

WALSH COLLEGE CATALOG 2016-2017



WALSH[®]
COLLEGE



WELCOME TO WALSH COLLEGE

Your decision to enroll at Walsh College is a sound one. It recognizes our mutual commitment to academic and business excellence. We deliver a business education that integrates theory and application to prepare our graduates for successful careers.

Our goal is to be the preferred business-education institution for students, area employers, and the communities we serve. Whether your studies take you to our recently renovated Troy campus, or to our Novi, Clinton Township, or Port Huron locations, you can expect exceptional faculty, excellent facilities, and superb student services.

We recognize that most of our students are working adults with significant responsibilities and personal obligations. Walsh complements these life realities with a dedicated faculty, many of whom are also business professionals. Your classroom will reflect relevant, contemporary knowledge that energizes and frames traditional business theory.

We are with you every step of the way. We want you to succeed. And we look forward to you joining the more than 27,000 Walsh alumni.

Sincerely,

Stephanie W. Bergeron
President and CEO

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General Information

Walsh College Degree Programs

■ Bachelor of Accountancy (BAC)

with concentrations in:

- Certified Public Accountant
- Certified Management Accountant

■ Bachelor of Business Administration (BBA)

with majors in:

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

■ Bachelor of Science in Information Technology (BSIT)

■ Master of Business Administration (MBA)

■ Master of Science in Accountancy (MAC)

■ Master of Science in Finance (MSF)

■ Master of Science in Information Technology Leadership (MSITL)

■ Master of Science in Information Technology (MSIT)

■ Master of Science in Management (MSM)

■ Master of Science in Marketing (MSMKT)

■ Master of Science in Taxation (MST)

Dual Degrees

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

■ Master of Business Administration and Master of Science in Information Technology Leadership (MBA/MSITL)

■ Master of Business Administration and Master of Science in Management (MBA/MSM)

■ Master of Business Administration and Master of Science in Marketing (MBA/MSMKT)

Mission

Walsh College provides relevant business education that integrates theory and application to prepare graduates for successful careers through:

- faculty who bring meaningful scholarship, academic credentials and professional work experience to the learning process;
- close ties with the business community; and
- a supportive environment that inspires student achievement.

Values

Integrity

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

Excellence

We are committed to excellence and continuous improvement in scholarship, teaching, student service, and administrative support.

Respect

We embrace our diverse society.

Opportunity

We give our students an opportunity to succeed.

Value

We sustain an agile and efficient structure resulting in quality programs and services.

Collaboration

We create and sustain partnerships and believe that collaboration can fuel innovation.

Philanthropy

We encourage support of our communities and the College.

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 (www.hlcommission.org; phone: 312-263-0456) and has received a specialized accreditation for its business programs by the Accreditation Council for Business Schools and Programs (ACBSP, www.acbsp.org). Details: www.walshcollege.edu/accreditation.

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 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.
- *Military Times Magazine* as a Best for Vets Business 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.
- Institute of Management Accountants (IMA)

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.

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 Higher Learning Commission of the North Central Association reaffirms the College's accreditation and allows the College to offer fully 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,

General Information

the Doctor of Management in Executive Leadership, and accepts its first student cohort.

2008 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 Accreditation Council for Business Schools and Programs (ACBSP) accredits specific degree programs. The College announces the Master of Management degree.

2011 The Higher Learning Commission of the North Central Association of Colleges and Schools reaffirms the College’s accreditation. 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 Award-winning, 1,400-square-foot Finance Lab opens for students, with 12 Bloomberg terminals, large flat-screen televisions tuned to market and financial reports, and breakout rooms where students can examine current market conditions, trends, and discuss future projections. The college holds its 100th Commencement Ceremony in January.

2014 Board of Trustees approves 55,000-square-foot renovation of Troy campus to enhance student learning experiences, including an expanded business-communication focused success center, student lounge, and “one-stop” student services center.

2015 For the second consecutive year, Walsh College is one of 75 select national institutions ranked as a “Best for Vets Business College” that provide high-level assistance for service members, veterans and their families by The Military Times.

2016 Grand opening held for Troy addition and renovation; Decision Sciences Department formed; Cyber Lab opens for students. Walsh College offers a new cybersecurity concentration in its highly regarded Master of Science in Information Technology (MSIT) degree program to meet the increased demand for advanced education.

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.

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 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.

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. These levels of performance are appropriate to the level of degree awarded.

Undergraduate student learning outcomes

Upon graduation from Walsh College, students will be able to:

Communicate - Oral

Demonstrate the development of skills enabling graduates to communicate effectively in a business environment by:

- Identifying information appropriate to the purpose and audience.
- Choosing delivery techniques appropriate to the purpose and audience.
- Demonstrating effective delivery techniques in a variety of settings.
- Providing proper citations for source materials.
- Constructing effective visual aids.

Communicate - Written

Demonstrate the development of skills enabling graduates to communicate effectively in a business environment by:

- Organizing ideas logically.
- Selecting tone, word choice, and style of communication appropriate for the intended audience.
- Structuring sentences and paragraphs using correct language, grammar, spelling, and punctuation.
- Providing proper references for source materials.
- Producing clear and concise documents.

Problem Solve

Demonstrate the development of skills enabling graduates to solve business-related problems by:

- Identifying a problem in an organizational context.
- Defining the problem.
- Summarizing potential problem solutions.
- Recommending a solution.
- Proposing methods to evaluate the effectiveness of the recommended solution.

Graduate student learning outcomes

Upon graduation from Walsh College, students will be able to:

Communicate - Oral

Demonstrate the development of skills enabling graduates to communicate effectively in a business environment by:

- Researching content appropriate to the purpose and audience.
- Incorporating a variety of delivery techniques.
- Adapting the tone and style to communicate to a variety of organizational levels.
- Delivering content in a professional manner.
- Providing proper attribution for source materials.

Communicate - Written

Demonstrate the development of skills enabling graduates to communicate effectively in a business environment by:

- Framing the topic effectively.
- Utilizing credible and appropriate sources.
- Providing proper attribution for source materials.
- Synthesizing content into a coherent narrative.
- Demonstrating competent writing mechanics.

Problem Solve

Demonstrate the development of skills enabling graduates to solve business-related problems by:

- Recognizing a problem in a complex organizational context.
- Deconstructing the symptoms and underlying causal conditions.
- Designing effective solutions to address the root cause.
- Recommending a solution.
- Evaluating the relative effectiveness and implications of the recommended solution.

Master a Business Discipline

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

- Achieve student learning outcomes as noted in each academic program. For information on the programmatic student learning outcomes please visit our Website at www.walshcollege.edu/corecompetencies.

General Information

Walsh College has instituted a comprehensive outcomes assessment program designed to measure and improve student learning in these areas. Each undergraduate and graduate program has clearly articulated student learning outcomes for the knowledge, skills, abilities, and behaviors a student acquires upon completing a program. 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. Students are expected to participate in these evaluative measures when asked by the College.

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

In addition, alumni and various stakeholders are also asked to participate in outcomes assessment to provide additional information on the quality of the programs and courses offered at Walsh College.

The information obtained through the outcomes assessment process 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 and Taglines

Walsh College maintains a website at www.walshcollege.edu. The College's advertising tagline is "Where Business is Turning."

College Website

For questions related to the website, contact the Walsh College Marketing Department.

College Colors

Walsh College's school colors are royal blue, light 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 posted online for all students. Students can view the PDF version of the registration packet and schedule of classes at www.walshcollege.edu/regpack or view the schedule of classes online by logging into WebAdvisor: 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.

Walsh College Student Email Account

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

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

Academic Curriculum

The academic curriculum in the Catalog as of September 1, 2016, is for students enrolling at Walsh College for fall 2016 through the summer 2017 semesters. Students who were enrolled prior to the fall 2016 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 2016 and are readmitted from the fall 2016 semester through summer 2017 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 2016-2017 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 2016-2017 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.

General Information

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 (HLC), Middle States Association of Colleges and Schools (MSCHE), New England Association of Schools (NEASC-CHIHE), Southern Association of Colleges and Schools (SACS), Western Association of Schools and Colleges (WASC-ACCJC, SCUC).

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 (HLC), Middle States Association of Colleges and Schools (MSCHE), New England Association of Schools (NEASC-CHIHE), Southern Association of Colleges and Schools (SACS), Western Association of Schools and Colleges (WASC-ACCJC, SCUC).

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.

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:

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

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.

Undergraduate Degree Programs

This section of the 2016-2017 Catalog provides details on Walsh College undergraduate degree programs and the requirements of all bachelor's degree students, including professional core, program core/major, concentration, 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 (BAC)

with concentrations in:

- Certified Public Accountant
- Certified Management Accountant

Bachelor of Business Administration (BBA)

with majors in:

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

Bachelor of Science in Information Technology (BSIT)

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 their 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 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.
- BAC and BBA students are eligible to take a maximum of six semester credit hours of approved graduate-level coursework applicable to their undergraduate degree program.
- Course requirements vary by degree program. All required courses are listed in each degree section and must be completed to fulfill graduation requirements.
- A minimum of 127 semester credit hours (including credits transferred into Walsh College) must be completed to earn a bachelor's degree. Generally, a minimum of 45 semester credit hours must be taken in residence at Walsh College. See Acceptance of Equivalent Credit 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 resubmit an admissions application, but are not required to pay a second application fee. Applications can be submitted at www.walshcollege.edu.applynow

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 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

Undergraduate Degree Programs

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 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 their 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, they 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 from a regionally accredited U.S. institution 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 direct equivalent transfer credit must be from an institution accredited by the Higher Learning Commission (HLC), Middle States Association of Colleges and Schools (MSCHE), New England Association of Schools (NEASC-CHIHE), Southern Association of Colleges and Schools (SACS), Western Association of Schools and Colleges

(WASC-ACCJC, SCUC). Credits completed outside of the United States must be evaluated by an agency that is a member of NACES (www.naces.org)

Acceptance of Equivalent and Transfer Credit

Prospective students are encouraged to 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 website at www.walshcollege.edu/transfer or the Michigan Transfer Network at www.michigantransfernet.org. Applicants with 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 level coursework) 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.

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 described above. 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

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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 JST (Joint Services 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. Credit hours categorized as L = Lower Level; U = Upper Level; and G = Graduate Level are acceptable and may be reviewed for possible equivalent credit.

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 reapply for admission 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 completed 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 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 concurrent enrollment eligibility as well as to sign the Concurrent Enrollment Agreement Form prior to the end of their first semester of attendance at Walsh College.

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, Registration, and Veteran Services 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. ACC 201, ACC 202, ECN 201, ECN 202, IT 201, IT 202, IT 203 and IT 204 must be taken at a transfer institution prior to enrollment or through concurrent enrollment.

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. 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

Undergraduate Degree Programs

prerequisite to several required courses. 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; however, students must take the exam in a proctored setting. 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 Website at www.walshcollege.edu/commplacementexam.

Degree/Program Changes

A student desiring to change their 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 12 semester credit hours in a specific major/discipline (accounting, finance, management and marketing). Students must follow all course prerequisites. A minimum of six of the 12 semester credit hours must be taken in residence at Walsh College and completed prior to graduation. A grade of "C" (2.000) or better is required in each course counted towards the minor; a cumulative grade point average of "C" (2.000) is required in all courses within the discipline. The minor will be reflected on the student's transcript. For a listing of the courses required to declare a minor, the student must meet with an advisor and complete a Bachelor's Degree Minor Declaration Form.

A directed study or internship 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 BSIT 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.

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.

Undergraduate Degree Programs

Bachelor of Accountancy (BAC)

The Bachelor of Accountancy (BAC) 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 the Certified Public Accountant (CPA) licensure or Certified Management Accountant (CMA) certification. All accounting students must take all

Undergraduate Degree Programs

courses in the professional and program core. Students select either the CPA or CMA concentration. Elective courses may be necessary to meet residency and/or degree requirements. For students interested in the CPA and/or specific subject/credit hour requirements, contact the Walsh College Admissions and Academic Advising Office or view the Michigan State Board of Accounting website at www.michigan.gov/accountancy. For students interested in the CMA, Walsh College has been endorsed by the Institute of Management Accountants (IMA). The IMA's endorsement recognizes business curricula that meet the quality educational standards required to enable students to prepare for the CMA designation. For more information about the IMA, please visit www.imanet.org.

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 BAC graduation requirements, refer to page 21.

Bachelor of Accountancy Professional Core

ACC 201+	Principles of Accounting I
ACC 202+	Principles of Accounting II
ACC 310	Managerial Accounting
BIT 305	Business Computing Tools
BIT 335/IT 520 ▲	Business Driven Technology
BL 301	Business Law I
BL 302	Business Law II
COM 210	Principles of Business Communication
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	Statistics 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.

+ACC 201, ACC 202, ECN 201 and ECN 202, must be taken at the transfer institution prior to attendance or through concurrent enrollment.

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 415/515▲	Auditing
ACC 418/518▲	Accounting Communications
ACC 419	Advanced Managerial Accounting
TAX 495	Tax and Business Taxation I

Bachelor of Accountancy Concentration – Select One Certified Public Accountant (CPA) Concentration

ACC 411/511▲	Business Combinations
ACC 412/512▲	Government and Not-For-Profit Accounting
TAX 496/596▲	Tax and Business Taxation II
TAX 497/597▲	Tax and Business Taxation III

Certified Management Accountant (CMA) Concentration

FIN 310/FIN 515▲	Financial Markets
FIN 403	Investment Management
FIN 406	Financial Statement Analysis
Elective	FIN 412, FIN 425 or FIN 460

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

Any 300-400 level course (not already required), except BL 420.

▲ BAC 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 should meet with an advisor to discuss options. 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 five areas: accounting processes, finance, general business, management, or marketing. Students must take all required professional core and major courses.

Bachelor of Business Administration Professional Core

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/IT 520▲	Business Driven Technology
COM 210	Principles of Business Communications
COM 300*	Communication Essentials

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COM 320**	Business Communication Methods
COM 340***	Professional Communication
ECN 201+	Principles of Economics I
ECN 202+	Principles of Economics II
FIN 310/FIN 515▲	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.*

+ACC 201, ACC 202, ECN 201 and ECN 202 must be taken at the transfer institution prior to attendance or through concurrent enrollment.

▲ BBA students may elect to replace BIT 335 with IT 520 and FIN 310 with FIN 515 in preparation for pursuing a graduate degree at Walsh College. Courses must be completed with a "C" (2.000) or better to be considered for advanced standing. Students must meet course prerequisites. Students should meet with an advisor to discuss options.

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 22.

Required Accounting Processes Major Courses

Complete the following courses:

ACC 301	Intermediate Accounting I
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ACC 302	Intermediate Accounting II
ACC 406	Accounting Information Systems
ACC 419	Advanced Managerial Accounting
TAX 495	Tax and Business Taxation I

Additional Electives if required:

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 any of the above or from the following additional electives:

Any 300-400 level course (not already required), except TAX 401

▲ 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. Students should meet with an advisor to discuss options.

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 a career in 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 finance. For complete BBA.FIN graduation requirements, refer to page 22.

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 425	Financial Modeling
Electives	Nine semester credit hours (three courses)

Required Electives

Choose three electives from all courses listed below.

FIN 321	Risk Management and Insurance
FIN 401	Personal Finance
FIN 407	Entrepreneurial Finance
FIN 419	Financial History of the United States

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FIN 420	Real Estate Principles
FIN 460	Fundamentals of Financial Fraud
FIN 488	Finance Internship

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 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. Students should refer to the Bachelor's Degree minor section of the catalog.

Students must complete 45 semester credit hours in residence at Walsh College. For complete BBA.GB graduation requirements, refer to page 22.

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 management positions 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 22.

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 300-400 level marketing course not already required in the program
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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, 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 22.

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	e-Marketing Communication
MKT 453	Social Media Strategies
MKT 487	Not-for-Profit Marketing
MKT 488	Marketing Internship

Bachelor of Science in Information Technology (BSIT)

The Walsh College Bachelor of Science in Information Technology (BSIT) provides a unique undergraduate curriculum focused on enhancing your ability to employ information technology for strategic advantage through an integrated study of core technology concepts and skills. Students will develop a cohesive view of technology through hands-on skill development in the essential technology foundations of systems design, project management, networks, data, software, and cybersecurity. Students will develop a holistic framework of how to evaluate, integrate, and incorporate the ever-changing technology landscape into today's competitive business environment.

