ADA University

Academic Catalogue

2023-2024 Academic Year

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Introduction and Announcements

Nature of Announcements. Announcements contained in this publication are subject to change without notice and may not be regarded as binding obligations to the University. The University reserves the right to change any provisions or requirements. Only the Chief Academic Officer or designee can approve changes to the Catalog except where otherwise stated within.

When students matriculate with ADA University, they come under the academic requirements of the edition of the Catalog at that time. Students may graduate under these academic requirements even though subsequent Catalogs may change. Academic requirements include competency requirements, general education requirements, grade point average requirements, major course requirements, overall unit requirements and related curriculum matters. Grading practices, tuition, fees, and other matters are not considered to be "academic requirements" and are subject to change at the discretion of the University. Should new changes be to their advantage, undergraduate students may graduate under the conditions of the newer catalog.

Student Responsibility for Catalog Information. Students are held individually responsible for the information contained in the Undergraduate and Graduate Catalogs. Failure to read and comply with University regulations will not exempt students from whatever penalties they may incur.

Brief History of ADA University

ADA University was established under decree dated January 13th, 2014, by the President of the Republic of Azerbaijan. The University is a state higher education institution engaging in the delivery of undergraduate and graduate degree programs in addition to the advancement of fundamental and applied research.

The University is the legal heir of the Azerbaijan Diplomatic Academy (ADA) and the Information Technologies University. They were merged in January 2014 to establish ADA University.

Founded on March 6, 2006, the Azerbaijan Diplomatic Academy began offering Advanced Foreign Service Program to diplomats of the Ministry of Foreign Affairs and civil servants in the government, as of January 2007. The Academy launched its first Master of Arts in Diplomacy and International Affairs in September 2009, followed by two bachelor's degree programs in International Studies and Business Administration in September 2011. The Academy expanded to a new "green" and "smart" campus in the City of Baku in September 2012.

Currently, the University's academic enterprise includes the School of Public and International Affairs, School of Business, School of Education, School of Information Technologies and Engineering, School of Law, School of Desing and Architecture and School of Agriculture and Food Science. Across all these schools, the University offers 12 undergraduate degrees and 12 graduate degrees.

Mission, Vision and Values

Our mission is to cultivate highly intellectual solution providers who are closely collaborating, effectively communicating members of global community with ethics and sense of citizenship.

To achieve this mission, ADA University continually strives to be a world class Azerbaijani university with an excellence of "müəllim and alim" in an innovative learning culture.

Our core values are:
1. Academic excellence and freedom
2. Accountability and shared governance
3. Honor, integrity and transparency
4. Diversity, collaboration and communication
5. Social responsibility

Honor Code

ADA University is a community of students, staff, faculty and administrators, united by the common goal of promoting excellence in education, research, and service. ADA University strives to provide state-of-the-art facilities and a supportive environment for its community members to engage in an inspiring and dynamic learning process. The University places a high value and emphasis on the academic success and achievements of its community members. However, this must be obtained in an environment guided by academic honesty, integrity, and with a commitment to personal and mutual accountability. The University's philosophy is centered on the idea that academic integrity and honesty should be promoted not by use of sanctions and threats, but rather by instilling an academic culture grounded by these values. The Honor Code contains a list of academic rules and procedures essential to guide the conduct of students, staff, faculty, and administrators alike. The sanctions contained in this guide are intended only as a last resort, allowing ADA University to defend itself and its reputation against violations of these generally accepted standards of proper academic conduct.

Principles of Academic Honesty and Integrity

a. Do Not Lie! Purposefully providing false information by lying, falsifying, deceiving, or
   fraud is unacceptable behavior at ADA University.
b. Do Not Cheat! Violating rules of examinations, tests and other assignments as well as accepting unauthorized help is not acceptable behavior at ADA University.
c. Do Not Plagiarize! Using someone else's intellectual or physical work without giving proper credit to the author or submitting the same paper for two or more classes without receiving prior consent from the necessary authorities, is not acceptable behavior at ADA University.
d. Do Not Discriminate! Discrimination based on race, gender, ethnicity, religious affiliation, sexual orientation, or disabilities is not acceptable behavior at ADA University.
e. Do Not Help Others Violate These Principles!

For more information, please see the Honor Code attached herewith.

Academic Calendar

ADA University operates on an academic year divided into two equal semesters and a summer term.

- The Fall Semester commences the first Monday of September and continues for 15 weeks of instruction.
- The Spring Semester commences the third Monday of January and continues for 15 weeks of instruction.
- The Summer Term commences the fourth Monday of May and continues for 6 weeks of instruction.

English for Academic and Professional Purposes Program (EAPP) follows the same calendar as the degree programs. For EAPP, Fall and Spring Semesters have two (2) sessions, each with 7.5 weeks of instruction, while Summer Term has one (1) session with 6 weeks of instruction.

- Adjusted "Part of term" dates will be added to Academic Calendar and published on ADA University website.

2023-2024 ACADEMIC CALENDAR	
FALL semester, 2023	
September 11, 2023	Graduate and Undergraduate classes begin
September 20, 2023	Last day to add/drop classes
November 8, 2023	Victory day – Holiday, NO CLASSES
November 9, 2023	Flag day – Holiday, NO CLASSES
November 16, 2023	Midterm grades due
November 18, 2023	Last day to withdraw from classes
December 23, 2023	Last day of classes
December 24-25, 2023	Reading period
December 26, 2023 – January 9, 2024	Final exams
December 31, 2023 – January 3, 2024	New Year Holidays, NO EXAMS
January 13, 2024	Final Grades Due
SPRING Semester, 2024	
January 22, 2024	Graduate and Undergraduate classes begin
January 31, 2024	Last day to add/drop classes
March 8, 2024	International Women's Day – Holiday, NO CLASSES
March 20-24, 2024	Novruz Holiday – NO CLASSES
April 3, 2024	Midterm grades due
April 6, 2024	Last day to withdraw from classes
April 11-12, 2024	Ramazan Bayram – NO CLASSES
May 11, 2024	Last day of classes
May 12-13, 2024	Reading period
May 14-23, 2024	Final exams
May 27, 2024	Final Grades Due
TBC	Commencement Ceremony
SUMMER Term, 2024	
May 27, 2024	Summer term classes begin
May 28, 2024	Republic day – NO CLASSES
June 1, 2024	Last day to add/drop classes
June 15, 2024	National Salvation Day – NO CLASSES
June 19, 2024	Midterm grades due
June 20-21, 2024	Gurban bayram – NO CLASSES
June 22, 2024	Last day to withdraw from classes
June 26, 2024	National Army Day – NO CLASSES
July 7, 2024	Last day of classes
July 7-8, 2024	Reading period
July 9-14, 2024	Final exams
July 18, 2024	Final Grades Due

Academic Policies and Procedures

This section summarizes the body of academic regulations in place at ADA University for the conduct of undergraduate and graduate education.

Students are held individually responsible for the information contained in the University Catalogue. Failure to read and comply with University regulations will not exempt students from whatever penalties they may incur.

Based on a compelling rationale, a petition for an exception may be made with respect to a specific academic regulation by a student or faculty member. Such a petition should be directed in writing to the Dean of a respective academic unit, which will, then, be forwarded to the Vice Rector of Academic Affairs or designee for consideration.

Academic Progress Toward Degree Completion

To maintain academic progress toward degree completion, students are to maintain a certain GPA.

Undergraduate students are to maintain a 2.00 cumulative GPA, as well as a 2.00 GPA in their major.

Graduate students are to maintain a 2.75 cumulative GPA.

A Withdrawal (W) in a course constitutes an attempt but not a completion of the course and can adversely impact the student's progress toward degree completion.

Students who are not achieving these requirements may be subject to a probation or dismissal.

Good Academic Standing

Undergraduate students are in Good Academic Standing if their cumulative GPA is 2.00 or higher and have no other barrier to enroll in classes.

Graduate students are in Good Academic Standing if their cumulative GPA is 2.75 or higher and have no other barrier to enroll in classes.

Undergraduate Continuance Regulations

At the end of each semester – Fall and Spring – the academic advisor will review the records of all students who do not maintain a 2.00 grade point average (GPA) and will act according to the following policies, which are summarized below.

Academic Probation

An undergraduate student is placed on academic probation if the student's cumulative GPA falls below 2.00 at the end of a semester. Undergraduate students cannot be placed on academic probation for more than three consecutive semesters. Following three consecutive semesters of academic probation, an undergraduate student will be permanently dismissed if the cumulative GPA remains below 2.00. Undergraduate students who achieve a cumulative GPA of at least 2.00 during the period mentioned above are removed from academic probation and placed in good academic standing. Undergraduate students on academic probation who are (according to their class standing as defined in the Academic Catalogue) in their first or second year are required to adhere to the following rules:

  a. They are strongly recommended to take no more than 4 courses per semester.
  b. They must repeat failed courses provided that the courses are offered.
  c. They must regularly meet with their Academic Advisor.
  d. They must participate in a student success program.

If a student is assigned an Incomplete grade and the final assigned grade brings that student's cumulative GPA below the required level, the student will be placed on academic probation at the end of the semester.

Academic dismissal is permanently recorded on the transcript.

EAPP Continuance Regulations

EAPP students are expected to receive an overall grade of "C" (73%) and above for the level. If an EAPP student receives an overall grade below "C" (73%), that student must repeat the entire level.

Academic Probation

An EAPP student, except in Level 1, will be placed on academic probation for one session/semester, if that student's grade for the previous session/level was below "C" (73%) and he/she repeats the entire level.

Academic Dismissal

Failure to achieve an overall grade of "C" (73%) or above for the level at the end of the academic probation will result in academic dismissal from the University.

The total study period in EAPP may last for a maximum of two years. If a student fails to achieve the required level in two subsequent academic years, or during a probation period, he/she will be dismissed from the University. A student may apply for readmission to ADA University after the completion of one semester after dismissal. Readmission applications are evaluated based on the total record of the student and consistent with the admission practices in effect at the time of application. A student who is readmitted is governed by the academic and financial requirements and Catalogue in effect at the time of re-admission. Students who were dismissed after Honor Code or Student Code of Conduct violation or with the score below D (60%) are not eligible for readmission. Students eligible for readmission must apply for readmission to degree program one semester after dismissal by submitting the required IELTS/TOEFL/PTE/Duolingo exam results.

Graduate Continuance Regulations

At the end of each semester – Fall and Spring – the Graduate Program Advisor will review the records of all students who do not maintain a cumulative 2.75 grade point average (GPA) and will act according to the policies summarized below.

Academic Probation

A graduate student is placed on academic probation if the student's cumulative GPA falls below 2.75 at the end of a semester. Graduate students cannot be placed on academic probation for more than two consecutive semesters. Following two consecutive semesters of academic probation, a student will be permanently dismissed if the cumulative GPA remains below 2.75. Students who achieve a cumulative GPA of at least 2.75 during the period mentioned above are removed from academic probation and placed in good academic standing. Graduate students who fail to achieve a cumulative GPA of at least 2.00 at the end of the first academic year will be permanently dismissed. If they are enrolled in a degree program that requires them to attend courses during the Summer term, they will be dismissed after the Summer term of the first academic year if their cumulative GPA is below 2.00. A graduate student on academic probation may not enroll in more than 18 credits per semester of attendance (no more than 12 credits in the summer term).

If a student is assigned an Incomplete grade and the final assigned grade brings that student's cumulative GPA below the required level, the student will be placed on academic probation at the end of the semester.

Academic dismissal is permanently recorded on the transcript.

Cumulative Grade Point Average

Computation of the cumulative grade point average includes only those in-residence courses taken for conventional grades (A, A-, B+, B, B-, C+, C, C-, D+, D, F, or FX).

The following courses are not included in the grade point average: courses taken on a pass/fail basis, courses numbered below the 1000 level, and courses with an Incomplete grade.

Credits accepted upon transfer from other institutions are included in the total number of credit hours applicable to degree requirements, grades earned in such courses are recorded on the permanent record at ADA University, but are not used in computing the average needed for graduation.

GPAs will not be rounded for purposes of evaluating academic progress toward degree completion of academic standing (e.g., a cumulative or semester GPA of 1.99 will not be rounded to 2.00).

Degree Requirements

Students are expected to graduate under the Catalogue in effect at the time of their first enrolment. The Catalogue year is the year student starts the degree program. Students may not "tailor make" their own degree requirements by selecting partial requirements from more than one catalogue.

Evaluation of Academic Performance

Judgment regarding standards of evaluation for a student's academic performance is a faculty responsibility. Students should consult the policy on Student Academic Grievances for any matters of concern. No single grading component of courses taught at ADA University shall exceed the 40% of the overall course grade.

Student Academic Grievances

In cases of complaint or disagreement over academic matters not resolved by consultation among the parties, the University provides the student the right to initiate a grievance procedure, as described in the Student Academic Grievance Policy, attached herewith.

Student Enrolment Status

Degree Students

Undergraduate students are considered full-time if enrolled for at least 30 credit hours in a Fall or Spring semester.

Graduate students are considered full-time if enrolled for at least 18 credit hours in a Fall or Spring semester of their first year and at least 24 credits in a Fall or Spring semester of their second year. Students must choose their part-time/full-time status before the end of add/drop period in their first year Fall or Spring term. Change of enrolment status beyond the add/drop period of the first year's Spring term is not allowed.

To register for more credit hours (overload), students must receive permission from their academic unit.

Undergraduate students must have completed at least 30 credit hours and have at least 3.00 cumulative GPA to carry an overload. Overload at undergraduate level is considered as one additional course to the normal load in the relevant semester. Only students in the last year of their studies may take one course overload provided that they have good standing.

Graduate students must have completed at least one semester and have at least 3.50 cumulative GPA to carry an overload. Overload in graduate level is considered as one additional course to the normal load in the relevant semester. Only students in the last year of their studies may take one course overload provided that they have good standing.

Non-degree Students

Non-degree enrollment status is designed for students who wish to take courses offered by ADA University but either do not plan to pursue a degree or are not yet enrolled at ADA University as full-time students.

