

12 • School of Continuing and Professional Studies

General Information

Thomas Jefferson envisioned that his University of Virginia would prepare the young citizens of the Commonwealth and the nation to pursue productive careers in public service, agriculture, and commerce; and for ninety years, students have pursued the ideal of higher education in the buildings that Jefferson designed almost 200 years ago.

In 1915, the University of Virginia organized a Bureau of Extension to deliver its academic resources to people throughout the state in the spirit of Jefferson's "hope [that] the education of the common people will be attended to." Subsequently, the University added to its Statement of Purpose and Goals an injunction to provide public service activities and continuing education programs of the highest quality to the citizens of Virginia and the nation. Today, the University of Virginia's School of Continuing and Professional Studies annually serves more than 30,000 individuals in credit and noncredit courses of study, as well as conferences, seminars, and training programs. In all academic pursuits, the School has adhered to a standard of lifelong learning, established first by Jefferson's notion of "education on the broad scale," whereby adults vigorously attend to their education throughout their lives.

And yet, while maintaining "the broad scale" of learning, the School of Continuing and Professional Studies has not lost sight of the practicality necessary for education in the twenty-first century. The School creates opportunities for adult students to learn about the most recent advances in research and scholarship, in an environment conducive to liberal learning, and from faculty members actively engaged in a plethora of scholarly studies.

Through the School of Continuing and Professional Studies, University of Virginia faculty members share the results of their inquiries and test the implications of their findings with a variety of individuals from diverse personal backgrounds and career experiences. At the same time, program participants broaden their knowledge and hone such critical skills as strategic thinking and problem-solving. Above all else, the School aims to cultivate the highest quality of education balanced with the broadest sense of learning.

The School of Continuing and Professional Studies trains executives from business and industry and professionals from many fields to respond quickly and successfully to the ever-changing challenges in their

work lives. Political and community leaders engage in focused study of significant public policy issues, examine the problems facing the institutions that they support or govern, and consider the assumptions about quality of life and civic responsibility that guide their communities.

Facilities

On Grounds

The administrative and central programming offices of the School of Continuing and Professional Studies are housed in Zehmer Hall. Zehmer Hall also functions as a non-residential center for conferences, seminars, workshops, and similar activities that the school conducts throughout the year. In addition, University organizations and University-sponsored community groups use Zehmer Hall for meetings, training programs, and other educational activities.

The administrative and programming offices located in Zehmer Hall include:

Office of the Dean

Sondra F. Stallard, Dean
104 Midmont Lane
P. O. Box 400764
Charlottesville, VA 22904-4764
(434) 982-5206
Fax: (434) 982-5550

Bachelor of Interdisciplinary Studies

Donna Plasket, Director
106 Midmont Lane
P.O. 400764
Charlottesville, VA 22904-4764
(434) 982-5274
Fax: (434) 982-5335

Center for Executive Development

Cynthia G. Orshek, Director
104 Midmont Lane
P. O. Box 400764
Charlottesville, VA 22904-4764
(434) 982-5366
Fax: (434) 982-5369

Center for University Programs

James Baker, Director
104 Midmont Lane
P. O. Box 400764
Charlottesville, VA 22904-4764
(434) 982-5252
Fax: (434) 982-5297

Charlottesville Regional Center

Donna Klepper, Director
104 Midmont Lane
P. O. Box 400764
Charlottesville, VA 22904-4764
(434) 982-5313

Fax: (434) 982-5324

Educational Technologies

John H. Payne, III, Director
104 Midmont Lane
P. O. Box 400764
Charlottesville, VA 22904-4764
(434) 982-5254
Fax: (434) 982-5270

Off Grounds

With the establishment of a Bureau of Extension in 1915, the University of Virginia demonstrated its commitment to continuing and professional studies and began an organized effort to make its academic resources available to the citizens of the Commonwealth outside Charlottesville. In 1920 the University opened its first extension office in Richmond. Since then, the School of Continuing and Professional Studies has created a unique network of regional centers and program offices across the Commonwealth to assess and respond to the educational needs of Virginians in every city and county. These operations supplement the academic offerings of local institutions of higher education with the variety of courses and level of instruction that a comprehensive university can offer.

The directors of these off-Grounds centers and offices organize, administer, and evaluate continuing education programs throughout their geographic service areas, assisted by staff members who specialize in programs for business and industry, education, government, the humanities and social sciences.

Off-Grounds Centers include:

FBI Academy

Stephen J. Pryplesh, Assistant Dean and Director
Quantico, VA 22135
(703) 632-1189
Fax: (703) 632-1187

Hampton Roads Center

Richard E. Hoehlein, Director
418 Pembroke Four
Virginia Beach, VA 23462
(757) 552-1890
Fax: (757) 552-1898

Center for State and National Programs for Educators and Lynchburg Center

Nancy R. Iverson, Director
P. O. Box 4709
Lynchburg, VA 24502
(434) 582-5107
Toll free in VA: (800) 871-8265
Fax: (434) 582-5110

Northern Virginia Center

Stephen D. Gladis, Director
7054 Haycock Road
Falls Church, VA 22043
(703) 536-1100
Toll free in VA: (800) 678-4882
Fax: (703) 536-1111

Richmond Center

Gregory J. Pels, Director
7740 Shrader Road, Suite E
Richmond, VA 23228-2500
(434) 662-7464
Toll free in VA: (800) 323-4882
Fax: (434) 662-9827

Roanoke Center

Linda Linnartz, Director
108 N. Jefferson Street
Suite 507
Roanoke, VA 24016
(540) 767-6200
Toll free in VA: (800) 882-6753
Fax: (540) 767-6206

University of Virginia Programs at the Southwest Virginia Higher Education Center

Carl D. Clarke, Director
1 Partnership Circle
P. O. Box 1987
Abingdon, VA 24212
(540) 469-4012
Toll free in VA: (800) 792-3683
Fax: (540) 469-4009

General Regulations

Admission Application for admission to the School of Continuing and Professional Studies' courses and programs should be made at the center or program office where the student plans to study, or at the School of Continuing and Professional Studies' main office in Zehmer Hall.

Academic Grievances Students who have a grievance with a faculty member, center or program office director, or dean are invited to discuss their grievance in the following manner:

1. Concerns related to a faculty member that cannot be resolved between the two parties should be discussed with the School of Continuing and Professional Studies center or program director.
2. If the concern is related to the School of Continuing and Professional Studies center or program director, the grievance should be filed with the Dean of the School of Continuing and Professional Studies or the dean's representative.
3. If the concern is related to the Dean of the School of Continuing and Professional Studies, the grievance should be filed with the Vice President and Provost.
4. If the concern is related to the Vice President and Provost, appropriate documentation should be presented in writing to

the President of the University.

Academic Progress Students enrolled in credit courses for professional development, licensure, or personal enrichment are expected to maintain satisfactory academic progress. Students earning below a 2.0 average may be denied the opportunity to enroll in additional courses through the School of Continuing and Professional Studies. Students should consult the policies governing specific certificate, licensure, and endorsement programs to determine academic standards and requirements.

Add/Drop The dates by which students may add or drop a course are established each academic year by the School of Continuing and Professional Studies centers and program offices. These dates may differ from center to center. Students should consult their center's catalogs and program brochures to determine the deadlines for adding or dropping courses. After the last date for dropping a course, students must officially withdraw if they want to end their enrollment in a course.

Application of Courses to Degree Programs

With the approval of the student's school of enrollment, a course taken through the School of Continuing and Professional Studies may be counted toward degree requirements. For undergraduates, these courses are included in the computation of grade point averages. Approval is required in advance; otherwise such courses will not apply toward a degree.

Attendance Instructors may establish attendance and participation requirements for each of their courses. Such course requirements as examinations, oral presentations, laboratory experiments, participation in class discussion, and the like are in no sense waived because of a student's absence from class. Instructors may establish penalties when excessive absences seriously hinder achievement in any course.

Auditors Students who wish to enroll in credit courses without receiving degree credit may do so with the permission of the center or program office director by registering as auditors and paying the same tuition and fees as credit students. Credit or audit status must be indicated at the time of registration. Admission requirements are the same for auditors as for credit students. An AU (audit) cannot be changed to a letter grade. Auditing a class does not relieve the student of the responsibility of meeting the standards which the instructor has established for the course.

Continuing Education Unit Many non-credit activities are designated as Continuing Education Unit (CEU) programs. One CEU is defined as 10 contact hours of participation in an organized educational experience

under responsible sponsorship, capable direction, and qualified instruction.

The university registrar permanently records the successful participation in programs that have been authorized to award CEUs. Individuals may request a copy of their record from the Office of the University Registrar, University of Virginia, P. O. Box 400203, Charlottesville, VA 22904-4203.

Course Load Each school at the University has established a minimum and maximum number of credits for which students are normally expected to register. Registration for fewer credits than the minimum or more credits than the maximum requires special permission from the appropriate dean's office. Students who register for fewer than their school's minimum number of credits have a notation placed on their academic records indicating that they were enrolled for a reduced course load during that semester.

Special permission is required for students to enroll through the School of Continuing and Professional Studies for more than 12 credits per semester.

Grades Undergraduate courses taken through the School of Continuing and Professional Studies follow the grading system listed in the University Regulations chapter of this *Record*. In addition, the school recognizes the following notations:

CR	Credit
NC	No Credit
W	Withdrawal
S	Satisfactory
U	Unsatisfactory
AU	Audit
IN	Incomplete

Credit/No Credit Students have the option of taking certain courses on a credit/no credit (CR/NC) basis instead of receiving a regular grade of A through F. Students must request this option at the time they register for a course. Instructors have the prerogative of declaring a course not eligible for the CR/NC option. Credit may be earned with a CR, but no grade points are awarded. NC indicates that the student has received no credit for a course after electing the CR/NC grading option.

Grade Changes No grade for a course may be changed after it has been submitted to the university registrar without the approval of the dean of the school offering the course. That dean is authorized to change a grade submitted to the university registrar when the course instructor certifies in writing that, because of an error in calculation or transcription, an incorrect grade had been previously submitted.

Incomplete Circumstances beyond a student's control sometimes arise that necessitate his or her requesting an IN (incomplete) from the instructor. IN indicates that the grade for the course is being withheld until

the student completes all course requirements. The student must initiate the request for an IN, and the instructor must agree. The student must complete and submit all course work to the instructor by the end of the following semester, at which time the instructor replaces the IN with a grade. An incomplete that is not removed by the conclusion of the next semester will be converted to a grade of F (failure). Only course instructors may remove incompletes. Students with an incomplete pending are not awarded a degree or certificate.

Students who receive an IN (incomplete) or an F (failure) in any course offered through the School of Continuing and Professional Studies cannot enroll in another course unless the Dean of the School of Continuing and Professional Studies grants permission.

No Grade On occasion, an instructor awards an NG (no grade) to a student at the conclusion of a course. Unless the student eliminates the conditions that resulted in the NG by the conclusion of the next consecutive semester, it is automatically converted to a grade of F (failure). No student with an NG pending is eligible to receive a degree or certificate.

Honor System The Honor System is one of the University's oldest and most venerated traditions. Based on the fundamental assumption that anyone who enrolls at the University subscribes to a code of ethics forbidding lying, cheating, and stealing, the Honor System allows students the kind of personal freedom possible only in an environment where respect and trust are assumed. For more than 150 years, students have administered this system at the University.

Although the Honor System applies to students enrolled in courses and programs through the School of Continuing and Professional Studies at off-Grounds locations as it does to students on Grounds, some procedures for administration of the system to continuing and professional studies students differ from those governing regular full-time students. Students may consult with the center or program office director in their area for a copy of the Honor Committee bylaws.