Students must complete 15 semester credit hours of the 45 semester credit hours in residence at Walsh College in information technology. For complete BSIT graduation requirements, refer to page 22.

Students with an active CISSP and /or SSCP certification will be awarded equivalent credit for IT 417, IT 419 and IT 422.

Bachelor of Science Professional Core

ACC 201+	Principles of Accounting I
COM 210	Principles of Business Communications

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COM 300*	Communication Essentials
COM 320*	Business Communication Methods
ECN 201+	Principle of Economics I
IT 201+	Introduction to Networking
IT 202+	Introduction to Databases
IT 203+	Introduction to Programming
IT 204+	Introduction to Security
MGT 201	Principles of Management
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.

+ACC 201, ECN 201, IT 201, IT 202, IT 203 and IT 204 must be taken at the transfer institution prior to attendance or through concurrent enrollment.

Bachelor of Science Program Core

IT 402	System Analysis & Design
IT 403	Project Management & ITIL Framework
IT 490	Internship
IT 499	Collaborative Bus. Systems (Capstone)

Focus Area 1: Networking

IT 406	Network Design & Implementation
IT 407	Server Virtualization & Performance Engineering

Focus Area 2: Data

IT 408	Database Design & Development (SQL)
IT 409	Data Analytics

Focus Area 3: Software Development

IT 410	Principles of Software Engineering
IT 412	Advanced Programming
IT 413	Web Design (Client and Server)

Focus Area 4: Cybersecurity

IT 417	Fundamentals of Cybersecurity
IT 419	Ethical Hacking Strategies and Tools
IT 422	Advanced Team-Based Attack/Defend Techniques

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.
- 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.
- 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 for BBA and BAC majors.
- File an official Application for Graduation Form with the Records, Registration, and Veteran Services office. An appointment with an advisor can be made to review graduation requirements.
- Students can view their degree completion progress any time by logging into WebAdvisor through the portal. Under the WebAdvisor tab, select "My Academic Info and Profile," then click on "Program Plan."

Bachelor of Accountancy Graduation Requirements

CPA Concentration

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, 481, 482, 483, 488, 494
BL 301, 302
TAX 495, 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.

Undergraduate Degree Programs

CMA Concentration

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, 481,
482, 483, 488, 494

BL 301, 302

FIN 310/515, 403, 406, 412, 425, 460

TAX 495, 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, 481,
482, 483, 488, 494

TAX 495, 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 – 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

FIN 310, 315, 321, 401, 403, 406, 407, 412, 419, 420,
425, 460, 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 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

MKT 202 and any 300-400 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, 453, 460, 481,
482, 483, 487, 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 marketing coursework.

Bachelor of Science in Information Technology Graduation Requirements (BSIT)

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.

IT 201, 202, 203, 204, 402, 403, 406, 407, 408, 409,
410, 412, 413, 417, 419, 422, 481, 482, 483, 490, 499

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 information technology coursework.

Graduate Degree Programs

This section of the 2016-2017 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)

Master of Science in Accountancy (MAC)

Master of Science in Finance (MSF)

Master of Science in Information Technology Leadership (MSITL)

Master of Science in Information Technology (MSIT)

Master of Science in Management (MSM)

Master of Science in Marketing (MSMKT)

Master of Science in Taxation (MST)

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

Dual Master of Business Administration and Master of Science in Information Technology Leadership (MBA/MSITL)

Dual Master of Business Administration and Master of Science in Management (MBA/MSM)

Dual Master of Business Administration and Master of Science in Marketing (MBA/MSMKT)

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-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 degree program, the student has 60 consecutive calendar months (five years) in which to complete the new 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.
- 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.

- 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 www.walshcollege.edu.applynow.

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. Students in programs that require the Graduate Gateway will be conditionally admitted until they successfully complete each of the Gateway Courses (COM 510 and ACC 508 or MKT 550 for those enrolled in the MSMKT program) with a minimum grade of "B" (3.000) or higher. 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 verification 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.

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

Graduate Degree Programs

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. Applicants who reapply to the College may 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 (HLC), Middle States Association of Colleges and Schools (MSCHE), New England Association of Schools (NEASC-CIHE), Southern Association of Colleges and Schools (SACS), Western Association of Schools and Colleges (WASC-ACCJC, SCUC).
- Have an overall cumulative grade point average (GPA) of 2.750 or better on a 4.000 scale. Students with a cumulative grade point average lower than 2.750 – but not below 2.000 – maybe be considered for provisional/conditional acceptance, depending on the student's program (see Provisional Status and/or Conditional Status sections for more information).

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 the highest level of ESL accredited program; or
- Successful completion of an English Composition course from an accredited U.S. institution; or
- Completion of a college degree from an accredited U.S. 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.

Graduate Programs with Additional Admissions Requirements

Gateway Programs- MBA, MSF, MSITL, MSM, MSMKT, Dual MBA/MSF, Dual MBA/MSITL, Dual MBA/MSM, Dual MBA/MSMKT

All students in programs that require the Graduate Gateway will be conditionally admitted until they successfully complete each of the Gateway courses, COM 510 and ACC 508 or MKT 550 for those enrolled in the MSMKT program with a minimum grade of "B" (3.000) or higher. A maximum of two attempts will be allowed for each course (not including withdrawals.) Upon successful completion of the Graduate Gateway and receipt of all final, official transcripts, students will be fully admitted to the College. Failure to meet the conditional admissions requirements in the Graduate Gateway programs will result in permanent dismissal from any Gateway program and dismissal from the College for one year. A second dismissal is considered final, and the student will not be eligible for readmissions to Walsh College.

Graduate Communication Assessment

All new graduate students who are entering the MBA, MSF, MSITL, MSM, MSMKT and MBA Dual degree programs are required to complete the Graduate Communication Assessment prior to their first COM 510 Communication and Success Strategies class session.

It is highly recommended that students take the communication assessment immediately upon being admitted to Walsh College. Students are not charged a fee for the communication assessment; however, students must take the communication assessment in a proctored setting. The communication assessment may only be taken one time and is not repeatable.

The Graduate Communication Assessment will assess writing skills in three areas:

- Grammar and mechanics
- Style
- Organization and development

For more information on the communication assessment please visit our Website at www.walshcollege.edu/graduatecommunicationassessment.

Graduate Degree Programs

Provisional Status – MAC, MST, and MSIT Programs

MAC, MST and MSIT students with a cumulative grade point average lower than 2.750 – but not below 2.000 – may be considered for provisional acceptance. 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 MSIT program must achieve a minimum cumulative grade point average of “B” (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.

MAC for Accounting Graduates

Applicants must possess a bachelor’s degree in accounting within 5 years, which must include an equivalent course to Intermediate Accounting II, passed with a “C” (2.000) or higher. Applicants with a bachelor degree in accounting over 5 years must successfully pass a Walsh College Accounting Department exam to determine accounting course placement. An active CPA licensure will serve as an update to the five year requirement.

Conditional Status – Gateway Programs

Gateway Programs- MBA, MSF, MSITL, MSM, MSMKT, Dual MBA/MSF, Dual MBA/MSITL, Dual MBA/MSM, Dual MBA/MSMKT

All students in programs that require the Graduate Gateway will be conditionally admitted until they successfully complete each of the Gateway courses, COM 510 and ACC 508 or MKT 550 for those enrolled in the MSMKT program with a minimum grade of “B” (3.000) or higher. A maximum of two

attempts (not including withdrawals) will be allowed for each course. Students with a cumulative grade point average lower than 2.750 – but not below 2.000 – maybe be considered for conditional acceptance. 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 successful completion of the Graduate Gateway and receipt of all final, official transcripts, students will be fully admitted to the College. Failure to meet the conditional admissions requirements in the Graduate Gateway programs will result in permanent dismissal from any Gateway program and dismissal from the College for one year. A second 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 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 JST (Joint Services 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. Credit hours categorized as L= Lower; U= Upper; and G= Graduate Level are accepted and may be reviewed for possible equivalent credit. 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

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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.

Veteran students who were deployed or dependents of veterans 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 veteran's deployment paperwork and length of stay will be required as part of the readmission process. Students in this situation should contact a Walsh College School 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 they were 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 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.
- Courses whose grades have been affected by findings of academic misconduct.

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 for one year or is dismissed, will have all previously excluded courses and grades re-entered into the 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. If a student wishes to change their status from graduate degree seeking to non-degree or any other status, they

Graduate Degree Programs

must complete a new application. Applications can be submitted at www.walshcollege.edu/applynow.

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. Students who have graduated with a MBA degree from Walsh College are not eligible for admission to the MSM program.

Advanced Standing Credit

Students may receive advanced standing credit for graduate-level coursework that is directly equivalent to a required and/or concentration 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, MBA, MSF, MSITL, MSM, MST and Dual degrees allow for a maximum of 12 semester credit hours of advanced standing credit for graduate coursework.

The MSMKT degree will allow for a maximum of 9 semester credit hours of advanced standing credit for graduate coursework.

The MSIT degree allows for a maximum of 12 - 18 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.

Advanced standing credit awarded for a "course set" can be used to fulfill elective and concentration requirements but will not be designated on the student's transcript as a concentration. A student will not be awarded a certificate for courses completed for a concentration. A student who is pursuing a second graduate degree at Walsh College will not be awarded a concentration that was previously completed in the first degree.

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 (HLC), Middle States Association of Colleges and Schools (MSCHE), New England Association of Schools (NEASC-CIHE), Southern Association of Colleges and

Schools (SACS), Western Association of Schools and Colleges (WASC-ACCJC, SCUC) 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 with the exception of ACC/TAX courses, which must be taken within 5 years.

**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, they 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 (HLC), Middle States Association of Colleges and Schools (MSCHE), New England Association of Schools (NEASC-CIHE), Southern Association of Colleges and Schools (SACS), Western Association of Schools and Colleges (WASC-ACCJC, SCUC).
- 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 advanced standing with the exception of ACC/TAX courses, which must be taken within 5 years.

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.

Graduate Degree Programs

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 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 degree programs for students interested in pursuing both a MBA and one of the following Master of Science degrees: Finance, Information Technology Leadership, Management and Marketing. Students must complete all courses required as outlined in the Dual 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 an updated academic program plan. All current admissions requirements and policies will apply.

Certifications and Licensures through Extra Institutional Credit (EIC)

Students with active certificates or licensures in any of the following may be granted advanced standing credit:

- CGEIT certification will receive advanced standing credit for IT 505
- CISSP certification will receive advanced standing credit for IT 565 and IT 566
- CISM certification will receive advanced standing credit for IT 505 and IT 566
- CISA/CRISC certification will receive advanced standing credit for IT 505
- CPA licensure will receive advanced standing credit for ACC 500 or ACC 508
- CMA licensure will receive advanced standing credit for ACC 505
- GPHR, PHR, or SPHR certification will receive advanced standing credit for MGT 555
- PMP certification will receive advanced standing credit for IT 506, IT 551, and IT 552
- SSCP certification will receive advanced standing credit for IT 565

Graduate Degree Programs

Master of Business Administration (MBA)

The Walsh College Master of Business Administration (MBA) will enhance a student's ability to incorporate opportunistic decision-making and systematic approaches in solving complex problems. Students will develop a framework of how to think and make decisions in today's fast-paced, business environment. Courses in the Walsh MBA are taught by proven business leaders who are experienced practitioners in their fields - this bridges the gap between real-world practices and classroom experience.

The MBA prepares graduates for positions in mid- to upper-level management by providing a broad, general education in major areas of business study. The MBA program encompasses the study of accounting, finance, management, information technology, economics, strategy, and related disciplines. It also emphasizes business communication skills now demanded by employers, helping graduates explain concepts and share knowledge more concisely.

The MBA program consists of 14 classes for 42 credits. The MBA degree requires a minimum of 30 semester credit hours in residence at Walsh College.

COM 510	Leadership Communication
ACC 508	Introduction to Accounting
ACC 505	Managerial Accounting
MGT 501	Management
QM 520	Business Analytics
MKT 550	Marketing Fundamentals
FIN 510	Financial Management
MKT 555	Marketing Application and Metrics
MGT 565	Operations Management
IT 520	Information Technology
FIN 515	Financial Markets and Institutions
ECN 523	Global Economics
MGT 670	Designing & Leading Competitive Organizations
MGT 680	Strategic Management: Audit of an Organization

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 with options 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. Core courses that are waived will need to be replaced with additional electives.

Graduate Degree Programs

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 577	Payroll and Employee Benefits Accounting
ACC 578	Accounting for Income Taxes
ACC 588	Accounting Internship
TAX 597	Tax and Business Taxation III
TAX 598	Tax Return Seminar

MAC Additional Electives (If needed)

Choose from the approved MAC electives listed above.

MAC Program for Accounting Graduates

10 courses for 30 credits

The MAC degree for accounting graduates requires a minimum of 18 semester credit hours of foundation and concentration credits in residence at Walsh College.

MAC Foundation Courses

Choose 15 semester credit hours:

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 574	Industry Accounting and Auditing
ACC 577	Payroll and Employee Benefits Accounting
ACC 578	Accounting for Income Taxes
ACC 588	Accounting Internship

MAC Concentrations – Select One

Must choose one of the concentrations listed below.

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 504, FIN 551, FIN 587

Taxation

TAX 501	Role of Legal Authorities in Taxation
TAX 507	Tax Accounting
TAX 540	Tax Practice and Procedure
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) degree offers graduate education in all aspects of finance. It entails a blend of courses in finance and its cognates, accounting and economics. There are two concentrations available in the MSF program, financial management and financial services. Each student is required to complete all courses in a chosen concentration to complete their course of studies. The MSF consists of 36 semester credit hours consisting of eight core courses and four concentration courses which includes a capstone course.

The MSF degree requires a minimum of 24 semester credit hours in residence at Walsh College. The MSF degree is available as a dual degree with the MBA.

COM 510	Leadership Communication
ACC 508	Introduction to Accounting
QM 520	Business Analytics
FIN 510	Financial Management
FIN 515	Financial Markets and Institutions
ECN 523	Global Economics
FIN 506	Financial Statement Analysis
FIN 521	Investments

MSF Concentrations – Select One

All students must complete a minimum of four courses in a selected concentration. The following concentrations are available. Students must meet course prerequisites.

Financial Management

This concentration is designed for students interested in a career in financial management and corporate consulting. Coursework provides an opportunity to learn the advanced skills

Graduate Degree Programs

necessary for performing financially-oriented analytical and managerial functions within the corporate environment.

FIN 504	Financial Theory and Practice
FIN 512	International Finance
FIN 587	Business Valuation

Select One:

FIN 550	Case Studies in Finance
FIN 590	Mergers and Acquisitions

Financial Services

This concentration is designed for students desiring the graduate-level skills necessary in the financial services industry. It is recommended for students interested in career paths in banking, investment management, investment banking, consulting, real estate, leasing, or the financial service function of major corporations.

FIN 509	Bank and Financial Institution Management
FIN 525	Risk Management
FIN 532	Portfolio Management
FIN 549	Finance MAP

Master of Science in Information Technology Leadership (MSITL)

The Master of Science in Information Technology Leadership (MSITL) degree is designed to educate organizational leaders on how to assess, evaluate, determine and manage technology choices from a business perspective. The MSITL student has the opportunity to focus in one of three areas of technology leadership: Chief Security Officer, Chief Information Officer and the Project Management office.

The MSITL program consists of 13 courses for 39 semester credit hours. The MSITL degree requires a minimum of 27 semester credit hours in residence at Walsh College. The MSITL is available as a dual-degree with the MBA.

MSITL Core

COM 510	Leadership Communication
ACC 508	Introduction to Accounting
IT 520	Information Technology
QM 520	Business Analytics
MKT 550	Marketing Fundamentals
MGT 670	Designing & Leading Competitive Organizations
IT 504	Integrated Systems Thinking
IT 551	Project Management Fundamentals
IT 505	Governance, Risk and Compliance
IT 577	Management of Emerging Technologies
MGT 680	Strategic Management: Audit of an Organization

MSITL Concentrations – Select One

Chief Security Officer (CSO)

The CSO concentration prepares students to lead an organization in the establishment of a secure infrastructure incorporate technology tools, policies, and strategies.