Non-degree students are allowed to register for no more than 30 credits in total and no more than 12 credits in one semester.

Non-degree enrollment status does not require a formal admission process. However, the University reserves the right to evaluate the applicant's English language skills, academic background, work experience and community involvement to determine their ability to maintain the standards of academic and professional conduct expected at ADA.

Students who want to apply for non-degree status must contact the Office of Admissions and Student Records.

- All non-degree students register on a space available basis.

- Non-degree students are given grades for the courses taken at ADA University,

reviewed according to ADA standards of good academic performance, and provided with academic records.

• In case of admission to ADA University degree programs, non-degree students may transfer earned credits according to ADA University credit transfer policy. Such credits can be used for degree if completed no more than 2 years before the admission.

• Non-degree students are charged based on effective financial policies.

Enrolment as a non-degree student does not guarantee acceptance into a degree program.

Student Class Standing

Class standing is determined by the total number of credits that students have earned, with adherence to the policies for repetition of courses, including graded courses at ADA University, or transferred courses.

Credits that are not included in calculating class standing are credits not completed (N, I), or credits not accepted through transfer, examination, or experiential learning.

The following is the range of hours for undergraduate class standing.

First Year: 0-59 credit hours
Second Year: 60-119 credit hours
Third Year: 120-179 credit hours
Fourth Year: 180-240 credit hours or more

The following is the range of hours for graduate class standing:

First Year: 0-41 credit hours
Second Year: 42-90 credit hours and more

Course Levels

0999   Non-Credit Courses
1000   Undergraduate first level courses
2000   Undergraduate second level courses
3000   Undergraduate third level courses
4000   Undergraduate fourth level courses
5000   Graduate Courses that are core graduate courses and courses of general importance in the field.
6000   Graduate Courses that are advanced courses for the master's degree in the field of study.

Undergraduate Students with Senior Standing taking graduate courses

Undergraduate degree-seeking students with fourth year class standing and a 3.00 or better cumulative grade point average may be allowed to take up to 12 hours of graduate course work for undergraduate credit during their tenure at undergraduate level, upon approval of their advisor and the Dean. The graduate credit may be used as a substitution for required undergraduate courses only with the approval of the advisor and the Dean of the student's undergraduate program. All graduate hours applied to the undergraduate degree will be counted in the undergraduate grade point average, will appear on the undergraduate transcript, and will be used to determine graduation with honors.

Students may transfer these credits to their graduate program at ADA University within 2 years after the course was taken. The general transfer rules apply in this case.

Registration

Initial Course Registration

Students are responsible for identifying implications for their satisfactory academic progress and enrolment status at the University, including impact on financial aid, which results from any change in registration. Students may consult with Academic Advisors to better understand issues of registration and its impact.

Students are also responsible for verifying that all changes in registration are reflected in their official student record.

Students must be registered to participate in a class. Before registration, students should plan their program with their academic advisor.

Add-Drop Period

The add/drop period is the first 10 days of the semester or the equivalent for summer terms. During the add/drop period, students may add or drop courses or change course sections, except when academic unit or teaching unit explicitly prohibits it, without penalty or notice on their transcript.

Drop or Withdraw from a Course

Dropping a course results in no record of the course on the student's academic transcript. Withdrawing from a course results in a W recorded on the student's academic transcript. In both cases, the cumulative GPA is not affected.

Drop a Course

Students may drop courses except for the last course, on the student portal before the tenth day of classes.

If a student wants to drop all courses before the end of add/drop period and does not enroll in any other courses, the student must contact advisor for a leave or separation from the University. Discontinuation of attendance at a class or notification to the instructor is not sufficient to constitute an official drop from all courses. Occupied University housing must be vacated promptly by students who drop all classes.

Withdraw from a Course

After the end of add/drop period or the equivalent for the summer term, students may withdraw from a course up until the end of the tenth week of the semester or the equivalent for summer term by requesting the course withdrawal on Banner SIS. Some additional restrictions on course withdrawals may apply to specific academic programs and international students. Additional restrictions may also apply to courses used to satisfy the University minimum requirements.

When students withdraw before the end of the tenth week of the semester or equivalent for other terms, a grade of "W" is entered for that course. Discontinuation of attendance at a class or notification to the instructor is not sufficient to constitute an official Withdrawal. The withdrawal policy may not apply if a student has been charged with a violation of the Honor Code or Student Code of Conduct.

A student may not withdraw from a course after the tenth week of class.

Students may withdraw from no more than four courses during their tenure at the University and no more than one course per semester. Undergraduate students on probation may withdraw from two courses per semester.

Interruption of Studies Due to Temporary Leaves

A temporary leave is an interruption in studies from the University for a specified period after which the student is expected to return. A Temporary Leave is initiated by the student in consultation with the student's academic unit.

There are four kinds of temporary leaves:

- general,
- medical,
- military,
- trauma and bereavement leave.

Medical leave covers only personal health reasons. Family health reasons are covered under a general temporary leave.

Students on temporary leave are not registered with the University; therefore, their use of ADA University facilities will be limited to those privileges granted to the public. Students are responsible for understanding the implications of a temporary leave for housing, financial aid and progress toward the degree. International students are advised that taking a temporary leave may affect their student visa status and should consult with the Office of International Students in the Office of Student Services.

Students who do not return at the end of the leave will be automatically separated from the University. Separated students must apply for readmission and must meet current admission criteria and program requirements.

Students may not take more than two years of leave.

General Temporary Leave

Students desiring a Temporary Leave should meet with their academic advisor and fill out Temporary Leave Request form. The academic unit will approve or deny the Temporary Leave request and will notify the Office of Admissions and Student Records when Temporary Leave is granted. Students must request the leave no later than the end of add/drop period in the semester in which the leave will begin.

The Temporary Leave becomes void if the student attends any domestic or foreign college or university during the period of leave, unless the student obtains a Permit to Study at Another Institution or a Medical Permit to Study from the academic unit.

Medical Temporary Leave

Students must request a medical leave of absence through their academic advisor and by filling out Temporary Leave Request form. The duration of a Medical Temporary Leave may be for up to one year for personal health reasons. The student should provide medical documentation

that supports the requested action together with the form. The approved form will be forwarded for the verification to the Office of Admissions and Student Records.

Student who requests Medical Leave after the end of course withdrawal period will receive Incomplete grades from all courses. Such student may resume studies only after resolving all of his/her incomplete grades based on Incomplete grade policy.

When the student is ready to resume studies, the student must submit Resume of Studies form to the Office of Student Records and Registration.

Military Temporary Leave

Students may be required to leave the University to fulfill military obligations. In the instance of such absences, students must inform their academic advisor and submit the Temporary Leave Request form with a copy of their military orders to the Office of Student Records and Registration.

Students may resume their studies at the University if arrangements are made for their return within the first six months following the end of their absence and if the University still offers the degree program. They may continue to work for the same degrees in which they were enrolled at the interruption of their studies in accordance with the regulations in effect at the time they left.

Trauma and Bereavement Policy

In the event of a personal tragedy or trauma, students may need to coordinate alternative arrangements to complete coursework. Students or their authorized representative may contact the academic unit. If students think it is not in their best interest to complete the semester or to return to campus the next semester, they may elect to take a Temporary Leave or separate from the University.

Special Course Types

Courses Taken for Audit

Students do not receive credit for audited courses. Students can take maximum 2 audit courses per semester. Auditing a course during the Summer term is not allowed.

Faculty may establish standards of class participation and/or attendance for auditing students. When a student fails to meet those standards for auditing a course, the instructor will assign the grade of ZO (administrative withdrawal from audit).

Master Theses and Capstone Projects At the beginning of their second year, graduate students require a minimum cumulative GPA of 3.50 to be eligible to enroll in the course Master Thesis I. All other students will enroll in the course Capstone I. Students who successfully complete the course Master Thesis I will write a Master Thesis during their last semester. Students who successfully complete the course Capstone I, and students who fail to pass the course Master Thesis I will complete a Capstone Project during their last semester. Students who fail to complete the course Capstone I must repeat the course. Graduate programs of the School of Business and the School of IT and Engineering may have different regulations, which will be specified in the descriptions of the respective programs.

Most of the University's graduate programs require that Master Theses are graded on a Pass/Fail basis (P or FZ; exceptions are specified in the descriptions of the respective programs)

Internships and Career Development Skills for Undergraduate and Graduate Students

Qualified, undergraduate degree-seeking students in all full-time programs must enroll in credit-bearing Internships with Career development course built in them, which are part of the student's studies at ADA University.

Undergraduate students enroll in Career Development Skills and Strategies course during their third year of study. To enroll in Internships, undergraduate students must have completed 120 earned credits, while graduate students must have completed at least 36 credits at the University. Credit hours assigned for undergraduate Career Development Strategies and Skills course is set at 6 ECTS. Internship is a required part of the course to be taken in either Spring or Summer terms of the same Academic year. Students failing Career Development Strategies and Skills component are subject to the retake of the course before progressing into the credit-bearing Internship. Students failing the Internship component of the course should retake only required internship part by completing minimum requirement of 120 hours of work.

General requirement for undergraduate degree students for the credit-bearing internship is - minimum of 120 hours over minimum 4-6 weeks are required for each internship.

Graduate degree-seeking students in all full-time programs of the School of Public and International Affairs, and the School of Education have credit-bearing Internship offered to them as a Technical elective within their programs of study at ADA University.

Graduate Credit-bearing internship course as a Technical elective is set at 6 ECTS. General requirement for the credit-bearing internship is - minimum of 180 hours over minimum 5-6 weeks including in-class Internship seminar hours.

All students, with the permission of their instructors, may vary their scheduled hours if they meet the total minimum requirement by the end of the term. Students who elect to work more than the minimum may do so, without any impact on the credit hours. Internships can be paid or unpaid consisting of work assignments with a significant experiential component under the guidance of an ADA University instructor. Instructor and teaching unit approvals are required for internships. An important component of any internship is the availability of an internship placement opportunity that will provide sufficient substantive work to merit academic credit. To receive academic credit, the work for the internship must be more substantive than administrative, with non-administrative work comprising in general at least sixty percent (60%) of the work performed. The course instructor must provide the student an academic syllabus with clear learning outcomes for the course and internship, communicate regularly with the student, and require assignments designed to provide a foundation and support for the internship. The assigned faculty mentor is responsible for the assessment of the student's internship performance, which must include an assessment by the workplace supervisor. The workplace supervisor's assessment can count for no more than half the final grade. The academic component of the course must be valued as at least half of the final grade.

Internships and undergraduate Career Development Skills and Strategies (CDSS) course are graded as Pass/Fail. Detailed Guidelines and Forms for the Credit-bearing internship will be provided within the CDSS course by the School Career Advisor to all undergraduate students. Graduate students taking internship as a Technical elective should be provided with detailed program and syllabus of the course within in-class seminars by the course Instructor.

Substituting Courses

In cases where repeating a failed course or taking a course from Program of Study is not possible due to discontinuation of a course, a student may petition to substitute one course for another, as long as the course content is significantly similar. The substitute course must be at the same level as the original course. Lower level courses may not be used to substitute for upper level courses.

The student's academic advisor and the Dean of the student's program must approve of the substitution by signing the Course Substitute form. If approved, the grade in the new course taken will be included in the GPA calculation. In case of a repeat of a discontinued course the grade of the first course taken will remain on the transcript with an asterisk and will be excluded from the GPA and earned credit calculation. The grade for the substitute course will be included

in the GPA and earned credit calculation.

In cases when a course is discontinued, and substitution is not possible, the course requirement can be waived upon the approval of Academic advisor and the Dean. A course waiver does not decrease the overall credit requirements for graduation.

Separation or Suspension from the University

Voluntary Separation

Students in good academic standing wishing to separate from the University the following semester must notify the Office of Admissions and Student Records and may do so at any time up to and inclusive of the last day of classes, provided their academic progress during the semester does not result in academic dismissal.

A student who is considering separating from the University should consult with the academic unit as soon as possible to determine whether there are other more viable alternatives.

A separation can be initiated by the student or a representative of the University.

Separations requested after the last day of instruction or by students on academic probation will only be approved by the academic unit if the student's academic progress does not result in academic dismissal.

A separation from the University results in the loss of active student status.

Students who are eligible to enroll in courses for a semester, but who do not enroll, will be separated from the University.

Following a separation, students in good academic standing, on probation 1 and with no academic standing can apply to the University admissions office for re-admission in the following year and regain active student status. Students who separate from the University after the end of course withdrawal period may only resume their studies after completing one semester away from university. Students who separate from the University and are subsequently readmitted, will not be readmitted again after they separate from the University second time for any reason.

Involuntary Non-Academic Suspension

The University may suspend a student from the University for an interim period pending disciplinary or criminal proceedings or medical evaluation regarding behavior relevant to such proceedings.

The interim suspension will be effective immediately without prior notice whenever there is evidence that the continued presence of the student at the University poses a substantial and immediate threat to him or herself, to others, or to the stability and continuance of normal University functions. Interim suspension excludes students from university premises and other privileges or activities.

Student Records and Registration

The Office of Admissions and Student Records ensures the integrity, accuracy and security of all academic records of current and former students; facilitates effective student registration and enrolment; builds and manages secure student data files and sets policy and procedure for their responsible use; maintains up-to-date course schedules, catalogs, final examination schedules; manages efficient use of classrooms; and supervises and maintains the Banner Student Information System.

The Office of Admissions and Student Records processes the articulation of transfer credits, graduation and certification of baccalaureate and master's degrees, enrolment and degree verification, production of official transcripts, diplomas and commencement ceremonies. The Office of Admissions and Student Records counsels and advises students, faculty, and staff on academic matters; and interprets and enforces policies and regulations of the University and national educational standards.

