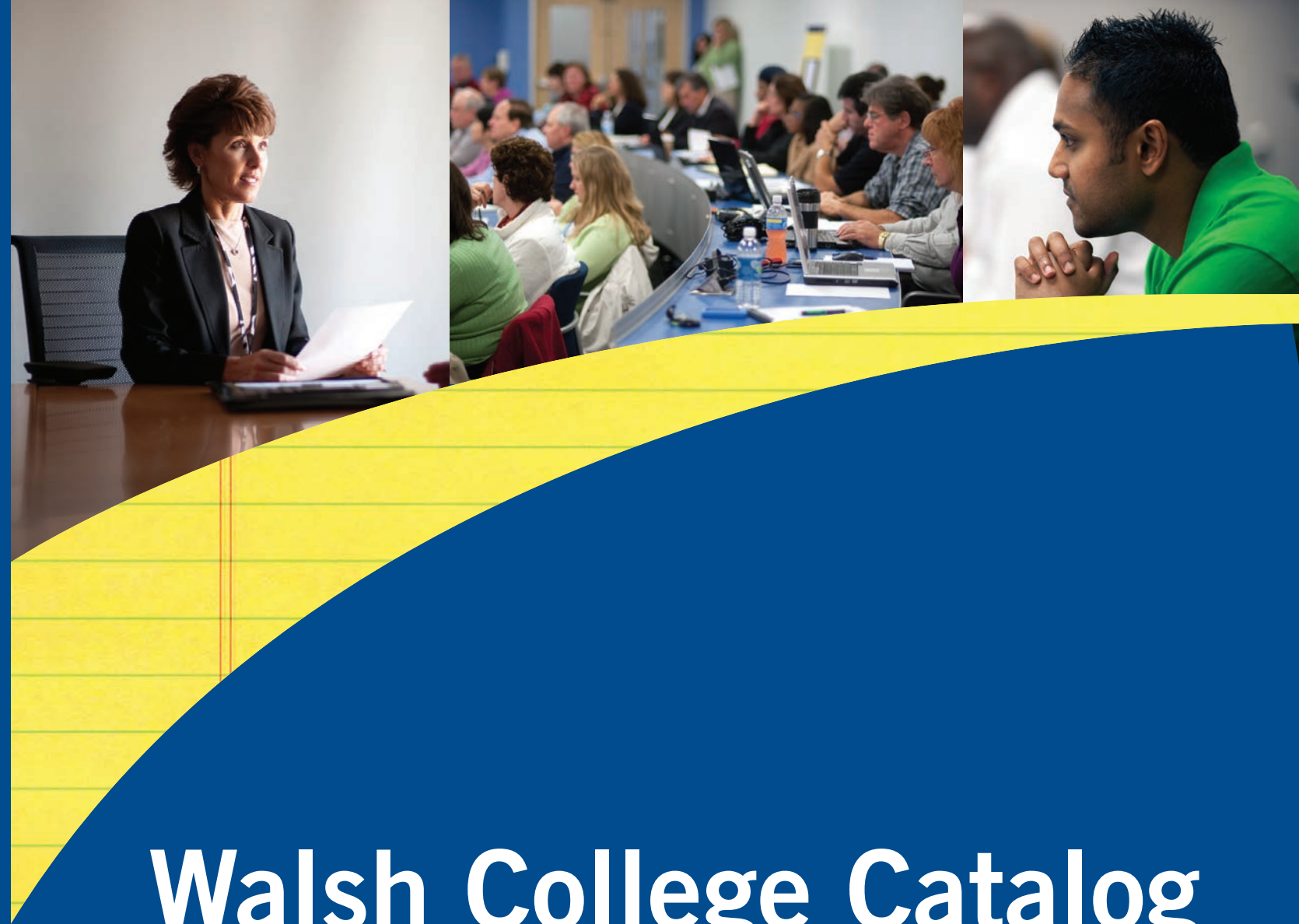


WALSH COLLEGE • 2013-2014 CATALOG



Walsh College Catalog

2013-2014

WALSH[®]
COLLEGE
LIVE. BREATHE. BUSINESS.

WALSH[®]
COLLEGE
LIVE. BREATHE. BUSINESS.



Welcome to Walsh College

Congratulations on your decision to enroll in Walsh College – one of Michigan’s largest graduate business schools and the area’s only college devoted entirely to business.

You chose Walsh because you are a serious business student. More than eighty percent of your classmates are working adults, and your professors are business professionals who share relevant, real-world knowledge and experience with you in the classroom to augment traditional business theory and discussions. We believe that the resulting blend provides our students with skills that employers have come to value in Walsh College graduates.

Our Walsh College community is committed to providing you with personal, knowledgeable service while you are here. We wish you a valuable and satisfying educational experience at Walsh College!

Sincerely,

Stephanie W. Bergeron
President

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General Information

Walsh College Degree Programs

Bachelor of Accountancy (BAcct)

Bachelor of Business Administration (BBA)

with majors in:

- Accounting Processes
- Business Information Technology
- Finance
- General Business
- Management
- Marketing

Bachelor of Science in Business Information Systems (BSBIS)

Dual Master of Business Administration and Master of Science in Finance (MBA/MSF)

Master of Business Administration (MBA)

Master of Management (MM)

Master of Science in Accountancy (MAC)

Master of Science in Finance (MSF)

Master of Science in Information Assurance (MSIA)

Master of Science in Information Systems (MSIS)

Master of Science in Taxation (MST)

Walsh College Mission

Walsh College delivers a business education that integrates application and theory to prepare graduates for successful careers.

In support of its mission, Walsh College will:

- ensure relevant programs through close ties to the business community and faculty who bring their professional work experience, credentials, and scholarship into the classroom;
- offer courses and services at convenient locations in southeastern Michigan and globally via online;
- provide personalized and knowledgeable service to students;
- promote individual professional development and organizational growth through non-credit programs.

Walsh College offers a broad range of high-quality programs in fields such as accounting, finance, information technology and assurance, management, marketing, and taxation. Established in 1922, Walsh College is a private, independent, not-for-profit, upper-division institution that grants degrees at the bachelor's and master's level.

Values

Integrity

Integrity and ethical business practices guide Walsh College choices and behavior, regardless of the circumstances.

Excellence

We strive for excellence and continuous improvement in teaching, student service, and administrative support.

Respect

We recognize and embrace our diverse society and treat others as we wish to be treated.

Opportunity

We believe in giving our students an opportunity to succeed.

Fiscal Responsibility

We practice strong fiscal management and sustain an agile and efficient structure, resulting in quality programs and services at a significant value.

Collaboration

We value our partnerships and believe that collaboration can fuel innovation.

Philanthropy

We encourage our employees and students to give back to the College and the community.

Vision

Walsh College aspires to be the preferred educational institution for students, employers, and the communities it serves.

Walsh College will create additional value for its stakeholders by:

- anticipating and responding to market needs to prepare leaders for a globally competitive environment;
- establishing a leading-edge educational delivery system;
- contributing to Michigan's revitalized economy;
- expanding its presence and name recognition beyond our region.

Accreditation and Approvals

Accreditation Statement:

Walsh College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (www.ncahlc.org; phone: 312-263-0456). Specific degree programs are accredited by the Accreditation Council for Business Schools and Programs (ACBSP, www.acbsp.org; phone: 913-339-9356) and the International Assembly for Collegiate Business Education (IACBE, www.iacbe.org; phone: 913-631-3009). For details, visit www.walshcollege.edu/accreditation.

Information pertaining to student learning and achievement in business programs accredited by the IACBE can be obtained by visiting our website at www.walshcollege.edu/assessment or by contacting the Assistant Vice President of Assessment and Institutional Research at rkreun@walshcollege.edu.

Walsh College is approved by:

- 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 to continue licensure.
- The Internal Revenue Service to provide continuing professional education for enrolled agents.
- The Certified Financial Planner Board of Standards to offer the Personal Financial Planning program.
- The Certified Treasury Professional (CTP), sponsored by the Association for Financial Professionals (www.afponline.org), to offer the Certified Treasury Professional preparation course.
- The Michigan Department of Labor and Economic Growth, as an educational provider for the Michigan Works! program.

Walsh College is recognized by:

- The Department of Veterans Affairs and other agencies as an institution of higher education for qualified, degree/certificate seeking veterans and their dependents.
- The National Security Agency as a Center of Academic Excellence in Information Assurance Education with curriculum that maps to the Committee for National Security Standards.
- The Michigan Council on Economic Education as an official Center for Economic Education.
- GI Jobs Magazine as a Military Friendly school.
- The International Information Systems Security Certification Consortium (ISC)²® as an education affiliate to assist information professionals and practitioners in attaining information security certification.
- The Student Exchange Visitor Program (SEVP) to admit international students.

Non-Discrimination 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, sexual orientation, or disability status in admitting students or in administration of its educational policies, scholarship and loan programs, or other College programs.

Walsh College History

1922 Mervyn Walsh leaves his job as Thomas Edison's accountant to buy a franchise to teach the Pace Method of Accounting. He opens the Walsh Institute in Detroit's Capitol Theater on September 18. Tuition is \$60 a semester.

1947 Walsh Institute marks its 25th anniversary. Enrollment reaches 1,508, in part due to the GI Bill of Rights.

1965 William C. Stewart becomes Institute president on the retirement of Mervyn Walsh.

1968 Walsh Institute is renamed Walsh College after the Michigan Board of Education grants the Institute's request to offer bachelor's degrees. Walsh becomes upper-division, accepting credits from students transferring at the junior level from community colleges and four-year institutions.

1969 Enrollment outgrows the Capitol Theater classrooms. Ground is broken for a campus in Troy.

1970 The College names Jeffery W. Barry the College's third president. The Troy campus opens.

1975 The North Central Association of Colleges and Schools (NCA) accredits Walsh College degree programs.

1978 The College opens a Port Huron campus and expands the Troy campus.

General Information

1991 The College names David A. Spencer the fourth president on the retirement of Jeffery Barry. Walsh begins offering courses at the Macomb Community College University Center in Clinton Township.

1998 The College opens a campus in Novi, launches an MBA degree, and offers the first online courses.

1999 The College names Keith A. Pretty the fifth president.

2001 The NCA extends accreditation ten years and allows the College to offer accredited, full online degree programs.

2002 The College revises the Accounting program to fulfill 150 instruction hours required by the State Board of Certified Public Accountants.

2003 The National Security Agency and Department of Homeland Security designate Walsh as a Center of Academic Excellence for Information Assurance Education for mapping curriculum to government standards.

2007 Stephanie W. Bergeron is named the sixth president of Walsh College. The College announces its first doctoral degree, the Doctor of Management in Executive Leadership, and accepts its first student cohort.

2008 The International Assembly for Collegiate Business Education (IACBE) accredits specific degree programs. Walsh wins the Association for Corporate Growth (ACG) Detroit Cup MBA Business Case Competition. The Jeffery W. Barry Center addition opens for classes at the Troy campus and is later certified Leadership in Energy and Environmental Design (LEED)® Gold by the U.S. Green Building Council. Marketing inaugurates the “Live. Breathe. Business.” brand campaign.

2009 The College announces a dual MBA/MSF degree. More than 3,000 people attend 102 skill-building workshops in a free Take Charge program developed for displaced workers. The College offers courses at St. Clair County Community College and Wayne County Community College District.

2010 The College launches the Walsh Institute for southeast Michigan businesses and the grant funded Blackstone LaunchPad to encourage student and alumni entrepreneurs. The College announces the Master of Management degree.

2011 The Higher Learning Commission of the North Central Association of Colleges and Schools extends the College’s accreditation for ten years. A Business 360 Fundamentals program is launched for busy professionals.

2012 The first Doctor of Management degrees are conferred. Walsh observes its 90th anniversary with Homecoming celebrations at the Troy and Novi campuses.

2013 The College holds its 100th Commencement Ceremony in January.

Committed to Quality

Walsh College students and graduates are recognized among their peers and in the business community for applying what they learn in the classroom. Students are encouraged to connect class projects to their workplaces and to solve real-world problems that could arise in everyday life.

Since 2008, Walsh College teams have captured first or second place in the Association for Corporate Growth (ACG) Detroit competition among the area’s top business schools for expertly analyzing and presenting a real business case to judges who are business professionals.

The College hosts a bi-annual Information Assurance Consulting Challenge, where student teams have 24 hours to formulate solutions and present business case findings to a panel of business and information security leaders.

Before graduating, Business Information Systems and Information Assurance students demonstrate mastery of their overall subject area with projects displayed at the Business Information Technology and Information Assurance Capstone Fair. Projects range from significant research papers and e-commerce websites to database applications.

There is close interaction between the College and the professions that attract Walsh College 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 80 percent of students work full time while attending Walsh College 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.

Committed to Technology

Walsh College continues to invest in the technological future, both inside and outside of the traditional classroom. A Virtual Lab provides students with practical experience setting up and supporting a simulated domain complete with servers and PCs. All rooms at the Troy and Novi campuses are equipped with liquid crystal display (LCD) projectors that are used during presentations by instructors, facilitators, and students. Barry Center classrooms at the Troy campus are also equipped with Symposium™, touch-screen interactive monitors that allow instructors to write over slides in digital ink.

The Troy campus is also furnished with a newly built Finance Lab. The Finance Lab gives students a taste of Wall Street with 12 Bloomberg terminals, several large flat screen televisions tuned to market and financial reports, and breakout rooms. Financial information continuously updates on an LED ticker, giving students a real-time glimpse into market movement and news.

Electronic library research tools maintained on the Walsh College website include a multitude of database sources, CD-ROMs, and online magazine and journal subscriptions. These tools allow students to access information online from anywhere, at any time.

Secured information is stored behind password-protected systems; most applications utilize only one username and password and automatically pass through from one system to another without further intervention. The Troy and Novi campuses have free wireless Internet access in all common areas. The wireless network utilizes the 802.11n standard which provides much faster access speed.

All wireless, classroom and lab computers now require users to log in with their unique Academic/Portal username and password. This complies with the federal government's Communications Assistance for Law Enforcement Act (CALEA). Guests can now generate a temporary ID by using a driver's license in order to gain access to the computer resources at the College.

The College's Division of Online Learning supports Internet-based instruction for full online degree programs: the Master of Business Administration; Master of Management; Master of Science in Finance; Master of Science in Information Assurance; Dual MBA/Master of Science in Finance and Bachelor of Business Administration degree with majors in Finance, General Business, Management, and Marketing.

Core Competencies of Walsh College Graduates

Walsh College works to ensure that its graduates are able to add value to the business community and to become successful professionals. One way to deliver that value is to embed into the coursework of every degree the knowledge, skills, abilities, and behaviors the College has identified as Core Competencies.

Communicate

Development of skills enabling graduates to communicate effectively in a business environment.

Problem Solve

Development of skills enabling graduates to solve business related problems.

Conduct Research

Development of skills enabling graduates to conduct effective research in a business or professional environment.

Master a Business Discipline

Development of skills enabling graduates to master key concepts and models within their selected business discipline.

Walsh College has instituted a comprehensive outcomes assessment program designed to measure and improve student learning in these areas as well as in specific disciplinary knowledge and skills. Each undergraduate and graduate program has clearly articulated objectives for the knowledge, skills, abilities, and behaviors a student acquires upon completing a program or course of study. Some students may be required to participate in outcomes assessment by completing a survey, sitting for an examination, compiling a portfolio of academic work, or providing other academic indicators. When asked by the College, students are expected to participate in one or more of the evaluative measures. Alumni and various stakeholders are also asked to participate in outcomes assessment to provide further information on the quality of the programs and courses offered at Walsh College.

Some students may be required to take one or more examinations designed to measure the level of achievement in each Core Competency and achievement in their program as a prerequisite to graduation. Unless otherwise specifically stated in an individual program, no minimum score or level of achievement is required for graduation.

The information obtained through outcomes assessment is one method used to improve student learning and teaching at the course, program, and institutional level and to ensure continuous quality improvement in all programs. Assessment results are confidential and presented anonymously and in aggregate form.

College Website

Walsh College maintains a website at walshcollege.edu. For questions related to the website, contact the Walsh College Marketing Department.

College Colors

Walsh College's school colors are royal blue and white.

College Publications

Walsh College Catalog

The Catalog, located on the College website, is an official publication of Walsh College. It outlines the general operations, curricula, graduation requirements, and academic/student services policies currently in effect at Walsh College. The Catalog is not a contract between the individual student and Walsh College or its Board of Trustees. The College reserves the right to make changes to any policies, procedures, or programs at any time.

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. The College will normally communicate any academic program changes at least one academic term prior to the effective date of changes. In addition to updating the online Catalog, the College may also communicate changes through the Registration Material/Schedule of Classes, posters and/or by regular or electronic mail. The College expects students to read the Catalog. Failure to do so does not excuse students from the requirements and regulations described.

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 website and/or other forms of communication, will be made to notify the College community.

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, a registration packet and schedule of classes are mailed to new students and posted online for all students. Students can view a PDF version of the registration packet and schedule of classes at walshcollege.edu/regpack or view the schedule of classes online by

General Information

logging into WebAdvisor: <https://myportal.walshcollege.edu> This publication often contains new information and should be reviewed by students every semester.

The College also communicates and distributes information regularly through student e-newsletters and the Active Campus Portal. In addition, the College publishes a quarterly student bulletin offering updates on student services and events.

Walsh College Student E-Mail Account

All students are assigned a Walsh College e-mail address and are required to access their Walsh College e-mail account regularly. This is a Thawte™ digitally secured site which protects the confidentiality of its usage. All official administrative e-mail communication (account balances, graduation audit notification, Commencement information, e-newsletter, etc.) will only be sent to the student's Walsh College e-mail address.

Official student administrative e-mail requests (e.g. advising questions, adding/dropping classes, enrollment verification, etc.) must be sent from the student's Walsh College e-mail address. Students who regularly use another e-mail account are able to forward their Walsh College e-mail to that account.

Academic Curriculum

The academic curriculum in the Catalog as of September 1, 2013, is for students enrolling at Walsh College for fall 2013 through the summer 2014 semesters. Students who were enrolled prior to the fall 2013 semester remain under the provisions pertaining to academic programs 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 coursework at Walsh College for 12 months prior to fall 2013 and are readmitted from the fall 2013 semester through summer 2014 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 the Admissions and Academic Advising office. 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 the most current academic program.
- Current students who change their academic degree programs while attending Walsh College for the 2013-2014 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 coursework.

- If a course is deleted from a curriculum before a student has completed the course, the student will replace the course with an approved course substitution.
- The course prerequisites noted in the Registration Materials/Schedule of Classes for each semester supersede the 2013-2014 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 that are 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 admissions requirements set forth in the section entitled Undergraduate Admission. The student must successfully complete all the prescribed coursework to meet the admissions requirements for an undergraduate degree. A student entering Walsh College as an undergraduate degree candidate will be provided an academic program plan prior to registering for classes. Only a student officially accepted by 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 admissions requirements set forth in the section entitled Graduate Admission. Graduate coursework 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 provided an academic program plan prior to registering for classes. Only a student officially accepted by the College may enroll in classes.

Non-Degree

An individual may attend Walsh College as a non-degree student by meeting the minimum admissions requirements for the academic level of the courses he/she wishes to take. For example, an individual who wishes to take undergraduate courses on a non-degree basis must meet the minimum admissions requirements for an undergraduate student. Only a student officially accepted by the College may enroll in classes. A student attending 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 Student

An individual attending classes as a certificate student must meet the admissions requirements for each certificate as set forth in the section entitled Certificate Programs. Coursework 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 plan prior to registering for classes. Only a student officially accepted by the College may enroll in classes. Certificate-seeking students will be required to meet all course prerequisites. Courses taken as a certificate student will be reflected on a non-degree transcript.

Guest 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 guest student. Accredited institutions are those approved by the Higher Learning Commission of the North Central Association of Colleges and Schools or from one of the following regional associations of colleges and schools: Middle States, New England, Northwest, Southern, or Western.

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. It is the responsibility of the guest student to determine whether the home institution will accept the course and credits earned at Walsh College. 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 by the College may enroll in classes. 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 or certificate program, the credits and grades earned will be considered 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 at Another Institution

A Walsh College student may request to enroll in coursework at another accredited college or university under the status of guest student. The student must receive 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 is 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 or from one of the following regional associations of colleges and schools: Middle States, New England, Northwest, Southern, or Western.

The following criteria must be met:

- The student must complete the coursework in the semester specified on the approved guest application.
- Undergraduate students must earn a grade of "C" (2.000) or better to have the credits applied toward a Walsh College undergraduate degree program. Credits earned as a Guest Student are considered transfer credit and will not be computed in the student's cumulative grade point average.
- Graduate students must earn a grade of "B" (3.000) or better to have the credits applied toward a Walsh College graduate degree program. 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

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 can enroll under the status of audit student. Enrollment in courses as an audit student is subject to class availability.

Only a student officially accepted by the College may enroll in classes. A student attending under this status will be required to meet all course prerequisites. Courses taken as an audit student are on a no-grade, non-credit basis, and college credit will not be granted. An audit student pays the same tuition and fees as one who takes the course for credit. Courses taken as an audit student will be reflected on a non-degree transcript.

International

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 a student on a non-immigrant student visa to 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.

General Information

Student Enrollment Classification

International students should contact the international student advisor/DSO in the Admissions and Academic Advising office for visa status compliance. Walsh College uses the following criteria for enrollment certification, financial aid, scholarships, and veterans' payment eligibility:

Undergraduate Students

	Semester Credit Hours
Full Time	12 or more
Three-Quarter Time.....	9-11
Half Time	6-8
Less than Half Time	1-5

Graduate Students

	Semester Credit Hours
Full Time	9 or more
Three-Quarter Time.....	6-8
Half Time	3-5
Less than Half Time	1-2

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.

Academic Course Load

Walsh College expects its students to be able to balance their educational, professional, and personal schedules and does not restrict the number of credit hours that a student may register for in a given semester. Students with questions on the appropriate number of credits to take in a given semester should discuss their proposed schedule with an academic advisor.

Locations

Walsh College offers classes at the following locations (see maps on pages 127 - 129 for Troy, Novi and Clinton Township campuses):

- Troy
- Novi
- Clinton Township
(Macomb Community College University Center)
- Online
- Port Huron (St. Clair County Community College University Center)

For detailed maps visit www.walshcollege.edu/locations.

Walsh College Online

Walsh College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (www.ncahlc.org; phone: 312-263-0456) to offer degrees and courses online. Degree programs offered completely online include:

- Master of Business Administration
- Master of Management
- Master of Science in Finance
- Master of Science in Information Assurance
- Dual Master of Business Administration and Master of Science in Finance
- Bachelor of Business Administration, with majors in:
 - Finance
 - General Business
 - Management
 - Marketing

Additionally, all other degree and certificate programs offer a portion of their courses online.

The Online Course Environment

Students taking a Walsh College 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; activities and assignments; and online exams, quizzes, and practice tests.

To ensure success in an online course, students taking their first online or blended course must take a required online orientation that simulates an 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.

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 e-mail. Students can expect an instructor response to questions within 24 to 48 hours. Walsh College online courses include a Help feature that instantly pages the Online Learning technology staff, which typically resolves requests within 24 hours.

The College uses the following definitions to explain how it uses technology to support the learning experience:

Online (V section) course: in an online course, the student and instructor are separated by distance and connected via the College's chosen Course Management System (CMS) for delivery of the course content and course interaction. Walsh College online courses are largely asynchronous, meaning student and teacher do not need to be online at the same time, and work can be completed at different times, barring any specific synchronous activities that will be explained in the course syllabus. Students located in any geographic location may complete their studies via V courses and will not be required to come to campus for any of the course components. However, a student may be required to take a proctored exam in another location.

Blended (VB section) course: in a blended course, the course is held in the traditional classroom as well as online. Some weeks will be online and others on-campus, and students will be notified of meeting times in their syllabus. Occasionally, a blended course still meets weekly but the on-campus time is lessened, and the remainder of the class time is spent online. Some of the course content, including exams/quizzes, and/or interaction, is delivered via the College's chosen Course Management System (CMS). Students must come to one of the College campus locations to complete a VB course. However, these class meetings may be fewer than those for a ground (face-to-face) course.

2+2 (VT section) course: a 2+2 course is a blended course that will meet in the classroom and online weekly. Some of the course content and/or interaction is delivered via the College's chosen Course Management System (CMS). Students must come to one of the College campus locations to complete a VT course.

Web-assisted (W section) course: a Web-assisted course utilizes the College's chosen Course Management System (CMS) to enhance delivery of the course content. The course is scheduled in the traditional classroom at any of the College's campus locations. The schedule for ground (face-to-face) courses applies to Web-assisted courses, that is, classes meet face-to face for each class meeting with supplemental material provided online.

Undergraduate Degree Programs

This section of the 2013-2014 Catalog provides details on Walsh College undergraduate degree programs and the requirements of all bachelor's degree students, including professional core, program core/major, and elective courses. Admissions procedures and requirements, as well as graduation requirements, are also included in this section.

Walsh College bachelor's degree programs include:

Bachelor of Accountancy (BAcct)

Bachelor of Business Administration (BBA)

with majors in:

- Accounting Processes
- Business Information Technology
- Finance
- General Business
- Management
- Marketing

Bachelor of Science in Business Information Systems (BSBIS)

Special Notes

- It is recommended that students meet with an academic advisor prior to enrolling in a bachelor's 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 College, 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 (five years) from the first semester of enrollment at Walsh College, as designated by the first semester attended on the student's Walsh College transcript. If a student changes his/her major or degree program, the student has 60 consecutive calendar months in which to complete the new major or degree program starting with the semester in which the program change occurred. 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 coursework and/or update to the current Catalog year and degree/program requirements.
- Students who do not enroll for four consecutive semesters will be required to reapply for admission and should refer to "Readmission to Walsh College" for information on the required time frame to complete degree requirements.
- Students on an academic program may choose allowable electives and specializations for the same academic

program that are offered in future Catalog years. Students are not required to update to the future academic program/Catalog year to enroll in the new elective or specialization courses.

- Undergraduate students are eligible to take a maximum of six semester credit hours of approved graduate-level coursework applicable to their undergraduate degree program, with the exception of Honors Fast Track students.
- Course requirements vary by degree program. All required courses are listed in each degree section and must be completed to fulfill graduation requirements.
- Generally, a minimum of 127 semester credit hours (including credits transferred into Walsh College) must be completed to earn a bachelor's degree. Generally, a minimum of 45 semester credit hours must be taken in residence at Walsh College. See Acceptance of Equivalent Credit and Honors Fast Track sections for additional transfer credit options.

Admission to Walsh College Undergraduate Programs

Admissions Procedures

To apply to any Walsh College undergraduate degree program, an admissions application must be submitted along with a non-refundable application fee. Former Walsh College students are required to submit an admissions application, but are not required to pay a second admissions application fee. Applications can be submitted at any Walsh College campus or online by visiting the College Web site at www.walshcollege.edu.

Admitted students can begin their studies at the start of any academic semester. Admissions applications will be accepted until the last day to register for classes for the semester in which the applicant wishes to enroll. An applicant's admissions status will be determined upon receipt of all required documents. Every attempt will be made to process the application in time for admitted students to enroll in their intended semester. To facilitate the admissions process, applicants are encouraged to submit student or unofficial copies of transcripts from all colleges attended, along with the admissions application.

Applicants will be considered for admission when the Admissions and Academic Advising office receives evidence of attainment of the minimum admissions requirements. Full admission to the College will be granted only upon receipt of all official transcripts and required documentation. An individual may be admitted on a contingent basis upon review of unofficial transcripts. A student's admissions status will remain contingent until receipt of all final, official transcripts and fulfillment of minimum admissions grade point average requirements. Students admitted contingently will be allowed to register for their first semester. All final, official transcripts must be received before a student will be permitted to register for their

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second semester at Walsh College.

It is the responsibility of the applicant to contact all colleges/universities currently and previously attended and request that official transcripts be sent directly to Walsh College. Copies of transcripts hand-delivered by the students are not considered official. Indebtedness or transcript holds at another institution may prevent processing of the admissions application and/or 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 transcript(s), the Admissions and Academic Advising office will evaluate transfer of academic credit based upon all previous college coursework taken at the 100 or 1000 level and above. Any discrepancy between official and unofficial transcripts will result in the adjustment of any previously noted equivalencies and/or transfer credits, and may affect eligibility for admission or change an applicant's admissions 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.

Applicants can contact the Admissions and Academic Advising office during this process to inquire about specific policies and procedures or the status of their application. An applicant may enroll in any semester within 12 consecutive calendar months from their initial semester of admission to Walsh College. Applicants will be required to follow the admissions and program requirements of the catalog year in which they initially enroll at Walsh College. If an applicant does not enroll and complete at least one course within 12 consecutive calendar months following admission, he/she must reapply for admission. Applicants who reapply may be required to resubmit all official transcripts and related documentation to Walsh College.

Admissions 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 coursework will be computed in this calculation.
- Successfully complete, with a grade of "C" (2.000) or better, a minimum of 60 semester credit hours (90 quarter hours) of coursework at the 100 or 1000 level or above. At least 30 semester credit hours (45 quarter hours) of the minimum 60 semester credit hours must be in liberal arts coursework. The liberal arts coursework must include one course in English composition or written communication and one course in intermediate algebra or higher-level mathematics placement.
- All academic coursework considered for use in meeting admissions 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, or Western.

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

- Expected proficiency in current personal productivity tools (word processing/spreadsheet/presentation graphics and personal databases).
- A minimum of six semester credit hours and/or the equivalent of acceptable transfer coursework in the area of computer information systems or technology completed within five years prior to application for admission; to include a minimum one course in programming and one course in networking fundamentals.

Acceptance of Equivalent and Transfer Credit

Prospective students are encouraged to meet with a transfer advisor/counselor at their originating institution or schedule an appointment with a Walsh College academic advisor to develop a transfer plan. This transfer plan will include identifying transfer equivalencies to meet admissions requirements and for required courses. Students can obtain transfer equivalencies by visiting the Walsh College web site at www.walshcollege.edu/transfer or the Michigan Transfer Network at www.michigantransfernetwork.org. Applicants with directly equivalent credit to required coursework in their intended degree program at Walsh College may transfer a maximum of 82 semester credit hours of freshman/sophomore (100/1000 level and above) to Walsh College. Transfer of credit above 82 semester credit hours for a maximum of 91 semester credit hours will only be accepted from an accredited four-year institution for equivalent junior/senior (300/400 level and above) level coursework at the transfer institution and at Walsh College.

Academic department chairs will review transfer coursework on a case-by-case basis for approval and equivalency. Transfer coursework must have been completed with a "C" (2.000) or better in order to be considered for equivalency. Certain coursework may only be awarded equivalent credit if the specific transfer course was completed within 60 calendar months prior to the semester of admission. Applicants who received an undergraduate degree from Walsh College and choose to pursue a second undergraduate degree may transfer up to 91 semester credit hours toward the second undergraduate degree program.

Honors Fast Track Program

Walsh College has partnered with community colleges to offer a program that gives students the ability to transition from their associate's degree in business (ABA) through their bachelor (BBA MGT) and master (MBA) degrees at Walsh College.

To qualify for the program, students must have a minimum entering cumulative grade point average of 3.500 on a 4.000

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scale; all previous college/university-level coursework will be computed in this calculation. Students must also have successfully completed with a grade of “C” (2.000) or above, a minimum of 60 semester credit hours (90 quarter hours) of coursework at the 100/1000 level or above. At least 30 semester credit hours (45 quarter hours) of the minimum 60 semester credit hours must be in liberal arts coursework. The liberal arts coursework must include one course in English composition or written communication and one course in intermediate algebra or higher-level mathematics placement. All academic coursework 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, or Western.

Honors Fast Track students must maintain a cumulative grade point average of a 3.300 in residency at Walsh College at the conclusion of each semester. Failure to meet the Honors Fast Track Program defined standards as outlined in the Honors Fast Track Policy Statement will result in ineligibility for the program and re-evaluation for the current undergraduate/graduate programs in effect at that time including admissions, course, and graduation requirements.

The Honors Fast Track Program requirements must be completed within 60 calendar months (five years) from the initial date of course enrollment (as designated by the first semester attended on the student’s Walsh College transcript). Students in the Honors Fast Track program will be allowed to graduate with their BBA degree upon completion of all degree requirements and will be eligible to participate in commencement. Students must continue with the MBA degree within four semesters of graduation to continue to be eligible for Honors Fast Track Program for the MBA degree. If students do not attend for four semesters after the completion of their BBA degree, the student must reapply for admission and will be re-evaluated for the current program in effect at that time.

Students will no longer be eligible for the Honors Fast Track Program. Graduation requirements for the bachelor’s degree program include a minimum of 127 semester credit hours, including a maximum of 82 semester credit hours transferred to Walsh College and 45 semester credit hours in residence at Walsh College. Graduation requirements for the MBA degree include a minimum of 36 graduate semester credit hours, which may include up to 12 semester credit hours of advanced standing; therefore requiring 24 semester credit hours of core and elective credits in residence at Walsh College.

The Honors Fast Track Program continues the Walsh College tradition of providing cutting-edge transfer opportunities that meet the educational needs of its students. Please contact the Admissions and Academic Advising office to determine an approved community college partner, and for details about this exciting program.

BBA Degree Requirements		
ACC 201	Principles of Accounting I	3
ACC 202	Principles of Accounting II	3
ACC 310	Managerial Accounting	3
BIT 305	Business Computing Tools	3
BIT 335	Business Driven Technology	3
BL 420	The Legal and Tax Environment of Business	3
COM 210	Principles of Business Communications	3
COM 320	Business Communication Methods	3
COM 340	Professional Communication	3
FIN 310	Financial Markets	3
FIN 510	Financial Management	3
ECN 201	Principles of Economics I	3
ECN 202	Principles of Economics II	3
MGT 201	Principles of Management	3
MGT 303	Behavioral Management	3
MGT 404	Human Resources Management	3
MGT 410	Production and Operations Management	3
MGT 453	Organizational Leadership	3
MGT 455	Globalization and Diversity	3
MGT 461	Business Strategy and Policy	3
MGT 530	Ethics in a 21st Century Complex World	3
MGT 5XX	Two 500-level courses from: MGT 556, MGT 558, or MGT 559	6
MGT/MKT	Choose one allowable MGT or MKT elective	3
MKT 202	Principles of Marketing	3
QM 202	Statistical Methods for Business	3
QM 301	Statistical Inference for Management Decisions	3
Elective**	Additional Elective to meet 45 SCH residency requirement	3
	Walsh credits in residence for BBA degree requirements	
	BBA Degree requirements (82 + 45)	
	MBA Degree Requirements	
ACC 505	Managerial Accounting	3
ECN 523	Global Economics	3
FIN 506	Financial Statement Analysis	3
MGT 501	Management, Organizational Learning and Change	3

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MGT 670	Strategic Management Concepts Capstone	3
MKT 550	Managing the Marketing Function	3
QM 515	Quantitative Methods	3
Elective	One Course	3
	Walsh credits for MBA Degree Requirements	
	Transfer hours to include x's above	82
	Credits required at Walsh 45 (UG) + 24 (GR)	69
	Total Credit Hours for Walsh College BBA and MBA 151	

Credit for Extra-Institutional Learning

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 College. The request will be evaluated as part of the admissions process. Documentation verifying attainment of college-level learning is required.

Walsh College follows the American Council on Education (ACE) recommended guidelines and scores to award academic credit for approved Advanced Placement (AP), College Level Examination Placement (CLEP), and DANTES/DSST exams. Approved academic credit will be transferred to Walsh College as general credit. Walsh College may determine possible equivalency to required coursework through ACE recommendations, accredited community college acceptance of credit, and/or academic department chair review. Walsh College will grant academic credit for military experience based on ACE recommended guidelines and requirements. ACE recommended academic credit for military credit is listed on an official ARTS (Army/American Council on Education Registry Transcript), SMART (Sailor/Marine American Council on Education Registry Transcript), CCAF (Community College of the Air Force), or CGI (Coast Guard Institute) transcript. Unofficial copies of transcripts may be submitted for the initial admissions evaluation process with official transcripts required for full admission as noted in the Admissions to Walsh College sections of the catalog. Academic credit may also be accepted for military experience/credit listed on an accredited community college transcript as outlined by the community college. Approved academic credit for military experience transferred to Walsh College may be evaluated for equivalency of credit for required course work. Equivalency of credit for required coursework will be determined based on ACE recommendations, accredited community college acceptance of credit, and/or Walsh College academic department chair review. Contact the Admissions and Academic Advising office for additional information.

Readmission to Walsh College

If an undergraduate student has not enrolled in any courses (as designated by the last semester attended on the student's Walsh College transcript) for 12 consecutive calendar months, the student must apply for readmission through the Admissions and Academic Advising office. At the time of readmission, all coursework will be evaluated based on current admissions requirements; required coursework 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 readmitted and will receive a Program Plan 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 coursework with a grade below "C" (2.000) may not be counted toward the current degree program.

Veteran students who were deployed and reapply for admission may petition to be readmitted under the same academic program and graduation criteria in affect at the time of deployment. A copy of the student's deployment paperwork and length of stay will be required as part of the readmission process. Students in this situation should contact a Veterans Certifying Official or an academic advisor to provide the deployment paperwork so that their academic file may be updated. Upon return from duty, it is highly recommended that the veteran review the current and former programs with an advisor to see which program best benefits the student. If the veteran opts to move to the newest program, all admission and policies of the newest catalog will apply and the student may not switch back.

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.

Concurrent Enrollment

A fully admitted student may be eligible for concurrent enrollment while beginning classes at Walsh College. Concurrent enrollment allows new students who are enrolled at a transfer institution to complete credits while attending Walsh College. Concurrent enrollment may affect a student's ability to receive financial aid; students are encouraged to contact the Financial Aid office prior to concurrent enrollment. Upon admittance to Walsh College, a student interested in concurrent enrollment is required to meet with an academic advisor to determine

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concurrent enrollment eligibility as well as to sign the Concurrent Enrollment Agreement Form.

Responsibility for adhering to course and time limit requirements as outlined in the concurrent enrollment agreement resides with the student. Approved students are required to follow the plan for taking courses at their transfer institutions as outlined in their signed concurrent enrollment agreement; any deviations from this plan must be approved in advance by the Director of Admissions and Academic Advising.

Students approved to take coursework through concurrent enrollment are fully responsible for meeting all course prerequisites prior to registering for any Walsh College courses. The student is responsible for requesting that official copies of college transcripts documenting proof of successful completion of concurrent enrollment courses be sent to Walsh College. Course(s) determined eligible to be taken as a part of the concurrent enrollment agreement must be completed before the student's final semester prior to graduation at Walsh College. The Records and Registration Office will not complete a graduation audit until all final, official transcripts have been received.

After the first semester of enrollment at Walsh College, the concurrent enrollment option will not be granted. Concurrent enrollment approval will not be extended to current students as a means to replace guest student status. Walsh College reserves the right not to accept courses that were completed at a transfer institution not listed on the Concurrent Enrollment Agreement Form.

Communication Placement Exam Information

All new undergraduate students will be required to take the Communication Placement Exam. Students who take COM 210 at Walsh College will take the placement exam during COM 210. Students who transfer in an equivalent to COM 210 will need to take the placement exam prior to registering for COM 320, Business Communication Methods. Students who pass the placement exam will be eligible to enroll in COM 320. COM 320 is required to be completed within a student's first nine credit hours at Walsh College, so it is highly recommended that students take the placement exam immediately upon being admitted to Walsh College. Failure to do so may result in delaying a student's graduation as COM 320 is a prerequisite to several required courses in the undergraduate programs at Walsh College. Students who do not pass the placement exam will be required to take COM 300, Communication Essentials, a one credit hour course designed to enhance students' writing skills. Students will be eligible to enroll in COM 320 upon successful completion of COM 300 with a grade of P. Students are not charged a fee for the placement exam. The placement exam is administered online and may be taken on any computer that has Internet access. The placement exam may only be taken one time and is not repeatable.

