



WADE INSTITUTE OF TECHNOLOGY

CATALOG

September 21, 2026 – August 12, 2028

135 University Avenue
Palo Alto, CA 94301.
Tel: (415) 777 3232
www.wit.university

This catalog covers the period: September 21, 2026 – August 12, 2028

Message from the Chair

A great debate endures over the value of a college education. Much of the debate is pandemic driven. Other drivers include a robust job market which offers employment at exceptional wages. Partisanship has created disputes for the need for diversity, inclusion and equity and transformational changes.

We acknowledge the pace at which technology evolves, and we mourn the extent to which the traditional model limits access to education. We believe education should look less structured and make room for more variety: new paths, multiple streams, a wider array of degrees — so people can reskill as needed and put those skills to work immediately. This includes master's degrees across engineering and related disciplines.

Technology changes so fast, the skills we master in school are constantly changing and becoming outdated in a matter of years. Some of the most exciting career opportunities might be for roles that don't even exist yet in industries we can't even imagine.

WIT welcomes the opportunity and challenges to prepare you to pursue your goals at a college that is unique and transformative where excellence and innovation are core. We are on a mission to invent new professional engineering pathways, including those without undergraduate degrees in STEM areas. We believe in nurturing the whole student – your creativity, your leadership skills, and your own original story and diverse background that make you who you are.

I encourage you to hone your strengths. Master the multidisciplinary courses and create real world technology projects and devices. You are part of a cohort exceptionally unique to a graduate engineering program. We will learn from you and iterate our program from you.

I am eager to meet you and learn about your academic goals.

Herb Anderson, Chair

Minority Television Project Inc.
d.b.a. Wade Institute of Technology

About This Catalog

Objective

This catalog is to provide you with the information you need to succeed as a student at the Wade Institute of Technology (WIT). The following pages contain a wealth of information about courses, campus resources, student services, program descriptions, degree requirements, and college policies and procedures.

Use the catalog to plan your educational program; review WIT policies and procedures; learn about course and degree requirements; and find important dates, phone numbers and locations.

This catalog contains information as to enabling life changes in powerful ways. Our students, faculty and staff come from a variety of backgrounds and diverse experiences. These traits, combined with our transformational curriculum makes us a leader in providing students with a comprehensive, high-quality education.

Presentation

This catalog is available to all students online. Alternatively, upon request a hard copy of the catalog is available to all students and any other interested person online.

Limitations

We have made every reasonable effort to determine that information in this catalog is accurate. Changes may result from legislature statutes or rules and policies adopted by WIT. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the administration for reasons related to student enrollment, level of financial support from investments, or for any other reason, at the discretion of the college. WIT reserve the right to add, amend or repeal any of its rules, regulations, policies, and procedures. This document is published to help the prospective and enrolled students make decisions toward fulfillment of academic goals. It does not constitute an unchangeable contract but, instead, serves as an announcement of present policies for Fall 2026 through Summer 2028.

WIT shall provide an annually updated catalog to students. These updates may be made using supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

Legal Control

WIT is owned and operated by Minority Television Project Inc., a non-profit 501(c)(3) charitable trust registered with the Secretary of State of California which was formed in 1985. The Board of Directors constitute the governing body. The duties of the Board are: to define and maintain the mission of WIT; to ensure that the goals and objectives of WIT are implemented; to evaluate and monitor all programs; to establish and review fiscal and administrative policies; to approve an annual budget; to authorize all legal documents; and annual report at the annual meeting.

Our address and contact information: -

Wade Institute of Technology

135 University Avenue

Palo Alto, CA 94301.