The Office of Admissions and Student Records is responsible for:

- Managing Student Information Systems (Banner Student System and Power Campus [legacy])
- Interpretation and enforcement of University academic policies
- Preparing academic documentation in accordance with legislation of Azerbaijan
- Preparing academic reports for the government agencies
- Collaborating with all university units to facilitate and improve academic service
- Academic registration, add/drop and withdrawal process
- Academic scheduling
- Scheduling of the final examination
- Reserving classrooms for special meetings, etc.
- Preparing the University calendar
- Certifying University degrees
- Certification of eligibility for honors
- Providing student-related information to University offices and departments
- Security of student records
- Transcript service
- Academic advising support
- Verification of application for major records and transfers
- Assisting in curriculum development and modification
- Noting exceptions to academic policies, including academic records, course substitutions, grade changes, and overload approvals
- Coordinating of the grade appeal process
- Monitoring student leaves and withdrawals
- Assisting in the development of annual enrolment goals

The Office of Admissions and Student Records intends to serve all students—prospective, current and former. Please contact us either electronically or in person for additional information.

Academic Forms

The following forms are available from the Office of Student Records and Registration. A form must be printed, filled out and signed to become official.
Forms may be scanned and emailed to the Office of Admissions and Student Records at records@ada.edu.az

Course Substitution Form
Credit Transfer Form
Course Waiver Form
Grade Appeal Form
Grade Change Form
Incomplete Grade Form
Name Change Form
Resume of Studies Form
Readmission Form
Second Career Declaration Form
Temporary Leave Request Form
Voluntary Separation Form

Office of Admissions and Student Records
Tel: (+994 12) 437 3235
Fax: (+994 12) 437 3236

E-mail: records@ada.edu.az; registration@ada.edu.az

Programs of Study

Definitions

A prerequisite - is a course that must be completed prior to enrolling in a specific course. Generally, the prerequisite course is taught at a lower level and covers theories and skills that student will be expected to know before taking the higher-level course. Example, It is required to complete CSCI 1101 - Programming Principles I with minimum B- or CSCI 1202 - Programming Principles II with minimum D grade for being eligible to enroll in CSCI 2304 - Data Structure & Algorithms course.

A corequisite - is a course that must be taken simultaneously in order to enroll in another course. Example, PHYS 1201 - Physics I course is a corequisite of PHYS 1201L - Physics I Lab. Therefore, these two courses must be taken at the same time.

An anti-requisite - is a course with substantially overlapping content as another course and therefore, prevents student from taking that course for which is stands as an anti-requisite. Example, STAT 2301 - Business Statistics course is anti-requisite of STAT 1101 - Introduction to Statistics course. Therefore, student who should take STAT 2301 - Business Statistics course as part of their Program of study requirement cannot enroll in STAT 1101 - Introduction to Statistics course.

School of Business

Admission Year   Component Areas (CA)

GE	General Education
MC	Major Core
TE	Technical Elective
FE	Free Elective
EN	Functional Enabler

2023

*Students who enrolled prior to Fall 2023 should consult their academic advisors for the correct program of study and information about changes in the course numbering system.

Bachelor of Business Administration

		COURSE CODE	CA	COURSE TITLE	ECTS	ANTIREQ	COREQ	PREREQ
FIRST YEAR	**FALL**	ECON 1101	MC	Principles of Microeconomics	6			
		BUSA 1100	MC	Fundamentals of Business	6			
		MATH 1001	GE	Calculus I	6	MATH 1111		
		WRIT 1101	GE	Writing & Information Literacy I	6			
		SOCS 1100 SOCS 1101	GE	Introduction to Sociology *or* Introduction to Social Psychology	6			
		PDEV 0901	EN	My ADA				
	SPRING	ACCT 1200	MC	Financial Accounting	6			
		ECON 1202	MC	Principles of Macroeconomics	6			
		WRIT 1202	GE	Writing & Information Literacy II	6			WRIT 1101
		COMM 1200	GE	Public Speaking & Persuasion	6			
		PHIL 1201 PHIL 1202	GE	Fundamentals of Philosophy or Perspectives on Ethics & Values	6			
SECOND YEAR	**FALL**	STAT 2301	MC	Business Statistics	6	MATH 2406; STAT 2311; STAT 2412		
		MGMT 2300	MC	Organizational Behavior	6	PUBA 2400		
		COMM 2300	GE	Leadership, Ethics & Communication - Challenges of Society	6			COMM 1200
		HIST 2302 LITR 2302	GE	History of Azerbaijan *or* Literature of Azerbaijan	6			
		PDEV 2302	EN	Data & Computing Skills	6			
	SPRING	STAT 2402	MC	Business Statistics: Application	6	ECON 3501		STAT 2301
		FINC 2400	MC	Principles of Finance	6			
		MRKT 2400	MC	Principles of Marketing	6			
		PHYS 2400 SCIE 2400	GE	Fundamentals of Physics *or* Introduction to Environmental Sciences	6			
		SOCS 2401 SOCS 2402	GE	Civilizations & Cultures *or* Azerbaijani Studies	6			
THIRD YEAR	**FALL**	ACCT 3500	MC	Managerial Accounting	6			ACCT 1200
		MGMS 3500	MC	Operations Management	6			STAT 2301
		MRKT 3500	MC	Marketing Management	6			MRKT 2400
		***	FE	Free Elective	6			
		PDEV 3900	EN	Career Development Skills & Strategies	6			120 ECTS
	SPRING	FINC 3600	MC	Financial Investments	6			FINC 2400
		BUSA 3600	MC	Entrepreneurship	6			
		MIDS 3600	MC	Management Information Systems	6	MIDS 3601		STAT 2402
		BUSA 3601	MC	Corporate Communications	6	MCOM 2301		MGMT 2300
		***	FE	Free Elective	6			
FOURTH YEAR	**FALL**	BUSA 4790	MC	Business Policy & Strategy - Capstone I	6			150 ECTS
		SMGT 4700	MC	Strategic Management	6			BUSA 3601
		FINC 4700	TE	Corporate Finance	6			FINC 2400
		***	TE	Technical Elective	6			
		***	FE	Free Elective	6			
	SPRING	BUSA 4890	MC	Business Policy & Strategy - Capstone II	6			BUSA 4790
		BLAW 4800	MC	Business Law	6			
		***	TE	Technical Elective	6			
		***	TE	Technical Elective	6			
		***	FE	Free Elective	6			
				Total Credits:	*240*			

Technical Electives: Bachelor of Business Administration

1	ACCT 4701	TE	Topics in Accounting: Financial Reporting I	6			ACCT 3500
2	ACCT 4702	TE	Topics in Accounting: Financial Reporting II	6			ACCT 4701
3	GMGT 4700	TE	Topics in Management: Human Resource Management	6			MGMT 2300
4	BUSA 4701	TE	Topics in Management: Project Management	6			MGMS 3500
5	FINC 4701	TE	Topics in Finance: Valuation	6			FINC 3600
6	FINC 4704	TE	Banking	6			FINC 2400
7	MGMS 4700	TE	Topics in Operations: International Logistics	6			MGMS 3500
8	MGMS 4702	TE	Topics in Operations: Procurement	6			MGMS 3500
9	MRKT 4701	TE	Topics in Marketing: Digital Marketing	6			MRKT 3500
10	MRKT 4703	TE	Topics in Marketing: Brand Management	6			MRKT 3500
11	BUSA 4702	TE	Topics in Business: Risk Management	6			BUSA 3600
12	MIDS 4700	TE	Topics in Business: Business Analytics	6			STAT 2402

Bachelor of Science in Economics

		COURSE CODE	CA	COURSE TITLE	ECTS	ANTIREQ	COREQ	PREREQ
FIRST YEAR	**FALL**	ECON 1101	MC	Principles of Microeconomics	6			
		ACCT 1200	MC	Financial Accounting	6			
		MATH 1001	GE	Calculus I	6	MATH 1111		
		WRIT 1101	GE	Writing & Information Literacy I	6			
		SOCS 1100 SOCS 1101	GE	Introduction to Sociology *or* Introduction to Social Psychology	6			
		PDEV 0901	EN	My ADA				
	SPRING	MATH 1202	MC	Calculus II	6	MATH 1222		MATH 1001
		ECON 1202	MC	Principles of Macroeconomics	6			
		WRIT 1202	GE	Writing & Information Literacy II	6			WRIT 1101
		COMM 1200	GE	Public Speaking & Persuasion	6			
		PHIL 1201 PHIL 1202	GE	Fundamentals of Philosophy or Perspectives on Ethics & Values	6			
SECOND YEAR	**FALL**	STAT 2311	MC	Mathematical Statistics I	6	MATH 2406		MATH 1202
		ECON 2301	MC	Intermediate Microeconomics	6			ECON 1101 MATH 1001
		COMM 2300	GE	Leadership, Ethics & Communication - Challenges of Society	6			COMM 1200
		HIST 2302 LITR 2302	GE	History of Azerbaijan or Literature of Azerbaijan	6			
		PDEV 2302	EN	Data & Computing Skills	6			
	SPRING	STAT 2412	MC	Mathematical Statistics II	6	MATH 2406		STAT 2311
		ECON 2402	MC	Intermediate Macroeconomics	6			ECON 1202
		MATH 2400	MC	Linear Algebra	6	MATH 3501		
		PHYS 2400 SCIE 2400	GE	Fundamentals of Physics or Introduction to Environmental Sciences	6			
		SOCS 2401 SOCS 2402	GE	Civilizations & Cultures or Azerbaijani Studies	6			
THIRD YEAR	**FALL**	ECON 3501	MC	Econometrics I	6			STAT 2412
		ECON 3500	MC	International Trade	6	ECON 4802		ECON 2301
		MATH 3500	MC	Mathematics for Economics	6			MATH 1001 MATH 2400
		***	FE	Free Elective	6			
		PDEV 3900	EN	Career Development Skills & Strategies	6			120 ECTS
	SPRING	ECON 3602	MC	Econometrics II	6			ECON 3501
		ECON 3600	MC	Game Theory	6			ECON 2301
		ECON 3603	MC	International Finance	6	ECON 4802		ECON 1202
		ECON 3601	MC	Public Finance	6	PUBA 3601		ECON 2301
		***	FE	Free Elective	6			
FOURTH YEAR	**FALL**	ECON 4700	MC	Money, Banking & Financial Markets	6			ECON 1202
		ECON 4702	MC	Labor Economics	6			ECON 3602
		ECON 4801	MC	Azerbaijani Economy	6			150 ECTS ECON 2402 ECON 3501
		***	TE	Technical Elective	6			
		***	TE	Technical Elective	6			
	SPRING	ECON 4890	MC	Economic Policy Analysis - Capstone	6			180 ECTS
		***	TE	Technical Elective	6			
		***	TE	Technical Elective	6			
		***	FE	Free Elective	6			
		***	FE	Free Elective	6			
				Total Credits:	**240**			

Technical Electives: Bachelor of Science in Economics

1	ECON 4701	TE	Behavioral Economics	6			ECON 3600
2	ECON 4709	TE	Health Economics	6			ECON 2301
3	ECON 4710	TE	Topics in Microeconomics: Matching & Mechanism Design	6			ECON 2301
4	ECON 4711	TE	Topics in Microeconomics: Economics of Education	6			ECON 3601
5	ECON 4715	TE	Topics in Microeconomics: Conflict Resolution				ECON 2301
6	ECON 4705	TE	Topics in Macroeconomics	6			ECON 2402
7	ECON 4703	TE	Topics in Macroeconomics: Growth & Development	6			ECON 2402
8	ECON 4706	TE	Topics in International Economics	6			ECON 3500 ECON 3603
9	ECON 4707	TE	Topics in Applied Economics	6			ECON 2402
10	ECON 4714	TE	Topics in Applied Economics: Economic Analysis of Law	6			ECON 2301
11	ECON 4716	TE	History of Economic Thought	6			ECON 1202

Bachelor of Science in Finance

		COURSE CODE	CA	COURSE TITLE	ECTS	ANTIREQ	CORE Q	PREREQ
FIRST YEAR	**FALL**	ECON 1101	MC	Principles of Microeconomics	6			
		ACCT 1200	MC	Financial Accounting	6			
		MATH 1001	GE	Calculus I	6	MATH 1111		
		WRIT 1101	GE	Writing & Information Literacy I	6			
		SOCS 1100 SOCS 1101	GE	Introduction to Sociology *or* Introduction to Social Psychology	6			
		PDEV 0901	EN	My ADA				
	SPRING	MATH 1202	MC	Calculus II	6	MATH 1222		MATH 1001
		ECON 1202	MC	Principles of Macroeconomics	6			
		WRIT 1202	GE	Writing & Information Literacy II	6			WRIT 1101
		COMM 1200	GE	Public Speaking & Persuasion	6			
		PHIL 1201 PHIL 1202	GE	Fundamentals of Philosophy or Perspectives on Ethics & Values	6			
SECOND YEAR	**FALL**	STAT 2311	MC	Mathematical Statistics I	6	MATH 2406		MATH 1202
		ECON 2301	MC	Intermediate Microeconomics	6			ECON 1101 MATH 1001
		COMM 2300	GE	Leadership, Ethics & Communication - Challenges of Society	6			COMM 1200
		HIST 2302 LITR 2302	GE	History of Azerbaijan *or* Literature of Azerbaijan	6			
		PDEV 2302	EN	Data & Computing Skills	6			
	SPRING	STAT 2412	MC	Mathematical Statistics II	6	MATH 2406		STAT 2311
		FINC 2400	MC	Principles of Finance	6			
		ACCT 3500	MC	Managerial Accounting	6			ACCT 1200
		PHYS 2400 SCIE 2400	GE	Fundamentals of Physics *or* Introduction to Environmental Sciences	6			
		SOCS 2401 SOCS 2402	GE	Civilizations & Cultures *or* Azerbaijani Studies	6			
THIRD YEAR	**FALL**	ECON 3501	MC	Econometrics I	6			STAT 2412
		FINC 3600	MC	Financial Investments	6			FINC 2400
		FINC 3500	MC	Financial Statement Analysis	6			ACCT 1200
		PDEV 3900	EN	Career Development Skills & Strategies	6			
		***	FE	Free Elective	6			
	SPRING	FINC 4700	MC	Corporate Finance	6			FINC 2400
		ECON 3602	MC	Econometrics II	6			ECON 3501
		ACCT 4701	MC	Financial Reporting I	6			ACCT 3500
		FINC 4704	MC	Banking	6			FINC 2400
		***	FE	Free Elective	6			
FOURTH YEAR	**FALL**	FINC 3601	MC	Financial Modelling	6			FINC 2400
		FINC 4705	MC	Corporate Valuation	6			FINC 2400
		***	TE	Technical Elective	6			
		***	TE	Technical Elective	6			
		***	FE	Free Elective	6			
	SPRING	FINC 4890	MC	Final Project - Capstone	6			180 ECTS
		FINC 4702	MC	Derivative Securities	6			FINC 2400 STAT 2311
		***	TE	Technical Elective	6			
		***	TE	Technical Elective	6			
		***	FE	Free Elective	6			
				Total Credits:	**240**			