Registration The registration process should be finished before the first class meeting, including the completion of all forms, provision of requested information, and payment of all tuition and fees. Registration is not final and transcripts are withheld until all tuition and fees are paid. In special circumstances, and with the permission of the director of the School's center or program office, late registration may be allowed upon payment of a late registration fee.

The School of Continuing and Professional Studies reserves the right to mod-

ify, withdraw, or make substitutions for any announced courses and to change instructors.

Repeated Courses Students may repeat courses for credit only after receiving the permission of the Dean. The grade initially earned in the course appears on the official academic record and counts in the calculation of the grade point average. Regulations applying to repeated courses may vary by school and are detailed in each school's chapter of this *Record*.

Students with Special Learning Agendas Academic department chairs or deans of schools at the University may recommend to regularly admitted undergraduate degree students with special learning agendas that they request part-time academic status and register through the School of Continuing and Professional Studies. A student wishing to request part-time academic status must fill out a Permission to Enroll form, available from the School of Continuing and Professional Studies at Zehmer Hall, 104 Midmont Lane, Charlottesville, VA 22903. The student's dean, academic advisor, instructors, and other individuals required by the student's school of enrollment must sign the form, approving the application for part-time status.

Students enrolling in the School of Continuing and Professional Studies do not pay the required fees (which include such items as athletic tickets, intramural access, student health, University Transit, student legal services and University Union tickets) expected of full time students. As such, they are not covered by the University's health insurance and will not receive the above-mentioned services while taking classes through the School of Continuing and Professional Studies. Students are urged to make other healthcare arrangements.

Not all schools at the University may accept part-time academic status for their students. Schools may limit the number of credits students with this status may take. Credit earned by students with part-time academic status through the School of Continuing and Professional Studies may be applied toward an undergraduate degree only with the permission of the degree-granting school.

Suspended Students Individuals who have been suspended from the University of Virginia or from any other college or university are not eligible to enroll through the School of Continuing and Professional Studies as long as the suspension remains in force.

Transcripts The university registrar records the credit for University courses taught at the School of Continuing and Professional Studies centers. Transcripts are available from the registrar's office in Caruthers Hall for a fee of \$4.00.

Transfer of Credit Students wishing to transfer credit from the School of Continuing and Professional Studies to another educational institution should consult that institution as to the acceptability of the courses and their credit prior to registering with the School of Continuing and Professional Studies.

Withdrawal Under the following conditions, students may withdraw from undergraduate courses up to three class sessions prior to their last scheduled class meeting:

1. The students make written application to withdraw to the director of the center in which they are enrolled.
2. Withdrawal from a course without the proper approval of a written application to withdraw results in students receiving a grade of F.
3. Students receive the notation of W for any course from which they withdraw. A notation of W cannot be changed to a letter grade or an incomplete.

Tuition, Fees, and Refunds

Tuition

(per credit hour unless otherwise indicated)

Graduate Degree Programs	
Virginian	\$200
Non-Virginian	\$311
Graduate Degree Programs-Northern	
Virginia	
Virginian	\$205
Non-Virginian	\$317
Bachelor of Interdisciplinary Studies Degree Program	
Virginian	
1-3 credit hours	\$635
4-8 credit hours	\$1,287
9 or more credit hours	\$1,916
Non-Virginian	
1-3 credit hours	\$2,697
4-8 credit hours	\$5,456
9 or more credit hours	\$8,148
Certificate and Professional Programs, Undergraduate and Graduate	
Virginian	\$154
Non-Virginian	\$252
Certificate and Professional Programs, Undergraduate and Graduate-Northern	
Virginia	
Virginian	\$160
Non-Virginian	\$258
Non-degree Programs, Undergraduate	
Virginian	\$113
Non-Virginian	\$249
Non-degree Programs, Graduate	
Virginian	\$144
Non-Virginian	\$249
Citizen Scholar Programs	
Virginian	\$211
Non-Virginian	\$901

K-12 Educators	
Virginian	\$133
Non-Virginian	\$227
Graduate Televised Engineering	
Virginian	\$262
Non-Virginian	\$492
Graduate Televised Engineering-	
Northern Virginia	
Virginian	\$267
Non-Virginian	\$500
Music Lessons (13 one-hour sessions)	\$577

Fees

Bachelor of Interdisciplinary Studies Degree Program (per semester)	
Special Session fee	\$70
Late registration fee	\$25
Application fee for Bachelor of Interdisciplinary Studies	\$40
Application fee for Certificate and Special Programs	\$25
Change course fee	\$12
Facilities fee, Northern Virginia Center (per credit hour)	\$10
Transcript fee	\$4
Late exam fee	\$10
Technology fee (per semester)	\$10

Other miscellaneous fees, as established, to recover expenses, such as laboratory, materials, etc., on the basis of estimated cost.

Refunds

The University of Virginia School of Continuing and Professional Studies' programs have varying policies regarding refunds. A separate policy applies to the Citizen Scholar Program. Please refer to course descriptions or special brochures for details. The following general policy on refunds applies, except as otherwise indicated.

All requests for refunds must be made in writing to the School of Continuing and Professional Studies center or program director (or the deputy director for academic support at the School of Continuing and Professional Studies Northern Virginia Center). The date of the postmark, fax, or in-person request determines the amount of any refund. Refund of registration fees paid by credit card will be credited to that credit card account, and the request for refund should include the number of the account from which the fee was paid.

Notice to an instructor or sponsoring agency does not constitute an official request to withdraw from a class and to receive a refund.

Refunds are calculated according to the following considerations:

1. Refunds are granted automatically when a scheduled course is canceled.
2. If the student withdraws before the first

class meeting, a full tuition refund will be granted, less a \$12.00 processing fee. If the student has paid for materials, that fee will not be refunded.

3. For courses of 10 or more sessions, 80% of the tuition will be refunded if a student withdraws between the first and second class meetings. A refund of 60% of the tuition will be granted for withdrawal between the second and third class meetings. No refund will be granted after the third class meeting.
4. For courses of three to nine sessions, 80% of the tuition will be refunded if the student withdraws between the first and second class meetings. No refund will be granted after the second meeting.
5. For courses of one or two sessions, no refund will be available after the course begins.

Refund checks are issued by the university bursar in Charlottesville. Allow four to six weeks for processing refund payments. Please direct inquiries to the appropriate School of Continuing and Professional Studies center.

Degree and Certificate Programs

Bachelor of Interdisciplinary Studies Degree Program

The Bachelor of Interdisciplinary Studies (BIS) degree program is tailored to adults who wish to pursue an undergraduate degree through part-time study. Approved in 1999 by the Board of Visitors and the State Council of Higher Education for Virginia, the BIS program makes it possible for students with earned college credits to complete undergraduate degrees. The BIS program offers a challenging and intellectually stimulating curriculum with courses drawn from those already offered at the University or approved by University faculty specifically for this degree program. Classes meet in the evenings and on weekends, and the program maintains a full course schedule in the summer as well as during the fall and spring terms.

The interdisciplinary curriculum of the BIS program includes upper-level courses in academic fields that bring together both the range of learning implied by a liberal arts degree and the depth of knowledge associated with study at an advanced undergraduate level. The program emphasizes critical thinking, clear articulation of ideas, and the habits of individual and collective learning that develop and sustain life-long learners. Interdisciplinary liberal studies seminars unique to the program are required of all students. Students will select an academic concentration within the degree program prior to graduation and must complete a capstone project to synthesize their educa-

tional and professional experiences and demonstrate the depth and breadth of their educational experience. Students have six years after admission to regular status to complete all requirements for the BIS degree.

BIS students are governed by the student-run Honor System and the Standards of Conduct described in Chapter 5 of the *University Record*, subject to revision from time to time by authorized University offices. Implementing policies and procedures can be obtained from the University Honor Committee and the University Judiciary Committee. Academic policies and regulations of the BIS program are under the aegis of a Faculty Advisory Committee, the Dean of the School of Continuing and Professional Studies, and the BIS director. To learn more about this undergraduate degree program, or to obtain application information, individuals should contact:

BIS Degree Program
University of Virginia School of Continuing and Professional Studies
106 Midmont Lane
P.O. Box 400764
Charlottesville, VA 22904-4764
(434) 982-5274
bis-degree@virginia.edu
www.uvace.virginia.edu/bisdegree

Admission

The Bachelor of Interdisciplinary Studies degree program is intended for adults who graduated from high school not less than six years prior to enrollment, have earned sixty transferable semester credit hours from regionally accredited colleges or universities, and are prepared to enter a rigorous program of study. Half of the transfer credits should satisfy the general education guidelines of the Liberal Studies Core. Applicants must complete a formal application for admission and be in good academic and social standing at the institution they attended most recently. They also must have earned at least a 2.0 cumulative grade point average there. Prospective students apply to the BIS program rather than to the Office of Undergraduate Admission, and official transcripts must be directed to the BIS office. Before submitting the application, prospective students must meet with an admissions advisor from the BIS staff. Applications for summer, fall, and spring are due, respectively, by April 1, July 15, and December 1; see also <http://uvace.virginia.edu/bisdegree>. Applicants will be notified of admission decisions by mail. Applicants who are denied admission may reactivate their applications for a period of two calendar years without paying an additional application fee.

Transfer of Credit Credits eligible for transfer must have been earned with at least a grade of 2.0 and in courses comparable to those offered at the University of Virginia.

Credits earned in a pass/fail grading system will only be eligible for transfer if certification is provided that the student earned at least a "C" average. Only credits transfer, not grades.

As with other undergraduate programs, students may transfer no more than the number of credits earned at other institutions and often must transfer fewer; no more than 60 semester credit hours, or half the number of credits required for graduation, transfer from a combination of testing programs and course credits. Credits must have been earned at a degree-granting institution of higher education that has been fully accredited by one of the six regional accrediting agencies or at an institution that is a "Recognized Candidate for Accreditation." Quarter and trimester hours are converted to semester hours. The general University policy on accepting credits from foreign institutions will apply. No transfer credit is granted for College Level Examination Placement credits, life experience credits, correspondence credit, or military education credits. Credit for Advanced Placement and International Baccalaureate testing is awarded according to guidelines used in the College of Arts and Sciences. Transfer credit is generally not granted for credit passed elsewhere by re-examination.

Courses required for an academic concentration do not typically transfer to the BIS degree, but may with permission of the appropriate BIS faculty. Additional elective courses from the concentration must then be taken in the BIS degree program to replace the hours that have transferred from another institution. No more than two required courses may be replaced with transfer credits.

Credits earned in courses taken at other institutions while the student is enrolled in the BIS program are only eligible for transfer if the student completes the appropriate paperwork and receives permission to transfer the credits before enrolling in the course(s).

Provisional Admission All students who are accepted into the BIS program are *provisional status students*. Provisional status students have four consecutive terms in which to successfully complete:

1. the computer competency requirement (see below);
2. two liberal studies seminars: one critical issues seminar and one analytical skills seminar (see below under "Curriculum");
3. two other BIS courses;
4. any concentration prerequisites or outstanding credit hours if the student was admitted with fewer than sixty transfer credits or with prerequisites missing.

Courses outlined items 2-4 above must be completed with at least a "C" grade (2.0 or

better). In addition, students who enroll in more than four BIS courses during provisional status must maintain a minimum cumulative grade point average of 2.0.

Upon satisfying these requirements, students become regular status students. Provisional status students who do not satisfy these requirements within four terms may be required to leave the program. A student who is dropped from the program may petition, after one year, for reinstatement of provisional admission. Students awarded regular status will be subject to the regulations governing satisfactory academic progress outlined in subsequent sections.