The Communication Placement Exam will assess basic writing skills in three areas:

- Grammar and mechanics
- Style
- Organization and development

Student Learning Outcomes

At the completion of COM 300, students will be able to:

- Compose messages that display organization of thoughts based on a synthesis of credible information;
- Write sentences and paragraphs using correct grammar, spelling and punctuation;
- Develop written messages that display appropriate tone and style for intended audience and;
- Produce brief business documents that are clear, concise, well organized, and properly formatted.

For more information on the placement exam and COM 300 please visit our Web site at www.walshcollege.edu/commplacementexam.

Degree/Program Changes

A student desiring to change his/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 a new Program Plan will be created. All current admissions requirements and policies will apply.

Bachelor's Degree Minors

A student may choose a minor while pursuing a bachelor's degree at Walsh College. A minor is comprised of 18 semester credit hours in a specific discipline (accounting/tax, business information technology, finance, management or marketing). Students must follow all course prerequisites. 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/tax, 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's Degree Minor Declaration Form. A directed study, internship, or practicum will not be counted toward meeting the requirements of a minor.

Double Majors/Dual Undergraduate Degrees

Dual degrees are not available at the undergraduate level, but a student may pursue a double major at Walsh College. All required program core, major, and/or required elective coursework within both majors must be completed prior to graduation. The professional core courses for at least one of the degree programs must be completed if both majors are not within the BBA program.

In the instance that the student is pursuing the Bachelor of Accountancy degree and a major within the BBA or BSBIS

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programs, 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 following degrees/majors cannot be completed as double majors:

- The Bachelor of Business Administration in Accounting Processes and the Bachelor of Accountancy.
- The Bachelor of Business Administration with a major in General Business and any other undergraduate degree or major.
- The Bachelor of Business Administration with a major in Business Information Technology and the Bachelor of Science in Business Information Systems.

Contact the Admissions and Academic Advising office for specific details for individual major requirements.

Non-Degree Undergraduate Coursework

An individual who meets the undergraduate admissions requirements is eligible to take courses at Walsh College as a non-degree undergraduate student. All course prerequisites must be met. An individual interested in taking courses as a non-degree student should complete a Non-Degree application and follow the same procedures as an applicant to a bachelor degree program.

A non-degree student who applies to any Walsh College undergraduate program will be held to all admissions requirements under the catalog year in which the individual applies. Non-degree coursework that is a required or elective course as part of a degree program will be applied and moved to the student's undergraduate transcript. Time limitations for transferability as determined by each academic area may apply.

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Bachelor of Accountancy (BAcct)

The Bachelor of Accountancy degree program at Walsh College consists of a specialized sequence of coursework in accounting, with related business administration topics. The coursework is designed for those interested in entering the accounting profession and interested in CPA licensure. For specific subject/credit hour requirements, contact the Walsh College Admissions and Academic Advising office or view the Michigan State Board of Accounting Web site: www.cis.state.mi.us/bcs/acct/.

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 complete 18 semester credit hours of the 45 semester credit hours taken in residence at Walsh College in

Accounting and Tax. For complete BAcct graduation requirements, refer to page 23.

Bachelor of Accountancy Professional Core

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

ACC 201	Principles of Accounting I
ACC 202	Principles of Accounting II
ACC 310	Managerial Accounting
BIT 305	Business Computing Tools
BIT 335	Business Driven Technology
COM 210	Principles of Business Communications
COM 300*	Communication Essentials
COM 320**	Business Communication Methods
ECN 201	Principles of Economics I
ECN 202	Principles of Economics II
FIN 315	Financial Management
MGT 201	Principles of Management
MGT 303	Behavioral Management
MKT 202	Principles of Marketing
QM 202	Statistical Methods for Business

*COM 300 is required for all students that obtain a score of 1-3 on the Walsh College Communication Placement Exam. The Communication Placement Exam must be completed within the student's first semester of enrollment at Walsh College.

**Students are required to take COM 320 within their first 9 semester credit hours in residence at Walsh College.

Bachelor of Accountancy Program Core

ACC 301	Intermediate Accounting I
ACC 302	Intermediate Accounting II
ACC 303	Financial Accounting Concepts
ACC 406	Accounting Information Systems
ACC 411/511▲	Business Combinations
ACC 412/512▲	Government and Not-for-Profit Accounting
ACC 415/515▲	Auditing (Capstone)
ACC 418/518▲	Accounting Communications
ACC 419/519▲	Advanced Managerial Accounting
BL 301	Business Law I
BL 302	Business Law II
TAX 495/595▲	Tax and Business Taxation I
TAX 496/596▲	Tax and Business Taxation II
TAX 497/597▲	Tax and Business Taxation III

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

Any 300 level BIT course (not already required)

Any 400 level course (not already required), except BBA 420, BL 420, TAX 401 and TAX 435

FIN 310, QM 301

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▲BACct students may elect to replace a maximum of six semester credit hours (two courses) at the graduate level of any 500 level courses listed above 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 allowable electives in the graduate program to be considered for advanced standing. Students must meet course prerequisites.

Bachelor of Business Administration (BBA)

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 six areas: accounting processes, business information technology, finance, general business, management, or marketing. Students must take all required professional core and major courses. Most students transfer equivalent coursework 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.

ACC 201	Principles of Accounting I
ACC 202	Principles of Accounting II
ACC 310	Managerial Accounting
BL 420	The Legal Environment of Business
BIT 305	Business Computing Tools
BIT 335	Business Driven Technology
COM 210	Principles of Business Communications
COM 300*	Communication Essentials
COM 320**	Business Communication Methods
COM 340***	Professional Communication
ECN 201	Principles of Economics I
ECN 202	Principles of Economics II
FIN 310	Financial Markets
FIN 315	Financial Management
MGT 201	Principles of Management
MGT 303	Behavioral Management
MGT 461	Business Strategy and Policy (Capstone)
MKT 202	Principles of Marketing
QM 202	Statistical Methods for Business
QM 301	Statistical Inference for Management Decisions
ELECTIVE	Any 400 level course

Required Elective - Students must choose one 400-level three credit hour elective course in residence from any discipline not already required for their degree and for which the course prerequisites have been met.

*COM 300 is required for all students that obtain a score of 1-3 on the Walsh College Communication Placement Exam. The Communication Placement Exam must be completed within the student's first semester of enrollment at Walsh College.

**Students are required to take COM 320 within their first 9 semester credit hours in residence at Walsh College.

***Students are required to take COM 340 within their first 15 semester credit hours in residence at Walsh College. BBA.ACP student may substitute ACC 418/518 in place of COM 340.

Bachelor of Business Administration Majors

BBA – Accounting Processes (ACP)

The Accounting Processes major is designed to provide a basic business education, a basic exposure to taxation, and a thorough exposure to the preparation of financial statements. The ACP major prepares students for a non-management accounting position in corporate, small business, or non-public accounting. This program is not designed to optimally prepare students for the professional accounting examinations.

Students must complete 15 semester credit hours of the 45 semester credit hours taken in residence at Walsh College in Accounting and Tax. For complete BBA.ACP graduation requirements, refer to page 23.

Required Accounting Processes Major Courses

Complete the following courses:

ACC 301	Intermediate Accounting I
ACC 406	Accounting Information Systems
ACC 419/519▲	Advanced Managerial Accounting
TAX 495/595▲	Tax and Business Taxation I

PLUS at least one course from the following:

ACC 302	Intermediate Accounting II
ACC 303	Financial Accounting Concepts
ACC 411/511▲	Business Combinations
ACC 412/512▲	Government & Not-For-Profit Accounting
ACC 415/515▲	Auditing
TAX 496/596▲	Tax and Business Taxation II
TAX 497/597▲	Tax and Business Taxation III

If needed to meet the 45-hour residency requirement, choose from the following additional electives:

Any 300 level BIT course (not already required)

Any 400 level course (not already required), except TAX 401 and TAX 435

▲Accounting Processes students may elect to replace a maximum of six semester credit hours (two courses) at the graduate level of any 500 level courses listed above, 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 allowable electives in the graduate program to be considered for advanced standing. Students must meet course prerequisites.

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BBA – Business Information Technology (BIT)

The Business Information Technology major is designed to provide a business student with a background in how Information Systems are used by businesses and how they can drive businesses into new markets and pursue new opportunities. Students completing this major will have an understanding of the value of information, how to collect business requirement, and how software systems are developed.

Students must complete 15 semester credit hours of the 45 semester credit hours taken in residence at Walsh College in Business Information Technology. For complete BBA.BIT graduation requirements, refer to page 23.

Required Business Information Technology Major Courses

BIT 404	Business Analysis I
BIT 405	Business Analysis II
BIT 414/514▲	Introduction to Data Analytics
BIT 415/515▲	Data Analytics Techniques
BIT 419	Collaborative Business System Design
BIT 420	Collaborative Business System Development
BIT 430	BIT Undergraduate Capstone

▲*Business Information Technology students may elect to replace a maximum of six semester credit hours (two courses) at the graduate level of any 500 level course listed above in preparation for pursuing a graduate degree at Walsh College. Courses must be required or allowable electives in the graduate program to be considered for advanced standing. Courses must be completed with a “C” (2.000) or better. Students must meet course prerequisites.*

BBA – Finance (FIN)

The Finance major assists the student in developing an appreciation for 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 the student for the fields of credit analysis, commercial lending, brokerage and financial services, financial planning, financial analysis, and financial institution management, as well as other careers in industry and government.

Students must complete 15 semester credit hours of the 45 semester credit hours taken in residence at Walsh College in Economics and Finance. For complete BBA.FIN graduation requirements, refer to page 23.

Students with an Accredited Asset Management Specialist (AAMS) Certification will be granted credit for FIN 403.

Required Finance Major Courses

FIN 403	Investment Management
FIN 406	Financial Statement Analysis
FIN 412	International Economics and Finance
FIN 419	Financial History of the United States
FIN 425	Financial Modeling
Electives	Six semester credit hours (two courses)

Required Electives

Choose two electives from all courses listed below.

FIN 321	Risk Management and Insurance
FIN 401	Personal Finance
FIN 405	Behavioral Finance
FIN 407	Entrepreneurial Finance
FIN 416	The Stock Market
FIN 417	Business and Government
FIN 420	Real Estate Principles
FIN 488	Finance Internship
FIN 489/589▲	Certified Treasury Professional Preparation Course
TAX 435/535▲	Basic Income Tax and Income Tax Planning
TAX 436/536▲	Employee Benefits and Retirement Planning
TAX 437/537▲	The Tools and Techniques of Estate Planning
ECN 522▲	Health Economics
FIN 509▲	Bank and Financial Institution Management
FIN 511▲	Credit Analysis and Commercial Lending
FIN 520▲	Real Estate
FIN 524▲	Health Administration Finance

▲*Finance students may elect to replace a maximum of six semester credit hours (two courses) at the graduate level of any 500 level courses listed above in preparation for pursuing a graduate degree at Walsh College. Courses must be required or an allowable elective in the graduate program in order to be considered for advanced standing. Courses must be completed with a “C” (2.000) or better. Students must meet course prerequisites.*

BBA – General Business (GB)

The General Business major complements 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/her present career by providing a basic business education that may accelerate a promotion.

The BBA - General Business degree consists of the professional core and a minimum of nine semester credit hours (three courses) of 300 – 400-level allowable elective courses (except ACC 300). 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. Student should refer to the Bachelor’s Degree Minors section of the Catalog.

Undergraduate Degree Programs

Students must complete 45 semester credit hours in residence at Walsh College. For complete BBA.GB graduation requirements, refer to page 24.

▲*General Business students may elect to replace a maximum of six semester credit hours (two courses) at the graduate level of any 500 level course listed (see course listings under each BBA major) in preparation for pursuing a graduate degree at Walsh College. Courses must be required or an allowable elective in the graduate program in order to be considered for advanced standing. Courses must be completed with a “C” (2.000) or better. Students must meet course prerequisites.*

BBA – Management (MGT)

The Management major assists 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.

Students must complete 15 semester credit hours of the 45 semester credit hours taken in residence at Walsh College in Management. For complete BBA.MGT graduation requirements, refer to page 24.

Required Management Major Courses

MGT 404	Human Resources Management
MGT 410	Production and Operations Management
MGT 453	Organizational Leadership
MGT 455	Globalization and Diversity
Electives	Nine semester credit hours (three courses)

Required Electives

Choose three electives from all courses listed below.

MGT 405	Management and Labor Relations
MGT 470	Public Administration/ Governmental Management
MGT 471	Small Business Management
MGT 475	International Management
MGT 485	Process Improvement/Benchmarking
MGT 488	Management Internship
MKT	One 300-500 level marketing course not already required in the program
MGT 556▲	Organizational Design
MGT 558▲	Managing Employee Development and Training
MGT 559▲	Managing Total Compensation

▲*Management students may elect to replace a maximum of six semester credit hours (two courses) at the graduate level of any 500 level courses listed above in preparation for pursuing a graduate*

degree at Walsh College. Courses must be required or an allowable elective in the graduate program in order to be considered for advanced standing. Courses must be completed with a “C” (2.000) or better. Students must meet course prerequisites.

BBA – Marketing (MKT)

The Marketing major prepares the student for an entry-level position in one of the various marketing-related fields. Coursework builds around the four P’s of marketing: product, pricing, place of distribution, and promotion. The curriculum exposes the 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.

Students must complete 15 semester credit hours of the 45 semester credit hours taken in residence at Walsh College in Marketing. For complete BBA.MKT graduation requirements, refer to page 24.

Required Marketing Major Courses

MKT 309	Advertising and Promotional Management
MKT 415	Consumer and Buyer Behavior
MKT 435	Marketing Research
MKT 460	Strategic Marketing
Electives	Nine semester credit hours (three courses)

Required Electives

Choose three electives from all courses listed below.

MKT 307	Marketing Management
MKT 425	Sales Management
MKT 445/545▲	e-Marketing Communication
MKT 450	Customer Relationship Management
MKT 453/553▲	Social Media Strategies
MKT 461	Enterprise Sales
MKT 462	Professional Selling
MKT 487	Not-for-Profit Marketing
MKT 488	Marketing Internship
MKT 540▲	Global Marketing
MKT 541▲	Public Relations Strategies
MKT 542▲	Consumer Insights
MKT 560▲	Brand Management
MKT 561▲	Case Studies in Marketing Strategy

▲*Marketing students may elect to replace a maximum of six semester credit hours (two courses) at the graduate level of any 500 level courses listed above in preparation for pursuing a graduate degree at Walsh College. Courses must be required or an allowable elective in the graduate program in order to be considered for advanced standing. Courses must be completed with a “C” (2.000) or better. Students must meet course prerequisites.*

Undergraduate Degree Programs

Bachelor of Science in Business Information Systems (BSBIS)

The BS - Business Information Systems degree assists students in developing an appreciation for how Information Systems support business processes and organizational initiatives. It is designed to provide an exposure to data analytics, business analysis, and collaborative systems. The curriculum prepares students for the fields of IT audit, business analyst, IT support, web development and other IT positions. Students choose from four specializations. The interdisciplinary specialization requires department chair approval.

Students must complete 15 semester credit hours of the 45 semester credit hours taken in residence at Walsh College in Business Information Technology. For complete BSBIS graduation requirements, refer to page 24.

Students with an active CISA, CISM, CISSP, and/or CPP certification(s) will be awarded equivalent credit for BIT 446, 471, 472 and 473. Students with an active SSCP and/or the Security+ certification(s) will be awarded equivalent credit for BIT 446.

Bachelor of Science Professional Core

ACC 201	Principles of Accounting I
ACC 202	Principles of Accounting II
COM 210	Principles of Business Communications
COM 300*	Communication Essentials
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 of Business
QM 301	Statistical Inference for Management Decisions

*COM 300 is required for all students that obtain a score of 1-3 on the Walsh College Communication Placement Exam. The Communication Placement Exam must be completed within the student's first semester of enrollment at Walsh College.

**Students are required to take COM 320 within their first 9 semester credit hours in residence at Walsh College.

***Students are required to take COM 340 within their first 15 semester credit hours in residence at Walsh College.

Bachelor of Science Program Core

BIT 301	Business Information Technology, Theory and Practice
BIT 404	Business Analysis I
BIT 405	Business Analysis II
BIT 411	Web Technologies
BIT 414/514▲	Introduction to Data Analytics
BIT 415/515▲	Data Analytics Techniques
BIT 416/516▲	Business Process and Systems Engineering

BIT 419	Collaborative Business System Design
BIT 420	Collaborative Business System Development
BIT 446/546▲	Information Systems Security

▲Business Information System students may elect to replace a maximum of six semester credit hours (two courses) at the graduate level of any 500 level course listed above in preparation for pursuing a graduate degree at Walsh College. Courses must be required or allowable electives in the graduate program to be considered for advanced standing. Courses must be completed with a "C" (2.000) or better. Students must meet course prerequisites.

BSBIS Specializations

Choose one from below.

Audit

The Audit specialization is for students who want to pursue a career in IT audit. This track adds several accounting courses to the BIS curriculum to give the BIS student the necessary background in accounting.

ACC 301	Intermediate Accounting I
ACC 302	Intermediate Accounting II
ACC 303	Financial Accounting Concepts
BIT 425	IT Auditing

Information Assurance

The Information Assurance specialization is for students who want to pursue a career in information security in the public or private sector. Students completing this specialization will receive a certificate from the National Security Agency stating they have completed the requirements for the Committee on National Security Systems (CNSS) 4011 standard.

Note: Students who transfer in the entire course set will not have a specialization listed on their transcript.

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

Web Development

BIT 451	Principles of Web Design
BIT 452	Fundamentals of Active Web Page Scripting
BIT 453	Advanced Web Technologies
BIT 454	Rich Internet Application Development

Interdisciplinary. (Requires department chair approval) Choose any three courses from the three specializations listed above.

Undergraduate Degree Programs

Bachelor's Degree Graduation Requirements

To graduate with a bachelor's 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 (five years) from the initial date of course enrollment (as designated by the first semester attended on the student's Walsh College transcript). 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 the 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. Honors Fast Track students are required to complete a minimum of 126 semester credit hours toward a bachelor degree.
- Complete 45 semester credit hours toward an undergraduate degree in residence at Walsh College.
- Achieve a cumulative grade point average of 2.000 ("C") or better in residence at Walsh College. Honors Fast Track students must achieve a cumulative grade point average of 3.300 ("B+") or better in residence at Walsh College.
- Complete all communication courses (COM 210, 320, 340 and ACC 418/518) with a grade of "C" (2.000) or better. If COM 300 is required, the course must be completed with a grade of P (Pass).
- BBA students must complete the required BBA Professional Core Required Elective with a grade of "C"(2.000) or better.
- Limited to a maximum of six semester credit hours of directed study, practicum and/or internship coursework except BBA.MGT and BBA.MKT majors who may elect to take a nine credit internship (MGT 488 or MKT 488).
- Limited to a maximum of six semester credit hours of allowable graduate level coursework. See specific courses listed under each degree/major. Honors Fast Track students are limited to a maximum of 12 semester credit hours of allowable graduate level coursework.
- File an official Application for Graduation Form with the Records and Registration office. An appointment with an advisor can be made to review graduation requirements.

Bachelor of Accountancy Graduation Requirements

1. Students must complete all courses in their major (as listed below), to include any approved or required course substitutions, with a grade of "C" (2.000) or better.

ACC 201, 202, 300, 301, 302, 303, 310, 406, 411/511, 412/512, 415/515, 418/518, 419/519, 481, 482, 483, 488, 494

BL 301, 302

TAX 436, 437, 495/595, 496/596, 497/597
2. Students must earn a cumulative grade point average of "C" (2.000) or better in their major.
3. Complete 18 semester credit hours of the 45 hours in residence in Accounting and Tax.

Bachelor of Business Administration Graduation Requirements

NOTE: BBA students must complete the required BBA Professional Core Required Elective with a grade of "C" (2.000) or better

BBA – Accounting Processes (ACP)

1. Students must complete all courses in their major (as listed below), to include any approved or required course substitutions, with a grade of "C" (2.000) or better.

ACC 201, 202, 300, 301, 302, 303, 310, 406, 411/511, 412/512, 415/515, 418/518, 419/519, 481, 482, 483, 488, 494

TAX 436, 437 495/595, 496/596, 497/597
2. Students must earn a cumulative grade point average of "C" (2.000) or better in their major.
3. Complete 15 semester credit hours of the 45 hours in residence in Accounting and Tax.

BBA – Business Information Technology (BIT)

1. Students must complete all courses in their major (as listed below), to include any approved or required course substitutions, with a grade of "C" (2.000) or better.

BIT 305, 335, 404, 405, 414/514, 415/515, 419, 420, 430, 481, 482, 483, 488
2. Students must earn a cumulative grade point average of "C" (2.000) or better in their major.
3. Complete 15 semester credit hours of the 45 hours in residence in Business Information Technology.

Undergraduate Degree Program

BBA – Finance (FIN)

1. Students must complete all courses in their major (as listed below), to include any approved or required course substitutions, with a grade of “C” (2.000) or better.

ECN 201, 202, 522

FIN 310, 315, 321, 401, 403, 405, 406, 407, 412, 416, 417, 419, 420, 425, 481, 482, 483, 488, 489/589, 509, 511, 520, 524

TAX 435/535, 436/435, 437/537

2. Students must earn a cumulative grade point average of “C” (2.000) or better in their major.
3. Complete 15 semester credit hours of the 45 hours in residence in Economics and Finance coursework.

BBA – General Business (GB)

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

BBA – Management (MGT)

1. Students must complete all courses in their major (as listed below), to include any approved or required course substitutions, with a grade of “C” (2.000) or better.

MGT 201, 303, 404, 405, 410, 453, 455, 461, 470, 471, 475, 481, 482, 483, 485, 488, 556, 558, 559

MKT 202 and any 300-500 level MKT course

2. Students must earn a cumulative grade point average of “C” (2.000) or better in their major.
3. Complete 15 semester credit hours of the 45 hours in residence in Management coursework.

BBA – Marketing (MKT)

1. Students must complete all courses in their major (as listed below), to include any approved or required course substitutions, with a grade of “C” (2.000) or better.

MKT 202, 307, 309, 415, 425, 435, 445/545, 450, 453/553, 460, 461, 462, 481, 482, 483, 487, 488, 540, 541, 542, 560, 561

2. Students must earn a cumulative grade point average of “C” (2.000) or better in their major.
3. Complete 15 semester credit hours of the 45 hours in residence in Marketing coursework.

Bachelor of Science in Business Information Systems Graduation Requirements

1. Students must complete all courses in their major (as listed below), to include any approved or required course substitutions, with a grade of “C” (2.000) or better.

ACC 301, 302, 303

BIT 301, 404, 405, 411, 414/514, 415/515, 416/516, 419, 420, 425, 446/546, 451, 452, 453, 454, 471/571, 472/572, 473/573, 481, 482, 483, 488

2. Students must earn a cumulative grade point average of “C” (2.000) or better in their major.
3. Complete 15 semester credit hours of the 45 hours in residence in Business Information Technology coursework.

Graduate Degree Programs

This section of the 2013-2014 Catalog provides details on Walsh College graduate degree programs, admissions requirements and procedures, required and elective courses, and graduation requirements. The College's graduate programs include:

Master of Business Administration (MBA)

Dual Master of Business Administration and Master of Science in Finance (MBA/MSF)

Master of Management (MM)

Master of Science in Accountancy (MAC)

Master of Science in Finance (MSF)

Master of Science in Information Assurance (MSIA)

Master of Science in Information Systems (MSIS)

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 College, students can seek academic advising through the Admissions and Academic Advising office and/or career counseling through the Career Services office.
- All graduate degree programs, including the Dual MBA/MSF degree program, must be completed within 60 consecutive calendar months (five years) from the first semester of enrollment at Walsh College, as designated by the first semester attended on the student's Walsh College transcript. If a student changes his/her degree program, the student has 60 consecutive calendar months (five years) in which to complete the new major or degree program starting with the semester in which the program change occurred. Extensions to this time requirement will only be granted upon review of the request by the Director of Admissions and Academic Advising or designee in conjunction with the academic department chair. Students may be required to complete additional coursework and/or update to the current catalog year and degree/program requirements.
- Each graduate degree program, except the Master of Management, has required foundation coursework which will be used to establish currency in coursework that may be out of date, and/or to establish the necessary background and skills needed for success in the graduate program. All foundation coursework must be completed with a grade of "C" (2.000) or better.
- Once enrolled at Walsh College in a graduate degree program, academic coursework completed at a different institution may

not be used for credit at Walsh College.

- Students on an academic program may choose allowable electives and specializations for the same academic program that are offered in future Catalog years. Students are not required to update to the future academic degree program/catalog year to enroll in the new elective or specialization courses. Specializations are not available for the Dual MBA/MSF degree.
- A graduate student will not be awarded a certificate for courses completed as part of his/her degree requirement.
- Students are expected to be proficient in current computer software applications for word processing.

Admission to Walsh College Graduate Programs

Admissions Procedures

To apply to any Walsh College graduate degree program, an admissions application must be submitted along with a nonrefundable application fee. Former Walsh College students are required to submit an admissions application, but are not required to pay a second admissions application fee. Applications can be submitted at any Walsh College campus or online by visiting the College Web site at www.walshcollege.edu.

Admissions applications will be accepted until the last day to register for classes for the semester in which the applicant wishes to enroll. An applicant's admissions status will be determined upon receipt of all required documents. Every attempt will be made to process the application in time for admitted students to enroll in their intended semester. To facilitate the admissions process, applicants are encouraged to submit student or unofficial copies of transcripts from all colleges attended, along with the admissions application. Admitted students can begin their studies at the start of any academic semester.

Full admission to the College will be granted only upon receipt of all official transcripts and required documentation. An individual may be admitted on a contingent basis upon review of unofficial transcripts. A student's admission status will remain contingent until receipt of all final, official transcripts and fulfillment of minimum admission grade point average requirements. Students admitted contingently will be allowed to register for their first semester. All final, official transcripts must be received before a student will be permitted to register for their second semester at Walsh College. It is the responsibility of the applicant to contact all colleges/universities currently and previously attended and request that official transcripts be sent directly to Walsh College. Copies of transcripts hand-delivered by students are not considered official. Indebtedness or transcript holds at another institution may prevent processing of the admissions application and/or 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.

Graduate Degree Programs

After receiving the applicant's official transcript(s), 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 exclusion, waivers, or advanced standing awarded, and may affect eligibility for admission or change an applicant's 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 can 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.

Applicants to graduate programs may enroll in any semester within the 12 consecutive calendar months following admission to Walsh College. If an applicant does not enroll and complete at least one course within 12 consecutive calendar months following admission, he/she must reapply for admission. Students who are required to reapply for admission will be required to meet the admissions and program requirements of the catalog year in which they reapply. If the applicant does not reapply for admission within 36 calendar months after admission to the College, his/her application, official transcripts, and all related documentation may be destroyed. Applicants who reapply to the College will be required to resubmit all pertinent transcripts and documents to Walsh College.

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

Individuals 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:

- TOEFL score of 79-80, or 550 written; or
- MELAB score of 80; or
- MTELP score of 80; or
- IELTS score of 6.5 (<http://www.ielts.org>); or
- Successful completion of Level 112 from ELS Language Centers; or
- Successful completion of an English Composition course from an accredited English speaking institution; or
- Completion of a college degree from an accredited English speaking institution.

An official document of these test scores must be sent to Walsh College for consideration in processing the admissions application. The TOEFL & IELTS scores are valid for two years; the MTELP/MELAB scores 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 reexamination or further English language studies at a qualified institution for any non-native speaker of English.

Graduate Programs with Additional Admissions Requirements

MAC applicants whose prior accounting coursework is more than five years old will be required to complete foundation coursework. MAC applicants who have not successfully completed specific accounting courses in residence at Walsh College and have completed equivalent accounting coursework within five years will be required to meet one of the following for appropriate course placement in the MAC program:

- Successful completion of Walsh College accounting department assessment exam to determine accounting course placement.
- Documentation of successful completion of the CPA exam.
- Documentation of successful completion of the GMAT with a minimum score of 500.

Documentation of successful completion of the CPA exam must be sent directly to the Walsh College Admissions and Academic Advising office. The GMAT must have been completed within five years prior to applying to the MAC 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.

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
(MCITP, MCSA, MCSE, MCTS)
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.
- Successful completion of BIT 501, Information Systems Methodology; BIT 502, Program Design and Development and

Graduate Degree Programs

BIT 525, Fundamentals of Networks and Telecommunications, with grades of “C” (2.000) or better.

MST applicants must have completed one course in financial accounting.

Provisional Status

Individuals with a cumulative grade point average lower than 2.750 – but not below 2.000 – may be considered for provisional acceptance 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 prior business courses.

Upon evaluation, these factors may result in provisional acceptance to a graduate degree program at the College.

Provisional acceptance requires a mandatory appointment with an academic advisor prior to registering for any courses. The academic advisor will outline the requirements of provisional acceptance as well as require the student to sign a Provisional Acceptance Form.

Students admitted on a provisional basis to the MBA, MM, MSF, MSIA, MSIS, or Dual MBA/MSF programs must achieve a minimum cumulative grade point average of 3.000 in the first two graduate courses taken within their degree program in order for the provisional status to be removed. Students admitted on a provisional basis to the MAC or MST programs must complete their first two graduate courses taken within their degree program with a grade of “C” (2.000) or better in order for the provisional status to be removed.

Failure to meet the requirements of the provisional status will result in dismissal which prohibits the student from enrolling in any further courses at Walsh College for a period of one year. After a period of one year, provisionally dismissed students may be eligible to reapply to a Walsh College graduate degree program. Upon readmission, all admissions policies in effect at that time will be applied toward a student’s application and evaluation process. A second provisional dismissal is considered final, and the student will not be eligible for readmission to Walsh College.

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.

Walsh College follows the American Council on Education (ACE) recommended guidelines and scores to award academic credit for approved Advanced Placement (AP), College Level Examination Placement (CLEP), and DANTES/DSST exams. Approved academic credit will be transferred to Walsh College as general credit. Walsh College may determine possible equivalency to required coursework through ACE recommendations, accredited community college acceptance of credit, and/or academic department chair review.

Walsh College will grant academic credit for military experience based on ACE recommended guidelines and requirements. ACE recommended academic credit for military credit is listed on an official ARTS (Army/American Council on Education Registry Transcript), SMART (Sailor/Marine American Council on Education Registry Transcript), CCAF (Community College of the Air Force), or CGI (Coast Guard Institute) transcript. Unofficial copies of transcripts may be submitted for the initial admissions evaluation process with official transcripts required for full admission as noted in the Admissions to Walsh College sections of the catalog. Academic credit may also be accepted for military experience/credit listed on an accredited community college transcript as outlined by the community college. Approved academic credit for military experience transferred to Walsh College may be evaluated for equivalency of credit for required course work. Equivalency of credit for required coursework will be determined based on ACE recommendations, accredited community college acceptance of credit, and/or Walsh College academic department chair review. 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 College transcript) for 12 consecutive calendar months, the student/applicant must apply for readmission through the Admissions and Academic Advising office. At the time of readmission, all coursework will be evaluated based on current admissions requirements; required coursework 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 to which they are readmitted, and will be directed to their Program Plan detailing their degree requirements. Students who are granted credit for courses previously taken 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 coursework with a grade below “C” (2.000) will not be counted toward the current degree program.

Graduate Degree Programs

Veteran students who were deployed and reapply for admission may petition to be readmitted under the same academic program and graduation criteria in effect at the time of deployment. A copy of the student's deployment paperwork and length of stay will be required as part of the readmission process. Students in this situation should contact a Veterans Certifying Official or an academic advisor to provide the deployment paperwork so that their academic file may be updated. Upon return from duty, it is highly recommended that the veteran review the current and former programs with an academic advisor to see which program best benefits the student. If the veteran opts to move to the newest program, all admission and catalog policies of the newest catalog will apply and the student may not switch back.

Graduate students who are readmitted to another graduate degree may be eligible to have their former grades excluded from their grade point average under certain limited conditions. See the section entitled "Clean Slate Policy" or contact an academic advisor in the Admissions and Academic Advising office for details.

Students who were placed on academic probation or academically dismissed must meet with an academic 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.

Clean Slate Policy

Graduate students who have not attended Walsh College for at least one year (12 consecutive months) and are reapplying for admission to a graduate degree program other than the degree program he/she was pursuing when they last attended Walsh College, may request a one-time review of their previous academic coursework for exclusion from the grade point average (GPA) calculation under their new program. Courses chosen to be excluded from GPA calculation will include all attempts of the course. Under this policy, all courses, grades, and academic standing notations will still appear on the student's academic transcript, but the student's cumulative GPA for the new program will only include previous course work required or used as electives under the new program. Students are required to sign a Clean Slate Policy Form and a notation that the Clean Slate Policy has been invoked will appear on the student's transcript. After invoking the Clean Slate Policy, the student's transcript will not be updated until the student registers under the new program.

This option allows courses and grades from the student's previous graduate degree or academic program to be excluded from their new degree or program with the following stipulations:

Previously completed courses will not be excluded from cumulative grade point average (CUM GPA) calculations for the new academic program if the course meets one of the following criteria:

- Any course, including those that are dual listed, and all attempts of that course, that is a required course in the student's new degree program;
- Any course, including all attempts of that course, that the

student has chosen 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.

Course(s) selected 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, grades earned and academic standing notations remain on the student's transcript even though some courses/grades under the provisions of this policy may not be counted toward the new degree/program or grade point average.

After having taken advantage of the Clean Slate Policy, should the student reapply to another degree or certificate program, all courses attempted and grades received as part of the Clean Slate Policy will be used to re-compute the student's cumulative grade point average for admission evaluation purposes. A student who invoked the Clean Slate Policy, but does not attend Walsh College within one year or was dismissed, will have all previously excluded courses and grades re-entered into the student's cumulative GPA.

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 required prerequisite coursework. The student will be placed on the most current program of study and a new academic Program Plan will be created. All current admissions requirements and policies will apply. Students pursuing the Dual MBA/MSF degree that desire to change their graduate program to the MBA or MSF degree will be re-evaluated for the current program in effect at that time and will be required to meet all admission and graduation requirements. If a student wishes to change his/her status from graduate degree seeking to non-degree or any other status, he/she must contact the Admissions and Academic Advising office to apply for the new status.

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. Consideration of prior graduate academic coursework that has been successfully completed at Walsh College will be reviewed as outlined in sections entitled Advanced Standing Credit, Course Waivers and Exclusions. Specific Dual MBA/MSF policies apply. Walsh College Master of Science in Management graduates cannot pursue the Master of Management as a second degree.

Graduate Degree Programs

Advanced Standing Credit

Students may receive advanced standing credit for graduate-level coursework that is directly equivalent to a required and/or elective course in their specific Walsh College degree program. If a student is awarded advanced standing credit, the semester credit hours are applied toward the appropriate degree program.

The MAC, MSIA, MST and Dual MBA/MSF degrees allow for a maximum of 12 semester credit hours of advanced standing credit for graduate coursework.

The MBA allows for a maximum of 12 semester credit hours of advanced standing, except for students who have already completed a MSF from Walsh College within 5 years, who are allowed a maximum of 27 semester credit hours.

The MSF allows for a maximum of 12 credit hours of advanced standing, except for students who have already completed a MBA from Walsh College within 5 years, who are allowed a maximum of 24 semester credit hours.

The MSIS degree allows for a maximum of 15 semester credit hours of advanced standing credit to be granted for certifications approved through the Extra Institutional Credit policy.

The MM degree allows for a maximum of nine semester credit hours of advanced standing credit for graduate coursework.

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 or exclusion, if time limits and equivalencies are met. Approved courses taken at the graduate level while an undergraduate student may not exceed six semester credit hours of advanced standing toward the graduate program with the exception of the Honors Fast Track program.

Advanced standing credit awarded for a “course set” can be used to fulfill elective requirements but cannot be used to obtain a specialization.

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

- The course must be equivalent to a course offered as a part of a Walsh College graduate degree program.
- The graduate transfer course 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, or Western or have been approved through the Extra Institutional Credit policy. Graduate courses completed in residence at Walsh College must be completed with a grade of “C” (2.000) or better to be considered for advance standing.
- The course must have been completed within the 60 calendar months (five years) preceding the date of initial admission. Graduate courses taken within ten years preceding the date of initial admission in residence at Walsh College may be evaluated for advanced standing.

Students can contact the Walsh College Admissions and Academic Advising office for additional information.

Course Waivers

An applicant may be eligible to receive waivers for required and/or elective coursework 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 may be awarded for coursework that is determined to be equivalent to courses required in the graduate degree program. Courses must have been completed at Walsh College or at 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 coursework must be equivalent to a course offered as part of a Walsh College graduate degree program.
- The coursework 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 or one of the following regional associations: Middle States, New England, Northwest, Southern, or Western.
- The coursework must have been completed within 60 calendar months preceding the date of initial admission. Graduate courses taken within ten years preceding the date of initial admission in residence at Walsh College may be evaluated for a waiver.

Exclusions

An applicant may be eligible to be excluded from foundation or prerequisite courses within the graduate program. Exclusions may be given when the student has taken an equivalent course (including undergraduate coursework) at Walsh College or at a transfer institution. Excluded foundation courses do not have to be replaced by another course in the student’s graduate degree program.

Non-Degree Graduate Coursework

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 complete a non-degree application and follow the same procedures as an applicant to a graduate degree program.

A non-degree student who applies to any Walsh College graduate degree program will be held to all admissions requirements under the catalog year in which the individual applies. Non-degree coursework that is a required or elective course as part of a degree program will be applied and moved to the student’s graduate

Graduate Degree Programs

transcript, including all dual listed courses and all attempts of that course. Time limitations for transferability as determined by each academic area may apply.

Dual Graduate Degrees

Walsh College offers the Dual MBA/MSF degree program for students interested in pursuing both a MBA and MSF degree simultaneously. The Dual MBA/MSF degree is the only degree program allowing two graduate degrees to be completed simultaneously. Students must complete all courses required as outlined in the Dual MBA/MSF degree requirements to be awarded both academic degrees. Students choosing to complete only one degree program will be required to pursue an academic program change. The student will be placed on the most current program of study and issued a new academic program sheet. All current admissions requirements and policies will apply.

Graduate Degree Programs

Master of Business Administration (MBA)

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 College 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 MBA program consists of 13-19 courses for 39-57 credits.

The Walsh College MBA program consists of six foundation courses that can be taken at Walsh College or excluded, depending on a student's prior education. The program core consists of nine courses and a four-course elective requirement in which a student can focus on a specialization. Students may instead pursue the Dual MBA/MSF degree (see program requirements on page 37).

The MBA degree requires a minimum of 27 semester credit hours of core and elective credits in residence at Walsh College.

Students with any of the following certificates or licensures may be granted advanced standing or exclusions for:

- Students with a CIA, CFA, CFM, CMA, and/or CPA licensure(s) will not be required to complete ACC 500.
- Students with a CFA, CFM, CMA, and/or CPA licensure(s) will be granted advanced standing credit for ACC 505.
- Students that have an active PHR certification will be granted advanced standing credit for MGT 555.

- Students with a PFP or CFP licensure will be granted advanced standing credit for FIN 502, 525, 580 and TAX 535.
- Various information technology certifications allow for advanced standing for courses above – see MSIA and MSIS sections.

MBA Foundation Courses

ACC	508*	Introduction to Accounting
BL	556	Legal Issues in Management
ECN	503	Survey of Economics
MGT	555	Global Human Resources Management
MGT	565	Operations Management
QM	503	Inferential Statistics for Business Decision Making

* Students wishing to take higher-level Accounting courses as electives must complete ACC 500.

MBA Core Courses

ACC	505	Managerial Accounting
ECN	523	Global Economics
FIN	506	Financial Statement Analysis
FIN	510	Financial Management
MGT	501	Management, Organizational Learning and Change
MGT	530	Ethics in a 21st Century Complex World
MGT	670	Strategic Management Concepts Capstone
MKT	550	Managing the Marketing Function
QM	515	Quantitative Methods

MBA Specializations/Electives

Students may, but are not required to, focus their elective courses in a specialization. To earn a specialization, a student must complete four of the required courses listed for each specific discipline below. Students that do not wish to complete a specialization may choose any 500 level course listed within the disciplines below. All course pre-requisites must be followed. In some cases, this may result in the completion of more than four electives.