IT 565	Fundamentals of Cybersecurity
IT 566	Security Program Management

Chief Information Officer (CIO)

The CIO concentration prepares students to lead an organization's technology strategy.

IT 575	Network and Enterprise Architecture
IT 576	Data and Decision Making

Project Management Office (PMO)

The PMO concentration prepares students to lead in

determining the organization's project, product and portfolio management efforts.

IT 552	Project Program and Portfolio Management
IT 553	Product Program and Portfolio Management

Master of Science in Information Technology (MSIT)

The Master of Science in Information Technology (MSIT) degree is focused on preparing IT professionals to optimize information technology management in support of business strategies and goals. The MSIT program allows students to employ information and information technology for strategic advantage, apply critical, strategic, ethical, and innovative thinking to achieve results-oriented organizational goals, balance continuity and change in the development, implementation, and evaluation of information technology, lead at the enterprise level by linking critical decisions regarding resources, people, processes, and technologies to organizational performance and information assurance, communicate at the strategic level demonstrating command of the topic, logical organization, compelling argument, and excellence in English grammar and syntax and commit to lifelong development of self and others as reflective learners.

The MSIT program consists of 14 courses for 40 semester credit hours. The MSIT degree requires a minimum of 22-28 semester credit hours in residence at Walsh College.

MSIT Core

IT 503	Ethics Seminar
IT 504	Integrated Systems Thinking
IT 505	Governance, Risk and Compliance
IT 506	IT Leadership and Strategy
IT 599	Capstone

Focus Areas – (Must complete all courses from each area)

Focus Area One: Project and Portfolio Management

IT 551	Project Management Fundamentals
IT 552	Project Program and Portfolio Management
IT 553	Product Program and Portfolio Management

Focus Area Two: Protecting the Enterprise

IT 565	Fundamentals of Cybersecurity
IT 566	Security Program Management
IT 567	Business Continuity, Resilience and Crisis Management

Focus Area Three: Enterprise Technology

IT 575	Network and Enterprise Architecture
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Graduate Degree Programs

IT 576	Data and Decision Making
IT 577	Management of Emerging Technologies

Cybersecurity Concentration

A concentration in cybersecurity is available in the MSIT program. This concentration will prepare professionals to optimize information technology and cybersecurity knowledge and skills in support of organizational strategies and goals. This concentration shares 10 MSIT courses and replaces IT 506, IT 552, IT 553 and IT 577 with four cybersecurity courses (IT 511, IT 512, IT 513 and IT 514).

Master of Science in Management (MSM)

The Walsh College Master of Science in Management (MSM) degree focuses on developing leadership ability as well as a firm understanding of organizational structures, communication, financial management, operations, and human resources management. The MSM incorporates select elements from the common body of knowledge recommended for graduate business education found in the Master of Business Administration program. The MSM goes a step further by focusing on one of three areas of knowledge and skills associated with management; human resources, international business, and strategy. The MSM provides concentrated graduate study of modern principles and practical skills for current and future organizational environments including globalization, public and private-sector applications and a functioning in a world of complexity.

The MSM consists of 12 courses for 36 semester credit hours. The MSM degree requires a minimum of 24 semester credit hours in residence at Walsh College. The MSM is available as a dual degree with the MBA.

MSM Core Courses

COM 510	Leadership Communication
ACC 508	Introduction to Accounting
MGT 501	Management
QM 520	Business Analytics
MGT 565	Operations Management
ECN 523	Global Economics
MGT 670	Designing & Leading Competitive Organizations
MGT 680*	Strategic Management: Audit of an Organization

MSM Concentrations – Select one

Human Resources Management

The Human Resources Management concentration is intended for students who are pursuing or are interested in HR careers.

MGT 555	Global Human Resources Management
MGT 557	Labor Relations
MGT 558	Managing Employee Development and Training
MGT 559	Managing Total Compensation
MGT 610*	Human Resources Management Capstone

* Students pursuing a Human Resources Management Concentration replace MGT 680 (Strategic Management: Audit of an Organization) with MGT 610.

International Business

The International Business concentration is intended for students who work for or aspire to work for a multinational or global organization.

IB 514	Foundations of International Business
IB 535	International Management
IB 571	Management of Information Assurance in a World of Globalization
MGT 555	Global Human Resources Management

Strategic Management

The Strategic Management concentration is intended for students who aspire to work at the senior most levels of an organization.

MGT 546	Strategic Management of Organizations as Complex Adaptive Systems
MGT 547	Strategic Management of Human, Structural, and Relationship Capital
MGT 548	Strategic Management of Knowledge and Innovation
MGT 549	Managing Strategic Renewal and Change

Master of Science in Marketing (MSMKT)

The Master of Science in Marketing (MSMKT) degree is an innovative, program that allows students to develop the in-depth knowledge and practical skills necessary to design, manage, implement, and evaluate marketing strategies.

This program is designed for individuals who want to enhance their career opportunities by obtaining a generalist postgraduate marketing degree with emphasis on data-driven brand management. The MSMKT is intended to provide a deeper immersion into the study of marketing than is possible in a typical MBA program. The MSMKT includes many valuable experiences including: exposure to both qualitative and quantitative marketing courses ranging from creativity and innovation to analytics, the ability to select from capstone course alternatives including study abroad programs and marketing competitions, access to data modeling applications in a state-of-the-art Business Solutions Lab, access to qualitative research coaching through on-campus focus group facility, access to either an internship or consulting project, right to use to custom data analytics tools available from industry partners, the ability to join and participate in activities of the Walsh College chapter of the American Marketing Association.

The MSMKT program consists of 11 courses for 33 semester credit hours. The MSMKT degree requires a minimum of 24 semester credit hours in residence at Walsh College. The MSMKT is available as a dual-degree with the MBA.

MSMKT Core

COM 510	Leadership Communication
MKT 550	Marketing Fundamentals
QM 520	Business Analytics

Graduate Degree Programs

MKT 555	Marketing Application and Metrics
IT 520	Information Technology
MKT 560	Brand Management
MKT 541	Public Relations Strategies
MKT 542	Consumer Insights
MKT 543	Creativity and Innovation
MKT 551	Consumer Behavior

Capstone Experience (Select One):

MKT 588	Professional Internship
MKT 589	Consulting Project

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. 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.

The MST program consists of 12-13 courses for 36-39 semester credit hours. The MST degree requires a minimum of 24 semester credit hours in residence at Walsh College.

MST Foundation Course

TAX 595	Tax and Business Taxation I
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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

Core Courses

TAX 507	Tax Accounting
TAX 509	Sales and Exchanges of Property
TAX 510	Basic Concepts in Corporate Taxation Corporate Tax I
TAX 531	Partnership and LLC Taxation
TAX 532	Income and Transfer Tax Consequences for Estate and Trusts
TAX 540	Tax Practice and Procedure
TAX 560	Planning and Current Issues in Taxation

MST Electives

Six semester credit hours of elective coursework must be selected from the following:

ACC 578	Accounting for Income Tax
TAX 525	Advanced Concepts in Corporate Taxation

TAX 550	International Taxation
TAX 598	Tax Return Seminar

Dual Master of Business Administration and Master of Science in Finance

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 degree consists of 20 courses for 60 semester credit hours. Upon successful completion of all required courses and graduation requirements, both degrees will be awarded.

The Dual MBA/MSF degree requires a minimum of 48 semester credit hours of core and concentration credits in residence at Walsh College.

Dual MBA/MSF Core

COM 510	Leadership Communication
ACC 508	Introduction to Accounting
ACC 505	Managerial Accounting
MGT 501	Management
QM 520	Business Analytics
MKT 550	Marketing Fundamentals
FIN 510	Financial Management
MKT 555	Marketing Application and Metrics
MGT 565	Operations Management
IT 520	Information Technology
FIN 515	Financial Markets and Institutions
ECN 523	Global Economics
MGT 670	Designing & Leading Competitive Organizations
MGT 680	Strategic Management: Audit of an Organization
FIN 506	Financial Statement Analysis
FIN 521	Investments

Dual MBA/MSF Concentrations – Select one

All students must complete a minimum of four courses in a selected concentration. The following concentrations are available. Students must meet course prerequisites.

Financial Management

This concentration is designed for students interested in a career in financial management and corporate consulting. Coursework provides an opportunity to learn the advanced skills necessary for performing financially-oriented analytical and managerial functions within the corporate environment.

FIN 504	Financial Theory and Practice
FIN 512	International Finance
FIN 587	Business Valuation

Select One:

FIN 550	Case Studies in Finance
FIN 590	Mergers and Acquisitions

Graduate Degree Programs

Financial Services

This concentration is designed for students desiring the graduate-level skills necessary in the financial services industry. It is recommended for students interested in career paths in banking, investment management, investment banking, consulting, real estate, leasing, or the financial service function of major corporations.

FIN 509	Bank and Financial Institution Management
FIN 525	Risk Management
FIN 532	Portfolio Analysis
FIN 549	Finance MAP

Dual Master of Business Administration and Master of Science in Information Technology Leadership

Walsh College offers a dual degree program for students interested in pursuing both an MBA and MSITL degree at the same time. The Walsh College Dual MBA/MSITL degree consists of 20 courses for 60 semester credit hours. Upon successful completion of all required courses and graduation requirements, both degrees will be awarded.

The Dual MBA/MSITL degree requires a minimum of 48 semester credit hours of core and concentration credits in residence at Walsh College.

Dual MBA/MSITL Core

COM 510	Leadership Communication
ACC 508	Introduction to Accounting
ACC 505	Managerial Accounting
MGT 501	Management
QM 520	Business Analytics
MKT 550	Marketing Fundamentals
FIN 510	Financial Management
MKT 555	Marketing Application and Metrics
MGT 565	Operations Management
IT 520	Information Technology
FIN 515	Financial Markets and Institutions
ECN 523	Global Economics
MGT 670	Designing & Leading Competitive Organizations
MGT 680	Strategic Management: Audit of an Organization
IT 504	Integrated Systems Thinking
IT 551	Project Management Fundamentals
IT 505	Governance, Risk and Compliance
IT 577	Management of Emerging Technologies

Dual MBA/MSITL Concentrations – Select one

All students must complete a minimum of two courses in a selected concentration. The following concentrations are available. Students must meet course prerequisites.

Chief Security Officer (CSO)

The CSO concentration which prepares student to lead an organization in the establishment of a secure infrastructure incorporate technology tools, policies, and strategies.

IT 565	Fundamentals of Cybersecurity
IT 566	Security Program Management

Chief Information Officer (CIO)

The CIO concentration which prepares students to lead an organization's technology strategy.

IT 575	Network and Enterprise Architecture
IT 576	Data and Decision Making

Project Management Office (PMO)

The PMO concentration which prepares students to lead in determining the organization's project, product and portfolio management efforts.

IT 552	Project Program and Portfolio Management
IT 553	Product Program and Portfolio Management

Dual Master of Business Administration and Master of Science in Management

Walsh College offers a dual degree program for students interested in pursuing both an MBA and MSM degree at the same time. The Walsh College Dual MBA/MSM degree consists of 18 courses for 54 semester credit hours. Upon successful completion of all required courses and graduation requirements, both degrees will be awarded.

The Dual MBA/MSM degree requires a minimum of 42 semester credit hours of core and concentration credits in residence at Walsh College.

Dual MBA/MSM Core

COM 510	Leadership Communication
ACC 508	Introduction to Accounting
ACC 505	Managerial Accounting
MGT 501	Management
QM 520	Business Analytics
MKT 550	Marketing Fundamentals
FIN 510	Financial Management
MKT 555	Marketing Application and Metrics
MGT 565	Operations Management
IT 520	Information Technology
FIN 515	Financial Markets and Institutions
ECN 523	Global Economics
MGT 670	Designing & Leading Competitive Organizations
MGT 680*	Strategic Management: Audit of an Organization

Dual MBA/MSM Concentrations – Select one

All students must complete a minimum of four courses in a selected concentration. The following concentrations are available. Students must meet course prerequisites.

Human Resources Management

The Human Resources Management concentration is intended for students who are pursuing HR careers.

MGT 555	Global Human Resources Management
MGT 557	Labor Relations

Graduate Degree Programs

MGT 558	Managing Employee Development and Training
MGT 559	Managing Total Compensation
MGT 610*	Human Resources Management Capstone

* Students pursuing a Human Resources Management Concentration replace MGT 680 (Strategic Management: Audit of an Organization) with MGT 610.

International Business

The International Business concentration is intended for students who work for a multinational or global organization.

IB 514	Foundations of International Business
IB 535	International Management
IB 571	Management of Information Assurance in a World of Globalization
MGT 555	Global Human Resources Management

Strategic Management

The Strategic Management concentration is intended for students who aspire to work at the most senior levels of an organization.

MGT 546	Strategic Management of Organizations as Complex Adaptive Systems
MGT 547	Strategic Management of Human, Structural, and Relationship Capital
MGT 548	Strategic Management of Knowledge and Innovation
MGT 549	Managing Strategic Renewal and Change

Dual Master of Business Administration and Master of Science in Marketing

Walsh College offers a dual-degree program for students interested in pursuing both an MBA and MSMKT degree at the same time. The Walsh College Dual MBA/MSMKT Degree consists of 20 courses for 60 semester credit hours. Upon successful completion of all required courses and graduation requirements, both degrees will be awarded.

The Dual MBA/MSMKT degree requires a minimum of 48 semester credit hours in residence at Walsh College.

COM 510	Leadership Communication
ACC 508	Introduction to Accounting
ACC 505	Managerial Accounting
MGT 501	Management
QM 520	Business Analytics
MKT 550	Marketing Fundamentals
FIN 510	Financial Management
MKT 555	Marketing Application and Metrics
MGT 565	Operations Management
IT 520	Information Technology
FIN 515	Financial Markets and Institutions
ECN 523	Global Economics
MGT 670	Designing & Leading Competitive Organizations
MGT 680	Strategic Management: Audit of an Organization
MKT 560	Brand Management
MKT 541	Public Relations Strategies

MKT 542	Consumer Insights
MKT 543	Creativity and Innovation
MKT 551	Consumer Behavior
MKT 588	Marketing Internship
or	
MKT 589	Consulting Project

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, Registration, and Veteran Services 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 42 graduate semester credit hours, which may include up to a maximum of 12 semester credit hours of advanced standing, therefore requiring 30 semester credit hours in residence in the MBA program.
- Complete COM 510 and ACC 508 with a grade of "B" (3.000) or higher.
- 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 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 24 semester credit hours of core and elective credits in residence in the MAC program.
- 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 18 semester credit hours of accounting and taxation credits in residence in the MAC program.

Graduate Degree Programs

- Earn a grade of “C” (2.000) or better in each course counted towards graduation.
- 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 concentration credits in residence in the MSF program.
- Complete COM 510 and ACC 508 with a grade of “B” (3.000) or higher.
- Earn a grade of “C” (2.000) or better in each course counted towards 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 Technology Leadership

- Earn a minimum 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 concentration credits in residence in the MSITL program.
- Complete COM 510 and ACC 508 with a grade of “B” (3.000) or higher.
- Earn a grade of “C” (2.000) or better in each course counted towards 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 Technology

- Earn a minimum 40 graduate semester credit hours, which may include up to a maximum of 12 to 18 semester credit hours of advanced standing, therefore requiring 22-28 semester credit hours of core and concentration credits in residence in the MSIT program.
- Earn a grade of “C” (2.000) or better in each course counted towards graduation.
- Achieve a cumulative grade point average of “B” (3.000) or better within the degree requirements at Walsh College.

Master of Science in Management

- Earn a minimum 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 concentration credits in residence in the MSM program.
- Complete COM 510 and ACC 508 with a grade of “B” (3.000) or higher.

- Earn a grade of “C” (2.000) or better in each course counted towards graduation.
- Achieve a cumulative grade point average of “B” (3.000) or better within the degree requirements at Walsh College.

