

VIU Addenda to 2017-2018 Catalog 2nd Edition

NOTE: The following addenda are modified in the softcopy of the catalog, available on the school website. Deleted language is struck. New language is underlined.

1. 2/21/2018 – Additions on p. 68, Section 7.20 “Learning Beyond the Classroom”

VIU embraces a learning model that allows for continued learning beyond just in-class contact time through use of our learning management system (LMS). The LMS allows for facilitated growth opportunities used to supplement the traditional in-class experience. Unless otherwise specified, all courses are fully conducted in their specified modality/format to include the completion of 15 lecture; 30 lab; or 45 practicum/externship hours per credit. Outside, or supplemental work through the LMS would be in addition to these hours. All courses at VIU utilize the LMS for tasks like assignment submission and other out-of-class activities aimed at engagement beyond the classroom. These additional learning opportunities can include guest lectures, discussion forums, or other similar means of interacting with the course outside of the traditional lecture time. All such work/activities are conducted through the LMS in addition to the traditional contact time in class.

2. 2/13/2018-Deletions on p. 27, Section 3.1. “Application for Admissions”

3. APPLICATION FOR ADMISSION

3.1. Application for Admission

For the 2017 – 2018 academic year, all VIU applicants must provide the necessary documentation, as described in detail below:

An application will not be considered complete, and thus, will not be reviewed, until all application documents and fees have been received. Once the completed application and fees are received, the application is carefully reviewed for admission. Applicants meeting our admission criteria are evaluated with respect to other qualified applicants, and are selected accordingly.

3.1.1. International Admissions Requirements

According to the Department of Education, “**an international student** is defined as an individual who is enrolled for credit at an accredited higher education institution in the U.S. on a temporary visa, and who is not an immigrant (permanent resident with an I-51 or Green Card), or an undocumented immigrant, or a refugee.”

All international applicants are required to submit a completed application package, as outlined below, with a non-refundable \$100.00 application fee.

#	Admission Materials	Programs				
		Graduate	Under-graduate	Graduate Certificate	Undergrad Certificate	ESL
1	Application Form	✓	✓	✓	✓	✓
2	Application Fee	✓	✓	✓	✓	✓
3	Previous Degree	Bachelor's	High School	Bachelor's	High School	--
4	Official Transcript & Min. GPA	✓ GPA: 2.5 Required	✓ GPA: 2.0 Required	✓ GPA: 2.5 Required	--	--

5	English Proficiency ¹	✓	✓	✓	✓	--
6	Passport Copy ²	✓	✓	✓	✓	✓
7	Financial Documents ²	✓	✓	✓	✓	✓

¹ For non-native English speakers only. See Explanation of Admission Materials below for more details.

² For F-1 Visa applicants only. An official bank statement of the sponsor and a Statement of Financial Support must be submitted.

³ In continuance with the above mentioned Admissions Requirements, students who are applying to programs in the **School of Education** or **School of Public and International Affairs** will need to submit the following:

- **OFFICIAL RECOMMENDATION**
Minimum of 2 official recommendations from a professional who can speak to the candidate's academic abilities (preferably from a current/former instructor or a current/former employer, at least one must be dated within the last 3 years). All recommendations should be written in English or provide an official translation. Recommendations must include contact information with a minimum of an email address (preferably an institutional email address) and physical mailing address. By submitting recommendations, applicants are permitting VIU to contact recommenders on their behalf regarding their application.
- **ACADEMIC STATEMENT OF PURPOSE**
A 500-word statement of purpose defining the reasoning behind joining the program. This statement should address the applicant's academic interests, professional objectives, and areas of interest to be explored in the program.
- **RESUME/CURRICULUM VITAE**
Detailing current and/or previous work history and education. Previous work history is not a requirement for admission.

3-1-411. Admissions. The admissions policy shall conform to the institution's mission, shall be publicly stated, and shall be administered as written. The following minimums apply:

- (a) The requirements for students admitted to programs leading to a certificate, diploma, or undergraduate degree shall include graduation from high school or its equivalent, or demonstration of the student's ability to complete the program under the ability-to-benefit classification as specified under standard 3-1-303(b) and (c), as provided for by governing laws. (VIU does not accept Ability-to-Benefit)
- (b) The requirements for students admitted to programs leading to a graduate degree shall include graduation from an accredited bachelor's degree program. An official bachelor's degree transcript(s) demonstrating a CGPA of 2.5 or higher on a 4.0 grading scale or equivalent is required. A High School Transcript may be requested if the degree diploma does not indicate the CGPA information. If the CGPA is below the graduate Admissions requirements, a CGPA Waiver may be requested (See CGPA Waiver Policy). The School of Education and the School of Public and International Affairs list additional requirements for graduate admissions. They include the following:

- **OFFICIAL RECOMMENDATION** Minimum of two official recommendations from a professional who can speak to the candidate's academic abilities (preferably from a current/former instructor or a current/former employer, at least one must be dated within the last three years), All recommendations should be written in English or provide an official translation.
- **ACADEMIC STATEMENT OF PURPOSE** of 500 words defining the applicant's academic interests, professional objectives, areas of interest to be explored in the program, and reasoning behind joining the program. The statement of purpose should demonstrate an understanding of the specific program to which the candidate is applying and make connections to the applicant's eventual career aspirations. Statements must be written in English in the candidate's own words.
- **RÉSUMÉ/CURRICULUM VITAE** detailing current and/or previous work history and education. Previous work history is not a requirement for admission.

- (c) Foreign transcripts of international students seeking admission must be evaluated by a member of Association of International Credential Evaluators (AICE), American Association of Collegiate Registrars and Admissions Officers (AACRAO), or National Association of Credential Evaluation Services (NACES) to validate equivalency with graduation from high school and eligibility to enter college or university in the United States.

