



2025 UOTP Course Catalog addendum

March 7, 2025 p.121	Associate of Science in Government Contract Management* *Program under review. Not currently enrolling.
March 7, 2025 p.127-128	Certificate in Computer Network Professional* Certificate in Computer Support Technician* Certificate in Cybersecurity Professional* Certificate in Data Science* Certificate in IT Project Management* Certificate in Medical Assistance* Certificate in Network Support Technician* *Program under review. Not currently enrolling.
March 8, 2025 p.44	Revised policy: Course Repeats Students must repeat a course in which they receive a failing grade. Students will be registered on the course, preferably in subsequent semesters, should the course be available. If students are unsuccessful on a second-course attempt, they must receive permission from the Dean of the Program to take the failed course for a third time. The highest grade earned is used in the calculation of the grade point average. All course attempts are considered in the calculation of quantitative progress (maximum time frame). Only one repetition of a previously passed course is permitted for financial aid purposes. Students who wish to repeat a previously passed course (receiving a grade of “C” or “D”) are responsible for the tuition for that course as it is not covered by Title IV financial aid. Veteran Affairs will only pay for a repeated course if a higher grade is needed to complete the program. Course repeats are priced at current tuition rates.
March 8, 2025 p.94	Bachelor of Science in Business - Healthcare Management Concentration Replace <i>HLTH430 Health Data Analytics and Information Governance</i> with <i>HLTH421 Health Care Organizations and Finance</i> .
March 8, 2025 p.81	MS in Data Analytics – Big Data Concentration Replace DACS640 Data Integration, Warehousing, Provenance, and Analysis with RES680 Capstone in Data Analytics.
May 6, 2025 p. 76	Executive Master of Business Administration* *Not currently enrolling.
May 6, 2025 p. 72	Master of Business Administration – concentrations: • Amazon Web Services* • Artificial Intelligence* • Computer Informatics* • Education*

	• Health Care Administration* • Hospitality and Tourism Management* • Public Policy* *Not currently enrolling.
May 6, 2025 p. 79	MS in Computer Science – concentrations: • Amazon Web Services* • Big Data Science* • Cyber Security* • Database Organization* • Information Technology Management* *Not currently enrolling.
May 6, 2025 p. 80	MS in Data Analytics – concentrations: • Amazon Web Services* • Artificial Intelligence* • Business Analytics • Marketing Analytics* • Financial Analytics* • Big Data Science • Geospatial Intelligence* *Not currently enrolling.
May 6, 2025 p. 83	MS in Education – concentrations: • Elementary Teaching* • Learning Design Innovation* • STEM Education* *Not currently enrolling.
May 6, 2025 p. 84	MS in Geospatial Information Technology* *Not currently enrolling.
May 6, 2025 p. 87	MS in Information Technology – concentrations: • Amazon Web Services* • Artificial Intelligence* • Geospatial Intelligence* *Not currently enrolling.
May 6, 2025 p. 89	Combined Bachelor of Science/Master of Business Administration in Hospitality and Tourism Management* *Not currently enrolling.
May 6, 2025 p. 91	Bachelor of Science in Accounting* *Not currently enrolling.
May 6, 2025 p. 93	Bachelor of Science in Business – concentrations: • Early Childhood Development* • Geospatial Business Intelligence* • Healthcare Management* • Information Management* *Not currently enrolling.
May 6, 2025 p. 99	Bachelor of Science in Criminal Justice* *Not currently enrolling.

May 6, 2025 p. 101	Bachelor of Science in Cyber Security and Policy* *Not currently enrolling.
May 6, 2025 p. 103	Bachelor of Science in Data Analytics and Management* *Not currently enrolling.
May 6, 2025 p. 107	Bachelor of Science in Geospatial Information Technology* *Not currently enrolling.
May 6, 2025 p. 108	Bachelor of Science in Government Contract Management* *Not currently enrolling.
May 6, 2025 p. 114	BS in Hospitality and Tourism Management – concentration: • Hospitality Management* *Not currently enrolling.
May 6, 2025 p. 116	BS in Information Technology – concentration: • Healthcare Management* *Not currently enrolling.
May 6, 2025 p. 117	Bachelor of Science in International Business* *Not currently enrolling.
May 6, 2025 p. 119	Associate of Science in Accounting* *Not currently enrolling.
May 6, 2025 p. 121	Associate of Science in Criminal Justice* *Not currently enrolling.
May 6, 2025 p. 124	Associate of Science in International Business* *Not currently enrolling.
May 6, 2025 p. 125	Associate of Science in Network Security Management* *Not currently enrolling.
May 6, 2025 p. 127-128	Advanced Certificate in Business Accounting* Advanced Certificate in General Management* Advanced Certificate in Government Contract Management* Advanced Certificate in Health Systems Management* Advanced Certificate in Information Systems Management* Advanced Certificate in International Business* Advanced Certificate in Network Security Management* *Not currently enrolling.
May 6, 2025 p. 128-131	Certificate in Accounting Clerical Support* Certificate in Information Assurance* Certificate in International Studies* Certificate in General Business* Certificate in Network Security Management* Certificate in Office Application Support* *Not currently enrolling.
May 6, 2025 p. 133-136	Diploma in Cyber Security* Diploma in Data Science* Diploma in Medical Assistant* Diploma in Software Developer* *Not currently enrolling.
May 15, 2025 p.24	<i>Master's Program Transfer Credits</i>

