduces the student to the financial, operational and comprehensive classification of audit approaches. This class will cover the skills necessary to perform such audits that require globally-applicable standards that apply specifically to information systems auditing. An overview of the audit process will be covered through the use of business case analysis and real-world audit projects.

IA 562  Auditing Computer Systems I  3 Hours  
Prerequisite: IA500, IA 510, IA 520, IA 530, IA 540, IA 545 and IA 547. Open to MSIA students only.

Tools, techniques and processes utilized to perform an organizational IT audit will be covered. Students will go through a mock audit of an organizational IT environment and produce a final audit report.
Course Descriptions

**IA 563 Auditing Computer Systems II 3 Hours**
Pre requisite: IA 500, IA 510, IA 520, IA 530, IA 540, IA 545 and IA 547. Open to MSIA students only.

This class continues to add to the knowledge obtained previously. Additional tools, techniques and processes utilized to perform an organizational IT audit will be covered. Students will go through a mock audit of an organizational IT environment and produce a final audit report.

**IA 564 Conducting an Audit 3 Hours**
Pre requisite: IA 500, IA 510, IA 520, IA 530, IA 540, IA 545 and IA 547. Open to MSIA students only.

Students will be presented with a case study for an organization and will have the semester to perform an actual audit. Auditing procedure will be covered and documented, as will the approaches used to finalize any recommendations as an outcome. This session builds upon the previous classes and provides the student a mechanism to apply all of the techniques learned.

**IA 570 CISO Skills 3 Hours**
Pre requisite: IA 500, IA 510, IA 520, IA 530, IA 540, IA 545 and IA 547. Open to MSIA students only.

This final class in the CISO track will examine issues faced by CISO’s everyday. Guest lectures and speakers from industry will be utilized in combination with lectures, business case study and special projects to learn the skills CISO’s need to excel at their jobs.

**IA 581-583 Directed Study in Information Assurance 1-3 Hours**
Pre requisite: Written permission of the Department Chair. Open to MSIA students only.

This course provides students an opportunity to investigate an information assurance topic not other wise studied in their curriculum. Requests for a directed study must be initiated through the admissions and academic advising office. Students are limited to no more than 6 semester credit hours (if approved) in directed study, practicum and/or internship courses towards graduation requirements.

**IA 590 Information Assurance Capstone 3 Hours**
Pre requisite: Completion of a minimum 30 credit hours in MSIA program. Open to MSIA students only.

This will be the final class that will be utilized to encapsulate all of the knowledge obtained during the degree process in the form of a capstone student project.

**Management**

**MGT 201 Principles of Management 3 Hours**
Pre requisite: None

This course introduces the fundamental principles of management and traces its development from classical beginnings to its present concepts and styles. Students discuss current management practices and future trends and review applicability of management skills to all businesses and professions.

**MGT 303 Behavioral Management 3 Hours**
Pre requisite: MGT 201

This course explores individual and group workplace behavior in a dynamic and rapidly changing environment. Students analyze the cause and effect of behavior and interrelationships between people in their roles within organizational settings. Students also discuss strategies for effective relationships and productive responses to change.

**MGT 404 Human Resources Management 3 Hours**
Pre requisite: BBA 400 and MGT 201

This course examines the managing and interrelating of people within an organization. Students discuss the process of selecting people to meet job requirements, responsibility for improving both the capabilities of people to perform their roles and their responsiveness to the needs of the organization and how to develop efficient managers.

**MGT 405 Management and Labor Relations 3 Hours**
Pre requisite: MGT 404 (MGT 404 may be taken concurrently)

This course examines the framework of management and labor relations. Students review the collective bargaining process, key issues in management, labor relations, negotiation of the management-union contract, and performance issues.

**MGT 410 Production and Operations Management 3 Hours**
Pre requisite: MGT 303 and QM 301

In this course students will become familiar with the tools used by the production and operations functions within a business. Students apply the systems approach to understand various sub functions of the production system including interrelationships among the subsystems. Students review production concepts and productivity management plus related topics such as production planning, process planning, capacity planning, facility planning, material requirement planning, inventory control work, quality control, and maintenance.
MGT 441  Management Practicum  3 Hours  
Prerequisite: Written permission of the department chair.

The 11-week practicum experience provides the management student with hands-on learning experiences through internships, group projects and self-paced workplace projects. The management practicum is conducted in an independent study format that requires a high level of self-motivation and strong organizational and time management skills. A management practicum is three semester hours of credit and is evaluated by the department chair. Requests for a practicum must be initiated through the admissions and academic advising office. Students are limited to no more than 6 semester credit hours (if approved) in directed study, practicum and/or internship courses towards graduation requirements.

MGT 453  Organizational Leadership  3 Hours  
Prerequisite: MGT 303

This course explores the leadership of modern organizations. Students assess historical and contemporary theories of leadership, and the relationships between the leaders and followers within an organization. Students also discuss the effectiveness of various leadership styles, as well as a leader’s impact on organizational structure, culture, decision-making processes, communications, and goal attainment.

MGT 456  Organizational Design  3 Hours  
Prerequisite: MGT 303

This course explores the nature, type, structure and function of a modern organization. Students compare the formal and informal structures and relationships and the closed and open systems within an organization. Students also discuss concepts of power and conflict as it relates to both internal and external associations. Students also learn the methods and tools for designing organizations to align with the business strategies set forth by a given organization.

MGT 458  Managing Employee Development and Training  3 Hours  
Prerequisite: MGT 303 and MGT 404

Assessing employee and training strategies from a management perspective are explored in this course. Students focus on the development of an organization training strategy through innovation, needs analysis, training design, and program evaluation. The course also surveys training methodologies, instructional design, and e-training and related technologies for effective management of programs.

MGT 459  Managing Total Compensation  3 Hours  
Prerequisite: MGT 404 and QM 301

This course is designed to review the importance of total compensation in today’s business environment. The course content will focus on management’s role in administering equitable, incentive-based compensation practices and plans and employee benefits programs. Students will have the opportunity to explore contemporary approaches to total compensation including topics such as performance-based pay practices, job analysis and evaluation, internal consistency and external competitiveness, salary surveys, incentive systems, performance appraisals, and benefits programs. Discussion of relevant regulatory practices, laws and the importance of strategic compensation will also be covered. Students completing the course will be expected to have acquired an understanding of how total compensation influences employee motivation and productivity.

MGT 470  Public Administration/ Governmental Management  3 Hours  
Prerequisite: MGT 303

This course provides insight on governmental functions at the local, state and federal levels. Students review the principles and analyze problems of managing a government or other non-profit organization. Students also learn the differences and similarities of managing governmental or non-profit versus profit entities including the objectives of public service.

MGT 471  Small Business Management  3 Hours  
Prerequisite: MGT 303

This course focuses on the general concepts of small business. Students examine credit practices, franchising, location, inventory and other topics particularly crucial in a small business setting. The case method approach is emphasized in this course.

MGT 475  International Management  3 Hours  
Prerequisite: MGT 201

This course provides an overview on issues confronting managers in dealing with international joint ventures, alliances, licensing agreements, and other related management issues. Students will gain a greater awareness of both the cultural and global implications of doing business. Students are introduced to economic policies of governments and multinational organizations such as WTO, IMF, and World Bank.

MGT 481–483 Directed Study in Management  1–3 Hours  
Prerequisite: Written permission of the department chair.

