VIRGINIA UNIVERSITY OF SCIENCE & TECHNOLOGY

SCHOOL

CATALOG

2026–2027 ACADEMIC YEAR

2026

2027

CAMPUS

2070 Chain Bridge Road, Suite G100
Vienna, VA 22182

WEBSITE

www.vust.edu

Effective Fall 2026 through Summer 2027

Revised September 2026

ACCREDITATION & AUTHORIZATION

- Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC)
- Approved to offer GI Bill educational benefits by the Virginia State Approving Agency
- Certified to operate by the State Council of Higher Education for Virginia (SCHEV)
- Member of the Council for Higher Education Accreditation (CHEA)

★★★ Disclaimer ★★★

This catalog is an official document of Virginia University of Science & Technology ("**VUST**"). It provides general information about VUST's degree programs, admission requirements, course offerings, policies, procedures, and regulations governing the school during the 2026–2027 academic year.

This school catalog is current at the time of publishing with the effective dates stated below. At any time, it may be necessary or desirable for VUST to make changes to this catalog due to the requirements and standards of the school's accrediting body, state, licensing agency, U.S. Department of Education, market conditions, employer needs, or other reasons. The school reserves the right to make changes to any portion of this catalog, including the amount of tuition and fees, academic programs and courses, program completion and graduation requirements, policies and procedures, faculty and administrative staff, the academic calendar, attendance policies, grievance and complaint procedures, and other provisions.

Tuition and fees are reviewed annually; tuition changes do not occur mid-term; changes to tuition are communicated at least two terms in advance.

VUST also reserves the right to make changes to equipment and instructional materials; modify the curriculum; and, when size and curriculum permit, combine courses. The President should be contacted for information concerning any such changes. Any such changes will be incorporated into the catalog through an addendum and made available on the VUST website at www.vust.edu.

Compliance with the policies, procedures, and regulations set forth in this catalog is the personal responsibility of each student.

This catalog supersedes and replaces all previously published versions and is made available to students on the VUST website at www.vust.edu.

VUST does not discriminate in admitting students to any of its programs, and it is an equal opportunity employer.

Effective: Fall 2026 through the end of the Summer 2027 Quarter

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VIRGINIA UNIVERSITY OF
SCIENCE & TECHNOLOGY

WELCOME TO VUST

A message from the President

Dear Students,

Welcome to Virginia University of Science & Technology. Whether you are beginning a new academic journey or continuing your studies with us, I am pleased that you have chosen to be part of the VUST community.

At VUST, education is more than the completion of courses. It is an opportunity to strengthen your knowledge, sharpen your professional judgment, and prepare to contribute with confidence in a changing world. Our faculty and staff are committed to creating a learning environment that values academic progress, practical application, integrity, and respect for every member of our community.

Your success will be shaped not only by the instruction you receive, but also by the effort, curiosity, and persistence you bring to your work. I encourage you to engage fully in your classes, seek guidance when you need it, make thoughtful use of university resources, and build professional relationships with your instructors and fellow students.

This catalog is an important guide to your responsibilities and opportunities at VUST. Please read it carefully and use it throughout your program. On behalf of the University, I wish you a rewarding academic experience and every success as you pursue your educational and professional goals.

Sincerely,

Dr. Voytek Panas
President

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1. GENERAL INFORMATION

1.1. ABOUT VUST

VUST is a private school established in the Commonwealth of Virginia. The VUST campus is located at 2070 Chain Bridge Rd., Suite G100, Vienna, Virginia 22182-2500. Vienna is a suburb of the nation's capital, Washington, D.C., and is within approximately a 25- to 40-minute drive of most of the Greater Washington metropolitan area, including Southern Maryland, Washington, D.C., and Northern Virginia. The VUST campus is conveniently situated within walking distance of both the Greensboro and Spring Hill stations on the Silver Line of the Washington Metropolitan Area Transit Authority (Metro) system.

VUST's official contact information is as follows: Tel: +1-703-880-8446; Fax: +1-703-880-8728; Email: info@vust.edu.

VUST campus building, Suite G100 (ground level)

1.2. SCHOOL HISTORY

In 2009, Dr. Martin Ma and his partners first formed an initiative committee to establish a new private university in Northern Virginia. The committee engaged expert consultants to conduct a market analysis, feasibility study, and risk assessment while conducting a fundraising campaign to attract interested investors. VUST was formally incorporated in the Commonwealth of Virginia in January 2013. By March 2015, the Board of Directors had secured a permanent campus in McLean, Virginia, equipped with classrooms, offices, laboratories, a library, and other facilities.

In May 2016, the State Council of Higher Education for Virginia (SCHEV) certified Virginia University of Science & Technology to operate in the Commonwealth of Virginia. On September 16, 2016, Virginia University of Science & Technology held its grand opening ceremony. The 2006 Nobel Prize in Physics laureate, the Honorable Dr. Mather, served as the keynote speaker. U.S. Representative Amata Coleman Radewagen also spoke at the VUST opening ceremony. The former Assistant Speaker of the U.S. House of Representatives, U.S. Senator Chris Van Hollen, and U.S. Senator Ben Cardin provided video greetings. U.S. Congressman John Delaney presented a Certificate of Special Congressional Recognition to Virginia University of Science & Technology. U.S. Senator Tim Kaine; U.S. Representatives Barbara Comstock, Gerry Connolly, and Donald Payne, Jr.; and Virginia Lieutenant Governor Ralph Northam sent representatives to attend the VUST opening ceremony and present official citations and greeting letters. Former Chief Financial Officer of the U.S. Department of Labor Samuel Mok, Maryland Senator Susan Lee, Virginia Delegate and Majority Leader Tim Hugo, Directors of Information Technology from the U.S. Department of Labor and U.S. Office of Personnel Management (OPM), as well as Fairfax County leaders and many community leaders attended the VUST opening ceremony.

VUST's first graduating class, June 9, 2018.

Maryland Secretary of State Susan C. Lee delivers the commencement address at VUST's 2024 Commencement Ceremony.

In fall 2016, the first group of 17 students was admitted to VUST's Master of Science in Cybersecurity and Information Assurance (MSCIA) program. Many were senior technical leaders in their organizations or government agencies.

June 9, 2018, was a historic day for VUST because its first commencement ceremony was held at the Tysons campus. The first group of 17 students successfully completed the Master of Science in Cybersecurity & Information Assurance (MSCIA) program and received their Master of Science (MS) degrees.

Dr. John C. Mather, 2006 Nobel Prize laureate in Physics, receives an honorary doctorate from VUST at the 2024 Commencement Ceremony.

Vice Admiral Lewis Crenshaw receives an honorary doctorate from VUST at the 2024 Commencement Ceremony.

In 2021, VUST received certification from the Student and Exchange Visitor Program (SEVP), authorizing the University to enroll eligible F-1 international students and issue Forms I-20 through the Student and Exchange Visitor Information System (SEVIS).

In 2022, VUST received approval to offer educational programs to eligible veterans and other beneficiaries using GI Bill® educational benefits.

On November 1, 2023, VUST received initial accreditation from the Accrediting Commission of Career Schools and Colleges (ACCSC).

In 2024, VUST held a commencement ceremony recognizing its graduates and distinguished honorary degree recipients. Maryland Secretary of State Susan C. Lee served as the commencement speaker, addressing the graduating class and University community.

Dr. John C. Mather, recipient of the 2006 Nobel Prize in Physics, was awarded an honorary doctorate in recognition of his extraordinary contributions to science. His participation in the ceremony continued a relationship with VUST that dates to the University's 2016 grand opening, when he served as keynote speaker.

Vice Admiral Lewis Crenshaw was also awarded an honorary doctoral degree in recognition of his distinguished leadership and service.

Maryland Lieutenant Governor Aruna K. Miller receives an honorary doctorate from VUST at the 2026 Commencement Ceremony.

VUST graduates, faculty, and academic leadership at the 2024 and 2025 Commencement Ceremonies.

In 2025, VUST held its commencement ceremony celebrating the academic achievements of its graduates and the continued growth of the University community.

In 2026, VUST held a commencement ceremony celebrating the academic achievements of its graduates and recognizing distinguished leaders through honorary degrees. Among the honorary degree recipients was Aruna K. Miller, Lieutenant Governor of Maryland, who received an honorary doctorate in recognition of her leadership, public service, and contributions to the community.

In August 2026, VUST was granted a five-year reaccreditation by the Accrediting Commission of Career Schools and Colleges (ACCSC), reaffirming the University's accredited status through the next accreditation cycle.

1.3. MISSION STATEMENT

The mission of VUST is to prepare students for rewarding careers through quality educational programs that meet the changing needs of employers and the community. To fulfill this mission, VUST offers master's degrees in cybersecurity, business, and information technology.

To meet the needs of a diverse community of learners, VUST provides education that balances technical, professional, and critical thinking components. In pursuit of this mission, the University seeks to provide:

- A quality learning experience by employing faculty committed to learning and who demonstrate effective teaching skills
- Relevant curricula through input from the governing board, advisory boards, and graduates
- Student success through a comprehensive support program including financial planning, academic assistance, and other student services

1.4. INSTRUCTIONAL PHILOSOPHY

VUST believes in a student-centered approach. We seek to maximize students' personal and academic growth while providing relevant skills and knowledge leading to satisfying careers. The University is able to achieve these goals through carefully planned academic programs and career advising, including timely curriculum revisions, hands-on learning experiences, and individualized assistance.

Instructional Focus: Programs are directed toward specific instructional goals coupled with small class sizes. All curricula, presentations, supportive reference materials, and student-teacher interactions are collectively driven by this strategy.

Communication: Effective communication reinforces the instructional message. Creative seating arrangements and small-group projects encourage student-to-student and student-to-faculty interaction. Programs are structured to cultivate an environment of teamwork.

Self-Discovery: Hands-on learning using actual equipment is essential to the University's instructional methodology. The University recognizes hands-on learning as a key to long-term retention of information. In the final analysis, the University combines sound instructional technology with an insight into the career market to produce a valuable and unique educational experience.

1.5. CORE VALUES

The core values we uphold at VUST are:

1. Diversity: VUST welcomes students from all over the world and fosters equal participation of all its constituents.
2. Lifelong Learning: VUST stimulates and promotes learning and lifelong knowledge retention through continuing education.
3. Affirmative Spirit: VUST promotes integrity and harmonious work with pride and compassion.
4. Partnership: VUST cooperates with all its stakeholders, including students, faculty, staff, and community citizens.

1.6. LEGAL CONTROL AND OWNERSHIP

Virginia University of Science & Technology (VUST) is a privately owned, independent institution governed by its Board of Directors, which has ultimate fiduciary responsibility for the institution, including oversight of its finances, human resource policies, ethical conduct, institutional integrity, and compliance with applicable laws, regulations, and accreditation requirements.

The Chairman of the Board of Directors is responsible for carrying out Board decisions, maintaining communication among Board members, and serving as the direct supervisor of the VUST President.

Dr. Voytek R. Panas serves as President of VUST and is responsible to the Board of Directors through its Chairman. The President has the authority and responsibility to manage the affairs of the institution in a manner that ensures VUST's mission is pursued and its vision advanced. The Chairman is responsible for the annual evaluation of the President and for seeking input from Board members and other key constituencies.

Board Officers:

Chairman: Dr. S.T. Martin Ma
Secretary: Dr. Mary Ma
Board Members: Dong Tian and Joy Lee

President - Dr. Voytek Panas
The primary function of VUST is teaching and learning. VUST faculty are recognized and rewarded for effective teaching and mentoring and are expected to remain active practitioners within their professional fields and to engage students in real-world professional applications.

1.7. ADVISORY EXPERT BOARD (AEB)

The Advisory Expert Board (AEB) is a group of volunteer subject-matter experts who advise the VUST President.

AEB members include external experts who are presidents, vice presidents, deans, and professors at accredited U.S. universities or well-known international universities, senior VUST faculty, and student representatives serving as nonvoting delegates. They are committed to helping VUST maintain a standard of excellence in education.

Key AEB members:

- The co-chair of the AEB is Dr. Jim Chen. Dr. Chen is a full professor of computer science at George Mason University (GMU). He is currently director of the Computer Graphics Lab at GMU and associate editor-in-chief (EIC) of AIP/IEEE Computing in Science & Engineering (CiSE). He served as general co-chair of IEEE VR2006, program co-chair for IEEE VR (2002, 2003, and 2004), and guest editors for IEEE Computational Science & Engineering, CiSE, and PRESENCE. Six of his former Ph.D. students are currently professors. Jim received honorary professorships at Fudan University, Southwest Jiaotong University, Beijing Jiaotong University, Hoseo University, Sichuan Normal University, and Xihua University.
- Dr. Doris Sartor, AEB member, Ed.D. in Education, Auburn University
- Dr. Harry Wechsler, AEB member, Ph.D. in Computing Engineering, University of California, Irvine. Full Professor at George Mason University for more than 35 years.

1.8. FACULTY PROGRAM LEADS AT VUST

- MBA: Dr. Zelalem Chala, Ph.D. in Economics, Virginia Tech University, 2010.
- MSCIA: Prof. Derek Smith, PhD candidate, Strategic Leadership, Liberty University, 2026.
- MSIT: Dr. Nadeem Haq, Doctorate in Education Technology, Northcentral University, 2014.

1.9. SELECTED FACULTY AT VUST

- Dr. Larry Adnanson, Ph.D. in Information Assurance (Cyber Security), University of Fairfax, 2020
- Dr. Moe Moussavi, Ph.D. in Electrical and Computer Engineering, George Washington University, 1985
- Dr. Jim Chen, Ph.D. in Computer Science, University of Central Florida, 1995
- Dr. Martin Ma, Ph.D. in GIS & Remote Sensing, University of Oklahoma, 1993
- Dr. Nadeem Haq, Ph.D. in Educational Technology & E-Learning, Northeastern University, 2014
- Dr. Paul Wang, Ph. D. in Computer Science, George Mason University, 2004
- Dr. Sean Wang, Ph. D. in Computer Science, George Mason University, 2003
- Dr. Gideon Nwatu, Ph.D. in Information Management System, Walden University, 1999
- Dr. Xiaoliang (Leon) Zhao, Ph.D. in Computer Science, North Carolina State University, 2002

1.10. NON-DISCRIMINATION POLICY

In accordance with Title IV of the Civil Rights Act of 1964, Title IX of Educational Amendments of 1972, Section 5 of the Rehabilitation Act of 1973, and Age Discrimination Act of 1975, VUST admits all qualified applicants regardless of age, sexual preference, gender, marital status, religion, national origin, creed, mental limitation, disability, or ethnic origin. VUST recruits and admits those students who have the potential to successfully complete their educational programs. The prospective student's motivation and interest in succeeding in their chosen field of study are important factors for admission consideration as well as the student's academic background and qualifications.

1.11. VUST FACILITIES AND EQUIPMENT

The VUST campus is located in Vienna, Virginia, at 2070 Chain Bridge Road, Suite G100, Vienna, VA 22182. Our facility consists of the following: Classrooms, Teleconference Center/Conference Room, Laboratories, Cybersecurity Lab, System and Networking Lab, and Big Data & VR Lab, Library with Online Library Capability, Faculty Offices, Student Study Rooms, Student Lounge area. Our classrooms are equipped with all-in-one Smart Touchscreen PC Desktop Computers, laptop computers, powerful servers, CISCO professional routers/switches/hubs/firewalls, high-speed Wi-Fi covering entire campus, 90"- Smartboard & projector, smart TVs (4). Microsoft Office, and Adobe Professional software are installed in all the computers. The maximum number of students in classrooms is 30 and in the labs is 16.

Auditorium

Classrooms and Cybersecurity lab

1.12. LIBRARY

The library contains an up-to-date collection of books, periodicals, newspapers, and other instructional materials that are readily accessible to all VUST faculty and students. The library also boasts touchscreen computers that allow faculty and students to access VUST's Online Library. The Online Library is accessible to each student and faculty member via their Populi account. The online Library contains thousands of periodicals and books in electronic format. In addition, students have access to the librarians to assist with information search needs. Access to the Librarian is also provided via Populi.

Online librarians are available daily (except holidays) based on the following schedule:

Monday–Friday: 8:00 a.m. to 10:00 p.m.

Saturday–Sunday: 12:00 p.m. to 7:00 p.m.

1.13. OPERATING HOURS

VUST administrative office hours:

Monday – Friday:	9:00 a.m. to 6:00 p.m.
Saturday:	9:00 a.m. to 5:00 p.m.
Sunday:	Closed

VUST class hours:

Monday–Friday:

a. Synchronous model:	1:00 p.m. to 5:00 p.m.
	5:30 p.m. to 9:30 p.m.
b. In-person model:	9:00 a.m. to 6:00 p.m.

2. ADMISSION INFORMATION

2.1. PROGRAMS OFFERED IN 2026–2027 ACADEMIC YEAR

During the 2026–2027 academic year, VUST offers the Master of Science in Cybersecurity & Information Assurance (MSCIA), Master of Science in Information Technology (MSIT), and Master of Business Administration (MBA) programs.