(d) It is the responsibility of the institution to maintain student records, which reflect the requirements for admission of all students.

(e) Institutions are not precluded from admitting, under different requirements, students who are beyond the age of compulsory school attendance or who may be otherwise specially circumstanced, such as: (i) having financial sponsorship through contractual arrangements with public or private organizations;

(ii) having identifiable needs requiring remedial instruction as a supplement to the regular curricula;

(iii) participating in innovative postsecondary programs specially described to ACICS; or

(iv) being enrolled in individual courses not leading to an academic credential.

3.1.2. Explanation of Admission Materials for International Admissions

All application materials not in English must be accompanied by a certified English translation of the original document. Copies of original documents must be notarized or attested by an embassy, consulate, or notary. Please note that not all consulates provide this service. If you are submitting an original document, please let us know.

Original documents or attested copies may be sent in the following ways:

1. Scanned as a PDF file and uploaded into the application portal:
<https://portal.viu.edu/application/login.asp>
2. Sent by Mail to:
Virginia International University
Attn: Admissions Office
4401 Village Drive
Fairfax, VA 22030 USA

VIU has the right to request original documentation. The submission of fabricated or falsified documents will result in a) the denial of the student's application and banning of the student from future admission to the university, b) the immediate expulsion of the student if the falsification is found after admission, or c) the nullification of a degree if the falsification is found after program completion.

Application Form: All international applicants must submit a fully completed online application form. Incomplete applications will not be considered for admission until all necessary information has been received by the Admissions Office.

Application Fee: Each international applicant is required to pay a non-refundable \$100.00 application fee. No application will be considered without payment of this fee. For information regarding methods of payment, please visit our website at <http://www.viu.edu/future-students/finance/payment-information.html>.

Passport Copy: Each international applicant is required to submit a copy of legible Passport ID page.

Previous Degrees: Applicants already holding a degree from a foreign or domestic college or university must submit an original, notarized or attested copy of their college or university diploma and transcript, accompanied by a certified translation, if the original is not in English.

1. For graduate degree programs and graduate-level certificate programs, a bachelor's degree diploma and transcripts, or equivalency, is required.
2. For undergraduate degree programs and undergraduate-level certificate programs, a minimum of a high school diploma, or equivalency, is required.

For International Students applying for a Graduate Program: Bachelor's degrees from foreign universities should be accredited by the host country's government or proper higher education authority and should be equivalent to the completion of a four-year program of study at a US college or university with a minimum of 120 semester credits. Those who have obtained a bachelor's degree from abroad with less than 120 semester credits will be considered for conditional acceptance into a graduate program and will be required to make up the credit difference.

Official Transcripts: All applicants must submit original official transcripts, or notarized or attested copies of transcripts, from all colleges or universities previously attended (whether or not a degree was earned from the institution). If transcripts from the institution are issued in the student's native language as well as in English, students will only be required to submit the English version. A minimum of a 2.5 GPA (on a 4.0 scale) is required for graduate admission, and a minimum of a 2.0 GPA (on a 4.0 scale) is required for undergraduate admission.

Evidence of Sufficient English Language Proficiency: English is the language of instruction at Virginia International University, and therefore international applicants must provide evidence of English language proficiency to ensure that their communication skills are sufficient for effective class participation and completion of course assignments. Virginia International University English language proficiency requirements may be demonstrated through any of the following options:

1. Submit a valid score from one of the standardized tests listed below. Official language proficiency scores more than two years old will not be accepted as proof of language proficiency.

School of Education English Proficiency Requirement:

Test	Minimum Score*
Test of English as a Foreign Language (TOEFL)	Internet-based (iBT): 79 or Paper-based (pBT): 550
International English Language Testing System (IELTS)	Academic overall band score: 6.5
Pearson Test of English (PTE)	Academic : 59

School of Education applicants who are not able to demonstrate proficiency by submitting one of the approved standardized exams above will need to demonstrate evidence of sufficient English language proficiency by obtaining academic-level scores on all components of VIU's placement and exit test.

All other schools and programs English Proficiency Requirement:

Test	Minimum Score*
Test of English as a Foreign Language (TOEFL)	Internet-based (iBT): 79 or Paper-based (pBT): 550
International English Language Testing System (IELTS)	Academic overall band score: 6.0
Pearson Test of English (PTE)	Academic : 59

2. Provide an official transcript indicating completion of a minimum of 9 credit hours (graduate level) or 12 credit hours (undergraduate level) from an accredited United States post-secondary institution at which the language of instruction was English, including at least one course in English composition, academic writing, or a similar subject. The GPA for those credits, as well as the writing course, must not be lower than C-level.
3. Providing evidence of having completed high school in the United States (excluding special diplomas, special education diplomas, modified diplomas, applied study diplomas, adjusted diplomas, alternative diplomas, certificates of completion/attendance/participation, etc.). A CGPA of 2.0 or higher on a 4.0 grading scale or equivalent is required. High school transcript may be requested if the diploma does not indicate the CGPA information. If your GPA is below the requirements, please review our CGPA Waiver Policy.
4. In addition to the general admission requirements, students who apply for federal financial aid must submit a high school diploma and/or transcript, GED or equivalent. For foreign high school documents, an official evaluation from an accredited evaluation agency is also required.

Please note:

- International students may gain **full admission** to a degree program at VIU if the official language proficiency score meets the minimum requirement mentioned above.
- International students may gain admission to the **Intensive English as a Second Language program (ESL)** if their test scores fall below the scores mentioned above. International students admitted into this category must take a VIU English Placement Test prior to enrollment and complete the ESL program through level 800 before they will be allowed to begin academic coursework.