This course is designed to allow the student an opportunity to investigate a management topic not otherwise studied in the curriculum. The directed study can be approved for one, two or three semester hours of credit. Students must initiate the request to pursue a directed study through the admissions and academic advising office. Students are limited to no more than 6 semester credit hours (if approved) in directed study, practicum and/or internship courses towards graduation requirements.
### Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisite(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 485</td>
<td>Process Improvement/ Benchmarking</td>
<td>3 Hours</td>
<td>MGT 201</td>
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<td></td>
<td>This course provides the student with the understanding, tools and methods currently used to implement process improvement and benchmarking activities in an organizational or small business setting. Students review related concepts and analyze the cost of quality and continuous improvement strategies in order to implement change.</td>
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<tr>
<td>MGT 488</td>
<td>Management Internship</td>
<td>3 Hours</td>
<td>MGT 303. Written permission of the department chair.</td>
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<td></td>
<td>This three credit hour elective provides students with opportunities to further develop their practical knowledge of management business functions. Students will conduct an internship on a part-time basis; prepare a comprehensive written report; and make an oral presentation to the client at the end of the internship. Requests for an internship must be initiated through the admissions and academic advising office. Students are limited to no more than 6 semester credit hours (if approved) in directed study, practicum and/or internship courses towards graduation requirements.</td>
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<tr>
<td>MGT 501</td>
<td>Management and Organization</td>
<td>3 Hours</td>
<td>None</td>
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<td></td>
<td>This course studies the changing roles and functions of management. Students examine characteristics and processes essential for organizational effectiveness. Theoretical concepts, definitions of principles and practical applications are integrated throughout the learning experience.</td>
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<tr>
<td>MGT 515</td>
<td>Quantitative Methods</td>
<td>3 Hours</td>
<td>QM 500 or QM 503</td>
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<td>This course focuses on the analysis and interpretation of numerical data for management decision-making. Students review mathematics, statistics and decision theory applications that contribute to effective decision-making. Sampling applications, statistical inference and hypothesis testing, correlation and regression analysis, queuing, distribution models and decision theory are also examined.</td>
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<td>MGT 520</td>
<td>Management Information Systems</td>
<td>3 Hours</td>
<td>None</td>
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<td>This course provides insight into the problem of identifying informational requirements for decision-making. Students learn to analyze information systems; the flow of information; methods and procedures for gathering, disseminating and controlling information; and strategic uses of information systems.</td>
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<tr>
<td>MGT 530</td>
<td>Effective Leadership and Business Ethics</td>
<td>3 Hours</td>
<td>MGT 501</td>
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<td></td>
<td>This course examines theoretical and pragmatic issues facing organizations and leaders today. Students study modern concepts, strategies and techniques in solving organizational issues. Students are introduced to principles of ethical thinking and their application to business situations and decision-making. Critical thinking, decision-making, ethics and communications are among the recurring themes.</td>
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<tr>
<td>MGT 535</td>
<td>Dynamics of Quality</td>
<td>3 Hours</td>
<td>MBA - MBA 515; MMO - MGT 515</td>
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<td>The quality function is explained relative to its integration with other manufacturing functions. The major facets of the quality movement are examined along with the relevant techniques employed in achieving objectives. Techniques and systems, such as SPC (statistical process control) and both statistical and philosophical systems for quality improvement are explored. Attention is given to studying the experts of quality such as Deming, Shuhart, Juran and others.</td>
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<tr>
<td>MGT 536</td>
<td>Logistics</td>
<td>3 Hours</td>
<td>MBA - MBA 565; MMO - MGT 565</td>
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<td>This course analyzes business logistical systems exploring various market types and their role in supply chain management. Emphasis is given to design and operation of logistical systems and their components. Topics include network design, facility location, transportation, vehicle routing, inventory management, customer service, and logistical information systems.</td>
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<tr>
<td>MGT 537</td>
<td>Supply Chain Management</td>
<td>3 Hours</td>
<td>MBA - MBA 565; MMO - MGT 565</td>
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<td>This course explores major competitive issues and founding principles of supply chain management, as well as techniques used to analyze various aspects of logistics systems. Key concepts such as inventory management and control, communication, warehousing, distribution, customer service standard, and facility location are examined as an integral part of modern business. Discussion about the role of the Internet and information systems as they relate to an efficient supply chain will be introduced. This course addresses insights, concepts, practical tools, and decision support systems that are important for the effective management of the supply chain.</td>
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<tr>
<td>MGT 538</td>
<td>Global Manufacturing</td>
<td>3 Hours</td>
<td>MBA - MBA 501; MMO - MGT 501</td>
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<td>This course investigates the various issues surrounding the manufacturing organization as it exists in and relates to the global environment. Interaction with the international community including customs, exchange rates and other aspects will be examined using case studies of global manufacturing companies.</td>
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</table>
MGT 550 Managing the Marketing Function 3 Hours
Prerequisite: MGT 501
This course provides an overview on how to manage the marketing function while identifying the needs of the customer. Students learn how to communicate with potential customers and study the process of designing products and services. Topics such as competition, consumer analysis, product pricing and promotion, and distribution channels are also reviewed.

MGT 555 Human Resources Management 3 Hours
Prerequisite: MGT 501
This course focuses on the human resource function. Students learn to manage the selection and development of personnel, equal opportunity, compensation and benefits, safety and health requirements. Additional topics such as union relations, grievance and arbitration procedures are also discussed. Students analyze various human resource issues using the case study approach.

MGT 556 Organizational Design 3 Hours
Prerequisite: MBA - MBA 555; MSM - MGT 555
This course explores the nature, type, structure and function of a modern organization. Students compare the formal and informal structures and relationships and the closed and open systems within an organization. Students also discuss concepts of power and conflict as it relates to both internal and external associations. Students also learn the methods and tools for designing organizations to align with the business strategies set forth by a given organization.

MGT 557 Labor Relations 3 Hours
Prerequisite: MBA - MBA 555; MMO - MGT 555
This course deals with developing and maintaining effective management-labor relationships. Students become familiar with the history and trends of the labor movement, collective bargaining unit, grievance resolution, and employee involvement in company management.

MGT 558 Managing Employee Development and Training 3 Hours
Prerequisite: MBA 555
Assessing employee and training strategies from a management perspective are explored in this course. Students focus on the development of an organization training strategy through innovation, needs analysis, training design, and program evaluation. The course also surveys training methodologies, instructional design, and e-training and related technologies for effective management of programs.

MGT 559 Managing Total Compensation 3 Hours
Prerequisite: MBA - MBA 515 and MBA 555
This course is designed to review the importance of total compensation in today’s business environment. The course content will focus on management’s role in administering equitable, incentive-based compensation practices and plans and employee benefits programs. Students will have the opportunity to explore contemporary approaches to total compensation including topics such as performance-based pay practices, job analysis and evaluation, internal consistency and external competitiveness, salary surveys, incentive systems, performance appraisals, and benefits programs. Discussion of relevant regulatory practices, laws and the importance of strategic compensation will also be covered. Students completing the course will be expected to have acquired an understanding of how total compensation influences employee motivation and productivity.

MGT 560 Financial Metrics 3 Hours
Prerequisite: MBA 500. MBA students may not enroll in this course.
This course emphasizes the management of financial resources. Students learn to analyze working capital, capital investment, and review the managerial implications of the long-term capital structure.

MGT 561 Fundamentals of Project Management 3 Hours
Prerequisite: MGT 501 and MGT 520
The course explores project initiation, planning, monitoring, executing and reporting techniques commonly used in manufacturing settings. This course provides the student with project management skills for planning and controlling small to medium-sized projects through an assignment related to the student’s work.

MGT 565 Operations Management 3 Hours
Prerequisite: QM 500 or QM 503
This course covers the management and integration of production resources. Students learn how to deal with increasing effectiveness and efficiency in the selection of site and facilities, process, equipment and layout, organization and training, and structure and methods of distribution.