Name of the Program	Credential Awarded	Graduation Requirements
Master of Science in Cybersecurity & Information Assurance (MSCIA) Specializations: a. Cybersecurity Systems b. Operation Assurance	MS	54 Quarter Credit Hours
Master of Science in Information Technology (MSIT): Specializations: a. IT Systems & Management b. Information Assurance Specialist c. Data Management & Analytics	MS	54 Quarter Credit Hours
Master of Business Administration (MBA): Specializations: a. Leadership and Management b. Marketing Analytics and Management c. Information Assurance Management	MBA	54 Quarter Credit Hours

2.2. ADMISSION REQUIREMENTS

Applications are accepted year-round, and new students can be admitted for every academic term at VUST. Applicants are advised to allow sufficient time for the University to complete its admissions and academic evaluation processes if they wish to begin their studies at VUST in a specific academic term. Students residing outside the United States must allow additional time to schedule and attend required visa interviews with U.S. embassies or consulates and should submit materials within a timeframe that accommodates these requirements.

An undergraduate degree in a specific field is not required; qualified students from all backgrounds are encouraged to apply. Applicants are evaluated individually based on their professional experience, academic credentials from accredited institutions, required documents as specified in the catalog, letters of recommendation, and stated career goals to assess their potential for successfully completing a relevant academic program.

Graduate Programs Admissions Checklist

To be considered for admission to a master's degree program, all applicants must submit:

#	Domestic Admission Requirements	Programs
		MSCIA, MBA, MSIT
1	Application form (fee $75)	☐
2	Previous Degree Transcript	Bachelor's Degree*
3	Statement of Purpose**	☐
4	Updated Resumé / CV	☐
5	Recommendation Letters (Optional)***	☐
6	Copy of an ID	☐

Students using the VA Education benefit program are also required to provide all transcripts from postsecondary training and military experience (if applicable).

#	International Admission Requirements	Programs
		MSCIA, MBA, MSIT
1	Application form (fee $75)	☐
2	Previous Degree Transcript	Bachelor's Degree*
3	Statement of Purpose**	☐
4	Updated Resumé / CV	☐
5	Recommendation Letters (Optional)***	☐
6	Copy of Passport	☐
7	English Proficiency	☐
8	Financial Documents****	☐

** International degrees should be evaluated for U.S. equivalency by a recognized agency.*

***Statement of Purpose should demonstrate that the applicant has the necessary foundation and qualifications to be successful in the selected program.*

**** If optional letters of recommendation are provided, they should be from individuals familiar with the applicant's academic background or work ethic (e.g., an instructor or employer). Recommendation letters from family members will not be considered.*

*****Bank statement(s) showing that the international student has adequate funds available to cover the cost of one (1) academic year of study in the USA.*

OPTIONAL: Graduate Management Admissions Test (GMAT) and Graduate Record Exam (GRE) are not required for admission; however, an applicant may submit such scores in support of their application.

1. **Evidence of English Proficiency for International Students:** Any test score submitted must be no more than two years old. Acceptable evidence may include a minimum of:
   - TOEFL score of 61 (iBT);

- IELTS score of 5.0;
- iTEP score of 3.5;
- PTE score of 50;
- WAEC score of C6 or higher;
- Duolingo score of 90 or higher; or
- Chinese College English Certification Level 4 or higher.

2. **For transfer-in students:** A copy of the passport, I-94, and previous I-20 forms is required at the time of application. Please note: International students transferring from other U.S. universities, in addition to the current I-20, must also provide a copy of a bank statement(s) to verify sufficient funds.

3. **U.S. Equivalency:** An applicant whose admissions credential was earned outside of the United States must provide an acceptable foreign credential evaluation or certification of equivalency as part of the admissions file. For admission to a master's degree program, the evaluation must demonstrate that the applicant's foreign credential is equivalent to a U.S. bachelor degree or higher, unless the published admissions criteria for the program require a different credential.

   The evaluation must be completed by a member of the Association of International Credential Evaluators (AICE), the National Association of Credential Evaluation Services (NACES), the American Association of Collegiate Registrars and Admissions Officers (AACRAO), or another authorized U.S.-based agency that follows AACRAO academic evaluation guidelines and is accepted by VUST. Credential documents not issued in English must be accompanied by a certified English translation unless the accepted credential evaluation includes a sufficient English translation.

   This requirement applies to all applicants whose admissions credential was earned outside of the United States, including transfer-in students with an existing I-20 or prior admission by another U.S. institution. An I-20, SEVIS transfer record, visa history, or prior admission by another institution may be submitted as part of the admissions record, but is not accepted in place of the required foreign credential evaluation or certification of equivalency. VUST may conduct an initial pre-evaluation of foreign transcripts during the admissions process; however, the applicant must submit the required evaluation or certification of equivalency, and certified translation if applicable, before the admissions file is considered complete.

   English Proficiency Note: In cases where a student's I-20 states that the student has met the English proficiency requirement, VUST may accept the previous school's language assessment for English proficiency purposes. This English proficiency review is separate from, and does not replace, the foreign credential evaluation requirement described above.

   All required documents must be directly emailed to admission@VUST.edu or mailed to:

   2070 Chain Bridge Rd. Suite G100, Vienna, VA 22182.

Distance Education

Students who wish to take online courses are required to complete the Distance Education Readiness Survey. The survey measures students' ability to participate effectively in an online learning environment.

VUST has the following expectations for online students:
- Reliable internet access
- Modern computer or mobile device
- Camera and speakers for use with the Microsoft Teams platform

2.3. ADMISSIONS PROCEDURE

The admissions process begins when a prospective student submits an online application through the VUST website or completes the application form in Word format. The Admissions Office will then contact the applicant to answer questions and further explain the programs offered by VUST. The applicant will be asked to submit all required enrollment documents. Admissions documents can be submitted in person, electronically, or by mail.

Notification of Admission: Once an admission application is complete, a decision generally takes about one week. The Admissions Department will send acceptance letters and other information to applicants by email.

Pending Applications: Applicants who are making progress toward completing the application process but lack documents or have incomplete files are classified as "pending" students. No acceptance letters may be sent to pending students until their files are complete.

Rejected Applications: Applicants who do not meet minimum admission standards will not be accepted to VUST and will be notified of the denial decision.

2.4. ENROLLMENT AGREEMENT

A student admitted to the University's program is not officially enrolled in the program until after the student has signed the Enrollment Agreement and completed registration for the first term with the required tuition and fees paid. A copy of the signed Enrollment Agreement is provided to the student once it is completed.

2.5. TRANSFER STUDENTS & TRANSFER CREDIT

Transfer students must meet the admission requirements in effect at the time of matriculation and must comply with the same admission procedures for each selected educational program as mentioned above. A transfer course will be labeled as TC in the student's transcript.

Transfer credit (TC) may be awarded for graduate courses completed with a letter grade of "B" or above. Courses of a technical nature must have been completed within the past seven years to be

considered for transfer credit. Applicable courses completed for credit at international or foreign institutions must be evaluated by an approved credential evaluation agency before transfer credit can be considered. VUST will not accept credits from non-accredited U.S. colleges and universities.

Per SCHEV regulation 8VAC40-31-140-B6, for all undergraduate programs, including certificate programs, a maximum number of transfer credits accepted cannot exceed 70% of the program completion requirement.

Transfer-out Policy for International Students:

1. All new international students are expected to complete at least two academic terms at VUST before transferring from the University. (Many U.S.-based universities have similar policies; however, they operate on a semester-based system that is typically 15–16 weeks long. VUST offers classes on a 10-week term schedule. Therefore, two academic terms equal 20 weeks of study.)

2. International students who would like to transfer out after completing two academic terms at VUST, will have to pay $100 transferring/withdrawal fee.

3. A complete transfer-out form along with an acceptance letter must be submitted to DSO at least two (2) weeks before the new term begins. If a student misses this deadline, they must complete the upcoming term.

We encourage veterans to submit their Joint Service Transcript for evaluation.

2.6. COURSE MATCHING OR SUBSTITUTION

Every course considered for transfer will be examined for compatibility to a course offered for the same program at VUST with respect to the following, but not limited to:

a. Course title, course description, and the number of credit hours, and/or
b. In extenuating cases, if and when the condition in (a) above is not satisfied, the Vice President of Education could approve a course matching by considering the degree of similarity in content and learning objectives of the courses.

2.7. ACADEMIC CALENDAR FOR 2026–2027

VUST operates on a quarter system where each academic year is divided into four quarters: Fall, Winter, Spring, and Summer. Students may apply for acceptance into any one of these quarters.

Quarters	First Day of Classes	Last Day of Classes
Fall 2026	Oct 5, Mon	Dec 12, Sat
Winter 2027	Jan 4, Mon	March 13, Sat
Spring 2027	April 5, Mon	June 12, Sat
Summer 2027	July 6, Tue	Sept 11, Sat

2.8. HOLIDAYS

During the 2026–2027 Academic Year, VUST will observe the following holidays, on which days there will be no classes and our administrative offices will be closed:

1. Veterans Day (Nov 11, 2026, Wed)
2. Thanksgiving Day and Friday after (Nov 26–27, 2026, Thu–Fri)
3. Christmas Day (Dec 25, 2026, Fri)
4. Two (2) additional days between Dec 25 and Dec 31, 2026.
5. New Year's Day (Jan 1, 2027, Fri)
6. Memorial Day (May 31, 2027, Mon)
7. Independence Day (observed July 5, 2027, Mon)
8. Labor Day (Sept 6, 2027, Mon)

2.9. CAMPUS SECURITY ACT INFORMATION

VUST is located in a safe, suburban environment with 24x7 security guards on the premises. Nevertheless, students are urged to take appropriate precautions to remain safe and avoid potentially problematic situations. Students are to report all known or suspected crimes that occur on campus to the President. In a written report, students are asked to include the following information: the name of the person reporting the crime, the nature of the crime, the time and place of its occurrence, and the victim(s), if any. Information regarding crimes in the area surrounding VUST's campus is available through the General Counsel. All crimes involving students are to be reported to the General Counsel as well as to the Fairfax County Police Department. A detailed Emergency Preparedness Plan can be found on the school's website at vust.edu.

2.10. FACULTY ADVISING & OFFICE HOURS

Faculty must be available to students at times other than scheduled classes. This availability (traditionally known as "office hours") may be provided in several ways, including, but not limited to, face-to-face office hours, asynchronous email, synchronous online meetings, and/or phone or voice calls. The times, locations, and contact information for each faculty member's availability are posted in the applicable course syllabus.

With the awareness that students may have problems that are handled best synchronously and/or face-to-face, faculty members will also make provision for meeting with students by appointment at a mutually convenient time if a student cannot meet during the stated schedule of availability. If for any reason, a faculty member cannot be available during the scheduled times, the faculty member will inform the administrative office. If possible, the department will notify students of the absence in a timely manner.

2.11. GENERAL POLICY FOR G.I. BILL BENEFICIARY

Following the guidance issued by the SAA (State Approving Agency) on August 1, 2019, VUST confirms that:

a. We allow GI Bill® beneficiaries to attend or participate in the course of education if the individual provides a certificate of eligibility under chapter 31 or 33.

b. We permit the student to attend the course, beginning on the date the student provides a COE until the earlier date VA provides payment to the school or 90 days after the school certifies tuition and fees.

c. We ensure that VUST does not impose any penalty, including assessing late fees, denial of access to classes, libraries, or school facilities, or require the student to borrow additional funds due to the inability to meet their financial obligations to the institution as a result of delayed payments for education assistance under Chapter 31 or 33, unless the student is less than 100% covered.

d. We offer tuition relief, refunds, and reinstatement for students whose military service has required sudden withdrawal or a prolonged absence from enrollment at the institution.

3. TUITION, FEES & SCHOLARSHIPS

3.1. TUITION AND FEES

The following tuition and fees are in effect for the 2026–2027 academic year. School tuition and fees are set annually by the Board and are effective only for the academic year noted. Estimated tuition and fees for attendance at VUST are shown below.

Tuition*

	All Master's Degree Programs
Total Program Credits	54 Qtr. Credits
Per Credit Hour	$430
Per Course	$1,935
Total Program Tuition	$23,220

* The cost of books and supplies for the graduate program is around $1,000. The cost of training for two certification exams (Security+ and Ethical Hacking) is also included in this tuition.

3.2. OTHER FEES

Non-Refundable Application Fee*:	$75.00
Audit Tuition Per Credit:	$200.00
Registration Fee Per Course (Effective for new students enrolling since Fall 2024):	$45.00
Technology / Lab Fee Per Quarter Per Student (Effective for new students enrolling since Fall 2024):	$80.00
Transfer Credit Evaluation Fee* (Per Credit):	$100.00
International Transcript Evaluation Fee (Pay for Third Party):	$140.00
Withdrawal Request Fee:	$100.00
Practical Training/CPT Application Fee (one credit tuition/if applicable):	$430.00
Graduation Fee (Regalia, Diploma, etc.):	$175.00
Official Transcripts per Copy (Electronic/Mail + shipping fee):	$25.00/$75.00
Payment Plan Service / Installment Setup Fee* (Non-Refundable):	$75.00
Replacement Diploma:	$100.00
Reprint Student ID Card:	$10.00
Returned Check Fee*:	$50.00
Change of Status & Reinstatement** (Must pay Tuition Security Deposit):	$500.00

Non-Refundable Application Fee*:	$75.00
OPT Processing Fee (First Transcript Fee Included):	$195.00
OPT STEM Processing Fee	$245.00

** Not applicable to students registered under Veterans Benefits, Chapter 36, Title 38, U.S. Code.*
*** Change of legal status, such as from B-2 to F-1 visa status. The tuition security deposit is $5,000.00, including a $500.00 service fee.*

3.3. CANCELLATION & TUITION REFUND POLICY

The School follows the guidelines set forth by SCHEV as described under 8VAC40-31-160 N (1-12).

Cancellation of Enrollment Agreement: All monies paid by the applicant, including the application fee, if requested within three business days after signing an enrollment agreement and making an initial payment will be refunded. A student may cancel the Enrollment Agreement without any financial penalty prior to the end of the add/drop period. Later cancellations should follow the school's refund policy. Any tuition payment will be refunded to the student within a 45-day period following their cancellation notice. Applicants who have not visited the school prior to enrollment will have the opportunity to cancel enrollment without penalty (receive a refund of all money paid) within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

Please note that the school will issue tuition refunds only to the organization or person who made the original payment. To receive a full refund, written or verbal notice must be received by the last day of the add/drop period. If no notice is received, the last day of attendance will be determined within 14 calendar days after the student stops attending. See "Unofficial Withdrawal" below.

VUST will issue refunds to students who have terminated their student status within 45 days after receipt of a written request or the date the student last attended classes, whichever is sooner. The following refund schedule is used to determine any refund VUST owes a student who drops a course or withdraws from the school.

Time of withdrawal Written notice	Tuition refund amount*
Up to the last day of add/drop period	100% of the quarter tuition
After the add/drop & through 25% of the quarter	50% of the tuition
After 25% and through 50% of the quarter	25% of the quarter tuition
After 50% of the quarter	No refund will be issued

* *Excludes all fees*

VUST will refund any money, including advance deposit paid on behalf of any students, including veterans, according to the refund schedule in the table above.

An official withdrawal occurs when a student submits a withdrawal application to the Office of the Registrar or withdraws from all classes. In this case, the date of last attendance will be the date the student submitted the withdrawal notice to the school, which will serve as the date of determination.

An unofficial withdrawal is when a student stops attending all their classes during the quarter, does not follow the college procedure to officially withdraw as outlined by the Office of the Registrar, and fails to successfully complete the term (i.e., receives all final grades of F, W, WA, U, AW, NG, FN or a combination of both). The last day of attendance will be determined within 14 calendar days after the student stopped attending.

For Veteran Students Only:

To comply with CFR §21.4255(a)(5), VUST has established a pro rata refund policy for veterans and other eligible persons. The amount of the refund is based on the completed portion of the program in 10% increments.

Military veterans and members of their families are subject to the following special refund policy:

Proportion of Total Program Taught by Official Withdrawal Date	Tuition refund
Withdrawal up to the last day of add/drop period	100% of the quarter tuition
Withdrawal after 10% of hours completed	90% of the tuition
Withdrawal after 20% of hours completed	80%
Withdrawal after 30% of hours completed	70%
Withdrawal after 40% of hours completed	60%
Withdrawal after 50% of hours completed	50%
Withdrawal after 60% of hours completed	40%
Withdrawal after 70% of hours completed	30%
Withdrawal after 80% of hours completed	20%
Withdrawal after 90% of hours completed	10%
Withdrawal after 91% of hours completed	No Refund

Additionally, the VA requires, per CFR 21.4255(a)(6), that the refund be provided in no more than 40 days.

In the event that a military member must leave and withdraw from the school due to military service during an academic term:

Pending Grades: In order to protect the student's academic welfare, no grades will be issued for any class. The academic transcript will show "W" indicating that the student withdrew from the class. For veterans, the "W" grade will not have any impact on their SAP progress report. No punitive grade will be issued.

Tuition/Deposit Refund: In the event of mandatory military deployment, VUST will refund 100% of all deposits and payments, if any, to the student. All other withdrawals or

cancellations are subject to the pro-rata refund schedule specifically designed for veterans, as shown above.

Deferral of Enrollment: A member of the military in this situation can defer enrollment for a cumulative period of up to five years from the date of withdrawal or up to three years after completing military service.