The Liberal Studies Core The Liberal Studies Core demonstrates that students have studied a broad range of academic disciplines and are prepared for study at a more advanced level. Transfer credits must satisfy the following liberal studies guidelines:

English Composition: at least six semester credit hours of first-year college composition or a semester of freshman composition and another academic writing course.

Humanities: at least six semester credit hours earned in art history, selected architectural history courses, classics, literature, drama, film studies, fine arts, music (exclusive of performance), philosophy, political theory, public speaking, religious studies, or western or eastern civilization or similar courses.

Social Sciences: at least six semester credit hours earned in anthropology, economics, government and foreign affairs (except political theory), history (exclusive of western, eastern, or other civilization courses, which are considered humanities courses), psychology, or sociology.

Math and/or Science: at least twelve credit hours earned in math, astronomy, biology, chemistry, environmental science, or physics. Only courses comparable to those that satisfy an area requirement for the College of Arts and Sciences satisfy the Core; for example, precalculus may transfer but will not satisfy the area requirement.

Computer Competency Requirement

Students who earn a University of Virginia BIS degree should have a basic understanding of computing as a tool for communication and should demonstrate a degree of proficiency in basic computing skills. To demonstrate competencies acceptable for the BIS degree, a student must either successfully complete the non-credit Introduction to Computing class that has been approved by the BIS program or pass the BIS computer competency examination. Students have four terms from the date of entering provisional status to complete the computer competency requirement.

Academic Regulations and Options

In addition to University-wide policies and procedures, the following academic requirements and options apply to students in the BIS program. Students who have questions about any such policies should contact the BIS office.

Add/Drop Regulations Students may add courses until the published deadline for the term, which is approximately two weeks from the day classes begin. The add deadline is also the last day to change the grading option for courses. Students may drop courses without penalty until the published drop deadline, which is two days after the add deadline.

To enroll in courses restricted by permission of the instructor, a student must submit to the BIS director a course action form signed by the instructor; blank forms can be found in the BIS staff office.

Students are expected to ensure that their enrollment record is correct; changes to ISIS may be made by telephone, (434) 296-ISIS, or online, www.virginia.edu/registrar, before the published deadlines.

Advising Advising students regarding academic matters and student services is an important element of the BIS degree program. Upon entering the BIS program, a student is assigned an academic advisor. The academic advisor is responsible for consulting with the student each term before the student enrolls in courses. Students are blocked from registering from courses until they meet with their advisors, but they are still responsible for following the academic requirements of the program and of their concentration. It is the responsibility of the academic advisor to work closely with the student to plan the program of study, to monitor the student's progress, and to provide advice on matters pertaining to BIS academic policies and procedures.

The academic advisor will assist the student in identifying a faculty mentor to work with the student on the capstone project that is undertaken near the completion of the BIS degree program. A student who wishes to take a course for credit outside of the regular BIS curriculum or who wishes to take a leave of absence from the program must consult with the academic advisor before obtaining permission from the BIS director.

Students should consult with BIS staff regarding matters pertaining to student services.

Auditing A student enrolled in the BIS program may audit BIS program courses with the permission of the course instructor. Courses taken on an audit basis have the AU recorded in the grade column of the student's academic record. Because audited courses earn no credits or grade points, they are not applicable to the BIS degree. The course

instructor is the sole determinant of whether a student can take the course on an audit basis. The approved BIS tuition and fee rates apply to audited courses. Audited courses do not apply toward minimum or maximum credit hours when calculating course loads.

Course Load BIS students must register for a minimum of three credit hours per term. A BIS student may not enroll in more than nine credit hours per term without permission of his or her advisor.

Students who plan to apply for financial aid may find that they need to carry six credit hours per term in order to be eligible for some aid programs. These students should contact the Office of Financial Aid to determine what the specific requirements are for the various types of aid they wish to receive.

Credit/No Credit Option Students may choose a credit/no credit (CR/NC) grading option up until the add deadline for courses. Instructors have the right to prohibit students from taking courses on a CR/NC basis. All courses taken to meet regular status requirements, liberal studies seminars, concentration courses, and the capstone project must be graded and may not be taken CR/NC. BIS students may take no more than one course per term on a CR/NC basis, and a maximum of nine credit hours may be taken on a CR/NC basis during a student's tenure in the BIS program.

Grade Changes No grade may be changed after it has been submitted to the university registrar without the approval of the dean. The dean is not authorized by the faculty to change a grade submitted to the university registrar except when an instructor certifies that, because of an error in calculation or transcription, an incorrect grade has been submitted.

Incompletes Circumstances beyond a student's control may arise that necessitate his or her requesting an incomplete (IN). In these cases, the transcript records "IN" to indicate that the course grade is being withheld until the student completes all course requirements. The student must initiate the request for an IN, and the instructor must agree. The student must complete all course requirements and deliver the completed work to the instructor before the end of the next term, at which time the instructor replaces the IN with a letter grade. If the work is not completed, the IN becomes an F. A degree will not be awarded while an incomplete remains on the transcript.

A student may not request an incomplete in an attempt to raise his or her grade.

Leaves of Absence A student who wishes to take a one-term leave of absence must consult with the academic advisor prior to submitting a written request and completed Leave of Absence form to the BIS director. A non-resident fee, set by the University, must be paid for the term, unless summer session

is the term of leave. During the period of leave, the student receives no student ID card privileges.

BIS candidates who wish to take a leave of absence for a second consecutive term should follow the process outlined above; however, the request must be approved by the Dean of the School of Continuing and Professional Studies. Students on approved leaves of absence are not required to apply for readmission to the BIS program prior to their return but should notify the Dean of the School of Continuing and Professional Studies and the BIS director of their intended return at least 30 days before the published date of final registration for that term. Students on approved leaves of absence have the notation "On Academic Leave" entered on their permanent academic record following the term during which they last registered at the University.

Non-BIS Courses Students enrolled in the BIS program normally will complete their degree requirements by taking BIS courses. A BIS student may be granted permission to take a course in another school of the University and have that course count toward BIS degree requirements. Students must obtain advance approval to take a non-BIS course from their academic advisor, the BIS director, the faculty member teaching the course, and the dean of the school that is offering the course. If advance approval is not obtained, non-BIS courses may not be applied toward the degree requirements.

Readmission Students who do not enroll at the University for more than one term, and who are not on an approved leave of absence, must apply for readmission. Application for readmission must be made to the Dean of the School of Continuing and Professional Studies and the BIS director at least 30 days in advance of the next University registration period. Students should include with their applications a statement that (1) addresses their readiness to return to regular status in light of any serious difficulties during their most recent enrollment (e.g., financial, medical, or personal hardship) and (2) outlines those courses that the students will take over the remaining terms to qualify for a degree.

Students who have been placed on suspension by the BIS program, or who have been forced to withdraw, may petition to the BIS director and the Dean of the School of Continuing and Professional Studies for readmission to the BIS program after one academic year. These students should follow the process (1-2) outlined above.

Repeated Courses If a student must repeat a required course in order to proceed with his or her studies, the student may do so, although the credits for the course only count once for the degree and the grade received the first time is the only one that

counts in the student's cumulative grade point average. The course will appear on the transcript twice, however.

Requests for Exceptions and Appeals Students who believe they should be exempted from prerequisite courses or other BIS requirements or regulations may petition for an exception to the BIS director and to the BIS Faculty Advisory Committee after they have consulted with their academic advisor.

Academic Grievance Procedure A student enrolled in the BIS program who has a grievance with a faculty member, the BIS Program director, the Dean of the School of Continuing and Professional Studies, or the Vice President and Provost of the University is invited to discuss the grievance in the following manner:

1. Concerns related to a faculty member that cannot be resolved by the two parties should be discussed with the BIS director.
2. If the concern relates to the director, the student should file a grievance with the Dean of the School of Continuing and Professional Studies.
3. If the concern relates to the Dean of the School of Continuing and Professional Studies, the student should file a grievance with the Vice President and Provost.
4. If the concern relates to the Vice President and Provost, the student should present appropriate documentation in writing to the President of the University.

Satisfactory Academic Performance BIS students admitted to regular status are expected to complete all degree requirements within six years. Leaves of absence and suspensions do not change the requirement to complete all degree requirements within six years of admission to regular status.

Academic Warning Students who fail to remain in good standing are placed on academic warning with a notation of the specific shortcoming(s) placed on their transcripts. Students are placed on academic warning if they:

- Fail to maintain a 2.0 cumulative grade point average.
- **or**
- Earn a grade below D in any course during two consecutive terms.

Students on academic warning are expected to meet with their academic advisors no later than the third week of the next term to discuss their plans to remedy their academic shortcoming(s). Such students who fail to meet with their academic advisors shall not be allowed to register for the next term. Students on academic warning who withdraw or take leaves of absence are eligible to return but do so on academic warning and

are subject to suspension if they do not attain good standing.

Suspension Students are subject to suspension after two consecutive terms on academic warning. Students who have been suspended from the BIS program must be formally readmitted to the BIS program before they can enroll again. Readmission must be approved by the Dean of the School of Continuing and Professional Studies. Application for readmission is made to the Dean of the School of Continuing and Professional Studies at least 30 days before the next University registration period. Students should include with their applications a statement that (1) addresses their readiness to return to full-time study (i.e., 3-9 hours per term) in light of any serious difficulties during their most recent enrollment (e.g., financial, medical, or personal hardship) and (2) outlines those courses that the students will take over the remaining terms to qualify for a degree. BIS candidates may petition the Dean of the School of Continuing and Professional Studies for a waiver of the suspension, citing extenuating circumstances. Students who are readmitted after being on suspension must meet specified academic objectives.

A student has the right to appeal the imposition of sanctions.

Withdrawal The following policies govern withdrawal from the BIS Program as well as from individual courses:

Course Withdrawal A student who wishes to withdraw from a course after the drop deadline must petition the professor of record to do so, but the professor is not obligated to grant the request. If a student stops attending a class without formally withdrawing from the course, the professor has the right to submit a failing grade for the student. It is up to the discretion of the instructor to submit a W, WP (withdrew passing), or WF (withdrew failing).

Enforced Withdrawal The Dean of the School of Continuing and Professional Studies may compel a student to withdraw from the BIS program for good cause. A student who withdraws during the two weeks immediately preceding the final examination period in any term, except for providential reasons as determined by the Dean of the School of Continuing and Professional Studies, may not be permitted to re-enter the program for the succeeding term.

Medical Withdrawal A student may withdraw from the BIS program for reasons of health with the approval of the Dean of the School of Continuing and Professional Studies.

Voluntary Withdrawal A BIS student who wishes to withdraw from the program must formally withdraw from the University. The student is encouraged to meet first with

the academic advisor of record; the student must meet with the BIS director for an exit interview, fill out the appropriate paperwork, and turn in the University identification card. Leaving the program without following the requisite process results in the student's receiving a grade of F in all courses that he or she fails to complete. A student who withdraws from the University voluntarily has the notation "Withdrew [date]" recorded on his or her permanent academic record.

Accommodations for Students with Disabilities

A student enrolled in the BIS program, or a person applying to enter the BIS program, must inform the University of the need for academic accommodation due to a qualifying disability. Requests for reasonable variation in degree requirements to accommodate a student's disability should be submitted in writing at the earliest possible time to the Dean of the School of Continuing and Professional Studies.

Requests for accommodation should be supported by appropriate documentation of the relevant disability filed with the University Learning Needs and Evaluation Center. Personnel at the center are available to counsel the student or applicant in preparing his or her request for academic accommodations and to help him or her secure other necessary support services. A deaf or hearing-impaired student or applicant may dial (434) 243-5189 to receive telecommunications accessibility.