MGT 568 Fundamentals of Operations Research 3 Hours
Prerequisite: MBA - MBA 515, MBA 565, MMO - MGT 515, MGT 565
This course provides the necessary tools to understanding operations in the manufacturing environment. Research tools will be presented to aid the student in making managerial decisions regarding the operations of the manufacturing facility.
MGT 581–583 Directed Study in Management  1-3 Hours
Prerequisite: Written permission of the department chair.
This course is designed to allow the student an opportunity to investigate a management topic not otherwise studied in the curriculum. The directed study can be approved for one, two or three semester hours of credit. Requests for a directed study must be initiated through the admissions and academic advising office. Students are limited to no more than 6 semester credit hours (if approved) in directed study, practicum and/or internship courses towards graduation requirements.

MGT 585 Seminar in Management  3 Hours
Prerequisite: Announced with each offering of the course.
This course provides an in-depth coverage of selected topics in the management field.

MGT 615 Strategic Management  3 Hours
Prerequisite: MSM: MGT 550, MGT 555, and MGT 560
MSMMO: MGT 555 and MGT 560
This course is designed to integrate the business enterprise functions with the external environment factors. Students examine strategic planning processes, implementation plans, and areas of weaknesses and those areas needing improvement in different types of organizations.

Marketing

MKT 202 Principles of Marketing  3 Hours
Prerequisite: None
This course examines the principles, concepts and practices of marketing products and/or services in organizations. Students will learn how the marketing mix, i.e., product, price, promotion and distribution, impact the achievement of corporate goals and objectives. Students will also assess legal, regulatory, consumer/socioeconomic, internal and external environmental factors, forecasting, and resource availability and utilization considerations in the marketing management decision-making processes.

MKT 307 Marketing Management  3 Hours
Prerequisite: MKT 202
This course studies market analysis concepts and provides the methods and tools for establishing appropriate information used in effective marketing decision-making. Students will expand their knowledge of basic marketing principles, discuss the tools for marketing problem analysis, and examine strategically oriented cases. Students will learn analysis, planning, implementation, and will prepare an original marketing plan. Analytical decision-making is emphasized in this course.

MKT 309 Advertising and Promotional Management  3 Hours
Prerequisite: MKT 202
This course examines the role of managing the promotional aspect of the marketing function from the perspective of the executive. Students review the theory of developing a promotional mix based upon consumer behavior and communication. Advertising, sales promotion, public relations, and the management of the total marketing mix will also be explored.

MKT 415 Consumer and Buyer Behavior  3 Hours
Prerequisite: MKT 202
This course addresses the economic, psychological, sociological and anthropological variables associated with consumer and buyer behavior. Students learn the basic factors influencing consumer behavior, the models used to explain this behavior, and the implications of these marketing concepts and public policy issues. Discussion and analysis of consumer behavior attributes are also explored, including motivation, perceptions, attitudes, beliefs, personality, reference groups, demographics, lifestyle, and cultural factors and others.

MKT 425 Sales Management  3 Hours
Prerequisite: MKT 202
This course examines the organization and administration of a firm’s selling efforts. Students will discuss recruitment selection, training, compensation, evaluation, budgeting, market assessment, segment analysis, territory alignment and quotas, development and motivation of the sales force.

MKT 435 Marketing Research  3 Hours
Prerequisite: MKT 307 (MKT 307 may be taken concurrently) and QM 301
This course introduces market research concepts and techniques for collection, analysis and interpretation of data for effective marketing decisions. Students learn problem definition, research design, questionnaire construction, sampling, attitude scaling, and statistical analysis. Students will also evaluate and present their research findings.

MKT 436 Survey Design and Analysis  3 Hours
Prerequisite: MKT 307 and MKT 435
This course provides students an opportunity to design, develop, administer and use surveys as mechanisms for gathering important marketing information for organizations. In-depth discussion of survey techniques, including sampling, survey-item development, focus groups, analysis techniques, and different types of surveys is covered. Surveys are examined as a way to supplement and integrate data collection approaches, including secondary searches, databases and benchmarking. Statistical tools and data analysis are utilized in this course. The course will be both individual and project driven to reflect real world application.
Course Descriptions

MKT 441 Marketing Practicum 3 Hours
Prerequisite: Written permission of the department chair.
The practicum experience provides the marketing student with hands-on learning experiences through internships, group projects and self-paced workplace projects. The marketing practicum is conducted in an independent study format that requires a high level of self-motivation and strong organizational and time management skills. Each practicum is three semester hours of credit and is evaluated by the department chair. Requests for a practicum must be initiated through the admissions and academic advising office. Students are limited to no more than 6 semester credit hours (if approved) in directed study, practicum and/or internship courses towards graduation requirements.

MKT 445 e-Marketing Communication 3 Hours
Prerequisite: MKT 202
This course surveys the use of the Internet as a global marketing communication tool. Emphasis is on using the Internet and new technology channels to interact with customers, locate marketing and corporate information, as well as to disseminate product and service information. Students will be introduced to marketing techniques using e-mail, discussion groups and the World Wide Web. The final project is the analysis or construction of a simple Web site.

MKT 446 Database Marketing 3 Hours
Prerequisite: MKT 445
This course examines the e-marketing practices associated with the collection and use of consumer data. Students will explore how databases are used in marketing and examine the issues associated with their use. Students will also learn how to create and manage customer lists, use a database for segmentation, identify important customer metrics, and collect, track, and analyze information within the database. In addition, students will complete a project integrating the tools and techniques presented in the course.

MKT 447 Relationship Marketing Methods 3 Hours
Prerequisite: MKT 445
This course explores a variety of e-marketing methods such as electronic advertising, direct e-mail, electronic commerce, and Web based strategies used to reach customers and build individual relationships. Customer value analysis to determine the individual customer’s contribution to profit, Web metrics, and analysis of customer buyer values will also be explored. Students will select one or more of the marketing methods discussed in class and complete a project using it.

MKT 481-483 Directed Study in Marketing 1-3 Hours
Prerequisite: Written permission of the department chair.
This course is designed to allow the student an opportunity to investigate a topic not otherwise studied in the curriculum. The directed study can be approved for one, two or three semester hours of credit. Requests for a directed study must be initiated through the admissions and academic advising office. Students are limited to no more than 6 semester credit hours (if approved) in directed study, practicum and/or internship courses towards graduation requirements.

MKT 485 Marketing Consulting and Strategy 3 Hours
Prerequisite: MKT 435
Solving real-world marketing problems in the context of a consultant and client relationship is the focus of this project-based course. Students will examine a broad array of strategic marketing principles and learn how to convert theory to practice. In addition to marketing strategy, students will learn how consultants design client engagements, gather facts and data from problem definition and scan the marketing environment, conduct marketing research, and how to develop and sell recommendations to the client.

MKT 487 Not-For-Profit Marketing 3 Hours
Prerequisite: MKT 202
This course focuses on the necessary skills and effort involved in managing a non-profit organization. Students will develop hands-on experience at the work site under the supervision of the instructor. Scheduled trips to non-profit businesses located in the Detroit metropolitan area are conducted.

MKT 488 Marketing Internship 3 Hours
Prerequisite: MKT 307. Written permission of the department chair.
This course provides the student with an opportunity to further develop the practical knowledge of marketing business functions. Students will conduct an internship on a part-time basis; prepare a comprehensive written report; and make an oral presentation to the client at the end of the internship. Requests for an internship must be initiated through the admissions and academic advising office. Students are limited to no more than 6 semester credit hours (if approved) in directed study, practicum and/or internship courses towards graduation requirements.