Reinstatement to the school and program: When a student returns from military service, the student will be reinstated to the same program and will be allowed to register for courses as early as the next academic term. When these students provide notice of intent to return:

- **a.** They will be allowed to return to the same program if the cumulative absence is no more than five years, and
- **b.** They will be allowed to enroll if they intend to return to the program no later than three years after the completion of the period of military service.
- **c.** These students will be subject to the tuition and refund schedule published during the year in which they first enrolled at the school, prior to their withdrawal.

VUST will provide free advising services to students to:

a) determine the impact of an absence from the program on the student's ability to resume study; and

b) advise the student of available options when a program is no longer available or suitable.

3.4. LATE PAYMENT FEE

A grace period of five working days is allowed after the beginning of the term. Afterward, a late-payment penalty will apply to tuition and fees. The late fee is $50.00. Cash, money orders, credit cards, and checks are accepted for payment of tuition and applicable fees. Late fees are not applicable to students registered under Veterans Benefits, Chapter 36, Title 38, U.S. Code. A late fee may be charged when a student misses a payment date under an installment or payment plan.

The payment of tuition and fees by veterans is governed by Veterans Benefits, Chapter 36, Title 38, U.S. Code.

3.5. VUST TUITION ASSISTANCE PROGRAMS

Merit-Based Tuition Assistance Programs

Type of Tuition Assistance	Description	Eligibility Criteria	Amount to Be Awarded
Academic Merit (Presidential)	Recognizes and promotes academic excellence for high-performing students.	Bachelor's degree in Computer Science or IT-related field; GPA of 3.90 or higher or straight-A grades for four years; GRE score of 160 in Quantitative and Verbal Reasoning and 5.5 in Analytical Writing; no criminal record; must maintain a GPA of 4.00 while enrolled at VUST. Only new applicants to VUST are eligible to apply.	$5,000 USD distributed evenly across the duration of the program.

Type of Tuition Assistance	Description	Eligibility Criteria	Amount to Be Awarded
Academic Merit (Dean)	Recognizes and promotes academic excellence for high-performing students.	Bachelor's degree in Computer Science or IT-related field; GPA of 3.75 or higher or straight-A grades for four years; GRE score of 155 in Quantitative and Verbal Reasoning and 5.0 in Analytical Writing; no criminal record; must maintain a GPA of 3.85 or above while enrolled at VUST. Only new applicants to VUST are eligible to apply.	$3,000 USD distributed evenly across the duration of the program.
Teaching Assistant/Work Study (TA)	Provides academic and practical teaching experience through course assistance.	Completion of at least two terms at VUST with a CGPA of 4.0; no criminal record or outstanding tuition balance; mandatory TA training; timely attendance and approved timesheet submission.	Paid at the Virginia state minimum wage.

VUST Special Tuition Assistance Programs

Type of Tuition Assistance	Description	Eligibility Criteria	Amount to Be Awarded
Veteran Service Tuition Assistance	Supports U.S. veterans pursuing graduate education at VUST.	Proof of U.S. veteran status with a minimum of three months of military service.	This assistance ensures that veterans' full tuition is covered, with no additional costs beyond GI Bill benefits.
DMV Community Tuition Assistance	Assists residents of the DMV area with partial tuition coverage.	Residency in Virginia, Maryland, or Washington, DC; maintenance of a GPA of 3.00 or above while enrolled at VUST.	$5,000 total applied beginning in the second term, prorated based on course load.

VUST Tuition Discount and Financial Aid

Type of Tuition Assistance	Description	Eligibility Criteria	Amount to Be Awarded
Tuition Discount for Transfer Students	Provides tuition discounts for academically qualified transfer students from other U.S. accredited universities.	Valid I-20 for a master's program; maintenance of a GPA of 3.00 or above; completion of at least three terms at VUST prior to transfer.	$3,000 total discount applied as $1,000 per term for three consecutive terms.

Type of Tuition Assistance	Description	Eligibility Criteria	Amount to Be Awarded
Tuition Discount for Family Members	Provides tuition discounts for immediate family members of enrolled students.	Immediate family relationship (spouse, sibling, or child); maintenance of a GPA of 3.00 or above.	$3,000 total discount applied as $1,000 per term for three consecutive terms.
Tuition Discount for Students with Disabilities	Provides tuition assistance for students with documented disabilities.	Government-issued disability certification; maintenance of a GPA of 3.00 or above.	50% of total tuition discounted.
Government Worker Assistance	Provides tuition assistance for full-time government employees.	Full-time government employment with tuition covered by the employing agency; maintenance of a GPA of 3.00 or above.	25% tuition discount; student responsible for remaining 75%.

4. ACADEMIC POLICIES

4.1. QUARTER AND CREDIT SYSTEM

VUST operates on a quarter-credit system that allows students to attend courses year-round and complete degree programs efficiently. The academic year is divided into four 10-week terms, with each course carrying 4.5 quarter credit hours.

Many courses at VUST are designed to be a combination of lecture and laboratory instruction. Students should expect to spend a minimum of two hours studying or completing assignments outside of class for every hour spent in class or under direct faculty instruction.

One quarter credit hour can be earned by successfully completing 10 contact hours of learning during the 10-week quarter. One contact hour of learning is defined as a minimum of 50 minutes of supervised or directed instruction, with appropriate breaks. For example, for a 4.5-credit course, a student must receive 45 contact hours of classroom instruction. One credit hour = 10 contact hours = 20 lab hours = 30 externship/practicum hours.

4.2. CALCULATION OF CREDIT

A grade is reported for each course in which a student has enrolled to indicate the quality of performance in that course. A student's academic progress will be measured according to the following scale:

Grade	Quality Points	Percent Grade/Significance
A	4.00	93 - 100
A-	3.75	90 - 92
B+	3.50	87 - 89
B	3.25	83 - 86
B-	3.00	80 - 82
C+	2.75	76 - 79
C	2.50	70 - 75
F	0.0	Failure
AU	0.0	Audit
I	0.0	Incomplete
R	0.0	Repeat
S	0.0	Satisfactory
U	0.0	Unsatisfactory
W	0.0	Withdrawn

Notes regarding grades:

- Graduate-level courses do not recognize a D (or lower) grade for a student enrolled in any course carrying graduate-level credit. Under the regulations of any graduate-level program or higher, grades lower than C are recorded as F. Any combination of two or more C or F grades will require an academic review by the Academic Affairs Office. Please see "Repetition of Courses" below for details.

- An incomplete (I) may be given in lieu of a grade when circumstances beyond a student's control have prevented completing a significant portion of the work of a course within the allotted time. The student's performance in the course must otherwise be satisfactory. An incomplete must be removed in a manner and within the time determined by the instructor. It may not be continued beyond one quarter from the end of the quarter in which the (I) is given. Failure of the student to remove the (I) by that date will result in an automatic grade of F being placed on the student's permanent transcript. An (I) cannot become a withdrawal (W).
- Satisfactory and Unsatisfactory grades will be given only for classes using the Satisfactory/Unsatisfactory Grading Option.

4.3. GRADE POINT AVERAGE (GPA)

The total quarter hours in which grades of A, B, C, and F have been received at this institution divided into the corresponding total quality points earned constitute the student's cumulative grade point average (CGPA). Likewise, the student's GPA for any time period is found by dividing the credit hours in which grades other than S and U were received into the total quality points earned during that period.

The student's GPA indicates scholastic standing. Factors like effort, self-esteem, or placement prospects will be regarded as extraneous to the determination of grades.

4.4. GRADUATION REQUIREMENT

Master's degree programs require successful completion of a minimum of 54 quarter credit hours with a minimum 3.0 CGPA. Upon successful completion of all applicable program requirements, students will receive the diploma or certificate associated with the completed program.

The normal length of time to complete a master's degree is 24 months, including annual vacation. The normal length of time to complete a graduate-level certificate program is nine months.

Students should meet the following minimum requirements to qualify for a degree:

	All Master's Programs
Minimum Passing Grade Per Course	C
CGPA	3.00
Total Required Credits	54

If a student's CGPA is less than 3.0, the student cannot graduate. The student should consult with the Program Director about repeating a course in which the student earned a "C."

4.5. SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The following standards and requirements of satisfactory academic progress apply to all enrolled students.

1. Maximum Time Frame (MTF) Allowed

The Maximum Time Frame (MTF) is the time allowed for a student to complete a course of study. According to U.S. Department of Education standards, "The Maximum Time Frame is not to exceed 150% of the normal program length." In practice, this means that all students at VUST must complete their programs of study within 1.5 times the program length, as measured in quarter credit hours attempted. If a student cannot complete the program within the MTF, the student will be dismissed from the school.

All registered hours at the end of the add/drop period will be counted in the MTF determination. In addition, all transfer credit hours accepted from other institutions will be counted in the Maximum Time Frame.

The MTF is 1.5 times the Normal Program Length (NPL), expressed as MTF = 1.5 × NPL. For example, the MSCIA program requires successful completion of 54 quarter credits to graduate with a master's degree. MTF = 54 credits × 1.5 = 81 credits (the maximum time allowed for a master's degree program).

Program of Study	NPL in credits	MTF Allowed in credits*
MSCIA, MBA, MSIT	54**	81

*MTF includes credits attempted at VUST and transferred to VUST from other institutions
** Beyond the program prerequisites (if any)

If a student is unable to complete the program within the aforementioned time period, the individual will not be eligible to receive the original credential (i.e., master's degree).

2. Required Minimum Completion Percentage

VUST will evaluate the successful course completion percentages for all enrolled students at 25%, 50%, 75%, and 100% of the Maximum Time Frame above to determine whether the student is maintaining specific qualitative and quantitative minimums in order to avoid probation or dismissal.

Credits Attempted: A credit attempted is defined as any credit hour (or the equivalent) for which the student has incurred a financial obligation.

Evaluation Points (% of MTF attempted)	Required Minimum Completion % (all credits attempted)
At 25% of MTF	*55% (min grade "C" or above from all graduate courses attempted)
At 50% of MTF	**60%
At 75% of MTF	**65%
At 100% of MTF	**70%

* A student not meeting standards does not have to be dismissed; probation is required.
** Probation is not allowed at this point and academic dismissal is required.

In practice, this means that when the attempted credits are 25% of the MTF, the student must successfully complete 55% of all credits attempted with a grade of C or above. Failure to meet this requirement will result in academic probation. Academic probation is permitted at this point only. Failure to meet the minimum completion percentages at 50%, 75%, or 100% renders the student ineligible for probation, and the student must be dismissed. All courses, including withdrawals and retakes, will be included in credit hours attempted. Therefore, withdrawals and retakes will have an impact on the minimum completion percentage. The completion percentage is calculated at the end of each quarter.

3. Required Minimum CGPA

The third requirement of acceptable satisfactory academic progress is to meet the minimum CGPA requirement at each evaluation point of the MTF. VUST uses a 4.00 scale grading system, and GPAs are calculated at the end of each quarter. Withdrawals are not included in GPA calculations. However, in the case of retakes, only the highest grade is included in the GPA calculation.

Evaluation Points (% of MTF attempted*)	Required Minimum CGPA For All Graduate Level Programs	
	Probation Point	Dismissal Point
At 25% of MTF	CGPA < 2.25	No dismissal is allowed. Probation is required.
At 50% of MTF	CGPA < 2.50	CGPA < 2.25
At 75% of MTF	CGPA < 2.75	CGPA < 2.50
At 100% of MTF	No probation is allowed. Dismissal is required.	CGPA < 3.00

* If these evaluation points fall during the middle of a quarter, the evaluation will be conducted at the end of the previous quarter. The University will not wait until the end of the next quarter to monitor the satisfactory academic progress of its students.

In practice, this means that when a graduate student's attempted credits are 50% of the MTF, a CGPA equal to or greater than 2.50 and below will result in probation, while a CGPA below 2.25 in this situation results in dismissal.

At 100% of the MTF, or graduation, whichever occurs sooner, the student must have completed all the program requirements with a CGPA of 3.00 or higher in a master's degree program. The student who falls below the statutory minimum is not considered to be maintaining satisfactory progress; so, no probation is allowed at this point, and the student will be dismissed from the program. They cannot receive the original credential.

If a veteran student fails to make satisfactory progress (failure to obtain minimum CGPA at each MTF point), and as a result goes to probation, VUST will inform the SAA within 2 weeks or before the beginning of the next term, whichever is sooner, about the status of the student. As a standard procedure, students on probation at VUST will be reported to the SAA to limit their benefits under GI Bill® until the student is reinstated as a full-time student.

4.6. EFFECTS OF INCOMPLETE "I" GRADE ON SAP

Students may request a grade of incomplete (I) from their instructor. To request an incomplete grade, students must have been active in the course unless extenuating circumstances can be demonstrated. Requests must be made on or before the last day of the course. If the instructor denies the request, the student may appeal to the Program Lead. If approved, the instructor informs the student of the required work and deadline, the designated department representative, and the Office of the Registrar. A student is required to make up any incomplete coursework within two weeks of the conclusion of the course.

A grade of "I" is not included in the calculation of the CGPA but will count as credit hours attempted for calculating the successful course completion percentage. Courses that remain as an "I" at the end of the second week of the following quarter will automatically become an "F" and will be calculated in the CGPA. Incompletes are also counted in the calculation of the successful course completion percentage if the student was charged for any portion of the course. Incompletes and withdrawals may have an adverse effect on the successful course completion percentage of a student if they have been charged tuition for any part of the course. The "I" grade is issued for verifiable, unavoidable reasons. Since the "I" grade extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation and documented on the student's transcript. The instructor may complete a Grade Change Form to change a grade and submit the form to the Registrar's Office on or prior to the deadline stipulated in Academic Calendar.

If a veteran student must leave the program due to military obligation, VUST applies the following policy:

In order to protect the student's academic welfare, no grades will be issued for any class. The academic transcript will show "W," indicating that the student withdrew from the class. For Veterans, the "W" grade will not have any impact on their SAP progress report. No punitive grade will be issued. For more detail, see the Cancellation & Refund Section of the Catalog.

4.7. EFFECTS OF REPEAT COURSE "R" ON SAP

If a student repeats a course and completes it with any grade other than the grade of "F," the following rules will apply in posting the student's cumulative record:

1. The original grade, credit hours, and subsequent repetitions must be calculated as credits attempted in the successful course completion percentage for satisfactory academic progress. As a general rule, all of the credit hours for which the school has collected any tuition, whether for a first time or repeated course, will be included in the computation of the successful course completion percentage.
2. The GPA will be based only upon the higher grade for the repeated course attempted.
3. The original grade for the course repeated under this rule will remain on the student's academic record. The lower attempt will be flagged for exclusion in the GPA calculation, and the higher attempt will be flagged for inclusion in the GPA calculation.
4. Course repetition does not extend the maximum time frame for completing a program of study. (Maximum Time Frame is the time allowed for a student to complete a course of study. This requirement is discussed in more detail in other sections.) The student must complete the program within the original Maximum Time Frame allowed for their program.

4.8. EFFECTS OF TRANSFER CREDITS "TC" ON SAP

When a student brings credits from other institutions, these credits will be noted with a grade of "TC," meaning *Transfer Credits*. Since these courses will not carry grades, they will not affect GPA calculations. These courses meet graduation requirements only. The student's new normal program length will be shortened to reflect the transfer courses, and the maximum time frame will be recalculated. Normally, a transfer student would start with a 0.0 CGPA, and 0% courses attempted and successfully completed for the purpose of satisfactory academic progress.

As a general rule, a transfer student must complete at least 51% of the credit hours required by their program of study in residence at VUST. A minimum of a 3.0 grade point average (B) out of 4.0 must have been earned on all graduate-level transferable credits.

Transferable credit is considered upon the request of the student at the time of initial registration. An official copy of all transcripts from higher education institutions must be submitted to the Admissions Office to be forwarded to the Registrar for evaluation. Additional documentation such as course descriptions, syllabi, and academic catalogue may be necessary to assure that the transferred course is equivalent to one of the courses required to complete the degree program at VUST.

4.9. EFFECTS OF WITHDRAWALS "W" ON SAP

"W" grades are not calculated in the CGPA. However, they will be considered credits attempted if the student has incurred a financial obligation for the course. "W" grades affect the successful course completion percentage. A student who does not withdraw from a course before the last day to do so will receive a letter grade based upon their performance in the course. To withdraw from a course, the student must complete the relevant section of the Course Add/Drop/Withdrawal Form, obtain their faculty signature, and submit the completed form to the Registrar's Office.

4.10. ACADEMIC WARNING

Any student who:

1. Fails to maintain a minimum GPA of 3.00 in a master's degree program for any quarter, or
2. Who receives an "F" or incomplete "I" grade; or
3. Who engages in academic dishonesty, as defined in the Academic Catalog below, will receive an academic warning at the end of that quarter. The student will continue to receive warnings until the situation improves. The Registrar has the authority to place on academic probation any student who receives warning letters for three consecutive quarters.

If a veteran student fails to make satisfactory progress (failure to obtain minimum CGPA at each MTF point), and as a result goes to probation, VUST will inform the SAA within 2 weeks or before the beginning of the next term, whichever is sooner, about the status of the student. As a standard procedure, students on probation at VUST will be reported to the SAA to limit their benefits under GI Bill®, until the student is reinstated as a full-time student.