A student who has disabilities that may interfere with his or her performance in a course, or who requires special and reasonable accommodation in the conduct of the course, should inform the instructor of that fact at the beginning of the course. Any questions concerning the propriety of particular accommodations should be referred to the Dean of the School of Continuing and Professional Studies or to the assistant director of the Learning Needs and Evaluation Center (434) 243-5180 or (434) 243-5189.

Accuracy of Student Records

Students are responsible for the accuracy of their academic records. The Office of the University Registrar provides access to ISIS, the student information system, via telephone (434-296-4747) and the Internet (www.virginia.edu/registrar). The registrar's office mails a transcript for the semester to the student after the end of a term, and students should check the information carefully. It is up to the student to point out errors in the record and to do so in a timely manner.

Financial Aid

BIS students interested in receiving aid should file an application with the Office of Financial Aid. Minimum semester credit hour requirements for federal financial aid may be

greater than those required by the degree program. Applicants to the BIS program who wish to apply for financial aid should file the federal Free Application for Federal Student Aid (FAFSA) and contact the Office of Financial Aid. Information about FAFSA can be found at www.fafsa.ed.gov; information about the Office of Financial Aid is available at www.virginia.edu/~finaid or by calling (434) 982-6000.

Orientation

Students entering the program must attend the BIS orientation prior to the beginning of classes. Students are provided with information about registration and student services, as well as academic advising.

Student Activities and Services

BIS students have full access to intramural and recreation activities and facilities, University Career Services, electronic mail, the Information Technology Center and its services, and other non-curricular activities.

Degree Requirements

To be awarded the BIS degree, students must present 120 semester credit hours, including 60 credit hours earned at the University of Virginia, and successfully complete the BIS curriculum, as outlined below in "Curriculum." At least 51 hours taken at the University must have been completed on a graded (A+ to D-) basis. Students must have earned a 2.0 cumulative grade point average on all work taken at the University. Students are subject to the degree and curricular requirements in effect for the term for which they were provisionally admitted to the BIS program.

Curriculum

The BIS curriculum has four components: liberal studies seminars, including critical issues seminars and analytical skills seminars; a concentration; elective courses; and a capstone project. Students must also complete the computer competency requirement.

Liberal Studies Seminars

Two types of liberal studies seminars comprise part of the curriculum of the BIS degree program: critical issues seminars and analytical skills seminars. Their collective purpose is to enhance students' ability to read and think critically about abstract ideas and complex social issues; to teach students how to make more persuasive and well-supported arguments in writing and in speech; to develop students' ability to solve problems in groups; and to ensure that students can deploy both qualitative and quantitative reasoning. Students are required to successfully complete one of each type of seminar before moving to regular status; they then must successfully complete at least

one more critical issues seminar before graduating with a BIS.

Analytical Skills Seminars take as their goal the critical analysis of information in both quantitative and qualitative forms and address such issues as variability in data, assessing risk, and using data to support an argument.

Critical Issues Seminars are small, discussion-oriented classes that focus on ethics and effective decision-making in contemporary society. During the semester, an issue is historicized and addressed from multiple disciplines. The courses are also writing-intensive and students produce several short essays, at least one of which is revised.

Capstone Project BIS students must complete a capstone project near the end of their studies leading to the BIS degree.

The purpose of the capstone project is for students to draw upon their educational experiences in a meaningful way to design, develop, produce, and evaluate a major project. Students are encouraged to tailor their projects to their academic interests, talents, and vocation. Students may do projects individually or in teams, and projects may be research studies, performances, works of literature, case studies, or other similar endeavors. Projects must be supervised by an approved faculty mentor.

Students should identify a faculty mentor of their choice at the beginning of the term preceding enrollment in the capstone project three-credit course. The BIS director maintains a list of approved faculty mentors. Selected faculty mentors who are not on the list must be approved by the BIS director. Current University of Virginia faculty and faculty teaching in the BIS program are possible candidates for mentors.

At least six weeks prior to the beginning of the term of enrollment in the capstone project course, students must submit a one- to three-page proposal to the BIS director. The proposal, endorsed by the student's faculty mentor, describes the project, including the purpose, procedures, and expected product. The BIS director then submits the proposal to the BIS Curriculum Committee for approval.

Concentrations At the end of the provisional status period, students should declare a concentration after consulting with their academic advisors. Forms are available at the BIS staff office. All prerequisites for the concentration must be successfully completed before declaring the concentration. Students may also use this option to prepare for teacher licensure.

Elective Courses outside the Concentration In consultation with their advisors, students may distribute their degree hours beyond the liberal studies seminars (9 hours minimum), the concentration (21-24 hours),

and the capstone project (3 hours) in courses that complement their academic, professional, and personal interests. Students may thus select elective courses that earn 24-27 UVA credit hours in order to meet the 120 credit hours required for completion of the BIS degree. These electives may either be inside or outside the student's concentration.

Course Descriptions

Mnemonics are alphabetical and indicate the degree requirement (liberal studies seminars: ISAS, ISCI; capstone project: ISCS) or concentration (ISBU, business; ISHU, humanities; ISIT, information technology; and ISSS, social sciences).

ISAS 301-399 - (3) (Y)

Analytical Skills Seminar

Develops quantitative reasoning skills by requiring students to gather and analyze data to formulate persuasive arguments. The seminars are topical (e.g., global warming, tax policy, assessing risk) and interdisciplinary, but their emphasis lies with understanding qualitative and quantitative analysis, including variability in data, recognizing uncertainty but making decisions in the face of it, and using data to support arguments.

ISBU 311 - (3) (SI)

Intermediate Accounting I

Prerequisite: COMM 202 or equivalent
Comprehensive study of the key components of generally accepted accounting principles for asset valuation, preparing financial statements, and the basic account maintenance required for external reporting.

ISBU 312 - (3) (SI)

Intermediate Accounting II

Prerequisite: ISBU 311
Continuation of ISBU 311. Emphasizes accounting for stockholders' equity and earnings per share and for a business organization's income taxes, pensions, leases, and debt and equity investments.

ISBU/ISIT 320 - (3) (SI)

Business Software Development

A hands-on introduction to developing software applications for business. Explores relevant programming principles, including object-oriented methods and basic data management.

ISBU/ISIT 325 - (3) (SI)

Quantitative Analysis

Prerequisite: CS 120 and STAT 112 or equivalents or instructor permission. Studies the principles and methods business analysts and managers use to assess the various areas of a business organization, including accounting, finance, information systems, operations, and personnel. Focuses on the role of statistical models, data analysis, and information systems in decision-making.

ISBU/ISIT 326 - (3) (SI)

Business Information Systems

Overview of basic operations management using an information processing systems approach. Emphasizes the role of information technology and information systems within all areas of business. Focuses on a process-oriented view of the organization and building process modeling skills.

ISBU 341 - (3) (SI)

Commercial Law

Surveys the American legal system and principles of constitutional, criminal, and tort law, emphasizing legal issues related to contracts, agency, corporations, and partnerships.

ISBU 351 - (3) (SI)

Fundamentals of Marketing

Prerequisite: ECON 201, 202, or equivalents, or instructor permission. Introduction to marketing principles and activities in both profit and non-profit enterprises, from the conception of goods and services to their consumption. Participants study consumer behavior as well as ethical, environmental, and international issues in marketing.

ISBU 361 - (3) (SI)

Organizational Behavior

Studies the basic theories and research related to the practices of contemporary organizational behavior. Emphasizes the interpersonal skills that promote individual, group, and organizational effectiveness. Class activities are interactive and include experiential exercises, case analyses, and collaborative learning.

ISBU 371 - (3) (SI)

Managerial Finance

Prerequisite: ISBU concentration or instructor permission. Principles and practices of business finance focusing on managerial decision-making in financial policy. Topics include capital structure, types of securities and their use in raising funds, risk, valuation, and allocating resources for investment.

ISBU/ISIT 381 - (3) (IR)

Business Ethics

Uses philosophical ethics as a framework for investigating moral dilemmas in contemporary business. Case study method used.

ISBU 384 - (3) (SI)

International Business

Prerequisite: ISBU concentration or instructor permission. An introduction to the practice and theory of international business. Consideration given to global trade and economic integration theory; the major instruments and procedures needed for management and operation of an international business; modes of international market entry and foreign direct investment; strategies

appropriate to managing an international business; global environmental issues; and the importance of culture and ethics in international business.

ISBU 463 - (3) (SI)

Human Resource Management

Prerequisite: ISBU 361 or instructor permission. Study of human resource management and its role in meeting company objectives; examines essentials of job analysis, recruitment and selection, training and development, performance, compensation, and employee and labor relations. Discussion of contemporary legal pressures and issues relative to a global workforce.

ISBU 468 - (3) (SI)

Entrepreneurship

Prerequisite: ISBU concentration or instructor permission. Explores the process of creating and managing new ventures. Study of financing for initial capital and early growth of the enterprise; legal and tax issues associated with a new business; how to identify opportunity areas; and the characteristics of successful entrepreneurs.

ISBU 485 - (3) (SI)

Strategic Management

Prerequisite: ISBU concentration or instructor permission. Examines the basic elements, processes, and techniques of strategic planning. Focuses on the development of the student's decision-making abilities as a manager and calls upon the student to synthesize material learned across the concentration. Case studies, interactive classes, and business simulations are used to develop student's managerial skills.

ISCI 301-399 - (3) (S, SS)

Critical Issues Seminar

A multidisciplinary themed course that focuses on an ethical issue. Through discussion, extensive writing, and presentations, students use academic argument as a basis for exploring effective decision-making in contemporary society. Topics include: Punishment and Forgiveness; Nationalism and National Identity; Issues in Global Business; Global Warming as a Scientific, Public Policy, and Moral Issue.

ISCS 499 - (3) (SI)

Capstone Project

For students within two terms of graduation. Students design, develop, produce, and evaluate a semester-long project (e.g., significant research paper, case study, work of literature) that synthesizes their educational experiences, professional work, and vocation. Done individually or in teams and supervised by a faculty mentor; prospectus for the project must be approved by the curriculum committee.

ISHU 301 - (3) (SI)

Humanities Survey I

The first half of a two-term survey designed

to introduce students to dominant humanistic traditions of East and West. Addresses topics in philosophy, art, literature, religion, and cultural history. Part one covers the period from early recorded history to the dawn of the modern age.

ISHU 302 - (3) (SI)

Humanities Survey II

The second half of a two-term survey designed to introduce students to dominant humanistic traditions of East and West. Addresses topics in philosophy, art, literature, religion, and cultural history. Part two covers the period from the late European Renaissance to the twenty-first century.

ISHU 310 - (3) (IR)

Advanced Writing I

Students read, study, and practice a variety of prose forms, including narration, short stories, and non-fiction and critical essays.

ISHU 324 - (3) (IR)

American Literature of the Twentieth Century

Study of the fiction and poetry of U.S. writers ranging from the early modernists to contemporary writers, including such prose writers as Fitzgerald, Hemingway, Faulkner, Ellison, and Morrison and poets such as Frost, Eliot, Stevens, Bishop, and Williams.

ISHU 401-409 - (3) (IR)

Advanced Topics in the Humanities

Topical seminars that may be interdisciplinary or discipline-specific. May be repeated for credit when content differs.

ISHU 401/ISSS 310 - (3) (IR)

Cultures in Conflict: Islamic Inroads into the Christian World of Eastern Europe

Examines how contemporary conflicts in Eastern Europe between Eastern and Western institutions, customs, and values have supplanted the earlier struggle between communism and capitalism. Uses intellectual history, comparative religion, folklore, and literature as framing disciplines to examine the complications and implications of Islamic culture meeting Christian culture in Eastern Europe. Taught by case method.