Technical Electives: Bachelor of Science in Finance

1	ECON 3603	TE	International Finance	6	ECON 4802		ECON 1202
2	FINC 4706	TE	Asset and Liability Management in Banking	6		FINC 4704	
3	FINC 4708	TE	Fintech	6			FINC 4700
4	ACCT 4702	TE	Financial Reporting II	6			ACCT 4701
5	ACCT 4703	TE	Auditing	6			ACCT 1200
6	FINC 4709	TE	Behavioral Finance	6			FINC 4700
7	FINC 4714	TE	Sustainable Finance and Investments	6			FINC 2400
8	FINC 4710	TE	Private Equity and Venture Capital	6			FINC 4700
9	DNSC 3603	TE	Data Science	6			ECON 3501
10	TAXT 4701	TE	Taxation	6			ACCT 1200
11	FINC 4711	TE	Real Estate Finance	6			FINC 4700

Master of Business Administration

		COURSE CODE	CA	COURSE TITLE	ECTS	ANTIREQ	COREQ	PREREQ
FIRST YEAR	FALL	BUSA 6101	MC	Global Corporate Strategy	4			
		ACCT 5100	MC	Accounting for Managers	5			
		MIDS 5100	MC	Research Methods	5			
		BUSA 6100	MC	Leadership & Organizational Behavior	4			
	SPRING	MIDS 5105	MC	Decision Making Tools	5			
		FINC 5201	MC	Corporate Finance	5			
		ECON 6100	MC	Economics for Managers	5			
		MRKT 5202	MC	Marketing in a Global Context	4			
	SUMMER	***	TE	Technical Elective	5			
SECOND YEAR	FALL	BUSA 6300	MC	Entrepreneurship	4			
		BLAW 6200	MC	Corporate Responsibility & Ethics	4			
		MGMS 6300	MC	Operations Management	5			
		***	TE	Technical Elective	5			
	SPRING	DNSC 6200	MC	Management Information Systems	4			
		BUSA 6106	MC	Change Management	4			
		BUSA 6201	MC	International Business Studies	4			
		BUSA 6290	MC	Final Project	18			
				Total Credits	*90*			

Technical Electives: Master of Business Administration

1	MIDS 6301	TE	Business Intelligence & Analytics	5			
2	BUSA 6404	TE	Project Management	5			
3	FINC 6301	TE	Portfolio Management	5			
4	MGMT 6301	TE	Human Resources Management	5			
5	MRKT 6301	TE	Digital Marketing	5			
6	FINC 6304	TE	Topics in Finance	5			

Master of Business Administration in Finance

			COURSE CODE	CA	COURSE TITLE	ECTS	ANTIREQ	COREQ	PREREQ	FACULTY
FIRST YEAR	FALL	First half	STAT 5100	MC	Quantitative Methods for Business	4				ADAU
			GMGT 5100	MC	Management Studies	4				ADAU
		Second half	ACCT 5100	MC	Accounting for Managers	4				ADAU
			GMGT 5101	MC	Leadership	4				ADAU
	SPRING	First half	ECON 6100	MC	Economics for Managers	4				ADAU
			MRKT 5201	MC	Digital Transformation	4				ADAU
		Second half	FINC 5201	MC	Corporate Finance	4				ADAU
			MRKT 5203	MC	Marketing	4				ADAU
	SUMMER	Module	FINC 5300	MC	Principles & Practice of Islamic Finance	3				MGIMO
			FINC 5301	MC	Internal Control, Audit & Compliance	3				MGIMO
			BUSA 6404	MC	Project Management (modular)	3				ADAU
SECOND YEAR	FALL	Module 1	FINC 6100	MC	Financial Markets & Institutions	2				MGIMO
			FINC 6101	MC	Advanced Corporate Finance	3				MGIMO
			FINC 6102	MC	Corporate Governance & Investor Relations	1				MGIMO
			FINC 6103	MC	Financial Risk Management	3				MGIMO
			FINC 6104	MC	In-company Case Studies (I)	-				MGIMO
		Module2	FINC 6105	MC	Investments & Portfolio Management	2				MGIMO
			FINC 6106	MC	Private Equity	2				MGIMO
			FINC 6107	MC	Business Valuation & Corporate Restructuring	2				MGIMO
			FINC 6108	MC	Digital Finance & FinTech	2				MGIMO
			FINC 6104	MC	In-company Case Studies (II)	3				MGIMO
	SPRING	First half	SMGT 6200	MC	Business Strategy (modular)	4				ADAU
			SMGT 6290	MC	Final Project (incl. Research Methods)	11				ADAU
					Total Credits	*76*				

School of Education

Admission Year	Component Areas (CA)	
	MC	Major Core
2023	TE	Technical Elective
	EN	Functional Enabler

*Students who enrolled prior to Fall 2023 should consult their academic advisors for the correct program of study and information about changes in the course numbering system.

Master of Arts in Education Management in English

		COURSE CODE	CA	COURSE TITLE	ECTS	ANTIREQ	COREQ	PREREQ
FIRST YEAR	FALL	MIDS 5111	MC	Inquiry I: Using Data for Continuous Improvement	6			
		EDUC 5100	MC	Proseminar in Educational Leadership	6			
		EDUC 5200	MC	Leading Educational Organizations	6			
	SPRING	MIDS 5222	MC	Inquiry II: Evaluating Programs & Practices	6			MIDS 5111
		PADM 5203	MC	Organizational Behavior & Management	6			
		FINC 6300	MC	Budgeting & Finance in Public Organizations	6			
		CIAS 5201	MC	Organizing for Learning	6			
SECOND YEAR	FALL	EDUC 6390 / EDUC 6399	MC	Education Policy & Strategy - Capstone I or Master's Thesis I	6			
		EDUC 6300	MC	Implementing Programs & Practices	6			
		LAWE 6300	MC	Legal Issues in Education	6			
		***	TE	Technical Elective	6			
	SPRING	EDUC 6490 / EDUC 6499	MC	Education Policy & Strategy - Capstone II or Master's Thesis II	12			
		***	TE	Technical Elective	6			
		***	TE	Technical Elective	6			
				Total Credits:	**90**			

Technical Electives: Master of Arts in Education Management

1	CIAS 6300	TE	Assessment for Learning	6			CIAS 5201
2	EDUC 6301	TE	Using Student Assessment Data for Organizational Improvement	6			MIDS 5111
3	EDUC 6302	TE	Educational Policy	6			
4	CIAS 6304	TE	Inclusive Education	6			
5	CIAS 6306	TE	Teaching in Post-Secondary Education	6			
6	MGMT 5204	TE	Human Resource Management	6			
7	PDEV 5904	EN	Internship	6			

Master of Arts in Teaching and Learning in English

		COURSE CODE	CA	COURSE TITLE	ECTS	ANTIREQ	COREQ	PREREQ
FIRST YEAR	FALL	MIDS 5106	MC	Inquiry I: Using Data to Improve Teaching & Learning	6			
		SOCS 5100	MC	Contemporary Issues in Teacher Education	6			
		CIAS 5152	MC	Curriculum & Assessment	6			
	SPRING	MIDS 5206	MC	Inquiry II: Course Planning & Evaluation	6			
		CIAS 5151	MC	Fundamentals of Effective Teaching & Learning	6			
		SOCS 5151	MC	Educational Psychology	6			
		PDEV 5150	EN	Pre-Practicum in Teaching	6			
SECOND YEAR	FALL	CIAS 6390 CIAS 6399	MC	Teaching Strategy - Capstone I (Reflective Teaching Portfolio) or Master's Thesis I	6			
		CIAS 5251	MC	Developing Effective Teaching Methods	6			CIAS 5151
		***	TE	Technical Elective	6			
		***	TE	Technical Elective	6			
	SPRING	CIAS 6490 CIAS 6499	MC	Teaching Strategy - Capstone II (Reflective Teacher Portfolio) or Master's Thesis II	12			
		PDEV 6300	EN	Micro-Teaching	6			PDEV 5150
		***	TE	Technical Elective	6			
:				*Total Credits:*	*90*			

Technical Electives: Master of Arts in Teaching and Learning

1	CIAS 5153	TE	ICT in Education	6			
2	CIAS 6300	TE	Assessment for Learning	6			
3	CIAS 6303	TE	Adult Learning	6			
4	CIAS 6304	TE	Inclusive Education	6			
5	CIAS 6305	TE	Teacher Leadership	6			
6	CIAS 6306	TE	Teaching in Post-Secondary Education	6			

Master of Arts in Education Management in Azerbaijani

		COURSE CODE	CA	COURSE TITLE	ECTS	ANTIREQ	COREQ	PREREQ
FIRST YEAR	**FALL**	EDUC 5100	MC	Proseminar in Educational Leadership	6			
		SOCS 5101	MC	Inquiry I: Data - driven Decision Making for School Improvement & Learner Attainment	6			
		CIAS 5152	MC	Curriculum & Assessment	6			
		EAPP 5100 EAPP 5101 TGLG 5100	MC	English for Academic Purposes I *or* English for Academic Purposes II *or* Azerbaijani Language and Literature I (for students from Georgia)	6			
	SPRING	MIDS 5222	MC	Inquiry II: Evaluating Programs & Practices	6			
		PADM 5203	MC	Organizational Behavior & Management	6			
		FINC 6303	MC	Budgeting & Finance in Educational Organizations	6			
		EAPP 5101 EAPP 5200 TGLG 5200	MC	English for Academic Purposes II *or* English for Academic Purposes III *or* Azerbaijani Language and Literature II (for students from Georgia)	6			
SECOND YEAR	**FALL**	LAWE 6300	MC	Legal Issues in Education	6			
		EDUC 5101	MC	Project Management (with Focus on Educational Projects)	6			
		EDUC 6390 EDUC 6399	MC	Education Policy & Strategy- Capstone I or Master's Thesis I	6			
		WRIT 5102	MC	Advanced Writing & Academic Discussion *or* Academic Writing in Azerbaijani	6			
	SPRING	EDUC 6302	MC	Educational Policy	6			
		EDUC 6490 EDUC 6499	MC	Education Policy & Strategy - Capstone II or Master's Thesis II	12			
				Total credits: 90				

Master of Arts in Teaching and Learning in Azerbaijani

			COURSE CODE	CA	COURSE TITLE	ECTS	ANTIREQ	COREQ	PREREQ
FIRST YEAR	FALL		SOCS 5100	MC	Contemporary Issues in Teacher Education	6			
			SOCS 5101	MC	Inquiry I: Data-driven Decision Making for School Improvement & Learner Attainment	6			
			CIAS 5152	MC	Curriculum & Assessment	6			
			EAPP 5100 EAPP 5101 TGLG 5100	MC	English for Academic Purposes I *or* English for Academic Purposes II *or* Azerbaijani Language and Literature I (for students from Georgia)	6			
	SPRING		CIAS 5252	MC	Inquiry II: Course Planning & Evaluation	6			
			CIAS 5151	MC	Fundamentals of Effective Teaching & Learning	6			
			SOCS 5151	MC	Educational Psychology	6			
			EAPP 5101 EAPP 5200 TGLG 5200	MC	English for Academic Purposes II *or* English for Academic Purposes III *or* Azerbaijani Language and Literature II (for students from Georgia)	6			
SECOND YEAR	FALL		CIAS 6305	MC	Teacher Leadership	6			
			CIAS 6304	MC	Inclusive Education	6			
			CIAS 6390 CIAS 6399	MC	Teaching Strategy - Capstone I (Reflective Teaching Portfolio) or Master's Thesis I	6			
			WRIT 5102	MC	Advanced Writing & Academic Discussion *or* Academic Writing in Azerbaijani	6			
	FALL		PDEV 6300	EN	Micro-Teaching	6			
			CIAS 6490 CIAS 6499	MC	Teaching Strategy - Capstone II (Reflective Teaching Portfolio) or Master's Thesis II	12			
					Total credits: 90				

School of IT and Engineering

Admission Year

2023

Component Areas (CA)

GE	General Education
MC	Major Core
TE	Technical Elective
FE	Free Elective
EN	Functional Enabler

*Students who enrolled prior to Fall 2023 should consult their academic advisors for the correct program of study and information about changes in the course numbering system.