4.11. ACADEMIC PROBATION

Students who fail to maintain the required CGPA and successful course completion percentage minimums at 25%, 50%, and 75% of the Maximum Time Frame (MTF) at the end of each academic year (for those programs equal to one year in length or longer) will be placed on academic probation as shown in the table below:

Evaluation Points (% of MTF attempted*)	CGPA Falling in Probation Period for all Graduate-Level Programs
At 25% of MTF	CGPA <2.25
At 50% of MTF	CGPA between 2.25 and 2.50
At 75% of MTF	CGPA between 2.50 and 2.75
At 100% of MTF	No probation is allowed. Dismissal is required.

Students who do not maintain satisfactory academic progress will be placed on academic probation for one quarter. The student on academic probation will be advised and given assistance, if needed, in order to improve their CGPA. The statement "Placed on Academic Probation" will be entered into the student's permanent record. The academic probationary period is normally one quarter. The student is considered to be maintaining satisfactory academic progress while on probation.

4.12. ACADEMIC DISMISSAL

Students who do not maintain at least a 2.00 GPA in the graduate program at the end of the academic probationary period and who cannot meet the minimum CGPA requirement at the evaluation points shown in the table below, will be dismissed from the school.

Evaluation Points (% of MTF attempted*)	Dismissal Points for all Graduate Level Programs
At 25% of MTF	No dismissal is required.
At 50% of MTF	CGPA < 2.25
At 75% of MTF	CGPA < 2.50
At 100% of MTF	CGPA < 3.00

The statement "Academic Dismissal" will be entered into the student's permanent record. Academic dismissal normally is permanent unless, with good cause, students reapply and are accepted under special consideration for readmission by the University. (See "Reinstatement as a Regular Student" policy below.) In addition to Academic Dismissal, the school reserves the right to dismiss a student for violating the student code of conduct.

Appropriate tuition refund, if applicable, as stated in this Catalog, will apply to all dismissed students as well as those who withdrew.

If academically dismissed, any students receiving the GI Bill® support will lose the benefit immediately. In order to regain eligibility student must be officially reinstated as a regular student according to the following policy.

4.13. REINSTATEMENT AS A REGULAR STUDENT

A student who has been dismissed from the VUST may petition to be readmitted. In order to be considered for readmission, the student must submit a written petition which describes the changes in behavior or circumstance that will result in improved academic performance. The readmission petition must be forwarded to the Vice President of Education at least two weeks before the beginning of the quarter in which the student requests readmission. In coordination with the Registrar, the Vice President of Education will determine if the student has demonstrated a likelihood for future success in the program of study. If the University determines that there is a likelihood of future success, the student will be placed on academic probation for a period of one quarter. The student may then be permitted to retake previously failed, incomplete, or withdrawn courses to improve their CGPA and course completion percentage and re-establish satisfactory academic progress. During the academic probationary period, these students may not be eligible to receive loans, grants, including Title IV and or GI Bill® benefits, and as such, they will be responsible for all costs incurred during the probationary quarter.

At the completion of this academic probationary quarter, a student who has established satisfactory progress according to the tables above will return to regular student status.

If a veteran is dismissed from the school due to failure to make satisfactory academic progress, the following procedure is followed for reinstatement.

1. The veteran must submit written petition to VUST describing the changes in their circumstances that will result in improved academic performance
2. If the President's Office determines a likelihood of future success, then the student will be readmitted as a probationary student.
3. Such student will be placed on probation during the first term. Students on probation are not allowed to enroll a full course load.
4. During the probationary term, the student must repeat lower-grade courses to improve their term GPA. The probationary period is only one term. Failure to obtain a satisfactory GPA will result in permanent dismissal.
5. If a student can obtain a term GPA of 3.0 at the end of the probationary period, then the student will be reinstated as a full-time student and will be allowed to enroll full-time during the following term. At this point, VUST will inform the SAA about the reinstated status of the dismissed student so that their benefits under GI Bill® benefits continue.

4.14. ATTENDANCE POLICY

Successful course completion in residential (face-to-face) instruction depends upon routinely following the instruction and guidelines provided in the course syllabus. The student's class attendance will be monitored by timely completion or submission of weekly course assignments/requirements such as course projects, presentations, reports, group discussions, demonstration of learning, and knowledge retention. A record of excused and unexcused absences, as well as attendance, will be maintained by the corresponding faculty member. Excused absences are for example: documented medical appointments or leaves, funeral, legal obligations, religious observations, and military obligations. When requested by the student, teachers will inform the student who has been absent whether make-up work is allowed and whether absences jeopardize the student's academic standing in a class. Students are also expected to arrive to class on time and not leave before class is dismissed.

A student who misses 60 minutes (25% of class time) or more of scheduled class time (4 hours) is marked absent. Absence for unexcused reasons may negatively affect the student's final course grade. More importantly, under faculty discretion, excused and unexcused absences in excess of 30% of total class and lab time may result in failure of the course. All students are expected to arrive to class on time. Late attendance is disruptive to both the instructor and students. If a student is tardy for a class more than the instructor deems advisable, the instructor might report the issue to the student's Program Lead for appropriate action.

Leave of Absence Policy

VUST does not grant leaves of absence. A student who cannot continue attendance must follow the University's published withdrawal procedures. A student who later wishes to return must follow the applicable reinstatement or readmission procedures.

4.15. GRADE APPEAL POLICY

The student must initiate a grade appeal within the first week of receiving the grade by submitting a written request to the instructor. Any grade change request made after that time period will not be honored. If faculty and student cannot resolve the issue, the student is required to submit an official Grade Appeal Form to the Program Lead no later than the end of the second week. The Program Lead will call for a grade appeal meeting whose members are the Vice President of Education, Registrar, and a faculty member. During the grade appeal hearing, the student and the faculty member may present information. The grade appeal meeting decision is final and may not be appealed.

4.16. DUAL DEGREE POLICY

The Dual Degree Program at VUST allows qualified graduate students to pursue two distinct master's degrees concurrently through an integrated and carefully coordinated plan of study. The program is intended for highly motivated students seeking interdisciplinary training, expanded professional competencies, and efficient completion of two graduate credentials.

Program Structure

Students enrolled in a VUST Dual Degree Program complete the academic requirements of two approved master's programs. To promote efficiency while maintaining academic rigor, approved coursework may be applied to both degrees in accordance with university policy. Each participating program retains its academic standards, learning outcomes, and degree integrity.

Credit Sharing Policy

A Dual Degree Program may double count up to one-quarter (1/4) of the total credits required across both degree programs, subject to program approval. Shared credits must be relevant to the learning outcomes of both degrees and may include core courses, electives, or other approved graduate-level coursework, as determined by the participating departments.

Admission Requirements

Applicants must:

- Meet the standard admission requirements for both master's programs
- Receive formal approval for participation in the Dual Degree Program
- Demonstrate the academic preparation and capacity to successfully complete an accelerated and rigorous graduate curriculum

Admission decisions are made collaboratively by the participating academic units.

Academic Requirements

- Students must fulfill all degree requirements for each master's program, including required coursework, examinations, and capstone, thesis, or project components
- The total number of shared credits may not exceed one-quarter of the combined credit requirements
- Students must maintain satisfactory academic standing in both programs throughout enrollment

Failure to maintain academic progress may result in removal from the Dual Degree Program; students may be permitted to continue in a single master's program, subject to departmental policies.

Time to Completion

The Dual Degree Program typically allows students to complete two master's degrees in less time than would be required if pursued separately. The exact duration depends on the specific degree combination, course sequencing, and enrollment status.

Graduation and Credentials

Upon successful completion of all academic requirements, students are awarded **two separate master's degrees**. Each degree is conferred independently and recorded on the official VUST academic transcript.

Advising and Program Oversight

Students receive coordinated academic advising from both programs to ensure appropriate course selection, timely progress, and compliance with VUST graduate policies.

5. STUDENT'S RIGHTS AND RESPONSIBILITIES

VUST is committed to maintaining fair and reasonable practices in all matters affecting students: the delivery of educational programs, provision of support services, and timely resolution of disciplinary matters, as well as the handling of student grievances. Furthermore, VUST endorses and supports the basic principles of the Codes of Ethics issued by the American Association of Collegiate Registrars and Admissions Officers (AACRAO). Student understanding and cooperation are essential to the successful implementation of this legal structure.

Students are fully protected against impulsive, subjective, unreasonable, unauthorized, false, malicious, unfair, or inappropriate evaluations or unacceptable behavior by a faculty member. Student complaints are considered grievances that can be classified as Academic (dealing with term Grades or Grade Point Average), Non-Academic, and Discriminative Complaints (dealing with sexual harassment, illegal discrimination, or violation of VUST Regulations or Policies, etc.).

Students, staff, and Academic Advisors are required to act in ways that promote the safety of self and others and report any serious crimes and emergencies to the administration as soon as they are known or discovered.

5.1. FREEDOM OF ACCESS

VUST is open to all qualified applicants according to its published admissions policies and standards. Upon enrollment, students have access to all VUST services, physical facilities, and resources. Access will be denied to individuals who are not VUST students.

5.2. SEXUAL HARASSMENT POLICY

As an institution of higher education, VUST will not tolerate any form of sexual harassment as VUST provides educational programs, employment, and a business environment free of unwelcome sexual advances, requests for sexual favors or intimidation, and other verbal or physical conduct or communications, including electronic communications and systems, constituting sexual harassment as defined and otherwise prohibited by State and Federal statutes. Any individual who knowingly violates this Policy will be subject to appropriate and immediate disciplinary action.

5.3. FORMAL GRIEVANCE PROCEDURE

VUST has a Grievance process and procedures for students to file grievances as well as an appeal process to assure protection of student rights and maintain fairness and objectivity. Students have the right to appeal any adverse academic decision, standard, or requirement if any of the following conditions exist:

- A faculty who issued a course grade by mistake, fraud, bad faith, or retaliation.
- Extenuating circumstances make it impossible to comply with the standard or requirement
- An undue hardship would result from a strict application or interpretation of a standard or requirement.

Documentation will be required, and timely processing of the grievance will be taken into consideration. If a student appeals an academic standard or requirement, the President will handle the appeal.

The purpose of the appeal process and procedures is to provide a system that will represent "fairness and the absence of arbitrariness." VUST makes every effort to assure that its grievance procedures are clear to students and the process is not burdensome or cumbersome.

VUST faculty and staff attempt to create, in all areas, an atmosphere that is conducive to learning. For this reason, we have established a procedure that we hope will address any school-related problem, concern, or complaint. Students may express concerns to any administrator. Complaints, however, are best handled by following the procedure below.

Step 1: Most academic concerns will be handled by the instructors. Students should first discuss the problem with the instructor.

Step 2: If the problem is not resolved at that level, the student should contact the Lead Faculty member of the program or the Vice President of Education. All administrative staff members maintain an open-door policy.

At the student's written request, an ad hoc Grievance Committee (GC) composed of the President, Director of Admissions, Lead Faculty members, and Title IX Coordinator (if applicable) will be convened to address concerns that remain unresolved. The ad hoc Grievance Committee will convene within 10 days of a written request. The student will be notified of the committee's decision within three days of the meeting.

If there is a finding of inappropriate behavior, prompt disciplinary action, including possible termination or expulsion, will be taken.

- Withdrawal of a complaint will not necessarily result in the termination of the school's investigation into the allegations.
- VUST will not retaliate against or otherwise subject a student to unfair treatment or adverse action for submitting a complaint in good faith.

After a judgment has been rendered, either party may choose to avail themselves of the established grievance procedures:
When any investigation of a complaint of sexual harassment is completed, the file containing all documentation relating to the complaint will be maintained in the Human Resources Department in a separate confidential file.

Documentation on any disciplinary action will be maintained in accordance with the following guidelines:

(a) Documentation will be maintained in the student's file in the Registrar's Office.
(b) Documentation will be maintained in the Professional and Support Staff's personnel file, maintained in the Human Resources Department.
(c) Documentation will be maintained in the Faculty's personnel file in the Human Resources
Department.

Students are not required to complete VUST's complaint process before filing a complaint with ACCSC or any other regulatory or oversight entity. A student may contact the regulatory agencies listed below at any time:

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212; www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at https://www.accsc.org/student-center/complaints/.

Any issues or problems which have not been satisfactorily answered or resolved by VUST may also be directed to the:

State Council of Higher Education for Virginia (SCHEV)
101 N. 14TH St., James Monroe Bldg. - Richmond, VA 23219
Tel: (804) 225-2600 and Fax: (804) 225-2604; www.schev.edu

The student will not be subject to unfair treatment or adverse actions by the school as a result of initiating a complaint proceeding.

Notice for GI Bill® Beneficiaries:

The Virginia State Approving Agency (SAA) is the approving authority of education and training programs for Virginia. Our office investigates complaints of GI Bill® beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email at saa@dvs.virginia.gov. *GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at http://www.benefits.va.gov/gibill.*

5.4. CIVIL RIGHTS COMPLIANCE

In compliance with Federal, State, and local government requirements and the Civil Rights Act of 1964 as amended, VUST will not discriminate against any individual on the basis of age, sex, race, color, religion, association, national and ethnic origin, marital status, sexual orientation, medical condition or physical disability, or qualified disabled veterans in the administration of its educational programs, university-administered programs, publications, admissions of students, award of scholarship and loan programs or in its employment practices.

5.5. CATALOG OF RECORD

VUST reserves the right to change its educational programs, academic requirements, course offerings, schedules, policies, rules, regulations, tuition, and fees, in compliance with the SCHEV regulations, or to make other changes that the University considers essential and necessary to its continued successful growth.

Although every effort has been made to ensure the accuracy of information provided in this Catalog, students who use this publication are encouraged to notify VUST of any printing errors or information inaccuracy. This request is in support of VUST's deep commitment to providing comprehensive information to students.

5.6. PRIVACY OF STUDENT RECORDS

VUST is not participating in the Family Educational Rights and Privacy Act (FERPA), also known as the "Buckley Amendment." This program is for colleges and universities who receive federal funding. Currently, VUST is not a Title IV school and does not receive any federal funding. Nevertheless, VUST stives to do the best to protect the privacy of student records.

5.7. RETENTION OF STUDENT RECORDS

A detailed system of records is maintained for each enrolled student. A student's file will minimally contain application documents, admissions credentials, enrollment, and attendance records, course grades, satisfactory academic progress records, written communication with the student, any disciplinary actions taken, and other pertinent documents. VUST shall retain student academic records permanently in accordance with the guidelines published by the State Council for Higher Education of Virginia (SCHEV). Fireproof storage shall be used for the safekeeping of students' records, including records of graduation and degree(s) granted. If stored on computers, such records will have backups and remain the permanent property of VUST. They shall not be available for loan or release to third parties without the written consent of the appropriate student.

5.8. NON-DISCRIMINATION POLICY

VUST provides its constituents' opportunities for the pursuit of excellence through its educational programs and services. VUST offers open access to its programs and support services without regard to race, color, age, gender, creed, national or ethnic origin, marital status, sexual preference, physical disability, or any other legally protected status in the administration of its educational programs, admission of qualified students or offering of any University-administered activities.

5.9. COPYRIGHT LAW

Faculty, staff, and Students are required to comply with federal copyright law. The United States Copyright Law protects all copyrighted materials: Printed materials (including copyrighted electronic versions), such as books and journals, music, sound recordings, films, videocassettes, art works, and computer software. Most Internet sites and all their contents are protected by copyright, unless otherwise noted. The Copyright Act of 1976 grants copyright owners exclusive rights to publish,

reproduce, perform, and display their works. Anyone publishing, reproducing, performing, or displaying all or part of a copyrighted work is guilty of infringing the copyright unless the act falls within one of the fair use exceptions, or unless she or he has acquired permission to use the work from the copyright owner. In other words, students must not copy other materials or concepts, and if referring to existing materials, they should properly cite those materials. More information about the copyright law may be available at http://lcweb.loc.gov/copyright.

5.10. STUDENT'S CODE OF CONDUCT

Students are expected to maintain themselves at all times in a manner befitting a professional institution. VUST encourages professionalism in all its constituents. Each student is expected to be an example of proper conduct. This includes the student's attitude and actions during all phases of the student's academic life. The administration of VUST has the authority to take appropriate action or administrative disciplinary measures for the violation of this Code of Conduct.

All members of VUST have a responsibility to protect academic excellence and ensure that scholarly probity and standards of conduct are maintained. Furthermore, faculty and staff are responsible for coordinating and supervising students' academic work to encourage honest and individual effort and take appropriate action if instances of academic dishonesty are reported or discovered.

Upholding academic honesty is primarily the responsibility of each learner. VUST views any violation of academic integrity (cheating, plagiarism, falsification, etc.) as a voluntary act for which there is no acceptable excuse.

1. **Academic Misconduct**

Violations to the Code of Conduct can ultimately lead to the improper evaluation of assessment tasks leading to unjust attribution of grades or course status. Therefore, it is integral to monitor and evaluate any allegation of academic misconduct. Forms of violation can include, but are not limited to the following:

1. Unauthorized use of material or improper collaboration
2. Intended or unintended plagiarism
3. Submissions of the same work for multiple courses
4. Falsifying, purchasing, or altering the work of others or representing others' materials as one's own work
5. Unauthorized access to or the theft of the work of others

2. **Non-Academic Misconduct**

VUST students should remember that the following types of behaviors are prohibited and that being found guilty of engaging in them can serve as grounds for certain sanctions, including expulsion or the involvement of the local police department.