Master of Science in Marketing

- Earn a minimum 33 graduate semester credit hours, which may include up to a maximum of 9 semester credit hours of advanced standing, therefore requiring 24 semester credit hours of core credits in residence in the MSMT program.
- Complete COM 510 and MKT 550 with a grade of “B” (3.000) or higher.
- Earn a grade of “C” (2.000) or better in each course counted towards graduation.
- Achieve a cumulative grade point average of “B” (3.000) or better within the degree requirements at Walsh College.

Master of Science in Taxation

- Earn a minimum 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 in the MST program.
- Earn a grade of “C” (2.000) or better in each course counted towards graduation.
- 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 60 graduate semester credit hours, which may include up to a maximum of 12 semester credit hours of advanced standing, therefore requiring 48 semester credit hours of core and concentration credits in residence in the MBA/MSF program.
- Complete COM 510 and ACC 508 with a grade of “B” (3.000) or higher.
- Earn a grade of “C” (2.000) or better in each course counted towards graduation.
- Achieve a cumulative grade point average of “B” (3.000) or better within the degree requirements at Walsh College.

Dual MBA/MSITL

- Earn a minimum 60 graduate semester credit hours, which may include up to a maximum of 12 semester credit hours of advanced standing, therefore requiring 48 semester credit hours of core and concentration credits in residence in the MBA/MSITL program.
- Complete COM 510 and ACC 508 with a grade of “B” (3.000) or higher.

Graduate Degree Programs

- Earn a grade of “C” (2.000) or better in each course counted towards graduation.
- Achieve a cumulative grade point average of “B” (3.000) or better within the degree requirements at Walsh College.

Dual MBA/MSM

- Earn a minimum 54 graduate semester credit hours, which may include up to a maximum of 12 semester credit hours of advanced standing, therefore requiring 42 semester credit hours of core and concentration credits in residence in the MBA/MSM program.
- Complete COM 510 and ACC 508 with a grade of “B” (3.000) or higher
- Earn a grade of “C” (2.000) or better in each course counted towards graduation.
- Achieve a cumulative grade point average of “B” (3.000) or better within the degree requirements at Walsh College.

Dual MBA/MSMKT

- Earn a minimum 60 graduate semester credit hours, which may include up to a maximum of 12 semester credit hours of advanced standing, therefore requiring 48 semester credit hours of core and concentration credits in residence in the MBA/MSMKT program.
- Complete COM 510 and ACC 508 with a grade of “B” (3.000) or higher
- Earn a grade of “C” (2.000) or better in each course counted towards graduation.
- 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 certificate 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 four to six courses, totaling 12 to 18 semester credit hours, depending on the certificate. 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.

One semester prior to completion, the candidate must file an application for certification with the Records, Registration, and Veteran Services 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 9-18 semester credit hours dependent on the degree program. Some degree programs have time limits for the transferability of advance standing credit.

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 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 the highest level of ESL accredited program; or
- Successful completion of an English Composition course from an accredited U.S. institution; or
- Completion of a college degree from an accredited U.S. 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.

Certificates are awarded in the following areas:

Human Resources Management

- The Human Resource Management certificate consists of four courses.

Certificate Courses

MGT 555	Global Human Resources Management
MGT 557	Labor Relations
MGT 558	Managing Employee Development and Training
MGT 559	Managing Total Compensation

Certificate Programs

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.

Cybersecurity

Successful graduates of the Cybersecurity certificate will be able to employ information technology and cybersecurity knowledge and skills to protect organizational assets in support of the organization's goals and strategies. Students will learn to balance continuity and change in the development, implementation, and evaluation of cybersecurity programs and solution. The Cybersecurity certificate consists of six courses.

Foundation Courses

IT 504	Integrated Systems Thinking
IT 565	Fundamentals of Cybersecurity

Certificate Courses

IT 511	Threats, Vulnerabilities, Controls and Countermeasures
IT 512	Intelligence Analysis Tools and Techniques
IT 513	Social, Political and Cultural Impacts of Cybersecurity
IT 514	Current Issues in Cybersecurity

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 www.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. A passed course repeated more than once cannot be included in enrollment status and financial aid cannot be received for the course.

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. A limited number of scholarships are also available to prospective graduate students. The scholarship application is available 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 if they have completed the Walsh College Bookstore Authorization, available at the time a financial aid award is made. The Walsh College Bookstore Authorization must be completed on a yearly basis. Walsh College participates in the following financial aid programs:

Federal Programs

- Federal Pell Grant Program
- Federal Supplemental Educational Opportunity Grant Program (SEOG)
- Federal Subsidized and Unsubsidized Direct Loan Program
- Federal Direct Parent Loan (PLUS) Program
- Federal Direct Grad (PLUS) Program

State Programs :

- Michigan Tuition Grant
- Michigan Competitive Scholarship
- Tuition Incentive Program (Phase II)
- Children of Veteran Tuition Grant

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 and Master Promissory Note 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

Financial Aid and Scholarships

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

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 Website. 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.

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. 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.

Financial Aid and Scholarships

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.

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. 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 online at www.walshcollege.edu/scholarships. 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. Students must have an incoming grade point average of 3.500 to qualify.

Community College Excellence Awards

This scholarship is awarded to prospective undergraduate students transferring a minimum of 60 semester credit hours from a Michigan community 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. A list of scholarships and eligibility criteria can be found online at www.walshcollege.edu/scholarships.

Multicultural Awards

These scholarships are awarded to prospective undergraduate minority students and are intended to enhance diversity at Walsh. A list of scholarships and eligibility criteria can be found online at www.walshcollege.edu/scholarships.

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. A limited number of scholarships are also available to prospective graduate students. 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. An up-to-date listing of scholarships and eligibility criteria can be found online at www.walshcollege.edu/scholarships.

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
Elizabeth Briggs Fisher Endowed Scholarship
Frank and Judith Borschke Endowed Scholarship
Clayton & McKerverey Endowed Scholarship
Cynthia Collins Memorial Scholarship
Comerica Women & Minority Scholarship
Frederick A. & Barbara M. Erb Endowed Scholarship for Online Learning
Mary and Paul Glantz Endowed Scholarship
Firman and Rhoda Hass Endowed Scholarship
Frank and Helen Gofrank Endowed Scholarship
Gordon Advisors Scholarship
Golf Classic Endowed Scholarship
Nancy and Steve Harms Endowed Scholarship
H. Theodore Hoffman Memorial Scholarship

Financial Aid and Scholarships

Thomas R. Johnson Endowed Scholarship
Arthur, Marguerite and Fred Kaufmann Endowed Scholarship
Kulkarni International Student Scholarship
Anthony S. Latella Endowed Scholarship
Lear Believes in Giving Back Annual Scholarship
Aubrey W. and Jeane F. Lee Endowed Scholarship
Jeffery C. Littmann 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
Timothy and Sandra Moore Endowed Scholarship
Novi Student Scholarship
Pearson Endowed Scholarship
Norman C. Perrin/The Rehmann Group Scholarship
Petoskey Family Endowed Scholarship Fund
Plotzke Family Endowed Scholarship in memory of Ilene Plotzke
The Herbert & Elsa Ponting Foundation Scholarship
Christine Potempa Endowed Scholarship
Judith L. Radtka Memorial Scholarship
Rady Endowed Scholarship
Robinson-Coleman Endowed Scholarship for Veterans
Walter P. Rinkus Memorial Scholarship for Veterans
William C. Roney, Sr. Endowed Scholarship
Margret and Donald Schafer Memorial Endowed Scholarship
Arthur and Rita Schmaltz Endowed Scholarship
Donald and Gwendolyn Schmaltz Scholarship
Louis and Mary Schmidt Endowed Scholarship
Ernest Shaw Memorial Scholarship
Barbara Mahone/Sarah Lou Simpson Scholarship
Mark Solomon Endowed Scholarship
M.T. Walsh Endowed Scholarship
W. Margaret Walsh Endowed Scholarship
Walsh College Alumni Association Endowed Scholarship
Walsh College Executive Officers Fund
Walsh College Minority Scholarship Fund
Walsh College Student Government Fund
George R. Waltensperger Memorial Scholarship
Archie D. Waring Memorial Scholarship
Morris A. Wattles Memorial Scholarship
Ralph C. Wilson Foundation Scholarship
Janet Wojtowicz Memorial Endowed Scholarship
Neal and Ester Zalenko Endowed Scholarship

Annual Scholarships

AAUW Birmingham Branch Scholarship
The Accountant's Guild Annual Scholarship
Adele L. Caudill Memorial Scholarship
DeRoy Testamentary Foundation Scholarship
Rick and Susan DiBartolomeo Annual Scholarship
Bob and Louise Giles Scholarship
Golf Classic Annual Scholarship
Thomas and Julie Hinsberg Annual Scholarship
Leadership Awards Scholarship
The Francine Parker Legacy Scholarship
UHY Annual Scholarship
Walsh College Employee Scholarship

Graduate Scholarships

A very limited number of scholarships are available for prospective graduate students. Graduate certificate students are not eligible. Applicants must have a minimum undergraduate GPA of 3.600. Additional eligibility criteria can be found online at www.walshcollege.edu/scholarships.

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 F1 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/or their 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, along with the Transfer Clearance Form if the student is transferring from another school. 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 online at www.walshcollege.edu/applynow.

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. Any agency that is a member of NACES (www.naces.org) is an approved agency. The most commonly used evaluation agencies are World Education Services (www.wes.org) or Educational Credential Evaluators (www.ece.org). Transcripts should be evaluated on a course by course basis and must be official for full admission. 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 their 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 their 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

International Students

non-refundable application fee. In addition, these individuals must also meet the following requirements:

- Provide proof of English language proficiency if applicable. 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.
- 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 Website (www.walshcollege.edu/internationalstudents) or one can be mailed.
- Purchase health insurance through Walsh College or provide proof of personal coverage. Please visit our Website 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 international transcripts evaluated on a course-by-course basis by an approved agency such as 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.
- Have 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 U.S. 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. Only one online course may be taken each semester, per USCIS regulations.

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

their degree program, major, or update their program 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 their 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 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 of the student's first 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 international 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.

Veteran Students

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 Veteran Services Coordinator at veterans@walshcollege.edu. Students can also access information on Veteran issues at our Veterans Services website, www.walshcollege.edu/veterans, or directly to the U.S. Department of Veteran Affairs (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. Documents will be destroyed after status is verified.

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 <https://jst.doded.mil/>.

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. SMARTS, CCAF, and CGI credits will also be evaluated. Credit hours categorized as L = Lower; U = Upper;

and G = Gradual level are accepted and may be reviewed for possible equivalent credit. 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 a 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. Service members, veterans and their families (SMVF) 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 SMVF students 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. Veteran and military members may apply for two scholarship or grant programs related to active military status as opposed to academic achievement. Walsh College has Veteran Scholarships and a grant specific for active duty and reserve members. See the Financial Aid and Scholarships section of the catalog for full scholarship details and opportunities.

Student Enrollment Classification

For specific rate of pursuit information based on your individual situation, please contact the Department of Veterans Affairs (VA). The following are general rules that apply when reporting rate of pursuit to the VA.

Undergraduate Students

Full Time.....8 semester credit hours or more per (38 CFR 21.4272(g))

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: 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, Registration, and Veteran Services office. The updated forms and packets can be found on the veteran website: www.walshcollege.edu/veterans.

Vocational Rehabilitation and Employment (Chapter 31)

Walsh must follow all requirements detailed on your 28-1905. Any changes in enrollment or academic status must be reported to your case manager. Chapter 31 recipients can only be certified within the details of the 1905 and cannot be certified without a current 1905 on file. Vocational Rehabilitation and Employment 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.

Veteran Students

GI Bill Chapters MGIAD (30), Post 9/11 (33), Survivors and Dependents' Educational Assistance Program (35), MGIAD-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, Registration, and Veteran Services office to obtain the latest information relating to attendance and eligibility. Once admitted, GI Bill recipients must submit the GI Bill Authorization 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.

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. Both school certifications are combined to equal the student's full rate of pursuit for any overlapping days.

In order for this to happen, the student must notify an SCO in the Records, Registration, and Veteran Services 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 GI Bill Authorization Form), the student's enrollment will be certified with VA. Enrollment certification is typically sent to VA during the first week of classes each term. If the student veteran does not want his/her enrollment certified, he/she must notify the SCO in writing prior to this time. If the student wishes to be certified earlier, then he/she must request this in writing each semester. An Early Certification Request Form is available at www.walshcollege.edu/veterans. Only courses that apply to the approved academic program at the College can be certified for educational benefits.

It is the responsibility of each student receiving GI Bill educational benefits to notify an SCO 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. The VA may be able to assist with payment issues and debt situations. 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.

VA will pay for courses that were not successfully completed and are required to be retaken for graduation. VA will not pay for courses that were successfully completed and retaken for a higher 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 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 information found on our Veteran Services website 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 a SCO. For the purpose of reporting graduate credit hours to the VA (when this is not clearly defined by VA), the College defines distance learning courses as online 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 in what the VA considers 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 national average for BAH. To find out how enrollment qualifies for housing eligibility, contact an SCO.

Bachelor Degree Students – Basic Eligibility for Housing:

- Enroll in five or more credit hours of approved courses – normally two courses – to be over half time and get partial housing.
- Courses categorized by section numbers as Online (V1, V2, etc.), or Independent Study courses (V91, V93, etc.) are considered distance learning.
- Courses categorized by section numbers as blended (VB, VB51, etc.) or 2+2 (VT1, VT51, etc) may be considered distance or residence training depending on the contact hours of the course. Contact a SCO for details.
- Courses categorized by section numbers as traditional (O1, O2, 51, etc.) or video conferencing (VC1, VC51, etc.) are considered residence training.

Masters Level Students – Basic Eligibility for Housing:

- Enroll in four or more 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 (V91, V93, etc.) courses are considered distance learning.
- Courses categorized by section numbers as traditional (O1, O2, 51, etc.), video conferencing (VC1, VC51, etc.), 2+2 (VT1, VT51 etc.) or Blended (VB1, VB2, VB51, VB61, etc.) are considered residence training.

Payment Information (Post 9/11 and Vocational Rehabilitation and Employment)

The College must review all tuition and fee payments made for a student receiving Post 9/11 or Vocational Rehabilitation GI Bill funds. If a payment is made by VA from Title IV funding sources, from loans, or from grants and scholarships that aren't tuition and fee specific, the College does not have to report anything to VA.

However, if funding from outside sources is tuition and fee specific, the College is required to submit the remaining tuition and fees after the funding is applied to the student account. 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. Contact a school certifying official for details.

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 Packet 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 Packet for appropriate registration dates. 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 Website 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.

Prerequisite Policy

Prerequisites are assigned to a course to ensure that the student is properly prepared for the course and will be able to derive the maximum educational benefit from that course. 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 this catalog 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 Packet, instructors, and course prerequisites.

Policies and Procedures

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 email 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 Packet for specific registration dates for the current semester.

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 Packet for specific refund dates for the current semester.*

Add/drop forms submitted online, by Walsh College email or by fax will be considered as received on the date submitted. Add/drop forms submitted in the Student Services 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 9:00 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 Packet 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 should refer to the current Registration Packet 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 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 email 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 Student Services 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 9:00 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.

Policies and Procedures

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 requested. To be considered for a late withdrawal, a student must submit a Late Withdrawal Request Form to the Director, Records, Registration, and Veteran Services, 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, Registration, and Veteran Services 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.).

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.

Late Withdrawal 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, Registration, and Veteran Services 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 textbooks.walshcollege.edu to view the required materials.

Advanced Assignments

Many classes have advanced assignments that need to be completed before the semester begins. Advanced assignments are available a week before the semester starts, and can be found by logging into Moodle through the Walsh College portal.

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 Website, outside of each classroom, and in the lobbies of each building on the first day of classes.

Policies and Procedures

Academic Policies and Requirements

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

Grading System 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, MSF, MSITL, MSIT, MSM, MSMKT and all Dual Degree Programs (MBA/MSF, MBA/MSITL, MBA/MSM and MBA/MSMKT), the grade of “B” (3.000) is required for the Gateway Courses, COM 510 and ACC 508. The grade of “C” (2.000) is an acceptable grade for the purposes of course completion for all other courses; 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.

Policies and Procedures

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.
- 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 wishes to clarify a grade 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, Registration, and Veteran Services, certifying reasons for the change of grade. Upon receiving documentation from the instructor, the Director of Records, Registration, and Veteran Services 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, Registration, and Veteran Services 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 Final Grades

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

Step 1 – Instructor

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 student may not proceed to step 2 until the final grade is discussed with the instructor.