Tel: 415.777.3232

Academic Calendar

WIT Master's in Engineering Management

Year 1		
	Fall 2026	
Mon Sept 21 – Fri Nov 27, 2026	Instruction	10 weeks
Mon, Oct 12, 2026	Columbus Day (No classes)	
Wed, Nov 11, 2026	Veterans Day (No classes)	
Thu–Fri Nov 26–27, 2026	Thanksgiving Break (No classes)	
Mon Nov 30 – Fri Dec 4, 2026	Exams week	
Dec 5, 2026 – Jan 3, 2027	Break	3 weeks break
	Winter 2027	
Mon Jan 4 – Fri Mar 12, 2027	Instruction	10 weeks
Mon Jan 18, 2027	Martin Luther King, Jr., Day holiday (No classes)	
Mon Feb 15, 2027	Presidents' Day holiday (No classes)	
Mon Mar 15 – Fri Mar 19, 2027	Exams week	Exams week
Mar 20 – Mar 28, 2027	Break	1 week break
	Spring 2027	
Mon Mar 29 – Fri Jun 4, 2027	Instruction	10 weeks
Monday, May 31, 2027	Memorial Day (No classes)	
Mon Jun 7 – Fri Jun 11, 2027	Exams week	Exams week
Jun 12 – Jun 20, 2027	Break	1 week break
Saturday, June 19, 2027	Commencement Day	Commencement
	Summer 2027	

Mon Jun 21 – Fri Jul 30, 2027	Instruction	6 weeks
Sunday, July 4, 2027	Independence Day holiday	

Mon Aug 2 – Fri Aug 6, 2027	Exams week	Exams week
Aug 7 – Sept 19, 2027	Break	6 weeks break
Saturday, August 14, 2027	Commencement Day	Commencement

Year 2		
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	Fall 2027	

Mon Sept 20 – Fri Nov 26, 2027	Instruction	10 weeks
Mon, Oct 11, 2027	Columbus Day (No classes)	
Thu, Nov 11, 2027	Veterans Day (No classes)	
Thu–Fri Nov 25–26, 2027	Thanksgiving Break (No classes)	
Mon Nov 29 – Fri Dec 3, 2027	Exams week	Exams week
Dec 4, 2027 – Jan 2, 2028	Break	3 weeks break

	Winter 2028	

Mon Jan 3 – Fri Mar 10, 2028	Instruction	10 weeks
Mon Jan 17, 2028	Martin Luther King, Jr., Day holiday (No classes)	
Mon Feb 21, 2028	Presidents' Day holiday (No classes)	
Mon Mar 13 – Fri Mar 17, 2028	Exams week	Exams week
March 18-26, 2028	Break	1 week break

	Spring 2028	

Mon Mar 27 – Fri Jun 2, 2028	Instruction	10 weeks
Mon May 29, 2028	Memorial Day (No classes)	
Monday, June 5-9, 2028	Exams week	Exams week

June 10-18, 2028	Break	1 week break
Saturday, June 17, 2028	Commencement Day	Commencement
	Summer 2028	
Tue Jun 20 – Fri Jul 28, 2028	Instruction	6 weeks
Mon, Jun 19, 2028	Juneteenth (No classes)	
Tue, Jul 4, 2028	Independence Day (No classes)	
Mon Jul 31 – Fri Aug 4, 2028	Exams week	Exams week
Saturday, August 12, 2028	Commencement Day	Commencement

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General Information

Approval & Accreditation

WIT is a private institution. As such it is not a private postsecondary educational institution as defined by Education Code section 94858 and does not require an approval to operate from the Bureau for Post Secondary Education (BPPE).

Financial Status of the Institution

Neither MTP nor WIT has petitioned for bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy been filed against the institution within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Custodian of Records

The Institute maintains student records from the student's date of completion or withdrawal for a period of five (5) years in a manner for security and safekeeping of records. The Academic Director acts as the Custodian of Records and maintains student personnel information, financial records, and transcripts in locked, fire-resistant cabinets in a manner secure from damage or loss at 135 University Avenue, Palo Alto, CA, 94301, email academicdirector@wit.university, and telephone (650) 336 5777. Transcripts are never destroyed; other files may be purged after a minimum of five (5) years.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Statement of Non-Discrimination

WIT does not discriminate on the basis of religion, color, race, sex, gender identity, pregnancy, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. WIT also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in WIT programs and activities. Historically Black Colleges and Universities and Minority Serving Institutions hold a unique place not only in our history but also in our future. These institutions are at the forefront of scientific, engineering, social, and medical research, and achievements. The U.S. Secretary of Education in implementing federal nondiscrimination laws has concluded that both scholarships and other special programs based upon race to remedy past discrimination is consistent with federal civil rights laws where certain principles are utilized. WIT will honor this guidance and principles. Inquiries concerning the application of Title IX of the Educational Amendment of 1972 and other non-discriminatory statutes should be directed to the Academic Director for assessment of such matters.