Advanced standing credit awarded for a “course set” can be used to fulfill elective and specialization requirements but 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. A student may elect to obtain a second specialization with a minimum of nine additional semester credit hours. A student who is pursuing a second graduate degree at Walsh College will not be awarded a specialization that was previously completed in the first degree.

Electives can be chosen from any 500-level course in the listed disciplines (except specific courses 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 and 505)

Business Information Technology – Any 500 level BIT course

Graduate Degree Programs

Economics – 500 level economics course (except ECN 503,523)

Finance – any 500-level finance course (except FIN 506, 510, FIN 579)

Health Services Administration – ECN 522, FIN 524, MGT 569, MGT 574

Human Resources Management – MGT 556, 557, 558, and 559

Information Assurance – BIT 546, 571, 572 and 573 or consult MSIA program director for specific IA courses

International Business – IB 514, IB 535, and any two 500 level IB courses

Management – Any 500 level courses in MGT not already required (except MGT 501, 530, 533, 565)

*Please see dept chair for an individual MGT specialization

Marketing – any 500 level MKT course (except MKT 550)

Project Management – BIT 561, 562, 563, and 564

Strategic Leadership – Any 500 level SL course

Taxation – Students must consult with the MST program director for TAX electives

Master of Management (MM)

The Master of Management degree (MM) is designed for those interested in learning about generic concepts of managing an enterprise that can apply to both for-profit and not-for-profit organizations. The degree is intended for students who desire a graduate degree that will provide them with a generalist point of view in managing organizational resources and will also provide them the opportunity to select a management specialization of study.

The MM program consists of 11 courses for 33 credits.

The MM degree requires a minimum of 24 semester credit hours in core and elective credits in residence at Walsh College.

MM Core Courses

BIT	561	Fundamentals of Project Management
BIT	580	Secure Management
COM	520*	Management Communication
FIN	579	Finance for Non-Financial Managers
MGT	501	Management, Organizational Learning and Change
MGT	555	Global Human Resources Management
MGT	590	Strategic Management
MKT	550	Managing the Marketing Function

* MM students are required to take COM 520 within their first 9 semester credit hours in residence at Walsh College.

MM Electives/Specialization Courses

Students may, but are not required to focus their elective courses in a specialization. To earn a specialization, a student must complete three of the required courses listed for each specific specialization below. Students that do not wish to

complete a specialization may choose any 500-level courses (except ACC 576, ACC 577, ACC 578 and ACC 580) not already required in their degree program. All course pre-requisites must be followed.

Advanced standing credit awarded for a “course set” can be used to fulfill elective and specialization requirements but 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. A student may elect to obtain a second specialization with a minimum of nine additional semester credit hours. A student who is pursuing a second graduate degree at Walsh College will not be awarded a specialization that was previously completed in the first degree.

Health Services Administration (Choose three)

ECN	522	Health Economics
FIN	524	Health Administration Finance
MGT	569	Health Care Policy, Law and Ethical Issues
MGT	574	Quality Assurance for Health Services

Human Resources Management

MGT	556	Organizational Design
MGT	557	Labor Relations
MGT	558	Managing Employee Development and Training

International Business

IB	514	Foundations of International Business
IB	535	International Management

Any one 500 level IB course

Marketing

MKT	551	Consumer Behavior
MKT	553	Social Media Strategies
MKT	560	Brand Management

Project Management

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

Strategic Leadership

SL	500	Principles of Individual Leadership
SL	510	Principles of Team Leadership
SL	520	Principles of Organizational Leadership

Graduate Degree Programs

Master of Science in Accountancy (MAC)

The Walsh College Master of Science in Accountancy (MAC) is designed to prepare students for a career in public, corporate, or private accounting. The MAC is designed in two tracks to accommodate both students with significant accounting courses or holding an undergraduate degree in accounting, and students with few or no undergraduate accounting courses or degree. Students may be excluded from foundation and waived from some of the core courses depending on prior coursework. Students who have completed accounting courses outside of Walsh College may be required to take an assessment exam in order to determine appropriate placement in the MAC program. Core courses that are waived will need to be replaced with additional electives. MAC students may elect to earn a specialization in Taxation by completing three elective courses in tax.

The MAC program consists of 12-15 courses for 36-45 credits.

The MAC degree requires a minimum of 24 semester credit hours in core and elective credits in residence at Walsh College.

MAC Foundation Courses

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

MAC Core Courses

ACC 503	Financial Accounting Concepts
ACC 506	Accounting Information Systems
ACC 511	Business Combinations
ACC 512	Government and Not-for-Profit Accounting
ACC 515	Auditing
ACC 518	Accounting Communications
ACC 519	Advanced Managerial Accounting
ACC 520	International Accounting
TAX 595	Tax and Business Taxation I
TAX 596	Tax and Business Taxation II

MAC Electives

And choose two from the following:

ACC 550	Advanced Auditing
ACC 574	Industry Accounting and Auditing
ACC 576	Business Ethics for Accountants
ACC 577	Payroll and Employee Benefits
ACC 578	Accounting for Income Taxes
ACC 580	Executive Compensation-Accounting & Tax Issues
TAX 597	Tax and Business Taxation III
TAX 598	Tax Return Seminar

MAC Additional Elective Courses (if needed)

Choose from any 500-level graduate course(s), except ACC 505, TAX 593 and TAX 535.

Students must follow all course prerequisites. Students who elect

to earn a specialization in Taxation are required to complete TAX 501 plus two additional 500-level TAX courses not already required in the program.

MAC Program for Accounting Graduates

10 courses for 30 credits

The MAC degree for accounting graduates requires a minimum of 15 semester credit hours of foundation and elective credits in residence at Walsh College.

MAC Foundation Courses

Choose 15 semester credit hours:

ACC 500	Financial Accounting
ACC 501	Intermediate Accounting I
ACC 502	Intermediate Accounting II
ACC 503	Financial Accounting Concepts
ACC 511	Business Combinations
ACC 512	Government and Not-for-Profit Accounting
ACC 515	Auditing
ACC 518	Accounting Communications
ACC 520	International Accounting
ACC 550	Advanced Auditing
ACC 576	Business Ethics for Accountants
ACC 577	Payroll Accounting
ACC 578	Accounting for Income Taxes
ACC 580	Executive Compensation – Accounting and Tax Issues

MAC Specializations

Must choose one of the specializations listed below.

Advanced standing credit awarded for a “course set” can be used to fulfill elective and specialization requirements but 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. A student may elect to obtain a second specialization with a minimum of nine additional semester credit hours. A student who is pursuing a second graduate degree at Walsh College will not be awarded a specialization that was previously completed in the first degree.

Choose 15 semester credit hours:

Finance

FIN 506	Financial Statement Analysis
FIN 510	Financial Management
FIN 515	Financial Markets and Institutions
FIN 521	Investments

Elective

Choose from one of the following:

FIN 502, FIN 504, FIN 551, FIN 587, FIN 589, FIN 590

Graduate Degree Programs

Taxation

TAX 501	Role of Legal Authorities
TAX 507	Tax Accounting
TAX 540	Tax Practice and Procedure
TAX 545	Tax Ethics, Tax Penalties, and the Law of Tax Return Preparation
TAX 595	Tax and Business Taxation I
TAX 596	Tax and Business Taxation II
TAX 597	Tax and Business Taxation III
TAX 598	Tax Return Seminar
TAX 599	Introduction to Tax Research

Master of Science in Finance (MSF)

The Walsh College Master of Science in Finance (MSF) program offers graduate education in all aspects of finance. It offers a blend of accounting, economics, and finance. 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. Some elective courses may require prerequisites that are not included in the degree program. Students may instead pursue the Dual MBA/MSF degree (see program requirements on page 37).

The MSF consists of 12 to 15 courses totaling 36 to 45 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.

The MSF degree requires a minimum of 24 semester credit hours of core and elective credits in residence at Walsh College.

Students with any of the following certificates and/or licensures may be granted advanced standing or exclusions for:

- Students with a CIA, CFA, CFM, CMA, and/or CPA licensure(s) will not be required to complete ACC 500.
- Students with a CFA, CFM, CMA, and/or CPA licensure(s) will be granted advanced standing credit for ACC 505.
- Students with a PFP or CFP licensure will be granted advanced standing credit for FIN 502, 525, 580 and TAX 535.

MSF Foundation Courses

ACC 508	Introduction to Financial Accounting
ECN 503	Survey of Economics
QM 503	Inferential Statistics for Business Decision Making

MSF Core Courses

FIN 506	Financial Statement Analysis
FIN 510*	Financial Management
FIN 515	Financial Markets and Institutions
FIN 521	Investments

FIN 550	Case Studies in Corporate Finance
QM 515	Quantitative Methods

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

MSF Electives/Specializations

All students must complete a minimum of six (6) additional courses, to include at least two ECN or FIN elective courses. Students may choose to complete one of the specializations below plus two additional allowable MSF elective courses, or simply take any six of the allowable MSF electives listed below (including two ECN or FIN electives). Students must meet course prerequisites.

Advanced standing credit awarded for a "course set" can be used to fulfill elective and specialization requirements but 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. A student may elect to obtain a second specialization with a minimum of nine additional semester credit hours. A student who is pursuing a second graduate degree at Walsh College will not be awarded a specialization that was previously completed in the first degree.

MSF Specializations

Corporate Finance Specialization

This specialization is designed for students interested in a career in corporate financial management and consulting. Coursework provides an opportunity to learn the advanced skills necessary for performing financially-oriented analytical and managerial functions within the corporate environment. Note: The corporate finance specialization is also intended for students interested in preparing for the Certified Management Accountant (CMA) and Certified Treasury Professional (CTP) certification exams.

Corporate Finance

ACC 505	Managerial Accounting
FIN 504	Financial Theory and Practice
and two from the following:	
FIN 512	International Finance
FIN 587	Business Valuation
FIN 589	Certified Treasury Professional Preparation Course
FIN 590	Mergers and Acquisitions

Economics Specialization

This specialization enables a student to acquire graduate level skills in utilizing economic principles as a basis for financial decision making. A variety of applied economics courses, including global economics, monetary and fiscal policy, and economic seminars, are available for students selecting this specialization.

Graduate Degree Programs

Economics

ECN	522	Health Economics
ECN	523	Global Economics
ECN	527	Managerial Economics
ECN	575	Public Finance
ECN	580	Monetary and Fiscal Policy Seminar
ECN	586	Seminar in Economics

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.

Financial Services

Choose any four from the following:

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	589	Certified Treasury Professional Preparation Course

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 the Certified Financial Planner® certification exam. See section entitled Certificate Programs for course listings and Certified Financial Planner® Certification Exam Requirements.

Choose any four from the following:

FIN	502	Theory of Financial Planning
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

MSF Electives

MSF students must complete six courses from the specializations listed above, and/or from the following electives. All course prerequisites must be followed.

ACC 501, 502, 503, 505, 506

Any 500-level ECN or FIN course

TAX 535, 536, 537, 595, 596, 597

Master of Science in Information Assurance (MSIA)

The Walsh College Master of Science in Information Assurance (MSIA) degree program 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 compliance, governance and audit specialization to 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.

The MSIA program consists of 12 to 17 courses, depending on a student's prior education. Students complete five foundation courses (may be taken at Walsh College or excluded, depending on a student's prior education, certifications and/or experience); eight core courses; and a four-course specialization.

The MSIA degree requires a minimum of 24 semester credit hours in core and elective credits in residence at Walsh College.

Further information about CISSP exam requirements can be found at www.isc2.org.

Students with any of the following certificates or licensures may be granted advanced standing or exclusions for:

- Students that have an active CGEIT, CISM, CISSP, and/or CPP certification(s) will not be required to complete BIT 546 and BIT 571-BIT 574.
- Students that have an active CISA certification will not be required to complete BIT 546 and BIT 571-BIT 574 and will also receive advanced standing credit for IA 561, IA 562, IA 563 and IA 564.
- Students that have an active SSCP certification will not be required to complete BIT 546, 572, and 573.
- Students that have an active Security+ certification will not be required to complete BIT 546.
- Students that have the NDU IA 4011 certificate will be awarded advanced standing credit for IA 510, 520, and 540.
- Students that have the NDU IA 4011 and 4012 certificates will be awarded advanced standing credit for IA 500, 510, 520, and 540.
- Students that have the NDU CISO certificate will be awarded advanced standing credit for IA 570, BIT 561, MGT 501, and BIT 540.
- Students that have the CFE certification will be awarded advanced standing credit for IA 551, IA 552, IA 553 and IA 554.

Graduate Degree Programs

- Students that have the CISM certification will be awarded advanced standing credit for BIT 540, BIT 561, IA 570, and MGT 501.

MSIA Foundation Courses

BIT	546	Information Systems Security
BIT	571	Building an Information Protection Program
BIT	572	Information Security Safeguards
BIT	573	Information Systems Threat Assessment
BIT	574	Cryptography

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

MSIA Specialization Courses

Advanced standing credit awarded for a “course set” can be used to fulfill elective and specialization requirements but 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. A student who is pursuing a second graduate degree at Walsh College will not be awarded a specialization that was previously completed in the first degree.

Choose one specialization from:

Chief Information Security Officer (CISO)

BIT	561	Fundamentals of Project Management
IA	570	CISO Skills
MGT	501	Management, Organizational Learning and Change
BIT	540	IT Management, Governance, Compliance or BIT 580 Secure Management

Compliance, Governance and Audit

IA	561	Introduction to Developing an Audit and Governance Plan
IA	562	Compliance Audit and Tools
IA	563	Using Risk Assessment & Informatics for Effective IT Audit
IA	564	Practicum – Conducting an IT Audit

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 Information Systems (MSIS)

The Walsh College Master of Science in Information Systems (MSIS) degree is designed for the business professional responsible 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 MSIS: 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. Elective courses can be chosen from the list below. Some elective courses may require prerequisites that are not included in the degree program.

Advanced standing credit awarded for a “course set” can be used to fulfill elective and specialization requirements but 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. A student may elect to obtain a second specialization with a minimum of nine additional semester credit hours. A student who is pursuing a second graduate degree at Walsh College will not be awarded a specialization that was previously completed in the first degree.

Students with any of the following certificates and licensures may be granted advanced standing or exclusions for:

- Students that have an active CGEIT, CISA, CISM, CISSP, and/or CPP certification(s) will be awarded advanced standing credit for BIT 546 and 571-574.
- Students that have an active SSCP certification will be awarded advanced standing credit for BIT 546, 572, and 573.
- Students that have an active Security+ certification will be awarded advanced standing credit for BIT 546.
- Students that have an active PMP certification will be awarded advanced standing credit for BIT 561-564.

The MSIS consists of 12 to 14 courses for a total of 36 to 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.

The MSIS degree requires a minimum of 21-24 semester credit hours in core and elective credits in residence at Walsh College.

MSIS Foundation Courses

BIT	501	Information Systems Methodology
BIT	502	Program Design and Development

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MSIS Core Courses

BIT	511*	Business Information Technology Trends and Issues
BIT	514	Introduction to Data Analytics
BIT	515	Data Analytics Techniques
BIT	516	Business Process and Systems Engineering
BIT	525	Fundamentals of Networks & Telecommunications
BIT	540	IT Management, Governance, Compliance
BIT	546	Information Systems Security
BIT	599	Capstone Project

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

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:

- Research the latest security techniques and apply them to an organizational setting
- Develop expertise in security technology and process controls
- Develop and apply skills and leadership behaviors for developing an information security program within various computing environments
- Design, implement, and evaluate security controls and countermeasures
- Apply the principles of law, policy, and ethics
- Plan, organize, and effectively manage and focus administrative, personnel, physical, and technical resources of organizations to mitigate and measure risks for different computing infrastructures
- Evaluate and diagnose security risk and risk-mitigating strategies
- Plan, develop, and implement sound and appropriate policies and procedures
- Apply effective principles of audit controls for successful information technology governance
- Prepare to take the Certified Information Systems Security Professional (CISSP) exam

Information Assurance Courses

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

Project Management Specialization

This 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 Project Management Professional (PMP) certification exam. Further information about PMP certification requirements can be found at www.pmi.org. Individuals who hold a certificate in project management through the Project Management Institute may be eligible to receive 12 credit hours in advanced standing toward the MSIS degree.

Project Management 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

MSIS Electives

Students who are not choosing a specialization must complete 12 credit hours from the following courses. In addition, if additional electives are required, they must be selected from the following courses. All course prerequisites must be completed. Students are encouraged to meet with the program director when choosing electives.

ACC 500, 501, 502, 503, 505
BIT 561, 562, 563, 564, 571, 572, 573, 574
FIN 504, 510
MGT 501, 530, 555, 556
TAX 595, 596, 597

Master of Science in Taxation (MST)

The Master of Science in Taxation (MST) degree program is designed for professionals seeking to gain comprehensive, practical knowledge of tax accounting, tax law, and tax research, while also achieving a deeper understanding of the broader concepts of tax methodology and tax procedure. The Walsh College MST program is among the most well respected in the nation for its preparation of tax professionals. Walsh College's tax library is among the finest in Michigan with a specialized collection that makes tax research as easy and convenient as possible. A student may, if he/she chooses, specialize in financial and estate planning, corporate tax, or small business taxation and may choose from 12 different electives. The MST curriculum is continually reviewed and revised to ensure that students are receiving relevant, updated information that will create marketable skills in a fast-paced business environment.

Possible specializations (not required) are:

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

Graduate Degree Programs

The curriculum includes 23 different tax-related courses. To graduate, a student in the MST program must complete a three-credit foundation course (often waived), eight required three-credit courses, two one-credit research papers, three three-credit elective courses, (or a three-credit thesis), and a one-credit-hour comprehensive seminar, for a total of 36-40 semester credit hours (depending on whether students are required to take TAX 593 and whether the student elects to write a thesis).

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.

The MST degree requires a minimum of 24 semester credit hours of core and elective credits in residence at Walsh College.

MST Foundation Course

TAX 593 Tax and Business Taxation I

MST Required Courses

Tax Skill Courses

TAX 599 Introduction to Tax Research
TAX 500 Advanced Tax Research Writing, and Citation Methodology
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 (Corporate Tax I)
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)

**Students must complete TAX 570 no later than concurrently with their seventh MST course and must be taken concurrently with a required MST course.*

***Students must have completed 25 semester credit hours. Concurrent enrollment in an MST elective course is required. Students wishing to write a thesis may substitute TAX 573 (Thesis) for TAX 570 and 571.*

Comprehensive Seminar Course

TAX 575 Comprehensive Seminar – Must be taken in the student's final semester of the MST program.

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.

Tax Aspects of Financial and Estate Planning

TAX 522 Income Taxation of Trusts and Estates
TAX 524 Valuation for Tax Purposes
TAX 528 Estate and Financial Planning
TAX 558 Qualified and Non-Qualified Fringe Benefits

Taxation of Corporations

TAX 511 Advanced Concepts in Corporate Taxation (Corporate Tax II)
TAX 514 Consolidated Tax Returns (Corporate Tax III)
TAX 550 International Taxation
TAX 557 State and Local Taxation

Taxation of Small Businesses and Their Owners

TAX 511 Advanced Concepts in Corporate Taxation (Corporate Tax II)
TAX 528 Estate and Financial Planning
TAX 557 State and Local Taxation
TAX 558 Qualified and Non-Qualified Fringe Benefits

MST Electives

Nine semester credit hours of elective coursework can be selected from the following:

TAX 511 Advanced Concepts in Corporate Taxation (Corporate Tax II)
TAX 514 Consolidated Tax Returns (Corporate Tax III)
TAX 522 Income Taxation of Trusts and Estates
TAX 524 Valuation for Tax Purposes
TAX 528 Estate and Financial Planning
TAX 540 Tax Practice and Procedure
TAX 550 International Taxation
TAX 557 State and Local Taxation
TAX 558 Qualified and Non-Qualified Fringe Benefits
TAX 583 Directed Study in Taxation
TAX 585 Seminar in Taxation
TAX 588 Internship in Taxation
TAX 598 Tax Return Seminar

Graduate Degree Programs

Dual Master of Science in Business Administration and Master of Science in Finance (MBA/MSF)

Walsh College offers a dual degree program for students interested in pursuing both an MBA and MSF degree at the same time. The Walsh College Dual MBA/MSF program consists of six foundation courses that can be taken at Walsh College or excluded, depending on a student's prior education. The program core consists of 12 courses and a four-course elective requirement.

Students will be required to take the following 22 classes for 66 semester credits required for both degrees. Upon successful completion of all required courses and graduation requirements both degrees will be awarded.

The dual MBA/MSF degree requires a minimum of 36 semester credit hours of core and elective credits in residence at Walsh College.

MBA/MSF Foundation Courses

ACC	508*	Introduction to Financial Accounting
BL	556	Legal Issues in Management
ECN	503	Survey of Economics
MGT	555	Global Human Resources Management
MGT	565	Operations Management
QM	503	Inferential Statistics for Business Decision Making

*Students wishing to take higher-level Accounting courses as electives must complete ACC 500.

MBA/MSF Core Courses

ACC	505	Managerial Accounting
ECN	523	Global Economics
FIN	506	Financial Statement Analysis
FIN	510	Financial Management
FIN	515	Financial Markets and Institutions
FIN	521	Investments
FIN	550	Case Studies in Corporate Finance
MGT	501	Management, Organizational Learning and Change
MGT	530	Ethics in a 21st Century Complex World
MGT	670	Strategic Management Concepts Capstone
MKT	550	Managing the Marketing Function
QM	515	Quantitative Methods

MBA/MSF Electives

Complete four courses (not previously completed) from the following: One course must be ECN or FIN:

ACC 501, 502, 503, 506
Any 500 level ECN or FIN course(s)
TAX 535, 536, 537, 595, 596 597

MBA or MSF as a Second Degree for Walsh College Students/Graduates

For Walsh College students or MBA or MSF graduates interested in obtaining the MBA or MSF as a second degree, current program course requirements apply. All students will complete a minimum of four courses. Program course time limits and course/prerequisite changes may increase the number of courses required.

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 a period of 60 calendar months (five years) from the initial date of course enrollment (as designated by the first semester attended on the student's Walsh College transcript). 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 preparing for graduation must file an official Application for Graduation Form with the Records and Registration office. Students can make an appointment with an academic 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

- Earn a minimum of 39 graduate semester credit hours, which may include up to a maximum of 12 semester credit hours of advanced standing, therefore requiring 27 semester credit hours of core and elective credits in residence at Walsh College.
- MBA students who completed an MSF at Walsh College prior to starting the MBA are allowed a maximum of 27 semester credit hours of advanced standing, therefore requiring 12 semester credit hours of core and elective credits in residence at Walsh College.
- Earn a grade of "C" (2.000) or better in each course counted toward graduation requirements.
- Achieve a cumulative grade point average of "B" (3.000) or better within the degree requirements at Walsh College. Honors Fast Track students must achieve a cumulative grade point average of 3.300 ("B+") or better in residence at Walsh College.

Graduate Degree Program

Master of Management

- Earn a minimum of 33 graduate semester credit hours, which may include up to a maximum of nine semester credit hours of advanced standing, therefore requiring 24 semester hours of core and elective credits in residence at Walsh College.
- Earn a grade of “C” (2.000) or better in each course counted toward graduation requirements.

Master of Science in Accountancy

- 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 a minimum of 24 semester credit hours of core and elective credits in residence at Walsh College. A minimum of 15 semester credit hours in accounting and taxation is required.
- MAC program for accounting graduates must 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 a minimum of 15 semester credit hours of core and elective credits in residence at Walsh College.
- Earn a grade of “C” (2.000) or better in each course counted toward 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 Finance

- 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 credits in residence at Walsh College.
- MSF students who completed a MBA at Walsh College prior to starting the MSF are allowed a maximum of 24 semester credit hours of advanced standing, therefore requiring 12 semester credit hours of core and elective credits in residence at Walsh College.
- Earn a grade of “C” (2.000) or better in each course counted toward 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

- 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 credits 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 Information Systems

- Earn a minimum of 36 graduate semester credit hours, which may include up to a maximum of 12 to 15 semester credit hours of advanced standing, therefore requiring 21 to 24 semester credit hours of core and elective credits in residence at Walsh College.
- Earn a grade of “C” (2.000) or better in each course counted toward 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 Taxation

- 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 credits in residence at Walsh College.
- Earn a grade of “C” (2.000) or better in each course counted toward graduation requirements.
- Achieve a cumulative grade point average of “C” (2.000) or better within the degree requirements at Walsh College.

Dual MBA/MSF

- Earn a minimum of 48 graduate semester credit hours, which may include up to a maximum of 12 semester credit hours of advanced standing, therefore requiring 36 semester credit hours of core and elective credits in residence at Walsh College.
- Earn a grade of “C” (2.000) or better in each course counted toward graduation requirements.
- Achieve a cumulative grade point average of “B” (3.000) or better within the degree requirements at Walsh College.

Certificate Programs

Gainful Employment Disclosure Statement

The U.S. Department of Education requires institutions that participate in the student financial assistance programs authorized under Title IV of the Higher Education Act of 1965, as amended (HEA), to report certain information about students enrolled in Title IV eligible educational programs that lead to gainful employment in a recognized occupation. Gainful employment rules apply to all non-degree programs, including certificates programs. Information specific to Walsh College certificate programs and occupations can be found at www.walshcollege.edu/businesscertificateprograms.

Admissions Requirements

Walsh College offers a variety of certificate programs at the graduate level. Specific admissions requirements and foundation courses, if required, are listed below for each certificate. The candidate may earn a certificate by taking three to 10 courses, totaling nine to 30 semester credit hours, depending on the certificate. Candidates should follow the same admission procedures as graduate-degree applicants. Students may receive advanced standing credit, exclusions, or waivers for specific courses. Students must complete a minimum of nine semester credit hours of new coursework (not previously completed as part of a different degree or certificate program) to earn a certificate.

Certificate candidates have 48 months in which to complete the coursework with a minimum grade of “C” (2.000) in each course and a cumulative GPA of 2.000. Taxation certificate candidates have 36 months to complete the coursework with a minimum grade of “C” (2.000) in each course and a cumulative GPA of 2.000 or a grade of pass in each course. All course prerequisites must be met.

One semester prior to completion, the candidate must file an application for certification with the Records and Registration Office. In addition to receiving the certificate, the candidate will have the designation noted on his/her transcript. There are no limits on the number of certificates that can be earned. Certificates will not be awarded for courses completed as part of a degree program.

Upon earning a certificate, a student who wishes to apply to any Walsh College degree program will be held to all admissions requirements under the catalog year in which the individual applies. Coursework completed as part of a graduate certificate program that is either a core or elective course of the graduate degree program will be considered for advanced standing credit and will be noted on the student’s graduate academic transcript. Advanced standing credit is limited to nine-15 semester credit hours dependent on the degree program. Some degree programs have time limits for the transferability of advance standing credit.

Undergraduate Certificate

For consideration for admission to a Walsh College undergraduate certificate 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 coursework will be computed in this calculation.

- Successfully complete, with a grade of “C” (2.000) or better, a minimum of 60 semester credit hours (90 quarter hours) of coursework at the 100 or 1000 level or above. At least 30 semester credit hours (45 quarter hours) of the minimum 60 semester credit hours must be in liberal arts coursework. The liberal arts coursework must include one course in English composition or written communication and one course in intermediate algebra or higher-level mathematics placement.

Personal Financial Planning

- This undergraduate Personal Financial Planning certificate consists of six courses

FIN	403	Investment Management
FIN	321	Risk Management and Insurance
FIN	480	Financial Planning Applications and Case Study
TAX	435	Basic Income Tax and Income Tax Planning
TAX	436	Employee Benefits and Retirement Planning
TAX	437	The Tools and Techniques of Estate Planning

Graduate Certificates

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

- Possess a bachelor 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, or Western.
- Individuals seeking application to a non-degree or certificate program for which 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 full bachelor’s or master’s degree awarded from an English-speaking institution.
 2. TOEFL:
 - Score of 550 (written)
 - Score of 79 (internet-based)
 - MELAB score of 80
 - MTELP score of 80
 - IELTS score of 6.5 (www.ielts.org)
 3. Proof of successfully passing an English composition course with a “C” (2.000) or better.

An official document of these test scores must be sent to Walsh College for consideration in processing the admissions application. The TOEFL & IELTS scores are valid for two years; the MTELP/MELAB scores 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 reexamination or further English language studies at a qualified institution for any non-native speaker of English.

- Specific additional admissions requirements and foundation courses, if required are listed below for each certificate program.

Certificate Programs

Certificates are awarded in the following areas:

Finance

- Students must take any three graduate-level finance courses not previously completed as part of a different graduate degree or certificate program.

Human Resources Management

- The Human Resource Management certificate consists of four to five courses, depending on the student's prior education.

Foundation Course

MGT 501 Management, Organizational Learning and Change

Certificate Courses

MGT 555 Global Human Resources 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.

- The Information Assurance certificate consists of four to seven courses, depending on the student's prior education.
- Students that have an active Security+ certification will not be required to complete BIT 546.

Foundation Courses

BIT 501 Information Systems Methodology
BIT 502 Program Design and Development
BIT 546 Information Systems Security

Certificate 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.

Additional IT Certificates

Students with a background in Information Assurance may also choose to specialize in one of the following three certificate programs: Chief Information Security Officer; Compliance, Governance, and Audit; or Digital Forensics.

Additional Admissions Criteria

- A bachelor's or master's degree in a computer-related field.
OR
- 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 (MCITP, MCSA, MCSE, MCTS)
 - Novell Certification (CNA, CNE, MCNE)
 - CISCO Certifications (CCNA, CCNE, CCIE)
 - Security Certifications (CISA, CISM, CGEIT, CISSP, SSCP, CPP, CRISC)OR
- Two years of verifiable professional-level, full-time work experience in network design/development/administration or information assurance.
OR
- Successful completion of BIT 501, Information Systems Methodology; BIT 502, Program Design and Development and BIT 525, Fundamentals of Networks & Telecommunications with grades of "C" (2.000) or better.

AND

Foundation Courses

BIT 546 Information Systems Security
BIT 571 Building an Information Protection Program
BIT 572 Information Security Safeguards
BIT 573 Information Systems Threat Assessment
BIT 574 Cryptography

- Students that have an active CGEIT, CISA, CISM, CISSP, and/or CPP certification(s) will not be required to complete BIT 546 and BIT 571-BIT 574.
- Students that have an active SSCP certification will not be required to complete BIT 546, 572, and 573.

Chief Information Security Officer

This graduate certificate will build on previously obtained knowledge. Students will be prepared to manage an organizational security program in either the private or public sector in a global marketplace. The goal of the certificate will be to prepare students to assist organizations with their security management, outsourcing, and compliance requirements while preparing them for the CISM certification exam.

Certificate Courses

BIT 540 IT Management, Governance, Compliance or
BIT 580 Secure Management
BIT 561 Fundamentals of Project Management
IA 570 CISO Skills
MGT 501 Management, Organizational Learning and Change

Certificate Programs

Compliance, Governance and Audit

This graduate certificate will build on previously obtained knowledge. Students will be prepared to build and support an incident response 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 digital forensics and investigative needs while acquiring the knowledge that will prepare them to take the CISA certification exam.

Certificate Courses

IA	540	Intrusion Techniques and Defenses
IA	561	Introduction to Developing an Audit and Governance Plan
IA	562	Compliance Audit and Tools
IA	563	Using Risk Assessment & Informatics for Effective IT Audit
IA	564	Practicum – Conducting an IT Audit

Digital Forensics

This graduate certificate will build on previously obtained knowledge. Students will be prepared to build and support an incident response 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 digital forensics and investigative needs while acquiring the knowledge that will prepare them to take the CFE certification exam.

Certificate Courses

IA	520	Ethics and Legal Issues for Security Practitioners
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

International Business

- The International Business certificate consists of four courses.

Certificate Courses

IB	514	Foundations of International Business
IB	535	International Management

AND choose two additional courses from the following:

IB	562	Culture and Doing Business in China
IB	563	Culture and Doing Business in the European Union
IB	564	Culture and Doing Business in India
IB	565	Culture and Doing Business in Japan
IB	567	Culture and Doing Business in the Middle East
IB	571	Management of Information Assurance In a World of Globalization

Personal Financial Planning

- The graduate Personal Financial Planning certificate consists of six courses.

Certificate Courses

FIN 503* Investment Planning

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

*Students may substitute FIN 521

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 at www.cfp.net.

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 students to assist organizations with their project management needs while acquiring the knowledge that will prepare them to take the project management certification exam.

- The Project Management certificate consists of four courses.

Certificate 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.

Taxation

Pre-Master's Certificate

- Students must have completed ACC 201 or one semester of financial accounting.

Foundation Course

TAX 593 Introduction to Tax and Business Taxation I

- Students must complete three graduate-level tax courses in the MST curriculum, including TAX 501 (except with written permission of the Director of the MST program) in a three year period.
- Courses may be taken on a pass/fail (pass required) or letter grade ("C" (2.000) required) basis.

Post-Master's Certificate

- Available to graduates of a Master of Science in Taxation (MST) program, an LL.M. (in taxation) program, or to graduates of a substantially similar advanced degree in taxation.
- Students must complete on a pass/fail basis any three graduate-level tax courses in the MST curriculum not completed in the previous five years.

Financial Aid and Scholarships

Financial Aid

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 the Walsh College Catalog, Student Financial Aid Step-by-Step Guide, and scholarship application, all available on the Walsh College website at walshcollege.edu/financialaid. 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 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.
 - Be enrolled in degree or certificate program.
 - Be enrolled on at least a half-time basis in order to receive financial aid.
 - File the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov.

Students repeating coursework for the third or more time are encouraged to contact the Financial Aid Office. Coursework repeated more than once might not be included in the student's enrollment status for financial aid eligibility.

Students who are auditing classes cannot include those credit hours in determining half-time enrollment.

Prospective undergraduate students are also eligible to apply for scholarships. Scholarship applications may be obtained from the Financial Aid Office or online at www.walshcollege.edu/scholarships. There are limited scholarships for prospective graduate students.

Students who have received a financial aid award may charge books and supplies from the Walsh College 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 Supplemental Educational Opportunity Grant Program (SEOG)
- Federal Direct Parent Loan (PLUS) Program

- Federal Direct Grad (PLUS) Program
- Federal Subsidized and Unsubsidized Direct Loan Program

State Programs :

- Michigan Tuition Grant (MTG)
- Michigan Competitive Scholarship (MCS) Program

Concurrent Enrollment

Undergraduate financial aid students who wish to enroll at Walsh College and a community college during the same semester must contact the Financial Aid Office to request a financial aid consortium agreement.

Federal Direct Loan Program

A financial aid recipient who is a first-time borrower of the Federal Direct Subsidized and Unsubsidized Loan programs at Walsh College must participate in loan entrance counseling and must e-sign a Master Promissory Note. This counseling session requirement can be completed online at www.studentloans.gov. This must be done before a Direct Loan application can be processed by the College.

Financial Aid Exit Interview

A financial aid recipient who has borrowed under the Federal Direct 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/her graduation. Information about online counseling can be obtained from the Web page.

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 College 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 applied to the student's account 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 Direct Loan
2. Subsidized Direct Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grant
5. Federal SEOG
6. Other Title IV programs

Financial Aid and Scholarships

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 "Withdrawing from Walsh" section or the Walsh College Web site. 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.

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 Financial Aid and Scholarships section.

Financial Aid Satisfactory Academic Progress (SAP) Policy

In addition to Walsh College's academic standing policy, federal regulations require the Financial Aid Office to monitor the academic progress of students at the end of each semester. To receive financial aid, students must meet the financial aid standards of satisfactory academic progress (SAP). The complete Walsh College academic record is considered regardless of whether or not financial aid was received each semester. Students who fail to achieve the minimum standards may lose financial aid eligibility.

The financial aid SAP standards for financial aid are applicable to the following programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Direct and Federal PLUS Loans, Michigan Tuition Grant, Michigan Competitive Scholarships and certain Walsh College scholarships. Some Walsh College scholarships have standards stricter than the financial aid SAP standards.

In order to maintain satisfactory academic progress for financial aid eligibility while attending Walsh College a student must meet both a Qualitative Factor (grade point average) and a Quantitative Factor (pace).

Qualitative Factor

This is the cumulative grade point average (GPA) a student must achieve in order to maintain the standards of financial aid SAP.

Undergraduate students must have a cumulative Walsh College GPA of 2.000 or higher.

Graduate students must have a cumulative Walsh College GPA commensurate with their degree program: 2.000 or higher GPA for MAC, MST and non-degree certificate programs, and 3.000 or higher GPA for all other degree programs.

Students who fail to meet this requirement are placed on a warning status and must meet the GPA requirement by the end of the next enrolled semester at Walsh College. Students can receive financial aid while on a warning status. However, students who fail to achieve the required GPA while on a warning status become ineligible for financial aid the following semester of attendance at Walsh College.

Quantitative Factor

This is the pace a student must achieve in order to complete their degree with the maximum timeframe.

Undergraduate students must successfully complete 67% of their cumulative credits attempted and complete their degree within 150% of the length of the program, which is 189 attempted credits. All transfer credits count as both coursework attempted and coursework completed.

Graduate students must complete their degree with 20 semesters. Graduate students must successfully complete 50% of their cumulative credits attempted.

Students who fail to meet this requirement are placed on a warning status and must meet the credit hour requirement by the end of the next enrolled semester at Walsh College. Students can receive financial aid while on a warning status. However, students who fail to meet the credit hour requirement while on a warning status become ineligible for financial aid the following semester of attendance at Walsh College.

Withdrawal from Classes

Withdrawn credits count toward hours attempted.

Grade replacement/course repeat policy

Students retaking a course for grade replacement both the original and the repeated course will be counted in the pace (quantitative factor). Only the better of the original and replace grade will be factored in the student's cumulative GPA (qualitative factor). Repeating a course for grade replacement may improve the cumulative GPA, however, it will not increase the pace in which the student is completing their degree. Students who receive, or are interested in receiving financial aid and are considering grade replacement are encouraged to consult with the Financial Aid Office.

Incomplete Grades

Incomplete grades count in the number of attempted credits, but they are not included in the credits completed or the GPA. When the class is completed, the credits and GPA are considered.

Audit Credits

Audit credits do not influence the GPA. They do not receive credit and are not counted in credits attempted or completed. Audit credits are not eligible for financial aid.

Regaining Eligibility

Student may automatically regain financial aid eligibility by achieving the required cumulative Walsh College GPA (see qualitative factor above) and/or successfully completing the appropriate attempted credit hours (see quantitative factor above) at their own expense. Financial aid may be received in the next semester of enrollment when the standards are satisfied. Financial aid cannot be received retroactively for any semester in which SAP was reestablished.

Financial Aid and Scholarships

Appeal Process

Students may appeal the loss of financial aid eligibility due to a deficient GPA or credit hours based on extenuating circumstances. Submitting an appeal does not guarantee approval. To appeal the student must complete a Satisfactory Academic Progress Appeal Request available online at www.walshcollege.edu/Satisfactoryacademicprogress.

Scholarships

A variety of scholarships is available for prospective Walsh College 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. In addition, a very limited number of scholarships are available for prospective graduate students.

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 coursework from all colleges attended, including courses taken at out-of-country schools.

Jeffery W. Barry Endowed Scholarship

Walsh College's most prestigious academic scholarship is awarded to prospective undergraduate transfer students majoring in accounting.

Community College Excellence Awards

This scholarship is awarded to prospective undergraduate students transferring from a Michigan community college. Students must have a minimum of 60 semester credit hours to transfer to Walsh College. Students must have an incoming cumulative grade point average of 3.750 to qualify.

Academic Awards

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

Multicultural Awards

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

Scholarship Application Deadline

Priority will be given for scholarships applications submitted by:

August 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. Students must include transcripts or grade history.

Endowed and Annual Scholarships

These scholarships are available for prospective undergraduate students and are funded through generous gifts from donors, corporations, or organizations. Annual contributions received in one fiscal year are awarded during the next academic year and may not be available from one year to the next.