Step 2 – Department Chair

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. The student may not proceed to step 3 until the final grade is discussed with the Department Chair.

Step 3 – Final Appeal

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.

**If the Instructor or Department Chair do not respond to your initial correspondence within seven business days, please contact the Academic Office at 248.823.1635 for assistance.*

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.

Policies and Procedures

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 61), 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 for all major courses by the total number of hours attempted in those courses. All courses taken within the major, credit hours attempted, and grades received will 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 61). 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.

BAC and ACP students may enroll in approved graduate-level (500 level) courses for up to six semester credit hours. 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, with the exception of the Gateway Courses, COM 510 and ACC 508, which require a minimum grade of "B" (3.000). 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 61). 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 Information Technology
- Master of Science in Accountancy
- Master of Science in Taxation

3.000 cumulative GPA:

- Master of Business Administration
- Master of Science in Finance
- Master of Science in Information Technology Leadership
- Master of Science in Information Technology
- Master of Science in Management
- Master of Science in Marketing
- Dual Master of Business Administration and Master of Science in Finance
- Dual Master of Business Administration and Master of Science in Information Technology Leadership

Policies and Procedures

- Dual Master of Business Administration and Master of Science in Management
- Dual Master of Business Administration and Master of Science in Marketing

Probation

A student will be placed on academic probation whenever 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. For students on a Graduate Gateway program, the calculation of cumulative GPA for probation will begin the first semester after completion of both Gateway Courses, COM 510 and ACC 508. The CUM GPA calculation will include all courses including the Gateway. 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.

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. Academic dismissal is 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, 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. A second 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.

Policies and Procedures

Residency Policy

An undergraduate degree candidate must complete a minimum of 45 semester credit hours in residence at Walsh College. However, certain undergraduate students may be eligible to transfer up to a maximum nine additional semester credit hours of approved equivalent junior/senior (300-400) level coursework from an institution accredited by the Higher Learning Commission (HLC), Middle States Association of Colleges and Schools (MSCHE), New England Association of Schools (NEASC-CHIHE), Southern Association of Colleges and Schools (SACS), Western Association of Schools and Colleges (WASC-ACCJC, SCUC). 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 30 semester credit hours in residence at Walsh College.
- Master of in Accountancy degree requires a minimum of 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 Technology Leadership degree requires a minimum of 27 semester credit hours in residence at Walsh College.
- Master of Science in Information Technology degree requires a minimum of 28 semester credit hours in residence at Walsh College.
- Master of Science in Management degree requires a minimum of 24 semester credit hours in residence at Walsh College.
- Master of Science in Marketing degree requires a minimum of 23 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 of 48 semester credit hours in residence at Walsh College.
- Dual Master of Business Administration and Master of Science in Information Technology Leadership degree requires a minimum of 48 semester credit hours in residence at Walsh College.

- Dual Master of Business Administration and Master of Science in Management degree requires a minimum of 42 semester credit hours in residence at Walsh College.
- Dual Master of Business Administration and Master of Science in Marketing degree requires a minimum of 48 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 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) with the exception of the Gateway Courses, COM 510 and ACC 508, which require a minimum grade of "B" (3.000).

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.

Policies and Procedures

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 now available through WebAdvisor 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 email 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:

3.900–4.000	Summa Cum Laude
3.750–3.899	Magna Cum Laude
3.500–3.749	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 (3.900–4.000)

Silver Honor Cord - Magna Cum Laude (3.750–3.899)

White Honor Cord - Cum Laude (3.500–3.749)

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. The Honors Lists may also be submitted to local newspapers.

Awards

Walsh College students are eligible to earn the following prestigious academic awards. Award winners are presented with a certificate at Commencement and a plaque is inscribed with their names and displayed at the College.

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. 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.

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 medal at a Financial Executives Institute Detroit chapter meeting.

Policies and Procedures

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 from the Detroit chapter.

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. 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.

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 also presented with a cash award.

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.

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) by sending a request from a Walsh College email account, or by mailing or faxing a letter with the new information to the Records, Registration, and Veteran Services 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, Registration, and Veteran Services office.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 is a Federal law designed to protect the privacy of education records. The Act provides students the right to inspect and review their education records; the right to seek to amend those records on the grounds that they are inaccurate or misleading; and to have some control over disclosure of information from the records. The educational records of currently enrolled and formerly enrolled students are protected under FERPA, 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/awards

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- 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 email 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, Registration, and Veteran Services. 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 an 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, Registration, and Veteran Services, or may be printed from the online College Catalog on the Website.

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 61). 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.

Policies and Procedures

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, Registration, and Veteran Services office and are regularly audited and corrected as necessary. A student wishing to inquire about his/her record should contact the Director of Records, Registration, and Veteran Services.

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 found online at www.walshcollege.edu/transcript 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 at the Troy campus 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 or email 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.
 - Courses that are dual listed
- 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.

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- 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 generally recognized standards of academic conduct. All coursework including, but not limited to, examinations, quizzes, homework exercises, projects, presentations, online discussion boards, papers or other assignments should reflect professionalism and appropriate academic standards.

By choosing to attend Walsh College, both students and faculty members agree to the provisions 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 suspects a student of engaging in academic misconduct, that person **MUST** report it to the Academic Conduct Committee. Academic misconduct is defined as any act of commission or omission by a student designed to affect the grade of that student or another 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 use of another’s work, words, ideas or images without properly citing the source and thereby representing this work as one’s own, whether the representation is oral or written, expressed or implied. Examples include:

- Failure to 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;
- Using materials that were assembled by or collected by others without acknowledging their contribution;
- Contributing to another student’s work or helping another to plagiarize.

2. Cheating: Cheating includes, but is not limited to, the following actions in regards to coursework.

- 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;
- Sharing of completed or partially completed coursework which includes, but is not limited to, examinations, quizzes, homework exercises, projects, presentations, discussion boards, papers or other assignments, except where expressly allowed by an instructor for a particular course.
- 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 or paying someone else to do the same;

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- Allowing another person to access online coursework to review, copy, submit, or complete that coursework;
- The theft, sale, purchase, unauthorized procurement or possession of examinations or other coursework (or any attempt to do so);
- Copying another student's work;
- Unauthorized distribution of copyrighted materials, including but not limited to:
 - Any portion of course content such as, lectures, presentations, videos, assignments, examination or quiz questions, etc.
 - Library materials subject to copyright whether or not noted as "do not copy."
- Copying of library materials designated "do not copy";
- Damage, destruction or modification to College computers/servers/printers including but not limited to:
 - Copying, modifying or removing software
 - Unauthorized uploading of computer software and/or introducing a virus or malware

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

B. Penalties for Academic Misconduct:

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

- A directed zero on the assignment;
- Re-doing the assignment for a reduced grade;
- A reduction in the earned grade on the assignment;
- A reduction in the overall semester grade;
- Loss of College-awarded scholarship money or awards.

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

- A directed "F" in the course;
- 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;
- Suspension from the College;
- Expulsion from the College.

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

- Suspension from the College;
- 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 Process

The suspected misconduct **MUST** be reported promptly to the Academic Conduct Committee, which will examine the evidence, determine whether the student was a repeat offender, and impose the appropriate disciplinary action and/or remediation. Formal documentation of the infraction will be noted in the student's file. Under no circumstances shall any faculty, staff or administrator determine his/her own punishment or remediation for academic misconduct.

A student may appeal a finding of academic misconduct by applying in writing to the Academic Conduct Committee AcademicMisconduct@walshcollege.edu within seven calendar days of notification for an appointment to appear before the Committee.

A final written appeal may be directed, to the office of the Chief Academic Officer of the College, who in his/her 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

A student who receives a disciplinary action for academic misconduct or is being investigated for misconduct:

- may not withdraw from the course at any time;
- may not seek financial relief for withdrawal;
- may not utilize the grade replacement feature of the Course Repeat policy.

A finding of academic misconduct will become a permanent part of the student record. Subsequent acts of any level of academic misconduct will be considered a basis for suspension or permanent expulsion from the college.

E. Responsibility of Faculty Members

All faculty members shall promptly report all apparent instances of academic misconduct to the Academic Conduct Committee. 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 Section B. The most serious disciplinary procedures include suspension and expulsion, as defined below.

Suspension from the College;

A suspension will terminate the student's status at Walsh College for a specified period of time, not to exceed one year. This may be posted on the student's academic transcript at the direction of the Chief Academic Officer.

At the end of the specified period, the suspended student will be required to request reinstatement to the College. If granted, the student will be admitted conditionally. ANY additional act of academic misconduct committed during the remainder of the student's academic program will result in permanent expulsion from the College, without the possibility of appeal.

Expulsion from the College;

Expulsion from the College will permanently and irrevocably terminate the student's status at Walsh College and will be posted on the student's academic transcript. An expulsion may not be appealed and the student will be permanently barred from earning a Walsh College degree.

Student Requests for Exceptions to Academic Policies

This section does not apply to academic policies mentioned elsewhere in this Catalog, such as Late Withdrawal Requests and Exceptions to Tuition Refund deadlines.

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 may be retained in the student's file.

Student Requests for Exceptions to Non-Academic Policies

This section does not apply to non-academic policies mentioned elsewhere in this Catalog, such as Late Withdrawal Requests and Exceptions to Tuition Refund deadlines.

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 may be retained in the student's 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.

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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;
- 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,

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- 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 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.

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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.

The Annual Campus Security Report information is available at www.walshcollege.edu/campussafety. 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.

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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 any investigation will not be tolerated.

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 strong 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.

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Links to additional information about cyber security are available on the Walsh College IT Help Desk: 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;
- Websites visited;
- Electronic messages sent and received;
- Information uploaded, downloaded and posted;
- Usage levels;
- Access to Sensitive (confidential) information.

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, strong 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).

Policies and Procedures

- 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”, 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 Cybersecurity Lab or Virtual 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, email 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 generate unsolicited commercial email 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.
 - 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.
 - 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.
 - Example: The sending of unsolicited bulk email (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.
 - Example: A student must not add a wireless router to any College network jack or port.
 - 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 email (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, minors 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 their degree program, major, minor, or update their program 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 WebAdvisor online student portal 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 their major, minor, or degree program should schedule an appointment with an academic advisor to discuss available options. A student desiring to change their 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 the coordinator of international student advising 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 Student 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.

Disability Services

Students with documented disabilities should contact a disability services representative within the Admissions and Academic Advising office immediately after being admitted to the College, or whenever they require accommodations. A member of the disability services team will meet with the student to establish 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 disability services with ample time to make the appropriate arrangements.

Tutoring

Walsh College takes a very supportive position in assisting students and offers tutoring services on 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, they can select and contact a tutor from the online tutor list. All tutoring is free of charge.

Walsh College has received a grant to provide tutoring labs for undergraduate accounting, finance, stats and quantitative methods 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. Please check out the store events listing found at the bottom right section on the main bookstore page (www.walshcollege.bncollege.com) for more information on textbook buyback, last day to use financial aid in the bookstore, special hours, extended hours, special events, and other useful information.

Ordering Textbooks

For the convenience of all Walsh College students, Barnes and Noble has established a Website, located at www.walshcollege.bncollege.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/bn.

Textbook Refund Policy

- A full refund will be given in the original form of payment if course materials are returned with original receipt within the first seven days of the school's semester.
- 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.
- 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), and on Twitter (www.twitter.com/walshbookstore). 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, processes tuition vouchers, and assists students with questions on charges, payments 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 Website, or contact the Business Office at business@walshcollege.edu or call (248) 823-1620.

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. Refer to the Tuition and Fees section of the College website for how to make a payment 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 \$20 non-refundable fee. Students are responsible for making payments by the due dates. Payments that arrive after the second due date or partial payments will be assessed a \$20 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, a \$20 deferred fee 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.

Student Services

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.

Students are responsible for any balance not paid by their GI Bill Education Benefits. Refer to the appropriate Benefit packet for more information and payment deadlines.

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 or call (248) 823-1620.

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 Website.

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. After the fourteenth day of the semester students will have to withdraw from courses and no refund will be given during the withdrawal period. Student can add, drop or withdraw from courses online using WebAdvisor or by submitting an add/drop/withdrawal request by mail, Walsh College email, fax, or in person. Below is a breakdown of the Refund Policies:
- 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 a refund 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 Website. 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 Website 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 by January 31. Students can sign up to receive their 1098-T electronically by signing up for electronic consent. To sign up for electronic consent or to view a 1098-T online, log in to the portal, select "Financial Information" on the WebAdvisor tab under the Student Home page, and selecting "1098 Electronic Consent" or "View My 1098-T Forms."

Student Services

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."

W-9S

The IRS requires Walsh College to collect and provide your correct identifying number to file certain information returns such as Form 1098-T Tuition Statement. For students, this will be your social security number (SSN) or, if you are not eligible to obtain an SSN, your individual taxpayer identification number (ITIN). Please note that if you are a non-resident alien and do not have income that is subject to tax, you are not required to supply this information to us.

If you have not provided us with your identifying number, please do so by completing form W-9S Request for Student's Taxpayer Identification Number and Certification.

Failure to provide your correct identifying number could result in a penalty from the IRS imposed on each incorrect document.

Please return the completed W-9S forms by December 1 to:

Walsh College
Attn: Business Office
PO Box 7006
Troy, MI 48007-7006

Or fax to the Business Office. Please note this information SHOULD NOT be emailed.

Career Services

The Career Services office assists current for-credit students and degreed-alumni in the pursuit of their career goals by providing career development coaching, resume reviews, job search techniques, mock interviews, topical workshops, confidence building sessions, and Strong Interest Inventory assessments. Additionally, they provide connections to many employers by hosting employer Meet & Greets, Employer Presentations, an annual Internship Connection and two career fairs per year. Students and alumni can also participate in On-Campus Recruiting (OCRs), where employers interview students on campus for a single day. Information about events and activities sponsored by Career Services, are emailed to students and alumni through the Career Services database www.WalshCareerLink.com; therefore, it is important for students to activate their accounts, and review their Walsh College emails regularly.

The Career Service office is located at the Troy campus; however, appointments can be scheduled at the Troy, Novi, and University Center campuses. Phone and email appointments are also available for your convenience.

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 utilizing the On-Campus Recruiting process. On-Campus Recruiting is primarily held twice a year, during October/November and February/March, however employers are able to set an OCR schedule at any time throughout the year. 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 a 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 over 70 full-text online business databases which includes over 24,000 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 websites 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 and more.

The main library collection is housed in the Vollbrecht Library located in the Jeffery W. Barry Center at the Troy campus. The Troy campus library provides 40 fully networked computers for student use. It is open seven days a week. The Kaufman Library at the Novi campus is open five days a week for most terms 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 to 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 email 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 18 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.

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Student Life

Student Life

Walsh College Student Life includes student organizations and student focused events and activities throughout the semester. These organizations and events provide opportunities to meet new people, learn about and participate in specific areas of interest, and build a network of professional, as well as personal contacts.

Student Life Events

- Welcome Week- Learn more about the various resources available at the College, network with students, staff, student organizations, student ID photos, give-a-ways, and more.
- Oktoberfest- This event is hosted by the Student Life Committee. Faculty, advisors, and career services will be in attendance. Walsh College encourages all students to participate and begin to build a professional network with current and future business leaders.

Walsh College encourages all students to join student clubs and start to build a professional network while still in school. Although each club and organization has its own focus, each provides experiences that enhance education and career building. Student Life is a great resource to network and build camaraderie with the future business leaders of Walsh College.

For questions about student life, please contact the Student Life office at (248) 823-1394 for details.

Student Clubs

- Accounting and Tax Student Organization
- Delta Mu Delta
- Information Technology Student Association
- International Student Organization
- Investment Club
- MBA Association
- Student Government Association
- Student Management Association
- Student Veterans Organization
- Walsh College Marketing Association

Walsh College Marketing Association

The Walsh College Marketing Association (WCMA) is a professional organization dedicated to the advancement of the science of marketing. We promote professionalism and practical education for marketing students through exposure to, and assistance from, practitioners of the discipline. The WCMA is an excellent resource for anyone involved in business, marketing, advertising, and public relations. For more information, visit www.walshcollege.edu/ma.