Statement of Abundance

At WIT, we are devoted to creating an atmosphere in which every individual is recognized, respected, and given the opportunity to fulfill their potential. We think this is both a strength and a necessary component of academic performance, innovation, and community building. We are committed to ensuring access and opportunities for all students, instructors, and staff in all programs and activities. In addition, we have a zero-tolerance policy against all sorts of sexual harassment.

In accordance with federal civil rights regulations, WIT supports the concepts that enable scholarships and specialized programs to address past prejudice, ensuring that our policies encourage equal opportunity for all. We are committed to upholding these values in all aspects of our business. We invite anyone who has questions or concerns about Title IX of the Educational Amendments of 1972, or any of our nondiscrimination policies, to contact our Academic Director. The director will provide advice and assistance as we navigate these issues, ensuring that all students and staff are treated fairly and with dignity.

At WIT, we understand that variety enriches the learning experience, fosters innovation, and strengthens our community. We are committed to creating an accepting, and supportive workplace in which all perspectives are heard, valued, and respected.

Statement of Academic Freedom

WIT believes that academic freedom is essential to its educational mission and to the pursuit of truth. Faculty are entitled to freedom in teaching, research, and scholarly or creative activity within their disciplines, consistent with professional and ethical standards. Students are encouraged to engage in open inquiry and express reasoned perspectives relevant to their coursework.

Members of the academic community may speak or write as citizens and professionals, while recognizing that they do not represent the institution unless authorized to do so. The institution protects academic freedom in accordance with its policies and applicable accreditation standards.

Statement of Conflict of Interest

Members of the governing board, faculty and staff are expected to exercise good judgment, honesty, and high ethical standards in all business transactions and have an obligation to conduct business within the guidelines that prohibit actual or potential conflicts of interest. The faculty and staff members should deal with suppliers, clients, students, contractors, government agencies, and all others that have a relationship with the Institute on the sole basis of what is in the best interest of the Institute without consideration of personal gain.

No “presumption of guilt” is created by the mere existence of a relationship with outside firms. However, if members of the Institute community have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose the information, as soon as possible, to the appropriate party mentioned above to the existence of any actual or potential conflicts of interest so that safeguards can be established to protect all parties.

The Executive Director of WIT has the ultimate authority and responsibility to determine the application of this policy and the implementation of steps to be taken to correct a situation deemed not in the best interests WIT, including, if appropriate, recommendation for disciplinary action or discharge.

Career Services

The Career Services team will help students achieve their career goals and promote lifelong professional development. Career services we offer include:

- exploring career options
- developing a full portfolio
- finding internship opportunities
- preparing a professional resume
- preparing for interviews through mock and real interview sessions with industry leaders
 - networking opportunities to connect to industry professionals.
- working to find the best internship opportunities through NASA's Pathway to Employment program with a view to potential employment.

Governance, Administration and Organization

Governance

WIT is governed by the Board of Directors. The President leads the College while the Board of Directors, the faculty, student body and committees all work to support the effective operation of WIT.

Board of Directors

- Herb Anderson (Chair)
- Jawara Lumumba
- Gwendolyn May Barlow
- Lorna Jones
- YoungSu Yoo
- Darryl G. Harris Sr
- Kyla Talley
- Barbara J. Wade

Administration

- Booker T. Wade Jr (Executive Director)
- YoungSu Yoo
- Lorna Jones

Presidential Council

As WIT develops, a Presidential Council will oversee all aspects of the WIT operations and is comprised of the President, the Dean and Directors.