Endowed Scholarships

AT&T/Leo F. Egan Scholarship
Paul P. Baker Endowed Scholarship (accounting students)
Jeffery W. Barry Endowed Scholarship (accounting students)
Berger and Wild Scholarship (accounting students)
Richard Berschback Endowed Scholarship
Briggs Endowed Scholarship
Frank and Judith Borschke Endowed Scholarship
Clayton & McKervey Endowed Scholarship
Cynthia Collins Memorial Scholarship
Comerica Women & Minority Scholarship
Frederick A. & Barbara M. Erb Endowed Scholarship for Online Learning
Firman and Rhoda Hass Endowed Scholarship
Frank and Helen Gofrank Endowed Scholarship
Golf Classic Endowed Scholarship
H. Theodore Hoffman Memorial Scholarship
Thomas R. Johnson Endowed Scholarship
Arthur, Marguerite and Fred Kaufmann Endowed Scholarship
Kulkarni International Student Scholarship
Anthony S. Latella Endowed Scholarship
Aubrey W. and Jeane F. Lee Endowed Scholarship
Masco Corporation Foundation Endowed Scholarship
Carl W. McConkey Memorial Scholarship
The Rosemarie and Michael J. McKay Endowed Scholarship
The Thomas McNulty Endowed Scholarship for Student Leaders
Moore Family Endowed Scholarship
Novi Student Scholarship
Pearson Endowed Scholarship
Norman C. Perrin/The Rehmann Group Scholarship
Plotzke Family Endowed Scholarship
The Herbert & Elsa Ponting Foundation Scholarship
Judith L. Radtka Memorial Scholarship
Marlene Rady Endowed Scholarship
William C. Roney, Sr. Endowed Scholarship
Arthur and Rita Schmaltz Endowed Scholarship
Donald and Gwendolyn Schmaltz Scholarship
George and Elizabeth Pyle Seifert Endowed Scholarship
Ernest Shaw Memorial Scholarship
Mark Solomon Endowed Scholarship

Financial Aid and Scholarships

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
Janet Wojtowicz Memorial Endowed Scholarship

Annual Scholarships 2013 – 2014

The Accountant's Guild Annual Scholarship
Meritor Annual Scholarship
Jeffery W. Barry Scholarship
Rick and Susan DiBartolomeo Annual Scholarship
Golf Classic Annual Scholarship
Gordon Advisors Annual Scholarship
The St. Andrew's Society Scholarship
Thomas and Julie Hinsberg Annual Scholarship
Timothy and Sandra Moore Annual Scholarship
The Joyce and Charles Simmons Annual Scholarship
Walsh College Employee Scholarship
Neal F. and Esther Zalenko Annual Scholarship

Scholarships available for prospective graduate students

Golf Classic Annual Scholarship
Moore Family Endowed Scholarship
Tower Scholarship
Walsh College Employee Scholarship
William C. Roney, Sr. Endowed Scholarship

International Students

A 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 and his/her parent, guardian or sponsor. The required amount depends on the student's academic program and level, and assumes full-time enrollment and living expenses to cover three semesters of full-time study. 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. International students, however, are eligible for Walsh College scholarships.

After being admitted to Walsh College, students who enroll on an F-1 visa and require an I-20 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 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 Admissions Procedures

To apply to any Walsh College undergraduate or graduate degree program, an online 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. Applications may be submitted at any Walsh College campus or through the Internet at www.walshcollege.edu.

Admissions 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 admissions requirements. Every attempt will be made to process applications in time for accepted students to enroll in their intended semester of attendance. Official admission to the College will be granted only upon receipt of all official transcripts and required documentation, although an individual may initially be 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 that official transcripts be sent to Walsh College from all previous academic institutions. Indebtedness or transcript holds at another institution may prevent processing of the admissions application and/or class registration.

Individuals with international transcripts, must submit these transcripts to one of the approved agencies specializing in the evaluation of international educational credentials. We recommend World Education Services (www.wes.org) or Educational Credential Evaluators (www.ece.org). Transcripts should be evaluated on a course by course basis. 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.

After receiving the applicant's official transcripts, the Admissions office will evaluate the transfer of academic credits based upon all previous college coursework at the 100/1000 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 admissions 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 Walsh 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 his/her application. A newly admitted student may enroll in any semester within 12 months following admission to Walsh College. Failure to complete 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.

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 admissions requirements for undergraduate or graduate degree programs at Walsh College. The online Admissions Application must be submitted along with the non-refundable application fee. In addition, these individuals must also meet the following requirements:

- Provide proof of English language proficiency. This must accompany an admissions application from individuals who speak English as a second language (ESL). However, if the student meets the written communication requirement, the English language proficiency requirement is waived.

International Students

- Provide official statements of financial support through personal or sponsored funds. Additionally, an international student must submit an international packet. This can be found on the Walsh College Web site (www.walshcollege.edu/internationalstudents) or one can be mailed.
- Purchase health insurance through Walsh College. Please visit our Web site at www.walshcollege.edu/internationalstudents for more information.
- Arrange for their own living accommodations and transportation to and from campus locations. Walsh College does not offer residential facilities or transportation to classes.
- Have transcripts evaluated course-by-course for international credentials by World Education Services (www.wes.org) or Educational Credential Evaluators (www.ece.org) 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 student advisor/DSO 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 Enrollment Classification section and pursue their designated program of study.

Non-Native Speakers of English

Individuals seeking application to a graduate, non-degree or certificate program for which 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:

- TOEFL score of 79-80 internet-based, or 550 written; or
- MELAB score of 80; or
- MTELP score of 80; or
- IELTS score of 6.5 (<http://www.ielts.org>); or
- Successful completion of Level 112 ELS Language Centers; or
- Successful completion of the highest level ESL accredited program; or
- Successful completion of an English Composition course from an accredited English speaking institution; or
- Completion of a college degree from an accredited English speaking institution.

An official document of these test scores must be sent to Walsh College for consideration in processing the admissions application. The TOEFL & IELTS scores are valid for two years; the MTELP/MELAB scores 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

reexamination 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.

Walsh College now administers the MTELP exam at no charge. Please contact an International Student Advisor for more details.

Student Enrollment Classification

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

Undergraduate International Students

Full Time.....12 semester credit hours or more

Graduate International Students

Full Time.....6 semester credit hours or more

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

Academic 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 student advisor/DSO 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 plan can be accessed through the student portal upon admission. The program plan 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 the international student advisor/DSO in the Admissions and Academic Advising office. They must also meet with the international student advisor/DSO so that appropriate changes can be made to their I-20. Students are encouraged to review their program of study each year. An advisor can 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

An international student, who would like to explore changing majors, minors, or degree, or to add a second major, should see the international student advisor/DSO to discuss alternatives that suit the new interests. A student desiring to change his/her degree program, major, or minor must officially request this change with the international advisor. A complete evaluation will be required to determine appropriateness and fulfillment of admissions criteria

International Students

for the new degree or major. The student will be placed on the most current program of study and a new program plan will be created. All current admissions requirements and policies will apply.

Orientation

The International Student Advisor conducts a mandatory international student orientation prior to the beginning a students semester. The student's I-20 is distributed at this session. In addition, the orientation provides new international students with the opportunity to become acquainted with the College's policies, curriculum, and most important, F-1 and immigration rules and regulations. Information about student organizations and campus services is available. 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, international students may apply for scholarships. For scholarship purposes, an international student must use an approved outside service agency to have an 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 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 halftime basis in order to receive scholarship funds.

Jeffery W. Barry Endowed Scholarship

Walsh College's most prestigious academic scholarship is awarded to prospective undergraduate transfer students majoring in accounting.

Kulkarni International Student Scholarship

This scholarship is awarded to a prospective undergraduate or graduate international student with F1 status. Students must be enrolled full-time and maintain a 3.000 GPA.

Community College Excellence Awards

This scholarship is awarded to prospective undergraduate students transferring from a Michigan community college. Students must have a minimum of 60 semester credit hours to transfer to Walsh College. Students must have an incoming cumulative grade point average of 3.75 to qualify.

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.

Veteran Students

Walsh College holds military service to our country in high honor and values the life experience veterans and servicemembers bring to our educational community. Veterans with questions or in need of assistance can contact the Walsh College School Certifying Officials in the Records and Registration office at veterans@walshcollege.edu. Students can also access information on Veteran issues at our Veterans Services website, walshcollege.edu/veterans, or directly at VA's website, www.gibill.va.gov.

Undergraduate and Graduate Admissions Procedures

To apply to any Walsh College degree program, an online Admissions Application must be submitted. The admissions application fee is waived for all veterans and servicemembers applying into a bachelor's, master's or non-degree program. To take advantage of this, applicants can use the code "MILITARY" when the online application is submitted. Verification of military status (DD-214, Military ID, Veteran ID card, etc.) is required within the application process. Documents may be provided to the Admissions and Advising office.

Every attempt will be made to process applications in time for accepted students to enroll in their intended semester of attendance. Admissions applications will be accepted until the beginning of a given semester. 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, although an individual may initially be 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, including military credit. Indebtedness or transcript holds at another institution may prevent processing of the admissions application and/or class registration. Veterans and servicemembers are able to bring in college credit from their military service. In order to apply military credits, a student must submit an official copy of his/her military transcript. Transcript services are offered through the American Council on Education. Acceptable transcripts are the Joint Services Transcript (JST), AARTS, SMARTS, CCAF, and Coast Guard Institute. Also accepted are DSST Examinations and CLEP Examinations. Official transcripts can be requested through www.acenet.edu.

After receiving the applicant's official transcripts, the Admissions and Academic Advising office will evaluate the transfer of academic credits based upon all previous college coursework. Generally accepted transfer policies are practiced along with 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 his/her application. A newly admitted student may enroll in any semester within 12 months following admission to Walsh College. In most cases, failure to complete at least one course within the 12 months from admission will necessitate re-application. If you receive military orders (deployment, training, etc.), provide a copy to the Walsh College School Certifying Official. Proof of military orders may extend these dates and allow the College to consider exceptions due to service commitments.

Academic Advising/Counseling

The Admissions and Academic Advising office provides support programs and services to assist veterans and military students to achieve their educational goals. Veteran students should meet with an advisor regarding academic difficulties, questions about their academic program, or to seek tutoring assistance. In addition, the College has two certified counselors on staff to assist students with challenges regarding adjustment to civilian life, time management, etc. All student veterans using GI Bill benefits are encouraged to meet with a Walsh College School Certifying Official (SCO) and a licensed counselor during their first semester and afterward as needed.

The academic program plan provided 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. GI Bill recipients must notify a SCO to ensure appropriate changes are made to their VA file. Students are encouraged to review their program of study each year. An advisor can confirm specific courses remaining for program completion and review the cumulative and major grade point averages to ensure that students are meeting the expected requirements.

Payment Information

Students using the GI Bill to fund their education are granted a payment due date extension for the semesters they are certified for GI Bill educational benefits. Tuition and fee payments are extended until the first payment due date of the following term. This allows GI Bill students the additional time needed to pay their bill without penalties, fees, or out of pocket costs.

Scholarship Categories

A variety of funding opportunities are available for Walsh College students. Most of these scholarships are based upon academic achievement, minority status, academic program, and/or financial need. Military students may apply for two scholarship or grant programs related to active military status as opposed to academic achievement. See the Financial Aid and Scholarships section of the catalog for full scholarship details and opportunities.

Veteran Students

Student Enrollment Classification

For GI Bill reporting compliance, please contact a Walsh College School Certifying Official (SCO). The following are general rules that apply when reporting rate of pursuit to the Department of Veteran Affairs (VA).

Undergraduate Students

Full Time.....12 semester credit hours or more

Graduate Students

Full Time.....9 semester credit hours or more

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

County Veteran Services

There are Veteran Services available in surrounding counties. Walsh College strongly encourages veterans to reach out to their local County Veteran Services office for assistance with Veteran Benefits. Veteran Services offices help Veterans determine all benefits (burial, health, education, home loans, pension, disability, etc.) available to them. If there is no Veteran Services office in the county in which a Walsh student resides, he/she can go to the Oakland County Veteran Services office for assistance. For information on Oakland County Veteran Services office, please refer to their website: <http://www.oakgov.com/veterans/>.

Military Orders

A student who receives military orders (deployment, training, etc.) while already registered for a term must notify a Walsh College School Certifying Official (SCO). The SCO can help determine the best course of action for a deployed/activated student. The student will need to submit a copy of the military orders and a request to drop or withdraw from the course(s). If the activation date of the order was unknown at the time the student registered, the tuition/fees can be refunded and the enrollment certification updated, if necessary. In order to have the tuition/fees refunded the Tuition Refund Exception form must be submitted to the Business Office. If the student is unable to submit this form, they should notify an SCO for assistance.

The College understands that students may not be given much notice about a deployment or military order. In these situations, be sure to contact an SCO prior to deployment. This allows the College to initiate processes to ensure benefits are maximized, out-of-pocket expenses are minimized, and the student's academic record is not adversely affected. The SCO will work to help the student get the course(s) dropped, removed from the transcript, and the tuition/fees refunded. If certified for GI Bill benefits, the enrollment certification submitted to VA will be ended as of the date the student last attended the course(s) and will list the mitigating circumstances of military orders. This will enable students to receive payments for the term up to and including the last attendance date. VA should back-date their records to the

beginning of the term and allow the student to use that portion of their GI Bill benefits at a later date.

If the student was deployed or activated and was unable to attend for 12 months or longer, the student needs to contact an SCO or an academic advisor. The student has the option to move to the newest version of the academic program or stay on the same program he/she was on at the time of the deployment. If the Veteran opts to move to the newest program, all policies of the newest Catalog will apply and the student may not switch back. Based on this decision, the College may need to update the student's academic file.

GI Bill Recipients

Walsh College has been approved by the Michigan Department of Energy, Labor and Economic Growth 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 a degree or certificate-seeking student. A packet of information for students using GI Bill educational benefits is available in the Records and Registration office. The updated forms and packets can be found on the veteran website: walshcollege.edu/veterans.

Vocational Rehabilitation/VetSuccess (Chapter 31)

Vocational Rehabilitation recipients fall under many of the same reporting requirements as Post 9/11 GI Bill recipients. Due to this, refer to the sections Post 9/11 GI Bill (Chapter 33) Additional Information, Post 9/11 Housing Information, and Payment Information for additional reporting requirements and payment information.

GI Bill Chapters MGIB-AD (30), Post 9/11 (33), Survivors and Dependents' Educational Assistance Program (35), MGIB-SR (1606), and REAP (1607)

Students using any of these GI Bill benefit chapters should contact a Walsh College School Certifying Official (SCO) in the Records and Registration office to obtain the latest information relating to attendance and eligibility. Once admitted, GI Bill recipients must read the contents of the Walsh College Educational Benefit Certification Packet and submit the Annual Benefit Request form. This form must be submitted each academic year before the student's enrollment can be certified with VA. Students who have used GI Bill Educational benefits at another school prior to attending Walsh College must submit a Change of Program or Place of Training form to VA. The Walsh SCO needs a copy of the student's eligibility documents (COE, NOBE, etc.)

A student attending another institution for approved college credit that will be applied toward a Walsh College degree program may have courses at both colleges apply toward GI Bill certification. In order for this to happen, the student must notify an SCO in the Records and Registration office and request a Parent School Letter be sent to the secondary educational

institution. Certification of enrollment at the other institution will apply only toward courses within the student's declared academic program at Walsh College.

Once the student is admitted, registered, and has submitted all required documents (eligibility documents, Change of Program or Place of Training form, and Annual Benefit Request form), the student's enrollment will be certified with VA. Enrollment certification is sent to VA on the first day a student may withdraw from classes each term. If the student veteran does not want their enrollment certified, he/she must notify the SCO in writing prior to this date. If the student wishes to be certified earlier, then he/she must request this in writing each semester. If no written request is received, certification takes place on the first day of the withdrawal period within the academic year that corresponds with the Annual Benefit Request form. Only courses that apply to the approved academic program at the College can be certified for educational benefits. To have approved courses at another college certified, the student must request the Walsh SCO send a Parent School Letter to the secondary institution. This will allow simultaneous enrollment certification with VA. Both school certifications are combined to equal the student's full rate of pursuit for any overlapping days.

It is the responsibility of each student receiving GI Bill educational benefits to notify the Records and Registration office of any changes in enrollment, program status, address, or benefits. A student receiving these benefits is expected to maintain the same standards of academic progress as all other students. The College is required to notify the VA when a student graduates, is placed on academic probation, or is dismissed. Furthermore, the College must notify VA if the student veteran has been dismissed and is unable to re-enroll. The College is required to report reductions in enrollment (drop or withdrawals) to VA. The date reported to VA will be the last day the student attended the course or the day the drop request was submitted to the College. Reductions reported could lead to an overpayment situation and a student debt to VA or the College. If mitigating circumstances exist (death in the family, illness or injury, or unavoidable changes in employment, military service, or childcare, etc.), notify the SCO. The mitigating circumstances will be reported to VA and could assist with payment issues and debt situations. There is a one time six (6) credit hour exception that VA will apply automatically the first time a student reduction is reported to VA.

VA will pay for courses that were not successfully completed and are required to be retaken for graduation. VA will only pay for one failed attempt per course and will not pay for courses that were successfully completed and retaken for a higher grade. If a student fails a course due to non-attendance or a stop in attendance, the College is required to report this and the last day attended to VA. In most cases, the VA will not pay benefits for the days the student did not attend course(s). In any reporting situation, the SCO can report mitigating circumstances to VA, but only if notified that circumstances exist. Notify the SCO in writing if extenuating circumstances caused the change in enrollment or a punitive grade.

Students must notify an SCO when they have exhausted their GI Bill benefits. VA does not notify the College when benefits expire, therefore the student will continue to be certified for the remainder of the academic year unless the SCO is notified. This could cause an overpayment situation.

Post 9/11 GI Bill (Chapter 33) Additional Information

When the College certifies enrollment to VA for Post 9/11 GI Bill or Vocational Rehabilitation recipients, additional information must be reported. This includes the number of distance learning credit hours and residence training credit hours in which the student is enrolled, as defined by the VA. Students enrolled only in distance learning coursework may be ineligible or only partially eligible for certain benefits of the Post 9/11 GI Bill. Refer to the Post 9/11 Housing Information section below or the packet found on our Veteran Services web site for more information.

The VA defines distance learning differently between undergraduate and graduate level of pursuit. To verify if a course section will be certified as distance learning or resident training, refer to the Post 9/11 Housing Information section below, the College's Veteran Services website, or contact an SCO. For the purpose of reporting credit hours to the VA (when this is not clearly defined by VA), the College defines distance learning courses as online courses or directed/independent study courses. All other course classifications are considered resident training.

Housing Information

If eligible for housing under the Post 9/11 GI Bill, housing payments are paid on the first of the month for the previous month's housing. To obtain the full housing allowance a student must be enrolled full time and in at least one course not considered distance learning. To be eligible for any portion of housing, the student must be enrolled over half time each certified term. Housing amounts are prorated based on rate of pursuit (enrollment classification) and rounded to the nearest tenth. A student enrolled full time could be eligible for their full housing allotment. A student enrolled $\frac{3}{4}$ time could be eligible for 80% of the housing. But, a student enrolled half time is not eligible for any housing payments.

In addition to rate of pursuit, a student taking all distance learning courses would be eligible for only 50% of the housing payment. To find out how enrollment qualifies for housing eligibility, contact an SCO.

Bachelor Degree Students – Basic Eligibility for Housing:

- Enroll in more than six credit hours of approved courses – normally three courses – to be over half time and get partial housing.
- Courses categorized by section number as Online (V1, V2, etc.), Blended (VB1, VB2, VB51, VB61, etc.), or Independent Study courses (91, 93, V91, V93, etc.) are considered distance learning.

Veteran Students

- Courses categorized by section number as Web Assisted (W01, W51, etc.) are considered residence training.

Masters Level Students – Basic Eligibility for Housing:

- Enroll in more than three credit hours of approved courses – normally two courses – to be over half time and get partial housing.
- Courses categorized by section number as Online (V1, V2, etc.) or Independent Study (91, 93, V91, V93, etc.) courses are considered distance learning.
- Courses categorized by section number as Web Assisted (W01, W51, etc.) or Blended (VB1, VB2, VB51, VB61, etc.) are considered residence training.

Payment Information (Post 9/11 and Vocational Rehabilitation)

The College must review all tuition and fee payments made when funds are applied for a student receiving Post 9/11 or Vocational Rehabilitation GI Bill funds. If a payment is made by VA or from Title IV funding sources, the College does not have to report anything to VA. However, if money from any source other than Title IV funds is applied, the College is required to update the tuition and fees reported on the VA enrollment certification and return excess payments to VA. These other sources include, but are not limited to, scholarships, state grants, employer vouchers, and military tuition assistance. These reduced tuition and fee amounts are reported to VA regardless of when funds are applied to the student account and could cause a debt situation with the VA. To confirm if funds received are Title IV funds, contact the Financial Aid office. For questions pertaining to this regulation, contact a Walsh College School Certifying Official or contact the VA St. Louis Regional Processing office at 888-442-4551.

Yellow Ribbon Program

Walsh College is an approved Yellow Ribbon school. This Yellow Ribbon funding is available to students who are 100% eligible for the Post 9/11 GI Bill. If the student's tuition and fees amount over the year will exceed the established cap set by VA, the student could be eligible to use Yellow Ribbon funding to cover costs in excess of the cap. When a student is certified for Yellow Ribbon benefits, the College and VA split the cost of the tuition and fees that exceed the established cap. The student must contact an SCO and request to be certified for Yellow Ribbon funding in order for money to be applied.

Policies and Procedures

Registration Policies and Procedures

Registration materials and information on registration policies, procedures, and the schedule of classes can be found on the Walsh College Portal. Go to myportal.walshcollege.edu; log in and click the “Registration” link in the WebAdvisor box. The Registration Materials/Schedule of Classes publication is also available online approximately two weeks prior to the beginning date of priority registration for a given semester.

Walsh College offers many registration options for students. A student can register online using WebAdvisor; by mail; by fax or by dropping a registration form off in person at any campus location. Students can register through the seventh day of the semester. Students should consult the Registration Materials/Schedule of Classes for appropriate registration dates and an official listing of classes offered. If Walsh College encounters a problem processing a registration, the student will be contacted.

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. To further ensure confidentiality, passwords must be changed every 90 days. Please note that students are still responsible for preventing unauthorized access. It is important that students not share their login or passwords and to properly log out of WebAdvisor when finished accessing information.

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 enrolled in nine semester credit hours is considered to be a full-time student.

Upon admission to the College, a student employed on a full-time basis is urged to consult with an academic advisor concerning the appropriate course load. A student requesting 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’s Degree Graduation Requirements and Master’s Degree Graduation Requirements.

Registration Confirmation

Students can confirm their registration at any time by using the “My Class Schedule” 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. Ultimately, a student’s schedule is the student’s responsibility.

Prerequisites 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. All students must follow course prerequisites unless otherwise noted. Undergraduate students are required to complete all prerequisite courses with a grade of “C” (2.000) or better for courses within their major and all communication courses. Graduate students must complete all course prerequisites with a grade of “C” (2.000) or better.

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. A student, who has enrolled in a course without the required course prerequisites or an approved prerequisite waiver, will be administratively dropped from the course. The student will receive a full tuition refund. See the Tuition Refund Policy section of the Catalog for information on refundability of 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/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. Courses can be added and/or dropped online using WebAdvisor or by submitting an add/drop request by mail, fax, Walsh College e-mail or in person. 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.

A student may add classes to his/her schedule through the seventh day of the semester*. Please refer to the Registration Materials/Schedule of Classes for specific registration dates for the current semester.

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A student may drop classes through the fourteenth day of the semester*. For courses dropped through the eighth day of the semester, 100 percent of the tuition charges will be credited to the student's account*. For courses dropped between the ninth and fourteenth day of the semester, 50 percent of the tuition charges will be credited to the student's account. See the Tuition Refund Policy section of the Catalog for information on refundability of fees. Please refer to the Registration Materials/Schedule of Classes for specific refund dates for the current semester.

Add/drop forms submitted online, by Walsh College e-mail 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. Add/drop forms sent by mail will be considered as submitted on the U.S. postmark date.

Students should carefully review their schedules after adding and/or dropping courses to ensure that processing was completed and to ensure accuracy of course section numbers and meeting times. Ultimately, a student's schedule is the student's responsibility.

After the official add/drop period, the student is solely responsible for adjustments to his/her personal, professional, extracurricular, and employment schedules as they relate to class attendance.

A student who does not officially drop his/her course within the first two weeks of classes is financially obligated to pay for the course(s) even if he/she has not attended any sessions.* This includes any fees that have been added to the student account. Students receiving federal financial aid must review the "Tuition Refund Policy Affect on Financial Aid Recipients" section in this Catalog.

*Dates pertain to 11 week courses. Dates for courses that meet for less than 11 weeks may differ. Dates for these courses can be found in the Registration Materials/Schedule of Classes and/or the course syllabus.

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

For 11 week courses, students may withdraw from courses beginning the third week of the semester through the eighth 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. For courses that meet for less than 11 weeks, withdrawal dates will be published in the Registration Materials/Schedule of Classes each semester. Withdrawing from courses is a formal procedure that must be initiated by the student in writing by mail, fax, in person, Walsh College e-mail or online through WebAdvisor. The College does not allow faculty to initiate a withdrawal for a student for any reason including nonattendance.

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. Students should carefully review their schedules after withdrawing from courses to ensure that processing was completed. Ultimately, a student's schedule is the student's responsibility.

A student may withdraw from the same course no more than twice during his/her academic career. Withdrawing from separate sections of courses that are equated (example: ACC 500/MBA 500) will be considered separate withdrawal attempts. A letter grade (A-F) will be issued on a student's academic transcript when the withdrawn course is repeated for the third time.

Withdrawal forms submitted online through WebAdvisor, Walsh College e-mail 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. Withdrawal forms sent by mail will be considered as submitted on the U.S. postmark date.

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 Financial Aid and Scholarships section.

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.

Late Withdrawal Requests

If documentable unforeseen and unavoidable circumstances occur that prevent a student from withdrawing within the published withdrawal period and from completing a course, a late withdrawal may be granted. To be considered for a late withdrawal, a student must submit a Late Withdrawal Request Form to the director, Records and Registration, along with a written explanation of the circumstances and supporting documentation. Requests must be received within four weeks after the start of the subsequent term (refer to the Academic Calendar for dates). Late requests will not be reviewed.

The request and documentation will be reviewed by the director of Records and Registration and a response will be sent in writing within 30 days. If a late withdrawal is granted, a grade of "W" (withdrawal) will appear on the student's transcript. The student will be responsible for all tuition and fees. Note that a student is only allowed two withdrawals per course and that a late withdrawal cannot be granted for any course that has been completed (final exam taken; final project submitted, etc.).

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Examples of circumstances that may qualify for an exception include, but are not limited to:

- Illness or injury with signed doctor's note on letterhead indicating inability to attend course(s);
- Death of an immediate family member (spouse, parents, siblings, and children) with death certificate or death notice.

Tuition refund requests will not be granted for:

- Conflicts between personal and class schedules;
- Accepting a new position or voluntary transfer within current employment;
- Difficult class schedules or non-attendance;
- Being a new student; not knowing the withdrawal policy or the withdrawal deadline, or;
- Completed courses.

Holds

There are six different types of holds that can affect a student's registration: academic standing, administrative, admissions, final transcript, 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 Standing Hold** – Applies when a student's CUM GPA falls below the minimum required to maintain satisfactory academic progress. Contact the Admissions and Academic Advising office for resolution.
- **Administrative Hold** – An administrator of the College has placed a hold to prevent the student from registering and/or receiving an academic transcript. Contact the Records and Registration office for resolution.
- **Admissions Hold** – Applies to a student who has not attended the College for 12 consecutive months; has graduated; or has not provided the Admissions office with required documentation. Contact the Admissions and Academic Advising office for resolution.
- **Final Transcript Hold** – Applies to new students who have not provided Walsh College with official transcripts from all colleges attended prior to registering for their second semester. 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 issues or if directed by an officer of the College.

Textbooks and Course Materials

Walsh College has an online tool to provide students with textbook and course materials information. Once registration for each term begins, go to <http://textbooks.walshcollege.edu> to view the required materials.

Advance Assignments

Many classes have advance assignments that need to be completed before the semester begins. Advance assignments are usually available a week before the semester starts. A printed list of advance assignments can be found in the Troy Records office, the administrative offices in Novi and the University Center and in the Troy bookstore. Electronic versions can be found at www.walshcollege.edu/AdvancedAssignments; on the Portal (found in the Announcements section just prior to the start of the semester) on WebAdvisor under "Academic Planning Tools; or in the student e-newsletter sent out just prior to the start of the term.

Classroom Assignments

Students should consult the most current classroom assignment schedule on the first day of classes as room assignments may change. Final classroom assignments are posted on the Web site, outside of each classroom, and in the lobbies of each building on the first day of classes.

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.

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Grading System and Policies

Most 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:

GENERAL GRADING SCALE	
Grade	Grade Points per Credit Hour
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

The following grades are not computed in GPA:		
Grade	Description	Grade Points per Credit Hour
AU	Audit	0*
I	Incomplete	0*
NR	No grade reported	0*
N	Not Passing	0*
P	Passing	0°
S	Satisfactory	0°
U	Unsatisfactory	0*
W	Withdrawal	0*

* Not included in computing hours, grade points or GPA.

° Included in computing hours, but not included in computing grade points or GPA.

For all undergraduate degree programs, the grade of “C” (2.000) is the minimum acceptable grade for many courses. As a graduation requirement, an undergraduate student must maintain a 2.000 for both the overall cumulative grade point average and for the cumulative grade point average in his/her major. For undergraduate degree programs, satisfactory academic standing is a cumulative grade point average of 2.000 or better.

For students in the MAC and MST degree programs, the grade of “C” (2.000) is an acceptable and satisfactory grade for purposes of course completion, and a 2.000 overall cumulative grade point average must be achieved as a requirement for graduation. Satisfactory academic standing is a cumulative grade point average of 2.000.

For students in the MBA, MM, MSF, MSIA, MSIS and dual MBA/MSF degree programs, the grade of “C” (2.000) is an acceptable and satisfactory grade for purposes of course completion; however, a 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 3.000.

“P” (Passing) is only used in courses that are set up to be graded on a pass/no pass basis and indicates that the course has been completed successfully.

“N” (Not Passing) is only used in courses that are set up to be graded on a pass/no pass basis and indicates that the course has not been completed successfully.

“S” (Satisfactory) is only used in courses that are set up to be graded on a satisfactory/unsatisfactory basis and indicates that the course has been completed successfully.

“U” (Unsatisfactory) is only used in courses that are set up to be graded on a satisfactory/unsatisfactory basis and indicates that the course has not been completed successfully.

“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/her academic career. Withdrawing from separate sections of courses that are equated (example: ACC 500/MBA 500) will be considered separate withdrawal attempts. A letter grade of A through 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:

- Approved in advance by the instructor.
- The remaining coursework cannot be completed for reasons clearly beyond the student's control.

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- The student has only a minor portion of the semester's coursework to complete.
- The work completed to date is not less than "C" (2.000) in quality.
- The remaining coursework can be completed within four weeks after the end of the semester in which the "I" is granted.

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/her final grades. It is the student's responsibility to contact the instructor and make arrangements for completing the remaining work within the four-week timeframe. If the coursework 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 the 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 add/drop period ends, a student cannot change his/her 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 he/she has previously received equivalency transfer credit, an exclusion, waiver or advanced standing. After grade replacement, once a course has been completed at Walsh College with a grade of "C" or better, all subsequent attempts will receive a grade of "AU" and no credit.

"NR" (No Grade Reported) is a temporary grade indicating the final grade has not yet been submitted. The "NR" grade will be replaced by the appropriate academic grade when submitted by the instructor.

Viewing Grades

Grades may be viewed online through WebAdvisor. Log in to WebAdvisor and click on "Grades by Term". Walsh College does not fax grades to students, employers, or agencies under any circumstances.

Grade Changes

A student who questions or seeks to clarify a grade received in a course 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/her grade after this four-week period will not be considered.

If an error has been made, the instructor must submit an official change of grade to the director of Records and Registration, certifying reasons for the change of grade. Upon receiving documentation from the instructor, the director of Records and Registration 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

and Registration may determine that additional signature approval must be obtained by the department chairperson and/or chief academic officer (or approved designee) prior to processing the grade change.

Appealing Grades

Within four weeks after the start of the next semester, a student who wishes to appeal a grade must:

- Contact the class instructor involved to resolve the problem. If resolution cannot be 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 cannot be achieved at the departmental level, a final review may be conducted by the chief academic officer. 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 have the student's performance reassessed and good faith evaluation established. The decision of the chief academic officer is final.

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 a student repeats a course under the Course Repeat Policy (see page 67), both grades will appear on the academic transcript, but only the better grade will be used to compute the cumulative grade point average. If, after the one time replacement, the course has not been passed, all subsequent grades will be factored into the cumulative grade point average along with the better of the original and replaced grades.

Major Grade Point Averages - Undergraduate Students

In addition to maintaining an overall cumulative grade point average of 2.000, undergraduate students are required to maintain a 2.000 grade point average in their major courses. A student's major grade point average is computed by dividing the total honor points earned in each major course by the total number of hours attempted in those courses. All courses taken within the major, credit hours attempted, and grades received will

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be used to compute the student's major grade point average, with the exception of those courses and grades that have been replaced under the Course Repeat Policy (see page 67). Courses repeated under this policy will be excluded from major grade point average calculation. Please refer to the undergraduate graduation requirements for each individual program for the courses that are used to compute the major grade point average.

Undergraduate and Graduate Earned Credit Policy

Undergraduate 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 approved graduate-level (500-600 level) courses for up to six semester credit hours (with the exception of Honors Fast Track students), if allowed under provisions of their degree program. Approved graduate courses are listed within each degree program. 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. Please note that students cannot switch from the undergraduate version of a course to the graduate version of the course after the add/drop period ends in any given semester.

An undergraduate student who wishes to take a graduate course to fulfill his/her undergraduate degree requirements should contact the Admissions and Academic Advising office to determine if the course may be applied as advanced standing to any Walsh College graduate degree program.

Graduate Policy

For purposes of fulfilling graduation requirements, a graduate student must earn a minimum grade of "C" (2.000) or better in all courses. All grades from Walsh College graduate coursework will be used to compute the student's graduate cumulative grade point average, with the exception of those grades that have been replaced under the Course Repeat Policy (see page 67). Grades replaced under this policy will be excluded from the cumulative grade point average. 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.

Academic Standing Policy

Grade point averages and academic standing designations are computed for each student at the end of each semester. Students enrolled in degree programs 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 Systems
- Master of Science in Accountancy
- Master of Science in Taxation

3.000 cumulative GPA:

- Master of Business Administration
- Master of Management
- Master of Science in Finance
- Master of Science in Information Assurance
- Master of Science in Information Systems
- Dual Master of Business Administration and Master of Science in Finance

Probation

A student will be placed on academic probation any time that his/her cumulative grade point average (CUM GPA) falls below satisfactory academic standing; either a 2.000 or 3.000 CUM GPA, depending on their academic program. Probation status is calculated based on cumulative credit hours attempted and grades received at Walsh College and are noted on the student's academic transcript. Once a student's CUM GPA falls below the minimum required to maintain satisfactory academic progress, the student will be placed on their first semester of probation. The student then has three additional semesters in which to improve their CUM GPA to a satisfactory level.

If satisfactory academic standing is not achieved after four semesters of attendance, the student will be dismissed from the College. All graded semesters, including courses with grades of "W", are counted toward the maximum semesters of probationary status. However, any semester in which a student has received all "AU, N, P, S or U" grades will not be counted as one of the four semesters. A student may elect to take a semester off while on academic probation.

It is highly recommended that a student on probation meet with an advisor to review academic standing requirements and develop a course plan to improve his/her academic standing. Probation students may be required to reduce their course load. This determination will be made in conjunction with an academic advisor. A full tuition and course fee refund, excluding registration and international student fees, will be issued for courses dropped due to probationary status as determined by an academic advisor.

When the student's cumulative grade point average reaches the minimum GPA required for their degree program, the student will be in good academic standing and probation restrictions will no longer be applicable. However, all academic standing notation(s) remain on the student's academic transcript. Students on academic probation who have not enrolled for four consecutive semesters (12 calendar months) must reapply for admission and, if readmitted, will be placed on the same level of probation as in their last semester of enrollment at Walsh College.

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Academic Dismissal

A student whose cumulative grade point average (CUM GPA) remains below satisfactory academic standing for four semesters of attendance will be academically dismissed from Walsh College for a period of one year.

Academic dismissal is calculated based on cumulative credit hours attempted and grades received at Walsh College as noted on the student's academic transcript. A student who has been academically dismissed will be contacted by the director of Admissions and Academic Advising and administratively dropped from all course(s) and will be issued a full tuition refund including fees.

Readmission After Dismissal

After a period of one year (12 consecutive calendar months) a student may be eligible for readmission to Walsh College. Readmission is permitted only when the student's CUM GPA calculation shows the possibility of achieving satisfactory academic standing in three consecutive semesters. An academic advisor will establish the minimum grade per course required to achieve satisfactory academic standing within the three-semester time limit. Any previous coursework will be reviewed for applicability under the new academic program at the time of readmission.

All courses previously taken, credit hours, grades received, and academic standing notations 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. In any given semester, failure to achieve the minimum required grade will result in recalculation of minimum grade requirements. Dismissal may result if the student is unable to achieve satisfactory academic standing within the remaining semester requirement. In some circumstances, readmitted students may be permitted to take more than one course per semester, if the student can provide sufficient rationale. If approved, the minimum grade per course and course load will be established in conjunction with an advisor based on the grades required to achieve satisfactory academic standing. Satisfactory academic standing must be achieved within the established number of credit hours or semesters, whichever comes first.

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 contacted by the director of Admissions and Academic Advising and administratively dropped from all course(s) and will be issued a full refund including tuition and fees.

In addition to Walsh College's academic standing policy, the Financial Aid office is required to maintain its own satisfactory academic progress (SAP) policy. Students receiving federal financial aid should refer to the section entitled Satisfactory Academic Progress for Financial Aid Recipients in this Catalog.

Residency Policy

An undergraduate degree candidate must complete a minimum of 45 semester credit hours in residence at Walsh College (with the exception of Honors Fast Track candidates – see Honors Fast Track section). 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 coursework 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, or Western. 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 coursework) at Walsh College.

- Master of Business Administration degree requires a minimum of 27 semester credit hours in residence at Walsh College.
- Master of Management degree requires a minimum of 24 semester credit hours in residence at Walsh College.
- Master of Science in Accountancy degree requires a minimum 18-24 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 Information Systems degree requires a minimum of 21 to 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.
- Dual Master of Business Administration and Master of Science in Finance degree requires a minimum 36 semester credit hours in residence at Walsh College.

Degree Completion Policy

In order to graduate, a student must complete a degree program within 60 consecutive calendar months (five years) from the initial date of enrollment at Walsh College (as designated by the first semester attended on the student's Walsh College transcript). Should it appear that this time limit might not be met, the student should immediately consult with an advisor in the Admissions and Academic Advising office to request an extension. This request will be forwarded to the academic department chair for review and approval. If an extension is requested and granted, coursework more than five years old may be reviewed for currency. Additional coursework 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 coursework less than five years old in which

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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” (2.000).

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 (five years). The transcript of a readmitted student will reflect all courses taken, credit hours attempted, and grades received while in residence at Walsh College.

Communications Policy

Professional business standards are required in all communications.

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 are encouraged to be designed as group projects whenever possible. Regular review meetings with teams are 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.

Applying for Graduation

Students are required to submit an Application for Graduation for degree and certificate programs five months prior to their intended graduation date. Graduation application forms are available on the Walsh College Web site and 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's Walsh College e-mail account.