MKT 489 International Marketing Management 3 Hours
Prerequisite: MKT 202 and MGT 303
The course will examine the growth of international operations, the challenges managers face in this new environment, and the increasing importance of trade to all nations. The focus is on defining new markets with emphasis on cultural, political/legal, and economic considerations. Students will also learn how to launch a U.S.-based product or service in the global marketplace.
Course Descriptions

**MKT 535  Marketing Research  3 Hours**  
*Prerequisite: MBA 501, MBA 515, and MBA 550*  
This course introduces market research concepts and techniques for collection, analysis and interpretation of data for effective marketing decisions. Students learn problem definition, research design, questionnaire construction, sampling, attitude scaling, and statistical analysis. Students will also evaluate and present their research findings.

**MKT 540  Global Marketing  3 hours**  
*Prerequisite: MBA 550*  
This course introduces market research concepts and techniques for collection, analysis and interpretation of data for effective marketing decisions. Students learn problem definition, research design, questionnaire construction, sampling, attitude scaling, and statistical analysis. Students will also evaluate and present their research findings.

**MKT 541  Strategic Communication and Public Relations  3 hours**  
*Prerequisite: MBA 501*  
This course involves students in the elements of message design, creation, and transmission of various modes of business communications. Students will examine and differentiate forms of authoring while building communication skills for internal and external audiences. Varying formats will include document types such as marketing, crisis communication, image and mission, and social responsibility as well as customer documents, compliance auditing, digital documentation, newspaper releases, training materials, and other media and business documentation. Composition guidelines will be provided and used in developing various messages. The design of persuasive, informational, narrative and other categories of organizational messages are studied and practiced.

**MKT 545  e-Marketing Communication  3 Hours**  
*Prerequisite: MBA 550*  
This course surveys the use of the Internet as a global marketing communication tool. Emphasis is on using the Internet and new technology channels to interact with customers, locate marketing and corporate information, as well as to disseminate product and service information. Students will be introduced to marketing techniques using e-mail, discussion groups and the World Wide Web. The final project is the analysis or construction of a simple Web site.

**MKT 546  Database Marketing  3 Hours**  
*Prerequisite: MKT 545*  
This course examines the e-marketing practices associated with the collection and use of consumer data. Students will explore how databases are used in marketing and examine the issues associated with their use. Students will also learn how to create and manage customer lists, use a database for segmentation, identify important customer metrics, and collect, track, and analyze information within the database. In addition, students will complete a project integrating the tools and techniques presented in the course.

**MKT 547  Relationship Marketing Methods  3 Hours**  
*Prerequisite: MKT 545*  
This course explores a variety of e-marketing methods such as electronic advertising, direct e-mail, electronic commerce, and Web-based strategies used to reach customers and build individual relationships. Customer value analysis to determine the individual customer’s contribution to profit, Web metrics, and analysis of customer buyer values will also be explored. Students will select one or more of the marketing methods discussed in class and complete a project using it.

**MKT 548  Strategic e-Marketing  3 Hours**  
*Prerequisite: MKT 545, MKT 546, and MKT 547*  
Students will have the ability to visualize the impact of e-marketing on a business with the skills and concepts learned in the e-marketing certification sequence. By focusing on real-time and cutting edge ever-evolving concepts and technologies of e-marketing, students will develop a complete interactive marketing campaign and business plan.

**MKT 551  Consumer Behavior  3 Hours**  
*Prerequisite: MBA 550*  
This course explores the factors affecting behavior in the acquisition of products and services. Students learn the general principles of individual, group and family behavior as it relates to specific demographic differences and similarities within a given population. Students learn to identify methods of establishing consumer behavior patterns to project trends and formulate appropriate marketing decisions.

**MKT 573  Special Topics in Marketing  3 Hours**  
*Prerequisite: MBA 550*  
This course addresses contemporary issues in marketing. Students examine capturing the voice of the customer; marketing’s role in new forms of business organizations; opportunities in international marketing; considerations in commercial marketing; developing marketing information (databases, advertisements, interactive delivery); competitor analysis; and identifying strategic opportunities.

**MKT 581-583 Directed Study in Marketing  1-3 Hours**  
*Prerequisite: Written permission of the department chair.*  
This course is designed to allow the student an opportunity to investigate a topic not otherwise studied in the curriculum. The directed study can be approved for one, two or three semester hours of credit. Requests for a directed study must be initiated through the admissions and academic advising office. Students are limited to no more than 6 semester credit hours (if approved) in directed study, practicum and/or internship courses towards graduation requirements.
Master of Business Administration

MBA 500  Financial Accounting  3 Hours  
Prerequisite: None. Open to MBA/MSM/MMO students only.
This fundamental accounting course is designed to enable the student to prepare, evaluate, and use accounting data. The mechanics of financial accounting and the overall effect of accounting procedures on published financial statements are examined in detail. Alternative accounting procedures and their impacts on the financial statements are also examined. Coverage includes receivables, inventory, fixed assets and bonds payable.

MBA 501  Management and Organization  3 Hours  
Prerequisite: None
This course explores the functions, roles and skills associated with managing people and organizations. Students study the foundations of individual and group behaviors as well as the concepts and models for effective management. Students also examine the structure and processes of organizations with an emphasis on the leadership required to manage the dynamics involved. Critical thinking, decision-making, ethics, and organization culture are recurring themes in this course.

MBA 503  Survey of Economics  3 Hours  
Prerequisite: None. MAE and MSF students may not enroll.
This course is an accelerated inquiry into micro and macroeconomic concepts, theories and policies. Students discuss microeconomic topics including supply, demand, and markets. Students will also review macroeconomics topics such as money, financial markets, business cycles, and economic policy.

MBA 505  Managerial Accounting  3 Hours  
Prerequisite: MBA 500. Open to MBA students only
This course is a basic study of cost, managerial accounting and the internal accounting concepts and procedures used in the decision-making process. Students apply planning and control techniques to achieve various objectives. Students also discuss activity-based costing, job costing, process costing and differential cost analysis.

MBA 510  Financial Management  3 Hours  
Prerequisite: MBA 500 or ACC 500
This course is an overview of the principles of financial management. Students review the concepts of raising and investing money; conduct financial statement analysis; apply the time value of money techniques to security valuation; determine a firm’s cost of capital and capital budgeting. Students also discuss managerial topics, which include dividend policy, capital structuring, and working capital management.

MBA 515  Quantitative Methods  3 Hours  
Prerequisite: QM 500 or QM 503
This course reviews statistics, mathematics, and decision theory that help clarify managerial problems and aid in selecting courses of action. Students will analyze and interpret numerical data for management decision-making applying techniques such as data sampling, statistical inference, hypothesis testing, correlation studies, regression analysis, queuing models, distribution models and decision theory.

MBA 523  Global Economics  3 Hours  
Prerequisite: MBA 503
This course examines domestic money and capital markets. Students study the movement and impact of interest rates in domestic and international markets. Students also analyze and compare regional economic and trade blocs and prominent economic systems.

MBA 530  Effective Leadership and Business Ethics  3 Hours  
Prerequisite: MBA 501
This course examines theoretical and pragmatic issues facing organizations and leaders today. Students study modern concepts, strategies and techniques in solving organizational issues. Students are introduced to principles of ethical thinking and their application to business situations and decision-making. Critical thinking, decision-making, ethics and communications are among the recurring themes.

MBA 550  Managing the Marketing Function  3 Hours  
Prerequisite: MBA 501 (MBA 501 may be taken concurrently)
This course examines how a business conveys the value of its product and services to customers. Students examine various methods to identify customer needs, product design, customer and product service, and communicating with current and potential customers. Students also analyze competition, consumer analysis, product pricing and promotion, channels of distribution, and company capabilities.