Bachelor of Science in Computer Engineering

		COURSE CODE	CA	COURSE TITLE	ECTS	ANTIREQ	COREQ	PREREQ
FIRST YEAR	FALL	CSCI 1101	MC	Programming Principles I	6			
		SITE 1101	MC	Principles of Information Systems	6			
		MATH 1111	GE	Calculus I	6	MATH 1001		
		WRIT 1101	GE	Writing & Information Literacy I	6			
		SOCS 1100 SOCS 1101	GE	Introduction to Sociology *or* Introduction to Social Psychology	6			
		PDEV 0901	EN	My ADA				
	SPRING	CSCI 1202	MC	Programming Principles II	6			CSCI 1101
		MATH 1222	MC	Calculus II	6	MATH 1202		MATH 1111
		WRIT 1202	GE	Writing & Information Literacy II	6			WRIT 1101
		COMM 1200	GE	Public Speaking & Persuasion	6			
		PHIL 1201 PHIL 1202	GE	Fundamentals of Philosophy or Perspectives on Ethics & Values	6			
SECOND YEAR	FALL	PHYS 1201	GE	Physics I	6			MATH 1111
		PHYS 1201L	GE	Physics I Lab	2		PHYS 1201	
		MATH 1101	MC	Discrete Structures	6			
		COMM 2300	GE	Leadership, Ethics & Communication - Challenges of Society	6			COMM 1200
		HIST 2302 LITR 2302	GE	History of Azerbaijan *or* Literature of Azerbaijan	6			
		SITE 2301 ENCE 3503	EN	Competitive Programming I *or* Data & Information Engineering	6			CSCI 1101 (B+) -
	SPRING	CHEM 1201	MC	General Chemistry	6			
		CHEM 1201L	MC	General Chemistry Lab	2		CHEM 1201	
		PHYS 2202	MC	Physics II	6			MATH 1111
		PHYS 2202L	MC	Physics II Lab	2		PHYS 2202	
		CSCI 2304	MC	Data Structures & Algorithms	6			CSCI 1202 *or* CSCI 1101 (B-)
		MATH 2406	MC	Probability & Statistics	6	STAT 2301; STAT 2311; STAT 2412		MATH 1111
		SOCS 2401 SOCS 2402	GE	Civilizations & Cultures *or* Azerbaijani Studies	6			
THIRD YEAR	FALL	MATH 2305	MC	Ordinary Differential Equations	6			MATH 1111
		MATH 3501	MC	Linear Algebra	6	MATH 2400		
		ENCE 2301	MC	Digital Logic Design	6			
		***	FE	Free Elective	6			
		PDEV 3900	EN	Career Development Skills & Strategies	6			120 ECTS
	SPRING	CSCI 2406	MC	Computer Organization & Architecture	6			ENCE 2301
		ENCE 2402	MC	Electric Circuits Design	6			PHYS 2202; MATH 2305
		CSCI 2303	MC	Introduction to Computer Networks	6			
		ENCE 4731	MC	Microprocessor Systems	6			
		***	FE	Free Elective	6			
FOURTH YEAR	FALL	SITE 4790	MC	Senior Design Project I	6			Senior Standing
		ENCE 3504	MC	Introduction to Electronics	6			PHYS 2202
		***	FE	Free Elective	6			
		***	TE	Technical Elective	6			Senior Standing
		***	TE	Technical Elective	6			Senior Standing
	SPRING	SITE 4890	MC	Senior Design Project II	6			Senior Standing
		ENCE 3608	MC	Introduction to Embedded Systems	6			CSCI 2406
		***	FE	Free Elective	6			
		***	TE	Technical Elective	6			Senior Standing
		***	TE	Technical Elective	6			Senior Standing
				Total Credits:	**246**			

Technical Electives: Bachelor of Science in Computer Engineering

1	ENCE 4833	TE	Mobile Robotics	6			Senior Standing
2	INFT 4700	TE	Advanced Topic in Information Technology	6			Senior Standing
3	ENCE 4709	TE	Microcontrollers: Interface & Programming	6			ENCE 3608
4	ENCE 4710	TE	Signal Processing	6			MATH 2305
5	ENCE 4807	TE	Control Engineering	6			MATH 2305

Note: BSCE students starting degree program as of 2016 Catalog year may also take CSCI 3615 - Database Systems, CSCI 4734 - Machine Learning, and INFT 4732 - Advanced Computer Network courses as their technical electives.

Bachelor of Science in Computer Science

		COURSE CODE	CA	COURSE TITLE	ECTS	ANTIREQ	COREQ	PREREQ
FIRST YEAR	**FALL**	CSCI 1101	MC	Programming Principles I	6			
		SITE 1101	MC	Principles of Information Systems	6			
		MATH 1111	GE	Calculus I	6	MATH 1001		
		WRIT 1101	GE	Writing & Information Literacy I	6			
		SOCS 1100 SOCS 1101	GE	Introduction to Sociology or Introduction to Social Psychology	6			
		PDEV 0901	EN	My ADA				
	SPRING	CSCI 1202	MC	Programming Principles II	6			CSCI 1101
		MATH 1222	MC	Calculus II	6	MATH 1202		MATH 1111
		WRIT 1202	GE	Writing & Information Literacy II	6			1101
		COMM 1200	GE	Public Speaking & Persuasion	6			
		PHIL 1201 PHIL 1202	GE	Fundamentals of Philosophy or Perspectives on Ethics & Values	6			
SECOND YEAR	**FALL**	PHYS 1201	GE	Physics I	6			MATH 1111
		PHYS 1201L	GE	Physics I Lab	2		PHYS 1201	
		MATH 1101	MC	Discrete Structures	6			
		COMM 2300	GE	Leadership, Ethics & Communication - Challenges of Society	6			COMM 1200
		HIST 2302 LITR 2302	GE	History of Azerbaijan or Literature of Azerbaijan	6			
		SITE 2301 ENCE 3503	EN	Competitive Programming I or Data & Information Engineering	6			CSCI 1101 (B+) -
	SPRING	ENCE 2301	MC	Digital Logic Design	6			
		MATH 3501	MC	Linear Algebra	6	MATH 2400		
		CSCI 2304	MC	Data Structures & Algorithms	6			CSCI 1202 or CSCI 1101 (B-)
		CSCI 2303	MC	Introduction to Computer Networks	6			
		SOCS 2401 SOCS 2402	GE	Civilizations & Cultures or Azerbaijani Studies	6			
THIRD YEAR	**FALL**	MATH 2406	MC	Probability & Statistics	6	STAT 2301; STAT 2311; STAT 2412		MATH 1111
		CSCI 2406	MC	Computer Organization & Architecture	6			ENCE 2301
		CSCI 3509	MC	Introduction to Software Engineering	6			Junior Standing
		***	FE	Free Elective	6			
		PDEV 3900	EN	Career Development Skills & Strategies	6			120 ECTS
	SPRING	CSCI 3612	MC	Object Oriented Analysis & Design	6			CSCI 1101; CSCI 3509
		CSCI 3510	MC	Principles of Operating Systems	6			CSCI 2406
		CSCI 3615	MC	Database Systems	6			CSCI 2304
		CSCI 3613	MC	Artificial Intelligence	6			MATH 2406; CSCI 2304
		***	FE	Free Elective	6			
FOURTH YEAR	**FALL**	SITE 4790	MC	Senior Design Project I	6			Senior Standing
		CSCI 2408	MC	Computer Graphics	6			MATH 3501; CSCI 1202
		***	FE	Free Elective	6			
		***	TE	Technical Elective	6			Senior Standing
		***	TE	Technical Elective	6			Senior Standing
	SPRING	SITE 4890	MC	Senior Design Project II	6			Senior Standing
		CSCI 2407	MC	Theory of Computation	6			MATH 1101; CSCI 2304
		***	FE	Free Elective	6			
		***	TE	Technical Elective	6			Senior Standing
		***	TE	Technical Elective	6			Senior Standing
		Total Credits:			**242**			

Technical Electives: Bachelor of Science in Computer Science

1	CSCI 3511	TE	Programming Languages Theory	6			Senior Standing
2	INFT 3508	TE	Cybersecurity Fundamentals	6			CSCI 2303
3	CSCI 4731	TE	Software Design & Patterns	6		CSCI 3612	
4	CSCI 4734	TE	Machine Learning	6			Senior Standing
5	CSCI 4836	TE	Game Development Fundamentals	6			CSCI 2304
6	CSCI 4700	TE	Data Mining	6			MATH 2406; MATH 3501; CSCI 2304
7	CSCI 4701	TE	Deep Learning				CSCI 4734
8	INFT 3507	TE	Principles of Distributed Systems	6			CSCI 2303; CSCI 3510 *or* INFT 2404
9	INFT 4733	TE	Cryptography & Network Security	6			MATH 1101; MATH 3501; CSCI 2303
10	INFT 4700	TE	Advanced Topic in Information Technology				Senior Standing

Note: BSCS students starting degree program as of 2016 Catalog year may also take INFT 4732 - Advanced Computer Networks, INFT 4834 - Advanced Database Systems, and INFT 4836 - Introduction to Big Data Analytics courses as their technical electives.

Bachelor of Science in Information Technologies

		COURSE CODE	CA	COURSE TITLE	ECTS	ANTIREQ	COREQ	PREREQ
FIRST YEAR	**FALL**	SITE 1101	MC	Principles of Information Systems	6			
		CSCI 1101	MC	Programming Principles I	6			
		MATH 1111	GE	Calculus I	6	MATH 1001		
		WRIT 1101	GE	Writing & Information Literacy I	6			
		SOCS 1100 SOCS 1101	GE	Introduction to Sociology or Introduction to Social Psychology	6			
		PDEV 0901	EN	My ADA				
	SPRING	CSCI 1202	MC	Programming Principles II	6			CSCI 1101
		MATH 1222	MC	Calculus II	6	MATH 1202		MATH 1111
		WRIT 1202	GE	Writing & Information Literacy II	6			WRIT 1101
		COMM 1200	GE	Public Speaking & Persuasion	6			
		PHIL 1201 PHIL 1202	GE	Fundamentals of Philosophy or Perspectives on Ethics & Values	6			
SECOND YEAR	**FALL**	MATH 1101	MC	Discrete Structures	6			
		PHYS 1201	GE	Physics I	6			MATH 1111
		PHYS 1201L	GE	Physics I Lab	2		PHYS 1201	
		COMM 2300	GE	Leadership, Ethics & Communication - Challenges of Society	6			COMM 1200
		HIST 2302 LITR 2302	GE	History of Azerbaijan or Literature of Azerbaijan	6			
		SITE 2301 ENCE 3503	EN	Competitive Programming I or Data & Information Engineering	6			CSCI 1101 (B+) -
	SPRING	MATH 3501	MC	Linear Algebra	6	MATH 2400		
		CSCI 2304	MC	Data Structures & Algorithms	6			CSCI 1202 or CSCI 1101 (B-)
		INFT 2404	MC	IT Systems: Hardware & Software	6			
		CSCI 2303	MC	Introduction to Computer Networks	6			
		SOCS 2401 SOCS 2402	GE	Civilizations & Cultures or Azerbaijani Studies	6			
THIRD YEAR	**FALL**	INFT 2302	MC	Web & Mobile I	6			CSCI 1101
		CSCI 3615	MC	Database Systems	6			CSCI 2304
		MATH 2406	MC	Probability & Statistics	6	STAT 2301; STAT 2311; STAT 2412		MATH 1111
		***	FE	Free Elective	6			
		PDEV 3900	EN	Career Development Skills & Strategies	6			120 ECTS
	SPRING	INFT 3508	MC	Cyber Security Fundamentals	6			CSCI 2303
		INFT 2303	MC	Systems Analysis & Design	6			
		INFT 2405	MC	Web & Mobile II	6		INFT 2303	INFT 2302
		INFT 3507	MC	Principles of Distributed Systems	6			CSCI 2303 & CSCI 3510 or INFT 2404
		***	FE	Free Elective	6			
FOURTH YEAR	**FALL**	SITE 4790	MC	Senior Design Project I	6			Senior Standing
		INFT 3609	MC	IT Project Management	6			INFT 2303 or CSCI 3509
		***	FE	Free Elective	6			
		***	TE	Technical Elective	6			Senior Standing
		***	TE	Technical Elective	6			Senior Standing
	SPRING	SITE 4890	MC	Senior Design Project II	6			Senior Standing
		INFT 3610	MC	Business Process Modeling for IT Solutions	6			INFT 2303 or CSCI 3509
		***	FE	Free Elective	6			
		***	TE	Technical Elective	6			Senior Standing
		***	TE	Technical Elective	6			Senior Standing
				Total Credits:	**242**			

Technical Electives: Bachelor of Science in Information Technologies

1	CSCI 2405	TE	Human-Computer Interaction	6			Senior Standing
2	INFT 3506	TE	Foundations of Mobile & Ubiquitous Computing	6			INFT 2302
3	INFT 3611	TE	Production & Operations Management	6			Senior Standing
4	INFT 4732	TE	Advanced Computer Networks	6			CSCI 2303
5	INFT 4733	TE	Cryptography & Network Security	6			MATH 1101; MATH 3501; CSCI 2303
6	INFT 4834	TE	Advanced Database Systems	6			INFT 2301 *or* CSCI 3615
7	INFT 4836	TE	Introduction to Big Data Analytics	6			Senior Standing
8	INFT 4700	TE	Advanced Topic in Information Technology				Senior Standing

Note: BSIT students starting degree program as of 2016 Catalog year may also take CSCI 3613 - Artificial Intelligence, CSCI 4734 - Machine Learning, and CSCI 4836 - Game Development Fundamentals courses as their technical electives.