Graduation Applications may be carried over to a future semester but are only valid for a total of 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 cap and gowns is assessed for students who choose to participate in Commencement ceremonies. Commencement information will be mailed two to three months prior to the date of the Commencement ceremony.

Graduation Application Deadlines

Winter Semester (Ending in March)	November 1
Spring Semester (Ending in June)	February 1
Summer Semester (Ending in September)	May 1
Fall Semester (Ending in December)	August 1

Academic Honors and Awards

Academic Recognition

Undergraduate students who complete a bachelor's degree program and achieve high academic grade point averages are officially recognized by the College upon graduation. The cumulative grade point average used for academic honors is computed at the time of graduation, is based upon all coursework included in hours attempted in residence at Walsh College, and will be noted on the student's academic transcript and diploma.

The following honors designations will be noted on the academic transcript and diploma:

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

In addition, honors recognition is given at the College 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.

Undergraduate honor 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)

Honors are not awarded at the graduate level.

Commencement Exercises

The College hosts two Commencement ceremonies per year. All eligible candidates/graduates will receive information concerning dates, cap and gown purchase, tickets, time, location, and other relevant information two to three months prior to the ceremony.

Honors Lists

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 3.500-3.749 are named to the Honors List. Those with a 3.750-4.000 GPA are noted on the President's Honors List. The names of students who attain these academic achievements may be published in the Walsh *Journal*, and are posted at each campus location. The Honors Lists may also be submitted to local newspapers.

Policies and Procedures

Awards

The Bureau of National Affairs Graduate Accounting Award

Each academic year the Bureau of National Affairs Graduate Accounting Award recognizes an outstanding Master of Science in Accountancy student for his or her academic work and contribution to the College. The student is presented with a certificate at Commencement and a plaque is inscribed with the winner's name and is displayed at the College. In recognition of this student, the Bureau of National Affairs awards the College a complete set of its BNA Accounting Portfolios.

The Everett M. Hawley, Jr. Taxation Award

Each academic year, one master's degree student is honored with the Everett M. Hawley, Jr. Taxation Award for outstanding achievement in taxation. This student is presented with a certificate at Commencement. A plaque is inscribed with the winner's name and displayed at the College.

The Financial Executives Institute Award

Each year, the Financial Executives Institute honors one outstanding undergraduate and one outstanding graduate accounting or finance student for academic achievement. The student is presented with a certificate at Commencement and is presented with a medal at a Financial Executives Institute Detroit chapter meeting. A plaque is also 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 Firman H. Hass Writing Award recognizes the best contribution to the body of knowledge relating to accounting. The student is presented with a certificate at Commencement and receives a certificate from the Detroit chapter. A plaque is also inscribed with the winner's name and displayed at the College.

The Research Institute of America Graduate Tax Award

Each academic year, the Research Institute of America Graduate Tax Award (formerly the Prentice Hall, Inc. Graduate Tax Award) recognizes an outstanding Master of Science in Taxation student for his/her academic work and contribution to the College. The student is presented with a certificate at Commencement and a plaque is inscribed with the winner's name and displayed at the College. In recognition of this student, the Institute each year awards the College a complete set of its Federal Tax Coordinator 2d looseleaf service.

The Stanley W. Smith Taxation Manuscript Award

One student from the Master of Science in Taxation program is honored with the Stanley W. Smith Taxation Manuscript Award each year for having written an outstanding paper or thesis in the field of taxation. This student is presented with a 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

must achieve a CUM GPA of 3.500 or higher and must have contributed time or talent to either Walsh College or the accounting profession through tutoring, club leadership, community service, or other activities. The student is presented with a cash award and certificate at Commencement and a plaque is inscribed with the winner's name and displayed at the College.

General Procedures and Regulations

Student Personal Information

Students are required to submit Social Security numbers with their admissions application, federal and state financial aid and loan programs forms, scholarship, and veteran certification forms. 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 registration, add/drop, transcript request, certification request, financial transactions, and internal financial aid, scholarship, and veterans forms. Since the student identification number is a unique identifier, students should guard its security carefully.

For security reasons, the student identification number cannot be given out over the phone. A student who forgets his/her student identification number can obtain it in several ways: online through WebAdvisor; in person at any campus (with picture ID); from the official program plan (created upon admission), 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, except as permissible under the Federal Educational Rights and Privacy Act (FERPA).

Change of Student Personal Information

Students may update personal information such as address, phone numbers or employment by completing a Student Records Change Form (available at any campus or online) 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 should 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.

Policies and Procedures

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, unless the student is deceased. For purposes of FERPA, a student is defined as a person who has applied, has been admitted and has enrolled in classes. A student has the right to file complaints with the Family Policy Compliance Office, in the Department of Education, for failure of 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
- Phone numbers
- Current or past enrollment status
- Academic program/degree
- Honors recognition
- Participation in officially recognized activities
- Graduation information including degree earned, major, specialization, certification, honors, awards received and/or date of graduation
- Dates of attendance
- Photographs
- Walsh College e-mail address

Current or former students may request that the College not release any directory information. The request must be made in writing to the director of Records and Registration. 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 and phone number, and specify the records to be released.

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

- School officials with legitimate educational interest. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position; contractors, consultants, volunteers and other non-employees performing institutional services and functions or outsourced services (such as an attorney,

auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A vendor or outsourced service provider may be considered a school official as long as they perform an institutional function for which the College would otherwise use employees, is under direct control of the College, and is subject to the requirements of CFR 99.31(a) governing the use and re-disclosure [CFR 99.33(a)(1)] of personally identifiable information from education records. The person or company with whom the College has contracted is limited to only the specific student information needed to fulfill their contract.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

- Officials of other schools in which the student seeks or intends to enroll;
- Federal, state, and local authorities involved in an audit or evaluation of federal legal requirements for compliance with education programs;
- Veterans Administration officials;
- Persons or organizations providing financial aid to students if the information is necessary to determine eligibility for and amount of aid, conditions of aid, and to enforce the terms and conditions of aid;
- Organizations conducting studies for or on behalf of educational agencies or institutions;
- Accrediting organizations carrying out accreditation functions;
- Parents of dependent students according to the Internal Revenue Code of 1986;
- Comply with federal law (e.g. the U.S. Patriot Act), a judicial order or a lawfully issued subpoena;
- Persons in an emergency if the information is necessary to protect the health or safety of students or other persons;
- A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, the institution may disclose the final results of the disciplinary proceeding;
- 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;
- 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 and Registration, 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. An official transcript bears the College seal, the registrar's facsimile signature and transcript issuance date. Academic standing designations such as probation and dismissal are noted on the student's transcript.

Graduate courses taken as part of the student's undergraduate program are posted on the student's undergraduate transcript. All grades and credit hours attempted and earned will be used in computing the student's cumulative grade point average for purposes of graduation, with the exception of those courses and grades that have been replaced under the Course Repeat Policy (see page 67). Courses repeated under this policy will be excluded from the cumulative grade point average calculation. Undergraduate courses taken by a graduate-level student will appear on a non-degree transcript and will not be computed into the student's graduate grade point average.

Academic transcripts will reflect all courses taken, applicable 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 a student graduates from a degree program, a new cumulative grade point average will be computed for the subsequent degree.

Academic transcripts are maintained in the Records and Registration office and are regularly audited and corrected as necessary. A student wishing to inquire about his/her record should contact the director of Records and Registration.

Request for Academic Transcripts

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. Therefore, transcripts must be requested in writing by the student or the student's authorized legal representative. A transcript request form may be obtained at any campus or can be found online at http://www.walshcollege.edu/upload/docs/Current_Students/records_transcript.pdf

There is no charge for transcripts issued through normal processing (24-48 hours after receipt of request). However, the College reserves the right to limit the number of transcripts per student if it deems the requests to be excessive. For a fee, an "on demand" transcript may be obtained while a student waits. Transcripts will be released for any student who does not have a financial indebtedness to the 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 previously attended 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.

Course Numbering System

Courses Numbered 200-400

Courses with these numbers are undergraduate-level courses. Undergraduate, graduate, and non-degree students are eligible to enroll in these courses for undergraduate credit and are assessed undergraduate tuition rates.

Courses Numbered 500-600

Courses with these numbers are master-level courses. Graduate, certificate and non-degree students are eligible to enroll in these courses for graduate credit and are assessed graduate tuition rates.

Undergraduate students cannot enroll in these courses unless permitted in their undergraduate degree program. See the section entitled Undergraduate Students Taking Graduate Courses. Graduate-level courses taken by undergraduate students as part of their undergraduate degree program will appear on their undergraduate transcript. Students are responsible for paying graduate tuition.

Course Repeat Policy

The Course Repeat Policy will apply to undergraduate, graduate and non-degree programs.

- The grade of any eligible course repeated beginning fall 2012 may be replaced one time, regardless of when the course was taken previously or how many attempts of the course were made prior to fall 2012. This policy applies only to courses that are repeated fall 2012 or later.
- Any eligible course, regardless of grade, may be repeated once at Walsh College for a grade replacement.
- There is no appeal process to this limit. Additional repeats will be allowed without grade replacement. If, after the one time replacement, the course has not been passed, all subsequent grades will be factored into all GPA calculations, along with the better of the original and replaced grades.
- Courses that are not eligible for grade replacement:
 - Courses that have been graduated in any program may not be replaced in that program.
 - Courses for which transfer credit has been awarded.
 - Courses whose grades have been affected by findings of academic misconduct.

Policies and Procedures

- The better grade of the original and replacement attempt will be used in calculating both cumulative grade point average (CUM GPA) and - for undergraduate students - major/minor GPA. If the course was attempted multiple times previously, the lowest grade will be replaced.
- After grade replacement, once a course has been completed at Walsh College with a grade of "C" (2.000) or higher, all subsequent attempts will receive a grade of Audit ("AU") and no credit.
- Students who repeat courses at other institutions will not receive transfer credit if Walsh College credit has been earned, nor will they improve their Walsh grade point average. A grade of Audit ("AU") will automatically be issued to a student who repeats a course in which he/she has received course equivalency transfer credit, an exclusion, waiver or advanced standing.
- All grades will remain visible on the transcript. All academic standings originally calculated will remain visible on the transcript.
- In any one program, credit can only be earned once for any course.
- Withdrawn classes will not replace grades and will not be included in the one-time grade replacement limit. Students will still be allowed two withdrawals in addition to one replacement attempt per eligible course. In the case of a withdrawal, a grade of "W" will appear on the transcript.
- Federal and/or state regulations may supersede portions of this policy. For example, students with financial aid or GI Bill benefits are required to follow federal regulations regarding repeating courses. Please see the financial aid and veterans' sections of the catalog for details.

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 Honor Code

The Walsh College academic community will maintain the highest ethical standards in our quest for academic excellence. We will not lie, cheat, steal, or claim credit for the ideas and work of others. We commit to respecting the intellectual property of others and will always acknowledge the authorship of intellectual property in all forms.

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 be fully prepared. Students are responsible for being knowledgeable and observing all College policies and procedures.

Academic Misconduct

Walsh College students are expected to conduct themselves in a manner that is professional, ethical, honest, and in accordance with what are generally recognized standards of academic conduct. Written communications, both paper and electronic and oral communications should reflect professionalism and Walsh College expected academic conduct standards.

By choosing to attend Walsh College, both students and faculty members accept the expectations of the Academic Misconduct Policy, including its rules, policies and disciplinary actions.

A. Academic Misconduct Standards

If any administrator, faculty, staff or student body member suspect a student is engaging in academic misconduct inappropriate for the Walsh College environment, that person MUST report it to the Office of the Chief Academic Officer. Academic misconduct is defined as any act of commission or omission by a student designed to affect the grade of that student or some other student, where such act is unfair, unethical, or outside of the rules of Walsh College or the rules set by the academic department or by a classroom instructor (for the instructor's course).

Academic Misconduct includes but is not limited to:

1. **Plagiarism:** Plagiarism is the misuse of another's work without properly citing the source and the representation of this work as the student's own, whether the representation is oral or written. Any student who contributes to another student's work or who helps another to plagiarize may be found guilty of academic misconduct as well. Examples include:
 - A student who does not give credit for work (including ideas and materials) taken from other sources (public or private), including quoting, paraphrasing, rephrasing or condensing that work;
 - The submission of one's academic work from a previous course without prior written approval of the current instructor;
 - Using graphics, graphs, images, tables or other illustrative work without giving credit to the original source; and
 - Using materials that were assembled by or collected by others without acknowledging their contribution.
2. **Cheating:** Cheating includes, but is not limited to, the following actions in regards to coursework (coursework includes, but is not limited to, examinations, quizzes, homework exercises, projects, presentations, online discussion boards, papers and other assignments). Examples include:
 - Unauthorized collusion on coursework, including two or more students working together to prepare and submit the same or substantially similar coursework, or portions of coursework, without the specific consent of the instructor;

Policies and Procedures

- Use of unauthorized aids while completing coursework;
- Failure to follow administrative instructions on exam-taking or other assessment procedures;
- Completing coursework, including taking an examination, for another student or asking someone else to do the same;
- The theft, sale, purchase, unauthorized procurement or possession of examinations or other coursework (or any attempt to do so);
- Copying from another student's work (including examinations);
- Allowing another person to access online coursework to review, copy, submit, or complete that coursework;
- Copying of library materials designated "do not copy"; and
- Copying copyrighted software and destruction of equipment by introducing a computer virus.

3. Misrepresentation or Deception: This includes intentionally lying to or deceiving a member of the College's faculty, staff, administration, or to an outside agency in order to gain academic advantage for one's self; or to misrepresent or in other ways interfere with the investigation of a charge of academic misconduct.

B. Levels of Academic Misconduct

Level I:

Level I infractions are acts which indicate a lack of awareness of the Academic Misconduct Policy and may occur due to inexperience with proper citation habits. These infractions are minor in nature, and should be seen as a "teachable opportunity"; therefore, the disciplinary action taken will vary depending upon the situation, as determined by the Chief Academic Officer.

Examples include:

- Improperly citing or failing to cite a source when the rest of the submitted work is cited properly, and the infraction is limited to one or two sentences or small phrases; and
- Working or collaborating with another student on a minor individual assignment or assessment when not explicitly allowed to do so.

Action:

The instructor MUST report the violation to the department chair or director of the related degree program, who will in turn notify the Chief Academic Officer's office. The Chief Academic Officer or designate will determine whether the student is a repeat offender and determine the appropriate disciplinary action, if any, and any appropriate remedial action, if any.

Formal documentation of the infraction will be noted in the student's file.

Possible disciplinary action or sanctions include, but are not limited to, one or more of the following:

- An earned zero on the assignment;
- The requirement that the student re-do the assignment for a reduced grade;
- A reduction in the earned grade on the assignment;
- A reduction in the overall semester grade;
- A forced "Withdrawal" from the course and;
- Loss of College-awarded scholarship money or awards.

Level II:

Level II infractions may indicate deliberate dishonesty or deception and are more serious in nature than Level I violations, or involve a more significant portion of the student's grade, or a more significant assignment (or other coursework) than Level I.

Examples include:

- Repeat violations of Level I infractions;
- Presenting a significant amount of un-cited or improperly cited material or written work (i.e., a paragraph or more);
- Collaborating or working with another student on a significant assignment or assessment without explicit permission;
- Providing false information to an instructor or administrator in order to postpone an assessment or due date;
- Accessing or possessing examination material in advance of an examination; and
- Submitting work from a previous course in full or in partial fulfillment of an assignment in the present course, without current instructor approval.

Action:

The instructor MUST report the violation to the department chair or director of the related degree program, who will in turn notify the Chief Academic Officer's office. The Chief Academic Officer or designate will determine whether the student is a repeat offender and determine the appropriate disciplinary action, if any, and any appropriate remedial action, if any.

Formal documentation of the infraction will be noted in the student's file.

Possible disciplinary action or sanctions include, but are not limited to, one or more of the following:

- Any Level I disciplinary action; or combination of Level I disciplinary actions;
- A directed "F" in the course;
- Enrollment in Walsh College's academic ethics course;
- Suspension from the College; or
- Expulsion from the College.

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Level III:

Level III infractions are deliberate acts of dishonesty or deception, involving a major portion of a student's work, or involve a serious violation in completing an assessment or assignment. Examples include:

- Repeat violations of Level I or Level II infractions;
- Presenting a considerable amount of un-cited material or written work (i.e., a page, or more than 50% of the work);
- Downloading work from the Internet;
- Buying work, giving or selling one's work to another student to represent as the student's own;
- Completing coursework, including taking an examination, for another student, or asking someone else to do the same;
- The theft, sale, purchase or unauthorized procurement of examination or course material;
- Copying from another student's work (including quizzes and examinations), or allowing another student to copy from one's work;
- Allowing another student to access online coursework to complete that coursework; and
- Accessing another student's online coursework.

Action:

The instructor MUST report the violation to the department chair or director of the related degree program, who will in turn notify the Chief Academic Officer's office. The Chief Academic Officer or designate will determine whether the student is a repeat offender and determine the appropriate disciplinary action, if any, and any appropriate remedial action, if any.

Formal documentation of the infraction will be noted in the student's file.

Possible disciplinary action or sanctions may include one or more of the following:

- Any Level II disciplinary action;
- Directed "F" in the course;
- Enrollment in Walsh College's academic ethics course; or
- A review of all prior coursework completed at Walsh College, which may lead to new charges of misconduct should earlier violations have occurred, whether they were addressed at the time or not, up to and including possible reversal of grades earned in prior courses, or degrees revoked, if evidence is found indicating that misconduct was employed in the pursuit of those earlier grades or degrees.

Level IV:

Level IV infractions are repeat occurrences of Level II or Level III violations and indicate the greatest intention to obtain a grade or degree dishonestly. A Level IV infraction necessitates a review of

the student's entire academic coursework, and any prior instances of violations in prior courses, and may lead to new charges of misconduct should earlier violations have occurred, whether they were addressed at the time or not.

Action:

The instructor MUST report the violation to the department chair or director of the related degree program, who will in turn notify the Chief Academic Officer's office. The Chief Academic Officer or designate will determine whether the student is a repeat offender and determine the appropriate disciplinary action, if any, and any appropriate remedial action, if any.

Formal documentation of the infraction will be noted in the student's file.

Possible disciplinary action or sanctions may include one or more of the following:

- Suspension from the College; or
- Expulsion from the College.
- A review of all prior coursework completed at Walsh College, which may lead to new charges of misconduct should earlier violations have occurred, whether they were addressed at the time or not, up to and including possible reversal of grades earned in prior courses, or degrees revoked, if evidence is found indicating that misconduct was employed in the pursuit of those earlier grades or degrees.

C. Academic Misconduct Appeal Process

Any individual desiring to appeal the decision must do so in writing within seven calendar days after being notified of the decision. The appeal should be directed to the Chief Academic Officer of the College, who in his/her sole discretion, may affirm, modify, or reverse the decision. In all instances, the decision of the Chief Academic Officer is final.

D. Other Consequences of Academic Misconduct

Action that results in a failing grade, administrative withdrawal, administrative suspension, or expulsion may be noted on a student's transcript. Any student issued a grade for misconduct, or being investigated 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 expulsion from the College.

E. Responsibility of Faculty Members

All faculty members shall forthwith report to their department chair, program director or the Office of the Chief Academic Officer all apparent instances of academic misconduct. Under no circumstances shall any faculty member determine on his/her own a punishment for academic misconduct.

Policies and Procedures

Academic and Student Misconduct Disciplinary Designations

Disciplinary action for academic and student misconduct can take multiple forms. For academic misconduct, disciplinary action may include those listed under Levels I - IV, above, depending upon the severity of the act. The most serious disciplinary procedures include suspension and expulsion, as defined below.

Suspension

This action is a result of an academic or student misconduct infraction and terminates a student's status at Walsh College for a specified period of time not to exceed one year (12 consecutive months). Students placed on suspension are not required to reapply for admission upon reinstatement to the College. This notation may be posted on the student's academic transcript, if directed by the Chief Academic Officer.

Expulsion

This action is a result of an academic or student misconduct infraction and permanently terminates a student's status at Walsh College. This notation may be posted on at student's academic transcript, if directed by the Chief Academic Officer.

Student Requests for Exceptions to Academic Policies

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 three 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 or when the student has completed the course(s) by having taken the final exam and/or by submitting the final project. Written documentation must be attached to any policy exception requested for medical reasons. 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.

Student Requests for Exceptions to Non-Academic 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. 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. 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 College identification number, telephone number, the policy for which the student is seeking the exception, the reasons justifying the request, and any documentation necessary (e.g., 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 or when the student has completed the course (s) by having taken the final exam and/or submitting the final project. The request must be submitted by the end of the following semester, not to exceed three months after the semester for which the exception is requested.

Requests 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.

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 the 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:

- Propriety of the requirements for completion of a degree program;

Policies and Procedures

- Propriety of an individual course;
- Issues of sexual harassment (See Harassment Policy);
- An individual student's evaluation which represents an instructor's good faith judgment of the student's academic performance; and
- 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:

- Act as committee coordinator;
- Assign an officer to serve as committee chair, and;
- Implement 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 fulltime faculty member, selected by lottery or a random selection process; and,
- Two representatives from student organizations or from student government, to be selected by student government.

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 five business days 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 seven calendar 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.

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

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unacceptable behavior and are published to minimize the potential for misunderstanding. This list is not intended to be all-inclusive.

- Forgery, alteration or misuse of College documents, records, or instrument of identification, as well as knowingly furnishing false information to the College;
- Representing or acting on behalf of the College or another individual when not authorized to do so;
- Misrepresenting oneself or one's circumstances to gain an unfair advantage;
- 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 student, 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;
- 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, nonregistered 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; or

- Harassment, including sexual harassment. Students should refer to the College policy prohibiting sexual harassment in that section of the Catalog.

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

"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 can 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 their campus crime and security policies. The Walsh College Annual Campus Security Report includes the required information:

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

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The Annual Campus Security Report information is available at www.walshcollege.edu/campusafety. A printed copy can be requested from:

Walsh College
Facilities and Auxiliary Services
Campus Safety
P.O. Box 7006
Troy, MI 48007-7006
248-689-8282

Substance Abuse Policy

Walsh College will support activities and requirements of the Drug Free Workplace Act and Drug Free Schools and Campuses Act. It is a violation of College policy for students, employees, or visitors to engage in the unlawful manufacture, distribution, possession, or use of a controlled substance on College property.

Students in violation of the policy may face disciplinary action, including dismissal from the institution and/or appropriate criminal charges. Reinstatement to Walsh College will be considered on a case-by-case basis. Reinstatement considerations will be reviewed only for students who have successfully completed a substance abuse program. Employees who are convicted of any criminal drug statute may be subject to disciplinary action up to and including termination of employment and/or be required to satisfactorily complete an approved drug abuse program at the employee's expense.

The College will provide information regarding the dangers of drug abuse and referrals for assistance programs.

Harassment Policy (including Sexual Harassment Policy)

The College strives to maintain an environment free of discrimination and harassment. The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's race, color, religion, gender, age, height, weight, national origin, marital status, veteran status, sexual orientation, or disability.

The College views all forms of sexual harassment as reprehensible and therefore prohibited 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; and
- Deliberate or repeated offensive comments, gestures, physical contact of a sexual or 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 professional 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 section, the term "student" includes any person enrolled in an academic or non-credit course at Walsh College.

Dealing and Reporting Harassment/Discrimination Complaints

A student or visitor who is being or has been or believes he/she has been harassed by an administrative staff member, student, faculty member, or Institute instructor at Walsh College should clearly indicate to the offender that such behavior is offensive and that such behavior should cease immediately.

Concerns or reports of alleged harassment may be reported as follows:

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; or
5. The chief academic officer, if the complaint occurs in connection with a non-credit course or seminar.

Any complaint may also be reported to the College Human Resources 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.

Retaliation against any complainant or individuals cooperating in

Information Technology Usage Policy

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. The College's goal with respect to information technology is to provide the following:

- Student access to information anywhere on campus through the College's network or off campus through the Internet;
- Faculty resources necessary to enhance teaching, learning, and research; and
- Staff tools necessary for a responsive service environment.

This and all policies and procedures of the College are not intended to abridge academic freedom, constitutional guarantees of free speech, or freedom of expression. While the rights of academic freedom and intellectual creativity are recognized, the interests of the College, students, faculty, and staff must be protected. In addition to consideration of legal liability issues, the institutional image and reputation of Walsh College are valuable assets requiring protection.

In accordance with these policies, the College works to create an intellectual environment in which students, staff, and faculty may feel free to create and collaborate with colleagues 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.

The College advises users that while it follows generally accepted information security practices and deploys effective safeguards, it cannot guarantee that its information technology resources are completely protected from cyber security risks and threats from individuals who possess the skill and desire to breach those security measures and commit malicious acts. In addition, the information transmitted to third parties is not under the control of the College and may be intercepted.

The College advises all users of personally-owned computers to protect themselves from cyber security risks by:

- Promptly installing security patches for the operating system and other software installed on the computer;
- Using antimalware software and keeping the software updated;
- Using a firewall;
- Using good passwords on all accounts;
- Securing sensitive information such as accounts, passwords, financial and medical records by methods such as encryption and secure erasure;
- Staying alert to common ploys of cyber criminals, such as PHISHING.

Links to additional information about cyber security are available on the Walsh College IT Help Desk:
<http://www.walshcollege.edu/ITHelpDesk>

In the final analysis, the availability 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 to maintain the highest standard of ethics

Acceptable Use Policy

The following policies define the privileges of and restrictions on Walsh College students and non-Walsh College account holders who are provided with accounts to access the information resources and information technology of Walsh College. The policies include examples 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 information technology. Note that this policy does not apply to the employees, faculty and contractors who are governed by the policies of the Walsh College Employee Handbook.

The College characterizes as unethical and unacceptable, and just cause for taking actions up to and including dismissal, and/or legal action, any activity prohibited by this policy statement.

Access to the information resources and information technology at Walsh College is a privilege and must be treated as such by all users. The primary purpose of the information resources and information technology at Walsh College is to fulfill the goals previously described. Use for other purposes, such as personal recreation, is secondary. A modest level of secondary use is permitted, but if secondary use activities interfere with fulfillment of the primary purposes of the technology, those activities may be terminated or restricted. Specific restrictions on use follow.

The College advises all users of its information resources and information technology that it has the right and the duty and will routinely monitor the use of its technology to prevent and detect any violations of these policies or applicable laws. Monitoring of use and investigation of suspected violations will be done routinely by the Office of Information Technology (OIT) and without prior notice. Investigations may also be initiated by Faculty Department Chairs, Officers and Cost Center Directors of the College and will be carried out by the OIT department. Computer activity that may be monitored includes, but is not limited to:

- Files and data stored on College computers;
- Programs installed on College computers and programs used on the College network;
- Web sites visited;
- Electronic messages sent and received;
- Information uploaded, downloaded and posted;
- Usage levels
- Access to Sensitive (confidential) information

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All of these computer activities are visible and verifiable by the College's network management facilities.

Unless otherwise indicated, the following are prohibited activities. This list may not be exhaustive. Additional prohibitions may be communicated to the community at any time.

- Students may not use any resource, equipment, or software to harass or threaten others.
 - Example: A student must not use the computer to contact another person repeatedly where no legitimate purpose exists and the recipient requests the communication to stop.
- Students may not steal, forge, lie, cheat, eavesdrop, intercept, attempt to intercept, or compromise information. They may not alter the content of a message with the intent to deceive.
- Students may not attempt to access or disclose any confidential or private information about the College, other students, staff, faculty or contractors. Confidential or private information includes, but is not limited to, personal information, health information, student records and College business records.
- Students may not masquerade as another user. They may not misrepresent the identity of the sender or source of an electronic communication. They may not acquire or attempt to acquire or discover the passwords of others.
 - Example: A student must not access or attempt to access the account of another student, even if the student left his/her account logged in.
 - Tip: Always log out of an application when you are not using it or lock your desktop.
 - Tip: Always use complex, long passwords and change them periodically. Never use passwords that can be easily guessed or that may be found in a dictionary. If you believe someone may know or be using your password, change it and report the security policy violation to the Office of Information Technology (OIT)
- Students may not in any way destroy, damage, or alter any information, resource, equipment, or software, or monopolize computing resources.
 - Example: Generating activities that consume excessive network bandwidth or other system resources causing or threatening to cause disruption of system availability. These activities could include "spam" e-mail, sharing or downloading numerous files, or generating Denial of Service network packets.
 - Example: Deliberately installing malicious software such as a worm, virus, keylogger or rootkit.
 - Example: Accessing and altering information without authorization.
- Students may not scan the College network for vulnerabilities without direct authorization from the OIT director. Scanning of a separate non-production network (the Information Assurance Lab) is permitted when required for a class and authorized by the instructor.
- Students may not possess any software, resource, or equipment whose purpose is to affect a violation of any of these policies. Exceptions will be made for software, resources and equipment required or recommended for classes the student is currently enrolled. This exception does not give any student permission to use the software, resources or equipment to violate any of these policies.
 - Example: Possessing on any College-owned system account or on the student's personal computer those programs which may be used to determine the passwords of others, intercept network traffic or to obtain computer system privileges beyond those authorized.
- Students may not attempt to violate any of these policies. An 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 create, possess, willingly receive, or distribute obscene material.
 - Examples: Child pornography is absolutely against the law. It is a violation of Federal statutes to possess this material or to transmit it across state lines, even electronically.
- Students may not violate this Technology Usage Policy off-campus anywhere in the world using College resources.
 - Example: An attempt to gain unauthorized entry to a Walsh College computing resource such as the portal, WebAdvisor, e-mail etc, via any computer off the College campus is treated as if the student attempted to gain access from a computer located on campus.
- 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 or uses the College's network to download to a personal device any material created by or belonging to others, he or she must have their documented 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 resources or information technology for political purposes or non-College commercial business or advertising. Students must not

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generate unsolicited commercial e-mail unless they have 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.

- o Example: Individuals may not use the statistics software on the academic shared systems to do work for off-campus entities for which they are paid.
- o Example (Permitted activity): 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.
- o Example: The sending of unsolicited bulk e-mail (spamming) is not allowed.
- Students may not make alterations to the College network. They must not add or alter network components such as routers, wireless routers, firewalls or switches. They must not add to or alter cabling. They must not alter domain names or IP addresses.
 - o Example: A student must not add a wireless router to any College network jack or port.
 - o Example: 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, download, transmit, or possess.

Policy Violations

Students should report any known or suspected violation of this policy or any computer security incident to the director of the Office of Information Technology either directly or by e-mail (OIT_Director@walshcollege.edu).

If the College suspects an individual of violating its technology policies, it may conduct an investigation of any equipment, device, software, documents, or data that is involved. The College may access, search, or retrieve related equipment as part of its investigation. It may also employ surveillance activities to aid in an investigation. All parties involved are expected to cooperate fully with the investigation.

Any action(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.

Student Services

Academic Advising

The Admissions and Academic Advising office provides support programs and services to assist Walsh College students in achieving their goals. Academic advisors are available to help students choose programs, majors and assist with selecting a career field. All students are encouraged to meet with an advisor during their first semester and thereafter as needed. Students are also encouraged to meet with an advisor if they experience academic difficulties, would like assistance selecting classes, have questions about their academic program, or seek tutoring assistance.

The academic program plan provided 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 admissions requirements and policies will apply.

Students are encouraged to review their program requirements each year. An advisor can confirm courses remaining for program completion and review the cumulative and major grade point averages to ensure that students are meeting the expected requirements. Students can check their progress by viewing their program plan through our Web Advisor online student system.

Throughout a student's course of study, concerns of a personal nature may be experienced that could hinder academic success. Academic advisors are qualified to 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 programs should schedule an appointment with an academic advisor to discuss available options. A student desiring to change his/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 a new program plan will be created. All current admissions requirements and policies will apply. In addition, international students must see an international student advisor so that proper changes can be made to their I-20s.

Request for Guest Student Status

Students must request permission through the Admissions and Academic Advising office 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 the Guest Student at Another Institution section of this Catalog.

New Student Orientation/Campus Tours

The Admissions and Academic Advising office will provide new students the opportunity to become acquainted with the College's academic and administrative staff, policies, and student organizations. Information about campus services and

academic programs will be provided. The new student orientation is accessible in an online format, located in the Active Campus Portal. New student orientation sessions will also periodically be offered in an on-ground format. Upon admission, students will receive information on how to access the online new student orientation and future dates for on-ground sessions. To schedule a campus tour, please contact the Admissions and Academic Advising office.

Special Needs Services

Students with documented disabilities should contact the coordinator, Retention Services in the Admissions and Academic Advising office immediately after being admitted to the College, or whenever they require accommodations. The coordinator will meet with the student to provide for reasonable accommodations to increase the potential for success at Walsh College. Requests for accommodations should be made as far in advance as possible in order to provide the coordinator with ample time to make the appropriate arrangements.

Tutoring

Walsh College takes a very supportive position in assisting students and offers tutoring services or 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. Although every effort is made to have tutors available for every student who needs one, the College cannot guarantee that there will be a tutor for every class. Students are encouraged to request a tutor as early in the semester as possible to better ensure the chance of obtaining a tutor. Students requiring a tutor should contact Student Academic Success Services, or go online to myportal.walshcollege.edu, and click "Student Services/Tutoring," then "Find a Tutor". Once the student completes and submits the tutor request form, he/she can select and contact a tutor from the online tutor list. There is a nominal fee for tutoring.

Walsh College has received a grant to provide tutoring labs for undergraduate accounting, communications, and statistics courses, as well as graduate quantitative methods courses. These labs are on a walk-in basis and are free of charge to students. The schedule of labs is posted on the Walsh College portal.

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. The Troy bookstore carries books for all campus locations including online classes. The Novi bookstore carries books for classes located in Novi as well as for online classes. Both stores offer spirit clothing, school supplies, and gift items.

Ordering Textbooks

For the convenience of all Walsh College students, Barnes and Noble has established a Web site, located at www.walshcollege.bkstore.com. Students may have books

delivered to the Troy or Novi campus free of charge, or shipped to their home or office (no P.O. boxes) for a small additional fee. Textbooks can also be paid for via financial aid or direct bill to employers on the website or in the store. Students who use these payment methods must contact the Troy campus bookstore in advance of placing an order.

Computer Software

Barnes and Noble offers a variety of computer software at great savings through a partnership with www.thinkedu.com/bncollege.

Textbook Refund Policy

- A full refund will be given in the original form of payment if course materials are returned with original receipt during the first week of classes in original condition.
- With proof of a schedule change and a receipt, a full refund will be given in the original form of payment during the first 30 days of classes.
- All specialty reference book refunds will be given in the original form of payment with a receipt within three days of purchase.
- No refunds on course materials will be given without a receipt.
- Course materials must be in original condition.
- Shipping and handling charges are not refundable.

Book Buy-Back

Book buy-back dates for best prices will be posted each semester in the bookstores and on Facebook (www.facebook.com/walshcollegebookstore.) Textbooks selected by Walsh College instructors for use in the following semester will be purchased from Walsh College students at approximately 50 percent of the retail price until inventory requirements are met. Books brought in for buy-back after the stores' needs are met will be purchased at current wholesale prices. The bookstores provide wholesale book buy-back year-round. This service allows students to sell books even though they are not needed by our campus stores. Prices paid under this program are determined by market forces and are set by the wholesale company. A driver's license or state ID is required to utilize book buy back.

Business Office

The Business Office collects tuition payments and assists students with payment and other accounts receivable issues.

Tuition and Fees

To obtain the current tuition and fee expenses and payment due dates, students should refer to the Registration Materials/Schedule of Classes each semester or the Current Students/Tuition and Fees section of the College Web site.

Tuition Payment Methods

When registering for classes, students are entering into a financial obligation, which includes non-refundable fees. Students may make full payment of tuition and fees after registration or utilize one of the following payment methods listed below.

Students using financial aid or any other form of tuition assistance are responsible to ensure that all required paperwork is submitted by the appropriate due date.

Deferred Payment Plan

Students who do not make full payment of tuition and fees after registration may pay off their account in two equal installments. If the balance is not paid in full by the full tuition due date, students will be placed on the Deferred Payment Plan automatically and charged a non-refundable fee. Students are responsible for making payments by the due dates. Payments that arrive after the due date or partial payments will be assessed a late fee.

Qualified Employer or Third Party Voucher

This option is available to students whose employer or other third party pays the College directly for tuition and/or fees. The payment of tuition must not be dependent on grades. Only official employer vouchers or purchase orders will be accepted. Applications for vouchers will not be accepted. Direct billing of all third parties will take place after the add/drop period. Vouchers can only be accepted until the first payment due date. If vouchers are received after this date, deferred payment and/or late fees will apply.

Submitting an employer or third party voucher does not release a student's liability of tuition and fees. Students are responsible for any balance their voucher may not cover or if their employer fails to pay Walsh College.

Financial Aid/Scholarship Payments

Students must complete and file all necessary paperwork to receive financial aid (including scholarships, grants, and loans). Please refer to the Financial Aid section of this Catalog.

Financial aid/scholarship payments will be applied to student accounts after the add/drop period. Financial aid recipients are permitted to charge books to their account until the add/drop period is over. The bookstore will have a list of all eligible students. If aid exceeds the tuition and fees charges, a refund will be issued where appropriate. Refund checks are issued weekly.

If a balance remains on a student's account after aid is applied, payment is due in full by the last deferred payment date.

GI Bill Education Benefits

Students must complete and file all necessary paperwork to receive GI Bill Education Benefits. Chapter of eligibility will determine how tuition and fees are to be paid to the College. Please refer to the Veteran Students section of this Catalog.

Student Services

MET

Students that have a MET account set up with the State of Michigan need to inform the MET office that they will be attending Walsh College. The MET office will submit the appropriate paperwork to Wash College indicating the balance in the MET account.

Account Statements

Account statements and FAQs are available online via Web Advisor by logging in to the portal. Go to the Web Advisor tab under the Student Home page, and under Financial Information click "Accounts Receivable Statement."

Walsh College does not mail printed statements nor send notifications prior to the payment dates. Students must view their account statements online via Web Advisor to check their account balance.

Students who have questions about their account balance or payment dates or need to request a copy of their statement should contact the Business Office at business@walshcollege.edu.

Student Financial Responsibility

Students are responsible for adhering to published refund dates when registering for courses and making the proper payments by the due dates. Students should refer to the Registration Materials/Schedule of Classes each semester or the Current Students/Tuition and Fees section of the College Web site.

Students using financial aid or any other form of tuition assistance are responsible to ensure that all required paperwork is submitted by the appropriate due date.

Submitting an employer voucher does not release the student's liability of tuition and fees. Students will be responsible for any balance the voucher may not cover or if the employer fails to pay Walsh College.

Dropping courses is the responsibility of the student. Instructors and advisors do not register, drop nor withdraw students from courses. Students are not automatically dropped for non-payment or non-attendance.

Note: Walsh College does not mail printed statements nor send notifications prior to the payment dates. Students must view their account statements online via WebAdvisor to check their account balance.

Policy on Non-Sufficient Fund Checks

Checks returned to Walsh College that are not honored by the student's financial institution will be charged a non-refundable service fee per occurrence. The student will be notified and expected to pay the owed amount within five business days to avoid collection efforts. The check may be re-deposited only upon request by the student (if allowed by the student's financial institution). 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. Students who

submit a non-sufficient check to register for classes (such as payment of a past due balance) will be dropped from registered courses (five business days to submit payment does not apply). Refer to the "Indebtedness to Walsh College" section of this catalog.

Tuition Refund Policy

- See Student Financial Responsibility section of the Catalog.
- Students may drop classes through the fourteenth day of the semester. Courses can be added and/or dropped online using Web Advisor or by submitting an add/drop request by mail, Walsh College email, fax, or in person.
 - For courses dropped through the eighth day of the semester, 100 percent of tuition charges will be credited to the student's account.
 - For courses dropped between the ninth and fourteenth day of the semester, 50 percent of tuition charges will be credited to the student's account.
- No tuition refund will be given for courses dropped after the fourteenth day of the semester (withdrawal period).
- International fees are non-refundable.
- Registration fee is non-refundable unless all courses are dropped. 100% or 50% of the fee will be refunded based on when the last course is dropped. See refund dates.
- All accounts with credit balances will be issued refund checks or credits to credit or debit cards after the add/drop period.