1. Copyright infringement: Most printed materials, photographs, motion pictures, sound recordings, and computer software are protected by copyright. Copyrighted works may not be reproduced, distributed, performed, or adapted by students without the copyright owner's permission.
2. Computer / Internet misuse: Some software products are protected by copyright laws. Students may not copy the institution's software without the permission of the copyright

holder

3. Physical and psychological abuse: Any form of physical and/or psychological abuse, threat, or harassment of another person or fighting on school property will result in sanctions. If the abuse is judged severe enough, the local police department may be consulted.
4. Property damage: Littering, defacing, destroying, stealing, or damaging school property (or attempting to do so), initiation thereof, or causing such damage to be initiated is prohibited. Any false report, warning, or threat of fire, explosion, or other emergency under the school's jurisdiction is also prohibited.
5. Gambling: Gambling or holding a raffle or lottery at the school without proper approval is forbidden.
6. Obscene language or conduct: Use of profanity and disorderly or obscene conduct is strictly prohibited.
7. Alcohol consumption: The use, possession, or sale of any alcoholic beverage, regardless of its potency or lack thereof, is prohibited on all school property.

Furthermore, the following activities may result in an immediate school expulsion:

1. Illegal activities: Violation of any federal, state, and local laws.
2. Drug use: The manufacture, sale, dispensation, possession, or use of any controlled substances or illegal drug paraphernalia on school premises or at school-sponsored events is considered an illegal activity and is prohibited on all school property.
3. Firearms possession: The use, possession, or sale of firearms or other weapons or any dangerous explosives or explosive elements or component parts on school property is strictly prohibited.

The school does not excuse any violation of its policies on the basis that the student was not aware of these policies and their subsequent penalties and sanctions.

Students are required to comply with VUST's current Policies, Regulations, and Procedures. Any violation of Policies and Regulations established by VUST shall be addressed accordingly, which may result in disciplinary action, suspension, or dismissal following appropriate hearing and appeal procedures. Any suspended or dismissed student shall be given the right to appeal the administrative decision.

5.11. STATEMENT OF ACADEMIC FREEDOM

VUST is fully committed to the protection of academic freedoms to inquiry and expression in scholarly activity. A diversity of opinion, course content, and instructional and learning methods are encouraged and considered as contributing to the growth of VUST and the professionalism of its faculty. Confident in the qualifications, experience, and expertise of its faculty, VUST encourages its faculty and teaching staff to exercise their individual judgments regarding the content of assigned courses, organization of current topics, and innovative pedagogic strategies/methods, providing only that these judgments are made within the context of appropriate published course descriptions, and that the instructional methods are those officially sanctioned by the University.

The University and faculty enter into a contract in which each faculty member is entitled to full academic freedom in research, statements, and conclusions during each instruction period.

VUST makes its educational programs open to all qualified applicants according to its published admissions policies and standards. Upon matriculation, students will have access to all services and its physical facilities with a student ID number. Access will be denied to individuals who are not VUST students.

5.12. TRANSFERABILITY OF VUST CREDITS

Transfer of the credits earned at VUST to another institution is subject to the terms and conditions of the accepting institution and the types of courses being considered for transfer. Acceptance of transfer credit hours from one institution to another is a prerogative of the accepting institution.

5.13. CREDIT FOR PRIOR LEARNING

The purpose of this policy is to recognize significant technical training and competency attainment that students have mastered through their professional life before they have been admitted to a degree program at VUST and to award appropriate credits for the competencies attained. However, per SCHEV guidelines, prior learning credit is not available for graduate programs.

5.14. ACADEMIC HONESTY STATEMENT OF POLICY

All students must be honest and forthright in their academic studies. To falsify the results of one's research, steal the words or ideas of another, cheat on an assignment, or allow or assist another to commit these acts corrupts the educational process. Students are expected to do their own work and neither give nor receive unauthorized assistance. Academic misconduct is any other act that disrupts the educational process or provides a student with an academic advantage over another student.

Academic misconduct includes, but is not limited to:

- Unauthorized possession, copying, distribution, sale, or other transfer of all or any part of an academic exercise, or the answers or solutions to an academic exercise, whether the exercise has been administered.
- Changing, altering, attempting to change or alter, or assisting another in changing or altering any grade or other academic record, including grades or records contained in a grade book or computer file, that is received for or in any way attributed to academic work.
- Posting of notes or other materials from a class (whether the student is enrolled in the class or not) on the Internet, whether or not for a fee, if the faculty member has expressly prohibited the posting of such materials.
- Plagiarism -
    - i. deliberate submission or representation of the thoughts, ideas, or words of another as a student's own work for any assignment or component of an assignment.
    - ii. quoting or paraphrasing another's words or ideas without properly citing the source for any assignment or component of an assignment; and
    - iii. re-submitting a verbatim copy of my own work from a previous course, assignment, or publication.
- Cheating - giving or receiving assistance or resources to and from peers for assignments and during exams that are not authorized in advance by the instructor.

- Unauthorized collaboration - work that has been completed by more than one individual student for an assignment that has not been designated or authorized as a team assignment, in advance by the instructor.
- Fabrication - intentional creation or falsification of data or information for inclusion in an assignment.
- Copyright infringement – submitting assignments that include copyright materials or ideas, or file sharing networks, which make copyright material or ideas available, without the expressed consent of the author.
- AI Violation: Copying and pasting phrases, sentences, paragraphs, graphs and tables directly from an AI tool. Also, running text through multiple AI tools to avoid detection is also considered cheating or plagiarism.

To avoid plagiarism, students should get at least 70% originality score in any of their written assignments.

Faculty should submit a record of all violations/penalties to the President and the Program Lead. Violations of academic integrity will result in the following consequences, which impact assignment grades and, ultimately, the course grade:

Academic Integrity Violation Consequences
1st violation of policy - The course faculty will choose to allow the student to resubmit the assignment (to be used as a "teaching opportunity") or after consultation with the President or a Program lead reduce grade for the re-submission. Follow-up may include required outside of class session tutorials with an academic staff member or faculty.
2nd violation of policy - The course faculty will choose to allow the student to resubmit the assignment with a reduced grade of 20% assigned or after consultation with the President or the Program lead assign an "F" for the assignment. Follow-up will include required outside of class session tutorials.
3rd violation of policy - After consultation with the President or an academic lead and course faculty, the student may be assigned an "F" grade for the course. Follow-up will include placing the student on academic warning and fulfillment of required remedial actions as determined by President or Program Lead.
Further or continued intentional violations of policy *may* result in dismissal from the university.

5.15. DRUGS AND ALCOHOL POLICY

VUST prohibits the illegal possession, use, consumption, manufacture, sale, or distribution of drugs, alcohol, and drug paraphernalia. Any violations of this drug policy may be subject to sanctions by the VUST Conduct System and may be reported to all appropriate law enforcement authorities. The claim that the use of marijuana was for medicinal purposes will not automatically be sufficient for

dismissal of any pending charges nor for a determination that the student is not responsible for violating this policy. The school facilities are designated as smoke-free for all substances.

6. DESCRIPTIONS OF ACADEMIC PROGRAMS

6.1. MS IN CYBERSECURITY & INFORMATION ASSURANCE (MSCIA)

The purpose of the MSCIA program is to meet the growing need for job-ready professionals in the computer and information technology industry, with particular emphasis on the security sector.

MSCIA is designed by cybersecurity academicians and industry professionals to prepare graduates with job-ready skills. The program includes a choice of two specialization tracks: System Cybersecurity and Operation Assurance.

6.1.1. MSCIA PROGRAM OBJECTIVES (PO)

This program is designed to fill a domestic and worldwide critical and growing need for cybersecurity professionals in the public and private sectors. Cybersecurity is becoming one of the major domestic and global challenges. VUST focuses on providing its students with all the knowledge, abilities, and skills to "exceed emerging global challenges." Our Master of Science in Cybersecurity & Information Assurance (MSCIA) program emphasizes the identification and mitigation of information security risks and threats faced by organizations as well as strategies for securing data, processes, and systems of these public and private institutions.

The program has been carefully designed to meet real-world requirements and facilitate hands-on experience that supports successful careers in the general domain of information and cybersecurity technology. The program is appropriate for IT professionals interested in mid-level cybersecurity positions and in managing cybersecurity programs, including responsibilities involving strategy, personnel, infrastructure, policy enforcement, emergency planning, and security awareness.

General job titles available for graduates: Cybersecurity Analyst, Information Assurance Analyst, Cybersecurity Specialist, Cybersecurity Consultant, Cybersecurity Manager/Administrator, Information Security Manager, Network Security Specialist, Network Security Administrator, System Security Auditor and IT security specialist.

Program Objectives

Upon successful completion of all program requirements, graduates will be able to:

- Identify components of a modern information system and the threats that challenge its security and foundational infrastructure.
- Apply knowledge in the field of cybersecurity to propose solutions to real-world problems.
- Identify and apply cybersecurity tools and procedures, standards-based concepts, and capabilities.
- Analyze network designs, topologies, architectures, protocols, communications, administration, operations, and resource management for wired and wireless networks that affect the security of cyberspace.
- Develop, implement, and maintain digital security strategies to protect the organization's data.
- Evaluate and recommend cybersecurity systems, applications and solutions for a network's defense and monitoring scheme

- Relate to and communicate technical information verbally, in writing, and in presentations.
- Use appropriate resources to stay abreast of the latest industry tools, applications, and techniques in the domain of cybersecurity

Students in the Master of Science degree in Cybersecurity & Information Assurance must complete 54 quarter credit hours, as follows:

Category	# of Courses Required	Total Credits Required
Core Courses	5	22.5 Quarter Credits
Concentration	4	18 Quarter Credits
Electives	2	9 Quarter Credits
Capstone	1	4.5 Quarter Credits
Total	12 courses	54 Quarter Credits

6.1.2. CORE COURSES

Each graduate student is required to take five (5) out of ten (10) core courses, equaling a total of 22.5 credits. The choice of core courses does not need to be approved by an academic advisor. The following core courses do not have prerequisites. Each course is 4.5 quarter credit hours.

CSIS 500 – Principles of Security in Computing
CSIS 512 – Cybersecurity Infrastructures
CSIS 518 – Cryptography & Network Security
CSIS 520 – Practices for Cybers Threats and Defense
CSIS 528 – Network Principles
CSIS 530 – System Assessment & Security Risk Analysis
CSIS 536 – Computing Operation Systems
CSIS 592 – Forensic Analysis and Risk Management
CSIS 594 – Legal and Ethical Aspects of Cybersecurity
CSIS 658 - Principles of Artificial Intelligence and Security

6.1.3. CONCENTRATION/SPECIALIZATION AREAS

MSCIA students have the option to choose a concentration that allows for deeper study in emerging and diverse areas of cybersecurity and information assurance. These specialization areas cater to students who may have a particular interest in one field over others. Choosing a specialization is entirely optional and is intended to support students in aligning their studies with future career goals.

Cybersecurity Systems: (Choose 4 out of 5 courses. Each course is 4.5 credit hours)

CSIS 510 – Trusted Computing
CSIS 530 – System Assessment & Security Risk Analysis
CSIS 570 – Enterprise Security Technologies
CSIS 580 – Cybersecurity Intelligence/Counter Intelligence

CSIS 650 – System Architect and Cybersecurity

Operation Assurance (Choose 4 out of 5 courses. Each course is 4.5 credit hours)

CSIS 536 – Computing Operation Systems
CSIS 585 – Malware Analysis and Defense
CSIS 592 – Forensic Analysis and Risk Management
CSIS 595 – Information System Auditing and Monitoring
CSIS 665 – Disaster Recovery & High Availability

6.1.4. ELECTIVES

In addition to the core and specialization courses above, students may take one or more of the following courses as electives. (Choose 2 out of 9 courses. Each course is 4.5 credit hours.)

CSIS 540 – Ethical Hacker Skills and Technologies
CSIS 545 – Advanced Ethical Hacker Skills and Cybersecurity
CSIS 560 – Mobile Computing
CSIS 590 – Cloud Computing
CSIS 591 – Digital Forensics
CSIS 593 – Advanced Applied Digital Forensics
CSIS 620 – Information System Security Principles & Practices I
CSIS 626 – Information System Security Principles & Practices II
CSIS 636 – Database System Management & Assurance

6.1.5. CAPSTONE

Students must complete a knowledge-integrating experiential/capstone project in the last term after concluding all core and concentration courses.
CSIS 690 - Cybersecurity Capstone Project

6.2. MS IN INFORMATION TECHNOLOGY (MSIT)

The purpose of the MSIT program is to meet the growing need for job-ready professionals in the computer and information technology industry, with particular emphasis on the security sector.

MSIT is designed by IT academicians and industry professionals to prepare graduates with job-ready skills. The program includes a choice of three specialization tracks: IT Systems & Management, Information Assurance Specialist, and Data Management & Analytics.

6.2.1. MSIT PROGRAM OBJECTIVES (PO)

VUST's Master of Science in Information Technology (MSIT) program is designed to provide students with the knowledge and skills essential to design, develop, and lead Information Technology (IT) teams and projects effectively in today's global organizations. The MSIT program aims to produce qualified professionals for mid-level IT positions in small and midsize companies. The program emphasizes real-world knowledge and practical experience, providing a solid theoretical foundation and applied experience that enable graduates to contribute meaningfully to IT solutions in today's fast-paced, technology-driven global marketplace.

General job titles available for graduates: Computer and Information Systems Managers, Computer Systems Analysts, Computer Network Architects, Computer and Information Research Scientists, Health Informatics Specialists, Database Architects, Data Warehousing Specialists, Data Scientists, and Clinical Data Managers.

Program Objectives

Students who graduate from the MSIT program will be able to develop the following skills:

- IT Leadership & Management Skills

  To demonstrate an ability to apply a significant amount of Information Technology knowledge within the domains of the MSIT program.

- Critical Thinking and Problem-Solving Skills

  To demonstrate the ability to perform critical thinking needed to analyze, design and lead solutions for Information Technology problems using an analytical decision-making approach.

- Communication and Team Management Skills

  To demonstrate an ability to communicate effectively with all stakeholders and mobilize and lead teams for a common purpose with a clear understanding of the IT needs of the organization.

- Integrity, Responsibility, and Professionalism

  To demonstrate the ability to understand and analyze integrity, responsibility, and professionalism as they apply to information technology issues within an organization and to apply ethical decision-making principles during day-to-day operations.

Students in the Master of Science degree in Information Technology must complete 54 quarter credit hours, as follows:

Category	# of Courses Required	Total Credits Required
Core Courses	7	31.5
Concentration Courses	4	18
Capstone	1	4.5
Total No. of Courses	12 courses	54 Quarter Credits

6.2.2. CORE COURSES

Each graduate student is required to take seven (7) of nine (9) core courses, totaling 31.5 credits. The core courses consist of in-depth coursework covering key facets of Information Technology (IT). The following core courses do not have prerequisites. Each course is 4.5 quarter credit hours.

Course No.	Course Title	Credits	Prerequisite
MSIT500	Principles and Technology of Computer Science & IT	4.5	None
MSIT511	Management of Information Technology	4.5	None
MSIT525	Information Systems Analysis and Design	4.5	None
MSIT528	Enterprise IT Application and Integration	4.5	None
CSIS536	Computing Operation Systems	4.5	None
MSIT540	Network Systems Design and Management	4.5	None
CSIS 636	Database System Management & Assurance	4.5	None
MSIT546	Cloud Computing Technology	4.5	None
CSIS658	Principles of Artificial Intelligence and Security	4.5	None

6.2.3. CONCENTRATION AREAS

MSIT students have the option to choose a concentration that allows for deeper study in emerging and diverse areas of information technology. These specialization areas cater to students who may have a particular interest in one field over others. Choosing a specialization is entirely optional and is intended to support students in aligning their studies with future career goals.

MSIT Program Concentrations

i. IT Systems & Management (ITSM)
ii. Information Assurance Specialist (IAS)
iii. Data Management & Analytics (DMA)

Course No.	Course Title	Credits	Prerequisite
i. IT Systems & Management (ITSM)			
LAM611	Project Management	4.5	None
ITSM612	Technology Entrepreneurship	4.5	None
LAM630	Management of Innovation and Technology Change	4.5	None
CSIS 570	Enterprise Security Technologies	4.5	None
ii. Information Assurance Specialist (IAS)			
IAM640	Information System Auditing and Monitoring	4.5	None
IAM647	System Assessment & Security Risk Analysis	4.5	None

Course No.	Course Title	Credits	Prerequisite
CSIS650	System Architect and Cybersecurity	4.5	None
CSIS665	Disaster Recovery & High Availability	4.5	None
iii. Data Management & Analytics (DMA)			
DMA621	DBMS Design and Analysis	4.5	None
MAM622	Advanced Analytics & Modeling	4.5	None
DMA638	Big Data Analytical Intelligence	4.5	None
DMA651	Advanced Topics in Database Design & Management	4.5	None

6.2.4. CAPSTONE PROJECT

Students must complete a knowledge-integrating experiential/capstone project in the last term after concluding all core and concentration courses.

Course No.	Course Title	Credits	Prerequisite
MSIT690	MSIT Capstone	4.5	Completed all core and concentration courses.

6.3. MASTER OF BUSINESS ADMINISTRATION (MBA)

VUST's MBA program aims to provide students with the knowledge and skills needed to be successful individuals in a competitive business environment.