Bachelor of Science in Mathematics

		COURSE CODE	CA	COURSE TITLE	ECTS	ANTIREQ	COREQ	PREREQ
FIRST YEAR	**FALL**	MATH 1101	MC	Discrete Structures	6			
		MATH 3501	MC	Linear Algebra	6	MATH 2400		
		MATH 1111	GE	Calculus I	6	MATH 1001		
		WRIT 1101	GE	Writing & Information Literacy I	6			
		COMM 1200	GE	Public Speaking & Persuasion	6			
		PDEV 0901	EN	My ADA				
	SPRING	MATH 1201	MC	Abstract Algebra	6			
		MATH 1222	MC	Calculus II	6	MATH 1202		MATH 1111
		PHYS 1201	MC	Physics I	6			MATH 1111
		PHYS 1201L	MC	Physics I Lab	2		PHYS 1201	
		MATH 1203	MC	Mathematical Analysis	6			MATH 1111
		WRIT 1202	GE	Writing & Information Literacy II	6			1101
SECOND YEAR	**FALL**	CSCI 1101	MC	Programming Principles I	6			
		MATH 2300	MC	Introduction to Number Theory	6			
		MATH 2305	MC	Ordinary Differential Equations	6			MATH 1111
		MATH 2306	MC	Group Theory	6			MATH 1201
		HIST 2302 LITR 2302	GE	History of Azerbaijan *or* Literature of Azerbaijan	6			
	SPRING	MATH 3601	MC	Functional Analysis	6			MATH 1222
		MATH 2401	MC	Combinatorial Analysis	6			MATH 1101
		MATH 2402	MC	Introduction to Topology	6			MATH 1111
		MATH 2406	MC	Probability & Statistics	6	STAT 2301; STAT 2311; STAT 2412		MATH 1111
		SOCS 2401 SOCS 2402	GE	Civilizations & Cultures *or* Azerbaijani Studies	6			
THIRD YEAR	**FALL**	DNSC 3501	MC	Operations Research I	6			Junior Standing
		MATH 3502	MC	Partial Differential Equations	6			MATH 2305
		***	FE	Free Elective	6			
		***	TE	Technical Elective	6			Junior Standing
		SCIE 2400	GE	Introduction to Environmental Science	6			
	SPRING	MATH 3600	MC	Complex Analysis	6			MATH 1222; MATH 2402
		MATH 3604	MC	Differential Geometry & Topology	6			MATH 2402
		DNSC 3602	MC	Operations Research II	6			Junior Standing
		***	FE	Free Elective	6			
		***	TE	Technical Elective	6			Junior Standing
FOURTH YEAR	**FALL**	MATH 4700	MC	Numerical Analysis	6			Senior Standing
		***	FE	Free Elective	6			
		***	TE	Technical Elective	6			Senior Standing
		PDEV 3900 PDEV 5150	EN	Career Development Skills & Strategies *or* Pre-Practicum in Teaching	6			
		SOCS 1100 SOCS 1101	GE	Introduction to Sociology *or* Introduction to Social Psychology	6			
	SPRING	MATH 4890	MC	Capstone Project	6			Senior Standing
		PHIL 4800	GE	History of Mathematics	6			Senior Standing
		***	FE	Free Elective	6			
		***	TE	Technical Elective	6			Senior Standing
		PHIL 1201 PHIL 1202	GE	Fundamentals of Philosophy *or* Perspectives on Ethics & Values	6			
				Total Credits:	***242***			

Technical Electives: Bachelor of Science in Mathematics

1	MATH 4705	TE	Competitive Mathematics	6			Junior Standing
2	MATH 4701	TE	Foundations of Euclidean & non-Euclidean Geometry	6			Junior Standing
3	MATH 4702	TE	Mathematical Foundations of Cryptography	6			Junior Standing
4	MATH 4703	TE	Introduction to Algebraic Topology	6			MATH 1201; MATH 2402
5	MATH 4704	TE	Abelian Groups	6			MATH 2306
6	CSCI 1202	MC	Programming Principles II	6			CSCI 1101

Note: BSMATH students may also take MATH 3500 - Mathematics for Economics

Master of Science in Computer Science and Data Analytics

		COURSE CODE	CA	COURSE TITLE	ECTS	ANTIREQ	COREQ	PREREQ	INSTRUCTOR
FIRST YEAR	**FALL**	CSCI 6221	MC	Advanced Software Paradigms	6				ADA
		CSCI 6461	MC	Computer Systems Architecture	6				ADA
		CSCI 6212	MC	Design & Analysis of Algorithms	6				ADA
	SPRING	CSCI 6444	MC	Introduction to Big Data & Analytics	6			CSCI 6221	ADA
		***	TE	Technical Elective	6				GWU/online
		***	TE	Technical Elective	6				GWU/online
	SUMMER	CSCI 6917	MC	Guided Research for Graduate Students I	3				GWU
		CSCI 6918	MC	Guided Research for Graduate Students II	3				GWU
SECOND YEAR	**FALL**	CSCI 6998	MC	Master's Thesis I	6				ADA
		***	TE	Technical Elective	6				GWU
		***	TE	Technical Elective	6				GWU
		***	TE	Technical Elective	6				GWU
	SPRING	CSCI 6999	MC	Master's Thesis II	12				ADA
		CSCI 6767	MC	Applied Machine Learning & Data Analytics	6				ADA
		***	TE	Technical Elective	6				ADA
		Total Credits:			***90***				

Technical Electives: Master of Science in Computer Science and Data Analytics

	COURSE CODE	CA	COURSE TITLE	ECTS			PREREQ	INSTRUCTOR
1	CSCI 6231	TE	Software Engineering	6			Prerequisite requirements at CS/GWU	GWU
2	CSCI 6331	TE	Cryptography	6			Prerequisite requirements at CS/GWU	GWU
3	CSCI 6342	TE	Computational Linear Algebra	6			Prerequisite requirements at CS/GWU	GWU
4	CSCI 6351	TE	Data Compression	6			Prerequisite requirements at CS/GWU	GWU
5	CSCI 6364	TE	Machine Learning	6			Prerequisite requirements at CS/GWU	GWU
6	CSCI 6400	TE	Computer Game Design & Programming	6				GWU
7	CSCI 6418	TE	Unix Systems Administration	6				GWU
8	CSCI 6421	TE	Distributed & Cluster Computing	6			Prerequisite requirements at CS/GWU	GWU
9	CSCI 6433	TE	Internet Protocols	6				GWU
10	CSCI 6441	TE	Database Management Systems	6			CSCI 6221; CSCI 6461	GWU / online
11	CSCI 6443	TE	Data Mining	6			Prerequisite requirements at CS/GWU	GWU
12	CSCI 6451	TE	Information Retrieval Systems	6			CSCI 6221; CSCI 6461	GWU/online
13	CSCI 6511	TE	Artificial Intelligence	6			CSCI 6212	GWU/online
14	CSCI 6515	TE	Natural Language Precessing	6			CSCI 6212	ADA
15	CSCI 6527	TE	Introduction to Computer Vision	6			CSCI 6221; CSCI 6461	ADA
16	CSCI 6531	TE	Computer Security Principles	6			Prerequisite requirements at CS/GWU	GWU
17	CSCI 6555	TE	Computer Animation	6				GWU
18	CSCI 6561	TE	Design of Human Computer Interaction	6			Prerequisite requirements at CS/GWU	GWU
19	CSCI 6907	TE	Neural Networks	6			Prerequisite requirements at CS/GWU	GWU
20	CSCI 6908	TE	Augmented & Virtual Reality	6			Prerequisite requirements at CS/GWU	GWU

Master of Science in Electrical & Power Engineering

		COURSE CODE	CA	COURSE TITLE	ECTS	ANTIREQ	COREQ	PREREQ	INSTRUCTOR
FIRST YEAR	SPRING	EPEN 6070	MC	Electrical Power Systems	6				GWU/online
		EPEN 6010	MC	Linear Systems Theory	6				GWU/online
		EPEN 6025	MC	Signals & Transforms in Engineering	6				GWU/online
	FALL	EPEN 6660	MC	Electric Power Generation	6				GWU/online
		EPEN 6668	MC	Power Distribution Grids	6			EPEN 6070	GWU/online
		***	TE	Technical Elective	6				GWU/online
SECOND YEAR	SPRING	EPEN 6662	MC	Power Electronics	6				GWU
		EPEN 6670	MC	Power System Protection	6				GWU
		EPEN 6691	MC	Power Systems Reliability	6				GWU
	SUMMER	EPEN 6690	MC	Power Systems Economics	6				GWU
		EPEN 6050	MC	Research	6				GWU
	FALL	EPEN 6500	MC	Artificial Intelligence in Smart Grids	6				ADA
		EPEN 6501	MC	Automation & Control in Power Engineering	6				ADA
		EPEN 6999	MC	Master's Thesis	12				ADA
				Total Credits:	*90*				

Technical Electives: Master of Science in Electrical & Power Engineering

1	PWEN 6699	TE	Energy & Sustainability	6				GWU/online
2	PWEN 6669	TE	Smart Power Grids	6				GWU/online

School of Law

Admission Year

<table>
<tr><td></td><td colspan="2">Component Areas (CA)</td></tr>
<tr><td></td><td>GE</td><td>General Education</td></tr>
<tr><td></td><td>MC</td><td>Major Core</td></tr>
<tr><td>2023</td><td>TE</td><td>Technical Elective</td></tr>
<tr><td></td><td>EN</td><td>Functional Enabler</td></tr>
</table>

*Students who enrolled prior to Fall 2023 should consult their academic advisors for the correct program of study and information about changes in the course numbering system.

Bachelor of Laws

		COURSE CODE	CA	COURSE TITLE	ECTS	ANTIREQ	COREQ	PREREQ	LANGUAGE
FIRST YEAR	FALL	PBLW 1100	MC	Constitutional Law	6				Azerbaijani
		PBLW 1101	MC	Foundations of a Legal System	6				Azerbaijani
		HIST 2302	GE	History of Azerbaijan	6				English
		PBLW 1102	GE	Legal History	6				English
		PDEV 0901	EN	My ADA					English
		ECON 1101	MC	Principles of Microeconomics	6				English
	SPRING	PBLW 1200	MC	Administrative Law	6				Azerbaijani
		PBLW 1201	MC	Criminal Law I	6				Azerbaijani
		ACCT 1200	GE	Financial Accounting	6				English
		PRLW 1200	MC	Foundations of Civil Law	6				Azerbaijani
		PBLW 1202	MC	Fundamental Rights	6				English
SECOND YEAR	FALL	PRLW 2301	MC	Law of Obligations I	6				Azerbaijani
		PCLW 2300	MC	Civil Procedure	6				Azerbaijani
		PBLW 2302	MC	Criminal Law II	6				Azerbaijani
		LRES 2301	GE	Legal Research & Writing I	6				Azerbaijani
		FINC 2400	GE	Principles of Finance	6				English
	SPRING	PCLW 2400	MC	Administrative Procedure	6				Azerbaijani
		PCLW 2401	MC	Criminal Procedural Law: Pre-trial	6				Azerbaijani
		STAT 2403	GE	Data Analysis for Lawyers	6				English
		LRES 2402	GE	Legal Research & Writing II	6			LRES 2301	English
		PRLW 2400	MC	Property Law	6				Azerbaijani
	SUMMER	PDEV 2401	EN	Externship I	3				
THIRD YEAR	FALL	PCLW 3502	MC	Criminal Procedural Law: Trial	6			PCLW 2401	Azerbaijani
		PBLW 3500	MC	Environmental Law	6				Azerbaijani
		PRLW 3502	MC	Law of Obligations II	6				Azerbaijani
		PHIL 3500	GE	Moral & Political Philosophy	6				English
		ILLW 3500	MC	Public International Law	6				English
	SPRING	PRLW 3600	MC	Commercial Law	6				Azerbaijani
		PRLW 3601	MC	Conflict of Laws	6				English
		FRLW 3600	MC	EU Law	6				English
		PBLW 3600	MC	Jurisprudence	6				English
		PRLW 3602	MC	Labor Law	6				Azerbaijani
		PDEV 3602	EN	Externship II	3				
	FALL	PRLW 4700	MC	Family & Succession Law	6			PRLW 2400	Azerbaijani
		PRLW 4701	MC	Intellectual Property Law	6				English
		PBLW 4700	MC	Tax Law	6				Azerbaijani
		***	TE	Technical Elective	6				
		***	TE	Technical Elective	6				
	SPRING	LRES 4800 ILLW 4800	MC	Advanced Legal Research *or* Moot Court Competitions	3			LRES 2402; 120 ECTS	English
		COLW 4800 PDEV 4800	MC	Comparative Law *or* Senior Externship	3			- Fourth-Year Students	English
		***	TE	Technical Elective	6				
		***	TE	Technical Elective	6				
		***	TE	Technical Elective	6				
Total Credits:					240				

Technical Electives: Bachelor of Laws

1	SMGT 4701	TE	Business Strategy for Lawyers	3				English
2	PBLW 4701	TE	Construction Law	3				Azerbaijani
3	PRLW 4702	TE	Financial Markets Law	6				Azerbaijani
4	ILLW 4700	TE	International Business Law	6				English
5	PBLW 4703	TE	Energy Law	3				English
6	PBLW 4705	TE	Human Rights Law	3				English
7	PBLW 4704	TE	Law, Religion & Society	3				English
8	PBLW 4702	TE	Social Protection Law	6				Azerbaijani
9	PRLW 4705	TE	Artificial Intelligence, Law & Ethics	3				English
10	PRLW 4704	TE	FinTech	3				English
11	PRLW 4703	TE	Information Technology Law	6				English
12	LGCL 4701	TE	Civil Law Clinic	6			Fourth-Year Students	Azerbaijani
13	LGCL 4702	TE	Criminal Law Clinic	6			Fourth-Year Students	Azerbaijani
14	LGCL 4703	TE	Administrative Law Clinic	6			Fourth-Year Students	Azerbaijani

School of Public and International Affairs

Admission Year	Component Areas (CA)	
	GE	General Education
	MC	Major Core
2023	TE	Technical Elective
	FE	Free Elective
	EN	Functional Enabler

*Students who enrolled prior to Fall 2023 should consult their academic advisors for the correct program of study and information about changes in the course numbering system.