Accounting and Tax Student Organization

The Accounting and Tax Student Organization (ATSO) is a professional and social organization for accounting and tax majors. The major objectives of the organization are to build relationships between students and accounting and tax professionals by providing informational sessions on the accounting and tax profession, networking events with accounting and tax professionals, information on internships and other accounting and tax opportunities, along with community service, and social events. For more information, visit www.walshcollege.edu/ATSO.

Delta Mu Delta

Delta Mu Delta (DMD) is a national honor society in Business Administration. Membership is by invitation only. Four times a year, qualifying students are mailed an invitation to join Delta Mu Delta. For more information, visit www.walshcollege.edu/DMD.

Information Technology Student Association

The Information Technology Student Association (ITSA) is dedicated to enhancing the core skills as well as the personal and professional development of the IT student body beyond the classroom. ITSA will focus on building professional and academic networks amongst its members. Membership is open to all undergraduate and graduate students, enrolled in ANY program. For more information, visit www.walshcollege.edu/ITSA

International Student Organization

International Student Organization (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. For more information, visit www.walshcollege.edu/ISO.

Investment Club

The Walsh College Investment Club (WCIC) provides hands-on educational experience in investment management, and allows students and alumni to develop their teamwork, communication, presentation, and analytical skills to gain superior knowledge in the investment management industry. For more information, visit www.walshcollege.edu/WCIC.

MBA Association

The Walsh College MBA Association (WCMA) works to enhance the core skills as well as the personal and professional experiences of the MBA student body beyond the classroom. The experiences, knowledge, and social skills acquired will position graduate students in the business world a step ahead as they seek continued career advancement. This organization will provide a conduit for the dissemination of information and support among its members. For more information, visit www.walshcollege.edu/MBAassociation.

Student Government Association

The Walsh College Student Government Association represents the interests of the student body through active and open involvement with students, student organizations, faculty, and administrators. For more information, visit www.walshcollege.edu/studentgovernment.

Student Management Association

The purpose of the (SMA) is to encourage a healthy learning environment where students can obtain the knowledge, skills and aptitude needed to thrive in managerial roles in their lives. For more information visit <http://www.walshcollege.edu/sma>.

Student Veteran Organization

The Walsh College Student Veteran Organization (WCSVO) was created to offer a means of community and networking for Walsh College veterans and the surrounding community. The WCSVO represents the views of student veterans to the College and explores the population's needs in order to implement needed programs. For more information, visit www.walshcollege.edu/WCSVO.

Networking Groups

- Inforum Michigan
- Toastmasters

Inforum

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

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 Novi campus and another at its Troy campus. Beginners and experienced speakers are welcome to join. For more information, visit www.walshcollege.edu/toastmasters.

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 emailed through their Walsh College email 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 Website at www.deltamudelta.org.

Walsh College Alumni Association (WCAA)

Established in 1928, the Walsh College Alumni Association (WCAA) unites the alumni in closer bonds of fellowship, furthers their interest in all proper ways, fosters, and more fully realizes the goals of the College to stimulate and encourage the loyalty and interest of the alumni by disseminating information respecting the College, its ideals, and programs. 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. For more information, visit www.walshcollege.edu/WCAA.

Student Life

General Information

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 Website 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 beginning 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 the Walsh College Portal. After logging in, click on "Campus Alert System Emergency Notification Signup/Login" under the "My Systems" heading and follow the directions 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 café setting at the Troy campus. Please refer to the College Website 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 issued to currently enrolled students and are valid for two years. Photograph sessions are scheduled during Welcome Week and also 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;
- Full catering service.

Course Descriptions

Accounting

ACC 300 Financial Accounting 3 Credits

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 Credits

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 Credits

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 Credits

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 Credits

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 Credits

Prerequisite: ACC 301/ACC 501

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 Credits

Prerequisites: ACC 302, ACC 303

This course focuses on the theories of advanced accounting for investments and parent-subsidary relationships. Students

learn to apply appropriate accounting procedures and prepare spreadsheets for consolidated corporate entities.

ACC 412 Government & Not-For-Profit Accounting 3 Credits

Prerequisites: ACC 302, ACC 303

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 Credits

Prerequisites: ACC 302, ACC 303, ACC 406

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 Credits

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 Credits

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 Credit

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.

ACC 481-483 Directed Study in Accounting 1-3 Credits

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.

Course Descriptions

ACC 488 Accounting Internship 3 Credits

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 or tax internships the opportunity to earn credit. The student must be employed in a part-time or full-time accounting/tax internship position for a minimum of 11 weeks. The student will maintain a written weekly log for all duties performed and will submit a formal report on the internship experience submit an employer prepared performance review and complete a project determined by the department chair. An accounting/tax internship can only be used as elective credit.

Requests for an internship must be initiated through the Admissions and Academic Advising office. No more than three credits are allowed in directed study, practicum, and/or internship courses toward graduation requirements.

ACC 494 Accounting Practicum 3 Credits

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 or tax internships the opportunity to earn credit. The student must be employed in a part-time or full-time accounting/tax internship position for a minimum of 11 weeks. The student will maintain a written weekly log for all duties performed and will submit a formal report on the internship experience submit an employer prepared performance review and complete a project determined by the department chair. An accounting/tax internship can only be used as elective credit. Requests for an internship must be initiated through the Admissions and Academic Advising office. No more than three credits are allowed in directed study, practicum, and/or internship courses toward graduation requirements.

ACC 500 Financial Accounting 3 Credits

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 Credits

Prerequisite: ACC 500/300

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 502 Intermediate Accounting II 3 Credits

Prerequisite: ACC 501/301

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 Credits

Prerequisite: ACC 501/301

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 505 Managerial Accounting 3 Credits

Prerequisite: ACC 508 and COM 510

This course provides a basic technical understanding of managerial accounting topics with an emphasis on the uses of accounting data by managers. Topics include cost determination, cost volume-profit analysis, direct costing, variance analysis, and budgeting.

ACC 506 Accounting Information Systems 3 Credits

Prerequisite: ACC 301/ACC 501

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 Credits

Prerequisite: None

This course is an introduction to the preparation and analysis of financial statements. The basic principles of accounting will be emphasized. Specific topics include the accounting cycle; general purpose financial statements; and accounting for assets, liabilities, equity, revenue, and expenses.

ACC 511 Business Combinations 3 Credits

Prerequisites: ACC 502/302, ACC 503/303

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 Credits

Prerequisites: ACC 502/302, ACC 503/303

This course examines fund accounting and the reporting for state and local government units, hospitals, colleges, and other not-for profit organizations.

ACC 515 Auditing 3 Credits

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.

Course Descriptions

ACC 518 Accounting Communications 3 Credits

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 Credits

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 Credits

Prerequisite: ACC 503/303 and ACC 518/418 (may be taken concurrently). 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 Credits

Prerequisite: ACC 515/415. 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 Credits

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 Credits

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 577 Payroll and Employee Benefits Accounting 3 Credits

Prerequisite: ACC 501/301

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 Credits

Prerequisites: ACC 5/301, ACC 5/302, TAX 5/495, TAX 5/496 and TAX 5/497

This course is a systematic study of the basic concepts of tax accounting. At the end of the course, the student will have achieved a substantial technical knowledge of the application of FASB ASC Topic 740, including ASC Topic 740-10

ACC 580 Business Law for Accountants 3 Credits

Prerequisites: None

This course is a comprehensive overview of key business law concepts including business organizations, agency, sales and leases, contracts, negotiable instruments, creditor rights and bankruptcy, property, secured transactions and related topics. The focus of this course is to be practical for all business students as well as to allow accountants preparing for the CPA exam to learn/refresh their knowledge on areas covered on the exam.

ACC 588 Accounting Internship 3 Credits

Prerequisites: ACC 501/301 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 or tax internships the opportunity to earn credit. The student must be employed in a part-time or full-time accounting/tax internship position for a minimum of 11 weeks. The student will maintain a written weekly log for all duties performed and will submit a formal report on the internship experience submit an employer prepared performance review and complete a project determined by the department chair. An accounting/tax internship can only be used as elective credit. Requests for an internship must be initiated through the Admissions and Academic Advising office. No more than three credits are allowed in directed study, practicum, and/or internship courses toward graduation requirements.

ACC 594 Accounting Practicum 3 Credits

Prerequisites: ACC 501/301 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 practicum experience.

Requests for a practicum 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.

Course Descriptions

Business Information Technology

BIT 305 Business Computing Tools 3 Credits *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 Credits *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 561 Fundamentals of Project Management 3 Credits *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 designed by the Project Management Body of Knowledge (PMBOK). Topics covered include the nine project management knowledge areas as well as the domains of initiating, planning, execution, controlling, and closing of projects. Professionalism and ethics are emphasized.

BIT 562 Project Finance, Estimating, and Cost Management 3 Credits *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.

BIT 563 Project Management Tools and Techniques 3 Credits *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.

BIT 564 Project Leadership and Management 3 Credits *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.

Business Law

BL 301 Business Law I 3 Credits *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 Credits *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 Credits *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 481-483 Directed Study in Business Law 1-3 Credits *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.

Course Descriptions

Communications

COM 210 Principles of Business Communications **3 Credits**

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 email, 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 Credits** *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 Credits** *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.

COM 481-483 Directed Study in Communications **1-3 Credits**

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: Career Readiness **1 Credit** *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 510 Leadership Communication **3 Credits** *Prerequisite: None*

This class will focus on the development of a portfolio of professional business skills and career management to enhance advancement potential and business success. Self-awareness and audience analysis will be explored as a means to enhance emotional intelligence, grow business relationships, achieve consensus, and build professional credibility. Through executive coaching activities, written assignments, and oral presentations, students will increase their proficiency in a wide range of business communications required of successful leaders. In addition, through experiential learning, students will explore ways to improve their social and cultural awareness by discussing best practices, professional networking and workplace protocol to enhance their ability to navigate through the world. Peer evaluations will be used to improve communication as well as to provide students an opportunity to practice effective ways to give and receive feedback. This course is one of the two Graduate Gateway courses.

Economics

ECN 523 Global Economics **3 Credits** *Prerequisite: MBA: ACC 508, COM 510 and FIN 515; MSM: ACC 508 and COM 510; MSF: ACC 508 and COM 510*

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

Finance

FIN 310 Financial Markets 3 Credits *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 Credits *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 Credits *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 Credits *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 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 Credits *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 406 Financial Statement Analysis 3 Credits *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 Finance 3 Credits *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 Credits *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 419 Financial History of the United States 3 Credits *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 Credits *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.

Course Descriptions

FIN 425 Financial Modeling 3 Credits

*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 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 460 Fundamentals of Financial Fraud 3 Credits

Prerequisites: ACC 202 and FIN 315

This course provides an overview of the nature, elements and scope of financial fraud. Topics include the various types of fraud, the anatomy of typical “fraudsters”, the red flags of financial fraud, the prevention of fraud, and the techniques and tools used to detect fraud in organizations. Students will also solve case studies that relate to contemporary issues in financial fraud (including its assessment, prevention and detection).

FIN 481-483 Directed Study in Finance 1–3 Credits

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 Credits

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 504 Financial Theory and Practice 3 Credits

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 Credits

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 Credits

Prerequisites: FIN 510

This course examines the financial, regulatory, and economic environment in which banks and other financial institutions operate. Students will study the internal operations of a bank, analyze bank financial statements, and apply appropriate analysis in the context of budgeting and strategic planning. An inquiry will be made into a bank's investment function as well as the marketing of banking services. Students will also examine bank funding requirements and asset/liability management techniques. In addition, the competitive aspects of the financial services industry in comparison with non-financial service organizations will be explored.

FIN 510 Financial Management 3 Credits

Prerequisite: ACC 508 and COM 510

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 512 International Finance 3 Credits

Prerequisites: ECN 523 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.

Course Descriptions

FIN 515 Financial Markets and Institutions 3 Credits

Prerequisite: MBA: ACC 508, COM 510, FIN 510, and IT 520; MSF: ACC 508 and COM 510; BAC and BBA: ECN 202

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 521 Investments 3 Credits

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 525 Risk Management 3 Credits

Prerequisites: ACC 508 and COM 510

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 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 Credits

Prerequisite: MSF: ACC 508, COM 520, FIN 521, and a minimum completion of 27 sch.; MBA/MSF: ACC 508, COM 510 and a minimum completion of 51 semester credit hours.

An examination of the allocation of assets and portfolio objectives. Students learn various management techniques, program trading, and market timing to increase their understanding of what makes up successful portfolios. The use of derivative products in constructing portfolios is also studied, and students learn to differentiate between the objectives and constraints of various institutional investors (i.e., retirement funds, mutual funds, and insurance companies). Students also gain an understanding of how to recommend appropriate asset classes to accomplish predetermined goals.

FIN 549 Finance MAP 3 Credits

Prerequisites: FIN 521 and FIN 532

Students will be directly involved in the management of an investment portfolio comprised entirely of Michigan-based companies (the Michigan Alpha Project). This includes, but is not limited to: following an Investment Policy Statement, utilizing Macroeconomic and Microeconomic Data, performing Fundamental Analysis, performing Financial Statement Analysis, developing Derivative Strategies, executing Trades, Performance Analysis, Portfolio Monitoring, and Presenting both Investment Rationale and Relative Performance to the benefactor

FIN 550 Case Studies in Corporate Finance 3 Credits

Prerequisites: ACC 508, COM 510, and completion of a minimum of 30 semester credit hours in the MSF program.

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 Credits

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 professionals 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 581-583 Directed Study in Finance 1-3 Credits

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.

Course Descriptions

FIN 587 Business Valuation 3 Credits

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.

FIN 590 Mergers and Acquisition 3 Credits

Prerequisite: FIN 506 and FIN 510 and a minimum completion of 27 sch.; MBA/MSF: ACC 508, COM 510 and a minimum completion of 51 sch.

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 discipline 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 Technology

IT 402 System Analysis & Design 3 Credits

Prerequisite: None

Modern organizations, large and small, rely on technology to function, survive, and remain competitive. Systems analysis and design is an important step before implementing any technology system. Any mistakes made during the analysis stage will significantly affect the later stage of the system development. This course provides an introduction to the concepts and techniques of information systems analysis and design (SA&D) that focuses on analysis skills as well as managerial issues with a strong emphasis on requirements gathering and modeling. The course covers techniques used by systems analysts and gives extensive practice with structured methodologies.

IT 403 Project Management & ITIL Framework 3 Credits

Prerequisite: None

Ideas are a great beginning but success is measured by what gets accomplished. This course provides a solid introduction to the methods, processes, tools and techniques of project and service management. The course will utilize the Project

Management Institute Body of Knowledge (PMBOK) and the Information Technology Infrastructure Library (ITIL) framework to educate students on proven techniques to achieve business goals and objects.

IT 406 Network Design & Implementation 3 Credits

Prerequisite: IT 201

This is an intermediate course on the design and implementation of computer networks. The emphasis will be on the performance and engineering tradeoffs in the design and implementation of computer networks. The course includes several multi-week projects requiring significant design and implementation. The goal is for students to learn not only what computer networks are and how they work today, but also why they are designed the way they are and how they are likely to evolve in the future. Examples will be drawn from traditional and wireless networks and the Internet. Topics to be covered include: congestion/flow/error control, routing, addressing, naming, multi-casting, switching, internetworking, and network security.

IT 407 Server Virtualization & Performance Engineering 3 Credits

Prerequisite: IT 406

Servers are the workhorse in delivering technology solutions to the organization. All server solutions are not the same and it is important to understand how to design a server solution to meet the needs of an organization in terms of supporting databases, applications, websites and other services. This course provides a foundation in server performance design and management. As virtualization is a common server design considered and utilized, this course will also provide a deep dive into the design and implementation of virtualization solutions.

IT 408 Database Design & Development (SQL) 3 Credits

Prerequisite: IT 202

The development of efficient and quality database applications requires an understanding of the fundamentals of database management systems, techniques for the design of databases and principles of database administration. This course introduces the DBMS concepts and database design techniques and principles. The emphasis is on the conceptual database design as well as implementation details. Database security is also a key aspect of this course. Major topics include data modeling, normalization, SQL, database integrity management, database security, transaction management, recovery, troubleshooting and concurrency control.