6.3.1. MBA PROGRAM OBJECTIVES (PO)

The MBA program is designed to prepare students with the knowledge and skills essential for employment in a small or midsize corporation in today's technology-driven and customer-oriented business environment. The MBA program emphasizes hands-on, practical education through the effective integration of academic theory and real-world application. The curriculum balances technical, data-driven, and quantitative skills needed for objective decision-making with the interpersonal and communication skills necessary to work effectively with people at all levels and from all cultures. The concepts and theories learned in the program are applied in the capstone, which combines academic and professional development.

Students who graduate from the MBA program will be able to develop the following skills:

- Business Leadership & Management Skills

  To demonstrate an ability to apply significant business administration knowledge in the MBA program.

- Strategic Planning & Problem-Solving Skills

To demonstrate an ability to identify problems, define objectives, collect and analyze information, evaluate risks and alternatives, and leverage technology to solve organizational problems using a strategic planning approach.

- Communication and Team Management Skills

  To demonstrate an ability to communicate effectively with all stakeholders and mobilize the team for a common purpose with a clear understanding of organizational behavior and change.

- Social Responsibility & Ethical Decision-Making Skills

  To demonstrate the ability to understand and analyze corporate social responsibilities and apply ethical decision-making principles during day-to-day operations.

Students in the Master of Business Administration program must complete a total of 12 courses, totaling 54 quarter credits, to graduate:

Category	# of Courses Required	Total Credits Required
Core Courses	8	36
Concentration Courses	3	13.5
Experiential/Capstone	1	4.5
Total No. of Courses	12 courses	54 Quarter Credits

6.3.2. CORE COURSES

The core courses (36 credits) consist of in-depth coursework covering the many facets of business, along with a comprehensive course in strategic management, critical technologies, and fundamental hands-on skills. All students are required to complete eight (8) of the nine (9) core courses listed below:

Course No.	Course Title	Credits	Prerequisite
MBA510	Leadership & Management	4.5	None
MBA515	Managerial Economics	4.5	None
MBA521	Accounting for Decision Making	4.5	None
MBA536	Finance for Decision Making	4.5	None
MBA540	Marketing Management	4.5	None
MBA546	Strategic Management	4.5	None
MBA552	Business Law and Ethics	4.5	None
MBA560	Human Resources and Organizational Behavior	4.5	None
CSIS658	Principles of Artificial Intelligence and Security	4.5	None

6.3.3. CONCENTRATION AREAS

MBA students have the option to choose a concentration that allows for deeper study in emerging and diverse areas of business. These specialization areas cater to students who may have a particular interest in one field over others. Choosing a specialization is entirely optional and is intended to support students in aligning their studies with future career goals.

MBA Concentration Areas:

i. Leadership and Management
ii. Marketing Analytics and Management
iii. Information Assurance Management

Students should complete 4 core courses before they are allowed to enroll in their concentration.

Course No.	Course Title	Credits	Prerequisite
i. Leadership and Management (select 3 of 5 courses)			
LAM611	Project Management	4.5	None
LAM626	Entrepreneurship and Small Business Management	4.5	None
LAM630	Management of Innovation and Technology Change	4.5	None
LAM638	International Business Management	4.5	None
LAM646	Advanced Management Principles	4.5	None
ii. Marketing Analytics and Management (select 3 of 5 courses)			
MAM615	Data Sources for Marketing Analytics	4.5	None
MAM622	Advanced Analytics & Modeling	4.5	None
MAM628	Marketing Analytics	4.5	None
MAM632	Digital Marketing	4.5	None
MAM648	Marketing Strategy and Planning	4.5	None
iii. Information Assurance Management (select 3 of 5 courses)			
IAM618	Introduction to Digital Forensics	4.5	None
IAM626	Advanced Applied Digital Forensics	4.5	None
IAM636	Forensic Evaluation and Risk Management	4.5	None
IAM640	Information System Auditing and Monitoring	4.5	None
IAM647	System Assessment & Security Risk Analysis	4.5	None

6.3.4. CAPSTONE PROJECT

Students are required to complete a knowledge-integrating capstone project in the last term after completing all core and concentration courses.

Course No.	Course Title	Credits	Prerequisite
MBA690	Capstone Project	4.5	Complete all core courses and concentrated courses.

7. STUDENT SERVICES

VUST believes in a student-centered approach that places students' academic and social welfare at the center of daily operations.

7.1. ACADEMIC ADVISING

As a graduate institution, VUST will assign each student a faculty advisor responsible for assisting with course planning and academic guidance. Students can find the name of their academic advisor by logging into the Populi portal and looking under the "Student Information" area. Academic advisors will typically respond to student requests within 48 hours of receiving a voice message or email notification.

Students receive academic advising at least once each quarter, as well as during the registration process. Academic advisors assist students in selecting courses appropriate for their program and schedules. At any time during the quarter, students may schedule an appointment with their academic advisor, designated department representative, or instructor for assistance. Students are also urged to contact them immediately to discuss personal issues that may affect academic performance. Academic advisors are available for consultation on Satisfactory Academic Progress (SAP), preparation of professional resumes, and career advising and planning. The scope of academic advising may include:

1. Analyzing personal interests related to academic and career planning.
2. Determining the appropriate and suitable educational program for successfully achieving a chosen career or goal.
3. Selecting courses and student activities that maximize scholarly activity and potential academic success.
4. Developing a suitable academic plan that encompasses both the course workload and the supplemental needs of the students.
5. Academic progression in the pursuit and completion of required scholarly research activity and the Capstone Project (if applicable).

Online students may contact their academic advisors via email or phone. The University provides academic counseling and support to students who are not meeting Satisfactory Academic Progress (SAP). Students are strongly encouraged to schedule an appointment with their academic advisor at least once a month and biweekly when they are on a SAP monitoring period. General contact for all academic matters is academic@VUST.edu.

7.2. CAREER SERVICES CENTER

Career assistance is provided to students in pursuit of professional employment and career advancement. The Career Services Center assists students with obtaining the skills necessary for successful interviewing and provides a network of employers in each discipline. The Career Services Center offers a full range of programs to enrolled students and alumni to further their professional development and transition into career fields. To assist upcoming graduates with their job search preparation, the University offers the following resources:

- Resume review
- Job leads
- Job search methods
- Interview preparation and role-playing
- Career strategy development
- Career fairs
- Exit interviews

The University does not guarantee employment. Poor attendance, poor grades, and the inability to provide the Career Services Center with the necessary requirements can impact a student's ability to obtain employment. Students must sign an authorization form available in the Career Services Center and have a current resume on file in order to receive job assistance. In addition, graduates should notify the Career Services Center as soon as they become employed in their career field. Job search assistance is always available to alumni who remain in their field of study.

Career Services organizes a number of career events throughout the year. These include job fairs, seminars, on-campus interviews, and networking sessions. Jobs are posted on announcement boards and on the VUST website. Companies and organizations interested in participating in VUST career events are welcome to contact us. Students can obtain more information by visiting the Career Services page or by emailing careerservices@VUST.edu.

7.3. SOCIAL ADJUSTMENT AND COPING SKILLS

At VUST, we care not only about students' academic welfare but also about their social welfare. We invite students to speak with admissions advisors or the lead faculty member of their program to discuss challenges openly and confidentially. To help students with academic challenges, we administer an "at-risk" student survey through our faculty in the middle of the quarter. This survey helps us identify at-risk students and implement a timely intervention plan. Students who experience emotional and social issues are invited to speak with academic advisors.

VUST does not have a qualified counselor on site; therefore, students experiencing social issues and requiring counseling are referred to external counselors. VUST makes every effort to support students who request assistance with coping skills, life skills, personal finance, or similar concerns. VUST refers these students to an external counselor.

7.4. NEW STUDENT ORIENTATION

VUST holds New Student Orientation (NSO) each quarter to familiarize new students with the University's processes and procedures. It is critical that new students make every attempt to attend. Orientation gives students an opportunity to meet with their designated department representative, the Office of the Registrar, and the Office of Student Accounts, and to receive Populi instruction. This is also an opportunity to discuss payment, course selection, and any last-minute issues. Orientation is typically held during the week before the start of the term. The University attempts to provide an orientation time that accommodates most student schedules. Online students receive an online orientation. Upon completion of each session, students are sufficiently and satisfactorily oriented to the University, its equipment, services, staff, and faculty.

7.5. STUDENT RESOURCES

Tutoring Program: VUST offers tutoring services and academic support to all students. There is no charge to students for tutoring services. Professional and peer tutors provide tutoring on a one-on-one or group study basis.

Students requesting tutoring must attend all classes, clarify their needs with the tutor, bring all materials to tutoring sessions, share academic progress and concerns with a tutor, and complete an evaluation after completing tutoring sessions.

On-campus Activities: Student activities are scheduled throughout the year. This includes on-campus entertainment; campus-sponsored mixer cookouts, cookie and pizza nights; and access to recreational, cultural, and social events. The University posts all activities by calendar and by social media. In addition, students are notified by email and flyers.

Parking: Parking is readily available at all campuses and is free to inquiring and current students. Parking lots are lighted, well secured, and have clearly marked spaces for handicapped parking. VUST is not liable for any vehicle damage occurring in the parking lots. Students and University guests are responsible for their possessions at all times while on campus.

7.6. LIBRARY AND LEARNING RESOURCES SYSTEM (LRS)

The library contains an up-to-date collection of books, periodicals, newspapers, and other instructional materials that are readily accessible to all VUST faculty and students. The library also provides touchscreen computers that allow faculty and students to access VUST's Online Library. The Online Library is accessible to each student and faculty member through their Populi account and contains thousands of periodicals and books in electronic format. In addition, students have access to librarians who can assist with information-search needs. Access to a librarian is also available through Populi.

Online librarians are available daily (except holidays) based on the following schedule:

Monday–Friday: 8:00 a.m. to 10:00 p.m.

Saturday–Sunday: 12:00 p.m. to 7:00 p.m.

7.7. CURRICULAR PRACTICAL TRAINING (CPT)

If you are an F-1 student, you have the option of training in the United States by engaging in practical training during your program or after it ends. Practical training can provide valuable work experience by sharpening and adding to the skills you are learning at the school. There are two types of practical training available for F-1 students: Curricular Practical Training (CPT) and Optional Practical Training (OPT).

The Code of Federal Regulations, 8 CFR 214.2(f)(10)–(12), states that CPT must be an "integral part of an established curriculum." The regulations define curricular practical training as an "alternate work/study, externship, cooperative education, or any other type of required externship or practicum, which is offered by sponsoring employers through cooperative agreements made with the school."

Virginia University of Science & Technology offers international students the opportunity to engage in Curricular Practical Training (CPT). CPT is work authorization for students holding F-1 visas and provides temporary authorization for practical training directly related to the student's major field of study, whether paid or unpaid. CPT permits eligible students to gain specialized, curriculum-based training linked to their field of study. Eligibility requirements include completing one academic year of study in the United States. CPT will be authorized only for students who have a valid, verifiable training offer related to their enrolled program. Students interested in CPT can obtain detailed information on CPT policies, procedures, and requirements by contacting the International Students Office (ISO).

Eligibility Requirements

To apply for CPT (except for transfer-in students), a continuing student must maintain Satisfactory Academic Progress (SAP) as defined in the Academic Catalog.

Qualified students may participate in CPT while taking their full-time academic course load. However, credit received through CPT does not apply toward a student's graduation requirements.

Full-Time F-1 Students	For Transfer F-1 Students	For Initial F-1 Students
Duration of Study Requirement	Must have completed: One Academic year of study in the USA	Must have completed: One Academic year at VUST (3 terms)
GPA Requirement	No CGPA requirement at the time of application. Must maintain SAP afterward.	Met minimum CGPA of the program at the time of application. Must maintain SAP afterward.
Part-Time CPT	Permitted unlimited times throughout the program	Permitted unlimited times throughout the program
Full-Time CPT	Available during vacation	Available during vacation

All students are eligible for CPT after completing one full academic year of study in the USA. If a transfer student has already completed one full academic year at their previous school, they are eligible for CPT as early as the first day at VUST. VUST imposes no limits on part-time CPT, and students are eligible for full-time CPT during their standard vacation. There is no limitation on the length of time a student may participate in CPT, but if the student has participated for an aggregate of 12 months or more of full-time CPT employment, USCIS may deny the Optional Practical Training (OPT) application or not grant the full 12 months of OPT.

CPT Fee

To apply for CPT, a student must pay a $430 fee. The fee is charged each term a student wants to participate in CPT. The fee should be submitted together with all documentation required for CPT.

More detailed information about the CPT application process and required documentation can be obtained by contacting the DSO.

7.8. MENTAL HEALTH AND SUICIDE PREVENTION LIFELINE

The local community offers resources and support for individuals struggling with depression and suicidal thoughts. For help, students can call the PRS Crisis Center at 703.527.4077 or call 988; both are available 24/7. Individuals may also text CONNECT to 85511. PRS is a nonprofit organization that provides behavioral health, crisis intervention, and suicide prevention services in Fairfax County.

Fairfax County also offers Emergency and Crisis Services for people who have mental illness, substance use disorders, and/or developmental disabilities, are in acute distress, and need immediate help. Walk-in psychiatric services are available at the CSB (Community Services Board) Merrifield Center, 8221 Willow Oaks Corporate Drive, Fairfax, at 703.573.5679. There may be a fee for services, but it is adjusted based on the individual's ability to pay. No one is refused services if they cannot pay. Additional services and information are available on the Fairfax County website at fairfaxcounty.gov/community-services-board/.

8. COURSE DESCRIPTIONS

8.1. MSCIA PROGRAM

CSIS 500 – Principles of Security in Computing (4.5 credits)

This course is the core course of the cybersecurity program. It will provide an overview of the introductory topics in cybersecurity, which will be the basis for the other security-related courses in the CSIS. Topics include basic concepts on CIA (confidentiality, integrity, and availability), risk management, disaster recovery, access control, database security, and basic cryptography and software application vulnerabilities.

This course will also study the security models for cyber space (Bell-LaPadula, Clark-Wilson, Biba, and Gligor models). It analyzes and compares, with respect to formal and pragmatic criteria, the properties of various models for hardware, software, and database security. Formal specification and verification of security properties, operating system security, telecommunication security, trust management, multi-level security, security labeling, security auditing, and intrusion detection, security policy, safeguards and countermeasures, risk mitigation, covert channels, identification and authentication, password schemes, access control lists, and data fusion techniques, configuration and troubleshooting, etc. will be covered in this course.

CSIS 510 - Trusted Computing (4.5 credits)

This course provides an overview of the fundamental technologies behind Trusted Computing. Students will learn what Trusted Platform Modules (TPMs) are and what capabilities they can provide both at an in-depth technical level and in an enterprise context. Students will also learn about how other technologies such as the Dynamic Root of Trust for Measurement (DRTM) and virtualization can both take advantage of TPMs and be used to enhance the TPM's capabilities.

This course will cover major use cases for trusted computing, including machine authentication, data protection, attestation, data backup, and system maintenance, etc. This course will also introduce students to the various software resources that exist today to support TPMs, give a high-level overview of related research and development projects, and briefly discuss other trusted computing standards such as Trusted Network Connect, which may be relevant to enterprise deployment of TPMs and trusted computing.

CSIS 512 – Cybersecurity Infrastructures (4.5 credits)

This course will provide a structured approach that can be followed step by step, so as to design and build enterprise security architecture and infrastructure that meets the needs of modern business. It is intensively practical but theoretical works and background are also covered in how to make cybersecurity work. The topics covered will include Introduction, Strategy and Planning (including financial budget and management), Enterprise Security Design, Implementation and Operations, and also the concept of ISO 27000:2013, the Information Security Management System (ISMS) framework, and NIST's SP800-30 publication about risk management.

CSIS 518 - Cryptography & Network Security (4.5 credits)

This course will provide a comprehensive overview of network security concepts and problems and the mechanisms and tools to secure networks. It will focus on the Internet, discuss the threats to and from the Internet and examine existing Internet security techniques and protocols and their limitations. Topics also include secret key and public key cryptography, Hash algorithms,

authentication, IPSEC/VPN, IPSEC key exchange, SSL/TLS, firewall, anonymous communication, and VoIP security.

The design and analysis of security protocols and different attacks and defenses against them will be discussed within the course. Related topics about this include: signature and authentication protocols; privacy; digital rights management; security protocols for wired, wireless and distributed networks; electronic voting; payment and micropayment protocols; anonymity; broadcast encryption and traitor tracing; quantum cryptography; and visual cryptography.

In the cryptography section, this course deals with conventional, symmetric encryption and the various methods of attacking it. It will cover the historical substitution and transposition ciphers and symmetric block ciphers as well, which will be illustrated by an explanation of DES (Data Encryption Standard). The additional conventional algorithms of triple DES, IDEA (International Data Encryption Algorithm), and RC5 are discussed.

CSIS 520 – Practices for Cybers Threats and Defense (4.5 credits)

Effective cybersecurity is more important than ever as attacks become stealthier, have a greater financial impact, and cause broad damage to company reputations. This course is designed for defenders to develop a solid foundation of core strategies and practices to enable security teams to defend their enterprise.

It has been said of security that "prevention is ideal, but detection is a must." However, detection without response has little value. In this course, a series of scenarios of many attacks and swift detections and appropriate responses to any breach that does occur will be discussed. This PREVENT - DETECT - RESPONSE strategy must be in place both externally and internally. As data become more portable and networks continue to be porous, there needs to be an increased focus on data protection. Critical information must be secured regardless of whether it resides on a server, in a robust network architecture, or on a portable device.