ISIT 310 - (3) (SI)

Technological Communications

Overview and application of how to present technical information in a variety of media and for different audiences and purposes.

ISIT 320, 325, 326:

See ISBU/ISIT 320, 325, 326

ISIT 327 - (3) (SI)

Database Management Systems

Prerequisite: ISIT 320

Focuses on managing the information needs of an organization and on designing and building database applications and

application programs using contemporary database software. Topics covered include database architecture, data security and integrity, modeling techniques, and overall database administration.

ISIT 351 - (3) (SI)

Technology and Product Development Life Cycle

Investigates the management and investment issues associated with technology and product development including research and development; process choices, selection, and improvement; and product choices, replacement, and discontinuance. Course follows a product life-cycle structure.

ISIT 352 - (3) (SI)

Science and Technology Public Policy

Investigates the broad development of federal public policies associated with the promotion and regulation of science and technology. Areas of consideration include the federal government's historical interest in science and technology; the agencies and organizations involved in creating federal policy; how science and technology are regulated federally; and the roles of state and local governments in local science and technology policies. Special consideration is given to American policy development within an international context.

ISIT 381 - See ISBU/ISIT 381

ISIT 399 - (3) (SI)

Case Studies in Technology Management and Policy

Special topics course; topics vary but each explores how technology, management, and policy issues interact within a specific context. Possible contexts include a business organization; an industry; a governmental sector; specific legislation; a judicial ruling; a social issue; a historical era; or a combination of these.

ISIT 427 - (3) (SI)

Systems Analysis and Design

Prerequisite: ISIT 327

Comprehensive examination of the principles, techniques, and tools involved in the analysis and design of computer-based information systems as they are used to solve business problems. Practical experience with development technologies used throughout the systems development cycle builds students' skills in information gathering, communication, analysis, functional design, and implementation.

ISIT 428 - (3) (SI)

Data Communications

Prerequisites: ISIT 427

Studies the use of data communications as a means for gaining a competitive business advantage in a global environment. Presents current technologies and techniques employed in the development and management of computer-based networks.

ISIT 429 - (3) (SI)**Selected Topics in Management Information Systems**

Prerequisite: ISIT concentration or instructor permission. An in-depth study of an MIS topic. The course may explore either a new MIS concept or system or provide an opportunity to research a specific area of MIS in greater depth than is possible in other courses.

ISIT 320, 325, 326 - see ISBU/ISIT**ISSS 301 - (3) (SI)****Social Sciences Introductory Course**

An interdisciplinary, often team-taught, course that uses a single theme to introduce students to the primary methodologies, content areas, and contributions of three social science disciplines. Designed to provide students with a framework for studying social sciences and articulating academic arguments in the social sciences. Students learn the similarities among disciplines that constitute the social sciences, as well as what differentiates social sciences from humanities and from sciences.

ISSS 320 - (3) (IR)**The Modern South**

An examination of the racial, economic, social, and political structures of the South from the early years of the twentieth century to the present.

ISSS 401-409 - (3) (IR)**Topical Seminars in Anthropology**

Seminars on current or specialized topics in anthropology. May be repeated for credit when content differs.

ISSS 411-419 - (3) (IR)**Topical Seminars in Economics**

Seminars on current or specialized topics in economics. May be repeated for credit when content differs.

ISSS 421-429 - (3) (IR)**Topical Seminars in Government and Foreign Affairs**

Seminars on current or specialized topics in government and foreign affairs. May be repeated for credit when content differs.

ISSS 431-439 - (3) (IR)**Topical Seminars in History**

Seminars on current or specialized topics in history. May be repeated for credit when content differs.

ISSS 441-449 - (3) (IR)**Topical Seminars in Psychology**

Seminars on current or specialized topics in psychology. May be repeated for credit when content differs.

ISSS 451-459 - (3) (IR)**Topical Seminars in Sociology**

Seminars on current or specialized topics in

sociology. May be repeated for credit when content differs.

ISSS 499 - (3) (SI)**Social Sciences Integrative Research Course**

Prerequisite: three courses in three different social science disciplines.

Students prepare their own semester-long research project, meeting biweekly with other students engaged in like projects. Students will produce an in-depth research paper in the social science discipline(s) of their choosing.

Certificate Programs

The School of Continuing and Professional Studies offers a number of programs in specialized fields of business, education, and other professions that lead to the award of certificates. Most certificate programs require 10-30 credit hours of instruction or an equivalent number of contact hours.

Admission requirements for certificate programs vary, but are usually based on a written application, an interview with the program's director, and an evaluation of the applicant's work experience, educational goals, and potential for performing satisfactorily in relevant courses. Applicants may be required to provide transcripts of previous academic activity. Persons interested in a certificate program should first consult with that program's director to obtain specific admission requirements.

Students in credit certificate programs must maintain an average grade of C or better to continue in the program. Admission to a credit certificate program does not in any way imply admission to the University for a degree program.

Persons enrolled in noncredit or CEU certificate programs must, in the opinion of the program's director, progress satisfactorily in their courses to be eligible to receive a certificate.

Persons interested in further information about certificate programs should contact the School of Continuing and Professional Studies center in their area.

Transfer Credit Students interested in transferring courses into a credit certificate program are generally allowed to transfer a maximum of six credits. Coursework must not be older than eight years, must have been completed at an accredited college or university, and the student must have earned at least a "C" in the courses. Transfer credit determinations are made by the individual program directors. Courses for which transfer credit has been awarded will not appear on the student's transcript until the completion of the certificate program. No transfer credit is allowed in the certificates of Technology Leadership, Informing Technology, E-Commerce, and Web Content Development.

Certificate Program in Accounting

To address professional development needs in accounting, the School of Continuing and Professional Studies offers a ten-course certificate program. Composed of six required credit courses and four electives, the accounting certificate program is designed for adult students wishing to enter the accounting field, as well as those already employed in accounting-related positions. The program is offered at the Northern Virginia center. Contact the center for admission, transfer, and certificate completion requirements.

Required Courses (6): ACCT 201, ACCT 202, ACCT 311, ACCT 312, ACCT 314 and ACCT 521

Electives (4): BUS 320, BUS 341, BUS 342, BUS 351, BUS 371, ACCT 531, ACCT 711, ACCT 445, ACCT 546 or ACCT 533

Course Descriptions**ACCT 201 - (3)****Introductory Accounting**

Designed to introduce students to the language of business, the course begins with the role of financial data in contemporary society, proceeds to develop the accounting model for capturing financial data, and finishes with the problems of measuring and reporting income, assets, liabilities, and equities.

ACCT 202 - (3)**Introductory Accounting II**

Prerequisite: ACCT 201

Continuation of ACCT 201. Approximately one third of the course deals with additional financial accounting topics, emphasizing managerial considerations and financial analysis. Cost accumulation, allocation, and product cost methods are studied in a manufacturing setting. Matters such as evaluation of performance planning, cost behavior, and special decisions are emphasized.

ACCT 311 - (3)**Intermediate Accounting I**

Prerequisite: ACCT 202

An intensive study of the generally accepted accounting principles for asset valuation, income measurement, and financial statement presentation for business organizations, and the processes through which these principles evolve.

ACCT 312 - (3)**Intermediate Accounting II**

Prerequisite: ACCT 311

Continuation of ACCT 311, emphasizing accounting for the equities of a firm's investors and creditors. Covers special problem areas in financial accounting including accounting for leases, pensions, and income taxes.

ACCT 314 - (3)**Cost Accounting***Prerequisite:* ACCT 202

Emphasizes the role of cost accounting in assisting managers to select and reach their objectives. Focuses on cost analysis for planning and control with attention to developing analyses of models for inventory control, price setting, and making capital investments.

BUS 320 - (3)**Introduction to Business Information Processing**

Covers business applications for both mainframes and microprocessors and their capabilities and limitations. Introduces concepts and terminology of computer-based information systems. Emphasizes selection and management of hardware, software, data, personnel, and procedures.

BUS 341 - (3)**Commercial Law I**

Analysis of the basic legal principles applicable to ordinary commercial transactions, with special emphasis on contracts, agencies, and partnerships.

BUS 342 - (3)**Commercial Law II***Prerequisite:* BUS 341

Analysis of the function and growth of law as an institution in relation to business, with particular emphasis on corporations, property, and the Uniform Commercial Code.

BUS 371 - (3)**Managerial Finance I***Prerequisites:* ACCT 202

Emphasizes the development of managerial theory and decision methodology in evaluating the financial function of the firm. Analyzes working capital management, the concepts and techniques employed in the procurement of resources from financial markets, and their allocation to productive investments.

ACCT 445 - (3)**Federal Taxation I**

Prerequisite: ACCT 202 or instructor permission. An analysis of the federal income tax law and its application to individuals. A study is made of problems covering personal and business tax situations. Several cases are assigned for which the student prepares illustrative tax returns.

ACCT 521 - (3)**Introductory Auditing***Prerequisite:* ACCT 312

Examines auditing methodology through a study of auditing standards. Includes the nature of evidence, program planning, work papers, internal control evaluation, types of audit tests, and audit reports.

ACCT 531 - (3)**Selected Topics in Advanced Accounting***Prerequisite:* ACCT 312

Studies accounting and financial reporting for partnerships, business enterprise segments, home office/branch office, foreign transactions and translation, business combinations, and other intercorporate investments and consolidated statements.

ACCT 533 - (3)**Accounting for Non-Business Organizations***Prerequisite:* ACCT 312

Financial accounting for governmental and non-profit organizations. Studies the theory and techniques of accounting and reporting for various funds and groups of accounts.

ACCT 546 - (3)**Federal Taxation II***Prerequisite:* ACCT 445

Analysis of the federal income tax law and its application to corporations, shareholders, partnerships, partners, estates, and gift transactions.

ACCT 711 - (3)**Accounting Theory***Prerequisite:* ACCT 312

Examines the theories underlying the financial measurement of events that affect reporting entities. Includes the historical development of accounting thought and how it has been influenced by social, political, and economic forces. Analyzes the structure and methodology of theory; examines objectives, postulates, and principles; and explores income determination and the valuation, classification, and reporting of assets and equities.

Certificate Program in Criminal Justice Education

A program in Criminal Justice Education is offered at the FBI Academy in Quantico, Virginia to students enrolled in the National Academy Program. All students in this 11-week program are required to complete a minimum of 13 credits of academic work (undergraduate and/or graduate) with at least one course in each of the following areas: behavioral science; forensic science; law enforcement communication; law; leadership and management science.

Each student may elect to take an additional one to three credits of course work. Some of these courses are offered to students sponsored by the FBI who are not enrolled in the National Academy Program.

Required Courses (5): minimum of 13 credits, including one course in each of the following areas: behavioral science,

forensic science, law enforcement communication, law, and leadership and management science.

Electives (variable): students may elect to take an additional one to three credits of course work.

Course Descriptions*Behavioral Science***CJ 361 - (3) (Y)****Applied Behavioral Science for Law Enforcement Operations**

An overview of applied behavioral science for law enforcement operations, this course includes an introduction to criminal investigative analysis, community oriented policing, critical incident negotiations for managers, and other psychological/sociological/criminological topics of interest to law enforcement.

CJ 403 - (3) (Y)**Managing Death Investigation—Evolving to Major Case Management**

Designed for both patrol and investigative personnel who have had *limited exposure* to various aspects of death investigation. Also designed for managers and supervisory officials who have little background or exposure in this field, and who are now in charge of such units, to give them a better understanding of the responsibilities and problems encountered by personnel handling these cases.