MBA 555  Human Resources Management  3 Hours  
Prerequisite: MBA 501
This course is a study of how organizations acquire, develop and retain an effective workforce. Students focus on developing skills in managing employees rather than on training personnel specialists. Students also review requirement analysis, designing work for individuals and teams, selection and training, compensation and recognition, and organizational development. Additional considerations such as employee/labor relations, diversity, and the contracting of employees and employee services are also addressed.
Course Descriptions

MBA 556  Legal Issues in Management  3 Hours
Prerequisite: None
This course is a comprehensive overview of the legal environment of business. Students learn the basics of American and international law. Additional topics included are: legal and international law, constitutional and administrative law, contracts, commercial transactions, employment law and other governmental regulations, environmental protection and property. Students will also discuss the formation of business organizations for conducting both domestic and international business.

MBA 565  Operations Management  3 Hours
Prerequisite: QM 500 or QM 503.
This course covers the management and integration of production resources. Students learn how to deal with increasing effectiveness and efficiency in the selection of site and facilities, process, equipment and layout, organization and training, and structure and methods of distribution.

MBA 581–583  Directed Study  1–3 Hours
Prerequisite: Written permission of the department chair
A student wishing to investigate a topic not otherwise studied in the curriculum may elect a one to three semester credit hour directed study course. In general, a directed study will earn general elective credit and may only be used to substitute for required course work with the permission of the department chair. Requests for a directed study must be initiated through the admissions and academic advising office. Students are limited to no more than 6 semester credit hours (if approved) in directed study, practicum and/or internship courses towards graduation requirements.

MBA 585  Seminar in Management  3 Hours
Prerequisite: Announced with each offering of the course.
This course provides an in-depth coverage of selected topics in the management field.

MBA 670  Case Studies in Business Strategy and Policy  3 Hours
Prerequisite: MBA 505, MBA 530, and MBA 555
This course focuses on how a firm defines its competitive advantage including the development of activities, resources and capabilities that will enable the firm to sustain that advantage in a changing environment. Students learn to identify and analyze competitive forces that determine industry profitability, competitive position, opportunities and challenges, and define strategy.

MBA 671  Strategic Implementation and Managing Change  3 Hours
Prerequisite: MBA 670
This course focuses on organizational leadership ability to strategically and tactically anticipate, plan, and implement large-scale change and continuous improvement in a dynamic business environment. Analyses focus on interrelating the organization’s products and services, structure, technology, and people for effective change. Course work includes effective communications, ethics, case analyses, change-model building, and personalized planning for change.

Quantitative Methods

QM 202  Statistical Methods for Business  3 Hours
Prerequisite: None
An in-depth study of descriptive statistical concepts, techniques and tools applicable to business and business decision-making. Methods of collecting, summarizing and describing data and related measures of central tendency and dispersion are examined. Students describe and analyze data using measures of central tendency and descriptive statistical tools including graphs and other comparative techniques. Topics include: data types, probability, sampling, sampling distributions, and estimation.

QM 301  Statistical Inference for Management Decisions  3 Hours
Prerequisite: QM 202
Building upon the content of QM 202, this course focuses upon data interpretation through the use of inferential statistics. By the end of the course, each student will demonstrate the ability to select and use inferential statistical tools to analyze a variety of datasets from varying business based application settings, and will justify, report and interpret the results of such analyses. Students will apply these skills to critique and interpret research reports that are represented within business literature from various business settings. Students will also be introduced to quantitative methods involving differing probability distributions that require the use of less typical data analysis tools.

QM 500  Inferential Statistics Seminar  1 Hour
Prerequisite: Must have successful prior academic experience in descriptive statistics; contact the admissions and academic advising office for details. Not open to undergraduate students.
The course is an intensive, accelerated overview designed for individuals who have had previous coursework or documented equivalent experience in using inferential statistics, but whose previous coursework experience is over seven years old. The course is offered in four consecutive half-day sessions and is scheduled based upon student interest and need, and space availability. The course briefly overviews descriptive statistics including data collection and tabulation, and measures of central tendency, etc. The majority of the course is devoted to data analysis and interpretation through inferential statistics. Assumptions underlying data to be analyzed, the appropriateness of various inferential statistical tests, the “match” of the statistical test to the data, and limitations attributable to varying assumptions underlying data interpretation are included.
QM 503  Inferential Statistics for Business  3 Hours  
Decision-Making  
Prerequisite:  None. Cannot be taken for credit after completion of QM 301 or MBA/MGT 515.  
This offering is for students who have a good foundation in descriptive statistics and need an in-depth understanding of inferential statistics required for analysis and interpretation of business or business-related data. This course studies the use of inferential statistics in business involving data definition, collection, tabulation, analysis and interpretation. The course reviews measures of central tendency and other descriptive statistics. The bulk of the course focuses upon data analysis and interpretation through inferential statistics. Topics include: sampling, data types, parametric and non-parametric testing, levels of confidence, and time-series analysis. Students select the appropriate inferential tool and statistically analyze multiple assigned datasets. Students will also assess research based upon the appropriateness of the statistics used and the data assumptions accepted, and critique published research.

TAX 435  Basic Income Tax and Income  3 Hours  
Tax Planning  
Prerequisite:  ACC 202. Open to BBA –Finance students only  
A survey of the federal income tax system as applied to individuals and various types of business and investment entities. Topics include (but are not limited to): gross income, deductions, sales and exchange (both taxable and nontaxable), allowable accounting periods and methods, and the tax calculations applicable to individuals, business entities, and various investment entities. Strategies for minimizing tax liability will be emphasized.

TAX 436  Employee Benefits and  3 Hours  
Retirement Planning  
Prerequisite:  TAX 435 highly recommended. Open to BBA-Finance students only.  
A survey of various kinds of fringe and retirement benefits available to employees and self-employed persons. Strategies for minimizing taxes and for maximizing benefits will be studied. Topics include (but are not limited to): tax-favored insurance benefits, non-qualified deferred compensation arrangements, the uses of employer stock in providing alternative forms of employee compensation, the uses of qualified deferred compensation plans (pension plans, profit sharing plans, 401(k) plans, IRAs, SEPs, etc.) in planning for retirement and as supplements to the Social Security and Medicare systems.

TAX 437  The Tools and Techniques of  3 Hours  
Estate Planning  
Prerequisite:  TAX 435 highly recommended. Open to BBA-Finance students only.  
A survey of estate planning. Topics include (but are not limited to): the federal estate, gift, generation skipping transfer taxes, transfers at death or in anticipation of death, the uses of trusts, the uses of life insurance, planning for charitable giving at death, the transfer of businesses within families from generation to generation, and valuation strategies. The income taxation of trusts and estates will also be considered.

TAX 495  Introduction to Tax and Business  3 Hours  
Taxation I  
Prerequisite:  ACC 202. May not be taken for credit while also receiving credit for TAX 320.  
This course is a study of the general principles of federal income taxation. Consideration will be given to both the taxation of individuals, and to the taxation of business. Students taking this course are strongly advised to take TAX 496 the next semester enrolled.

TAX 496  Introduction to Tax and Business  3 Hours  
Taxation II  
Prerequisite:  TAX 495. May not be taken for credit while also receiving credit for TAX 425.  
This course is a continuation of TAX 495 and will consider more advanced topics in both general and business taxation.

TAX 500  Advanced Tax Research  3 Hours  
Methodology, Writing, and Citation  
Prerequisite:  MST – TAX 501 and TAX 599; MAC – TAX 501, TAX 595 and TAX 599  
A sophisticated and high level study of tax writing and the methodology of federal tax research. Consideration will also be given to the proper form of citation for various legal authorities encountered during tax research and to the techniques required for the adequate reporting of research results. The use of the Internet and CCH Tax Research Network™ will also be studied. It will be assumed that all students taking this course have a thorough knowledge of all but the most advanced research techniques. When taken by an MST student, the course must be taken no later than as the sixth three credit hour course.