Not only to prevent network attacks and protect critical data, it is increasing important for any organization to be able to detect attacks in a timely fashion. For this purpose, at the end of this course students will also understand the traffic that is flowing on networks, how to look for indications of an attack, and how to perform penetration testing and vulnerability analysis against organizations to identify problems and issues before a compromise occurs.

Finally, once an attack is detected we must react quickly and effectively and perform the forensics required. Through this course, students will gain the knowledge by understanding how the attacker broke in can be fed back into more effective and robust preventive and detective measures and completing the security lifecycle.

CSIS 528 – Network Principles (4.5 credits)

This course provides students with the instruction necessary to install, configure, and troubleshoot a computer network. This course presents current networking standards, the OSI Model, various protocols and topologies, the interconnections between various hardware components, network operating systems, DNS, DHCP, TCP/ IP, Ethernet, wired and wireless transmission, and security.

In this course, students will also study security issues in Information Technology and Networking. Students are introduced to practical solutions for identifying, assessing, and preventing external and internal threats to networks. Key components include authentication methods, communication security, infrastructure security, cryptography basics, and security implementation.

CSIS 530 – System Assessment & Security Risk Analysis (4.5 credits)

This course is designed for students to learn to identify Threat, Risk and Vulnerability, as applied to enterprise IT systems. It incorporates the physical safeguards and policies necessary to meet the requirements for the protection of data in a fixed site. Students will conduct a Site Security Analysis of a given facility, based on skills and information learned in class. Gap Analysis, Gap Closure and Countermeasures will be discussed and documented, in an effort to counter identified Vulnerabilities.

In this course, students will also learn the practical skills necessary to perform regular risk assessments for their organizations. The ability to perform risk management is crucial for organizations hoping to defend their systems. Risk management should be the foundational tool used to facilitate thoughtful and purposeful defense strategies.

CSIS 536 – Computing Operation Systems (4.5 credits)

Operating systems are an essential part of any computer system. Operating systems vary significantly, but their fundamental principles remain the same. This course examines operating system design concepts, data structures and algorithms, and systems programming basics. In this course, students will be introduced to the concepts of operating systems, see how they manage resources such as memory, peripherals, and schedule CPU time, learn how to use the system call interface and how to create processes and synchronize them, learn how applications communicate, understand the memory hierarchy and see how virtual memory is managed, understand how files are managed and stored, and much more.

The topics to be covered include: computer and operating system structures; process and thread management; process synchronization and communication; memory management; virtual memory; file system; I/O subsystem and device management; and selected examples in networking, protection and security.

CSIS 540 - Ethical Hacker Skills and Technologies (4.5 credits)

This course covers information related to Ethical Hacking. This course includes lessons where students will learn what Ethical Hacking is and how to use these skills to become a paid security professional. This course is a starting point for students to chart the course to a well paying and satisfying Cybersecurity career. This course will get students on the fast track to be relentlessly pursued by recruiters.

The demand for Ethical Hackers, Cybersecurity Engineers, Administrators, Consultants, Architects, Business Analysts, Project Managers, etc. is immense. Ethical Hacking is an attainable path to helping business protect their digital assets in the cloud and on-premise.

CSIS 545 - Advanced Ethical Hacker Skills and Cybersecurity (4.5 credits)

This course is an advanced course of Ethical Hacking Skills and Technologies. This course teaches students who already took CSIS 540 and would like to master advanced Ethical Hacking principles, technologies, hands-on skills and popular tools. This course will get students to be a senior ethical hacker and efficiently protect his/her organizations to be attacked by outside-hankers.

CSIS 560 - Mobile Computing (4.5 credits)

This course is offered for those who are interested in understanding and building systems support mechanisms for mobile computing systems including client-server web/database/file systems, and mobile ad hoc and sensor networks for achieving the goal of anytime, anywhere computing in wireless mobile environments. The technologies involved to realize such a system will be covered,

and the fundamental concepts of mobile computing will be introduced. These include mobility and service management, data management, routing in mobile ad hoc and sensor networks, and security issues for mobile systems. While mobile computing covers many topics, in this course our main focus will be on mobility, data and service management, and security issues in mobile computing environments. Students are expected to be familiar with basic concepts in Operating Systems and Networks in this class.

Topics to be covered include mobility and location management, data and resource management, mobile ad hoc and sensor networks, security for mobile and wireless computing, and paper presentation and discussion.

CSIS 570 – Enterprise Security Technologies (4.5 credits)

This course is designed to give students the ability to use advanced security technologies to perform penetration testing and ethical hacking to identify vulnerabilities within a network or website and properly secure it from hackers.

CSIS 570 is the must-have course for every well-rounded security professional. In this course, students will learn proper planning, scoping and recon, then dive into advanced techniques for scanning, target exploitation, password attacks and wireless and web apps. Students will be exposed to comprehensive penetration testing and ethical hacking know-how and various real-world network penetration test scenarios. Students will conduct an end-to-end penetration test, applying the knowledge, tools and principles from throughout the course and discover and exploit vulnerabilities in a realistic sample target organization.

CSIS 580 – Cybersecurity Intelligence/Counter Intelligence (4.5 credits)

This course is designed to help students who will take the role of network defenders and incident responders to construct and exploit threat intelligence to detect, respond, and defeat advanced persistent threats (APTs); to fully analyze successful and unsuccessful intrusions by advanced attackers; to piece together intrusion campaigns, threat actors, and nation-state organizations; to manage, share, and receive intelligence on APT adversary groups; to generate intelligence from their own data sources and share it accordingly; to identify, extract, and leverage intelligence from APT intrusions; to expand upon existing intelligence to build profiles of adversary groups; and to leverage intelligence to better defend against and respond to future intrusions.

Through the collection, classification, and exploitation of knowledge about adversaries, students will be given the information superiority that can be used to reduce the adversary's likelihood of success with each subsequent intrusion attempt. Accurate, timely, and detailed information can be used to monitor new and evolving attacks, as well as methods to exploit this information to put in place an improved defensive posture. This course will train students to detect, scope, and select resilient courses of action in response to such intrusions and data breaches.

CSIS 585 - Malware Analysis and Defense (4.5 credits)

This course will explore malware analysis tools and techniques in depth. It will help students acquire the practical skills to examine malicious programs that target and infect Windows systems and other operating systems. This course will cover malware analysis, and students will learn to determine how malware operates, what functionality is built in and what attacker-controlled domains or Internet Protocol (IP) addresses it communicates with. Failing to understand the malware functionality threatens all remediation efforts. This course will provide an introduction to the tools and methodologies used to perform dynamic and static analysis on portable executable programs found on Windows systems as well.

As malware authors continue to improve in their efforts to prevent the reverse engineering of their tools, students must learn to combat sophisticated malware by studying anti-analysis techniques. Advanced topics related to combating malware defense mechanisms will be discussed in this course. Additional topics covered will include malware stealth techniques such as process injection and rootkit technology, along with tools and techniques to aid in their analysis. All concepts and material presented are reinforced with demonstrations, real-world case studies, follow-along exercises and student labs to allow students to practice what they have learned.

CSIS 590 –Cloud Computing (4.5 credits)

Cloud Computing has emerged in recent years as a new paradigm for hosting and delivering services over the Internet. This course is designed to introduce the concepts of Cloud Computing as a new computing paradigm. The students will have an opportunity to explore Cloud Computing's various terminology, principles and applications. The course will expose students to different views of understanding Cloud Computing such as theoretical, technical and commercial aspects. A variety of real case studies and existing in market cloud-based tools will be identified and studied in order to provide students with a close overview of Cloud Computing applications.

This course provides a hands-on comprehensive study of Cloud concepts and capabilities across the various Cloud service models including Infrastructure as a Service (IaaS), Platform as a Service (PaaS), Software as a Service (SaaS), and Business Process as a Service (BPaaS). The course also covers the Cloud security model and associated challenges and delves into the implementation and support of High Performance Computing and Big Data support capabilities on the Cloud. Through hands-on assignments and projects, students will learn how to configure and program IaaS services. They will also learn how to develop Cloud-based software applications on top of various Cloud platforms, how to integrate application-level services built on heterogeneous Cloud platforms, and how to leverage SaaS and BPaaS solutions to build comprehensive end-to-end business solutions on the Cloud.

CSIS 591 - Digital Forensics (4.5 credits)

This course is a study of the techniques behind digital forensic investigations and evidence collection and will cover the fundamental steps of the traditional computer forensic methodology. By the completion of this course, you will be able to use tools to extract data from live memory and captured network packets, recover deleted files, identify unknown file types, and analyze log files and registry.

CSIS 592 - Forensic Analysis and Risk Management (4.5 credits)

This course is designed from the ground up to cover the most critical skills needed to mount efficient and effective post-incident response investigations. It focuses on the knowledge necessary to expand the forensic mindset from residual data on the storage media from a system or device to the transient communications that occurred in the past or continue to occur.

This course will cover the tools, technology, and processes required to integrate network evidence sources into investigations, with a focus on efficiency and effectiveness. It will encompass the skills of not only capturing suspicious data, but also the ability to discern unusual patterns hidden within seemingly normal network traffic. This course offers hands-on experience with real-world scenarios that will help take students' work to the next level. Real-world examples will be utilized throughout the course in conjunction with numerous hands-on exercises to provide field proven, practical Forensics Analysis skills.

CSIS 593 – Advanced Applied Digital Forensics (4.5 credits)

This course will familiarize information technology professionals with the application of forensic science principles and practices to the collection, preservation, examination, analysis and presentation of digital evidence. The course will include selected topics from the legal, forensic, and information technology domains and utilize lecture, laboratory and written projects to illustrate these topics.

CSIS 594 – Legal and Ethical Aspects of Cybersecurity (4.5 credits)

This course is designed to bridge the gap between the legal department and the IT department caused by new laws on privacy, e-discovery and data security. This course covers the laws of business, contracts, fraud, crime, IT security, liability and policy - all with a focus on electronically stored and transmitted records. It also teaches students how to prepare credible, defensible reports, whether for cyber-crimes, forensics, incident response, human resource issues or other investigations.

This course also provides training for students for many compliance programs under information security and privacy mandates such as GLBA, HIPAA, FISMA, and PCI-DSS. This will strengthen the credibility of forensics investigators as witnesses in court and can help a forensics consultant win more business. This course will strengthen students' abilities to help enterprise (public or private sector) cope with illegal hackers, botnets, malware, phishing, unruly vendors, data leakage, industrial spies, rogue or uncooperative employees, or bad publicity connected with IT security. Some breaking stories ranging from Home Depot's legal and public statements about payment card breaches to the lawsuit by credit card issuers against Target's QSA and security vendor will be examined within the course.

CSIS 595 - Information System Auditing and Monitoring (4.5 credits)

This course is designed to provide a risk-driven method for tackling the enormous task of designing an enterprise security validation program. After covering a variety of high-level audit issues and general audit and real-time monitoring best practices, the students will have the opportunity to dive deep into the technical "how to" for determining the key controls that can be used to provide a level of assurance to an organization. Tips on how to repeatedly verify these controls and techniques for continuous monitoring and automatic compliance validation will be given from real world examples.

The course contents will cover audit planning and techniques, more effective risk assessment for control specification, firewall and perimeter auditing, a proven six-step audit process, time-based auditing, effective network population auditing, how to perform useful vulnerability assessments, uncovering "Back Doors," building an audit toolkit, detailed router auditing, technical validation of network controls, web application auditing, and audit and real-time monitoring tools.

CSIS 620 – Information System Security Principles & Practices I (4.5 credits)

In this course, students explore the first four of the eight domains of the (ISC)2 Certified Information Systems Security Professional (CISSP) Common Body of Knowledge (CBK) in information security as a framework to critically analyze security awareness issues and to evaluate best practices in implementing security systems within the enterprise.

The CISSP certification can give a person opportunities to advance their career in the cybersecurity profession. For many governmental agencies, the CISSP certification is mandatary for senior and management level positions. CISSPs are information assurance professionals who define the architecture, design, management and controls that assure the security of business environments.

CSIS 626 - Information System Security Principles & Practices II (4.5 credits)

This course is the second portion of CISSP principles and Practices, students explore the other four of the eight domains of the (ISC)2 Certified Information Systems Security Professional (CISSP) Common Body of Knowledge (CBK) in information security as a framework to critically analyze security awareness issues and to evaluate best practices in implementing security systems within the enterprise. After these two courses training, students should have ability to take and pass CISSP certification examination.

The CISSP certification can give a person opportunities to advance their career in the cybersecurity profession. For many governmental agencies, the CISSP certification is mandatary for senior and management level positions. CISSPs are information assurance professionals who define the architecture, design, management and controls that assure the security of business environments.

CSIS 630 – Independent Project Study in Cybersecurity (4.5 credits)

Approval by faculty member and program director is required prior to registration. Students will gain real-world industrial experience in the Cybersecurity field.

CSIS 636 - Database System Management & Assurance (4.5 credits)

This course provides a managerial understanding and approach to the technical subject of database management. The course will illustrate the important role that database systems play in an organization and provide students with a background to understand the subject, and a foundation upon which to build management decisions. This course is designed to investigate how database management system techniques are used to design, develop, implement and maintain modern database applications in organizations.

Upon completion of this course, the student will be able to define essential database vocabulary, effectively apply data relationships and normalization techniques, describe the transformation of database design from a conceptual user model (e.g., an ERD) to a normalized relational model, explain and apply Structured Query Language (SQL) in a database environment, describe the methods available for minimizing DBMS risks and security failures, characterize the roles and responsibilities of the Database Administrator (DBA), and apply fundamental database concepts to an information systems problem.

CSIS 650 – System Architect and Cybersecurity (4.5 credits)

This course covers the issues in designing and engineering large enterprise software systems. Technologies such as Web Services and Cloud Computing provide platforms for building such systems, and architectures such as service-oriented architecture (SOA), event-driven architecture (EDA) and representational state transfer (REST) are idioms for structuring such systems.

This course will focus on the development of high-assurance software systems via the secure system development life cycle process. This course will foster the design and implementation as well as verification/validation of secure software systems and architectures. A key coverage area will include principles and practices of secure and high assurance software development processes, including security development lifecycle models, and design/verification/validation using languages and tools such as UML. Tools and techniques for code analysis and testing, and evaluation and certification of software will also be emphasized. The course will also cover secure programming principles using different languages, with particular focus in secure software development.

Key topics within this course include secure development methodologies/models; assurance techniques (certification, validation, etc.); secure programming issues/practices and tools; software assurance and Security analysis - tools and techniques; secure design, testing and systems security

engineering (e.g., protocol verification, model-based techniques, etc.); and supply chain security, life-cycle security, security risk analysis.

CSIS658 - Principles of Artificial Intelligence and Security (4.5 credits)

This course provides a comprehensive introduction to artificial intelligence (AI) and machine learning (ML), their history, current trends, and the role they play in various industries, including marketing and IT security. The course is designed for students seeking a foundational understanding of AI's and its implementation in securing new technological trends affecting security and privacy of information.

CSIS 665 – Disaster Recovery & High Availability (4.5 credits)

Knowledge of Disaster Recovery and Business Continuity provides a strategic imperative and a competitive advantage in an environment where students must plan for the unexpected, maintain operations, and meet regulatory demands. This course covers recovery time and recovery point objectives (RTO and RPO). Built upon the concepts of risk analysis and business impact planning, this course is designed to provide a foundation and guide to coordinated organizational emergency response and event management during and after a disruptive occurrence.

This course begins by examining in depth the events of the past 20 years, including the lessons learned about the interdependencies of the critical infrastructures following the Oklahoma City bombing and the terrorist attacks against the World Trade Center and what we learned in the aftermath of hurricanes Katrina and Rita in the summer of 2005. While there are many cross-sector interdependencies to consider, this course will focus on the dependence of the various infrastructure sectors on the Internet, business continuity, and the impact of highly complex computer controlled systems. This course will also give the student a full examination of the scope of critical infrastructure vulnerabilities; the dependence of critical infrastructures on the Internet, and Internet security problems; elementary concepts of business continuity; high availability architecture; system design and solution roadmap; data center design and disaster recovery; and data center operations. The subject material requires at least a working knowledge of computer networks and business decision making.

CSIS 690 - Cybersecurity Capstone Project (4.5 credits)

CSIS 690 is the capstone course for the cyber security degree program which provides the student with a hands-on environment to test and apply knowledge and skills learned throughout the program. The student will be required to critically think through real-world scenarios and recognize the value of cyber security methodologies.

The course should be taken on the last term of the student's program. The 10-weeks-long capstone project is to provide students the opportunity to work with a faculty or industry mentor on a cybersecurity field. After completing the capstone Project, the student is expected to submit a Project presentation to demonstrate their mastery by gaining some useful technology or hands-on skills that will help their career development in Cybersecurity field.

8.2. MSIT PROGRAM

MSIT500 - Principles and Technology of Computer Science & IT (4.5 credits)

This course provides a broad overview of the foundational technologies that support the fields of Computer Science and Information Technology. It covers core principles in computing systems, programming, databases, networking, cybersecurity, and emerging IT trends. The course is designed

to equip students with a strong conceptual framework to support advanced study and real-world IT applications.