	Master’s students may transfer up to fifteen (15) graduate credits. Transfer credits must be at the graduate level and have earned a grade of “B” or better. Credits must have been completed within the last 10 years at an accredited institution (accredited by an institutional accrediting agency recognized by the Secretary of the US Department of Education) or at ACE-approved military training and service. Transfer credit decisions will be based on official transcripts provided to University of the Potomac.
May 28, 2025 p.24	Transfer of Credits Policy, paragraph added: <i>Undergraduate Program Transfer Credits</i> Transfer credits must have been completed within the last 15 years at an accredited institution (accredited by an institutional accrediting agency recognized by the Secretary of the US Department of Education) and have an earned grade of “C” or higher. Transfer credit decisions will be based on official transcripts provided to University of the Potomac.
June 11, 2025 p.58	Old policy: Graduate students are only permitted to graduate with a CGPA of 3.0 or higher and must earn a minimum grade of B- in the core courses. Core courses with a grade less than a B- must be repeated. Only one C grade is permitted in the concentration courses for graduate students. New policy: Graduate students must maintain a cumulative GPA of 3.0 or higher to graduate. Core courses with grades below B- must be repeated. Only one grade of C is allowed in concentration courses. In programs without an academic concentration, one grade of C is permitted.
August 18, 2025 p.42-43	Revised section: <i>Textbooks</i> The course syllabi contain information about textbooks and supplemental materials for the individual courses offered at the University of the Potomac. In numerous courses, the learning resources available are digitized and provided to students and faculty through Cengage.com. Courses that are not supported by Cengage.com may also offer an e-resource option through eCampus and can be accessed at http://www.ecampus.com. Questions about textbooks should be directed to the instructor or the Learning Resource Center (LRC). In addition, the LRC can provide alternative sites where the students may order books. Students are expected to purchase the required textbook(s) for each course. New and used textbooks, eBooks may be purchased or rented through eCampus. Students who receive financial aid may qualify for alternative payment options only through eCampus.

	<i>Learning Resource Center/Library</i> The University of the Potomac maintains an online Learning Resource Center (LRC) under the Academic Affairs division. The LRC provides students with access to digital resources and tutoring services by Tutor.com. Whether students are seeking assistance with a challenging subject, preparing for an exam, or looking to enhance their understanding of various topics, they can access Tutor.com through the Moodle Learning Management System for assistance. Faculty and students can request sessions on information literacy, library research skills, internet searching, commercial database searching, and any other library-related topics. University of the Potomac faculty, staff, and students may access these databases from any location after creating a user ID and password. The LRC collection has been developed to support the courses and program majors offered by the University. The collection includes: ● Over 6,500 volumes and 50,000 electronically accessible E-Book titles. ● 60 periodicals in print format. ● Databases: Five periodical databases providing electronic access to approximately 3,700 periodical titles (abstracts and many in full text). These databases include, but not limited to: ○ Business Source Elite (EBSCO Host) ○ Regional Business News (EBSCO Host) ○ Scholarly Journals, articles, and publications (ProQuest Host) The University of the Potomac LRC is an institutional member of the Association of College and Research Libraries and the American Library Association.
October 30, 2025 p.51/p.66	Policy added: <u>Medical Leave of Absence (LOA) Policy for F-1 International Students</u> To ensure compliance with federal F-1 visa regulations and to provide clarity to our international students, the following Medical Leave of Absence (LOA) policy outlines the eligibility requirements, documentation standards, and responsibilities that must be followed. This policy is designed to support students' health needs while also protecting their immigration status. Duration of Medical LOA ● A Medical LOA cannot exceed 12 months during the entire duration of your academic program. ● Requests for extensions beyond this limit will not be granted. Medical Documentation Requirements