Student Council

Student-elected student representatives serve as the link between students and WIT management and play an important role in ensuring that student concerns and input are voiced and represented at the highest levels of the WIT management.

Faculty Council

Faculty representatives represent the views of faculty on academic matters and ensure that faculty knowledge, experience and concerns are voiced and represented at the highest levels of WIT management. As WIT develops, a Faculty Council will be instituted.

Campus Safety and Security

WIT Public Safety ensures the safety and security of students, staff, and guests and are in direct contact with local law enforcement 24 hours per day. Issues regarding campus safety including criminal, or suspicious behavior and injury should be reported to Public Safety by phone, text or email.

Tuition, Admission, Application, and Withdrawal

For Years 1 and 2, enrollment at WIT does not require students to pay for tuition, academic supplies, books, or housing. During their period of study at WIT, students will make a commitment to excellence, to serve as mentors to future generations of students, and to African community support.

Monthly Advisor meetings

All students are required to meet with their academic Advisor monthly to ensure that the plan they had developed on registration is still relevant, and if not, to revise and amend it to help keep the student on track to meet their academic goals. These meetings will also be opportunities to explore new developments, share areas of concern or new areas of interest, and discuss further ways to enhance student development at WIT.

An important element in the WIT program is coaching, mentoring and career support which begin before students are accepted. During the registration process, students establish their educational and career goals and are guided to design an initial educational program to meet their stated goals. Once admitted, students meet with their coach on a bi-monthly basis to review their progress, incorporate directional changes whether in interests, academic or career goals and reorient their plan accordingly.

The WIT Advisors discuss with our academic and industry partners the best direction for our students to help them achieve their academic and/or career goals. As such, students are kept up to date on near- and long-term industry and technology trends and career and internship options.

WIT students acquire the academic, technical, and social skills required by industry and further educational institutions and benefit from:

- portfolio preparation
- resume, cover letter and interview preparation
- internship opportunities
- job search support through recruitment fairs on campus.

Projects

Students will undertake group and individual projects in which they seek out and solve challenges and demonstrate the practical application of the lessons learnt across the various courses undertaken at WIT. Projects may have a technology, scientific or medical focus.

Student Portfolio

Students will document and showcase their growth across the programs studied and experienced at WIT and will include presentations, group and individual projects, conferences attended and any published papers.

WIT Program

Mission, Vision & Purposes

Our Mission

Our mission is to advance the education of talented students from economically disadvantaged backgrounds in science, technology, engineering, and mathematics. We aim to generate, share, and apply knowledge to address critical challenges facing communities in the U.S. and across the globe. We are committed to providing an education that combines rigorous academic study with the excitement of discovery and real-world impact.

Our Aims

We aim to train innovators who think holistically and critically, and use empathy, knowledge, and the latest technologies to impact the future globally. Our supportive community of like-minded mentors supports students to envision and design their future and provide an education that is aligned with students' goals. WIT will rely substantially upon experiential learning. Within five years, we seek to create a pipeline of knowledgeable, self-driven, empathetic, ethical, passionate, and self-actualized individuals who will look to work for and develop corporations that put people first and will work to improve the lives of people around the world. Over the next decade, we will expand our course offering to include the latest technological advancements in aviation, artificial intelligence, quantum physics, and media.

Our Vision

Our vision is to implement this mission at the micro level by providing full ride scholarships and at the macro level by launching a new multidisciplinary engineering management school. Implementing this mission with this vision will produce the purposes and objectives of greater inclusion in the ecosystem.

Traditional Residential Campus

The weekly on-campus format requires attendance in the physical classroom. However, some classes will require students to travel to any of the two locations:

Wade Institute of Technology
135 University Avenue
Palo Alto, CA 94301.
Tel: 415.777.3232

Class sessions will consist of discussions, and lectures by the instructor on the topic for that week as well as question and answer opportunities for students to relate problems encountered in their understanding. The instructor may distribute current handouts that illustrate the most recent analyses of contemporary problems. Following the completion of the discussion of main concepts, the class will be devoted to a case analysis. The purpose of the chosen cases is to illustrate how various concepts shape the decisions on real-world problems. The instruction methods will help students apply their knowledge to real-world-based situations through in-class activities & case studies.