NOTE: Dates pertain to 11 week courses. Dates for courses that meet for less than 11 weeks may differ. Dates for these courses can be found in the Registration Material/Schedule of Classes and/or the course syllabus.

Tuition Refund Policy Affecting Financial Aid Recipients

See the Financial Aid section of the catalog.

Exceptions to Tuition Refund Deadlines

If a documentable unforeseen and unavoidable circumstance occurs that prevents a student from attending his/her courses for the term, exceptions to the tuition refund deadlines may be granted. To be considered for an exception to the policy, the student must drop or withdraw from all course(s) (some circumstances may require dropping or withdrawing from all courses based on the documentation submitted with the request). Walsh College does not automatically drop students from classes for non-payment or non-attendance. The last day to withdraw from courses is during the eighth week of the term (students should refer to the Registration Materials/Schedule of Classes each semester for drop and withdraw dates). Students are responsible for tuition and fees when withdrawing beyond the refund period. Students on the deferred payment plan must still make payments in full and on time. Students receiving federal financial aid should refer to the section entitled "Tuition Refund Policy Affecting Financial Aid Recipients" in this Catalog.

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 a signed Tuition Exception Request Form available on the College's Web site. Any original documentation supporting the request should be included. Only signed Tuition Refund Exception Request forms, statements of request, and documentation with original signatures will be accepted. Faxed and emailed copies will not be accepted. Requests must be postmarked within four weeks after the start of the subsequent term (refer to the Academic Calendar for dates). Late requests will not be reviewed.

Requests will be reviewed by the Refund Exception Committee and a response will be sent in writing within 30 days. If the Committee determines that the request meets the criteria for an exception (a documentable unforeseen and unavoidable circumstance preventing a student from attending his/her courses), a 100 percent credit of the tuition charges will be credited to the student's account. Registration fees are non-refundable unless all courses are refunded.

Examples of circumstances that may qualify for an exception include but are not limited to:

- Illness or injury with signed doctor's note on original letterhead indicating inability to attend course(s);
- Death of an immediate family member (spouse, parents, siblings, and children) with death certificate or death notice;
- Involuntary work transfer or shift change with employer documentation; or,
- Military deployment.

Tuition refund requests will not be granted for:

- Conflicts between personal and class schedules;
- Overtime;
- Accepting a new position or voluntary transfer within current employment;
- Loss of employer tuition reimbursement;
- Difficult class schedules or non-attendance;
- Missing posted refund dates, or;
- Completed courses.

Tuition Rate Assessment

Tuition charges are billed at the level of the course in which the student enrolls. All 200 through 400 level courses are billed at undergraduate tuition rates. All 500 through 600 level courses are billed at graduate tuition rates. Students should consult the Registration Materials/Schedule of Classes or the Current Students/Tuition and Fees section of the College Web site for current tuition rates.

Indebtedness to Walsh College

A student who is indebted to Walsh College will not be permitted to register for classes, receive his/her diploma or certificate, and/or academic transcript. All indebtedness to the College must be paid in full and all materials and/or books borrowed from the Library or a faculty member must be returned prior to the student receiving a diploma or certificate, and/or academic transcript. A student with a past due balance will be sent to collections.

Tax Information

1098T forms will be processed for all students with billable tuition and fees during the calendar year and are available online by logging in to the portal, selecting "Financial Information" on the WebAdvisor tab under the Student Home page, and selecting "View My 1098-T Forms."

Per IRS guidelines, institutions may use the amounts paid method (box 1) or amounts billed method (box 2). The College's system supports the amounts billed method. Note that the taxpayer may not be able to claim a credit for the entire amount billed.

Walsh College cannot provide tax advice or determine if you are eligible for a tax credit. Please consult your tax advisor or visit the IRS website at www.irs.gov. Tip: Search the IRS site for "Form 8863."

Career Services

The Career Services office assists current for-credit students and degree-alumni in the pursuit of their career goals by providing career advising, resume reviews, job postings, mock interviews, and coordinating recruiting events including bi-annual career fairs and on-campus recruiting. Students and alumni may contact the office for assistance in securing full-time, part-time, and internship positions. Information about events and activities sponsored by Career Services, are emailed to students and alumni through the Career Services database; therefore, it is important for students to activate their accounts in the Career Services database, eRecruiting (located on the Career Services portal), and review their Walsh College emails regularly.

Career advising, resume and cover letter critiques, and career assessment services are available by appointment. The Career Service office is located at the Troy campus; however, appointments can be scheduled at the Troy, Novi, and University Center campuses as well as conducted through phone and email.

It is recommended that students schedule an appointment with a career advisor during their first semester at Walsh College to become familiar with the services offered and career events as well as establish a career action plan well in advance of graduation. Internships are an important part of preparing for a successful career transition and many employers interview and hire candidates well before graduation. Working with Career Services while pursuing your degree is strongly advised.

Some companies and organizations interview students who are nearing graduation by participating in on-campus recruiting. On-

Student Services

campus recruiting is held twice a year, during October/November and February/March. Campus recruiting policies and procedures are detailed on the Career Services portal under “Sign Up for Interviews On-Campus” and through an online video on the Career Services portal. Students should plan to participate in on-campus recruiting at least three semesters prior to graduation. [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 as hiring decisions are made by employers, but will assist individuals in their efforts to secure employment. Any student dismissed from the College is ineligible to utilize Career Services until reinstated.

Career Services Student Responsibilities

The manner in which students and alumni conduct themselves in the job search process affects the way employers view Walsh College. Acting in a professional and considerate manner creates a positive impression and keeps employers coming back to hire students and graduates.

To be eligible for continued use of Career Services, students are required to:

- Regularly update the resume, profile and contact information on file.
- Inform Career Services when position is secured or the student is no longer seeking employment.
- Return phone calls or emails from employers and Career Services, even if the student is not interested in the position.
- Prepare for interviews by researching the company and understanding the job responsibilities.
- For off-campus interviews, if an interview has to be cancelled or rescheduled, call in advance of the scheduled time to inform the employer of your situation. On-Campus interviews must be cancelled at least two business days prior to the interview in accordance with On-Campus Recruiting policies found on the Career Services Portal.
- Be courteous and professional in interactions with employers and Career Services staff.
- Ensure student's voice mail greeting and name of the email address is professional and appropriate for employers.
- Follow other Career Services policies and procedures posted in the Career Services portal.

Campus Libraries

Walsh College provides a specialized professional library of print and electronic materials to support the undergraduate and graduate curricula of the College at both the Troy and Novi campuses. The

print collection consists of over 30,000 bound reference and circulating volumes, as well as more than 250 current periodical subscriptions. The EBSCO e-Book Collection consists of 25,000 titles which can be downloaded to e-readers or iphones. The College's extensive tax collection is one of the finest in the State of Michigan. The library also delivers 24/7 electronic access to 60 full-text online business databases which includes over 19,000 online periodicals. Off-site access to these online databases, as well as to a variety of electronic reserve items through the library portal, is also available to all Walsh College students.

The library web and portal pages provide student access to many useful business-related web sites through discipline specific Library Research Guides in Accounting, APA Documentation, Communication, Entrepreneurship, Finance, Google Business Searching, Health Care Reform, Human Resource Management, Global Business Information, Information Assurance, Legal Resources, Marketing ,Operations Management, Organizational Design, Organizational Change and Learning, Project Management, Reading Lists, and Tax.

The main library collection is housed in the Vollbrecht Library located in the Jeffery W. Barry Center at the Troy campus. Open seven days a week during each academic semester, the Troy campus library provides 40 fully networked computers for student use. The Kaufman Library at the Novi campus is open five days a week during each academic semester and provides electronic access to all library online databases. The Novi Library also includes a limited selection of periodicals in hard copy, as well as some reference and circulating books. Print materials are delivered between the two libraries for student and faculty convenience. Walsh College students attending classes at the University Centers at Macomb Community College and St. Clair County Community College have library privileges through the Macomb Community College and St. Clair County Community College libraries.

Walsh College librarians provide classroom instruction on how best to utilize print and online resources, as well as one-on-one reference service to students to help them formulate effective research strategies on course related topics. Walsh College students can also utilize reference service by e-mail or telephone.

The Walsh College Library supports student and faculty research needs through no cost interlibrary loan. The library participates in the MelCat patron initiated interlibrary loan program which allows direct patron borrowing from more than 300 libraries throughout Michigan. This statewide resource sharing initiative makes the holdings of most academic libraries in Michigan readily available to Walsh College students, staff, and faculty. Walsh College is also a member of DALNET (Detroit Area Library Network,) which is a consortium of 20 academic, public, and special libraries in the seven county region of Southeastern Michigan. Interlibrary loan can be initiated from the online catalog using the DALNET Get It Local feature. In addition, Interlibrary loan is available for books from libraries throughout the U.S. For more information call 248.823.1228.

Student Network

Walsh College encourages all students to join student clubs and start to build a professional network while still in school. The Walsh Student Network is Walsh College's student life program. The Network provides 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 provides experiences that enhance education and career building.

The Student Network is a great resource to network and build camaraderie with the future business leaders of Walsh College.

Questions about student life? Please contact the Alumni & Student Relations Office at (248) 823-1298 for details.

Student Clubs:

- Accounting Tax Volunteer Club
- Delta Mu Delta
- Doctor of Management (DM) Student Leadership Council
- Finance and Economics Club
- Inforum
- International Student Organization
- National Association of Black Accountants, Inc.
- Open Source Community
- Student Government
- Toastmasters
- Walsh College Alumni Association (WCAA)
- Walsh College Student Veterans Organization (WCSVO)

Accounting & Tax Volunteer Club

The Accounting and Tax Volunteer Club encourages accounting and tax students to volunteer their time to various non-profit activities and efforts. Volunteer activities focus on using the accounting and business expertise. Examples include, Accounting Aid Society, March of Dimes, and various tutoring opportunities.

Contact Diane Barrantes at dbarrant@walshcollege.edu.

Delta Mu Delta

Delta Mu Delta is a national honor society in Business Administration. Membership is by invitation only. Four times a year qualifying students are mailed an application to join Delta Mu Delta. Contact Stephanie Wheeler at stouchet@walshcollege.edu.

Finance and Economics Club

Benefits include networking with business leaders, finance professionals, and Walsh faculty members; building relationships with Walsh College classmates; keeping current with job market in finance; notification of internship opportunities with local firms; Include your finance club experiences in your resume.

Contact Professor Gregg Todd at gtodd@walshcollege.edu.

Inforum

Inforum is Michigan's largest professional organization for women. Open to working professionals, workers-in-transition, students, alumni, anyone interested in professional networking and brief presentations on relevant topics. Walsh College offers Novi and Troy Affinity Groups.

For Novi, contact Lynn Valade at ValadeL@aol.com.

For Troy, contact Brenda Meller at bmeller@walshcollege.edu.

International Student Organization (ISO)

ISO has a dedication to support and enhance an inclusive global campus environment among international and American students. We advocate bringing different cultures and diversities together to encourage friendships.

Contact Liesl Scullen at lscullen@walshcollege.edu.

National Association of Black Accountants, Inc. (NABA)

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.

Contact Professor Lee Meadows at lmeadows@walshcollege.edu.

Open Source Community

Sharing and educating people within the group on all facets of web development tools and techniques, as well as initiate and publish open source web-based software projects.

Contact Professor Nan Poullos at npoullos@walshcollege.edu

Student Government

The Walsh College Student Government serves as the official voice of undergraduate and graduate students at the College. Student input improves the environment of the College and members participate in program development and fundraising.

Contact Maggie Katz at mkatz@walshcollege.edu.

Toastmasters

Toastmasters is an international organization focused on improving communication and leadership skills. Known to many as the "public speaking" association, Toastmasters provides its members with educational programs and resources in a mutually supportive club environment. Walsh College offers two clubs: one at its Troy campus and another at its Novi campus. Beginners and experienced speakers are welcome to join.

For Novi, contact Walt Hickok at whickok@aol.com.

For Troy, contact Nirupa Posani at vpnmwalshtrm@gmail.com.

Student Life

Walsh College Student Veterans Organization (WCSVO)

WCSVO was created to offer a means of community and networking for Walsh College veterans and the surrounding community.

Contact Mike Rinkus at mrinkus@walshcollege.edu.

National Honor Society

Delta Mu Delta

Delta Mu Delta is a national honor society in business administration founded in 1913 by five professors in the School of Commerce, Finance and Accounting at New York University. The Greek letters in the Society's name stand for Dia Mathessos Dynamis: "Through Knowledge, Power," the power to manage creatively for social and economic good.

The Gamma Eta chapter of Delta Mu Delta was established at Walsh College in 1976, becoming the 79th chapter nationwide. Currently, Delta Mu Delta chapters operate at 197 different colleges and universities throughout the United States and Canada.

Membership is by invitation only. Four times a year, qualifying students are e-mailed through their Walsh College e-mail account information on how to join Delta Mu Delta. Delta Mu Delta candidates/graduates are noted in the Walsh College commencement program.

Delta Mu Delta membership criteria are:

- Undergraduate student's ranking in the top 20 percent of students in the undergraduate class, with a cumulative grade point average of 3.300 or higher. Eligible undergraduate students must have completed at least 23 credit hours in residence at Walsh College.
- Graduate student's ranking in the top 20 percent of students in the graduate class, with a cumulative grade point average of 3.600 or higher. Eligible graduate students must have completed at least 18 credit hours in residence at Walsh College.

For more information on Delta Mu Delta, please go to their Web site at www.deltamudelta.org.

Walsh College Alumni Association (WCAA)

Established in 1928, the Walsh College Alumni Association (WCAA) is here to serve its alumni through programs and special events including business-to-business networking, golf outings, casino nights, personal and professional development, exclusive discounts, and many other fun and professional events.

Because the Walsh College Alumni Association is a non-dues based alumni association, all students are welcome to join us at any event, and are automatically admitted upon graduation.

Another highlight each year, is the awarding of the Distinguished

Alumni Award to one graduate who holds a significant position of responsibility in his/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 WCAA Board of Directors or to the Alumni Relations office.

General Information

The Jeffery W. Barry Center

This 37,000 square foot addition to the Troy Campus houses a library, 135 seat auditorium and nine classrooms with the latest teaching technology. The campus provides wireless internet access to students and conference rooms for student and faculty use. The building has earned the LEED® Gold Level certification for environmentally sustainable design from the U.S. Green Building Council.

Emergency Closing

If severe weather or an emergency forces the closing of Walsh College, an announcement will be made through the RAVE emergency notification system, the home 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 daytime, classes still may be held in the evening. The decision to cancel evening classes is made by 3 p.m. for classes that start at 5 p.m. or later. Walsh College classes meeting on the campus of a community college partner will be cancelled if the community college closes.

To sign-up for Walsh College's Emergency Notification system, students will need to login to Web Advisor. After logging in, click on the link "Emergency Notification Signup / Login" which can be found under the User Account group box.

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. For lost-and found items on the location of a community college partner, check with the lost-and-found or campus security for that location.

Food Service

Meals are available daily and served cafeteria-style in a lunchroom setting at the Troy campus. Please refer to the College 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.

Student ID Cards/Discounts

The College provides student photo identification cards that are used as College library cards and can be used to get discounts at various retail outlets. The ID cards are valid for two years.

Photograph sessions are scheduled generally once a month at the Troy, Novi and Macomb University Center campuses, and will be advertised in advance. There is no cost for this service.

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 audiovisual support;
- Electronic SMART Boards™; and,
- Full catering service.

Course Descriptions

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 a review of the accounting cycle, analysis and interpretation of financial statements, cash flow analysis, liabilities and equity.

ACC 300 Financial Accounting 3 Hours
Prerequisite: None. Cannot be used for credit after completing ACC 201 and 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.

ACC 301 Intermediate Accounting I 3 Hours
Prerequisite: ACC 202 or ACC 300

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 impairments.

ACC 302 Intermediate Accounting II 3 Hours
Prerequisite: ACC 301

This course is a continuation of the intermediate level of accounting. Topics include current liabilities, bonds payable, equities, treasury stock, earnings per share, construction accounting, leases, postretirement benefits, and tax allocation.

ACC 303 Financial Accounting Concepts 3 Hours
Prerequisite: ACC 301.

This course includes a thorough coverage of key fundamental and intermediate accounting topics, developing related skills needed to succeed in advanced accounting courses. Specific topics include error analysis, prospective and retrospective changes, financial statement relationships, investments, the statement of cash flows, and IFRS.

ACC 310 Managerial Accounting 3 Hours
Prerequisite: ACC 202 or ACC 300

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 or ACC 300

This course examines a basic accounting and internal control system, using a hands-on approach to record transactions resulting in a complete financial statement package. It includes exposure to both manually prepared and computer-generated

accounting information, utilizing accounting software packages and spreadsheet applications.

ACC 411 Business Combinations 3 Hours
Prerequisites: ACC 302, ACC 303 and ACC 418 or COM 340

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 & Not-For-Profit Accounting 3 Hours

Prerequisites: ACC 302, ACC 303 and ACC 418 or COM 340

This course examines fund accounting and the reporting for state and local government units, hospitals, colleges, and other not-for-profit organizations.

ACC 415 Auditing 3 Hours
Prerequisites: ACC 302, ACC 303, ACC 406, and ACC 418 or COM 340

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, internal controls, statistical sampling, examination of evidence, and audit reports.

ACC 418 Accounting Communications 3 Hours
Prerequisite: COM 320. Cannot take after completion of COM 340

This course focuses on the development of both oral and written communication skills necessary to be effective in an accounting career. Topics include professional grammar, sentence structure, word usage, and written communication formats. Requirements include an accounting topic presentation.

ACC 419 Advanced Managerial Accounting 3 Hours
Prerequisite: ACC 301 and 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
Prerequisite: None

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.

Course Descriptions

ACC 481 Directed Study in Accounting 1 – 3 Hours – 483

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. Requests for a directed study must be initiated through the Admissions and Academic Advising office and are granted only in unique circumstances. Students are limited to no more than six (6) semester credit hours (if approved) in directed study, practicum, and/or internship courses toward graduation requirements.

ACC 488 Accounting Internship 3 Hours

Prerequisites: ACC 301 and written permission of the department chair. Students must have a minimum cumulative GPA of 3.500.

This elective course gives students who have secured accounting internships the opportunity to earn credit. The student must be employed in a part-time or full-time accounting position. The student will maintain a written daily log for all duties performed and will submit a formal report on the internship experience. An accounting internship can only be used as elective credit. Requests for an internship must be initiated through the Admissions and Academic Advising office and are granted only in unique circumstances. Students are limited to no more than six (6) semester credit hours (if approved) in directed study, practicum, and/or internship courses toward graduation requirements.

ACC 494 Accounting Practicum 3 Hours

Prerequisites: ACC 301 and written permission of the department chair. Students must have a minimum cumulative GPA of 3.500.

This elective course gives students who have a part-time or fulltime accounting position the opportunity to earn credit. The student will maintain a written daily log for all duties performed and will submit a formal report on the internship experience. Requests for a practicum must be initiated through the Admissions and Academic Advising office and are granted only in unique circumstances. Students are limited to no more than six (6) semester credit hours (if approved) in directed study, practicum, and/or internship courses toward graduation requirements.

ACC 500 Financial Accounting 3 Hours

Prerequisite: None

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.

ACC 501 Intermediate Accounting I 3 Hours

Prerequisite: ACC 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 impairments.

ACC 502 Intermediate Accounting II 3 Hours

Prerequisite: ACC 501

This course is a continuation of the intermediate level of accounting. Topics include current liabilities, bonds payable, equities, treasury stock, and earnings per share, construction accounting, leases, post-retirement benefits, and tax allocation.

ACC 503 Financial Accounting Concepts 3 Hours

Prerequisite: ACC 501

This course includes a thorough coverage of key fundamental and intermediate accounting topics, developing related skills needed to succeed in advanced accounting courses. Specific topics include error analysis, prospective and retrospective changes, financial statement relationships, investments, the statement of cash flows, and IFRS.

ACC 505 Managerial Accounting 3 Hours

Prerequisite: ACC 500

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.

ACC 506 Accounting Information Systems 3 Hours

Prerequisite: ACC 500/300

This course examines a basic accounting and internal control system, using a hands-on approach to record transactions resulting in a complete financial statement package. It includes exposure to both manually prepared and computer-generated accounting information, utilizing accounting software packages and spreadsheet applications.

ACC 508 Introduction to Accounting 3 Hours

Prerequisite: None

This course is an introduction to the preparation and analysis of financial statements. The basic principles of accounting will be emphasized. Specifics topics include the accounting cycle, general purpose financial statements and accounting for assets, liabilities, and equity, revenue and expenses.

ACC 511 Business Combinations 3 Hours

Prerequisites: ACC 502/302, ACC 503/303 and ACC 518/418 or COM 340

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 512 Government & Not-For-Profit Accounting 3 Hours

Prerequisites: ACC 502/302, ACC 503/303 and ACC 518/418 or COM 340

This course examines fund accounting and the reporting for state and local government units, hospitals, colleges, and other not-for profit organizations.

Course Descriptions

ACC 515 Auditing 3 Hours

Prerequisites: ACC 502/302, ACC 503/303, ACC 504 or ACC 506/406 and ACC 518/418 or COM 340.

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, internal controls, statistical sampling, examination of evidence, and audit reports.

ACC 518 Accounting Communications 3 Hours

Prerequisite: None. Undergraduate: COM 320

This course focuses on the development of both oral and written communication skills necessary to be effective in an accounting career. Topics include professional grammar, sentence structure, word usage, and written communication formats. Requirements include an accounting topic presentation.

ACC 519 Advanced Managerial Accounting 3 Hours

Prerequisite: ACC 501. Undergraduate: ACC 301 and 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 520 International Accounting 3 Hours

Prerequisite: ACC 503/303 and ACC 518/418 or COM 340. Open to MAC students only.

Students will prepare accounting-related research papers and apply accounting principles to specific case studies regarding International Financial Reporting Standards. Research will be primarily web-based.

ACC 550 Advanced Auditing 3 Hours

Prerequisite: ACC 515. Open to MAC students only.

A continuation of the review of audit principles and techniques introduced in Auditing, including performing a simulated audit. Forensic accounting, Sarbanes-Oxley requirements, and SEC regulations are additional topics.

ACC 562 Thesis in Accounting 3 Hours

Prerequisite: Successful completion of all required core courses in the program. Requires approval of the department chair. Open to MAC students only.

This course requires a major effort by the student. A topic is chosen by agreement with the thesis counselor, subject to approval by the thesis committee. The thesis must be on a topic of importance to the academic and practicing professional accounting community. The completed thesis must demonstrate originality, scholarly perspective, thoughtful analysis, and substantial refinement in communication skills.

ACC 574 Industry Accounting and Auditing 3 Hours

Prerequisites: ACC 511/411, ACC 512/412 and ACC 515/415. Open to MAC students only.

A review of several types of industries, accounting topics and the related accounting principles and auditing procedures. Topics will vary each semester; they could include accounting and auditing for school systems, retailers, casinos, manufacturers, pension plans, county government, construction contracts, variable interest entities, IT security, and compilation and reviews.

ACC 576 Business Ethics for Accountants 3 Hours

Prerequisite: ACC 500 and ACC 505

This course is designed to develop an understanding of the expectations for business and professional accounting behaviors.

ACC 577 Payroll and Employee Benefits Accounting 3 Hours

Prerequisite: ACC 501

This course is designed to introduce and develop a working understanding of accounting for payroll, payroll-related liabilities, payroll taxes and employee benefits.

ACC 578 Accounting for Income Taxes 3 Hours

Prerequisite: ACC 501, ACC 502, ACC 503, TAX 597

This course is a systematic study of the basic concepts of tax accounting. At the end of the course, the student will have achieved substantial technical knowledge of the application of FASB ASC Topic 740, including ASC Topic 740-10.

ACC 581 Directed Study in Accounting 1 – 3 Hours – 583

Prerequisite: Written permission of the department chair. Open to MAC students only.

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 and are granted only in unique circumstances. Students are limited to no more than six (6) semester credit hours (if approved) in directed study, practicum, and/or internship courses toward graduation requirements.

ACC 588 Accounting Internship 3 Hours

Prerequisites: ACC 501 and written permission of the department chair. Students must have a minimum cumulative GPA of 3.500. Open to MAC students only.

This elective course gives students who have secured accounting internships the opportunity to earn credit. The student must be employed in a part-time or full-time accounting position. 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 and are granted only

Course Descriptions

in unique circumstances. Students are limited to no more than six (6) semester credit hours (if approved) in directed study, practicum, and/or internship courses toward graduation requirements.

ACC 594 Accounting Practicum 3 Hours

Prerequisites: ACC 501 and written permission of the department chair. Students must have a minimum cumulative GPA of 3.500. Open to MAC students only.

This elective course gives students who have a part-time or fulltime accounting position the opportunity to earn credit. The student will maintain a written daily log for all duties performed and will submit a formal report on the internship experience. Requests for a practicum must be initiated through the Admissions and Academic Advising office and are granted only in unique circumstances. Students are limited to no more than six (6) semester credit hours (if approved) in directed study, practicum, and/or internship courses toward graduation requirements.

Business Information Technology

BIT 301 Business Information Technology, 3 Hours **Theory, and Practice**

Prerequisite: None

This course examines the facets of information technology used to support a functioning business enterprise, from the perspective of a technology practitioner. Using the Zachman Framework, students will explore and experience enterprise architecture, focusing on system and technology models. Various systems development lifecycles, and the tools used to model, execute, and manage them are also studied. Students will examine the design of an IT organization, and the various roles within it, to learn how the enterprise and lifecycle are supported. Software tools appropriate to the topics are introduced and used by students throughout the course.

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 335 Business Driven Technology 3 Hours

Prerequisite: BIT 305, COM 300

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 404 Business Analysis 3 Hours

Prerequisite: None

This course, the first of two in business analysis, prepares the student to assume the role of a business analyst. Students study and apply three of the six core knowledge areas of a business analyst, as defined by the International Institute of Business Analysis (IIBA), as well as develop the underlying competencies required of an analyst. The student will learn various approaches to defining and understanding the business context of an information system, explore and practice requirements elicitation techniques, and learn techniques for transforming requirements elicited from business stakeholders into a model business solution. Software tools designed to support the business analyst will be introduced to and used by students throughout the course.

BIT 405 Business Analysis II 3 Hours

Prerequisite: BIT 404

This course, the second of two in business analysis, prepares the student to assume the role of a business analyst. Students study and apply three of the six core knowledge areas of a business analyst, as defined by the International Institute of Business Analysis (IIBA), as well as develop the underlying competencies required of an analyst. Approaches to tailoring a business analysis process to a specific business situation are explored, as are techniques for managing and communicating requirements. The role of the business analyst in assessing and validating the solution resulting from the analysis project is examined. Software tools designed to support the business analyst will be introduced to and used by students throughout the course.

BIT 411 Web Technologies 3 Hours

Prerequisite: BIT 301

This course examines standard and emerging Internet and Web technologies, and how they may be leveraged to meet strategic and operational business objectives. Students examine how web technologies impact the various levels of IT, from infrastructure to business application. Using the industry-standard tools, students design and implement various web-enabled applications.

BIT 414 Introduction to Data Analytics 3 Hours

Prerequisite: None

This course introduces the students to the concepts of strategic data analytics as it applies to business decision making and planning. The student will be introduced to the business drivers for data analytics and its impact on the ability of a company to compete effectively. The student will examine the core components of data analytics include its logical and physical infrastructure.

Course Descriptions

BIT 415 Data Analytics Techniques 3 Hours
Prerequisite: BIT 414

This course is the second in the series of strategic data analytics and introduces the student to more advanced use of tools used during the data analysis process. The student will be introduced to the development of business rules as the foundation of data analytics. The student will then learn to develop and use a variety of decision support techniques include decision trees, decision service, data modeling, and data mining.

BIT 416 Business Process and Systems Engineering 3 Hours
Prerequisite: None

This course focuses on business systems and how they may be designed or reengineered to improve output; processes; and efficiencies through business information technology. Framed from a systems thinking perspective, the course analyzes business operations to identify potential opportunities that may be achieved through the design and integration of associated information technology subsystems. Industry-standard modeling and SDLC tools are utilized

BIT 419 Collaborative Business System Design 3 Hours
Prerequisite: None

This course, the first of two in the design and development of collaborative business systems, prepares the student to transform business requirements into a design for an operational system. The student will learn and apply various system design techniques, including principles of effective user interface design. The impact of development tool limitations and corporate standards on system design will be explored; techniques for making trade-offs between an ideal design and these constraints will be studied. Techniques for modeling, documenting, communicating, and validating the system design will be explored. Students will utilize industry-standard tools to construct simple collaboration systems.

BIT 420 Collaborative Business System Development 3 Hours
Prerequisite: BIT 419

This course builds on coursework in collaborative systems design by preparing students to develop complete business workflow systems. System design techniques used for more complex systems will be studied and applied. Students will utilize advanced features of industry-standard software development tools to construct fully-functional collaboration systems. System verification and validation techniques are also explored.

BIT 425 IT Auditing 3 Hours
Prerequisites: ACC 303, and COM 340

This class introduces the student to the necessary technical and operational controls a business must employ in complex computing environments. Students will learn how to plan and conduct an IT audit. Throughout this course, students will be introduced to audit frameworks, regulatory requirements and threats and risks, as well as to the controls necessary to protect the enterprise and its applications.

BIT 430 BIT Undergraduate Capstone 3 Hours
Prerequisites: BIT 404, BIT 414 and BIT 419

This course requires the student to complete a software development project or write a significant paper on an IT topic that relates to a specific business problem. The student is expected to submit a proposal that is approved by the faculty member and then provide a series of status reports throughout the semester. The student papers and projects will be presented in conjunction with the BIT capstone fair.

BIT 446 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 451 Principles of Web Design 3 Hours
Prerequisite: BIT 411 (Open to BSBS students only)

Web design is a broad term encompassing the delivery and presentation of course content to the end user over the Internet. Trends point to an increase in the number of "cloud-based" applications and services using dynamic technologies that are more interactive and engaging to users. This course will prepare students for this world by studying and applying principles of web analysis, design, and best practices. Students in this course will be exposed to concepts of user-centered design through the introduction of mental models, personas, and iterative design. The student will deliver a final project of an application incorporating standard best-practice design principles.

BIT 452 Fundamentals of Active Web Page Scripting 3 Hours
Prerequisite: BIT 411 (Open to BSBS students only)

This course will provide a foundational look at active web page scripting. Using the Hypertext Preprocessor Language, or PHP, the most prevalent web scripting language on the Internet today, students will build PHP classes, use PHP to perform server side logic, use PHP modules, connect to databases and develop PHP applications. The course will culminate in a project demonstrating the appropriate and applicable use of PHP technology.

BIT 453 Advanced Web Technologies 3 Hours
Prerequisite: BIT 451 (Open to BSBS students only)

This course examines contemporary Internet and Web technologies such as Javascript, HTML5, DOM, jQuery, and CSS, and how they are used to build web interfaces. The student will demonstrate an understanding of, and ability to utilize, the various technologies in a series of course projects.

Course Descriptions

BIT 454 Rich Internet Application Development 3 Hours

Prerequisites: BIT 451 and BIT 452 (Open to BSBIS students only)

Students will explore rich internet application (RIA) development using Flashbuilder, a technology used on many websites, to deliver rich multimedia and application experiences to their users. In this course, students will demonstrate the ability to add animation, video, and interactivity to web pages. The course will culminate in a rich media application project demonstrating mastery of Flashbuilder.

BIT 471 Building an Information Protection Program 3 Hours

Prerequisite: 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.

BIT 472 Information Security Safeguards 3 Hours

Prerequisite: 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, 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

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 and OS fingerprinting tools, and learn methods for directing their efforts. A mock organization will be created and audited, and recommendations will be made to improve the security posture.

BIT 481 Directed Study in Business – 483 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 coursework 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 six (6) semester credit hours (if approved) in directed study, practicum, and/or internship courses toward graduation requirements.

BIT 488 Internship in BIT 3 Hours

Prerequisite: Written permission of the department chair. Students must have a minimum cumulative GPA of 3.000.

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 coursework 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 six (6) semester credit hours (if approved) in directed study, practicum, and/or internship courses toward 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 Trends and Issues 3 Hours

Prerequisite: None. MSIS 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.

Course Descriptions

BIT 514 Introduction to Data Analytics 3 Hours

Prerequisites: BIT 501 and BIT 502. Undergraduate: None

This course introduces the students to the concepts of strategic data analytics as it applies to business decision making and planning. The student will be introduced to the business drivers for data analytics and its impact on the ability of a company to compete effectively.

The student will examine the core components of data analytics include its logical and physical infrastructure.

BIT 515 Data Analytics Techniques 3 Hours

Prerequisite: BIT 514. Undergraduate: BIT 414

This course is the second in the series of strategic data analytics and introduces the student to more advanced use of tools used during the data analysis process. The student will be introduced to the development of business rules as the foundation of data analytics. The student will then learn to develop and use a variety of decision support techniques include decision trees, decision service, data modeling, and data mining.

BIT 516 Business Process and Systems Engineering 3 Hours

Prerequisites: BIT 501 and BIT 502. Undergraduate: None

This course focuses on business systems and how they may be designed or reengineered to improve output, processes, and efficiencies through business information technology. Framed from a systems thinking perspective, the course analyzes business operations to identify potential opportunities that may be achieved through the design and integration of associated information technology subsystems. Industry-standard modeling and SDLC tools are utilized.

BIT 525 Fundamentals of Networks and Telecommunications 3 Hours

Prerequisites: BIT 501 and BIT 502

This course provides an introduction to modern networking, data communications, network security, and telecommunications. Topics include analog and digital data transmission; imaging; multimedia communications; networking topologies and internetworking architectures. The course will cover the basics of design, implementation, administration and security of networks and telecommunications as well as review the current stated of telecommunication regulations on a national and global basis. The course will prepare the student to be well-versed in a variety of wired and wireless technologies and the current state of convergence in telephone, computer systems, global positions systems and the Internet.

BIT 540 IT Management, Governance, Compliance 3 Hours

Prerequisites: BIT 501 and BIT 502. MSIA: None

This course addresses information technology management and governance that will guide an organization to achieving compliance requirements for government, financial, medical, energy, education, public and private organizations. Students will explore the broad spectrum of responsibilities of the IT manager, from first level to executive. Using the industry-professional IT Value Matrix, students examine the role of the IT manager within IT processes.

Topics include governance and risk frameworks, legal and regulatory requirements such as SOX, HIPAA, FERPA, FISMA, NERC, FERC, BASEL II, ISO and PCI. Students also study and develop leadership skills required to effectively manage these processes, including communication and change management. Ethical issues are considered throughout.

BIT 546 Information Systems Security 3 Hours

Prerequisites: BIT 501 and BIT 502. Undergraduate: 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 561 Fundamentals of Project Management 3 Hours

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, and Cost Management 3 Hours

Prerequisite: BIT 561

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 lifecycle. 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.

BIT 563 Project Management Tools and Techniques 3 Hours

Prerequisite: BIT 561

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.

Course Descriptions

BIT 564 Project Leadership and Management 3 Hours

Prerequisite: BIT 561

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. Undergraduate: 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. Undergraduate: 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. Undergraduate: 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 and OS fingerprinting tools, and learn methods for directing their efforts. A mock organization will be created and 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 580 Secure Management 3 Hours

Prerequisite: None. Open to MM and MSIA students only.

This course focuses on the integration of security into general management. Security is an important aspect of operational and project management. This course will cover human resource management, homeland security, data security, and the protection of intellectual property. The students will be introduced to current initiatives in homeland security.

BIT 581 Research and Directed Study 1–3 Hours

– 583 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 MSIS curriculum. Requests for directed studies must be initiated by the Admissions and Academic Advising office. Students are limited to no more than six (6) semester credit hours (if approved) in directed study, practicum, and/or internship courses toward 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 coursework 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 six (6) semester credit hours (if approved) in directed study, practicum, and/or internship courses toward graduation requirements.

BIT 599 Capstone Project 3 Hours

Prerequisite: Completion of a minimum of 24 credit hours in the MSIS 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,

Course Descriptions

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 MSIS 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.

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.

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 420 The Legal Environment of Business 3 Hours
Prerequisite: None. May not be taken for credit after completion of BL 302.

This course is a survey of the legal environment in which contemporary business is conducted.

BL 481 Directed Study in Business Law – 483 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, two, or 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 coursework with the written permission of the student's department chair. Requests for a directed study must be initiated through the Admissions and Academic Advising office. Students are limited to no more than six (6) semester credit hours (if approved) toward graduation requirements in directed study, practicum, and/or internship courses.

BL 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. Topics include 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.

Communications

COM 210 Principles of Business Communications 3 Hours

Prerequisite: None. Students are required to complete this course within their first six (6) semester credit hours in residence at Walsh College.

This course is an examination of business communications with emphasis on further development of written communication skills. Students review topics such as grammar, style, tone, and organization to write effective messages in various formats including e-mail, memos, letters, and other business documents. Students will assess nonverbal communication and public speaking strategies.

COM 300 Communication Essentials 1 Hour
Prerequisite: Placement into this course is determined by results of the Communication Placement Exam and COM 210. Cannot be taken after successful completion of COM 320

This course provides students an opportunity to develop their written communication skills at a professional level necessary in today's workplaces. Emphasis is on the fundamentals of writing using precise language, correct grammar and punctuation, and appropriate style. Students will compose written messages that are clear, concise, free of mechanical errors, and displaying organization of thoughts based on a synthesis of information. Students will build skills to evaluate, revise and edit their own writing.

COM 320 Business Communication Methods 3 Hours
Prerequisites: COM 300 or a passing score on the Communication Placement Exam and COM 210. Students are required to complete this course within their first nine (9) semester credit hours in residence at Walsh College.

Students will continue to develop their use of organizational and critical thinking in all communication situations. Emphasis is on research, writing and public speaking. This course provides a forum in which students practice writing business correspondences and reports, carry out library research, solve on-the-job communication problems, and communicate solutions effectively and ethically. The teaching strategy includes specific feedback on written and verbal presentations, and in-class projects.

COM 340 Professional Communication 3 Hours
Prerequisites: COM 320. Students are required to complete this course within their first 15 semester credit hours in residence at Walsh College.

Students will direct their research and problem-solving skills toward specific business-related issues. Other topics covered include, but are not limited to, APA citation style, business report writing, cross-cultural communications, career development, new technologies, group dynamics, ethical communication, nonverbal communication, and multi-media presentations. Emphasis is on a team project, which requires research, writing, and professional presentations.

Course Descriptions

COM 481 Directed Study in 1-3 Hours
– 483 Communications

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 six (6) semester credit hours (if approved) in directed study, practicum, and/or internship courses toward graduation requirements.

COM 491 Personal Development: 1 Hours
Career Readiness

Prerequisites: None

In this course, students will enhance their professional development in the area of career/job readiness. Students will research job opportunities; write career-focused documents including a job search action plan, cover letter, résumé, emails, and post-interview thank you letters; participate in mock interviews; build professional networking skills; and discuss etiquette for job searching and business social situations. Students will be introduced and engage in the Walsh College career-related services that are available to all students and alumni.

COM 520 Management Communication 3 Hours

Prerequisite: None. Cannot take COM 520 after successful completion of SL 530. Students are required to complete this course within their first nine (9) semester credit hours in residence at Walsh College.

This course provides graduate students an opportunity to refine their written and oral communication skills to communicate messages at a management level to various organization stakeholders. The course will focus on effective and ethical communication in a culturally diverse, global, and technologically advanced society. Students will compose management level documents such as memos, position papers, visionary statements, and comprehensive reports that are clear, concise, free of mechanical errors, and displaying organization of thoughts based on a synthesis of information. Students will practice citing secondary sources and references using American Psychological Association (APA) style. Students will deliver multimedia presentations for various stakeholder audiences to define an organization's mission, inspire action, and communicate the organization's stance in times of crisis.

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 they relate 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. Also reviewed are multinational economics and financial implications in developed and underdeveloped countries.