TAX 501  The Role of Legal Authorities  3 Hours  
in Taxation  
Prerequisite:  MST – TAX 599; MAC – TAX 595 and TAX 596  
(TAX 596 may be taken concurrently)  
This course is a study of the basic principles of law and taxation. Students study statutory construction, case analysis, administrative precedent, and the role and function of legislative history as applied in the federal law context. Basic concepts of law as applied to the federal tax system are illustrated throughout the course.
Course Descriptions

TAX 507 Tax Accounting 3 Hours
Prerequisite: MST - TAX 501 (TAX 501 may be taken concurrently) and TAX 599; MAC – TAX 501 and 596
This course is a systematic study of the basic concepts of tax accounting. Students study periods and methods, changes in periods and methods, depreciation and cost recovery, inventories including dollar value LIFO, and section 482 allocations.

TAX 509 Sales and Exchanges of Property 3 Hours
Prerequisite: MST - TAX 501 (TAX 501 may be taken concurrently) and TAX 599; MAC – TAX 501 and 596
A study of the Internal Revenue Code as it applies to sales and exchanges of personal and real property. Particular emphasis is given to capital gains and losses, Section 1231 gains and losses, and to non-recognition transactions, including like-kind exchanges, involuntary conversions, sale of a residence, and foreclosures. Installment sales, taxable sales of businesses and sales involving securities and commodities are also considered in detail. The at-risk rules and the passive activity loss rules will also be studied.

TAX 510 Basic Concepts in Corporate Tax 3 Hours
(Corporate Tax I)
Prerequisite: TAX 501 and TAX 599, TAX 507 (TAX 507 recommended), TAX 509 (TAX 509 highly recommended)
Basic concepts involved in federal law as it applies to the formation and related operations of corporate enterprises and associations which are treated as corporations. Topics include computing the corporate tax, controlled groups, tax-free incorporations, dividends, earnings and profits, and Subchapter S Corporations. An introduction to consolidated tax returns will also be included. Students will be required to prepare a Form 1120 and a Form 1120S.

TAX 511 Advanced Concepts in Corporate Tax 3 Hours
(Corporate Tax II)
Prerequisite: TAX 510, TAX 507 (TAX 507 recommended), TAX 509 and TAX 599; MAC – TAX 596
This course covers advanced topics in federal tax law as it applies to corporations. Students study redemptions, liquidations, mergers and other reorganizations, corporate divisions, carryover of corporate tax attributes, the accumulated earnings tax, the personal holding company tax, and taxable acquisitions.

TAX 514 Consolidated Tax Returns 3 Hours
(Corporate Tax III)
Prerequisite: TAX 510, TAX 511 (TAX 511 highly recommended), TAX 507 (TAX 507 recommended), TAX 509 (TAX 509 recommended) and TAX 599; MAC – TAX 596
This course is a study of the Internal Revenue Code and the income tax regulations related to taxation of affiliated groups electing to file consolidated returns. Students will be required to prepare a consolidated Form 1120. Topics studied in this course include: eligibility to make the consolidated return election, special rules for the computation of consolidated items, including the use of NOL’s, reverse acquisitions, special rules for computation of separate taxable income including intercompany transactions, intercompany distributions, investment adjustments, excess loss accounts, and allocation of consolidated tax liability.

TAX 521 Estate and Gift Taxation 3 Hours
Prerequisite: MST - TAX 501 (TAX 501 may be taken concurrently) and TAX 599; MAC - TAX 595 and TAX 596; MSF - TAX 595
This course is a study of the estate, gift, and generation-skipping transfer taxes. Students will be required to prepare a Form 706 and a Form 709. Students will also study the impact of testamentary and lifetime distributions of property within the family group.

TAX 522 Income Taxation of Trusts 3 Hours
Prerequisite: MST - TAX 501, TAX 507 (TAX 507 recommended) and TAX 599, TAX 509 (TAX 509 recommended), TAX 521 (TAX 521 recommended); MAC - TAX 595, TAX 596, and TAX 521
This course is a study of income taxation of estates and trusts. Emphasis is placed on after-death planning, affirmative uses of trust rules, treatment of specialized trusts such as irrevocable trusts, insurance trusts, charitable trusts, and grantor trusts. Problems relating to the final tax return of a decedent will be considered. Students will be required to prepare a Form 1041.

TAX 523 Financial and Estate Planning 3 Hours
Prerequisite: MST - TAX 501 and TAX 521 (TAX 521 may be taken concurrently) and TAX 599; MAC - TAX 501, TAX 521 and TAX 595
This course focuses on selected topics in both financial and pre- and post-mortem estate planning with emphasis on techniques in current use by practitioners. Students examine uses in estate planning of life and other forms of insurance, various kinds of revocable and irrevocable trusts, private annuities, buy-sell agreements, estate freezing techniques, and fringe benefits.

TAX 524 Valuation for Tax Purposes 3 Hours
Prerequisite: TAX 599
This course examines the law of valuation for federal income, estate, and gift tax purposes and for state and local tax purposes. Basic appraisal techniques are also given considerable attention.

TAX 531 Partnership and LLC Taxation 3 Hours
Prerequisite: MST - TAX 501, TAX 507 (TAX 507 recommended), TAX 509 (TAX 509 recommended) and TAX 599; MAC - TAX 501, TAX 507, TAX 509, TAX 595 and TAX 596
This course examines the federal income tax treatment of partnerships and partners. Students study partnership formation, problems of partnership operation including distributions, sales and exchanges of partnership interests,
partnership terminations and liquidations, special basis adjustments and the role of partnership as investment vehicles. The treatment of limited liability companies and limited liability partnerships are also examined. Students will be required to prepare a Form 1065.

TAX 535 Basic Income Tax and Income Tax Planning
Prerequisite: Open only to CFP certificate students, MSF and MBA students.
A survey of the federal income tax system as applied to individuals and various types of business and investment entities. Topics include (but are not limited to): gross income, deductions, sales and exchange (both taxable and nontaxable), allowable accounting periods and methods, and the tax calculations applicable to individuals, business entities, and various investment entities. Strategies for minimizing tax liability will be emphasized. Students will be required to prepare a short research paper.

TAX 536 Employee Benefits and Retirement Planning
Prerequisite: Open only to CFP certificate students, MSF and MBA students. TAX 535 highly recommended.
A survey of various kinds of fringe and retirement benefits available to employees and self-employed persons. Strategies for minimizing taxes and for maximizing benefits will be studied. Topics include (but are not limited to): tax-favored insurance benefits, non-qualified deferred compensation arrangements, the uses of employer stock in providing alternative forms of employee compensation, the uses of qualified deferred compensation plans (pension plans, profit sharing plans, 401(k) plans, IRAs, SEPs, etc.) in planning for retirement and as supplements to the Social Security and Medicare systems. Students will be required to prepare a short research paper.

TAX 537 The Tools and Techniques of Estate Planning
Prerequisite: Open only to CFP certificate students, MSF and MBA students. TAX 535 highly recommended.
A survey of estate planning. Topics include (but are not limited to): the federal estate, gift, generation skipping transfer taxes, transfers at death or in anticipation of death, the uses of trusts, the uses of life insurance, planning for charitable giving at death, the transfer of businesses within families from generation to generation, and valuation strategies. The income taxation of trusts and estates will also be considered. Students will be required to prepare a short research paper.

TAX 540 Tax Practice and Procedure
Prerequisite: MST - TAX 501 (TAX 501 recommended) and TAX 599; MAC - TAX 596
This course is a study of federal tax practice and procedure. Topics to be considered include audits, administrative appeal procedures, tax forums, organization of the Internal Revenue Service, ruling procedure, statutes of limitations, interest and penalties, assessment, and collection (including offers in compromise, liens, levies, and transferee liability), and the Freedom of Information Act. Tax fraud is considered briefly.