	• Only medical documentation from licensed doctors within the United States will be accepted. • The doctor's note must: ○ Clearly state the medical condition, ○ Specify the date on which you can return to school, and ○ Be signed and dated by the physician. Restrictions During Medical LOA • Students on Medical LOA are not permitted to work on or off campus. • Unauthorized employment during LOA is a violation of F-1 visa regulations. Travel and Re-Entry Guidelines • If your Medical LOA is approved, you may leave the United States. • However, you must return within five (5) months of departure. • If you remain outside the U.S. for more than five (5) months, you will need: ○ A newly issued I-20, and ○ To pay the I-901 SEVIS fee again before re-entry. Eligibility Limitations • A Medical LOA can only be granted to the F-1 students themselves. • Medical LOA cannot be approved based on a family member's illness or condition. Requesting Medical LOA • To request Medical LOA, you must: ○ Provide proper medical documentation, and ○ Meet with Student Services to complete the required process. • Incomplete requests will not be processed. Maintaining Status if LOA is Denied • If your request for a Medical LOA is denied, you must: ○ Continue to maintain a full course load of study, or ○ Speak with your Designated School Official (DSO) to request an early withdrawal. • If you withdraw from your program, you must exit the United States within 15 days of the withdrawal date.
October 30, 2025 p. 61	Policy added: Mandatory Monthly On-Campus Engagement for F-1 Doctoral Students This policy establishes mandatory physical engagement requirements for doctoral students holding F-1 visa status during their research and

dissertation phases. The requirement ensures consistent progress in the doctoral program and compliance with federal regulations regarding mandatory physical attendance and supervision necessary for maintaining F-1 visa status.

This policy applies to **all F-1 visa holder doctoral students** officially registered in any of the designated research-phase courses listed in Section IV. This requirement is effective for the entire duration a student is enrolled in these specific courses.

Requirements

- F-1 doctoral students enrolled in the research-phase courses listed below **must meet a minimum of once every calendar month** with their assigned **Professor or Dissertation Chair**.
- Each required meeting must have a minimum duration of **two (2) hours** of substantive academic discussion and supervision related to the student's research progression.
- Meetings must be conducted at the university's designated physical campus locations (DC or VA campus) according to the following formats:
 - **In-Person Meeting:** The student and the Professor/Dissertation Chair meet face-to-face on the DC or VA campus.
 - **Virtual Meeting (On-Campus Presence Required):** The student must physically report to the designated DC or VA campus location for the duration of the meeting. The university will supply a space and necessary technology (e.g., meeting room, video conferencing equipment) for the student to meet virtually with their Professor/Chair, who may remote in to the meeting.

The physical presence of the F-1 student on the DC or VA campus for the full two-hour duration of the meeting is mandatory, regardless of whether the Professor/Chair is remote or present in person.

Documentation

The Professor or Dissertation Chair is responsible for documenting the date, time, duration, location, and substantive topic of the monthly two-hour meeting, and ensuring this record is submitted to the Doctoral Program Office for compliance tracking.

Applicable Research-Phase Courses

This policy is mandatory for F-1 visa students enrolled in any of the following research-phase courses:

Program	Course Codes
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	All Doctoral Students	DBEC 798, DBEC 799, DBEC 800, DBEC 801 Part 1, DBEC 801 Part 2, DBEC 802
	Doctorate of Business Administration	DBA 803, DBA 804, DBA 900 Part 1, DBA 900 Part 2
	Doctorate of Education	EDUC 803, EDUC 804, EDUC 900 Part 1, EDUC 900 Part 2
	Doctorate of Computer Science	COMP 832, COMP 833, COMP 8, COMP 900 Part 1, COMP 900 Part 2
	Compliance and Enforcement Failure by an F-1 visa doctoral student to adhere to the mandatory monthly two-hour on-campus engagement requirement constitutes a failure to comply with the terms of their academic program and may result in: 1. A failing grade for the applicable research course. 2. The delay of the official commencement of the dissertation or capstone phase. 3. Reporting of a failure to maintain status to the International Student Services Office, which may jeopardize the student's F-1 visa status. <i>It is the student's responsibility to proactively schedule the monthly meeting with their Professor or Dissertation Chair.</i>	
October 30, 2025 p. 60	Grading in Doctorate Courses Added: SAR Indicates satisfactory repeat of doctoral dissertation courses Paragraph updated: Grades of plus (+) and minus (-) are used in assigning grades and determining a grade point average (GPA). Final course grades of “SA”, "SAR", and “UN” are used only in the dissertation courses, i.e., 800 and 900-level courses. Students receive a "SAR" when course requirements are not met, but students are actively progressing in the course. Quality points, used in determining a grade average for core courses, i.e., 700-level, are assigned as follows. <i>Course Repeat – Doctorate Courses</i> Students must repeat a course in which they received a failing grade or an “SAR” grade. Students will be registered in the course, preferably in subsequent semesters, should the course be available. If students are unsuccessful on a second-course attempt, they must receive permission from the Dean of the Program to take the failed course for a third time. The highest grade earned is used in the calculation of the grade point average. All course attempts are considered in the calculation of quantitative progress (maximum time frame).	