IT 409 Data Analytics 3 Credits

Prerequisite: IT 408; BBA FIN, GB, MGT & MKT: QM 202

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 including its logical and physical infrastructure. The student will also explore the use of big data and its analysis through NoSQL databases.

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IT 410 Principles of Software Engineering 3 Credits

Prerequisite: IT 203

This course examines the history and elements of software engineering practices, processes, and methodologies. Topics include a discussion of various software development models and methodologies; software design principles and tools; software project management, quality management, and change management. This course will also examine how secure software development practices are integrated into traditional software development lifecycle. This course will include timely and interesting material as students learn about various aspects of software engineering practices in use in the real-world. Students will draw upon material from various sources as we review and analyze the elements of success and failure in software engineering efforts.

IT 412 Advanced Programming 3 Credits

Prerequisite: IT 410

This course involves a deeper study of programming and software engineering techniques. The majority of assignments involve programming in contemporary programming languages. Topics include memory management, design patterns, APIs, Libraries, Web services, testing, refactoring, and writing secure code.

IT 413 Web Design (Client and Server) 3 Credits

Prerequisite: IT 410

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 Information Technology (IT), from infrastructure to business applications. Using the industry-standard tools, students design and implement various web-enabled applications.

IT 417 Fundamentals of Cyber Security 3 Credits

Prerequisite: IT 204

In this course students will learn basic information security goals of availability, integrity, accuracy, and confidentiality. The domains of information security as defined by ISC2 will be reviewed including: access control, applications, networks, business continuity, physical security, operational security, governance and risk management and laws and regulations. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning and administrative controls will also be discussed.

IT 419 Ethical Hacking Strategies & Tools 3 Credits

Prerequisite: IT 417

This course will introduce the student to common attack techniques and mitigating countermeasures. The student will learn to conduct common attacks via theoretical and hands-on approach to Websites, 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.

IT 422 Advanced Team-Based Attack/Defend Techniques 3 Credits

Prerequisite: IT 417 and IT 419

This course is designed to synthesize knowledge of the hacking and counter hacking strategies. In a semester-long project, students will simulate the functioning of a real-world cybersecurity team by actively addressing a variety of security challenges. Each work team will be required to not only prepare offensive attacks and defensive security measures, but also to formally test their proposed countermeasures to ensure accuracy. As a result, this problem-based course also enables students to hone the communication (written and verbal), contribution, and collaboration skills necessary for success as well-rounded security professionals.

IT 481-483 Directed Study in Information Technology 1-3 Credits

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.

IT 490 Internship 3 Credits

Prerequisite: Minimum of 21 credit hours completed in residence at Walsh College

Students will participate in an internship which provides them an opportunity to utilize skills and knowledge they have learned in their course work.

IT 499 Collaborative Business Systems (Capstone) 3 Credits

Prerequisite: Minimum of 36 credit hours completed in residence at Walsh College

The Capstone course provides the opportunity for integrating program learning within a project framework. Each student identifies or defines a professionally relevant need to be addressed that represents an opportunity to assimilate, integrate, or extend learning derived through the program. The student will work with the Capstone Project Advisor to develop a proposal. After review and approval by the Capstone Project Advisor, the student is authorized to complete the project. The student presents the completed project at a Capstone Fair at the end of the semester.

IT 503 Ethics Seminar 1 Credit

Prerequisite: None

This course is offered as a one day seminar or as an online webinar. Ethics must be integrated within all activities and decisions made by business. This seminar provides the opportunity for students to deeply examine the importance of ethics in business practices through reading and analysis, discussion and role-playing.

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IT 504 Integrated Systems Thinking 3 Credits

Prerequisite: MSIT: None; MSITL: ACC 508 and COM 510

The management of technology has become very complex, particularly as it integrates with a number of constraints and relationships including strategy, operations, security, compliance and risks. This course provides the knowledge and skills to develop and apply an understanding of integrated systems thinking and complexity. The course will utilize case studies and simulation exercises to explore aspects of complexity theory and systems thinking as it applies to managing technology in the current highly evolving and competitive business environment.

IT 505 Governance, Risk and Compliance 3 Credits

Prerequisite: IT 504 (may be taken concurrently)

This course examines the triad of Governance, Risk and Compliance (GRC) as an essential framework for the management of information technology with business. Governance describes the overall management approach through which senior executives direct and control the entire organization. IT Governance is part of overall governance and focused on determining how best to use technology to support business goals. Risk management comprises a set of processes, tools and techniques to assist the organization in identifying and prioritizing its key assets, identifying risks, qualitatively and quantitatively assessing those risks, and determine mitigation strategies. Compliance refers to the responsibility of organizations and their technology departments to comply with internal and external requirements. Topics include governance and risk frameworks, legal and regulatory requirements such as SOX, HIPAA, FERPA, FISMA, NERC, FERC, BASEL II, ISO and PCI.

IT 506 IT Leadership and Strategy 3 Credits

Prerequisite: IT 504 (may be taken concurrently)

This course focuses on the skills and knowledge to guide an organization in its best use of technology to achieve its business goals and objectives. Although technical knowledge and skills are essential for technology professionals, this course focuses on the development of more general leadership skills. The ability to communicate with a broad set of stakeholders is essential and this course will offer exercises in skills such as negotiation, persuasion, agility, coaching and facilitation through case studies, role playing and simulation. Technology leaders must also understand the elements of developing and implementing an overall IT Strategy for the organization. This course will review the various levels of strategy and how strategy is implemented through tactical and operational plans.

IT 511 Threats, Vulnerabilities, Controls and Countermeasures 3 Credits

Prerequisite: IT 504 and IT 565

Organizations are under constant threats from malicious attackers internal and external to the organization. In order to respond and defend the organization against these attacks security professionals must have the knowledge and skills to

assess cybersecurity threats and vulnerabilities and recommend and implements appropriate controls and countermeasures. This course will prepare cybersecurity incident handlers to manage security incidents by understanding common attack techniques, vectors and tools as well as defending against and/or responding to such attacks when they occur. This course will provide students with the foundation to prepare to take the GCIH (GAIC Certified Incident Handler) certification which focuses on detecting, responding, and resolving computer security incidents.

IT 512 Intelligence Analysis Tools and Techniques 3 Credits

Prerequisite: IT 504 and IT 565

Intelligence analysis is the process of generating intelligence from data and information using a variety of tools, techniques and resources that will be reviewed and applied throughout the course. This course will prepare a student to participate in intelligence gathering and analysis in a diverse environment on a variety of significant issues related to cybersecurity.

IT 513 Social, Political and Cultural Impacts of Cybersecurity 3 Credits

Prerequisite: IT 504 and IT 565

This course focuses on the need to understand the risks of cyber-attack as cybersecurity risks pose some of the most serious economic and national security challenges the world is currently facing. Essential systems and resources are now increasingly software dependent, distributed, and interconnected through the Internet. This course will examine real and potential detrimental consequences of this growing connectivity and dependence on the Internet and its impact on political conflict, social instability, and other events. This course will evaluate the benefits the Internet has provided in making communication and information sharing easy along with the realization that it has also created a new space in which criminals and terrorists can operate often anonymously with difficult, if not impossible, attribution.

IT 514 Current Issues in Cybersecurity 3 Credits

Prerequisite: IT 504 and IT 565

Cybersecurity risks to nations and individuals are evolving continuously. This course focuses on investigating current cybersecurity and cyber operations challenges including big data, social networking, cybercrime, and cyber war. The student will explore the cybersecurity risks and challenges as well as defensive and offensive controls and countermeasures.

IT 520 Information Technology 3 Credits

Prerequisite: MBA: ACC 508, COM 510, and MGT 501; MSITL/MSMKT: ACC 508, COM 510; BAC and BBA: BIT 305, COM 300

One of the most important skills a business leader needs to have concerning technology involves effective decision making and governance. This class will consist of a case study approach presenting different scenarios that require decisions to be made on technology issues that are relevant

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to today's business environment. Students will develop the skills for understanding the components and elements of these technology decisions, and assess associated risks. This course will draw upon a cross section of technology, finance, security, project management, leadership, and other aspects of effective decision making.

IT 551 Project Management Fundamentals 3 Credits *Prerequisite: IT 504 (may be taken concurrently)*

This course will provide insights, guidance, and best practices on the art and science of project management. The course will examine the foundations of project management as defined by best-in-class experts such as the Project Management Institute. The course will include a review of the various aspects of the project management lifecycle and knowledge areas and use resources such as the Project Management Body of Knowledge (PMBOK) course textbook, and case studies to support discussions. The class will learn to apply project management techniques and skills through project team and individual activities in the preparation of project management plans covering various topics. The course will also introduce project management career paths and provide a basic introduction to alternate project management models such as agile project management.

IT 552 Project Program and Portfolio Management 3 Credits *Prerequisite: IT 551*

The course will build on project and portfolio fundamentals to explore two areas in more detail: Communication and Financial Management. This course will take an in-depth look at technology focused financial management and communication techniques and best practices including the preparation and interpretation of financial statement and records, communication with stakeholders, vendor management, and team facilitation. This course will also review the processes and deliverables involved in the financial management of technology efforts throughout its lifecycle from initiation to decommission including cost estimation, budgeting, and cost monitoring and control.

IT 553 Product Program and Portfolio Management 3 Credits *Prerequisite: IT 551*

Organizations are continually competing for market share through the development and delivery of innovative products and services. This course will review the four phases of product and program management including: preparing, starting, progressing, and achieving. This course will also review the skills of product and program managers which include facilitation and leadership, project management, business and financial analysis, and the integration of various functions drawn from internal and external resources. The design and delivery of innovative products is the key to business success and this course will also review the framework for managing innovation within an organization.

IT 565 Fundamentals of Cyber Security 3 Credits *Prerequisite: IT 504 (may be taken concurrently)*

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. Students will review the ten domains ISC2.

IT 566 Security Program Management 3 Credits *Prerequisite: IT 565*

It is important that security is viewed as an integral part of all aspects of the business. To that end, this course will review the strategies and processes needed to build an overall security program and infrastructure to protect the business assets. This course will emphasize the need for policy development and related practices, procedures, monitoring strategies, and enforcement. Metrics are an essential part of measuring the ability of an organization to meet its goals and IT security metrics will be reviewed and evaluated in detail in this course.

IT 567 Business Continuity, Resilience, and Crisis Management 3 Credits *Prerequisite: IT 565*

Information security systems are only as good as their weakest link. The threats facing an organization can come from malicious attacks, mistakes, and acts of nature. As the dependence on technology grows, the need for planning on how an organization can recover quickly from interruptions is an essential role for technology leaders. This course will focus on the processes, tools and techniques needed to provide for business continuity and recovery in the event of an outage. It is important that technology leaders prepare for these types of interruptions and build resilience and redundancy into their systems. This course will review the various methods to achieve a resilient security posture. Lastly, when a crisis occurs the first reaction is often chaos. This course will introduce students to the fundamentals of crisis management to assist the organization in an organized, thoughtful, and well-prepared response to unexpected events which includes ensuring the safety and security of employees and communications with the external environment.

Course Descriptions

IT 575 Network and Enterprise Architecture

3 Credits

Prerequisite: IT 504 (may be taken concurrently)

This course will provide a management focus on insights, guidance, and best practices on the role of enterprise architecture and integration in building an effective technology infrastructure. The strategies that are involved in integrating multiple platforms, processes applications, domains, and technology tools will be discussed. The importance of understanding the business requirements will be presented along with tools and techniques to accurately collect and define those requirements. The use of Business Process Modeling (BPM) techniques will be presented as a method of designing and documenting an integrated technology architecture and management strategy.

IT 576 Data and Decision Making 3 Credits

Prerequisite: IT 575

This course introduces students to the use of enterprise relational database systems to collect, organize, analyze, query and report on data and information relevant to the business. The course will build on the design of databases and review 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 databases and data analytics including logical and physical infrastructure, algorithms and analysis. This course also familiarizes the student with more advanced use of tools used during the data analysis process. The student will then learn to develop and use a variety of decision support techniques including decision trees, decision service, data modeling, big data, and data mining.

IT 577 Management of Emerging Technology

3 Credits

Prerequisite: IT 504

This course will focus on identifying tools and techniques for assessing the value of emerging technology trends to various organizations. The course will include discussions on the role of digital Darwinism, disruptive technologies, the new customer hierarchy, and the risks and benefits of innovation. Case studies will be utilized to examine strategies of success and failure used by businesses and their use of emerging technologies.

IT 599 Capstone 3 Credits

Prerequisite: Completion of a minimum of 30 credit hours in the MSIT program

The Capstone Project provides the opportunity for integrating program learning within a project framework. Each student identifies or defines a professionally relevant need to be addressed that represents an opportunity to assimilate, integrate, or extend learning derived through the program. The student will work with the Capstone Project Advisor to develop a proposal. After review and approval by the Capstone Project Advisor, the student is authorized to complete the project. The student presents the completed project at a Capstone Fair at the end of the semester.

International Business

IB 514 Foundations of International Business

3 Credits

Prerequisite: ACC 508, COM 510, and MGT 501

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 Credits

Prerequisite: ACC 508, COM 510, and MGT 501

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 571 Management of Information Assurance in a World of Globalization 3 Credits

Prerequisite: ACC 508, COM 510, and MGT 501

This course provides 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.

IB 590 Study Abroad

Prerequisite: Written permission of the department chair

The supervised Study Abroad course is an elective course allowing students to augment their classroom education with an immersive cross-cultural experience. By exploring selected topics in management, marketing, finance, economics, and international business in the global environment students will be able to contextualize the theory learned through their

Course Descriptions

coursework with the context of another culture. Students will be given the opportunity to broaden their academic horizons while globalizing their world views and advancing cross-cultural and problem solving skills. This experience will help students gain a deeper understanding of theory application in the global arena.

Management

MGT 201 Principles of Management 3 Credits *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 Credits *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 Credits *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 Credits *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 Credits *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 Credits *Prerequisite: COM 320, 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 Credits *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 Credits

Prerequisites: BBA-ACP/GB: ACC 418 or COM 340, FIN 315, MGT 303 and QM 301. The student must have completed 36 credits in residence at Walsh College. BBA FIN: ACC 418 or COM 340, FIN 315, FIN 425, MGT 303 and QM 301; BBA MGT: ACC 418 or COM 340, FIN 315, MGT 303, MGT 410 and QM 301. BBA MKT: ACC 418 or COM 340, FIN 315, MGT 303, MKT 460 and QM 301.

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.

MGT 470 Public Administration/ Governmental Management 3 Credits *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 Credits *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.

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MGT 475 International Management 3 Credits

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.

MGT 481-483 Directed Study in Management 1-3 Credits

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 Credits

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 Credits

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 3 Credits

Prerequisite: ACC 508 and COM 510

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 546 Strategic Management of Organizations as Complex Adaptive Systems 3 Credits

Prerequisite: MGT 501

This course lays the foundation for the strategic management of organizations by briefly surveying the literature in organizational theory to develop a deeper understanding of what organizations are and how they adapt their internal environment and actions to interact successfully with their external environment. Systems theory, specifically the theories of complex adaptive systems and autopoietic systems, are used to explicate the characteristics of organizations as dynamic learning systems, and contingency theory is used to explain the organization's need for feedback-oriented action learning. This understanding of organizations then informs a robust overview and critique of contemporary strategic management theories and practices.

MGT 547 Strategic Management of Human, Structural, and Relationship Capital 3 Credits

Prerequisite: MGT 501

This course develops a framework for the strategic management of intangible assets as a most efficacious resource in today's knowledge-intensive organizations. The evolution of economic orders through history is traced briefly, the forces propelling progress are identified, and the dominant management approaches in each age are compared. The unique dynamics of the knowledge age are explained to make the case for an approach to strategic management that builds human, structural, and relationship capital, while increasing the organization's capacity to adapt and reinvent itself. The alignment of new strategies and structures are discussed, including the strategic use of information systems throughout the organization as a means of increasing participation, facilitating learning, and developing the organization's intangible assets. Short case studies will be used to help students move from theory toward application in the course.