Bachelor of Arts in International Studies

		COURSE CODE	CA	COURSE TITLE	ECTS	ANTIREQ	COREQ	PREREQ
FIRST YEAR	**FALL**	POLS 1101	MC	Global Politics	6			
		ECON 1101	MC	Principles of Microeconomics	6			
		WRIT 1101	GE	Writing & Information Literacy I	6			
		SOCS 1100 SOCS 1101	GE	Introduction to Sociology *or* Introduction to Social Psychology	6			
		STAT 1101	GE	Introduction to Statistics	6	STAT 2301; STAT 2311; STAT 2412		
		PDEV 0901	EN	My ADA				
	SPRING	POLS 1200	MC	State & Politics	6			
		ECON 1202	MC	Principles of Macroeconomics	6			
		WRIT 1202	GE	Writing & Information Literacy II	6			WRIT 1101
		COMM 1200	GE	Public Speaking & Persuasion	6			
		PHIL 1201 PHIL 1202	GE	Fundamentals of Philosophy *or* Perspectives on Ethics & Values	6			
SECOND YEAR	**FALL**	MIDS 2401	MC	Research Methods I	6			
		POLS 2300	MC	Political Theory	6			
		COMM 2300	GE	Leadership, Ethics & Communication - Challenges of Society	6			COMM 1200
		HIST 2302	GE	History of Azerbaijan	6			
		PDEV 2302	EN	Data & Computing Skills	6			PDEV 0901
	SPRING	HIST 2403	MC	Modern World History	6			
		MIDS 3502	MC	Research Methods II	6	STAT 2311; STAT 2412		MIDS 2401
		POLS 2400	MC	Theories of International Relations	6			POLS 1101
		PHYS 2400 SCIE 2400	GE	Fundamentals of Physics *or* Introduction to Environmental Sciences	6			
		SOCS 2401 SOCS 2402	GE	Civilizations & Cultures *or* Azerbaijani Studies	6			
THIRD YEAR	**FALL**	SOCS 3501	MC	Gender, Diversity & Culture	6			
		POLS 3501	MC	Comparative Politics	6			POLS 1200
		POLS 3600	MC	International Political Economy	6			ECON 1202
		***	FE	Free Elective	6			
		PDEV 3900	EN	Career Development Skills & Strategies	6			120 ECTS
	SPRING	MIDS 3601	MC	Management Information Systems	6	MIDS 3600		
		SOCS 3601	MC	Media & Culture	6			
		INTA 3601	MC	International Development	6			
		LAWP 3500	MC	Public International Law	6			
		***	FE	Free Elective	6			
	FALL	ECON 4802	MC	International Trade & Finance	6	ECON 3500; ECON 3603		
		POLS 4700	MC	International Security	6			POLS 1101
		***	TE	Technical Elective	6			
		***	TE	Technical Elective	6			
		***	FE	Free Elective	6			
	SPRING	POLS 4890	MC	Public Consultancy Project - Capstone	6			180 ECTS
		POLS 3601	MC	Foreign Policy Analysis	6			POLS 1101
		***	TE	Technical Elective	6			
		***	TE	Technical Elective	6			
		***	FE	Free Elective	6			
				Total Credits:	**240**			

Technical Electives: **Bachelor of Arts in International Studies**

1	INTA 4700	TE	EU Politics	6			
2	INTA 4701	TE	US Politics	6			
3	LAWI 4703	TE	Topics in International Law	6			
4	GEOG 4700	TE	Energy & Natural Resources	6			
5	INTA 4702	TE	Conflict Analysis & Resolution	6			
6	INTA 4703	TE	Contemporary Geopolitics	6			

Bachelor of Arts in Public Affairs

		COURSE CODE	CA	COURSE TITLE	ECTS	ANTIREQ	COREQ	PREREQ
FIRST YEAR	**FALL**	PADM 1101	MC	Public Affairs & Governance	6			
		ECON 1101	MC	Principles of Microeconomics	6			
		WRIT 1101	GE	Writing & Information Literacy I	6			
		SOCS 1100 SOCS 1101	GE	Introduction to Sociology *or* Introduction to Social Psychology	6			
		STAT 1101	GE	Introduction to Statistics	6	STAT 2301; STAT 2311; STAT 2412		
		PDEV 0901	EN	My ADA				
	SPRING	POLS 1200	MC	State & Politics	6			
		ECON 1202	MC	Principles of Macroeconomics	6			
		WRIT 1202	GE	Writing & Information Literacy II	6			WRIT 1101
		COMM 1200	GE	Public Speaking & Persuasion	6			
		PHIL 1201 PHIL 1202	GE	Fundamentals of Philosophy *or* Perspectives on Ethics & Values	6			
SECOND YEAR	**FALL**	MIDS 2401	MC	Research Methods I	6			
		PADM 2300	MC	Public Administration Theories	6			
		COMM 2300	GE	Leadership, Ethics & Communication - Challenges of Society	6			COMM 1200
		HIST 2302 LITR 2302	GE	History of Azerbaijan *or* Literature of Azerbaijan	6			
		PDEV 2302	EN	Data & Computing Skills	6			PDEV 0901
	SPRING	HIST 2403	MC	Modern World History	6			
		MIDS 3502	MC	Research Methods II	6	STAT 2311; STAT 2412		MIDS 2401
		PUBA 2400	MC	Organizational Behavior	6	MGMT 2300		PADM 2300; PADM 1101
		PHYS 2400 SCIE 2400	GE	Fundamentals of Physics *or* Introduction to Environmental Sciences	6			
		SOCS 2401 SOCS 2402	GE	Civilizations & Cultures *or* Azerbaijani Studies	6			
THIRD YEAR	**FALL**	SOCS 3501	MC	Gender, Diversity & Culture	6			
		PUBA 3500	MC	Public Management	6			PADM 2300
		LAWP 2300	MC	Law & Public Affairs	6			
		***	FE	Free Elective	6			
		PDEV 3900	EN	Career Development Skills & Strategies	6			120 ECTS
	SPRING	MIDS 3601	MC	Management Information Systems	6	MIDS 3600		
		SOCS 3601	MC	Media & Culture	6			
		PADM 3600	MC	Crisis Management	6			
		PUBA 3601	MC	Public Finance & Budgets	6	ECON 3601		
		***	FE	Free Elective	6			
	FALL	MGMT 4701	MC	Human Resources Management	6			PUBA 2400
		PUBA 3602	MC	Policy Analysis & Program Evaluation	6			
		***	TE	Technical Elective	6			
		***	TE	Technical Elective	6			
		***	FE	Free Elective	6			
	SPRING	PUBA 4890	MC	Public Consultancy Project - Capstone	6			180 ECTS
		PUBA 4706	MC	Project Management	6			PUBA 2400
		***	TE	Technical Elective	6			
		***	TE	Technical Elective	6			
		***	FE	Free Elective	6			
		Total Credits:			**240**			

Technical Electives: Bachelor of Arts in Public Affairs

1	PADM 4700	TE	EU Institutions	6			
2	LAWP 4700	TE	Topics in Public Law	6			
3	PADM 4701	TE	E-Governance	6			
4	PUBA 4702	TE	Local Government	6			
5	ECON 4712	TE	Economic Development	6			
6	PUBA 4703	TE	Urban Development	6			

Bachelor of Arts in Communication & Digital Media

		COURSE CODE	CA	COURSE TITLE	ECTS	ANTIREQ	COREQ	PREREQ
FIRST YEAR	**FALL**	MCOM 1101	MC	Introduction to Media Studies	6	SOCI 4700		
		ECON 1101	MC	Principles of Microeconomics	6			
		WRIT 1101	GE	Writing & Information Literacy I	6			
		SOCS 1100 SOCS 1101	GE	Introduction to Sociology *or* Introduction to Social Psychology	6			
		STAT 1101	GE	Introduction to Statistics	6	STAT 2301; STAT 2311; STAT 2412		
		PDEV 0901	EN	My ADA				
	SPRING	POLS 1200	MC	State & Politics	6			
		ECON 1202	MC	Principles of Macroeconomics	6			
		WRIT 1202	GE	Writing & Information Literacy II	6			WRIT 1101
		COMM 1200	GE	Public Speaking & Persuasion	6			
		PHIL 1201 PHIL 1202	GE	Fundamentals of Philosophy *or* Perspectives on Ethics & Values	6			
SECOND YEAR	**FALL**	MIDS 2401	MC	Research Methods I	6			
		MCOM 2301	MC	Business Communication I	6	BUSA 3601		
		COMM 2300	GE	Leadership, Ethics & Communication - Challenges of Society	6			COMM 1200
		HIST 2302 LITR 2302	GE	History of Azerbaijan *or* Literature of Azerbaijan	6			
		CSCI 2302	EN	Data & Computing Skills	6			PDEV 0901
	SPRING	HIST 2403	MC	Modern World History	6			
		MIDS 3502	MC	Research Methods II	6	STAT 2311; STAT 2412		
		MCOM 2402	MC	Business Communication II	6			MCOM 2301
		PHYS 2400 SCIE 2400	GE	Fundamentals of Physics *or* Introduction to Environmental Sciences	6			
		SOCS 2401 SOCS 2402	GE	Civilizations & Cultures *or* Azerbaijani Studies	6			
THIRD YEAR	**FALL**	SOCS 3501	MC	Gender, Diversity & Culture	6			
		MCOM 3500	MC	Writing for the Internet	6			MCOM 2301
		MCOM 3501	MC	Social Media Communication Strategies	6			
		***	FE	Free Elective	6			
		PDEV 3900	EN	Career Development Skills & Strategies	6			120 ECTS
	SPRING	MIDS 3601	MC	Management Information Systems	6	MIDS 3600		
		SOCS 3601	MC	Media & Culture	6			
		MCOM 3601	MC	Visual Communication	6			
		MCOM 3600	MC	Communication for the Sciences & Technologies	6			
		***	FE	Free Elective	6			
FOURTH YEAR	**FALL**	MCOM 4700	MC	Communication Theory & Research	6			
		MCOM 4701	MC	Critical Thinking & Analysis	6			
		***	TE	Technical Elective	6			
		***	TE	Technical Elective	6			
		***	FE	Free Elective	6			
	SPRING	MCOM 4890	MC	Public Consultancy Project - Capstone	6			180 ECTS
		MCOM 4800	MC	Professional Report Writing	6			
		***	TE	Technical Elective	6			
		***	TE	Technical Elective	6			
		***	FE	Free Elective	6			
				Total Credits:	***240***			

Technical Electives: Bachelor of Arts in Communication & Digital Media

1	MCOM 4703	TE	Cross-Cultural Communication	6			
2	MCOM 4704	TE	Mass Media in Azerbaijan	6			
3	LAWL 4700	TE	Topics in Legal Issues	6			
4	MCOM 4705	TE	Organizational Communication	6			
5	MCOM 4706	TE	Political Communication	6			
6	MRKT 4704	TE	Digital Marketing	6			

Master of Arts in Diplomacy and International Affairs

		COURSE CODE	CA	COURSE TITLE	ECTS	ANTIREQ	COREQ	PREREQ
FIRST YEAR	FALL	ECON 5102	MC	Managerial Economics	6			
		MIDS 5101	MC	Advanced Research Methods	6			
		POLS 6301	MC	Comparative Politics	6			
		WRIT 5100	MC	Writing Analysis & Opinions	6			
	SPRING	INTA 6303	MC	International Political Economy	6			
		LAWP 5202	MC	Public International Law	6			
		MIDS 5202	MC	Statistics for Decision Making	6			MIDS 5101
		POLS 5101	MC	Theories of International Relations	6			
SECOND YEAR	FALL	POLS 6350	MC	Research Seminar	12			
		COMM 6300	MC	Arts of Communication	6			
		INTA 6305	MC	International Security	6			
		INTA 6300	MC	Diplomacy & Foreign Policy	6			
		***	TE	Technical Elective	6			
	SPRING	POLS 6490 POLS 6499	MC	International Relations & Strategy - Capstone *or* Master's Thesis	18			
		***	TE	Technical Elective	6			
		***	TE	Technical Elective	6			
		***	TE	Technical Elective	6			
				Total Credits:	**120**			

Technical Electives: Master of Arts in Diplomacy and International Affairs

1	ILLW 6301	TE	Humanitarian Law	6			
2	INTA 6310	TE	Seminar in Contemporary Geopolitics	6			
3	INTA 6311	TE	EU Affairs	6			
4	INTA 6313	TE	Conflict Analysis & Resolution	6			
5	INTA 6314	TE	Energy Economy & Politics	6			
6	INTA 6315	TE	Middle East Politics	6			
7	INTA 6316	TE	Politics of Eurasia	6			
8	INTA 6317	TE	Topics in International Relations	6			
9	PDEV 5901	TE	Internship	6			

Master of Public Administration

		COURSE CODE	CA	COURSE TITLE	ECTS	ANTIREQ	COREQ	PREREQ
FIRST YEAR	**FALL**	MIDS 5101	MC	Advanced Research Methods	6			
		PADM 5101	MC	Public Administration & Management	6			
		ECON 5102	MC	Managerial Economics	6			
	SPRING	MIDS 5202	MC	Statistics for Decision Making	6			MIDS 5101
		FINC 6300	MC	Budgeting & Finance in Public Organizations	6			
		PADM 5203	MC	Organizational Behavior & Management	6			
		***	TE	Technical Elective	6			
SECOND YEAR	**FALL**	PADM 6350	MC	Research Seminar	6			
		LAWP 6304	MC	Public Law	6			
		PUBA 6300	MC	Policy Analysis & Evaluation	6			
		MGMT 6300	MC	Project Management	6			
	SPRING	PUBA 6490 PUBA 6499	MC	Public Policy & Strategy - Capstone or Master's Thesis	12			
		***	TE	Technical Elective	6			
		***	TE	Technical Elective	6			
				Total Credits:	**90**			

Technical Electives: Master of Public Administration

1	PADM 6307	TE	Government Regulation	6			
2	PADM 6308	TE	Local Government	6			
3	ECON 5202	TE	Economic Development	6			
4	PADM 6309	TE	E-Governance	6			
5	PADM 6310	TE	Strategic Management	6			
6	PBLW 6300	TE	Administrative Law	6			
7	PBLW 6301	TE	Constitutional Law	6			
8	PDEV 5902	TE	Internship	6			

Master of Public Administration in Azerbaijani

		COURSE CODE	CA	COURSE TITLE	ECTS	ANTIREQ	COREQ	PREREQ	MODULE
FIRST YEAR	**FALL**	ECON 5100	MC	Managerial Economics	6				1
		PADM 5100	MC	Public Administration & Management	6				2
		SOCS 5102	MC	Research Methods & Data Collection	6				3
		STAT 5101	MC	Data Analysis	6				4
		EAPP 5102 EAPP 5202	EN	English for Civil Servants I *or* English for Civil Servants II	6				3 times a week online
	SPRING	FINC 5202	MC	Budgeting & Finance in Public Organizations	6				5
		MGMT 5200	MC	Project Management	6				6
		LAWP 5200	MC	Public Law	6				7
		ECON 5200	MC	Local Economic Government	6				8
		PADM 5200	MC	Human Resource Management	6				9
		EAPP 5202 EAPP 5203	EN	English for Civil Servants II *or* English for Civil Servants III	6				3 times a week online
	SUMMER	COMM 5300	EN	Communication for Civil Servants	6				10
SECOND YEAR	**FALL**	PADM 6490	MC	Public Policy & Strategy - Capstone	18				11
				Total Credits:	*90*				