TAX 545 Tax Ethics, Tax Penalties, and the Law of Tax Return Preparation
Prerequisite: TAX 501 recommended.
A study of the penalties applicable to taxpayers, their advisors, and their return preparers. The ethical, professional, and legal responsibilities of tax return preparers and tax advisors will be studied, with an emphasis on Treasury Circular 230 and the regulation of tax shelters.

TAX 550 International Taxation
Prerequisite: MST - TAX 510, TAX 507 (TAX 507 recommended), TAX 509 (TAX 509 recommended) and TAX 599; MAC – TAX 596 and TAX 510
The application of the Internal Revenue Code to domestic corporations doing business in foreign counties either through subsidiaries or as branch operations. Topics include: planning for expansion into foreign countries and developing countries, factors to consider in deciding whether to create a branch or a subsidiary in a foreign country, the foreign tax credit, dividend requirements, Subpart F, foreign personal holding companies, and current international tax problems and planning. Intercompany pricing will be considered in detail. Also covered are tax treaties, FSC’s, foreign currency, and the US tax treatment of foreign persons and foreign businesses engaged in US activity.

TAX 555 Qualified Deferred Compensation Plans
Prerequisite: MST - TAX 501, TAX 507 (TAX 507 recommended) and TAX 599; MAC - TAX 501, TAX 507, TAX 595 and TAX 596
This course focuses on the major tax-qualified deferred compensation plans. Particular emphasis is given to pension and profit-sharing plans, section 401(k) plans, stock bonus plans, individual retirement accounts (including Roth and educational IRA’s), SEP’s, ESOP’s and tax-sheltered annuities. Students will be required to prepare a Form 5500.

TAX 556 Fringe Benefits and Non-Qualified Deferred Compensation Plans
Prerequisite: MST - TAX 501, TAX 507 (TAX 507 recommended) and TAX 599; MAC - TAX 501, TAX 507, TAX 595 and TAX 596
This course covers numerous forms of fringe benefits and non-qualified deferred compensation plans available for employees. Topics treated in TAX 555 will not be included.
TAX 557  State and Local Taxation  3 Hours  
Prerequisite: MST - TAX 501 (TAX 501 recommended) and TAX 599. MAC - TAX 501, TAX 595 and TAX 596

This course reviews the conceptual implications and pragmatic applications of taxation at the state and local levels. Students study the implications of multi-state operations of profit-making enterprises including: corporate franchise taxes, intangibles taxes, property taxes, sales and use taxes, death taxes, and state and local income taxes. Also covered are planning for multi-state operations, deciding what state is best for incorporations, and fact finding for local tax investigations. Approximately 50% of the course focuses on the specifics of Michigan taxation.

TAX 570  Tax Research Paper (Basic)  1 Hour  
Prerequisite: TAX 500 and concurrent enrollment in TAX 507, TAX 509, TAX 510, TAX 531 or TAX 545

The student will write a paper on a federal income tax topic assigned by the instructor of the concurrent course. The paper topic will relate to the subject material of the concurrent course. The paper will be graded by the concurrent course instructor for tax content and by the Director of the MST program for communication skills and for citation form skills. The student’s course grade will, except as noted hereafter, be determined by a weighted average of the three grades assigned. Students receiving a grade of C- or less in any one of the three graded skills will receive that lower grade for the course. Students receiving a grade of C- or less in communication skills or in citation form skills will be required to complete TAX 572 in lieu of repeating TAX 570. Students receiving a grade of C- or less in more than one skill area must obtain permission from the Director of the MST program before proceeding further in their studies. Students are required to complete this course no later than concurrently with their seventh MST course. With written permission of the Director of the MST program, students may select TAX 573, Thesis in Taxation, in lieu of TAX 570 and TAX 571.

TAX 571  Tax Research Paper (Advanced)  1 Hour  
Prerequisite: TAX 570 and completion of 25 hours in the MST program

Students enrolled in this course must be concurrently enrolled in an elective course. Because this is an advanced course, a higher degree of competence will be required than was required in TAX 570, the format, requirements, and grading procedures of which will otherwise be followed in this course.

TAX 572  Technical Tax Writing  1 Hour  
Prerequisite: Written permission of the program director.

A course in technical writing for students who require individualized development in their technical communication skills. Upon the recommendation of the Director of the MST program, students may be required to take this course in lieu of TAX 570 or TAX 571.

TAX 573  Thesis in Taxation  3 Hours  
Prerequisite: Completion of 30 hours in the MST program.

A major written effort by the student is required. A topic is chosen by agreement with the thesis counselor subject to approval by the Director of the MST program. The thesis is to be on a topic of importance to the academic and practicing tax community. The completed thesis must be of sufficient quality to warrant publication by a respected tax journal and must demonstrate originality, scholarly perspective, thoughtful analysis, and substantial refinement in communication skills. The student will retain all copyright interests. Students wishing to write a thesis in lieu of TAX 570 and TAX 571 should contact the Director of the MST program early in their program and in all events no later than upon completion of their fourth MST course. Students receiving credit for TAX 573 may not also receive credit for either TAX 570 or TAX 571.

TAX 575  Comprehensive Seminar  1 Hour  
Prerequisite: Students must take this course in their final semester in the MST Program.

The course will consist of a two hour true/false and/or multiple choice examination covering the subject matter of the student’s required MST courses. Elective courses will not be covered. The course is offered only on a pass/fail basis and consists of a single class meeting at 1:00 p.m. in Room 101 on the Saturday before the beginning of finals week (or such other times as may be announced.)

TAX 581-583  Directed Study in Taxation  1-3 Hours  
Prerequisite: Written permission of the department chair.

A student wishing to investigate a topic not otherwise studied in their curriculum may elect a one to three semester credit hour directed study course. In general, a directed study will earn general elective credit and may only be used to substitute for required course work with the permission of the department chair. Requests for a directed study must be initiated through the admissions and academic advising office. Students are limited to no more than 6 semester credit hours (if approved) in directed study, practicum and/or internship courses towards graduation requirements.

TAX 585  Seminar in Taxation  3 Hours  
Prerequisite: Announced with each offering of the course.

An in-depth coverage of selected topics of current or special interest in the field.
TAX 588  Internship in Taxation 3 Hours  
Prerequisite: TAX 599 (TAX 599 may be concurrent), TAX 501 (TAX 501 may be concurrent), and written permission of the department chair.

Students who have little or no experience in taxation and who are able to arrange a tax internship with a public accounting firm or the tax department of a large corporation may, with the written permission of the director, enroll in this course. Students will be required to report weekly to the director and will be required to do individually-determined, supplementary assignments which will be coordinated with their duties as an intern. Requests for an internship must be initiated through the admissions and academic advising office. Students are limited to no more than 6 semester credit hours (if approved) in directed study, practicum and/or internship courses towards graduation requirements.

TAX 593  Introduction to Tax and Business 3 Hours  
TAXATION I  
Prerequisite: None. Open only to MST students. Not open to students who have received credit for Tax 590 or 592.

This course is a study of the general principles of federal income taxation. Consideration will be given to both the taxation of individuals, and to the taxation of business. This course is substantially similar in content to Tax 495. However, additional research assignments will be required.

TAX 595  Introduction to Tax and Business 3 Hours  
TAXATION I  
Prerequisite: None. Not open to MST students. May not be taken for credit while also receiving credit for TAX 590.

This course is a study of the general principles of federal income taxation. Consideration will be given to the taxation of individuals, and to the taxation of business. This course is substantially similar in content to Tax 495. However, additional research assignments will be required. Students taking this course are strongly advised to take Tax 596 the next semester enrolled.

TAX 596  Introduction to Tax and Business 3 Hours  
TAXATION II  
Prerequisite: TAX 595. Not open to MST students. May not be taken for credit while also receiving credit for Tax 591.