Equipment to be used: Faculty will use computer presentation in classrooms to aid student learning. Students will be expected to make use of the Internet and local libraries. Required textbook and/or other materials used will be listed on the course syllabus.

Residential Education

WIT is an in-person residential institution; hence our master's program requires in-person instruction and attendance. We exit the pandemic era with an even stronger commitment to the value of in-person education as an essential component to our residential academic program.

Course Numbering System

500 – 549 Foundation Level Courses
550 – 599 Intermediate & Advanced Courses

Admissions Information

Requirements for admission to WIT are set forth below and are in accordance with Title V, Chapter 1, Subchapter 3 of *California Administrative Code*.

Admission

Students seeking graduate admission to the Master's in Engineering Management program must submit the following application requirements:

- Bachelor's degree in any discipline
- Personal Statement (500 words max)
- Resume
- Transcripts
- Two letters of Recommendation

Admission of Transferring Students

WIT does not accept transfer credit coursework from any other institution or through challenge examinations and achievement tests and requirements for ability-to-benefit students. WIT has not entered into an articulation or transfer agreement with any other university or college.

Notice concerning Transferability of Credits and Credentials earned at our Institution

The transferability of credits earned at Wade Institute of Technology is determined at the sole discretion of the receiving institution. Acceptance of credits or degrees earned at WIT is not guaranteed and may depend on factors such as accreditation status, course content, level, and comparability with the receiving institution's academic requirements.

Students who plan to transfer credits or pursue further education elsewhere are encouraged to contact the receiving institution in advance to determine whether credits or degrees earned at WIT will be accepted.

Master's in Engineering Management Program

Program Description

The Master's in Engineering Management program combines core leadership and project management principles with engineering education and real-world project experience and equips students for a variety of management positions to become global world leaders. The program covers concepts in management, as well as knowledge across the major engineering disciplines that will enable students to launch their professional careers and advance their current aspirations. Program graduates walk away with an understanding and ability to handle complex situations in today's global marketplace.

The Program is not designed to qualify for any federal or state or entity licensure requirements nor is the program recognized for any employment positions with the State of California nor any other state. The Program is not eligible for federal and state financial aid programs.

Program Learning Objectives

- Demonstrate knowledge and understanding of fundamental engineering concepts and professional engineering practices.
- Demonstrate knowledge and understanding of project management principles, tools, and real-world applications.
- Design, conduct, and analyze a community-based lead testing research study using appropriate scientific and ethical methods.
- Demonstrate the ability to safely and competently fly an airplane in accordance with established aviation standards and procedures.
- Demonstrate the ability to hold a sustained and meaningful conversation with a native Mandarin speaker as Mandarin is a very significant force in Engineering.

Degree Requirements

The Master of Engineering Management degree integrates foundational engineering knowledge with project management, research, and leadership skills. The program is designed for graduates with backgrounds in science, technology, or engineering, or liberal arts preparing them for interdisciplinary management roles in technology-driven industries. The standard program requires 67 quarter units, including research, core engineering, project management, internship, and applied learning components. Program requirements may be adjusted based on a student's prior academic preparation and professional experience. The Cumulative Grade Point Average for the degree must be a minimum of 3.0 on a 4.0 scale.