MSIT511 – Management of Information Technology (4.5 credits)

In this course, students will understand how IT affects business strategy and how managers can apply IT as well as lead the organization to improve by leveraging IT. Given the high accountability placed on managers in this global transparent-interconnected economy, critical issues such as IT ethics, social responsibility, and security, are also discussed. The teaching approach allows students to leverage business cases to understand IT theory. Students are encouraged to focus their graded assignments on situations relevant to their learning needs.

MSIT525 – Information Systems Analysis and Design (4.5 credits)

This course introduces the various information and communications technologies. Students will research and practice using modern productivity applications. Students will examine how information systems are used to solve problems, make better business decisions, and apply these concepts to analyze business cases.

MSIT528 – Enterprise IT Application and Integration (4.5 credits)

In this course, the Enterprise Architecture (EA) is designed to be the first exposure to foundational enterprise architecture (EA) concepts and practices. The course sets the "common language" for EA discussions for professionals new to the EA field as well as functional business people, customers, suppliers, and others that desire an overview of enterprise architecture and the benefits it can bring to an organization.

MSIT540 – Network Systems Design and Management (4.5 credits)

This course is designed to provide students with the concepts and fundamentals of network management. Topics to be covered include data communication concepts and techniques in a layered network architecture, communications switching and routing, types of communication, network congestion, network topologies, network configuration and management, network model components, layered network models (OSI reference model, TCP/IP networking architecture) and their protocols, various types of networks (LAN, MAN, WAN, SAN, and Wireless networks) and their protocols, system & service monitoring – reachability and availability, resource measurement/monitoring – capacity planning/availability, performance, change management, and configuration monitoring and security - ensuring that the network is protected from unauthorized users.

MSIT546 – Cloud Computing Technology (4.5 credits)

This course provides a hands-on, comprehensive study of Cloud concepts and capabilities across the various Cloud service models, including Infrastructure as a Service (IaaS), Platform as a Service (PaaS), Software as a Service (SaaS), and Business Process as a Service (BPaaS). The course also covers the Cloud security model and associated challenges and delves into the implementation and support of High-Performance Computing and Big Data support capabilities on the Cloud. Through hands-on assignments and projects, students will learn how to configure and program IaaS services. They will also learn how to develop Cloud-based software applications on top of various Cloud platforms, how to integrate application-level services built on heterogeneous Cloud platforms, and how to leverage SaaS and BPaaS solutions to build comprehensive end-to-end business solutions on the Cloud.

CSIS658 - Principles of Artificial Intelligence and Security (4.5 credits)

This course provides a comprehensive introduction to artificial intelligence (AI) and machine learning (ML), their history, current trends, and the role they play in various industries, including marketing and IT security. The course is designed for students seeking a foundational understanding of AI's and its implementation in securing new technological trends affecting security and privacy of information.

LAM611 – Project Management (4.5 credits)

This course is designed to equip students with project management skills and the tools necessary to become successful managers in any field of work. This course will cover all phases of project management, including the initiation, planning, implementing, controlling, and closing of projects. Emphasis will be on project organization, scheduling, cost control, value earned analysis, risk management, and quality control.

ITSM612 – Technology Entrepreneurship (4.5 credits)

This course focuses on the technology entrepreneurs use in their efforts to create new businesses and innovate. Students learn to recognize and discuss Technology Entrepreneurs and New Technology Ventures, Innovation and Entrepreneurship Policy, Concepts of Targeting New Technologies, and more structure and planning in technology and entrepreneurship through case studies, class collaboration and presentations.

LAM630 - Management of Innovation and Technology Change (4.5 credits)

The objective of this course is to explore ways to create environments that are conducive to technological innovation. Students examine practices, models, and approaches of both established and new organizations. Topics covered: the innovative process, managing technical people, the impact of organizational design on innovation, knowledge management and exploring new technologies.

IAM640 - Information System Auditing and Monitoring (4.5 credits)

This course is designed to provide a risk-driven method for tackling the enormous task of designing an enterprise security validation program. After covering a variety of high-level audit issues and general audit and real-time monitoring best practices, the students will have the opportunity to dive deep into the technical "how to" for determining the key controls that can be used to provide a level of assurance to an organization. Tips on how to repeatedly verify these controls and techniques for continuous monitoring and automatic compliance validation will be given from real-world examples. The course contents will cover audit planning and techniques, more effective risk assessment for control specification, firewall and perimeter auditing, a proven six-step audit process, time-based auditing, effective network population auditing, how to perform useful vulnerability assessments, uncovering "Back Doors," building an audit toolkit, detailed router auditing, technical validation of network controls, web application auditing, and audit and real-time monitoring tools.

IAM647 - System Assessment & Security Risk Analysis (4.5 credits)

This course is designed for students to learn to identify Threat, Risk, and Vulnerability, as applied to enterprise IT systems. It incorporates the physical safeguards and policies necessary to meet the requirements for the protection of data in a fixed site. Students will conduct a Site Security Analysis of a given facility based on skills and information learned in class. Gap Analysis, Gap Closure, and Countermeasures will be discussed and documented, in an effort to counter identified Vulnerabilities. In this course, students will also learn the practical skills necessary to perform regular

risk assessments for their organizations. The ability to perform risk management is crucial for organizations hoping to defend their systems. Risk management should be the foundational tool used to facilitate thoughtful and purposeful defense strategies.

DMA621 – DBMS Design and Analysis (4.5 credits)

This course incorporates analysis and design using new and evolving data management models, such as object-relational databases, Big Data management and visualization, and other emerging developments in the field. Tools and methods for managing different types of data are examined, such as nonstructured data, graphical approaches to data presentation, extract-transform-load (ETL) technologies, data warehousing and data mining. Entity relationship modeling and validation methods are developed for complex data relationships, and the role of metadata and database architectures such as the ANSI/SPARC three-schema model are included. Methods for database design and analysis in light of developments in Cloud storage, the Internet of Things (IoT), and Cyber Security are explored.

MAM622 - Advanced Analytics & Modeling (4.5 credits)

Students in this course demonstrate advanced practice in applying the analytic life cycle, examine approaches to data visualizations, apply their analytic skills to current organizational problems and apply analytic solution scoring and project management skills for effective team performance.

DMA638 – Big Data Analytical Intelligence (4.5 credits)

This course is designed to help students to discover insights in an analytic, visually interactive, and rapid, iterative manner, learn what's the design methodology, what's the integrated platform of big data technologies, how to identify and model social communities, relationships, idea propagation, and network dynamics. How to identify Big Data opportunities and use cases, how to define delivery roadmap and actionable plan with conceptual solution architecture that maximizes return on investment (ROI). In addition, this course will introduce students to various tools and frameworks for big data analytical intelligence, and the architecture and programming aspects of these frameworks as used in the proposed design methodology.

DMA651 – Advanced Topics in Database Design & Management (4.5 credits)

This advanced course explores database system design and management based on emerging practices and research in the field. This course typically covers such topics as Hadoop and Big Data management; spatial temporal and real-time databases; data visualization and data analytics; query planning and optimization; transaction processing and concurrency control; data warehousing, online analytical processing (OLAP), and data mining; data security and cloud storage; data backup and recovery.

MSIT 690 -- MSIT Capstone (4.5 credits)

The capstone course is designed to be offered in the final term of a student's major. This course is planned to tie together the key learning objectives that faculty expect the student to have learned during the MSIT program at VUST within the student's concentration. This capstone course aims to give students an opportunity to present their cumulative knowledge and skills in a simulated IT environment. Students will integrate key IT concepts they learned throughout their study in this role. Prerequisite: MSIT students must complete the Capstone Project after finishing all core courses and their chosen elective courses (concentration). Students should consult their academic advisor about options that best fit their career goals. Generally, the Capstone Project should be completed in the last quarter of the program before graduation.

8.3. MBA PROGRAM

MBA510 – Leadership & Management (4.5 credits)

In this advanced-level course, students will learn what differentiates leadership and management. Functional responsibilities of both will be explored while noting the similarity of industry use concerning the various styles and characteristics of each. Students will critically examine, "Is this leadership or management?" Upon completion of this course, students will have the ability to recognize and differentiate between organizational leadership and management.

MBA515 - Managerial Economics (4.5 credits)

In this course, students develop an understanding of the application of economic theory to managerial decision-making. Students will apply economic tools and techniques to analyze business problems and formulate solutions from both normative and positive perspectives. Students will learn to factor in variables from other social disciplines that affect the process of economic decision-making. Students will investigate present economic problems that impact local and international markets and explore currents of economic thought and strategies currently evolving to address them.

MBA521 - Accounting for Decision Making (4.5 credits)

In this course, students will gain an understanding of the principles and analytical techniques relating to corporate financial management. Students will develop, interpret, and apply accounting information used in effective managerial decision-making. In addition, students will be exposed to reporting and analysis requirements related to inventory, fraud, internal control and cash, receivables, long-live assets, and liabilities.

MBA536 - Finance for Decision Making (4.5 credits)

In this course, students will develop an understanding of essential concepts in finance and apply them to decision-making. Students will explore how to link together strategic decision-making concepts with day-to-day management decisions. The course provides a practical approach as students examine risks and returns within organizations and in capital markets, budgeting, and cost management, and investments for short- and long-term goals. Topics include key areas required to build and grow a fiscally healthy organization.

MBA540 - Marketing Management (4.5 credits)

This course offers an understanding of the nature and role of marketing in the firm and society. Students gain knowledge regarding the marketing decisions of price, place, promotion, and product, and develop an understanding of consumer behavior, market research, and social and cultural factors affecting marketing. The course exposes students to a series of marketing principles, frameworks, and analyses.

MBA546 - Strategic Management (4.5 credits)

This course concentrates on strategy and policy formulation and implementation at the top management level. It discusses skills and concepts needed to manage an organization to compete effectively in its environment. It provides tools for identifying environmental opportunities and threats and organizational strengths and weaknesses.

MBA552 - Business Law and Ethics (4.5 credits)

In this course, students will be introduced to basic jurisprudential discussions and debates that relate to business in society. Topics will include a general overview of the nature of law and its relationship to ethics; theories of contract, torts, and property; criminal law as it applies to business situations; and theories of the business enterprise and its regulation. The main focus will be on the organization and operation of the American legal system, legal rules, and ethical constraints that impact business, and the practical application of these rules and constraints to real-world situations.

MBA560 - Human Resources and Organizational Behavior (4.5 credits)

This course explores human dynamics by examining the role of management and learning styles in the effective functioning of organizations. Topics include personality types, motivation, cognition and learning, 196 communication, team development, and leadership.

CSIS658 - Principles of Artificial Intelligence and Security (4.5 credits)

This course provides a comprehensive introduction to artificial intelligence (AI) and machine learning (ML), their history, current trends, and the role they play in various industries, including marketing and IT security. The course is designed for students seeking a foundational understanding of AI's and its implementation in securing new technological trends affecting security and privacy of information.

LAM611 - Project Management (4.5 credits)

This course is designed to equip MBA students with project management skills and the tools necessary to become successful managers in any field of work. This course will cover all phases of project management, including the initiation, planning, implementing, controlling, and closing of projects. Emphasis will be on project organization, scheduling, cost control, value earned analysis, risk management, and quality control.

LAM626 - Entrepreneurship and Small Business Management (4.5 credits)

This course provides the appropriate tools, knowledge, and skills for those students who wish to launch a new venture and become successful entrepreneurs. This course has adopted a hands-on approach to entrepreneurship by providing business information, statistics, and real-world examples, as well as case studies. In addition, this course will build a pathway for a successful business by examining all required segments of managing a business, such as business strategy, finance, and marketing.

LAM630 - Management of Innovation and Technology Change (4.5 credits)

The objective of this course is to explore ways to create environments that are conducive to technological innovation. Students examine practices, models, and approaches of both established and new organizations. Topics covered: the innovative process, managing technical people, the impact of organizational design on innovation, knowledge management, and exploring new technologies.

LAM638 - International Business Management (4.5 credits)

This course explores political, economic, cultural, and social factors that affect an enterprise's international strategies while entering a new foreign market and becoming globalized. Students will be able to discuss international trade theory and how government and business decisions influence international trade.

LAM646 - Advanced Management Principles (4.5 credits)

This course focuses on the theory and practice of management and general tradeoffs that decision-makers face when operating as a senior manager in an organization. The course raises a fundamental question in management: How to delegate responsibilities across hierarchies while maintaining sufficient control over the organization. This question will be addressed by drawing from selected areas in management, including human resources, organization, and leadership. Teaching simulations and case studies allow students to learn the different roles of an organization.

MAM615 – Data Sources for Marketing Analytics (4.5 credits)

In this course, students explain database methodologies, including relational databases, flat files, dimensional modeling, RSS feeds, and multi-dimensional modeling; examine the impact of data quality on analytics and apply ETL techniques and processes. Finally, evaluate the application of data warehouses and multi-dimensional cubes to decision-making and action.

MAM622 - Advanced Analytics & Modeling (4.5 credits)

Students in this course demonstrate advanced practice in applying the analytic life cycle, examine approaches to data visualizations, apply their analytic skills to current organizational problems and apply analytic solution scoring and project management skills for effective team performance.

MAM628 - Marketing Analytics (4.5 credits)

This course addresses the use of data and analytics for marketing decision-making by providing the student with skills to translate conceptual understanding into specific operational plans. Evaluate the reliability and validity of marketing research data and data analysis tools (Python/R) and report on research findings.

MAM632 - Digital Marketing (4.5 credits)

Overview of digital marketing tactics. Focuses on the practical application of tactics in support of basic business strategies as they apply to online marketing, including websites, analytics, content marketing, email marketing, emerging technologies, etc.

MAM648 - Marketing Strategy and Planning (4.5 credits)

In this course, students will learn the basic marketing strategy analysis, formulation, evaluation, and implementation concepts and tools. They will gain knowledge of how to define the ideal customer, establish marketing goals, select marketing tools, and project budget funds, etc. Students will also learn marketing strategies to extract potential customers using various marketing platforms – including networking, digital media, and traditional print advertising; they will evaluate the successful campaigns and build upon them while adjusting or stopping unsuccessful ones.

IAM618 - Introduction to Digital Forensics (4.5 credits)

This course is a study of the techniques behind digital forensic investigations and evidence collection and will cover the fundamental steps of the traditional computer forensic methodology. By completing this course, the student will be able to use tools to extract data from live memory and captured network packets, recover deleted files, identify unknown file types, and analyze log files and registry.

IAM626 - Advanced Applied Digital Forensics (4.5 credits)

This course will familiarize students with the application of forensic science principles and practices to the collection, preservation, examination, analysis, and presentation of digital evidence. The

course will include selected topics from the legal, forensic, and information technology domains and utilize lecture, laboratory, and written projects to illustrate these topics.

IAM636 - Forensic Evaluation and Risk Management (4.5 credits)
This course is designed from the ground up to cover the most critical skills needed to mount efficient and effective post-incident response investigations. It focuses on the knowledge necessary to expand the forensic mindset from residual data on the storage media from a system or device to the transient communications that occurred in the past or continue to occur. This course will cover the tools, technology, and processes required to integrate network evidence sources into investigations, with a focus on efficiency and effectiveness. It will encompass the skills of capturing not only suspicious data but also the ability to discern unusual patterns hidden within seemingly normal network traffic. This course offers hands-on experience with real-world scenarios that will help take students' work to the next level. Real-world examples will be utilized throughout the course in conjunction with numerous hands-on exercises to provide field-proven, practical Forensics Analysis skills.

IAM640 - Information System Auditing and Monitoring (4.5 credits)
This course is designed to provide a risk-driven method for tackling the enormous task of designing an enterprise security validation program. After covering a variety of high-level audit issues and general audit and real-time monitoring best practices, the students will have the opportunity to dive deep into the technical "how to" for determining the key controls that can be used to provide a level of assurance to an organization. Tips on how to repeatedly verify these controls and techniques for continuous monitoring and automatic compliance validation will be given from real-world examples. The course contents will cover audit planning and techniques, more effective risk assessment for control specification, firewall, and perimeter auditing, a proven six-step audit process, time-based auditing, effective network population auditing, how to perform useful vulnerability assessments, uncovering "Back Doors," building an audit toolkit, detailed router auditing, technical validation of network controls, web application auditing, and audit and real-time monitoring tools.

IAM647 - System Assessment & Security Risk Analysis (4.5 credits)
This course is designed for students to learn to identify Threat, Risk, and Vulnerability, as applied to enterprise IT systems. It incorporates the physical safeguards and policies necessary to meet the requirements for the protection of data in a fixed site. Students will conduct a Site Security Analysis of a given facility, based on skills and information learned in class. Gap Analysis, Gap Closure, and Countermeasures will be discussed and documented, in an effort to counter identified Vulnerabilities. In this course, students will also learn the practical skills necessary to perform regular risk assessments for their organizations. The ability to perform risk management is crucial for organizations hoping to defend their systems. Risk management should be the foundational tool used to facilitate thoughtful and purposeful defense strategies.

MBA690 – Capstone Project (4.5 credits)
This course requires students to use the knowledge and skills gained throughout their prior coursework to solve real-world business problems. MBA students must complete the Capstone Project, after finishing all 8 core courses and the 3 elective courses of their choice. Students should consult their academic advisor about options that best fit their career goals.
Prerequisite: Completion of all MBA core and research courses, MBA candidacy standing. Advisor's approval is required.