Anti-requisite courses

COURSE CODE	COURSE TITLE	ANTI-REQ COURSE CODE	ANTI-REQ COURSE TITLE
MIDS 3600	Management Information Systems	MIDS 3601	Management Information Systems
MIDS 3601	Management Information Systems	MIDS 3600	Management Information Systems
STAT 1101	Introduction to Statistics	STAT 2301	Business Statistics
MATH 2406	Probability and Statistics	STAT 2301	Business Statistics
STAT 2301	Business Statistics	MATH 2406	Probability and Statistics
STAT 2301	Business Statistics	STAT 2311	Mathematical Statistics I
STAT 2301	Business Statistics	STAT 2412	Mathematical Statistics II
MGMT 2300	Organizational Behavior	PUBA 2400	Organizational Behavior
PUBA 2400	Organizational Behavior	MGMT 2300	Organizational Behavior
STAT 2402	Business Statistics: application	ECON 3501	Econometrics I
MATH 1001	Calculus I	MATH 1111	Calculus I
MATH 1111	Calculus I	MATH 1001	Calculus I
MATH 1202	Calculus II	MATH 1222	Calculus II
MATH 1222	Calculus II	MATH 1202	Calculus II
STAT 2311	Mathematical Statistics I	MATH 2406	Probability and Statistics II
MATH 2406	Probability and Statistics	STAT 2311	Mathematical Statistics I
MATH 2406	Probability and Statistics	STAT 2412	Mathematical Statistics II
STAT 2412	Mathematical Statistics II	MATH 2406	Probability and Statistics
STAT 1101	Introduction to Statistics	STAT 2311	Mathematical Statistics I
STAT 1101	Introduction to Statistics	STAT 2412	Mathematical Statistics II
MIDS 3502	Research Methods II	STAT 2311	Mathematical Statistics I
MIDS 3502	Research Methods II	STAT 2412	Mathematical Statistics II
MATH 3501	Linear Algebra	MATH 2400	Linear Algebra
MATH 2400	Linear Algebra	MATH 3501	Linear Algebra
ECON 3500	International Trade	ECON 4802	International Trade and Finance
ECON 4802	International Trade and Finance	ECON 3500	International Trade
ECON 3603	International Finance	ECON 4802	International Trade and Finance
ECON 4802	International Trade and Finance	ECON 3603	International Finance
ECON 3601	Public Finance	PUBA 3601	Public Finance & Budgets
PUBA 3601	Public Finance & Budgets	ECON 3601	Public Finance
BUSA 3601	Corporate Communications	MCOM 2301	Business Communication I
MCOM 1101	Introduction to Media Studies	SOCI 4700	Media & Communication
MCOM 2301	Business Communication I	BUSA 3601	Corporate Communications

Second Career Track

Second career tracks are available for all ADA University undergraduate students without any program limitation. Students must complete all courses indicated in the options and meet the minimum grade requirements in order to be eligible for receiving second career track.

The following options are available.

School of Business

Second Career Track in Business Administration

Minimum of **36 ECTS** required from the following courses for **BSE** and **non – SB** students:

1. BUSA 1100   Fundamentals of Business
2. MGMT 2300 Organizational Behavior
3. MRKT 2400   Principles of Marketing
4. BUSA 3600   Entrepreneurship
5. At least 12 ECTS from any 3000-level and/or 4000-level course listed in the BBA curriculum. These may include either major core or/and technical elective courses.

Minimum of **30 ECTS** required from the following courses for **BSF** students:

1. BUSA 1100   Fundamentals of Business
2. MGMT 2300 Organizational Behavior
3. MRKT 2400   Principles of Marketing
4. BUSA 3600   Entrepreneurship
5. At least 6 ECTS from any 3000-level and/or 4000-level course listed in the BBA curriculum. These may include either major core or/and technical elective courses.

Second Career Track in Economics

Minimum of **36 ECTS** required from the following courses for **BBA** and **non – SB** students:

1. ECON 2301   Intermediate Microeconomics
2. ECON 2402   Intermediate Macroeconomics
3. ECON 3501   Econometrics I
4. ECON 3602   Econometrics II
5. At least 12 ECTS from any 3000-level and/or 4000-level course listed in the BSE curriculum. These may include either major core or technical electives.

Minimum of **30 ECTS** required from the following courses for **BSF** students:

1. ECON 2402   Intermediate Macroeconomics
2. ECON 3500   International Trade
3. ECON 3600   Game Theory
4. At least 12 ECTS from any 3000-level and/or 4000-level course listed in the BSE curriculum. These may include either major core or technical electives.

Second Career Track in Finance

Minimum of **30 ECTS** required from the following courses for **BBA** students:

1. FINC 3500   Financial Statement Analysis
2. FINC 3601   Financial Modeling
3. FINC 4704   Banking
4. At least 12 ECTS from any 3000-level and/or 4000-level course listed in the BSF curriculum. These may include either major core or technical electives.

Minimum of **30 ECTS** required from the following courses for **BSE** students:

1. FINC 2400   Principles of Finance
2. FINC 3600   Financial Investments
3. FINC 4700   Corporate Finance
4. At least 12 ECTS from any 3000-level and/or 4000-level course listed in the BSF curriculum. These may include either major core or technical electives.

Minimum of **36 ECTS** required from the following courses for **non-SB** students:

1. FINC 2400   Principles of Finance
2. FINC 3600   Financial Investments
3. FINC 4700   Corporate Finance
4. At least 18 ECTS from any 3000-level and/or 4000-level course listed in the BSF curriculum. These may include either major core or technical electives.

School of Public and International Affairs

Second Career Track in International Studies

Minimum of 36 ECTS required from the following courses:

1. POLS 1100   Introduction to International Relations

2. LAWP 3500   Public International Law
3. POLS 2400   Theories of International Relations
4. POLS 3600   International Political Economy
5. POLS 3601   Foreign Policy Analysis
6. At least 6 ECTS from any 3000-level and/or 4000-level course listed in the BAIS curriculum. These may include either major core or/and technical elective courses.

Second Career Track in Public Affairs

Minimum of 36 ECTS required from the following courses:

1. PUBA 1100   Introduction to Public Affairs
2. LAWP 2300   Law and Public Affairs
3. PUBA 2400   Organizational Behavior
4. PUBA 3601   Public Finance and Budgets
5. PUBA 3602   Policy Analysis and Program Evaluation
6. At least 6 ECTS from any 3000-level and/or 4000-level course listed in the BAIS curriculum. These may include either major core or/and technical elective courses.

Second Career Track in Law

36 ECTS required from the following courses:

1. PBLW 1101   Foundations of a Legal System
2. PBLW 1100   Constitutional Law
3. PRLW 1200   Foundations of Civil Law
4. PBLW 1200   Administrative Law
5. PBLW 1201   Criminal Law
6. PCLW 2300   Civil Procedure

School of IT and Engineering

Second Career Track in Computer Science

Minimum of **36 ECTS** required from the following courses for **non-SITE students**:

1. CSCI 1101   Programming Principles I
2. CSCI 2406   Computer Organization and Architecture
3. CSCI 3613   Artificial Intelligence
4. CSCI 2304   Data Structures & Algorithms
5. CSCI 2407   Theory of Computation
6. 6 ECTS must come from any SITE/CSCI course listed in the third or fourth year of the BSCS curriculum. These may include both major core and technical elective courses.

Minimum of **24 ECTS** required from the following courses for **CE** and **IT** students:

1. CSCI 2407   Theory of Computation
2. CSCI 3612   Object Oriented Analysis and Design
3. CSCI 3613   Artificial Intelligence
4. 6 ECTS must come from any technical elective course listed in the fourth year of the BSCS curriculum.

Second Career Track in Computer Engineering

Minimum of **36 ECTS** required from the following courses for **non-SITE students**:

1. CSCI 1101   Programming Principles I
2. MATH 1101   Discrete Structures
3. ENCE 2301   Digital Logic Design
4. CSCI 2406   Computer Organization & Architecture
5. ENCE 3608   Introduction to Embedded Systems
6. 6 ECTS must come from any SITE/ENCE course listed in the third or fourth year of the BSCS curriculum. These may include both major core and technical elective courses.

Minimum of **24 ECTS** required from the following courses for **IT** students:

1. ENCE 2301   Digital Logic Design (needs to be taken as prerequisite for the next course)
2. CSCI 2406   Computer Organization & Architecture
3. ENCE 3608   Introduction to Embedded Systems
4. MATH 2305   Ordinary Differential Equations
5. ENCE 4710   Signal Processing
6. ENCE 4833   Mobile Robotics
7. ENCE 4731   Microprocessor Systems

Minimum of **24 ECTS** required from the following courses for **CS** students:

1. MATH 2305   Ordinary Differential Equations
2. ENCE 3608   Introduction to Embedded Systems
3. ENCE 4710   Signal Processing
4. ENCE 4833   Mobile Robotics
5. ENCE 4731   Microprocessor Systems

Second Career Track in Information Technology

Minimum of **36 ECTS** required from the following courses for **non-SITE students:**

1. CSCI 1101   Programming Principles I
2. CSCI 2304   Data Structures and Algorithms (Prerequisite of which will be Programming Principles I with grade condition of B-)

3. CSCI 2303   Introduction to Computer Networks
4. INFT 2404   IT Systems: Hardware & Software
5. CSCI 3615   Database Systems
6. 6 ECTS must come from any SITE/INFT course listed in the third or fourth year of the BSCS curriculum. These may include both major core and technical elective courses.

Minimum of **24 ECTS** required from the following courses for **CS** students:

1. INFT 2404   IT Systems: Hardware & Software
2. INFT 3610   Business Process Modeling for IT Solutions
3. INFT 4732   Advanced Computer Networks
4. INFT 4834   Advanced Database Systems
5. INFT 3609   IT Project Management

Minimum of **24 ECTS** required from the following courses for **CE** students:

1. INFT 2404   IT Systems: Hardware & Software
2. INFT 4732   Advanced Computer Networks
3. CSCI3615   Database Systems
4. INFT 4834   Advanced Database Systems
5. INFT 2303   Systems Analysis & Design (needs to be taken as prerequisite for the next two courses)
6. *INFT 3609*   IT Project Management
7. INFT 3610   Business Process Modeling for IT Solutions

Second Career Track in Mathematics

Requirements are the same for all students from **all SITE** and **non-SITE** majors, except **SPIA**. The second career track in BSMATH will not be applicable for SPIA students.

A. **24 ECTS** from the following courses – meaning these are mandatory courses:

1. MATH 1201   Abstract Algebra
2. MATH 2300   Introduction to Number Theory
3. MATH 2444   Real Analysis
4. MATH 3600   Complex Analysis

B. **12 ECTS** from the following courses below:

1. MATH 2402   Introduction to Topology
2. MATH 3601   Functional Analysis
3. MATH 4703   Introduction to Algebraic Topology
4. DNSC 3501   Operations Research I
5. DNSC 3602   Operations Research II

6. MATH 2401   Combinatorial Analysis
7. MATH 2306   Group Theory

School of Education

Second Career Track in Teaching and Learning

36 ECTS required from the following courses:

1. CIAS 5152   Curriculum & Assessment
2. MIDS 5206   Inquiry II: Course Planning & Evaluation
3. CIAS 5151   Fundamentals of Effective Teaching & Learning
4. CIAS 5251   Developing Effective Teaching Methods
5. PDEV 5150   Pre-Practicum in Teaching
6. PDEV 6300   Micro-Teaching

Final Exam/Assignment Retake Policy

Final exam/assignment retake policy serves to support the students' timely graduation. This policy allows retake of the final exam/assignment for students who meet all criteria listed below:

- Student must be eligible to graduate after the grade is resolved for the relevant course.
- Final exam/assignment retake can be applied only to one course during a degree program.
- Final exam/assignment retake can be applied only to a course where final course grade is below C.
- Final exam/assignment retake is possible only if the relevant course or its substitute is not offered in the following semester or term.
- This policy is not applied to final projects like Capstone/Thesis or its equivalent.

Student can apply for final exam retake only after all grades have been posted for the courses that he/she took in relevant semester. Student must submit Final Exam/Assignment Retake Form to the academic advisor. Dean's approval is required for exam retakes.

Retake exam must be arranged and graded by the course instructor within seven working days after the approved Final Exam Retake Form is submitted to the advisor. Retake exam grade replaces overall course grade and cannot be more than C. Highest grade will be included into GPA.

Glossary

Academic unit: A free-standing school or the University Library; the academic units are the School of Public and International Affairs, School of Business, School of Information Technologies and Engineering, School of Education, School of Law and the University Library.

Active Status: A student is considered to have active status with the University when one of the following criteria has been met; is enrolled in courses, is enrolled in an exchange program, has arranged a Temporary Leave for a semester or is taking classes through another institution while on a Permit to Study. Students no longer have active status with the University when they withdraw, are academically dismissed or fail to enroll in a subsequent semester without arranging a Temporary Leave or Permit to Study. Students who fail to enroll in a subsequent semester and do not arrange a Temporary Leave or Permit to Study will be Administratively Separated from the institution.

Excused Absences: Students may receive an excused absence from class or exam attendance for reasons that include, but are not limited to, major religious holidays, a medical reason, participation in ADA University off – campus activities that are required and related to another class, or a family emergency. Instructors may require documentation for excused absences.

Documented Disabilities: Students who provide documentation of a disability may request reasonable accommodations in the Office of Disability and Inclusive Education (ODIE). Examples of disabilities for which accommodations may be provided include learning disabilities, Autism Spectrum Disorders, Attention Deficit Hyperactivity Disorder, Deaf and hearing impaired, blind, and visually impaired, as well as medical, psychological, and physical disabilities. Students may enter the University with or without identifying their disability in the admissions process. All students who believe they may qualify for disability accommodations are encouraged to visit the ODIE to make an appointment with a counselor.

Teaching Unit: A program, institute, or center within an academic unit.