Conditional admission may be granted to international students if they do not have, or are unable to provide official language proficiency score listed above. The placement test is available online through a remote-proctoring service, as well as on-site at the university campus in Fairfax, Virginia. To learn more about VIU's English Placement Test, please see our English Placement Test FAQs.

** If you earned your bachelor's, master's, or doctorate degree in its entirety in the United States, United Kingdom, Ireland, Australia, New Zealand, Anglophone Canada, Nigeria, Singapore, The Philippines, Bahamas, Barbados, Belize, Cook Islands, Dominica, Grenada, Guyana, Jamaica, Trinidad and Tobago, Saint Kitts and Nevis, Saint Vincent and the Grenadines, and Antigua and Barbuda and can provide an official transcript, you are exempt from the English proficiency test requirement. VIU reserves the right to require a student to take its English Placement Test when there are reasonable doubts as to the authenticity of either submitted standardized test scores or the degree of the English proficiency evidenced by other documentation.*

3.2.1 U.S. Domestic Admissions Requirements

According to the Department of Education, "to be considered a U.S. Residential and/or **Domestic Student**, you must: Be a citizen of the **United States** of America, be a Permanent Resident of the **United States** of America at the time you apply for admission, or hold Refugee, Asylum, or Jay Treaty status. Individuals on H Visas, A Visas, O1 Visas, and K Visas will be considered under the domestic admissions category."

All domestic applicants are required to submit a completed application package, as outlined below, with a non-refundable \$20.00 application fee. Virginia International University has a Rolling Admissions Policy that is applicable to residents and citizens of the United States. An application for admission is valid for one calendar year from the date of the original submission. An application can be moved to another semester within the calendar year without submitting a new Application Fee. Moving an application is subject to a review of admission standards for the new semester. In the event that these admission standards or the format of the application has changed, a new application may be required. Each request will be individually reviewed for this information prior to moving the application. The applicant/student will be contacted if a new application is required for admissions consideration.

3.2.2. Explanation of Admission Materials Domestic Admissions

All application materials must be submitted in English or be accompanied by a certified English translation of the original document for applicants. Copies of original documents must be notarized or attested by an embassy, consulate, or notary. Please note that not all consulates provide this service. If you are submitting an original document, please let us know.

Original documents or attested copies may be sent in the following ways:

1. Scanned as a PDF file and uploaded into the application portal:
<https://portal.viu.edu/application/login.asp>
2. Sent by Mail to:
Virginia International University
Attn: Admissions Office
4401 Village Drive
Fairfax, VA 22030 USA

VIU has the right to request original documentation. The submission of fabricated or falsified documents will result in a) the denial of the student's application and banning of the student from future admission to the university, b) the immediate expulsion of the student if the falsification is found after admission, or c) the nullification of a degree if the falsification is found after program completion.

#	Admission Materials	Programs				
		Graduate	Undergraduate	Graduate Certificate	Undergrad Certificate	ESL
1	Application Form	✓	✓	✓	✓	✓
2	Application Fee	✓	✓	✓	✓	✓
3	Previous Degree	Bachelor's	High School	Bachelor's	High School	--
4	Official Transcript & Min. GPA	✓ GPA: 2.5 Required	✓ GPA: 2.0 Required	✓ GPA: 2.5 Required	--	--
5	English Proficiency ¹	✓	✓	✓	✓	--
6	Identification	✓	✓	✓	✓	✓
7	Financial Documents ²	✓	✓	✓	✓	✓

In continuance with the above mentioned Admissions Requirements, students who are applying to programs in the **School of Education** or **School of Public and International Affairs** will need to submit the following:

- **OFFICIAL RECOMMENDATION**
Minimum of 2 official recommendations from a professional who can speak to the candidate's academic abilities (preferably from a current/former instructor or a current/former employer, at least one must be dated within the last 3 years). All recommendations should be written in English or provide an official translation. Recommendations must include contact information with a minimum of an email address (preferably an institutional email address) and physical mailing address. By submitting recommendations, applicants are permitting VIU to contact recommenders on their behalf regarding their application.
- **ACADEMIC STATEMENT OF PURPOSE**
A 500-word statement of purpose defining the reasoning behind joining the program. This statement should address the applicant's academic interests, professional objectives, and areas of interest to be explored in the program.
- **RESUME/CURRICULUM VITAE**
Detailing current and/or previous work history and education. Previous work history is not a requirement for admission.

A student may be admitted into an undergraduate program of study offered by the university upon satisfying all of the requirements applicable to that program of study, as follows:

- The student is at least 16 years of age.
- The student has: (1) a high school diploma (excluding special diplomas, special education diplomas, modified diplomas, applied studies diplomas, adjusted diplomas, alternative diplomas, certificates of completion/attendance/participation, etc.); or (2) a recognized equivalent of a high school diploma (e.g., a certification that the student has demonstrated high-school level academic skills or an official document from a state authority (to the satisfaction of the school) recognizing that the student has successfully completed secondary school through home schooling (as defined by state law). VIU follows the Commonwealth of Virginia specifications for certifying using an Attestation Form that students have achieved a High School Diploma, a copy of the certification evidencing the student's receipt of a recognized equivalent of a high school diploma (GED), and/or an official document from a state authority (to the satisfaction of the university) recognizing that the student successfully completed secondary school through home schooling (as defined by state law). Students are expected to request official copies of their High School Diploma, the official high school transcript; a copy of the certification evidencing the student's receipt of a recognized equivalent of a high school diploma (GED), or Home School documentation to be sent directly to the Office of the Registrar at VIU for evaluation for admittance. VIU must receive official documents prior to the end of the first month of a semester

or the student will be terminated from his or her program of student in the undergraduate programs.