ECN 503 Survey of Economics 3 Hours

Prerequisite: None

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.

ECN 515 Financial Markets and Institutions 3 Hours

Prerequisites: None

This course provides an analysis of capital market institutions and instruments in the context of the interrelationship between markets and interest rates. It examines the role of depository and non-depository institutions, organized and OTC exchanges, the function of primary and secondary markets, and the markets for equity, debt, derivatives, and foreign exchange. The course will also explore theories of risk and return, the determination and term structure of interest rates, and the contribution of financial innovation. Particular attention will be given to the wide variety of financial instruments available, including futures and options contracts, common and preferred stock, stock index contracts, money market securities, treasury and agency securities, corporate and municipal bonds, and both mortgage-backed and asset backed securities.

ECN 522 Health Economics 3 Hours

Prerequisite: None

This course provides students with an economic perspective of the health services industry. The course will begin with a review of several basic microeconomic concepts that will then be applied to the health services industry. Several concepts will be discussed, including; demand for medical care, demand for insurance, cost benefit analysis, physician services industry, pharmaceutical industry and long-term care industry.

ECN 523 Global Economics 3 Hours

Prerequisite: ECN 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.

Course Descriptions

ECN 527 Managerial Economics 3 Hours
Prerequisite: ECN 503

This course applies microeconomic theory and economic models to solving real world business problems. The topics covered include demand and supply, production, cost function estimation and forecasting. Other topics include; market structure and its effects on product pricing strategies, managerial decisions under uncertainty, risk analysis, moral hazard, adverse selection, and the role of government in business.

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 Seminar 3 Hours
Prerequisite: ECN 503

This is an advanced seminar-based course that provides substantial insight into the essential elements of monetary and fiscal policies in the 21st 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 Directed Study in Economics 1 - 3 Hours - 583
Prerequisite: Written permission of the department chair.

This course is designed to allow the student an opportunity to investigate a economic 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 six (6) semester credit hours (if approved) in directed study, practicum, and/or internship courses toward graduation requirements.

ECN 584 Internship in Economics 3 Hours
Prerequisites: Written permission of the department chair. Students must have a minimum cumulative GPA of 3.000.

This elective course gives students who have secured economics internships the opportunity to earn credit. The student must be employed in a part-time or full-time finance position. Students will be required to prepare a comprehensive written report or project; maintain a daily activity log, and submit a supervisor/intern evaluation of the learning process. Economics 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 six (6) semester credit hours (if approved) in directed study, practicum, and/or internship courses toward graduation requirements.

ECN 586 Seminar in Economics 3 Hours
Prerequisite: Announced with each offering of the course.

This course provides an in-depth coverage of selected topics in the economics field.

Finance

FIN 310 Financial Markets 3 Hours
Prerequisite: ECN 202

This course provides an overview of financial market operations and institutions, enabling students to understand and critically assess a broad array of economic and financial information. The course explores the flow of funds from lenders to borrowers, emphasizing the role of financial intermediaries, investment banks, and securities firms. Money and capital markets are analyzed, along with financial securities offered in each. The relationship between loanable funds and interest rates will also be considered. An extensive analysis will be made of the structure and goals of the Federal Reserve System, including monetary policy goals and open market operations. The course concludes with an investigation of foreign exchange markets, floating exchange rates, and the role played by multilateral financial organizations in the global economy.

FIN 315 Financial Management 3 Hours
Prerequisite: ACC 202

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 Risk Management and Insurance 3 Hours
Prerequisite: ECN 202

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 401 Personal Finance 3 Hours
Prerequisite: FIN 315

An introduction to the principles of personal finance and the logic that drives these principles. Topics covered include: measuring your financial health, tax planning, cash and debt management, consumer financing, risk management, investment

Course Descriptions

management, retirement and estate planning. Students will gain an understanding of the concepts, tools, and resources required to create their own personalized financial plan, along with opportunities to apply these same concepts to a variety of other personal profiles via case studies.

FIN 403 Investment Management 3 Hours *Prerequisites: 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 405 Behavioral Finance 3 Hours *Prerequisites: FIN 315 and FIN 403*

This course surveys behavioral finance as a framework for understanding how psychological and social forces influence financial decision-making. Topics include prospect theory, probabilistic judgment, personal biases, market anomalies, asymmetric information, cognitive processes, and investment incentives. The course also provides a critical analysis of traditional models in an effort to improve investor choices and client management.

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 407 Entrepreneurial Financial 3 Hours *Prerequisite: FIN 315*

This course examines the particular circumstances faced by owners or managers of small businesses. Most corporate finance courses approach the subject from the perspective of the large publicly-traded corporation – covering such subjects as external capital from bonds issues, sale of preferred and common stock to the public, public company reporting requirements, etc. The person who owns and/or runs a small business wears many hats and faces issues often very different from those arising in a large publicly traded corporation.

FIN 412 International Economics and Finance 3 Hours *Prerequisites: FIN 310 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 *Prerequisites: 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 *Prerequisites: BL 420 and ECN 202*

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.

FIN 419 Financial History of the United States 3 Hours *Prerequisite: None*

This course is an examination into the financial history of the United States from its founding to the present day. Special emphasis will be placed on the country's institutions, including Wall Street, banking, and manufacturing as well as the entrepreneurs that shaped the financial system of the United States.

FIN 420 Real Estate Principles 3 Hours *Prerequisite: FIN 315*

This course introduces students to real estate and its related business issues. The primary focus is upon general principles and in particular issues that impact residential real estate. Particular emphasis is placed on legal issues relating to real estate, underwriting and financing residential transactions, consumer rights and obligations, and career opportunities within the field.

FIN 425 Financial Modeling 3 Hours *Prerequisites: FIN 406 and QM 301 required. (FIN 403 recommended)*

This course provides an opportunity for undergraduate finance majors to develop practical financial modeling skills using computer software applications. Students will construct and utilize a variety of spreadsheets emphasizing specific, real-world problem solving. Financial modeling will be used for financial forecasting; sensitivity and simulation analysis; building pro forma financial

Course Descriptions

statements; ratio analysis; breakeven analysis; debt and equity valuation; calculating the cost of capital; analyzing projects using discounted cash flow techniques; and capital budgeting. It is anticipated that students will be able to adapt these models to meet the needs of the workplace.

FIN 480 Financial Planning Applications and Case Study 3 Hours

Prerequisite: FIN 321, TAX 435, TAX 436 and TAX 437

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 courses in the curriculum.

FIN 481 Directed Study in Finance 1 – 3 Hours – 483

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 the curriculum. The directed study can be approved for one, two or three semester hours of credit pending approval by the program director or the department chair. Students must initiate the request to pursue a directed study in finance through the Admissions and Academic Advising office. Students are limited to no more than six (6) semester credit hours (if approved) in directed study, practicum, and/or internship courses toward graduation requirements.

FIN 488 Finance Internship 3 Hours

Prerequisites: FIN 310 and FIN 315; written permission of the department chair. Students must have a minimum cumulative GPA of 3.000.

This course provides students with an opportunity to further develop their practical knowledge and skills in the financial industry. The student must be employed in a full-time finance position. Students will be required to prepare a comprehensive written report; maintain a daily activity log, and submit a supervisor/intern evaluation of the learning process.

FIN 489 Certified Treasury Professional Preparation Course 3 Hours

Prerequisite: FIN 315

This course is an allowable elective for students who are interested in preparing for the Certified Treasury Professional Exam. To learn more, visit the Association for Financial Professionals Web site at www.afponline.org. This course explores from a practical perspective the tools used in managing the treasury function of an organization, to include instruments to finance the organization through bank financing, money and capital markets. Risk is explicitly analyzed and used as a tool in establishing risk-return parameters for the organization.

FIN 502 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.) and conclude by providing an appropriate foundation for the balance of curriculum courses.

FIN 503 Investment Planning 3 Hours

Prerequisite: None. Open to MM and PFP Certificate students only.

This course provides an introductory survey of investments theory and practice. Students will examine a wide variety of topics, including the various classes of investment vehicles; investment risk; measures of investment returns; bond and equity valuation; investment theory; technical and fundamental analysis; assets allocation and the asset pricing models; portfolio diversification; and effective investment portfolio construction and strategies.

FIN 504 Financial Theory and Practice 3 Hours

Prerequisite: FIN 510

This course provides an advanced study of important theoretical aspects of corporate finance, with specific applications for financial management. Students will explore investment, financing, dividend, and valuation theory with a view toward optimizing the performance of the firm. The course builds upon foundational concepts and techniques in an effort to provide a more sophisticated understanding of financial theory and practice.

FIN 506 Financial Statement Analysis 3 Hours

Prerequisite: FIN 510

This course is designed to explore the various methods and techniques used to analyze the financial position and operating results as presented in financial statements. Students will develop their analytical ability by understanding the techniques and skills required of the commercial lender and the professional investor. Students will also be able to assess the financial condition of a company by reviewing the financial statements and applying appropriate analytical tools for interpretation and decision-making purposes. Unusual trends and irregularities of a company's position are also evaluated.

FIN 509 Bank and Financial Institution Management 3 Hours

Prerequisites: FIN 510; Undergraduate: 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

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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 510 Financial Management 3 Hours
Prerequisite: ACC 500 or ACC 508. MSF students are encouraged to complete this course within their first 12 semester credit hours in residence at Walsh College.

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; and 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.

FIN 511 Credit Analysis and Commercial Lending 3 Hours
Prerequisites: FIN 506 and FIN 510; Undergraduate: FIN 315 and FIN 406

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 Finance 3 Hours
Prerequisites: ECN 503 and FIN 510

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; and 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 Financial Markets and Institutions 3 Hours
Prerequisite: None

This course provides an analysis of capital market institutions and instruments in the context of the interrelationship between markets and interest rates. It examines the role of depository and non-depository institutions; organized and OTC exchanges; the function of primary and secondary markets; and the markets for equity, debt, derivatives, and foreign exchange. The course will also explore theories of risk and return, the determination and term structure of interest rates, and the contribution of financial

innovation. Particular attention will be given to the wide variety of financial instruments available, including futures and options contracts; common and preferred stock; stock index contracts; money market securities; treasury and agency securities; corporate and municipal bonds; and both mortgage-backed and asset-backed securities.

FIN 520 Real Estate 3 Hours
Prerequisite: FIN 510; Undergraduate: FIN 315

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
Prerequisites: FIN 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 524 Health Administration Finance 3 Hours
Prerequisites: FIN 510 or MGT 579 or equivalent. Undergraduate: FIN 315.

This course covers several topics related to the financial management of health services organizations. The course will begin with a brief review of basic accounting and finance concepts and a discussion of the financial environment for health care organizations. Students will be introduced to health care reimbursement, cost containment strategies, revenue determination, capital project analysis, and business ethics challenging financial managers.

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: FIN 521, QM 503 or QM 500

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

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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 *Prerequisites: 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 551 Case Studies in Mergers & Acquisitions 3 Hours

Prerequisites: Graduate student status with approval of Department Chair and Instructor.

This course provides an in-depth study of the complexities of how investment banking, private equity and corporate acquisition professionals complete the financial analysis of a company, prepare a professional pitch book and make a presentation to a client or a group of investors. Students will study the most current literature, industry trends and professional practices in the field of finance, investment banking, and mergers and acquisitions. Current valuation approaches and methods, industry research tactics, economic impact analysis, and other disciplines that professional use will be studied. Students will be assigned to a team to complete the case study assignments. Each team will develop a valuation analysis of the company, prepare a recommended course of action, develop a comprehensive pitch book and make a formal presentation.

FIN 579 Finance for Non-Financial Managers 3 Hours

Prerequisite: None. Open to MM students only.

This course provides an overview of the nature and scope of financial management of the firm. The course begins with a discussion of the accounting process and the creation and analysis of financial statements. This is followed by a variety of finance concepts used for analysis, planning, and decision making. Topics include an overview of capital budgeting; cost of capital; financial planning and forecasting; and working capital management.

FIN 580 Financial Planning Applications and Case Study 3 Hours

Prerequisites: FIN 521 (or FIN 503 for PFP Certificate students), FIN 525, TAX 535, TAX 536 and TAX 537.

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 courses in the curriculum.

FIN 581 Directed Study in Finance 1 - 3 Hours - 583

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 six (6) semester credit hours (if approved) in directed study, practicum, and/or internship courses toward graduation requirements.

FIN 584 Internship in Finance 3 Hours

Prerequisite: Written permission of the department chair. Students must have a minimum cumulative GPA of 3.000.

This elective course gives students who have secured finance internships the opportunity to earn credit. The student must be employed in a full-time finance position. Students will be required to prepare a comprehensive written report or project; maintain a daily activity log, and submit a supervisor/intern evaluation of the learning process. Finance 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 six (6) semester credit hours (if approved) in directed study, practicum, and/or internship courses toward 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 of 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

Prerequisites: FIN 506 and FIN 510

In a collegial learning environment, students will learn valuation methods used by investment bankers, private equity firms, and valuation. Students will learn how to execute the most current valuation approaches and complete a Valuation Report (this is accomplished over several weeks with the instructors input and feedback). Upon completion of this course, students will have the necessary tools to determine the value of business using the Discounted Cash Flow, Precedent Transactions, Comparable Public Companies, and Asset based Methods. This course provides students a wide variety of real-world tools to use in future work.

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FIN 589 Certified Treasury Professional Preparation Course 3 Hours

Prerequisite: FIN 510, Undergraduate: FIN 315

This course is an allowable elective for MSF and MBA students who are interested in preparing for the Certified Treasury Professional Exam. To learn more, visit the Association for Financial Professionals Web site at www.afponline.org. This course explores from a practical perspective the tools used in managing the treasury function of an organization to include instruments to finance the organization through bank financing, money, and capital markets. Risk is explicitly analyzed and used as a tool in establishing risk-return parameters for the organization.

FIN 590 Mergers and Acquisitions 3 Hours

Prerequisites: FIN 506 and FIN 510

The course provides an in-depth study of mergers and acquisitions (M&A). It is designed to develop advanced M&A skills with extensive focus on the disciplines currently used by professionals in the field. The class will cover the history of M&A; financial analysis; M&A strategies; creating value through M&A; the fundamentals of a deal transaction; legal issues; valuation models; and designing and evaluating transactions. Other subject areas studied are the optimal deal structure of transactions, designing financing structures, developing pro forma forecasts, valuation projections, the due diligence process, negotiations, defensive and offensive strategies, and communicating the deal. At the conclusion of this course, a successful student should have gained a level of competency in M&A commensurate with an entry-level investment banking associate in M&A.

Information Assurance

IA 500 Seminar on Public Sector Security Issues 3 Hours

Prerequisites: BIT 546, BIT 571, BIT 572, BIT 573, and BIT 574. Open to MSIA students only.

The federal government is developing many standards and practices for security practitioners to follow if they work with federal, state, or 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

Prerequisites: 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

Prerequisites: BIT 546, BIT 571, BIT 572, BIT 573, and BIT 574. Open to MSIA and non-degree certificate 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

Prerequisites: BIT 546, BIT 571, BIT 572, BIT 573, and BIT 574. Open to MSIA and non-degree certificate 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 Hour

Prerequisites: BIT 546, BIT 571, BIT 572, BIT 573, and BIT 574. Open to MSIA and non-degree certificate 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 to not only recognize these attacks, but to also defend themselves against such attacks.

IA 545 Physical Security 3 Hours

Prerequisites: BIT 546, BIT 571, BIT 572, BIT 573, and BIT 574.

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.

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IA 547 Seminar on Business Continuity Planning 3 Hours

Prerequisites: BIT 546, BIT 571, BIT 572, BIT 573, and BIT 574.

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

Prerequisites: IA 500, IA 510, IA 520, IA 530, IA 540 and IA 545. Open to MSIA and non-degree certificate 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 (police, lawyers, corporate legal counsel, etc.) will be examined during this course.

IA 552 Introduction to Structured Digital Forensics 3 Hours

Prerequisites: IA 500, IA 510, IA 520, IA 530, IA 540, IA 545, IA 547 and 551. Open to MSIA and non-degree certificate students only.

A complete overview of the digital forensics 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

Prerequisites: IA 500, IA 510, IA 520, IA 530, IA 540, IA 545, IA 547 and 551. Open to MSIA and non-degree certificate students only.

An intermediate-level class that will build upon the techniques and skills previously learned. Heavy emphasis will be placed on using techniques and tool 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

Prerequisites: IA 500, IA 510, IA 520, IA 530, IA 540, IA 545, IA 547, IA 551, IA 552 and 553. Open to MSIA and non-degree certificate students only.

An advanced-level class that will build upon the techniques and skills previously learned. 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 Developing an Audit and Governance Plan 3 Hours

Prerequisites: IA 500, IA 510, IA 520, IA 530, IA 540 and IA 545. Open to MSIA and non-degree certificate students only.

This class introduces the student to security and risk-based frameworks, regulatory requirements, and global compliance issues. This class will introduce the skills necessary to perform compliance audits that require globally applicable standards that apply specifically to information systems in various industries. An introduction to data analytics, SQL, and the use of computer assisted audit tools and techniques (CAATs) will be covered in this course. An overview of the audit process will be covered through the use of business case analysis and real-world audit projects.

IA 562 Compliance Audit and Tools 3 Hours

Prerequisites: IA 500, IA 510, IA 520, IA 530, IA 540, IA 545, IA 547 and IA 561. Open to MSIA and non-degree certificate students only.

This class will focus on auditing new risks introduced by new technology, global business, Web 2.0 applications, and mobility. Tools, techniques, and processes utilized to perform an organizational risk-based IT or compliance audit will be covered. Students will build on information from previous courses using data analytics to complete a mock audit of an organizational IT environment and produce a final audit or risk report. Students will be introduced to the six domains required for the CISA certification.

IA 563 Using Risk Assessment & Informatics for Effective IT Audit 3 Hours

Prerequisites: IA 500, IA 510, IA 520, IA 530, IA 540, IA 545, IA 547 and IA 561. Open to MSIA and non-degree certificate students only.

This class continues to add to the knowledge obtained previously. Additional tools, techniques, and processes utilized to perform an organizational IT or compliance audit will be covered. Computer assisted audit techniques will be used to improve the audit process. Students will explore data mining techniques to reduce the costs and increase the efficiency of IT audit. These techniques will focus on data extraction, data analysis, and statistical modeling applied to the audit process. Various types of organization audit, compliance, global regulations, fraud and risk assessments will be covered. Students will complete a simulated audit of an organizational IT environment and produce a final audit or risk report.

IA 564 Practicum – Conducting an IT Audit 3 Hours

Prerequisites: IA 500, IA 510, IA 520, IA 530, IA 540, IA 545, IA 547, IA 561, IA 562 and IA 563. Open to MSIA and non-degree certificate students only.

Students will be presented with a case study for an organization and will have the semester to perform an actual audit of security and risk controls. Auditing procedure will be covered and documented, as will the approaches used to finalize any recommendations as an outcome. Students will complete the hands-on case study using computer assisted audit tools and

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techniques (CAATs) for data analytics. Students will also prepare an audit plan based on risk framework, IT assurance, and regulatory compliance. This session builds upon the previous classes and provides the student with a mechanism with which to apply all of the techniques learned.

IA 570 CISO Skills 3 Hours

Prerequisites: IA 500, IA 510, IA 520, IA 530, IA 540, and IA 545. Open to MSIA and non-degree certificate students only.

This final class in the CISO track will examine issues faced by CISOs every day. Guest lecturers and speakers from industry will be utilized in combination with lectures, business case studies, and special projects to learn the skills that CISOs need to excel at their jobs.

IA 581 Directed Study 1 – 3 Hours – 583 in Information Assurance

Prerequisite: Written permission of the department chair. Open to MSIA students only.

This course provides students with an opportunity to investigate an information assurance topic not otherwise 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 six (6) semester credit hours (if approved) in directed study, practicum, and/or internship courses toward graduation requirements.

IA 590 Information Assurance Capstone 3 Hours

Prerequisite: Completion of a minimum of 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.

International Business

IB 514 Foundations of International Business 3 Hours

Prerequisite: None

This course provides the student with key business skills to conduct business in the global setting. The student will develop a framework for analyzing decisions made by business in an international context. The framework developed will provide the basis for developing strategies that will enable business to succeed in the global business environment. Topics covered will include import/export procedures; international sourcing and procurement; cross-cultural business negotiations; and effective selling in the international marketplace.

IB 535 International Management 3 Hours

Prerequisite: None

An overview of 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 multilateral organizations such as the WTO, the IMF, the World Bank, and the United States Agency for International Development.

IB 562 Culture and Doing Business 3 Hours in China

Prerequisite: None

An overview of China's geography, political structures, history, traditions, and social and business customs.

IB 563 Culture and Doing Business 3 Hours in the European Union

Prerequisite: None

An overview of the geography, political structures, history, traditions, and social and business customs of the European Union.

IB 564 Culture and Doing Business 3 Hours in India

Prerequisite: None

An overview of the geography, political structures, history, traditions, and social and business customs of India.

IB 565 Culture and Doing Business 3 Hours in Japan

Prerequisite: None

An overview of the geography, political structures, history, traditions, and social and business customs of Japan.

IB 567 Culture and Doing Business 3 Hours In Middle East

Prerequisite: None

An overview of the geography, political structures, history, traditions, and social and business customs in Middle East.

IB 571 Management of Information Assurance in a World of Globalization 3 Hours

Prerequisite: None

This course will provide students with an understanding of the international political context that serves as a backdrop to international business and in the process will illuminate some of the modalities between international security concerns and the contemporary business world. At a theoretical level, issues such as mercantilism and neo-mercantilism, the role of MNC's, the American "Open Door Policy," and Chinese foreign policy in Africa will be covered to scope out the nexus points between the nation-state, nationalism, and business. Special attention will be paid to a set of "tools" to assess the prospect of political instability and social unrest in countries important to U.S. business interests and the role of political and economic dynamics to promote conflict resolution will be examined. There will be focus on contemporary oil and other business interests from the perspective of nation-state conflict and the perspective of non-state (i.e., terrorist group) threats. At the same time, there will also be focus on the challenges and opportunities that American business people must confront when conducting business in international settings.

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Management

MGT 201 Principles of Management 3 Hours

Prerequisite: 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

Prerequisite: 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

Prerequisites: BL 420 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

Prerequisite: MGT 404

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

Prerequisites: 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 understanding 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 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 455 Globalization and Diversity 3 Hours

Prerequisite: None

This course is designed to explore and examine the world of work as seen through a multicultural lens. Special emphasis will be placed on the dynamic global changes that have brought about a socially diverse workforce and how the interplay of economics, legislation, politics, and consumerism have created an interconnecting system of cultures and points of view consistently acted out in the 21st century work environment. A theme dominated approach will be used to synthesize broad topics into manageable content and provide the student with a framework in which to critically analyze each topic area.

MGT 461 Business Strategy and Policy (Capstone) 3 Hours

Prerequisites: COM 340, FIN 315, MGT 303 and QM 301. The student must have completed 27 credits in residence at Walsh College.

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. All BBA majors will be required to take the Business Major Field Test developed by the Educational Testing Service (ETS) as part of the capstone course.

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 of 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 multilateral organizations such as WTO, IMF, and the World Bank.

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MGT 481 Directed Study in Management 1 – 3 Hours – 483

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 six (6) semester credit hours (if approved) in directed study, practicum, and/or internship courses toward graduation requirements.

MGT 485 Process Improvement / Benchmarking 3 Hours

Prerequisite: MGT 201

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.

MGT 488 Management Internship 3-9 Hours

Prerequisite: MGT 303; Personal interview and written permission of department chair required. Students must have a minimum GPA of 3.000.

This course provides the student with an opportunity to further develop their practical knowledge of management. Students will conduct an internship for credit and up to 40 hours of weekly work assignments. BBA Management students are allowed a maximum of nine (9) credit hours in internship courses toward graduation requirements.

MGT 501 Management, Organizational Learning and Change 3 Hours

Prerequisite: None

This course explores the basic understandings and skills necessary for leading or managing organizations by building capacities for organizational learning. Special emphasis is placed upon the use of scientific, hermeneutical, and systems thinking. Students learn how to develop a “learning organization” approach that facilitates ongoing strategy formation, implementation, evaluation, change management and continuous improvement efforts within an organization. The focus throughout the course is on application, action, and achieving effective execution. Students begin to acquire skills for leading and managing through collective learning activities by applying the course studies to their personal and professional situations. The course also reviews many of the basic functions, roles, methodologies, and skills involved in leading and managing organizations.

MGT 530 Ethics in a 21st Century Complex World 3 Hours

Prerequisite: MGT 501

This course examines theoretical and pragmatic issues facing organizations and leaders today. Students study emerging concepts, strategies, and techniques in understanding and

addressing issues of organization, citizenship, and global sustainability. The goal is to fully comprehend and apply the principles of ethical leadership in a highly interconnected global economy. These principles are essential to navigating business in the 21st century - where unintended consequences, unforeseen opportunity, and surprise become the rule rather than the exception. Critical thinking; agile decision making for complex organizational systems; philosophy of ethics; and communications are among the recurring themes.

MGT 555 Global Human Resources Management 3 Hours

Prerequisite: None

This course focuses on the overall Human Resource function. How organizations acquire, develop and retain an effective workforce will be explored; developing skills in managing employees rather than on training personnel specialists. Topics include requirements analysis, designing work for individuals and teams, selection and training, compensation and recognition, organization development and health, safety and security. Additionally, consideration is given to employee/labor relations, diversity, and the contracting of employees and employee services in a global environment.

MGT 556 Organizational Design 3 Hours

Prerequisite: MGT 555; Undergraduate: MGT 404

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 they relate 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: 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: MGT 555; Undergraduate: 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.

Course Descriptions

MGT 559 Managing Total Compensation 3 Hours
Prerequisites: MGT 555 and QM 515; Undergraduate: 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 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 569 Health Care Policy, Law and Ethical Issues 3 Hours
Prerequisite: None

The course is designed to present a broad foundation of the public and private health care industry and health care delivery in the United States. Basic legal and ethical issues are presented as they impact the provider and recipient of health care. Students will have the opportunity to explore the U.S. health care delivery system, legal and ethical issues related to accreditation, licensure and medical fraud. The course will combine readings, discussions and assignments that incorporate ethical considerations related to laws and professional responsibility that may stimulate ideas to enhance an effective and efficient health care system without decreasing quality and access for those in need of health care services.

MGT 574 Quality Assurance for Health Services 3 Hours
Prerequisite: None

QA can be defined as all activities that contribute to defining, designing, assessing, monitoring, and improving the performance of health services and health providers so that care is as effective as possible. The course will apply the theories and methods of QA to the quality of health services. Four core principles will guide the activities: 1. Focus on the client, 2. Focus on systems and processes, 3. Focus on measurement and 4. Focus on teamwork. The course will also apply a framework, called the Model for Improvement, which will guide the learning and actions for all QA activities.

MGT 581 Directed Study in Management 1 – 3 Hours – 583
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 six (6) semester credit hours (if approved) in directed study, practicum, and/or internship courses toward 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 588 Internship in Management 3 Hours
Prerequisite: Written permission of the department chair.

This elective course gives students who have secured management internships the opportunity to earn credit. The student must be employed in a part-time or full-time management position. Students will be required to prepare a comprehensive written report or project; maintain a daily activity log, and submit a supervisor /intern evaluation of the learning process. Management internships 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 six (6) semester credit hours (if approved) in directed study, practicum, and/or internship courses toward graduation requirements.

MGT 590 Strategic Management 3 Hours
Prerequisite: Completion of a minimum of 21 credit hours in the MM program.

This course is the capstone of the Master in Management degree program. Taken in the final semester, it integrates all elements of management and includes a capstone project illustrating how an organization should be strategically managed. A strategic management model will be taught using lectures, discussions, cases and current events in management.

MGT 670 Strategic Management Concepts Capstone 3 Hours

Prerequisites: FIN 510, QM 515 and MGT 555. Open to MBA students only.

This capstone 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 determining industry profitability, competitive position, opportunities and challenges, and to define strategy. All MBA Students will be required to take the MBA Major Field Test developed by the Educational Testing Service (ETS) a part of the capstone course.

Course Descriptions

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) impacts 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, and 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 marketing leadership. 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, 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; and development and motivation of the sales force.

MKT 435 Marketing Research 3 Hours
Prerequisites: MKT 202 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 conduct research and also evaluate and present their findings.

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 a wide range of technology platforms, including e-mail, discussion groups, and the World Wide Web. The final project is the analysis or construction of a simple Web site.

MKT 450 Customer Relationship Management 3 Hours
Prerequisite: MKT 202

This course explores the art and science of assessing the value of a brand's customer relationships and strategies to effectively manage those relationships. Successful Customer Relationship Management strategies consider all aspects of the interactions a brand has with its customers and incorporates the implementation of specific practices to help a brand effectively manage its customer relationships. The essential role that emarketing practices associated with the collection and use of customer data is explored in the broader context of CRM strategies.

MKT 453 Social Media Strategies 3 Hours
Prerequisite: MKT 202

Online word of mouth, social search, buzz, and the influence of networks are changing the way businesses market to new and existing customer bases. As marketers, we must be ready to leverage social media and its many benefits to help our organization drive ROI, cut marketing costs, and enhance customer relationships. This class emphasizes how to utilize social media from marketing, PR, customer, and sales perspectives. Lastly, we'll take a further look at social etiquette, policy, content strategy, tools, metrics, and legal implications.

MKT 460 Strategic Marketing 3 Hours
Prerequisites: MKT 309, MKT 415, and MKT 435

This capstone course enables students to apply all of the knowledge obtained during the marketing degree process to problems in high-level marketing decision-making. Through the analysis of cases, the student will design strategies to address a variety of marketing situations including marketing as a business value creation process, target market selection and positioning, development of integrated marketing programs, creation and cultivation of brand identity, and the establishment of long-term marketing advantages.

Course Descriptions

MKT 461 Enterprise Sales 3 Hours
Prerequisite: MKT 202

This course provides a detailed introduction to and application of the fundamental concepts of professional selling as applied to the business enterprise. Applications of sales practices in the retail and business-to-business environments will be considered. Project work with local businesses will be an important component of this class.

MKT 462 Professional Selling 3 Hours
Prerequisite: MKT 202

This course provides a detailed introduction to and application of the fundamental concepts of personal selling as applied to the individual. Everyone, regardless of career interest, needs to possess the ability to sell their services and ideas whether interviewing for a job or arguing their position on a particular topic during a meeting. Contemporary examples of personal selling will be discussed and critiqued and course participants will have considerable opportunities to gain practical experience.

MKT 481 Directed Study in Marketing – 483 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 six (6) semester credit hours (if approved) in directed study, practicum, and/or internship courses toward graduation requirements.

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 3–9 Hours
Prerequisites: MKT 202; Personal interview and written permission of Department Chair required. Students must have a minimum GPA of 3.000.

This course provides the student with an opportunity to further develop their practical knowledge of marketing. Students will conduct an internship for credit and up to 40 hours of weekly work assignments. BBA-Marketing students are allowed a maximum of nine (9) credit hours in internship courses toward graduation requirements.

MKT 540 Global Marketing 3 Hours
Prerequisites: None. Undergraduate: MKT 202 and MGT 303

In this course students will learn when to use different marketing strategies and when to standardize or adapt elements of the marketing mix.

MKT 541 Public Relations Strategies 3 Hours
Prerequisite: MKT 550; Undergraduate: MKT 202 and MGT 303

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 542 Consumer Insights 3 Hours
Prerequisite: QM 500 or QM 503. Undergraduate: MKT 202 and QM 301

This course explores the relationship between consumer decision making and the creation of a brand's competitive advantage. Students will explore how an understanding of merging trends can enhance marketing propositions and create brand value. Methodologies for generating and evaluating consumer insights, including qualitative and quantitative research techniques, will be explored.

MKT 545 e-Marketing Communication 3 Hours
Prerequisite: MKT 550. Undergraduate: MKT 202 and MGT 303

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 550 Managing the Marketing Function 3 Hours
Prerequisite: None. Undergraduate: MGT 303 and MKT 202

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.

MKT 551 Consumer Behavior 3 Hours
Prerequisite: MKT 550. Undergraduate: MKT 202 and MGT 303

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 they relate to specific demographic differences and similarities within a given population. Students learn to identify methods of establishing consumer behavior patterns to project trends and to formulate appropriate marketing decisions.

Course Descriptions

MKT 553 Social Media Strategies 3 Hours

Prerequisite: MKT 550. Undergraduate: MKT 202

Online word of mouth, social search, buzz, and the influence of networks are changing the way businesses market to new and existing customer bases. As marketers, we must be ready to leverage social media and its many benefits to help our organization drive ROI, cut marketing costs, and enhance customer relationships. The focus of this class is on how to utilize social media from marketing, PR, customer, and sales perspectives. Lastly, we'll take a further look at social etiquette, policy, content strategy, tools, metrics, and legal implications.

MKT 560 Brand Management 3 Hours

Prerequisite: MKT 550

While products and services can often be copied, consumer attitudes are much more difficult to replicate. This course provides insights into how effective brand strategies can be created to establish and strengthen consumer attitudes and the implications for brand management practitioners. Through an integration of theory and practice the course will provide a perspective on the brand management function as part of corporate marketing. Contemporary examples of brand management will be discussed and critiqued.

MKT 561 Case Studies in Marketing Strategies 3 Hours

Prerequisite: MKT 550

Using the case study method this course provides an analytical framework from which students can explore how marketing strategy is applied to a variety of organizations within the context of contemporary and emerging issues. Students will be taught how to analyze, evaluate and implement marketing strategy. A theoretical grounding in the fundamental marketing concepts is essential for students undertaking this course.

MKT 573 Special Topics in Marketing 3 Hours

Prerequisite: MKT 550. Undergraduate: MKT 202 and MGT 303

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 Directed Study in Marketing 1-3 Hours – 583

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 six (6) semester credit hours (if approved) in directed study, practicum, and/or internship courses toward graduation requirements.

MKT 588 Internship in Marketing 3 Hours

Prerequisite: Written permission of the department chair.

This elective course gives students who have secured marketing internships the opportunity to earn credit. The student must be employed in a part-time or full-time marketing position. Students will be required to prepare a comprehensive written report or project; maintain a daily activity log, and submit a supervisor /intern evaluation of the learning process. Marketing internships 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 six (6) semester credit hours (if approved) in directed study, practicum, and/or internship courses toward graduation requirements.

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 such as non-parametric statistical tests. Hypothesis testing with parametric tests include Z, T, and F correlations and regression analysis is also covered.

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. Cannot be taken for credit after completion of QM 503.

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 more than seven years old. The course is offered in four consecutive half-day sessions, and

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is scheduled based upon student interest, 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 Decision-Making 3 Hours

Prerequisite: None. Cannot be taken for credit after completion of QM 301, QM 515 or QM 500.

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.

QM 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 to a real-world problem or project. Univariate, bivariate and some multivariate analysis are presented..

Strategic Leadership

SL 500 Principles of Individual Leadership 3 Hours

Prerequisite: None

This course will explore the fundamentals of individual leadership and the characteristics that leaders need to develop in order to be successful at managing change. Leadership styles and attributes such as honesty, determination, courage, inspiration, willingness to listen, ability to learn, dependability, loyalty, supportive behaviors, and intelligent decision-making will be studied in this course. Examples will be drawn from cases of leaders who succeeded through their individual efforts.

SL 510 Principles of Team Leadership 3 Hours

Prerequisite: None

This course will examine the principles of team leadership behavior; the leader's role in the organization that accomplishes work through team activity; and decision-making. Team-based decision making processes will be studied along with those skill sets needed to accomplish tasks through teams. Team leader skill sets include group organizing principles, facilitation, building consensus, effective coaching, reducing interference in teams, and developing group management processes.

SL 520 Principles of Organizational Leadership 3 Hours

Prerequisite: None

This course will identify those contemporary theories of leadership that will be helpful for leaders in formal organizations that are in the process of major transformation. Special emphasis will be on the creation of organizational cultures and decision-making. Students will study many styles and examples of organizational leadership.

SL 570 Strategic Visioning 3 Hours

Prerequisite: None

This course explores the basics of strategic visioning processes, why they are important, what they accomplish, and how they are used to enable organizations to move into the future. Students will create a strategic vision for their organization based upon the methodologies they learn in the class.

Taxation

TAX 401 Survey of Federal Taxation 3 Hours

Prerequisite: ACC 201 or ACC 300. Cannot be taken for credit after completion of TAX 495.

This course is a non-technical survey of federal taxation. While some attention will be given to individual and investment taxation, the emphasis will be on business taxation and general principles of taxation. Some consideration will also be given to state and local taxation.

TAX 435 Basic Income Tax and Income Tax Planning 3 Hours

Prerequisite: ACC 202 or ACC 300. Cannot be taken for credit after TAX 495/595/593. Not open to BAcct or BBA.ACP 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. This course is recommended for students preparing to take the PFP qualifying or similar exam.

Course Descriptions

TAX 436 Employee Benefits and Retirement Planning 3 Hours

Prerequisite: ACC 202 or ACC 300. (TAX 435 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; and 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. This course is recommended for students preparing to take the PFP qualifying or similar exam.

TAX 437 The Tools and Techniques of Estate Planning 3 Hours

Prerequisite: ACC 202 or ACC 300. (TAX 435 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. This course is recommended for students preparing to take the PFP qualifying or similar exam.

TAX 495 Tax and Business Taxation I 3 Hours

Prerequisite: ACC 202 or ACC 300

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 Tax and Business Taxation II 3 Hours

Prerequisite: TAX 495

This course is a continuation of TAX 495, and will consider more advanced topics in both general and business taxation. Students taking this course are strongly advised to take TAX 497 the next semester enrolled.

TAX 497 Tax and Business Taxation III 3 Hours

Prerequisites: TAX 496

A continuation TAX 495 and 496. Advanced topics to be considered include advanced partnership, taxation, income taxation of trusts and estates, estate and gift taxation, and corporate distributions, redemptions, and liquidations.

TAX 500 Advanced Tax Research Writing, and Citation Methodology 3 Hours

Prerequisites: TAX 501 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 in Taxation 3 Hours

Prerequisite: TAX 593 (may be taken concurrently) MST students should take this course or TAX 599 as their first course in the MST program.

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.

TAX 507 Tax Accounting 3 Hours

Prerequisites: TAX 501 (TAX 501 may be taken concurrently) and TAX 599

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

Prerequisites: TAX 501 (TAX 501 may be taken concurrently) and TAX 599

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 (Corporate Tax I) 3 Hours

Prerequisites: TAX 501 and TAX 599, TAX 507 (TAX 507 recommended), and 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 that are treated as corporations. Topics include computing the corporate tax; controlled groups; tax-free incorporations; dividends; earnings and profits; and Subchapter S

Course Descriptions

Corporations. An introduction to consolidated tax returns will also be included. Students will be required to prepare a Form 1120 and an AMT Schedule.

TAX 511 Advanced Concepts in Corporate Tax (Corporate Tax II) 3 Hours

Prerequisites: TAX 510, TAX 507 (TAX 507 recommended), TAX 509, and TAX 599

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, and taxable acquisitions.

TAX 514 Consolidated Tax Returns (Corporate Tax III) 3 Hours

Prerequisites: TAX 510, TAX 511 (TAX 511 highly recommended), TAX 507 (TAX 507 recommended), TAX 509 (TAX 509 recommended), and TAX 599

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 NOLs; reverse acquisitions; special rules for computation of separate taxable income including inter-company transactions; inter-company distributions; investment adjustments; excess loss accounts; and allocation of consolidated tax liability.

TAX 522 Income Taxation of Trusts and Estates 3 Hours

Prerequisites: TAX 501, TAX 507 (TAX 507 recommended), TAX 528 (TAX 528 highly recommended) and TAX 599.

This course is a study of the 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 524 Valuation for Tax Purposes 3 Hours

Prerequisites: TAX 501 and 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 528 Estate and Financial Planning 3 hours

Prerequisites: TAX 501 and TAX 599

This course is a study of the estate, gift, and generation-skipping transfer taxes and the tools and techniques used to minimize those taxes. Various financial techniques will be considered, including tax planning for education, retirement planning, and family tax planning.