CJ 416/516 - (3) (Y)**Crime Analysis, Futuristics and Law Enforcement: The 21st Century**

Seminar conducted at both the undergraduate and graduate level in which law enforcement managers are introduced to the study of crime analysis and futures research and the utility that each has for law enforcement managers. Students will learn to utilize databases and mapping techniques to analyze criminal activity and will be shown how to forecast, manage, and create the future.

CJ 470 - (3) (Y)**Gangs, Developmental Issues, and Criminal Behavior**

Provides administrators with an understanding of gangs and gang violence, the sociological and psychological models of members, the role violence plays in gangs, influences and trends, the shift from instrumental violence to expressive violence, specific gangs and related activities, and other aspects related to law enforcement.

CJ 471 - (3) (Y)**Investigative Psychology**

Introduces the law enforcement manager to various aspects of applied psychology as they relate to criminal investigations and interviews.

CJ 474/574 - (3) (Y)**The Practice and Evaluation of Crime Analysis**

Covers the techniques, materials, and methods commonly employed in the analysis of crime and criminal activity. Includes the use of forecasts and mapping techniques, optimizing the use of databases, and instruction on the administration of crime analysis.

CJ 475 - (3) (Y)**Stress Management in Law Enforcement**

Examines stress in law enforcement. Covers stressors most likely encountered on the job and in one's personal life. Topics include individual/organizational and family stress management techniques and helping officers to maintain or regain control of their lives.

CJ 514 - (3) (Y)**Violence in America**

Encompasses a historical, contemporary, and future perspective. Issues include the role of weapons in American culture, patterns and trends of violence, legitimate use of violence, cultural differences and formulation of value systems, relationship of drugs and violence, and the role of women and the media. Examines research findings and discusses the role of high technology in dealing with violence and the future of violence in America. All students must bring with them a completed, fully adjudicated case that can be used for teaching and research purposes. The case must exhibit some degree of violent behavior, for example, hate-related homicide, suicide by cops, serial murder, or serial sex offense.

CJ 560 - (3) (Y)**Violent Behavior: A Biopsychosocial Approach**

A graduate seminar geared toward the student with a general background and understanding of the basic principles of psychopathology and psychodynamics. Focuses on behavioral analysis of crime scenes and behavioral aspects of interviewing and interrogation. Enrollment is limited to 12 students, and each student is required to bring a closed homicide or sex offense case.

*Forensic Science***CJ 375 - (3) (Y)****Evidentiary Photography**

Provides photographic concepts and techniques for crime scene and latent fingerprint photography. Students learn about the essential processing equipment, techniques, and legal aspects of laboratory photography. Includes practical application of classroom instruction.

CJ 376 - (3) (Y)**Critical Incident Investigative Response Management**

The course is designed to familiarize the law enforcement manager with the management, behavioral, and forensic science resources available in a criminal investigation. Management, behavioral, and forensic resources are introduced and applied using a child abduction/homicide case scenario. The course demonstrates the successful integration, application, and effectiveness of the various resources. The course is a mixture of field exercises, student participation exercises, and lectures on the various resources used throughout the course.

CJ 466 - (2) (Y)**Latent Fingerprints—from Crime Scene to Courtroom**

Intensively examines all phases of latent print work including powdering, photographing and lifting latent prints, preparation of chemicals and chemical development of latent prints, crime scene search, comparisons of inked and latent prints, preparation of charted enlargements, and moot court training. Emphasizes practical training in Forensic Science Identification Laboratory.

CJ 473 - (3) (Y)**Overview of Forensic Science for Police Administrators and Managers**

Addresses forensic science issues, such as managing a crime scene, the role and value of different types of physical evidence, and current trends and issues. Provides a basic overview of forensic science.

CJ 477 - (5) (Y)**Administrative Advanced Latent Fingerprints**

An advanced course providing concentrated studies in all phases of latent print work, including related administrative matters and how to effectively identify, develop, process, and preserve latent print evidence both at the crime scenes and in the laboratory. Emphasis is placed on identifying latent prints with inked prints and the presentation of expert fingerprint testimony.

CJ 534 - (3) (Y)**Forensic Application of DNA Typing Methods**

A comprehensive exposure to the methods of molecular biology that enable detection of polymorphic regions in DNA. Focuses on principles of human genetics; the structure and function of DNA; techniques pertinent to recombinant DNA; categories of polymorphisms that occur in DNA; and detailed examinations of the molecular biochemistry underlying each of the DNA typing procedures used in the forensic laboratory.

CJ 535 - (3) (Y)**Laboratory Application of DNA Typing Methods**

Devoted exclusively to the laboratory tech-

niques that enable genetic typing of DNA in forensic evidence specimens through restriction fragment length polymorphism analysis. Laboratory procedures accompany material presented in CJ 534, and center on typing procedure as it applies to the individualization of body fluids and stains. Interpretation and presentation of test results included.

*Law Enforcement Communication***CJ 367 - (3) (Y)****Effective Writing**

Explores writing as a process comprising at least five steps. Students learn methods for getting started and sound guidelines for developing a clear, organized writing style. Course is designed to help the student become a more confident and effective writer.

CJ 369 - (3) (Y)**Effective Communication**

An introduction to effective communication techniques with emphasis on oral communication. Frequent researched and rehearsed oral presentations in a variety of settings, from formal to informal, help prepare the law enforcement official to become a more articulate, confident, and fluent public communicator.

CJ 372 - (3) (Y)**Mass Media and the Police**

Explores the role of mass media in society emphasizing the relationship between the media and the development of appropriate law enforcement policy. Practical exercises include writing and delivering news releases in a variety of situations and settings.

CJ 373 - (3) (Y)**Interviewing and Interrogation**

Examines the fundamentals of interviewing for both the investigator and the trainer and deals with the physiological and cognitive aspects of interviewing and interrogation. Topics include interviewing techniques, detection of deception, including statement analysis, and interrogation. Emphasizes practical application.

CJ 378 - (3) (Y)**Instructor Development**

A practical, skills-oriented program for the law enforcement agency instructor. Current instructional techniques are emphasized, including instructional methods, lesson planning, instructional objectives, audio visual support, communication, and delivery.

CJ 523 - (3) (Y)**Seminar in Media Relations for the Law Enforcement Executive**

Focuses on contemporary relations between law enforcement and the news media. Emphasizes the development of a proactive versus reactive departmental media strategy and the formation of effective media policy.

Law

CJ 210 - (1) (Y)**Basics in Criminal Justice Research**

Instructs students how to use electronic and print academic resources from the Web homepage of the FBI Library, the Internet, and onsite facilities. It covers improving searching abilities and information-gathering skills needed by the law enforcement community.

CJ 356 - (3) (Y)**Legal Issues for Command-Level Officers**

Discusses legal considerations that impact administrative and investigative decisions of command and mid-level police administrators. Provides a review of recent developments in federal Constitutional criminal procedure. Also explores the impact of Constitutionally-based employment rights on departmental operations and the impact of Title VII and the Americans with Disabilities Act on police administration.

*Leadership and Management Science***CJ 352 - (3) (Y)****Management for Law Enforcement**

Principles of management concepts and theories are identified, defined, and applied to law enforcement. Theories and practices used in industry and business are examined and evaluated, and practical problems and exercises are used to illustrate avenues to achieve objectives.

CJ 353 - (2) (Y)**Microcomputers for Managers**

Provides law enforcement officers with an orientation to microcomputers from a management perspective. Topics include basics and relevant terminology, use of workstations for administrative and decision support functions, impact of computers on employees and organizations, and evolving computer technology as it applies to management applications.

CJ 355 - (3) (Y)**Leadership, Ethics, Decision-Making**

Explores the areas of leadership, ethics, and decision-making in the context of law enforcement using class discussion and participation, small-group dynamics, and some case studies. Topics include understanding organizational culture and history, future trends, and the impact these topics have on decision making and police management.

CJ 381 - (3) (Y)**Ethics in Law Enforcement**

Provides the law enforcement manager/leader with both the philosophical theory that forms the foundation of ethics in law enforcement and the applied principles that promote ethical conduct in law enforcement personnel and organizations.

CJ 454 - (5) (Y)**Management Planning and Budgets**

Designed for those involved in preparing budgets for their departments, this course emphasizes the line item budget format and also considers other types of budgets such as program, performance, and zero base budgets. Topics include analytical methods for financial forecasting and the application for, and management of, federal grants. Students use computers to prepare a line item budget.

CJ 501 - (3) (Y)**Human Behavior in Organizations**

Advanced course focusing on changing patterns of behavior in organizations. Identifies problem areas in organizations, how structural relationships and leadership patterns influence the climate of an agency, and how groups influence the behavior of individuals within an organizational setting. Examines the methods and strategies of organizational development with the aim of increasing effectiveness and adaptation to change.

CJ 503 - (3) (Y)**Executive Leadership**

Analysis of the leadership role and the leadership process. Emphasizes the requirements and developmental needs for current and future leadership roles.

CJ 507 - (3) (Y)**Managing Organizational Change and Development**

This seminar focuses on the effect of change and development on the behavior of employees. It studies the nature of planned change, methods of managing change, ways to diagnose changes and development, and ways to implement change in police departments and other organizations.

CJ 521 - (3) (Y)**Contemporary Issues in Law Enforcement**

Focuses on contemporary issues and leadership concerns in various areas of law enforcement management, emphasizing problem solving and the systematic development, implementation, evaluation, and administration of law enforcement agency policy changes.

*All Areas***CJ 490 - (1-3) (Y)****Directed Study**

Provides students with the opportunity to work under close faculty supervision on individual projects when particular needs cannot be met by taking regular courses.

CJ 502 - (3) (Y)**Independent Study and Research**

This graduate experience permits students to work, under close faculty guidance, on individual research projects when particular needs cannot be met by taking regularly scheduled courses. Credit is determined by

the nature and scope of the project undertaken.

Certificate Program in Human Resources Management

The University of Virginia Human Resources Management Certificate Program offers a core of courses addressing the basic functional areas of human resources. Elective courses give students the opportunity to dig deeper into specialized areas, polish communications skills, and explore timely topics.

The University certificate provides evidence of specialized educational achievement. It is appropriate both for those who already have undergraduate (and graduate) degrees and those who do not. The program is currently offered in the Charlottesville and Northern Virginia centers. Contact either of these centers for specific information regarding admission, transfer credit, and certificate completion requirements.

Required Courses (6): HR 401, HR 402, HR 403, HR 404, HR 405 and HR 406

Electives (4): HR 407, HR 408, HR 409, HR 410, HR 411, HR 412, HR 413, HR 414, HR 415, HR 416 or HR 417

Course Descriptions**HR 401 - (3)****Management of Organizations**

Presents a broad view of management theories and principles. Topics include historical and current trends in management, how organizations plan and make decisions, leadership, and resource management.

HR 402 - (3)**Human Resource Management**

Prerequisite: HR 401

Survey of individual (as opposed to systemic) HR management. Topics include employee relations, job satisfaction, personnel selection and placement, job analysis and design, interviewing techniques, performance appraisal and training, and wage and salary administration.

HR 403 - (3)**Organizational Change and Development**

Prerequisite: HR 401

Analysis of the key concepts and theories in organizational behavior and organizational development. Focuses on the student's development of the diagnostic skills necessary to effectively manage organizational change. Also deals with specific issues such as downsizing.

HR 404 - (3)**Human Behavior in Organizations**

Prerequisite: HR 401

Helps students develop conceptual, diagnostic, and personal skills for dealing with human interaction in complex organizations. Also addresses issues arising from the diverse nature of today's work force.

HR 405 - (3)**Legal and Ethical Issues in Human Resources**

Prerequisite: HR 401

Addresses personnel laws and issues including the Civil Rights Acts of 1964 and 1991, FLSA, ADA, FMLA, ERISA, selected immigration laws, affirmative action, sexual harassment, and other issues of gender and racial/ethnic equity. Also deals with business ethics issues as they relate to HR.