- U.S. Service Members or Veterans that apply to become students at VIU must meet the same Admissions criteria that applies to all applicants. If a U.S. Service Member or Veteran desires his or her prior educational credits to be considered for transfer credit, the student must provide the University with an official transcript from each educational institution awarding the degree or any course credits that the student desires to transfer to satisfy the requirements. Upon the student's ability to satisfy of all of the above requirements with respect to his or her selected program of study, VIU will promptly notify the student that he or she is admitted into that program of study at the school and correspond with the Department of Veterans Affairs for education benefits to be used.

3-1-411. Admissions. The admissions policy shall conform to the institution's mission, shall be publicly stated, and shall be administered as written. The following minimums apply:

(d) The requirements for students admitted to programs leading to a certificate, diploma, or undergraduate degree shall include graduation from high school or its equivalent, or demonstration of the student's ability to complete the program under the ability-to-benefit classification as specified under standard 3-1-303(b) and (c), as provided for by governing laws. (VIU does not accept Ability-to-Benefit)

(e) The requirements for students admitted to programs leading to a graduate degree shall include graduation from an accredited bachelor's degree program. An official bachelor's degree transcript(s) demonstrating a CGPA of 2.5 or higher on a 4.0 grading scale or equivalent is required. A High School Transcript may be requested if the degree diploma does not indicate the CGPA information. If the CGPA is below the graduate Admissions requirements, a CGPA Waiver may be requested (See CGPA Waiver Policy). The School of Education and the School of Public and International Affairs list additional requirements for graduate admissions. They include the following:

- **OFFICIAL RECOMMENDATION** Minimum of two official recommendations from a professional who can speak to the candidate's academic abilities (preferably from a current/former instructor or a current/former employer, at least one must be dated within the last three years), All recommendations should be written in English or provide an official translation.
- **ACADEMIC STATEMENT OF PURPOSE** of 500 words defining the applicant's academic interests, professional objectives, areas of interest to be explored in the program, and reasoning behind joining the program. The statement of purpose should demonstrate an understanding of the specific program to which the candidate is applying and make connections to the applicant's eventual career aspirations. Statements must be written in English in the candidate's own words.
- **RÉSUMÉ/CURRICULUM VITAE** detailing current and/or previous work history and education. Previous work history is not a requirement for admission.

(f) Foreign transcripts of international students seeking admission must be evaluated by a member of Association of International Credential Evaluators (AICE), American Association of Collegiate Registrars and Admissions Officers (AACRAO), or National Association of Credential Evaluation Services (NACES) to validate equivalency with graduation from high school and eligibility to enter college or university in the United States.

(d) It is the responsibility of the institution to maintain student records, which reflect the requirements for admission of all students.

(e) Institutions are not precluded from admitting, under different requirements, students who are beyond the age of compulsory school attendance or who may be otherwise specially circumstanced, such as: (i) having financial sponsorship through contractual arrangements with public or private organizations;

(ii) having identifiable needs requiring remedial instruction as a supplement to the regular curricula;

(iii) participating in innovative postsecondary programs specially described to ACICS; or

(iv) being enrolled in individual courses not leading to an academic credential.

3.3. Graduate Admission Requirements

All domestic applicants are required to submit a completed application package, as outlined below, with a non-refundable application fee. Virginia International University has a Rolling Admissions Policy that is applicable to residents and citizens of the United States. An application for admission is valid for one calendar year from the date of the original submission. An application can be moved to another semester within the calendar year without submitting a new Application Fee. Moving an application is subject to a review of admission standards for the new semester. In the event that these admission standards or the format of the application has changed, a new application may be required. Each request will be individually reviewed for this information prior to moving the application. The applicant/student will be contacted if a new application is required for admissions consideration.

To be eligible for admission into a graduate-level program, the following conditions must be met:

- 1.) The student has a baccalaureate degree awarded by an educational institution located in the U.S. that is accredited by an accrediting agency recognized by the U.S. Department of Education, or an educational institution located outside the U.S. that is accredited or similarly acknowledged by an agency deemed acceptable at the discretion of the university; and
- 2.) The student must provide an official transcript from the educational institution awarding the degree. If a student's admission into a graduate program of study at the school of study is rejected by the school, the Admissions department will promptly notify the student.
- 3.) Graduate program students must consult the admissions criteria for their program of study that may require additional steps for admittance.

Application Form:

All domestic applicants must submit a fully completed online application form that can be completed during the on-site Admissions Interview or can be submitted through the online Application Portal. Incomplete applications will not be considered for admission until all necessary information has been received by the Admissions Office.

Application Fee:

Each domestic applicant is required to pay a non-refundable \$20.00 application fee. International applicants are required to pay a non-refundable \$100.00 application fee. No application will be considered without payment of this fee. For information regarding methods of payment, please visit our website at <http://www.viu.edu/future-students/finance/payment-information.html>.

Identification: Each applicant is required to provide a copy of their passport or government-issued photo ID upon time of semester check in.

High School Documentation: High school diploma/certificate (excluding special diplomas, special education diplomas, modified diplomas, applied study diplomas, adjusted diplomas, alternative diplomas, certificates of completion/attendance/participation, etc.). (CGPA of 2.0 or higher on a 4.0 grading scale or

equivalent is required. High School transcript may be requested if the diploma does not indicate the CGPA information. If your GPA is below the requirements, please review our CGPA Waiver Policy.)