TAX 531 Partnership and LLC Taxation 3 Hours

Prerequisites: TAX 501, TAX 507 (TAX 507 recommended), TAX 509 (TAX 509 recommended), and TAX 599.

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 3 Hours

Prerequisite: Open only to PFP certificate students, MSF and MBA students. Cannot be taken for credit after TAX 595/495/593.

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. This course is recommended for students preparing to take the PFP qualifying or similar exam.

TAX 536 Employee Benefits and Retirement Planning 3 Hours

Prerequisite: Open only to PFP certificate students, MSF, and MBA students. TAX 535 highly recommended. Cannot be taken for credit after TAX 558.

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; and 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. This course is recommended for students preparing to take the PFP qualifying or similar exam.

TAX 537 The Tools and Techniques of Estate Planning 3 Hours

Prerequisite: Open only to PFP certificate students, MSF, and MBA students. TAX 535 highly recommended. Cannot be taken for credit after TAX 528.

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

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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. This course is recommended for students preparing to take the PFP qualifying or similar exam.

TAX 540 Tax Practice and Procedure 3 Hours

Prerequisites: TAX 501

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; collection (including offers in compromise, liens, levies, and transferee liability); and the Freedom of Information Act. Tax fraud is covered briefly.

TAX 545 Tax Ethics, Tax Penalties, and the Law of Tax Return Preparation (Short title: Law of Tax Returns) 3 Hours

Prerequisite: TAX 501

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 3 Hours

Prerequisites: TAX 510, TAX 507 (TAX 507 recommended), TAX 509 (TAX 509 recommended), and TAX 599

The application of the Internal Revenue Code to domestic corporations doing business in foreign countries 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; and current international tax problems and planning. Inter-company pricing will be considered in detail. Also covered are tax treaties; FSCs, foreign currency; and the U.S. tax treatment of foreign persons and foreign businesses engaged in U.S. activity.

TAX 557 State and Local Taxation 3 Hours

Prerequisites: TAX 501

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 percent of the course focuses on the specifics of Michigan taxation.

TAX 558 Qualified and Non-Qualified Fringe Benefits 3 Hours

Prerequisites: TAX 501 and TAX 599

This course focuses on the major forms of fringe benefits. Consideration will be given to pension and profit-sharing plans, section 401(k) plans, various kinds of stock and stock option plans, IRAs, SEPs, ESOPs, tax sheltered annuities, non-qualified deferred compensation plans, VEBA's, flexible benefit plans, health care plans, insurance plans, and other common fringe benefits.

TAX 570 Tax Research Paper (Basic) 1 Hour

Prerequisites: 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 or TAX 581 and completion of 25 hours in the MST program.

Students enrolled in this course must be concurrently enrolled in an elective course other than TAX 557 (State and Local Taxation). 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.

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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 the TAX 570 and TAX 571 requirement should contact the director of the MST 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.

This course will consist of a tax research and writing assignment covering one or more of the subject matters of the student's required MST courses and an essay reflecting on the student's assessment of their performance in the MST program. In addition, the student will be required to attend a one hour meeting with the Director of the MST program for the purpose of reviewing the student's portfolio of graded writing assignments in the MST program and assessing the student's completion of the MST core competencies. This course is offered only on a pass/fail basis and consists of the course assignments and a single meeting before the beginning of the finals week (or such other times as may be announced on the course section of the Walsh College Portal).

TAX 581 Directed Study in Taxation 1–3 Hours – 583

Prerequisite: Written permission of the program director.

A student wishing to investigate a topic not otherwise studied in his/her 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 six (6) semester credit hours (if approved) in directed study, practicum, and/or internship courses toward 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: Written permission of the program director.

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 six (6) semester credit hours (if approved) in directed study, practicum, and/or internship courses toward graduation requirements.

TAX 593 Tax and Business Taxation I 3 Hours

Prerequisite: None. Open only to MST students.

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 Tax and Business Taxation I 3 Hours

Prerequisite: ACC 500/300 or ACC 201 and ACC 202. Not open to MST students.

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 assignments on tax research will be required. Students taking this course are strongly advised to take TAX 596 the next semester enrolled.

TAX 596 Tax and Business Taxation II 3 Hours

Prerequisite: TAX 595/495. Not open to MST students.

This course is a continuation of TAX 595 and will consider more advanced topics in both general and business taxation. This course is substantially similar in content to TAX 496. However, an additional research assignment will be required, as well as an additional class on tax research and writing.

TAX 597 Tax and Business Taxation III 3 Hours

Prerequisite: TAX 596/496. Not open to MST students.

A continuation TAX 595 and 596. This course is substantially similar in content to TAX 497. However, an additional class and examination on state and local taxation will be required.

additional class on tax research and writing.

TAX 598 Tax Return Seminar 3 Hours

Prerequisite: TAX 595, TAX 596, TAX 597

This course is a practical seminar to introduce different types of tax return filings. The following U.S. Income Tax Forms will be prepared and analyzed: Form 1040, U.S. Individual Income Tax Return; Form 1120, U.S. Corporate Income Tax Return; Form

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1120 S U.S. Income Tax Return for an S Corporation; Form 1065, U.S. Return of Partnership Income; Form 4797, Sales of Business Property; Form 8824, Like-kind Exchanges; Schedule D, Capital Gains and Losses. The related tax principles to accurately prepare basis returns will be emphasized. Related practice and procedure requirements in dealing with the Internal Revenue Service will also be addressed.

TAX 599 Introduction to Tax Research 3 Hours

Prerequisite: TAX 593 (may be taken concurrently). MST students should take this course or TAX 501 as their first course in the MST program.

An introduction to the basic concepts and techniques of tax research, including the use of the Walsh College Tax Portal 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.

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Full-Time Faculty

Louise August

Associate Professor
BAcct and MSF, Walsh College
PhD, University of Michigan
Post-Doc, University of Florida
CPA

Richard Berschback

Distinguished Associate Professor
BS and MBA, University of Detroit-Mercy
CPA

Richard Chasdi

Associate Professor
BA, Brandeis University
MA, Boston College
PhD, Purdue University

Gyongyi (Georgine) Konyu Fogel

Professor
BS, Budapest Business School, College of International
Management & Business, Hungary
MBA, MS and PhD, West Virginia University
DBA and Post-Doc, Lawrence Technological University

Maria Gistinger

Adjunct Professor
BBA and MEd, Saginaw Valley State University
PhD, Michigan State University
CPA

Katherine Konon

Assistant Professor
BS, Florida State University
MSPA, Walsh College
CPA

Laura Frost

Associate Professor
BS, Lawrence Technological University
MBA, University of Michigan

Linda Hagan

Professor
Director, Graduate Programs
BBA, Eastern Michigan University
MA, University of Arizona
PhD, University of Maryland
APR

Daniel Hoops

Associate Professor
Chair, Accounting, Taxation and Business Law
BMA, University of Michigan
JD, Michigan State University College of Law
LLM, University of Miami School of Law

Michael Levens

Associate Professor
Chair, Marketing, Information Systems and Quantitative Methods
BS, Kettering University
MBA, Bond University
PhD, Capella University
Post-Doc, Tulane University
FCIM

James McHann

Professor
BA, Mississippi College
MBA, Northwestern University
ThM, Dallas Theological Seminary
PhD, University of Aberdeen, Scotland
Post-Doc, Tulane University

Lee Meadows

Professor
BA, MA, and PhD, Michigan State University

John Moore

Associate Professor
BBA, University of Notre Dame
MSF, Walsh College
MA and PhD, Wayne State University
CPA

Nanette S. Poulis

Associate Professor
Director, Information Assurance Center
BA, Western Michigan University
MA, Wayne State University
CISSP, CISM, PMP

Michael Rinkus

Associate Professor
BS, Wayne State University
MA, Central Michigan University

Sheila Ronis

Professor
Chair, Management and Communications
BS, MA, and PhD, Ohio State University

Jennifer Sanderson

Assistant Professor
BBA, Western Michigan University
MST, American University
CPA

Marla Scafe

Professor
BS, Michigan State University
MS, Purdue University
PhD, University of Oklahoma

Jenny Tatsak

Professor
BS and MA, Eastern Michigan University
PhD, Wayne State University

Walsh College Faculty

Gregory Todd

Associate Professor
Chair, Finance and Economics
BS, Western Michigan University
MA, Wayne State University
MSF, Walsh College
CMA

Terri Washburn

Professor
BBA, Rochester College
MSM, Walsh College
PhD, Capella University

Linda Wiechowski

Professor
BAcct, Walsh College
MBA and PhD, Wayne State University

Walsh College Clinical Faculty

Basma Bekdache

Clinical Professor
BBA and MA, University of Toledo
PhD, Boston College

Lucy Benham

Clinical Professor
BGS, University of Michigan
JD, Wayne State University Law School

Roger P. Bober

Clinical Professor
BBA and MA, Western Michigan University
PhD, University of Michigan

Joseph R. Corace

Clinical Assistant Professor
BSMCT, Wayne State University
MA, Central Michigan University

Dennis Drury

Clinical Professor
BA, DePauw University
BA, Michigan State University
JD, University of Michigan
52nd District Court Judge – Retired

Joseph Esdale

Clinical Assistant Professor
BA, University of Michigan
MSF and MBA, Walsh College

Philip Fioravante

Clinical Professor
BS, Michigan State University
MBA, Wayne State University
PhD, Capella University
Executive Development Program, MIT

Lisa M. Foster

Clinical Assistant Professor
BBA and MBA, Walsh College
PMP, CSM

Richard Foytek

Clinical Assistant Professor
BBA, Walsh College
MBA, Michigan State University
CFA

Susan Gilkey

Clinical Professor
BA, Spring Arbor University
MSA, Central Michigan University
PhD, Capella University

Eric Gould

Clinical Associate Professor
BBA, University of Michigan
JD, Wayne State University
LLM, University of Florida

William Greshak

Clinical Professor
BBA and MSF, Walsh College
JD, Wayne State University
CFE, CMA

Tom Javarinis

Clinical Professor
BBA and MBA, Davenport University
PhD, Capella University

Joseph Lipiec

Clinical Associate Professor
BS, Embry-Riddle Aeronautical University
MSPA, Walsh College
CPA

Nicholas McCracken

Clinical Assistant Professor
BA, Wayne State University
MBA, University of Michigan

Lesia Muszynskij (Mahon)

Clinical Assistant Professor
BBA and MSIS, Walsh College
PMP

Jill Peplinski

Clinical Assistant Professor
BA, University of Detroit - Mercy
MA, Eastern Michigan University

Thomas Petz

Clinical Assistant Professor
BS, Wayne State University
MSIA, Walsh College
CISSP

Walsh College Faculty

Richard Pietila

Clinical Associate Professor
BS, Northern Michigan University
MA, University of Michigan

John Poswalk

Clinical Assistant Professor
BA and MA, University of Michigan

Richard Radners

Clinical Profess
BS, University of Finley
MBA, Walsh College
EdD, Walden University

Steven Ranger

Clinical Assistant Professor
BS, University of Michigan
MSF, Walsh College

Ann Saurbier

Clinical Professor
BS, Miami University
MSM and DM, Walsh College

Stephen Sholty

Clinical Assistant Professor
BA, Michigan State University
MBA, Wayne State University
CTP

Eric Skinner

Clinical Associate Professor
BSA, University of Michigan - Dearborn
JD, Michigan State University College of Law

Mark Sutton

Clinical Associate Professor
BAcct and MST, Walsh College
CPA

Walsh College Adjunct Faculty

John Alfonsi

Adjunct Associate Professor
BBA, University of Michigan-Dearborn
MST, Walsh College
CPA, CFE, CFF, CVA, ABV

Barbara Alpern

Professor Emerita
BA, MA and PhD, University of Michigan

John Anderson

Adjunct Professor
BA, University of Michigan
JD, Michigan State University College of Law

Lynn Ash

Adjunct Assistant Professor
BS, Michigan State University
MS, Carnegie Mellon University

Mona Asni

Adjunct Instructor
BAcct and MAC, Walsh College

John Athanas

Adjunct Instructor
BBA, University of Michigan - Dearborn
MST, Wayne State University

Judy Bailey

Adjunct Professor
BA and MA, University of Michigan
PhD, Michigan State University

Myriam Bailey

Adjunct Assistant Professor
BA, Carleton University
MA, MS and PhD, University of Michigan

Charles Baker

Adjunct Assistant Professor
BA and MA, University of Detroit - Mercy

Ryan Ballantyne

Adjunct Assistant Professor
BS, University of Michigan-Dearborn
MBA, Wayne State University
DBA, Lawrence Technological University

Bruce Beaumont

Adjunct Assistant Professor
BA, Alma College
MM, Northwestern University
MAE, Walsh College
CFA

James Bennett

Adjunct Associate Professor
BS and MBA, University of Detroit - Mercy
CPA

John Black

Adjunct Associate Professor
BS and MBA, Wayne State University
CPA, CMA, CIA

Helen Bojarczyk

Adjunct Professor
BS and MA, Central Michigan University
PhD, Oakland University

John Bordeaux

Adjunct Associate Professor
BS, Christopher Newport University
MS and PhD George Mason University

Walsh College Faculty

Michael Bozimowski

Adjunct Assistant Professor
BBA, Eastern Michigan University
MST, Walsh College
JD, Detroit College of Law

Douglas Bringham

Adjunct Instructor
BS and MS, Utah State University

Willie Brooks Jr.

Adjunct Assistant Professor
BA, William Tyndale College
MAE and MSF, Walsh College

Donald Byrne

Adjunct Professor
BS and MBA, University of Detroit - Mercy
PhD, University of Notre Dame

Edward Callaghan

Adjunct Professor
BS, University of Detroit - Mercy
MBA, Wayne State University
PhD, University of Michigan

Ronald J. Calvaneso

Adjunct Assistant Professor
BS, State University College of New York
MBA, University of Houston
CCDA, CCNA, ITMCP, OCDBA, PMP

Marla Carew

Adjunct Assistant Professor
BA, MA and JD, University of Michigan

Kirk Carlson

Adjunct Associate Professor
BA, Michigan State University
MBA, Wayne State University

Kara Caruth

Adjunct Instructor
BBA and MSF, Walsh College

Joanne Case

Adjunct Assistant Professor
BEd and MEd, Wayne State University

Modou Ceesay

Adjunct Assistant Professor
BAcct and MBA, Walsh College
CPA

Ronald Charlebois

Adjunct Assistant Professor
BA and JD, Wayne State University

Ann Corwell

Adjunct Assistant Professor
BA and MBA, Michigan State University
APR, PRSA

Timothy Cowley

Adjunct Associate Professor
BA, Kalamazoo College
MAC, Walsh College

Ryan Coyle

Adjunct Instructor
BBA, Western Michigan University
MBA, Walsh College

Justin Crane

Adjunct Assistant Professor
BBA and MBA, Grand Valley State University
CPA

Gary Cummings

Adjunct Assistant Professor
BS, Purdue
MS, University of Michigan
Executive Development Program, Cornell University

Michael Curry

Adjunct Assistant Professor
BA, Grand Valley State University
MAE, Walsh College

Anthony Curti

Adjunct Assistant Professor
BS, Lawrence Technological University
MSF, Walsh College

Edward Dallwein

Adjunct Assistant Professor
BS, University of Detroit
LLM and JD, Wayne State University

Richard Davidson

Adjunct Assistant Professor
BA, Alma College
MM, Northwestern University
MAE, Walsh College
CFA

Sharon Dawn

Adjunct Associate Professor
BS and MBA, Northern Kentucky University
CPA

David Dieterle

Adjunct Professor
BA and MA, Central Michigan University
MAT, Purdue University
PhD, Michigan State University

Terrance Dillard

Adjunct Professor
BS, University of Phoenix
MSBIT, Walsh College
PhD, Capella University

Walsh College Faculty

Perry Driggs

Adjunct Associate Professor
BA and MBA, Harvard University
MS, Northwestern University

Julie Falk

Adjunct Associate Professor
BS and MA, Eastern Michigan University

Lyle Finkle

Adjunct Assistant Professor
BSME and MBA, University of Michigan
MSF, Walsh College
CPA

Fred Foley

Adjunct Professor
BA, Central Michigan University
MA, Purdue University
JD, Wayne State University

Lisa M. Foster

Adjunct Assistant Professor
BBA and MBA, Walsh College
PMP, CSM

Russell Fuller

Adjunct Associate Professor
MSF and BAacct, Walsh College
CPA

George Gardner

Adjunct Assistant Professor
BS and MBA, University of Detroit - Mercy

Joseph D. George

Adjunct Assistant Professor
BBA and MBA, Davenport University

Kalman Goren

Adjunct Assistant Professor
BBA and JD, Wayne State University

Steve Haener

Adjunct Assistant Professor
BA, Hillsdale College
MBA, Wayne State University

Deborah Hannan

Adjunct Assistant Professor
BS, Kettering University
MSE, University of Michigan
MBA, Oakland University

Dennis J. Harder

Adjunct Assistant Professor
BBA and MSF, Walsh College

Steven Harms

Adjunct Professor
BA, Hope College
JD, Michigan State University College of Law

Marsha Harris

Adjunct Assistant Professor
BAacct, Walsh College
MPA, Oakland University

Jeff Hartzel

Adjunct Instructor
BA, Michigan State University
CPA

Kenneth Hirsch

Adjunct Instructor
BBA, Walsh College
MBA, Heidelberg University

Paul Housey

Adjunct Assistant Professor
BA and MBA, Michigan State University
CPA, CFP

Patrick Howard

Adjunct Instructor
BA, University of Oklahoma
MA, Boston University

Ervin Hoxha

Adjunct Instructor
BS, Madonna University
MSBIT, Walsh College
CISSP, CISA

Sarah Johnson

Adjunct Instructor
BA, University of Michigan
MBA, Central Michigan University
CPA

Samuel Kain

Adjunct Associate Professor
BS, University of Michigan – Dearborn
MSF, Walsh College

Swati Karve

Adjunct Professor
BA and MA, Bangalore University, India
PhD, University of Pune

Ernest Katai

Adjunct Assistant Professor
BBA, University of Michigan - Dearborn
MBA, University of Detroit - Mercy

Javad Katibai

Adjunct Assistant Professor
BS and MS, Michigan State University

Amy Keely

Adjunct Instructor
BA, University of Michigan - Flint
MBA, University of Phoenix

Walsh College Faculty

William Keller

Adjunct Assistant Professor
BBA and MBA, University of Michigan

Eden Konja

Adjunct Assistant Professor
BSBIT and MSIS, Walsh College

Theresa Kraft

Adjunct Associate Professor
MS, Rensselaer Polytechnic Institute
MBA University of Detroit - Mercy
DM, Lawrence Technological University

Jodi Krausman

Adjunct Assistant Professor
BBA and MAC, Walsh College
CPA, PMP

James Krolik

Adjunct Professor
BS and MA, Eastern Michigan University
PhD, University of Michigan
SPHR

Matthew Latham

Adjunct Instructor
BS, University of Michigan
MBA, Walsh College

Kayla LeBlanc

Adjunct Assistant Professor
BBA, Walsh College
MBA, Capella University

Mark Lee

Adjunct Assistant Professor
BBA, Eastern Michigan University
MBA, Northwestern University

William F. Lehrer II

Adjunct Assistant Professor
BS, University of Michigan
MBA, Madonna University
CISSP, CCDA, FCNSA

Leon Lewis

Adjunct Associate Professor
BBA and AME, University of Michigan
MST, Walsh College
Executive Management Certificate, International Institute for
Management Development in Switzerland
CPA

David Malick

Adjunct Assistant Professor
BSME and MBA, University of Michigan - Dearborn
CPA

Henry Marshall Jr.

Adjunct Associate Professor
BBA, University of Toledo
MA, Siena Heights University

John Matlock

Adjunct Instructor
BS, United States Military Academy
MBA, Auburn University

D. Stuart McCubbrey

Adjunct Assistant Professor
BA, University of Michigan
MBA, University of Michigan - Dearborn
CIA, CISA, CISSP

Gerard J. Mellnick

Adjunct Associate Professor
BBA, University of Michigan - Dearborn
MBA, Wayne State University
CPA

Harold Meloche

Adjunct Instructor
BA, Suny New Paltz
MSPA, Walsh College
CPA

Andrea Merritt

Adjunct Assistant Professor
BBA and MBA, Wayne State University

Ashley Miller

Adjunct Instructor
BBA and MAC, University of Michigan
CPA

Blaire Miller

Adjunct Assistant Professor
BBA, Eastern Michigan University
MBA, Michigan State University

Glenn A. Moots

Adjunct Professor
BA, University of Michigan
MA, Louisiana State University
MSF, Walsh College
MA and PhD, Louisiana State University

John Naglick

Adjunct Assistant Professor
BBA and MBA, University of Detroit - Mercy
CPA, CFF

Daniela Natcheva

Adjunct Associate Professor
MBA, University of Economics, Bulgaria
MSPA, Walsh College
CPA

Samuel Palmeri

Adjunct Professor
BBA, Eastern Michigan University
MSM, Walsh College
PhD, Capella University
SPHR, CBP, CCP

Walsh College Faculty

Louis Petro

Adjunct Professor
BME, Kettering University
MBA, University of Michigan
PhD, University of Michigan
CPA, CMA, CIA, CISA, CFE, CCP, CFM, PE

Agnes Postma

Adjunct Instructor
BSW, Tallinn University
MSPA, Walsh College
CPA

Anthony Racka

Adjunct Assistant Professor
BA, Siena Heights University
MBA, Lawrence Technological University

Sajay Rai

Adjunct Instructor
BS, Fontbonne College
MS, Washington University

Michelle Randall

Adjunct Associate Professor
BBA, University of Michigan
MBA, Wayne State University

Erin Rawlings

Adjunct Instructor
BA, Western Michigan University
Master in the Art of Teaching, Marygrove College

Jeffrey M. Recor

Adjunct Instructor
BA, Michigan State University

Robert Rhoades

Adjunct Associate Professor
BA, University of Michigan
JD, University of Detroit - Mercy

Douglas Rivers

Adjunct Instructor
BA, University of Michigan
CISSP, CISA

Ronald Roman

Adjunct Assistant Professor
BBA, University of Detroit - Mercy
MSA, Central Michigan University

Jeffrey Ruedisueli

Adjunct Assistant Professor
BA, Michigan State University
MSF, Walsh College
CPA

Kenneth Sachs

Adjunct Assistant Professor
BA, University of Michigan
LLM, Wayne State University
JD, George Washington University

Diane Sacra

Adjunct Assistant Professor
BA, Wayne State University
MSA, Central Michigan University

Hamed Sadrnia

Adjunct Assistant Professor
BSME, Michigan Technological University
MSME, University of Cincinnati

Lee A. Sartori

Adjunct Professor
BS and MBA, Oakland University
MST, Walsh College
JD, Michigan State University College of Law
CPA

Ralph Schmitt

Adjunct Assistant Professor
BS, Pennsylvania State University
MBA, Brigham Young University

John Sharp

Adjunct Assistant Professor
AB, University of Michigan
JD, Wayne State University

Leonard Sholtis

Adjunct Assistant Professor
BSE, University of Michigan
MBA, Eastern Michigan University

Deborah Sieradzki

Adjunct Assistant Professor
BBA, Walsh College
MS, Central Michigan University
PhD, Capella University

Gregory Smith

Adjunct Assistant Professor
BA, Michigan State University
MBA, Wayne State University
CFA

Christopher Sobota

Adjunct Associate Professor
BS, Michigan State University
MSBIT, Walsh College
JD, University of Detroit - Mercy
CIPP

Punita Sura

Adjunct Assistant Professor
BComm, University of Bombay
MBA, University of Iowa

Robert Sutton

Adjunct Instructor
BS, Central Michigan University
MSIA, Walsh College

Walsh College Faculty

Milena Thomas

Adjunct Assistant Professor
BMA, University of Michigan
MSF, Walsh College

Amy Tietz

Adjunct Instructor
MST, Walsh College
BA and BBA, Western Michigan University

John Tonial

Adjunct Assistant Professor
BS, University of Western Ontario
MBA, Wayne State University
PhD, University of Phoenix

Frank Turco

Adjunct Assistant Professor
BBA, Temple University
MBA, Indiana University
CPA, CMA, CFM

Steven Weisberg

Adjunct Instructor
BBA, University of Michigan
MST, Golden Gate University

Diane Western

Adjunct Instructor
BBA, Walsh College
MBA, University of Michigan - Flint

Matthew Wirgau

Adjunct Assistant Professor
BS, Ferris State University
MBA, George Washington University

Tina Marie Wohlfield

Adjunct Assistant Professor
BS, University of Phoenix
MBA, Walsh College
SPHR

Patricia Wolf

Adjunct Associate Professor
BS, Seton Hall University
MBA, University of Phoenix
PhD, Capella University

David Wood

Adjunct Assistant Professor
BS, University of Missouri
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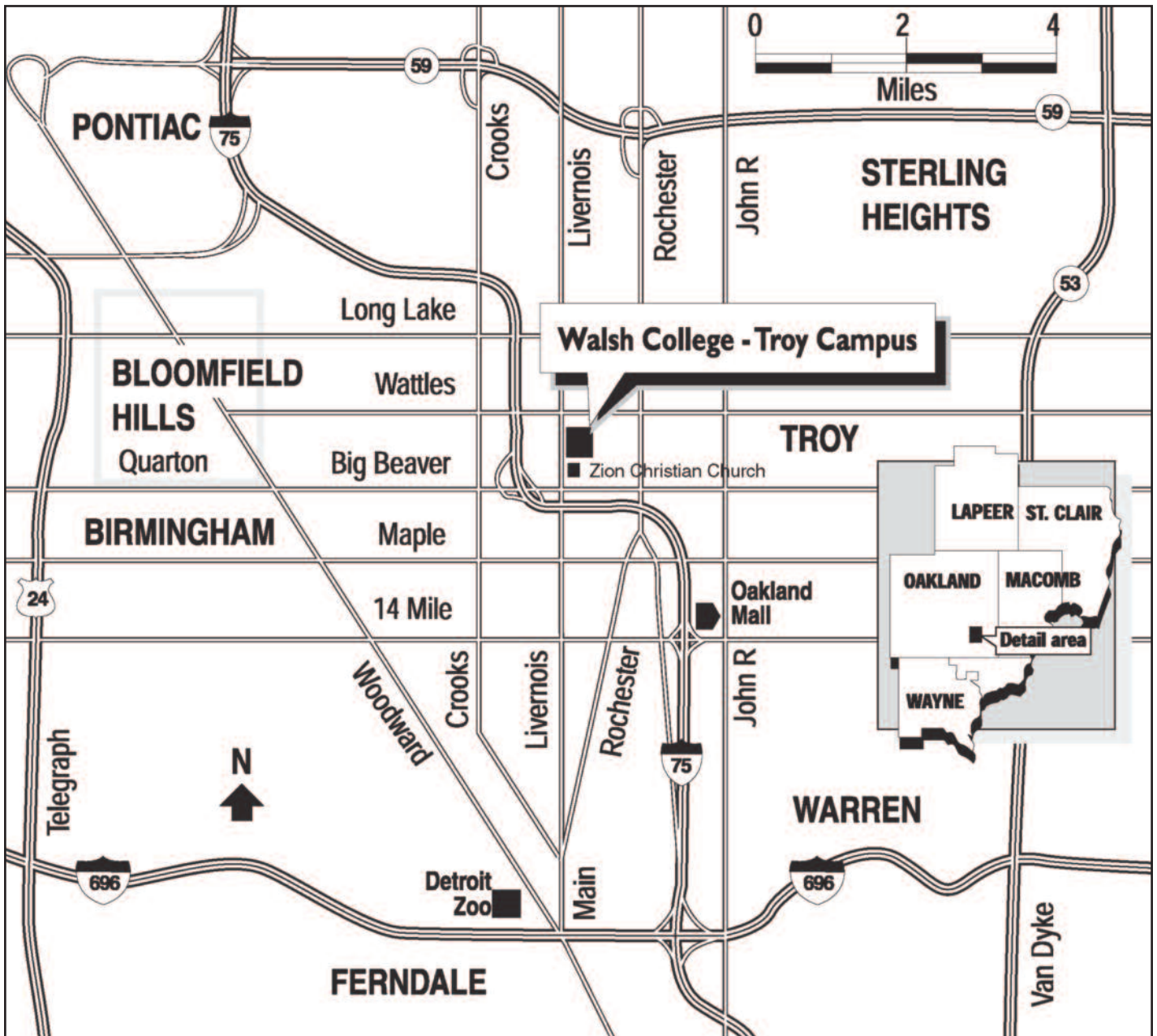
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TROY
Campus

PO Box 7006
3838 Livernois Road
Troy, MI 48007-7006
248-689-8282 phone
248-823-1611 fax
www.walshcollege.edu

The main campus of Walsh College is located on the east side of Livernois Road, north of Big Beaver Road (16 Mile), in Troy.



WALSH[®]
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NOVI Campus

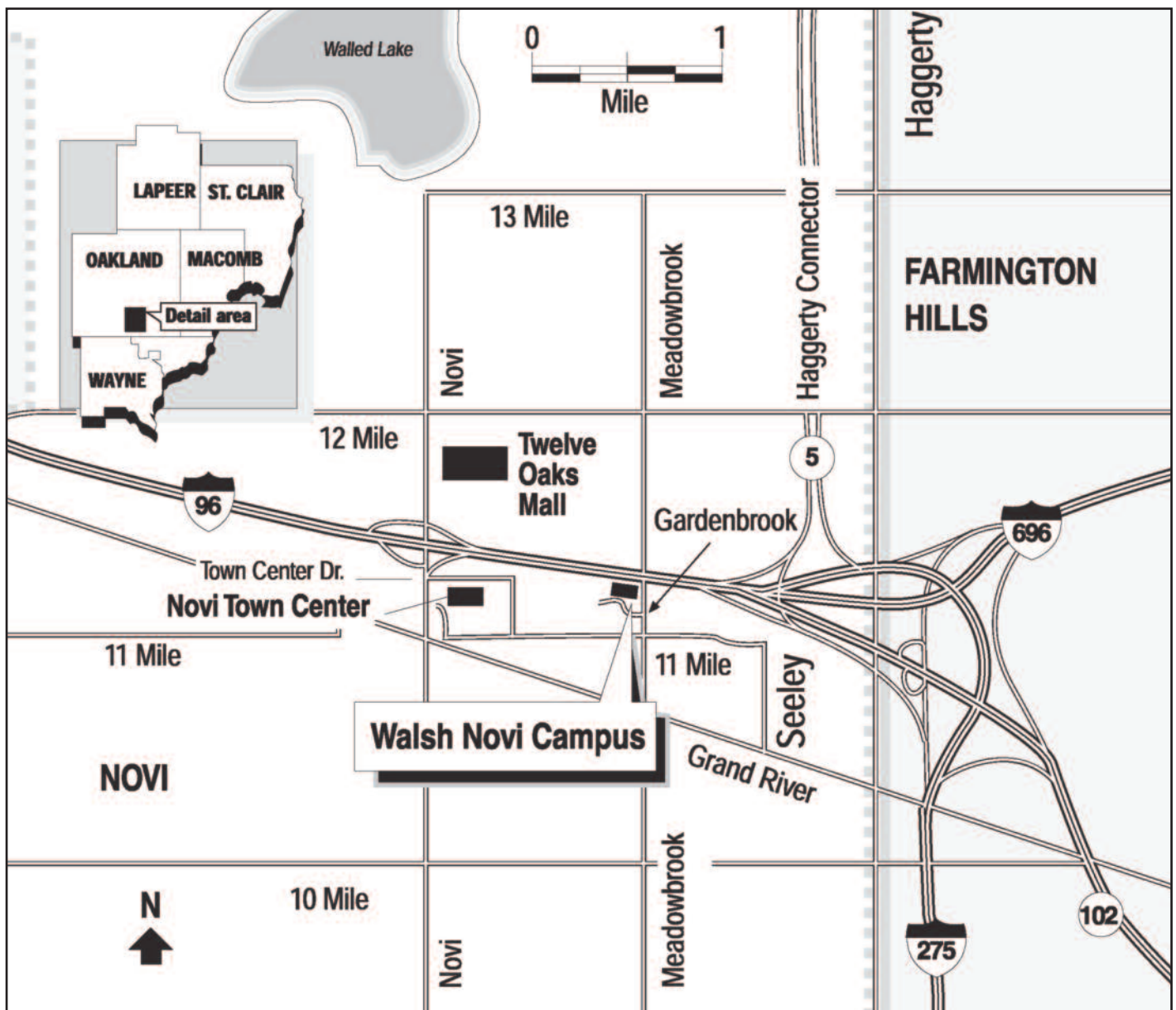
41500 Gardenbrook Road
Novi, Michigan 48375-1320
248-349-5454 phone
248-349-7449 fax
www.walshcollege.edu

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.



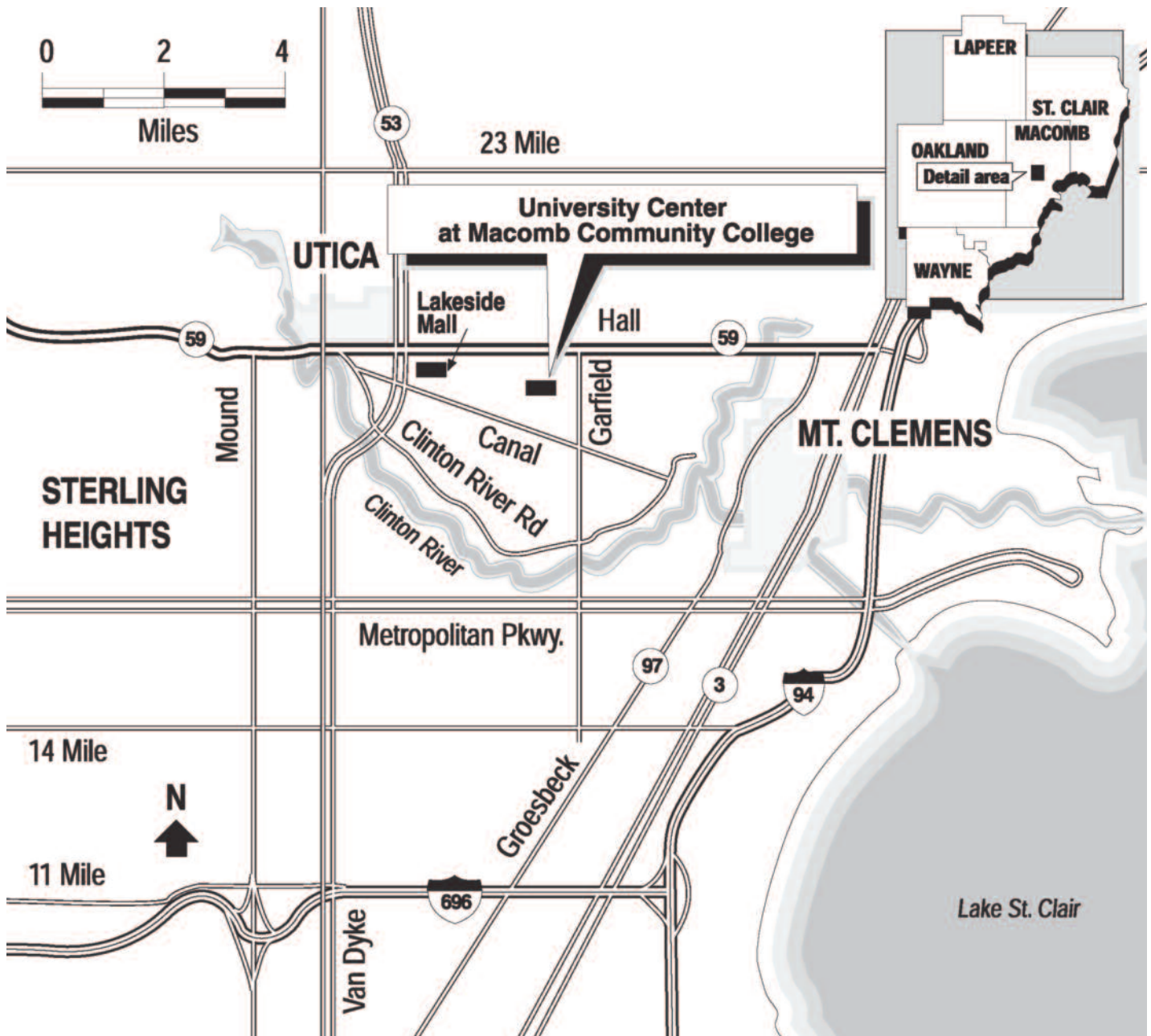
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WALSH
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Clinton Township Campus

44575 Garfield Road
Clinton Township, MI 48038
586-723-1500 phone
586-723-1501 fax
www.walshcollege.edu

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.



Academic Calendar

Fall 2013

Priority Registration	August 19 - 25
Regular Registration	August 26 - October 1
Classes Begin	September 25
Last Day to Register or Add Classes	October 1
Last Day for 100% Tuition Refund	October 2
Last Day to Drop Classes	October 8
Last Day for 50% Tuition Refund	October 8
Withdrawal Period Begins	October 9
Winter 2014 Graduation Application Deadline	November 1
Last Day to Withdraw	November 19
Thanksgiving Recess (No classes)	November 27 - December 1
Final Exam Week	December 9 - 14
Semester Ends	December 14

Dates pertain to 11 week courses. Shorter courses may have different dates. Check your syllabus for specifics.

Winter 2014

Priority Registration	November 25 - December 1
Regular Registration	December 2 - January 12
Classes Begin	January 6
Last Day to Register or Add Classes	January 12
Last Day for 100% Tuition Refund	January 13
Last Day to Drop Classes	January 20
Last Day for 50% Tuition Refund	January 20
Withdrawal Period Begins	January 21
Spring 2014 Graduation Application Deadline	February 1
Last Day to Withdraw	March 1
Final Exam Week	March 17 - 22
Semester Ends	March 22

Dates pertain to 11 week courses. Shorter courses may have different dates. Check your syllabus for specifics.

Academic Calendar

Spring 2014

Priority Registration	February 17 – February 23
Regular Registration	February 24– April 6
Classes Begin	March 31
Last Day to Register or Add Classes	April 6
Last Day for 100% Tuition Refund	April 7
Last Day to Drop Classes	April 14
Last Day for 50% Tuition Refund	April 14
Withdrawal Period Begins	April 15
Summer 2014 Graduation Application Deadline	May 1
Last Day to Withdraw	May 24
Memorial Day Recess (No classes)	May 26
Final Exam Week	June 10 - 16
Semester Ends	June 16

Dates pertain to 11 week courses. Shorter courses may have different dates. Check your syllabus for specifics.

Summer 2014

Priority Registration	May 12 - 18
Regular Registration	May 19 – July 3
Classes Begin	June 27
Last Day to Register or Add Classes	July 3
Last Day for 100% Tuition Refund	July 4
Independence Day Recess (No classes)	July 4-6
Last Day to Drop Classes	July 10
Last Day for 50% Tuition Refund	July 10
Withdrawal Period Begins	July 11
Fall 2014 Graduation Application Deadline	August 1
Last Day to Withdraw	August 23
Labor Day Recess (No Classes)	September 1
Final Exam Week	September 9 – 15
Semester Ends	September 15

Dates pertain to 11 week courses. Shorter courses may have different dates. Check your syllabus for specifics.

Academic Calendar

Fall 2014

Priority Registration	August 11 - 17
Regular Registration	August 18 - September 30
Classes Begin	September 24
Last Day to Register or Add Classes	September 30
Last Day for 100% Tuition Refund	October 1
Last Day to Drop Classes	October 7
Last Day for 50% Tuition Refund	October 7
Withdrawal Period Begins	October 8
Winter 2015 Graduation Application Deadline	November 1
Last Day to Withdraw	November 18
Thanksgiving Recess (No classes)	November 26 - 30
Final Exam Week	December 8 - 13
Semester Ends	December 13

Dates pertain to 11 week courses. Shorter courses may have different dates. Check your syllabus for specifics.

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