HR 406 - (3)**Strategic Human Resources Management**

Prerequisite: HR 401

A capstone course bringing together material in all the other core courses and addressing the strategic role HR managers must play in the larger organization.

HR 407 - (3)**Human Resources Information Systems**

Focuses on using technology to manage the infrastructure. Explores current HR information systems and demonstrates how they improve decision making, respond to business needs, provide value added service, and increase administrative efficiency.

HR 408 - (3)**Compensation and Benefits**

Provides a working knowledge of compensation theory and the variety of methods organizations use to compensate their employees.

HR 409 - (3)**Recruiting, Placement, Performance Appraisal, and Outplacement**

Addresses HR recruitment planning, actual recruiting, job placement, performance appraisal, and outplacement (whether from layoffs, downsizing, or firing).

HR 410 - (3)**Employee Development**

Addresses training and development at all levels, from initial orientation to executive development. Discusses in-house training, using vendors, and developing partnerships with colleges and universities.

HR 411 - (3)**Consulting Theory and Practice**

Prepares HR professionals to be more effective internal consultants, to do consultative selling of HR programs, and to work with outside agencies to meet their organization's needs.

HR 412 - (3)**Business Communication**

Emphasizes the art of writing and speaking and the craft of revising and editing one's own work. Focuses on direct, concise, reader-oriented business communications and helps participants develop and focus a purpose, create powerful sentences, adjust

tone, and clearly communicate ideas. Participants prepare speeches, letters, and memoranda.

HR 413 - (3)**Financial Management**

Provides an understanding of finance, ranging from basic finance and its application to HR to more complex applications. Useful for HR professionals with little background in finance.

HR 414 - (3)**Labor Relations**

Examines the National Labor Relations Act and addresses negotiation and conflict resolution, labor theory, labor history, and labor economics.

HR 415 - (3)**Topics in Labor Economics**

Examines unemployment in the United States today: what causes it, why it persists, and what can be done about it; the impact of discrimination in labor markets, both from a theoretical and historical perspective; and the real effects of labor unions on the economy.

HR 416 - (3)**Current Topics in HR**

Provides a forum for addressing timely topics in human resources, such as downsizing, reengineering, 360-degree feedback, and telecommuting.

HR 417 - (3)**Managing the Training Function**

Explores the fundamental theory and concepts needed to design and deliver a training program. Topics include how to conduct needs assessment, design a training course and modules, develop training materials, and create competency-based evaluation strategies.

Certificate Program in Information Technology

The Information Technology Certificate (ITC) provides essential training for liberal arts graduates, career changers, and other professionals looking to enter and succeed in the field of information systems. Developed by industry leaders, this nineteen credit hour program introduces the concepts, terminology, business processes, and computer applications that staff at all organizational levels must understand to effectively interact in a high-tech environment. This accelerated program will produce entry-level staff and mid-level managers capable of operating in the areas of systems analysis, information architecture, web design and development, technical sales and marketing, quality assurance, client liaison and customer service, technical writing, and administration. The program is offered at the Northern Virginia and Hampton Roads centers. Contact either of these centers for admission,

transfer, and certificate completion information.

Required Courses (6): IT 320, IT 322, IT 323, IT 324, IT 325 and IT 326

Electives (1): IT 321 or IT 327

Course Descriptions**IT 320 - (3)****Introduction to Information Technology**

Explores the fundamental concepts, theory, and technology involved in information systems. Topics include client/server technology, computer organizations, operating systems, basic programming concepts, and Internet technologies.

IT 321 - (3)**Programming with Java**

Studies key structures, concepts, and applications needed to write programs with Java, an object-oriented programming language used for developing user interfaces on the Web.

IT 322 - (3)**Information Technology Business Operations**

Sharpens finance, marketing, and management skills. Training focuses on developing the expertise to operate in today's technology-enhanced and technology-dependent business environment.

IT 323 - (3)**Web Design and Database Concepts**

Explores the basics of web design with an overview of fundamental programming, databases, and web interface concepts. Students develop web applications using HTML and JavaScript.

IT 324 - (3)**Systems Analysis and Design**

Students learn how to assess user requirements, system development life cycles, data flow diagrams, business process modeling, software design techniques, object oriented analysis and design concepts, quality assurance, and software testing.

IT 325 - (3)**User Requirements and Quality Assurance**

Develops the skills needed to understand user requirements, meet customer needs, and ensure client satisfaction. Emphasizes the importance of quality assurance through instruction and class exercises.

IT 326 - (1)**Project Management**

Participants learn how to apply the basic concepts of project management, project planning and control techniques, and the importance of interpersonal relations in a dynamic project environment. Also emphasizes the application of project management techniques to practical situations.

IT 327 - (3)**Introduction to Programming Concepts**

An introductory course in programming that provides the necessary stepping stones for more advanced computer programming. Introduces the basic concepts of programming, enabling students to develop fundamental skills in translating business problems into programming solutions. This course follows the object-oriented emphasis of Java.

Certificate Program in Procurement and Contract Management

The thirty semester-hour certificate in Procurement and Contract Management provides a program of study in a new and rapidly growing area of specialization, contract administration, negotiation, contract management in industry, and federal, state, and local governments. Emphasis is placed on contracting with the federal government.

This program is endorsed by the National Contract Management Association, the Purchasing Management Association of Washington, D.C., the National Association of Purchasing Managers, the Department of Defense, and the Federal Acquisition Institute. The program is offered at the Northern Virginia center. Contact the center for admission, transfer, and certificate completion information.

Required Courses (6): PC 401, PC 402, PC 403, PC 404, PC 405 and PC 407

Electives (4): PC 406, PC 408, PC 409, PC 410, PC 411, PC 412, PC 413, PC 415, PC 416, PC 417, PC 418, PC 419, PC 420, PC 422, PC 423, PC 424, PC 425, PC 426, PC 427, PC 428, PC 501, PC 502, PC 503, PC 504, PC 505, PC 506, PC 507, PC 508, PC 509, PC 510, PC 511 or PC 512

Course Descriptions**PC 401 - (3)****Procurement and Contracting**

An introduction to the procurement and contracting processes, exploring fundamental principles and techniques in detail. Emphasis is upon government procurement, but the student is also provided with an understanding of procurement methods and subcontracting in the private sector. Uses the FAR (Federal Acquisition Regulations) as a text.

PC 402 - (3)**Contract Administration**

Prerequisite: PC 401 or permission of program director

Covers the technical and fundamental procedures basic to contract administration. Examines both theory and practice, emphasizing enforcement of contract terms and

conditions, cost overruns, change orders, disputes and appeals, financial analysis, contract authority and interpretation, production surveillance, quality assurances, and audit.

PC 403 - (3)**Cost and Price Analysis**

Prerequisite: PC 401, proficiency in business math, basic accounting, or algebra

Covers the basic concepts in the analysis of contract-price by cost-price analysis techniques, learning curve, weighted guidelines, profit objectives, and analysis of the ADP systems environment.

PC 404 - (3)**Principles of Law for Contract Formation**

Prerequisite: PC 401

Introduces government contract law, contract clauses and provisions, legal aspects associated with contracting, and administering contracts.

PC 405 - (3)**Negotiation of Contracts and Modifications**

Prerequisite: PC 403

Covers the techniques of negotiation. Focuses on the organization and operation of the procurement team, preparation and conduct of negotiations of contracts, and contract modifications by the team concept. Mock negotiations are conducted in class using case studies.

PC 406 - (3)**Management Principles for Procurement and Contracting**

A review of management theory and recent developments in management practices, focusing on the four modern schools of management theory: management process, quantitative, behavioral, and unified.

PC 407 - (3)**Seminar in Procurement and Contracts Management**

Prerequisite: Completion of all required courses

A capstone course for advanced students in acquisition management designed to meld the content of individual procurement courses into a fuller understanding of policies, practices, and procedures. Includes current research and advances and offers opportunities to develop skills in the critical evaluation of theories and their application in solving problems.

PC 408 - (3)**Principles of Law for Contract Performance**

Prerequisite: PC 404

Exploration of post-award issues including contract interpretation, equitable adjustments, terminations, and claims under the Contracts Disputes Act.

PC 409 - (3)**Contracting for Information Resources**

(Formerly Contracting for ADP Hardware and Software)

Illustrates how to structure and negotiate hardware and software contracts and clearly underlines the responsibilities of both the buyer and seller. Key contracting problems emphasized are reliability standards, acceptance testing, performance and measurement, quality control, maintenance, progress reports, and payments.

PC 410 - (3)**Procurement of Major Systems**

Prerequisite: PC 402

Covers procurement planning, development, and contracting for major systems. Students study a major weapon system and construction project from concept formulation through contract definition, development, and manufacture or construction.

PC 411 - (3)**Cost Analysis for Decision-Making**

Prerequisite: PC 403

An application of current methodologies used in the development of cost analysis studies. Emphasizes selection of techniques to be employed, analysis and refinement of data, development of cost models, the use of the models as predictors of life cycle cost elements, operating and support costing, economic analysis, design-to-cost, and life cycle costing.

PC 412 - (3)**International Purchasing and Business Transactions**

Prerequisite: PC 402

Analyzes the basic regulations and principles of international procurement, organizational structure, financing, cooperative programs, supply-support arrangements, co-production, agreements, consortiums, research and development agreements, distribution systems, and analysis of current problems and trends.

PC 413 - (3)**Purchasing and Materials Management**

Surveys the principles of industrial purchasing and management of inventories, including determinations of requirements, pricing, source selection, inventory policy, and professional ethics.

PC 415 - (3)**Grants: Federal, State, and Local**

Provides a foundation for understanding the administration of grants. The course is primarily concerned with grants by the federal government; the means by which it provides financial assistance to state and local units of government and the private (nonprofit) community; and the purposes for which such assistance are covered, including revenue

sharing, concerns over federal interests in non-federal functions, impact upon intergovernmental relations, and others.

PC 416 - (3)

Application for and Management of Federal Grants

Further an understanding of the mechanics of applying for federal grants, the review process, and the administrative problems facing recipients of grants. Covers the specific application procedures of selected federal agencies and several grant programs. Reviews the pre-application process, requirements for state plans, coordinating requirements among planning units of governments, and environmental impact statements.

PC 417 - (3)

International Business Negotiations

Prerequisite: PC 402

Covers the differences between international and domestic business negotiations, including language, customs, religion, and political and legal systems, and other cultural consideration. Discusses the various strategies and tactics used in negotiations, and uses extensive role-playing with these techniques to develop recognition and countering skills.

PC 419 - (3)

Government Contract Computer Law

Prerequisite: PC 402

Covers the law applying to the government's use of computers, software, and computer-related services. Includes intellectual property rights; government contract computer law issues; how the government purchases ADP; patent rights in technical data and computer software; FOIA; relevant waste, fraud, and abuse rules; and exporting data.

PC 420 - (3)

Advanced Major ADP Systems Acquisition

Prerequisite: PC 402, 409

Covers the basics of systems acquisition; general policy; the major systems process; DSARC information requirements; integrated DSARC and PPBS process; fundamental management principles; concerns with the acquisition process; controlled decentralization and participatory management principles; acquisition/life cycle management; and software systems acquisition process.

PC 422 - (3)

Federal Government Contracting: A Contractor's Perspective

Covers marketing and sales, pre-RFP work, RFP analysis, technical proposal preparation, management and cost proposal preparation, government site visits, audits, negotiations, contract start-up, performance, and contract shut-down.