In addition to the general admission requirements, students who apply for federal financial aid must submit a high school diploma and/or transcript, GED or equivalent. For foreign high school documents, an official evaluation from an accredited evaluation agency is also required.

Previous Degrees: Applicants already holding a degree from a foreign or domestic college or university must submit an original, notarized or attested copy of their college or university diploma and transcript, accompanied by a certified translation, if the original is not in English.

1. For graduate degree programs and graduate-level certificate programs, a bachelor's degree diploma and transcripts, or equivalency, is required.
2. For undergraduate degree programs and undergraduate-level certificate programs, a minimum of a high school diploma, or equivalency, is required.

Official Transcripts: All applicants must submit original official transcripts, or notarized or attested copies of transcripts, from all colleges or universities previously attended (whether or not a degree was earned from the institution). If transcripts from the institution are issued in the student's native language as well as in English, students will only be required to submit the English version. A minimum of a 2.5 GPA (on a 4.0 scale) is required for graduate admission, and a minimum of a 2.0 GPA (on a 4.0 scale) is required for undergraduate admission.

Special Circumstances Policy

For students who may not be able to present required official transcript(s) and/or diploma(s) for credential evaluation due to political refugee or asylum status, fear of persecution in requesting documentation, or political (or otherwise) situations that result in closure of previous institution(s). As such, it may be necessary to employ an alternative method of educational verification. Please contact the Office of Admissions for additional information.

Disclaimer Statement

Virginia International University does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex, sexual orientation, marital status, gender identity, age, genetics information, physical or mental disability, status as a protected veteran, or any other non-merit factor in the admission to, participation in, or employment in the programs and activities which the University operates.

4. 1/22/2018-Deletions on p. 9, Section 1.2. "Accreditation and Membership"

1.2. Accreditation and Membership

4. VIU is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award certificates, bachelor's degrees, and master's degrees. ~~ACICS is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.~~



ACICS
750 First St. NE,
Suite 980
Washington, DC 20002
www.acics.org

5. 1/26/2018-Deletions on p. 51, Section 7.6. "Grading System and Grade Point Average"

7.6. Grading System and Grade Point Average

Explanation of Grades: For graduate level courses, the grades of A, A-, B+, B, B-, C+, and C are passing grades, and C-, D+, D, D-, and F are failing grades. For undergraduate level courses, the grades of A, A-, B+, B, B-, C+, C, C-, D+, D, and D- are passing grades, and F is failing grade. The grade of S is a passing grade and the grade of U is a failing grade for ESL courses. The grade of "I" (Incomplete) is given to a student whose work has been of passing quality but who has, for compelling reasons, been unable to complete all of his or her required coursework within 8 weeks of the beginning of next term. For the purpose of SAP evaluation, a grade of "I" is included in the calculation of the CGPA as a failing grade and counts as credit hours attempted for calculating the completion rate. The quality of performance in any academic course is reported by a letter grade. These grades denote the character of work and are assigned grade points as follows:

Percentage	Letter Grade	Grade Points	CGPA	Academic Standing
94.00-100.00	A	4.00	4.00	
90.00-93.99	A-	3.70		
87.00-89.99	B+	3.30		
83.00-86.99	B	3.00	3.00	<i>Satisfactory grade for graduate level programs</i>
80.00-82.99	B-	2.70		
77.00-79.99	C+	2.30		
73.00-76.99	C	2.00	2.00	<i>Lowest passing grade for graduate level course, and satisfactory grade for undergraduate level programs</i>
70.00-72.99	C-	1.70		
67.00-69.99	D+	1.30		
63.00-66.99	D	1.00		
60.00-62.99	D-	0.70	0.70	<i>Lowest passing grade for undergraduate level programs</i>
0.00-59.99	F	0.00	0.00	<i>Failure</i>
--	AU	--	--	<i>Audit</i>
--	I	0.00	--	<i>Incomplete</i>
--	InP	--	--	<i>In Progress</i>
--	NR	--	--	<i>Not Reported</i>
75.00-100.00	S	--	--	<i>Satisfactory (non-credit)</i>
--	TC	--	--	<i>Transfer Credit</i>
0.00-74.99	U	--	--	<i>Unsatisfactory (non-credit)</i>
--	W	--	--	<i>Withdrawn</i>

Symbols: The following symbols may appear next to a grade or in the grade column:

AU: Audited Course

I: Incomplete

InP: In Progress

R: Repeat Course

TC: Transfer-in Credits

W: Withdrawn

NR: Not Reported

Grade Point Average (GPA): GPA is defined as the total grade points (PTS) divided by credit hours (HRS).

Cumulative GPA (CGPA): Is defined as the overall GPA attained so far in an ongoing education period.

The GPA is determined by dividing the total number of grade points earned in courses by the total number of credits attempted. The GPA is carried out to three digits past the decimal point (example 1.000). No rounding up or down shall be done to arrive at the GPA. When a course is repeated, only the highest grade earned is counted in the computation of the GPA and the CGPA for graduation.

Course Codes and Levels:

- ~~ESL 0100-0899:~~ English as a Second Language courses (ESL is a non-credit program)
- ~~XXXX 100-499:~~ Undergraduate level courses, classified by academic subject (alternatively division or area) and level of difficulty.

- ~~XXXX 500-999: Graduate level courses, classified by academic subject (alternatively division or area) and level of difficulty.~~

Course Codes and Levels:

- **ESL 0100-0899:** English as a Second Language courses (ESL is a non-credit program)
- **XXXX 100-499:** Undergraduate level courses, classified by academic subject (alternatively division or area) and level of difficulty.
 - **100-199:** General Education Courses*
 - **100-299:** Lower Division Courses
 - **300-499:** Upper Division Courses
- **XXXX 500-999:** Graduate level courses, classified by academic subject (alternatively division or area) and level of difficulty.