MGT 548 Strategic Management of Knowledge and Innovation 3 Credits

Prerequisite: MGT 501

This course studies the strategic management of cognition, the creation and use of knowledge for competitive advantage, and organizational practices that foster innovation. The implications of the dispersed nature of knowledge within organizations and society and the bounded rationality of top managers are examined. Leaders and managers are identified at all levels of the organization, and an apologetic is given for their indispensable role in strategic management. A dynamic and iterative model of continuous strategic management driven by managerial cognition, decision making, and feedback through information systems is presented. Techniques for improving mental models and cognition are discussed. Current uses of information systems for knowledge management are reviewed. The contemporary literature on innovation theory is surveyed,

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and the course concludes with a series of short case studies on successful organizational practices that facilitate innovation.

MGT 549 Managing Strategic Renewal and Change **3 Credits**

Prerequisite: MGT 501

This course subsumes traditional theories of organizational development and change within the strategic management process. In doing so, it makes the case that creation of organization-wide systems designed to increase inclusion in the strategic management process may bring about learning, adaptations, strategic renewal of the organization, and indirect change better than traditional interventions by managers and consultants for direct change. The course reviews the current literature relevant to strategic renewal, draws upon the approach presented in the previous courses of the track, and both includes and critiques the insights of the traditional organizational development and change literature. Professors will guide students through a living case study that will propose the broad redesign of an organization's strategic management process, including its management and information systems, so that its structures will be aligned with its strategic management process.

MGT 555 Global Human Resources Management **3 Credits**

Prerequisite: ACC 508 and COM 510

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 557 Labor Relations **3 Credits**

Prerequisite: ACC 508, COM 510, and 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 Credits**

Prerequisite: ACC 508, COM 510, and MGT 555

Assessing employee and training strategies from a management perspective are explored in this course. Students focus on the development of an organization training strategy through innovation, needs analysis, training design, and program evaluation. The course also surveys training methodologies, instructional design, and e-training and related technologies for effective management of programs.

MGT 559 Managing Total Compensation **3 Credits**

Prerequisites: ACC 508, COM 510, and MGT 555

This course is designed to review the importance of total compensation in today's business environment. The course content will focus on management's role in administering equitable, incentive-based compensation practices and plans and employee benefits programs. Students will have the opportunity to explore contemporary approaches to total compensation, including topics such as performance-based pay practices; job analysis and evaluation; internal consistency and external competitiveness; salary surveys; incentive systems; performance appraisals; and benefits programs. Discussion of relevant regulatory practices, laws, and the importance of strategic compensation will also be covered. Students completing the course will be expected to have acquired an understanding of how total compensation influences employee motivation and productivity.

MGT 565 Operations Management **3 Credits**

Prerequisite: ACC 508, COM 510, MGT 501, and QM 520

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 610 Human Resource Management Capstone **3 Credits**

Prerequisite: MGT 670

This capstone course in the HRM Specialization integrates all aspects of human resource management principles, theories, and current practices to apply, synthesize and integrate the body of knowledge required in six areas required for Certification in Professional Human Resources (PHR) and Senior Human Resources (SPHR) by the Human Resource Certificate Institute (HRCI) of the Society for Human Resource Management (SHRM). Students apply critical thinking, analysis, and evaluation of the human resource functions in business management, strategy, organizational design, workforce planning, training, human resource development, compensation, benefits, employment law, employee and labor relations, and risk management. Students will gain an in-depth preparation for specific issues and current practices in the human resource management functional areas to develop acumen in HRM skills and acquire competencies required for certification of human resource professionals in the field.

MGT 670 Designing and Leading Competitive Organizations **3 Credits**

Prerequisites: ACC 508, COM 510; MBA: Completion of a minimum of 36 semester credit hours; MSM: Completion of a minimum of 30 semester credit hours; MSITL: Completion of a minimum of 33 semester credit hours; Dual MBA and MSM/MSF/MSITL: Completion of a minimum of 54 semester credit hours.

Building on the conceptual knowledge developed throughout the program, this course explores the entire organizational system; the strategic decisions necessary to determine an

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organization's identity, its competitive advantage, scope, and positioning as well as the organization's placement in the industry, national, and global environments. In addition to this macro view of the organization, this course also examines the managerial decisions necessary to structure the organization to execute its strategy and the actions and processes needed to align, motivate, and lead the human capital charged with implementing organizational change.

MGT 680 Strategic Management: Audit of an Organization 3 Credits

Prerequisite: MGT 670

This course serves as the culmination of the student's graduate studies, providing an opportunity to integrate, synthesize, and apply the principles learned across the MBA and MS programs. In this experiential, performance-based course, students will refine and advance their knowledge and skills through the performance of a systematic strategic audit. This activity-based approach to a contemporary business case will not only sensitize students to the real-world challenges businesses face but will also allow them to demonstrate their ability to assess organizational success in an ambiguous, dynamic, and complex 21st century environment. Using a structured approach, students will identify the entire spectrum of critical elements that comprise the organization, comprehensively analyze the systemic context of the corporation, assess the company's relative degree of success, and recommend sound strategic alternatives to ensure future organizational success.

Marketing

MKT 202 Principles of Marketing 3 Credits

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 Credits

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 Credits

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 Credits

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 Credits

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 Credits

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 Credits

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 email, discussion groups, and the World Wide Web. The final project is the analysis or construction of a simple Website.

MKT 453 Social Media Strategies 3 Credits

Prerequisite: MKT 202

Online word of mouth, social search, buzz, and the influence of networks are changing the way businesses market to

Course Descriptions

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 Credits

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.

MKT 481-483 Directed Study in Marketing 1-3 Credits

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

Prerequisites: 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 Credits

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 541 Public Relations Strategies 3 Credits

Prerequisite: COM 510 and MKT 550

This course involves students examining the role, process, strategy, tactics, and application of public relations from an integrated perspective, including the similarities and differences compared to advertising, marketing and journalism. Students

will be exposed to the legal, ethical, social responsibility, and professional standards of the field and explore how persuasion, public opinion, and crisis communications are influenced in a dynamic, technology driven global society. Students will examine research techniques as a method to systematically gather information about an organization's environment, stakeholders, and competitors. Emphasis will be on developing public relations documents including media releases, pitches, and social media communications. Students will work in teams to develop and propose a full public relations program plan for an actual client.

MKT 542 Consumer Insights 3 Credits

Prerequisite: COM 510 and MKT 550

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 543 Creativity and Innovation 3 Credits

Prerequisite: MSMKT: COM 510, and MKT 550

Creativity and innovation are the essential contributors to success for many of today's organizations. Some of the most significant gains in shareholder value in recent years are due to a culture of creative innovation. Many consider a culture of creativity and innovation as the only sustainable competitive advantage available to firms. This course is designed to explore factors that stimulate and inhibit creativity in individuals, groups, and organizations and to introduce you to the practices necessary to stimulate and manage innovation. The initial part of the course will examine creativity, focusing on the social conditions which lead to new ideas and technologies. The second part of the course will consider the way in which new ideas and technologies are instituted and resisted. Ultimately, this course will focus on developing new ways of thinking, which are different from those typically learned in Graduate Business programs.

MKT 550 Marketing Fundamentals 3 Credits

Prerequisite: MBA: ACC 508, COM 510; MSITL and MSMKT: COM 510, (May be taken Concurrently)

This course examines how a business conveys the value of its product and services to customers. Students examine various methods to identify customer needs; product design; customer and product service; and communicating with current and potential customers. Students also analyze competition; consumer analysis; product pricing and promotion; channels of distribution; and company capabilities.

MKT 551 Consumer Behavior 3 Credits

Prerequisite: COM 510 and MKT 550

This course explores the factors affecting behavior in the acquisition of products and services. Students learn the general principles of individual, group, and family behavior as

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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.

MKT 555 Marketing Application and Metrics **3 Credits**

Prerequisite: MBA: ACC 508, COM 510 and MKT 550;MSMKT: COM 510 and MKT 550; Dual MBA/MSF, Dual MBA/ITL, Dual MBA/MKT and Dual MBA/MSM: ACC 508, COM 510 and MKT 550

This course is designed to provide the knowledge and skills necessary to develop marketing strategy at the enterprise level. The course will focus on issues such as the selection of which businesses and segments to compete in, how to allocate resources across businesses, segments, and elements of the marketing mix, as well as other significant strategic issues, such as philanthropy and ethics in marketing. Emphasis will be placed on designing and measuring the effectiveness of marketing strategies and reinvention of market-focused initiatives. The participants will engage in a team-based set (two) research case studies. In addition, there are several opportunities to interject their personal thoughts in a non-graded self-reflection manner.

MKT 560 Brand Management **3 Credits** **Prerequisite:** COM 510 and 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 588 Marketing Internship **Prerequisite:** MSMKT: Completion of a minimum of 27 semester credit hours

Students are allowed to propose internships that they have arranged to the program director or students will be offered opportunities arranged by the college. Practicums may be paid or unpaid depending on the circumstance of the project.

MKT 589 Consulting Project **Prerequisites:** MSMKT: Completion of a minimum of 27 semester credit hours

This required MSMKT course allows students to apply their accumulated skills and experiences into a supervised practicum. This practicum can take the form of an internship or consulting project that is approved by the program director. Students are allowed to propose internships that they have arranged to the program director or students will be offered opportunities arranged by the college. Practicums may be paid or unpaid depending on the circumstance of the project.

Quantitative Methods

QM 202 Statistical Methods for Business **3 Credits** **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 Credits** **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 520 Business Analytics **3 Credits** **Prerequisite:** ACC 508 and COM 510

This course in business analytics develops important skills in data analysis, modeling, and decision making under uncertainty. It is designed to train students to use valid inferences data to inform their decision. The topics covered in the course include exploratory data analysis, probability, analysis, estimation, simulation, hypothesis testing, and regression analysis. Business Analytics emphasizes application of analytical techniques through its lectures, case analysis and discussions, and computer exercises. Effort is made to translate the statistical results into language understood by non-technical audiences and similar communication is expected from students. Real-world cases of successes and failures with analytics-based business strategies are considered. This course presents topics from statistics and decision theory that can help clarify managerial problems and aid in selecting appropriate courses of action to enhance decision-making ability. The focus is on analysis, interpretation, and application of data collected for management decision making. Topics include sampling, statistical inference and hypothesis testing, analysis of variance, chi-square, correlation and regression analysis, and applications to statistical process and quality control (SPC) and industrial experimentation (DOE).

Course Descriptions

Taxation

TAX 401 Survey of Federal Taxation 3 Credits
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 495 Tax and Business Taxation I 3 Credits
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 Credits
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 Credits
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 Credits
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 Credits
Prerequisite: TAX 595 (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 Credits
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 Credits
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 Credits
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 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 525 Advanced Concepts in Corporate Taxation including the Consolidated Tax Return (Corporate Tax II) 3 Credits
Prerequisites: TAX 510, Tax 509, and TAX 599. Tax 507 recommended, but not required.

This course covers advanced topics in federal tax law as it applies to corporations. Students study redemptions, liquidations, mergers and other reorganizations, corporate divisions, carryovers of corporate tax attributes, taxable acquisitions and the rules for filing a consolidated corporate tax return.

TAX 531 Partnership and LLC Taxation 3 Credits
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;

Course Descriptions

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 532 Income and Transfer Tax Consequences for Estate and Trusts

Prerequisites: TAX 501 and TAX 599

This course is a study of the estate gift, and generation-skipping transfer taxes and the income taxation of estates and trusts. Emphasis is placed on the after-death planning; affirmative uses of trust rules; treatment of specialized trusts such as irrevocable trusts; insurance trusts; charitable trusts; and grantor trusts.

TAX 540 Tax Practice and Procedure 3 Credits

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 550 International Taxation 3 Credits

Prerequisites: TAX 500, TAX 501, TAX 510, TAX 531, and TAX 599.

This course will incorporate high-level discussion, application and presentation of current event tax topics across a variety of subjects taught in the core MST program. Emphasis will be placed on the synthesis of complex tax concepts and the ability to demonstrate, recognize and evaluate the technical policy, economic and practical application aspects of the topics.

TAX 560 Planning and Current Issues in Taxation

Prerequisites: TAX 500, TAX 501, TAX 510, TAX 531 and TAX 599.

This course will incorporate high-level discussion, application and presentation of current event tax topics across a variety of subjects taught in the core MST program. Emphasis will be placed on the synthesis of complex tax concepts and the ability to demonstrate, recognize and evaluate the technical policy, economic and practical application aspects of the topics.

TAX 583 Directed Study in Taxation 3 Credits

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 595 Tax and Business Taxation I 3 Credits

Prerequisite: ACC 500/300 or ACC 201 and ACC 202. MST: None

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 Credits

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 Credits

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.

TAX 598 Tax Return Seminar 3 Credits

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 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 Credits

Prerequisite: TAX 595 (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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CMA

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MSM, Walsh College
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Horizon Global

Academic Calendar

Fall 2016

Priority Registration	August 8 -14
Regular Registration	August 15 – September 27
Classes Begin.....	September 21
Last Day to Register or Add Classes	September 27
Last Day for 100% Tuition Refund	September 28
Last Day to Drop Classes	October 4
Last Day for 50% Tuition Refund	October 4
Withdrawal Period Begins	October 5
Winter 2017 Graduation Application Deadline	November 1
Last Day to Withdraw	November 15
Thanksgiving Recess (No classes).....	November 23 - 27
Final Exam Week.....	December 5- 10
Semester Ends	December 10

Dates pertain to 11 week courses. Shorter courses may have different dates. Check your syllabus for specifics.

Winter 2017

Priority Registration	November 21 – November 27
Regular Registration	November 28 - January 10
Classes Begin.....	January 4
Last Day to Register or Add Classes	January 10
Last Day for 100% Tuition Refund	January 11
Martin Luther King, Jr. Day Observance (No Classes)	January 16
Last Day to Drop Classes	January 17
Last Day for 50% Tuition Refund	January 17
Withdrawal Period Begins	January 18
Spring 2017 Graduation Application Deadline	February 1
Last Day to Withdraw	February 28
Final Exam Week.....	March 15 - 21
Semester Ends	March 21

** Due to the MLK Day observance, a make-up session will be required for Monday classes only. Make-up sessions will be scheduled by the individual instructor.*

Dates pertain to 11 week courses. Shorter courses may have different dates. Check your syllabus for details

Spring 2017

Priority Registration	February 13 – 19
Regular Registration	February 20 - 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 13
Last Day for 50% Tuition Refund	April 13
Withdrawal Period Begins	April 14
Summer 2017 Graduation Application Deadline	May 1
Last Day to Withdraw	May 25
Memorial Day Recess (No classes)	May 29
Final Exam Week.....	June 9 - 15
Semester Ends	June 15

** Due to Memorial Day Recess, a make-up session will be required for Monday classes only. Make-up sessions will be scheduled by the individual instructor.*

Dates pertain to 11 week courses. Shorter courses may have different dates. Check your syllabus for details.

Academic Calendar

Summer 2017

Priority Registration	May 15 - 21
Regular Registration	May 22 – July 2
Classes Begin.....	June 26
Last Day to Register or Add Classes	July 2
Last Day for 100% Tuition Refund	July 3
Independence Day Recess (No classes)	July 4
Last Day to Drop Classes	July 9
Last Day for 50% Tuition Refund	July 9
Withdrawal Period Begins	July 10
Fall 2017 Graduation Application Deadline	August 1
Last Day to Withdraw	August 20
Labor Day Recess (No Classes)	September 4
Final Exam Week.....	September 6 - 12
Semester Ends	September 12

Dates pertain to 11 week courses. Shorter courses may have different dates. Check your syllabus for details.

Fall 2017

Priority Registration	August 7- 13
Regular Registration	August 14 – October 3
Classes Begin.....	September 27
Last Day to Register or Add Classes	October 3
Last Day for 100% Tuition Refund	October 4
Last Day to Drop Classes	October 10
Last Day for 50% Tuition Refund	October 10
Withdrawal Period Begins	October 11
Winter 2018 Graduation Application Deadline	November 1
Last Day to Withdraw	November 21
Thanksgiving Recess (No classes).....	November 22 - 26
Final Exam Week.....	December 11 - 16
Semester Ends	December 16

Dates pertain to 11 week courses. Shorter courses may have different dates. Check your syllabus for details.

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