STEM Bachelor's degree				
WIT Master's in Engineering Management				
Schedule of Courses for students with STEM bachelor's degree				
Quarter	Code	Course	Total Credits	Credits
Quarter 1 – Fall				
Q1	CS 500	Introduction to Computer Science	10	3
Q1	ME 500	Mechanical Engineering I		3
Q1	PM 500	Introduction to Project Management & Project Management Methodologies		2
Q1	PM 532	Business Communication		2
Quarter 2 – Winter				
Q2	CEE 500	Civil & Environmental Engineering I	10	3
Q2	CS 550	Artificial Intelligence		3
Q2	PM 540	Business Analysis and Process Re-Engineering for PM		2
Q2	PM 534	Agile / SCRUM		2
Quarter 3 – Spring				
Q4	AV 500	Aeronautical Science (Ground School)	11	3
Q1	ME 550	Mechanical Engineering II		3
Q2	PM 550	Artificial Intelligence in Project Management		2
Q2	RES 500	Research Methods		3
Quarter 4 – Summer				
Q3	PRO 500	Group Project	6	3
Q3	AH 500	African History and Technology		3
Quarter 5 – Fall				

Q5	CEE 550	Environmental Engineering Processes and Water Systems (CEE II)	12	3
Q5	PM 536	Planning, Development, and Implementation of Program Management		2
Q5	PM 533	Decision-making, Prioritization, Delegation, and Effective time Management		2
Q5	LAN 500	Mandarin		3
Q5	AV 550	Flying Practicum I		2
Quarter 6 – Winter				
Q6	PM 570	Advanced SCRUM & Complete Program Management Review	12	2
Q6	PM 590	Project Management Tools and Careers		2
	LAN 501	Mandarin		3
Q6	AV 551	Flying Practicum II		2
Q6	PRO 550	Individual Project (if no internship)		3
Quarter 7 – Spring				
Q7	LAN 502-7	(Optional) Mandarin continuation		3
Q7	AV 552	(Optional) Flying continuation		2
		Minimum	61	
Q7 is to allow ample time for students to safely complete the Flying Practicum without pressure.				
An additional Mandarin class may be available.				

Note: Program requirements may be tailored to individual students' educational backgrounds, particularly those with prior STEM experience, through appropriate course substitutions or waivers.

The graduation requirements are summarized as follows:

Core Engineering Courses	27 units
Research Methods	3 units
Project Management Courses	18 units
Aeronautical Science	4 units
Internship / Project	3 units
Mandarin	6 units
Group Project	3 units
African History	3 units
Total	67 units

Length of the program: The Master's in Engineering Management program must be completed within 2 years from the time the student commenced the first course, as a regular student. This time limit may be extended due to special extenuating circumstances with the Academic Director's approval. This program is approximately two years in length. Students take approximately 4 -13 units per quarter for up to eight quarters over 24 months (up to seven quarters for students with a STEM Bachelor's degree)

Application for Graduation: To be considered for graduation, one quarter before a student is expected to complete a prospective graduate must obtain, complete, and submit an Application for Graduation to the Academic Affairs Office.

Location of Classes: All WIT classes are held at the following locations:

Lectures: 135 University Avenue, Palo Alto, CA 94301

Aeronautical Science: Palo Alto Airport, Suite 740, 1925 Embarcadero Rd, Palo Alto 94303

Graduates of the WIT Master's in Engineering Management Program will lead to Project Management Specialists. As described in Section 13-1080 of the Standard Occupational Classification System, these professionals -

Analyze and coordinate the schedule, timeline, procurement, staffing, and budget of a product or service on a per project basis. Lead and guide the work of technical staff. May serve as a point of contact for the client or customer. This excludes "Management Occupations" (11-0000), "Logisticians" (13-1081), "Meeting, Convention, and Event Planners" (13-1121), and "Production, Planning, and Expediting Clerks" (43-5061).

Master's in Engineering Management Degree

For the Master's in Engineering Management degree, students must take the following:

STEM Bachelor's degree				
WIT Master's in Engineering Management				
Schedule of Courses for students with STEM bachelor's degree				
Quarter	Code	Course	Total Credits	Credits
Quarter 1 – Fall				
Q1	CS 500	Introduction to Computer Science	10	3
Q1	ME 500	Mechanical Engineering I		3
Q1	PM 500	Introduction to Project Management & Project Management Methodologies		2
Q1	PM 532	Business Communication		2
Quarter 2 – Winter				
Q2	CEE 500	Civil & Environmental Engineering I	10	3
Q2	CS 550	Artificial Intelligence		3
Q2	PM 540	Business Analysis and Process Re-Engineering for PM		2
Q2	PM 534	Agile / SCRUM		2
Quarter 3 – Spring				
Q4	AV 500	Aeronautical Science (Ground School)	11	3
Q1	ME 550	Mechanical Engineering II		3
Q2	PM 550	Artificial Intelligence in Project Management		2
Q2	RES 500	Research Methods		3
Quarter 4 – Summer				
Q3	PRO 500	Group Project	6	3
Q3	AH 500	African History and Technology		3

Quarter 5 – Fall				
Q5	CEE 550	Environmental Engineering Processes and Water Systems (CEE II)	12	3
Q5	PM 536	Planning, Development, and Implementation of Program Management		2
Q5	PM 533	Decision-making, Prioritization, Delegation, and Effective time Management		2
Q5	LAN 500	Mandarin		3
Q5	AV 550	Flying Practicum I		2
Quarter 6 – Winter				
Q6	PM 570	Advanced SCRUM & Complete Program Management Review	12	2
Q6	PM 590	Project Management Tools and Careers		2
	LAN 501	Mandarin		3
Q6	AV 551	Flying Practicum II		2
Q6	PRO 550	Individual Project (if no internship)		3
Quarter 7 – Spring				
Q7	LAN 502-7	(Optional) Mandarin continuation	6	3
Q7	AV 552	(Optional) Flying continuation		2
		Minimum	61	
Q7 is to allow ample time for students to safely complete the Flying Practicum without pressure.				
An additional Mandarin class may be available.				

Non-STEM Bachelor's degree				
WIT Master's in Engineering Management				
Schedule of Courses for students with a Non - STEM bachelor's degree				
Quart er	Code	Course	Total Credits	Credits
Quarter 1 – Fall				
Q1	CS 500	Introduction to Computer Science	10	3
Q1	ME 500	Mechanical Engineering I		3
Q1	PM 500	Introduction to Project Management & Project Management Methodologies		2
Q1	PM 532	Business Communication		2
Quarter 2 – Winter				
Q2	EE 500	Electrical Engineering I	10	3
Q2	CEE 500	Civil & Environmental Engineering I		3
Q2	PM 533	Decision-Making, Delegation & Effective Time Management		2
Q2	PM 534	Agile / SCRUM		2
Quarter 3 – Spring				
Q3	ME 550	Mechanical Engineering II - CAD Modeling and Product Design for Managers	10	3
Q3	PM 536	Planning, Development, and Implementation of Program Management		2
Q3	PM 540	Business Analysis and Process Re-Engineering for PM		2
Q3	RES 500	Research Methods		3
Quarter 4 – Summer				
Q4	PRO 500	Group Project	6	3
Q4	AH 500	African History and Technology		3
Quarter 5 – Fall				

Q5	AV 500	Aeronautical Science (Ground School)	11	3
Q5	EE 500	Electrical Engineering II		3
Q5	PM 550	Using AI in Project Management		2
Q5	LAN 500	Mandarin		3
Quarter 6 – Winter				
Q7	CS 550	Artificial Intelligence	10	3
Q6	PM 570	Advanced SCRUM & Complete Program Management Review		2
Q6	LAN 501	Mandarin		3
Q6	AV 550	Flying Practicum I		2
Quarter 7 – Spring				
Q7	PM 537	Project Management Tools and Careers and SCRUM Certification	10	2
Q6	CEE 550	Environmental Engineering Processes and Water Systems (CEE II)		3
Q7	AV 551	Flying Practicum II		2
Q7	PRO 550	Individual Project (or Internship)		3
Quarter 8 – Summer				
Q8	LAN 502-7	(Optional) Mandarin continuation		2
Q8	AV 552	(Optional) Flying continuation		2
Total			67	
Q8 is to allow ample time for students to safely complete the Flying Practicum without pressure.				
An additional Mandarin class may be available.				