*NOTE: General Education Courses in the languages division may contain course numbers up to 305

Receiving Grades: Students will receive their grades by the close of business on the day grades are due to the Registrar's Office. Students can view their grades via the student portal.

5. 1/26/2018-Deletions on p 2, Section "Administrative Notice"

Administrative Notice

The purpose of this Academic Catalog is to present academic programs and services, and those policies, procedures, and regulations of VIU that are likely to apply to our student body. The VIU Academic Catalog is usually reviewed monthly, semi-annually and published annually. The university may publish other manuals such as our Student Handbook, Faculty & Staff Handbook, and the Library Handbook. In the event of any discrepancies between these various handbooks relating to issues of student and academic services, the policies and procedures stipulated in the most recent edition of the Academic Catalog shall supersede the statements mentioned in others.

VIU encourages its faculty, staff, and student body to read, understand, and familiarize themselves with the policies, and procedures contained in this catalog. If you find any error, mistake, or clear discrepancy with state and federal laws, please feel free to report it to us as we certainly welcome any suggestions regarding how to improve institutional policies and procedures to conform to recognized educational standards. Please email your comments and recommendations to qa@viu.edu.

~~1st Edition effective June 30, 2017~~
2nd Edition effective January 15, 2018

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6. 2/1/2018-Deletions on p 27, Section 3.1.1. "International Admissions Requirements"

3.1.1. International Admissions Requirements

All international applicants are required to submit a completed application package, as outlined below, with a non-refundable \$100.00 application fee.

#	Admission Materials	Programs				
		Graduate	Under-graduate	Graduate Certificate	Undergrad Certificate	ESL
1	Application Form	✓	✓	✓	✓	✓
2	Application Fee	✓	✓	✓	✓	✓
3	Previous Degree	Bachelor's	High School	Bachelor's	High School	--
4	Official Transcript & Min. GPA	✓ GPA: 2.5 Required	✓ GPA: 2.0 Required	✓ GPA: 2.5 Required	--	--
5	English Proficiency ¹	✓	✓	✓	✓	--
6	Passport Copy ²	✓	✓	✓	✓	✓
7	Financial Documents ²	✓	✓	✓	✓	✓

¹ For non-native English speakers only. See Explanation of Admission Materials below for more details.

² For F-1 Visa applicants only. An official bank statement of the sponsor and a Statement of Financial Support must be submitted.

³ In continuance with the above mentioned Admissions Requirements, students who are applying to programs in the **School of Education** or **School of Public and International Affairs** will need to submit the following:

- **OFFICIAL RECOMMENDATION**
Minimum of 2 official recommendations from a professional who can speak to the candidate's academic abilities (preferably from a current/former instructor or a current/former employer, at least one must be dated within the last 3 years). All recommendations should be written in English or provide an official translation. Recommendations must include contact information with a minimum of an email address (preferably an institutional email address) and physical mailing address. By submitting recommendations, applicants are permitting VIU to contact recommenders on their behalf regarding their application.
- **ACADEMIC STATEMENT OF PURPOSE**
A 500-word statement of purpose defining the reasoning behind joining the program. This statement should address the applicant's academic interests, professional objectives, and areas of interest to be explored in the program.
- **RESUME/CURRICULUM VITAE**
Detailing current and/or previous work history and education. Previous work history is not a requirement for admission.

3-1-411. Admissions. The admissions policy shall conform to the institution's mission, shall be publicly stated, and shall be administered as written. The following minimums apply:

- (g) The requirements for students admitted to programs leading to a certificate, diploma, or undergraduate degree shall include graduation from high school or its equivalent, or demonstration of the student's ability to complete the program under the ability-to-benefit classification as specified under standard 3-1-303(b) and (c), as provided for by governing laws. (VIU does not accept Ability-to-Benefit)
- (h) The requirements for students admitted to programs leading to a graduate degree shall include graduation from an accredited bachelor's degree program. An official bachelor's degree transcript(s) demonstrating a CGPA of 2.5 or higher on a 4.0 grading scale or equivalent is required. A High School Transcript may be requested if the degree diploma does not indicate the CGPA information. If the CGPA is below the graduate Admissions requirements, a CGPA Waiver may be requested (See CGPA Waiver Policy). The School of Education and the School of Public and International Affairs list additional requirements for graduate admissions. They include the following:

- **OFFICIAL RECOMMENDATION** Minimum of two official recommendations from a professional who can speak to the candidate's academic abilities (preferably from a current/former instructor or a current/former employer, at least one must be dated within the last three years). All recommendations should be written in English or provide an official translation.
- **ACADEMIC STATEMENT OF PURPOSE** of 500 words defining the applicant's academic interests, professional objectives, areas of interest to be explored in the program, and reasoning behind joining the program. The statement of purpose should demonstrate an understanding of the specific program to which the candidate is applying and make connections to the applicant's eventual career aspirations. Statements must be written in English in the candidate's own words.
- **RÉSUMÉ/CURRICULUM VITAE** detailing current and/or previous work history and education. Previous work history is not a requirement for admission.
 - (i) Foreign transcripts of international students seeking admission must be evaluated by a member of Association of International Credential Evaluators (AICE), American Association of Collegiate Registrars and Admissions Officers (AACRAO), or National Association of Credential Evaluation Services (NACES) to validate equivalency with graduation from high school and eligibility to enter college or university in the United States.
 - (d) It is the responsibility of the institution to maintain student records, which reflect the requirements for admission of all students.
 - (e) Institutions are not precluded from admitting, under different requirements, students who are beyond the age of compulsory school attendance or who may be otherwise specially circumstanced, such as: (i) having financial sponsorship through contractual arrangements with public or private organizations;
 - (ii) having identifiable needs requiring remedial instruction as a supplement to the regular curricula;
 - (iii) participating in innovative postsecondary programs specially described to ACICS; or
 - (iv) being enrolled in individual courses not leading to an academic credential.