PC 423 - (3)

Project-Team Management for Contract Managers

Introduces the fundamentals of project-team management, emphasizing the management of large-scale, technically complex projects. Covers the entire project life cycle, from selection and initiation to termination and close-out.

PC 424 - (2)

Subcontract Management

Surveys government policies and regulations addressing subcontracting and subcontract management. Intended for employees of companies that subcontract with government prime contractors and for government officials who seek a better understanding of subcontracting procedures under the Federal Acquisition Regulation.

PC 425 - (2)

Acquisition Strategies

Focuses on understanding the government and public sector acquisition environment, developing strategies, proposals, and evaluation plans/factors for the acquisition of products and services.

PC 426 - (3)

Source Selection

Provides a comprehensive overview of the government policies and regulations that address the major procurement technique used by the government for purchases above the simplified acquisition threshold. The intent of the course is to discuss all phases of the source selection process from the inception of the requirement to the award of the contract and notification and debriefing of unsuccessful offers.

PC 427 - (1)

Commercial Items Acquisition

Students will explore the history of commercial item acquisition and the impact this type of acquisition has on the federal marketplace. Instruction explores commercial item initiatives by both civilian and DoD agencies, and addresses the impact to companies pursuing business with the federal government.

PC 428 - (2)

Terms and Conditions

This course will review the practical applications of basic contract formation, types of contracts, and the law surrounding enforcement of contracts. A significant amount of time will be spent reviewing terms and conditions applicable to both prime contracts and subcontracts in the federal and commercial marketplaces. Also covered will be contract modifications, representations and certifications, and FAR provisions.

PC 501 - (3)

Procurement and Contracting Principles and Administration

Covers advanced contract administration topics and some basics necessary for

contracts and acquisition personnel. Fast-paced course combining elements of PC 401 and 402.

PC 502 - (3)

Advanced Cost and Price Analysis

Covers basic contract types and how to determine the costs for each. Includes how a business functions financially and how pricing decisions are made for a specific commodity; market versus cost-based pricing decisions; methodologies used in the development of cost analysis studies; and life cycle costing.

PC 503 - (3)

Project Management

Provides the necessary knowledge to manage large scale and complex projects. Covers the entire life cycle of the project.

PC 504 - (3)

Topics in Acquisition

Selected topics in acquisition and procurement; may include foreign investment and domestic consolidation, federal bid protests, COR and COTR roles, IT outsourcing, and developing statements of work.

PC 505 - (3)

Seminar for Acquisition Personnel

Examines the overall principles of effective management and supervision, team building, strategic planning, and communications necessary for managerial success.

PC 506 - (3)

Federal Acquisition Case Studies

Provides a basic understanding of the laws—and principles of law—that affect government contracting; various case scenarios dealing with ethical considerations; and an understanding of the changes as brought forth in FASA, FARA, and ITMRA.

PC 507 - (3)

Services Contracting

Explains the laws, regulations, and procedures of all stages of government-services contracting, including planning, solicitation, proposal development, evaluation, and contract administration.

PC 508 - (3)

FAR Standards for Actions and Decisions

Explains, reviews, and analyzes many of the FAR standards and tests applied in making legally sufficient and business-successful contracting decisions. These standards apply to both government-buying and industry-selling business decisions.

PC 509 - (3)

Applications in Federal Contracting

Examines different perspectives in government contracting: customer, prime contractor and subcontractor, and relationships between the three in both the federal government and commercial business sectors.

PC 510 - (3)**FAR Standards for Actions and Decisions**

Explains contracting by the negotiation method, as outlined in the current Federal Acquisition Regulation (FAR) Part 15. This course also provides an intensive review of policy and procedures in the negotiation method, using exercises, case studies, simulations, and team-building.

PC 511 - (3)**Construction Contracting**

Prerequisites: PC 401, Contract Formation and PC 402, Contract Administration, or prior permission of the instructor. This course will provide students with the fundamentals of contracts for construction, architect-engineering services, and two-phase design-build projects. The course will offer in-depth treatment of the relevant provisions of the FAR and the prevalent issues in construction-related litigation. Specific topics relate to the formation and administration of construction-related contracts and include: the Brooks Architect-Engineering Act; surety and insurance issues; environmental and safety issues; labor laws; evaluation of construction contractor performance; differing site conditions; performance delays and acceleration; and claims, disputes, remedies and liquidated damages.

PC 512 - (3)**Electronic Commerce in Federal Acquisition**

This course builds a foundation for the challenges facing the contracting professional during conversion to electronic commerce in the Federal Procurement system. The course includes definitions; the engineering aspects of converting from a paper-driven system; productivity and re-engineering; authorizing statutes and regulations; surveys of currently available systems; FAR coverage; computer security; and the knowledge, skills, and abilities necessary for the future.

Certificate Program in Web Content Development

The University of Virginia's Web Content Development Certificate focuses on the skills needed to write, develop, and manage content for the Web. Created in collaboration with industry leaders, this 15-credit, undergraduate-level program is designed for liberal arts graduates, career changers, and professionals from diverse backgrounds who currently work in the fields of advertising, public relations, communications, and marketing as well as electronic and print publications.

Required Courses (6): IT 330, IT 331, IT 332, IT 333 and IT 334

Course Descriptions**IT 330 - (3)****Introduction to Web Content Development**

Explore the life cycle of Web content from the first stages of design and development through posting and end-user access. Find out where to obtain content, how to keep it organized, and the keys to keeping content dynamic.

IT 331 - (3)**Web Site Design and Development**

Study best practices in creating Web sites that work. Students develop a Web site in class using HTML code, graphics, and text editors. Instruction covers site navigation and architecture, creating templates, site analysis, server loading, site maintenance, and security and legal issues. Students work in teams to complete Web site with an actual client.

IT 332 - (3)**Advanced Web Technologies**

Survey emerging technologies and the tools available for Web professionals. Students are exposed to the latest software in order to gain an understanding of what tools work best to solve problems and meet goals.

IT 333 - (3)**Writing for the Web**

Learn how to create original content, organize writing, edit copy, and integrate outside content into your site. Emphasis is given to writing for search engines, writing links, preparing titles and headers, and crafting promotional writing.

IT 334 - (3)**Fundamentals of E-Business and Web Marketing**

Study how business is conducted online with a review of e-commerce terminology and industry practices. Concentration is given to sharpening Web marketing skills and developing strategies to reach your intended audience. Students apply case studies to developing a marketing plan. This course culminates with a Web site and portfolio presentation for review by the instructor, industry professionals, and fellow students.

Other Programs and Courses**Credit Courses**

The School of Continuing and Professional Studies offers a broad range of credit courses to help adult learners meet their educational objectives. These courses, some listed elsewhere in this catalog under the appropriate schools, and others developed by the School of Continuing and Professional Studies, carry the same credit as similar courses taught on Grounds. The seven regional centers distribute class schedules before the beginning of

the fall, spring, and summer sessions that list the courses being taught in their area, the class locations, and times. Most credit courses meet in the evening or on weekends. Course offerings are primarily at the graduate level.

Within the limits prescribed by the residential faculty of the University and stated in the policies of each academic school and the School of Continuing and Professional Studies, qualified persons may apply credit courses taken at regional centers toward degree requirements.

Many students transfer course credits earned through the School of Continuing and Professional Studies to programs at other colleges and universities with prior approval of the institution receiving the credit. Students also use credit courses for renewal of teaching licenses and other professional certificates. In such cases, students should consult their school superintendent and the Virginia Department of Education or other certifying bodies for licensure requirements.

Noncredit Programs

Noncredit programs are designed for individuals who want substantive intellectual activities, but who do not need additional credit or degree study. Such programs often explore complex issues in formats that best suit each offering's distinctive educational agenda.

The flexibility of noncredit programming permits faculty from different disciplines to share insights on subjects in a way that would not be possible in a traditional class format.

Noncredit programming fosters collaboration between University of Virginia faculty and renowned scholars from other institutions; political, cultural, and business leaders; and noted artists and authors. The School of Continuing and Professional Studies program developers work closely with other University faculty and with representatives of the client audience in designing programs to ensure that the University extends its teaching and research resources to the citizens of the Commonwealth and the nation.

Organizational representatives and individuals are encouraged to discuss their education and training needs with the program developers, who can respond rapidly and effectively. For further information, telephone any regional center or program office, or view offerings online at uvace.virginia.edu.

Citizen Scholar Program

The Citizen Scholar Program is a part-time, non-degree enrollment option offered by the University of Virginia and administered through the School of Continuing and Professional Studies. The Citizen Scholar Program allows adults in Charlottesville and surrounding communities to be admitted to the regular, on-Grounds credit courses at the University. They study with the same renowned University of Virginia faculty,

enjoy the same intellectual challenges, and receive the same credit for their work as do students enrolled in degree programs.

The program serves many purposes for adult learners. Citizen scholars pursue both professional and personal objectives. Some advance their careers by studying recent developments and innovations in their fields. Others satisfy the prerequisites for advanced study in medicine, engineering, or education, or they explore a graduate department's course offerings before applying to its formal degree program.

The Citizen Scholar Program does not grant degrees. Those who wish to earn a degree at the University of Virginia in Charlottesville must apply to the Undergraduate Office of Admissions, the appropriate graduate school of the University, or the Bachelor of Interdisciplinary Studies Office.

Candidates for the Citizen Scholar Program who wish to enroll in undergraduate-level courses must have completed a minimum of 48 semester hours of academic work at an accredited college or university with a C average or better. Those who already hold a bachelor's degree may enroll in either undergraduate or graduate courses. Students admitted as degree candidates at other accredited institutions of higher education may enroll in University of Virginia courses if similar offerings are not available at their school. It is the responsibility of the student to assure the transfer credits will be accepted by their existing institution and applied towards their degree.

After acceptance into the program, citizen scholars must obtain the instructor's permission to enroll in each course. Some schools may require that the department chair and/or dean also give permission. Citizen scholars may obtain permission forms and guidance from the staff of the Charlottesville center.

Students enrolled in the Citizen Scholar Program may choose courses from departments and schools throughout the University with the exception of the schools of education, law, and medicine.

Citizen scholars may remain enrolled in the program for an unlimited number of semesters, but may take no more than two

courses per semester along with dependent laboratory or discussion sessions. Once admitted to the Citizen Scholar Program, Citizen Scholars will remain active in the program for two years past the date of their acceptance or two years from the date of the last successfully completed course(s). Individuals remain eligible for continued registration by maintaining grades consistent with the expectations for graduate and undergraduate schools at the University. For graduate course work, grades must be a B- or higher to continue in the program. For undergraduate courses, students must receive a C or higher.

A citizen scholar receiving an IN (incomplete) or NG (no grade) in a course may not be permitted to register for further courses until the IN or NG has been removed from his or her record. Citizen scholars who receive a failing grade in any course may not continue to enroll through the program. The program coordinator considers exceptions to this policy only in extreme circumstances.

Citizen scholars may take courses with the satisfactory/unsatisfactory grade option with the prior permission of the course instructor obtained at the time that they received written permission to enroll in the course.

A faculty member may, on occasion, prohibit a citizen scholar from taking a course. Reasons may include classroom overcrowding, lack of prerequisites, or similar limitations. In such cases, the students and the Citizen Scholar Program coordinator may review course offerings and select an alternate course.

The application process requires the completion of an application form and the submission of official transcripts of previous college work. The deadlines are August 1 for fall semester and December 1 for spring semester. To receive a detailed description of the Citizen Scholar Program and an application form, contact the School of Continuing and Professional Studies, 104 Midmont Lane, P. O. Box 400764, Charlottesville, VA 22904-4764; (434) 982-4789; uvace.virginia.edu/charlottesville/citizen_scholar_program.htm.