This course is a continuation of Tax 495 and will consider more advanced topics in both general and business taxation. This course is substantially similar in content to Tax 496. However, additional research assignments will be required.

TAX 599  Introduction to Tax Research 3 Hours  
Prerequisite: MST students must take this as their first course in the MST program. MAC: TAX 595 and TAX 596

An introduction to the basic concepts and techniques of tax research including the use of LEXIS®, and RIA Checkpoint®. The relative value of statutes, judicial precedents, administrative interpretations, and legislative history as sources of authority will also be studied at an introductory level; however, emphasis will be placed on the techniques for discovering the sources of authority in tax law. Tax ethics and professional responsibility will be studied, including Treasury Circular 230, AICPA guidelines, and return preparer civil and criminal liability.
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Director/Controller
Accounting
Accounting

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Chair, Accounting Department
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MBA, Wayne State University; CPA

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MBA, Wayne State University; CPA

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BAcc and MSPA, Walsh College

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BAcc, Walsh College; CPA

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BAcc, Walsh College, MPA, Oakland University; CPA

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MSPA, Walsh College, CPA

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BBA, University of Detroit; CPA

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BAcc and MSF, Walsh College

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MBA, University of Michigan

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MBA, University of Houston; OCDBA, CCNA, CCDA, ITMCP

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Business Objects and Essbase, CDWT

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Walsh College Faculty

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JD, George Washington University; LLM (in taxation), Georgetown University

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John Herrinton, Adjunct Professor
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John Kirk, Adjunct Assistant Professor
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Janet Lanyon, Adjunct Assistant Professor
BA and JD University of Michigan

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Senior Vice President-Regional Manager  
Raymond James and Associates

Richard T. Walsh  
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RT Enterprises

Gary M. Wetstein
The main campus of Walsh College is located on the east side of Livernois Road, north of Big Beaver Road (16 Mile), in Troy.
From the East/North: I-696 West to North 5 (exit 1). Exit 12-Mile Road. Turn left on 12-Mile (west) to Meadowbrook Road. Make a “boulevard” left to travel south on Meadowbrook. Follow Meadowbrook to Gardenbrook Road. Turn right (west). Parking lot on right.

From the West/South: I-96 East to Novi/Walled Lake Exit. Turn right (south) to Grand River. Turn left (east) on Grand River to Meadowbrook Road. Turn left (north) on Meadowbrook Road to Gardenbrook Road. Turn left (west). Parking lot on right.
Walsh College is located at the University Center at Macomb Community College. The location is between Hall Road (M-59) and 19 Mile Road off of Garfield Road at the very south end of the campus. Signage identifying the University Center is clearly visible at the Garfield Road entrance just north of the Macomb Intermediate School District Building.
## Fall 2005

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Priority Registration</td>
<td>August 8 - 12</td>
</tr>
<tr>
<td>Regular Registration</td>
<td>August 15 - September 28</td>
</tr>
<tr>
<td>Drop/Add Period Begins</td>
<td>August 15</td>
</tr>
<tr>
<td>Winter 2006 Graduation Application Deadline</td>
<td>September 1</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>September 21</td>
</tr>
<tr>
<td>Last Day to Register or Add Classes</td>
<td>September 28</td>
</tr>
<tr>
<td>Last Day for 100% Tuition Refund</td>
<td>September 28</td>
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<tr>
<td>Last Day to Drop Classes</td>
<td>October 4</td>
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<tr>
<td>Last Day for 50% Tuition Refund</td>
<td>October 4</td>
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<tr>
<td>Withdrawal Period Begins</td>
<td>October 5</td>
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<tr>
<td>Last Day to Withdraw</td>
<td>November 8</td>
</tr>
<tr>
<td>Thanksgiving Recess (No classes)</td>
<td>November 23 - 27</td>
</tr>
<tr>
<td>Final Exam Week</td>
<td>December 5 - 10</td>
</tr>
<tr>
<td>Semester Ends</td>
<td>December 10</td>
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</table>

## Winter 2006

<table>
<thead>
<tr>
<th>Event</th>
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<tbody>
<tr>
<td>Priority Registration</td>
<td>November 14 - 18</td>
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<tr>
<td>Regular Registration</td>
<td>November 21 - January 13</td>
</tr>
<tr>
<td>Drop/Add Period Begins</td>
<td>November 21</td>
</tr>
<tr>
<td>Spring 2006 Graduation Application Deadline</td>
<td>December 1</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>January 6</td>
</tr>
<tr>
<td>Last Day to Register or Add Classes</td>
<td>January 13</td>
</tr>
<tr>
<td>Last Day for 100% Tuition Refund</td>
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<tr>
<td>Last Day to Drop Classes</td>
<td>January 19</td>
</tr>
<tr>
<td>Last Day for 50% Tuition Refund</td>
<td>January 19</td>
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<tr>
<td>Withdrawal Period Begins</td>
<td>January 20</td>
</tr>
<tr>
<td>Last Day to Withdraw</td>
<td>February 23</td>
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<tr>
<td>Final Exam Week</td>
<td>March 17 - 23</td>
</tr>
<tr>
<td>Semester Ends</td>
<td>March 23</td>
</tr>
</tbody>
</table>
Academic Calendar

Spring 2006

Priority Registration .................................................................February 13 - 17
Regular Registration .................................................................February 20 – April 7
Drop/Add Period Begins ..............................................................February 20
Summer 2006 Graduation Application Deadline .............................................March 1
Classes Begin ..............................................................................March 31
Last Day to Register or Add Classes ............................................April 7
Last Day for 100% Tuition Refund ................................................April 7
Last Day to Drop Classes ............................................................April 13
Last Day for 50% Tuition Refund ................................................April 13
Withdrawal Period Begins ..........................................................April 14
Spring Recess (No classes) ...........................................................April 14 - 16
Last Day to Withdraw .................................................................May 18
Memorial Day Recess (No classes) ....................................................May 29
Final Exam Week .........................................................................June 13 - 19
Semester Ends .............................................................................June 19

Summer 2006

Priority Registration .................................................................May 15 - 19
Regular Registration .................................................................May 22 – July 3
Drop/Add Period Begins ..............................................................May 22
Fall 2006 Graduation Application Deadline .......................................June 1
Classes Begin ..............................................................................June 26
Last Day to Register or Add Classes ............................................July 3
Last Day for 100% Tuition Refund ................................................July 3
Independence Day Recess (No classes) ........................................July 4
Last Day to Drop Classes ............................................................July 10
Last Day for 50% Tuition Refund ................................................July 10
Withdrawal Period Begins ..........................................................July 11
Last Day to Withdraw .................................................................August 14
Labor Day Recess (No Classes) .....................................................September 4
Final Exam Week .......................................................................September 6 - 12
Semester Ends ............................................................................September 12
Fall 2006

Priority Registration .......................................................................................................................... August 7 - 11
Regular Registration ......................................................................................................................... August 14 - September 27
Drop/Add Period Begins .................................................................................................................. August 14
Winter 2007 Graduation Application Deadline ............................................................................... September 1
Classes Begin ..................................................................................................................................... September 20
Last Day to Register or Add Classes ............................................................................................... September 27
Last Day for 100% Tuition Refund .................................................................................................. September 27
Last Day to Drop Classes ............................................................................................................... October 3
Last Day for 50% Tuition Refund .................................................................................................... October 3
Withdrawal Period Begins ............................................................................................................. October 4
Last Day to Withdraw ..................................................................................................................... November 7
Thanksgiving Recess (No classes) ...................................................................................................... November 22 - 26
Final Exam Week ............................................................................................................................. December 4 - 9
Semester Ends .................................................................................................................................. December 9
<table>
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