4. 2/1/2018-Deletions on p 30, Section 3.2.2. "Explanation of Admission Materials Domestic Admissions"

3.2.2. Explanation of Admission Materials Domestic Admissions

All application materials must be submitted in English or be accompanied by a certified English translation of the original document for applicants. Copies of original documents must be notarized or attested by an embassy, consulate, or notary. Please note that not all consulates provide this service. If you are submitting an original document, please let us know.

Original documents or attested copies may be sent in the following ways:

3. Scanned as a PDF file and uploaded into the application portal:
<https://portal.viu.edu/application/login.asp>
4. Sent by Mail to:
Virginia International University
Attn: Admissions Office
4401 Village Drive
Fairfax, VA 22030 USA

VIU has the right to request original documentation. The submission of fabricated or falsified documents will result in a) the denial of the student's application and banning of the student from future admission to

the university, b) the immediate expulsion of the student if the falsification is found after admission, or c) the nullification of a degree if the falsification is found after program completion.

#	Admission Materials	Programs				
		Graduate	Undergraduate	Graduate Certificate	Undergrad Certificate	ESL
1	Application Form	✓	✓	✓	✓	✓
2	Application Fee	✓	✓	✓	✓	✓
3	Previous Degree	Bachelor's	High School	Bachelor's	High School	--
4	Official Transcript & Min. GPA	✓ GPA: 2.5 Required	✓ GPA: 2.0 Required	✓ GPA: 2.5 Required	--	--
5	English Proficiency ¹	✓	✓	✓	✓	--
6	Identification	✓	✓	✓	✓	✓
7	Financial Documents ²	✓	✓	✓	✓	✓

In continuance with the above mentioned Admissions Requirements, students who are applying to programs in the **School of Education** or **School of Public and International Affairs** will need to submit the following:

- **OFFICIAL RECOMMENDATION**
Minimum of 2 official recommendations from a professional who can speak to the candidate's academic abilities (preferably from a current/former instructor or a current/former employer, at least one must be dated within the last 3 years). All recommendations should be written in English or provide an official translation. Recommendations must include contact information with a minimum of an email address (preferably an institutional email address) and physical mailing address. By submitting recommendations, applicants are permitting VIU to contact recommenders on their behalf regarding their application.
- **ACADEMIC STATEMENT OF PURPOSE**
A 500-word statement of purpose defining the reasoning behind joining the program. This statement should address the applicant's academic interests, professional objectives, and areas of interest to be explored in the program.
- **RESUME/CURRICULUM VITAE**
Detailing current and/or previous work history and education. Previous work history is not a requirement for admission.

A student may be admitted into an undergraduate program of study offered by the university upon satisfying all of the requirements applicable to that program of study, as follows:

- The student is at least 16 years of age.
- The student has: (1) a high school diploma (excluding special diplomas, special education diplomas, modified diplomas, applied studies diplomas, adjusted diplomas, alternative diplomas, certificates of completion/attendance/participation, etc.); or (2) a recognized equivalent of a high school diploma (e.g., a certification that the student has demonstrated high-school level academic skills or an official document from a state authority (to the satisfaction of the school) recognizing that the student has successfully completed secondary school through home schooling (as defined by state law). VIU follows the Commonwealth of Virginia specifications for certifying using an Attestation Form that students have achieved a High School Diploma, a copy of the certification evidencing the student's receipt of a recognized equivalent of a high school diploma (GED), and/or an official document from a state authority (to the satisfaction of the university) recognizing that the student successfully completed secondary school through home schooling (as defined by state law). Students are expected to request official copies of their High School Diploma, the official high school transcript; a copy of the certification evidencing the student's receipt of a recognized equivalent of a high school diploma (GED), or Home School documentation to be sent directly to the Office of the Registrar at VIU for evaluation for admittance. VIU must receive official documents prior to the end of the first month of a semester or the student will be terminated from his or her program of student in the undergraduate programs.

- U.S. Service Members or Veterans that apply to become students at VIU must meet the same Admissions criteria that applies to all applicants. If a U.S. Service Member or Veteran desires his or her prior educational credits to be considered for transfer credit, the student must provide the University with an official transcript from each educational institution awarding the degree or any course credits that the student desires to transfer to satisfy the requirements. Upon the student's ability to satisfy all of the above requirements with respect to his or her selected program of study, VIU will promptly notify the student that he or she is admitted into that program of study at the school and correspond with the Department of Veterans Affairs for education benefits to be used.

3-1-411. Admissions. The admissions policy shall conform to the institution's mission, shall be publicly stated, and shall be administered as written. The following minimums apply:

- (j) The requirements for students admitted to programs leading to a certificate, diploma, or undergraduate degree shall include graduation from high school or its equivalent, or demonstration of the student's ability to complete the program under the ability-to-benefit classification as specified under standard 3-1-303(b) and (c), as provided for by governing laws. (VIU does not accept Ability-to-Benefit)
- (k) The requirements for students admitted to programs leading to a graduate degree shall include graduation from an accredited bachelor's degree program. An official bachelor's degree transcript(s) demonstrating a CGPA of 2.5 or higher on a 4.0 grading scale or equivalent is required. A High School Transcript may be requested if the degree diploma does not indicate the CGPA information. If the CGPA is below the graduate Admissions requirements, a CGPA Waiver may be requested (See CGPA Waiver Policy). The School of Education and the School of Public and International Affairs list additional requirements for graduate admissions. They include the following:

- **OFFICIAL RECOMMENDATION** Minimum of two official recommendations from a professional who can speak to the candidate's academic abilities (preferably from a current/former instructor or a current/former employer, at least one must be dated within the last three years), All recommendations should be written in English or provide an official translation.
- **ACADEMIC STATEMENT OF PURPOSE** of 500 words defining the applicant's academic interests, professional objectives, areas of interest to be explored in the program, and reasoning behind joining the program. The statement of purpose should demonstrate an understanding of the specific program to which the candidate is applying and make connections to the applicant's eventual career aspirations. Statements must be written in English in the candidate's own words.
- **RÉSUMÉ/CURRICULUM VITAE** detailing current and/or previous work history and education. Previous work history is not a requirement for admission.
 - (l) Foreign transcripts of international students seeking admission must be evaluated by a member of Association of International Credential Evaluators (AICE), American Association of Collegiate Registrars and Admissions Officers (AACRAO), or National Association of Credential Evaluation Services (NACES) to validate equivalency with graduation from high school and eligibility to enter college or university in the United States.

(d) It is the responsibility of the institution to maintain student records, which reflect the requirements for admission of all students.

(e) Institutions are not precluded from admitting, under different requirements, students who are beyond the age of compulsory school attendance or who may be otherwise specially circumstanced, such as: (i) having financial sponsorship through contractual arrangements with public or private organizations;

(ii) having identifiable needs requiring remedial instruction as a supplement to the regular curricula;

(iii) participating in innovative postsecondary programs specially described to ACICS; or

(iv) being enrolled in individual courses not leading to an academic credential.

5. 2/27/2018-Deletions and additions of board members on p. 14, Section 1.4 “Governance”

VIU is a private non-profit university governed by its Board of Trustees. The main function of the Board of Trustees, as mandated in the by-laws, is two-fold: to develop policies for the advancement of VIU and to support the president of the university in the implementation of those policies. In addition, the VIU's Board of Trustees provides guidance, monitoring, and assistance to the President of the university in fundraising, public affairs, and building key alliances to assist in and support the growth of the university.

VIU's current Board of Trustees includes:

~~Dr. Thomas Cellucci~~ Mr. Cemil Teber.....Chair
~~Dr. Marietta Bradinova~~.....Vice Chair
~~Mr. Sean Aykan~~.....Treasurer
~~Mr. Yusuf Cetinkaya~~ Mr. M. Siddique Sheikh.....Member
~~Ms. Brigit Akpinar~~ Dr. Gary CarlsonMember
~~Ms. Namuuntuya Munkh-Erdene~~Member
~~Mr. Harry Le Grande~~.....Member
~~Dr. Isa Sarac~~.....Non-voting Member ~~VIU President~~
~~Ms. Camilla Meros~~.....Non-voting Member/Secretary

Article II, Section 1, of the bylaws provides general powers to the Board of Trustees. It states, “All Corporate Powers shall be exercised by or under the authority of, and the business and affairs of the corporation shall be managed under the direction of, its Board of Trustees, in accordance with the purposes and subject to any limitations set forth in the articles of incorporation.”

6. 4/24/2018-Additional text and Moodle replaced with Canvas on p. 40, Section 4.12
“Cancellation and Refund Policy”

A student may elect to cancel the Enrollment Agreement with no financial penalty at any point prior to the start of the semester or the end of the add/drop period. Any cancellation that takes place after the add/drop period will follow the university's stated refund policy. All tuition refunds will be made within a period of 45-days following the cancellation notice.

Applicants, who have not visited the school prior to enrollment, will have the opportunity to cancel their enrollment without penalty within three business days following the regular orientation procedures and/or a tour of the facility to include inspection of the equipment used to provide training and services. There will be no penalty, and such individuals shall be entitled to a full refund.

If a student elects to drop one or more courses or withdraw from the university, the following refund schedule will be used to determine any outstanding financial obligation for which the student may be responsible:

Last Date of Attendance	Tuition Refund Amount*
Up to the last day of add/drop period	100% of the semester tuition
After the add/drop and through 25% of the semester	50% of the semester tuition
Through 50% of the semester	25% of the semester tuition
After 50% of the semester	No refund will be issued

* Excludes all fees

To initiate the refund process, the student can submit a Refund Request Form or contact to Student Accounts Office. Students may download the form on our website or obtain a hard copy of the form from the Accounting Office. Student Accounts Office reviews the student accounts periodically and contact to students with overpayment. Student can decide to request refund or keep the overpayment balance to their account. The bank transaction fee, however, will be deducted from this total. In general, VIU will refund the tuition deposit in the same manner as it was received by VIU (credit card payment, bank wire transaction, or check). Please note, **VIU will only issue tuition refunds to the organization or person who made the original payment.** All fees (application fee, postage fee, student service fee, etc.) are not refundable.

The official withdrawal date, for the purpose of a refund calculation, will be the last date on which the student was recorded present for a class. If no payment was made, or if the student was participating in a payment plan and the payments are insufficient to cover the student's obligations according to the schedule above, the university will send the student a bill for the difference. If the student's financial obligation is not fulfilled, VIU is authorized to do the following until the money owed is paid:

- a) Withhold the release of the student's academic records or any information based upon the records.
- b) Withhold the issue of the student's transcripts.
- c) If the student's account remains delinquent, VIU reserves the right to terminate enrolment and cancel F-1 visas of international students
- d) Late tuition payments are subject to financial penalties

Financial hold will be placed and access to student portal and ~~Moodle~~ Canvas will be blocked