Courses

Core Discipline: Engineering

CEE 500: Introduction to Civil and Environmental Engineering

Credits: 3

Instructor: Mahilet Adem

CEE 500 introduces students to the fundamental principles, scope, and societal importance of civil and environmental engineering. The course exposes students to the breadth of civil and environmental engineering by surveying its major subdisciplines, including structural engineering, water resources and environmental engineering, geotechnical engineering, engineering economics, and construction management.

Students develop a foundational understanding of how engineering principles are applied to real-world challenges such as water and wastewater treatment, environmental protection, structural safety, soil behavior, and project delivery systems. The course also introduces professional standards, ethical responsibilities, and economic decision-making tools used in engineering practice. Through lectures, assignments, and assessments, students gain insight into career pathways, interdisciplinary collaboration, and the societal impact of civil and environmental engineers.

PRO 500: Project: Environmental Research Project: Lead Testing

Credits: 3

Instructor: Mahilet Adem

PRO 500 is an intensive, hands-on research course focused on assessing lead contamination in drinking water systems serving historically underserved communities such as Flint and Detroit. Students gain practical experience in water sampling, laboratory analysis, data interpretation, and quality assurance within a real regulatory framework at the WIT Environmental Research Center. The course emphasizes public health protection, environmental justice, and Michigan's lead crisis history. Participants also develop community engagement skills by coordinating sample distribution, collection, and public awareness efforts. The course culminates in a professional technical report and presentation that synthesize scientific findings, regulatory implications, and community impacts.

CEE 550: Environmental Engineering Processes and Water Systems

Credits: 3

Instructor: Mahilet Adem

This course introduces the integrated management of environmental water systems, emphasizing how technical processes, regulations, and risk considerations shape engineering decisions. Core topics include hydraulics, hydrology, environmental chemistry, contaminant fate and exposure, emerging technologies. Emphasis is placed on understanding treatment technologies,

performance requirements, managing risk and cost, and leading projects that protect public health and the environment.

Building on this foundation, the course surveys major water and wastewater treatment processes and explains when, where, and why these technologies are used in treatment trains. Regulatory frameworks and water quality standards are woven throughout, so students learn how regulations define performance requirements, drive technology upgrades, and influence long-term investment and management strategies. Special attention is given to emerging contaminants and potable reuse, highlighting risk, public perception, governance, and innovation in technology selection.

CS 500: Computer Science

Credits: 3

Instructor: Dr. Gideon Damaryam

This course will provide a comprehensive introduction to the basic concepts in Computer Science and programming, at a level beyond the surface. Students will gain in-depth understanding through hands-on practical exercises and mini projects. They will develop an understanding of the basic principles and concepts of computer science, including data representation.

Students will gain basic proficiency in high-level programming languages (Python and C++), including writing, debugging, and executing programs and learn the basics of design, implementation, and analysis of algorithms to solve computational problems efficiently. They will also understand and apply fundamental data structures (e.g., arrays, lists, stacks, queues, trees) to organize and manipulate data effectively. They will understand the basics of popular programming paradigms including modular programming, and object-oriented programming. They will also learn to perform file operations and input/output operations in programs and acquire basic knowledge of databases and SQL, including creating, querying, and managing databases.

CS 550: Artificial Intelligence

Credits: 3

Instructor: Dr. Gideon Damaryam

This introductory Artificial Intelligence (AI) course aims to provide students with a moderate understanding of artificial intelligence principles and concepts. The course covers essential topics such as machine learning, neural networks, deep learning, natural language processing (NLP), computer vision and generative AI. Beyond technical skills, the course introduces the ethical and social implications of AI, ensuring students are aware of issues related to bias, privacy, and the societal impact of AI technologies. It wraps up with a look at challenges and opportunities that AI presents, possible future directions of AI.

RES 500: Research Methods

Credits: 3

Instructor: Dr. Gideon Damaryam

Introduction to Research Methods will cover practical aspects of research methods from developing an initial idea into a proposal, choosing research methods and partners, and constructing questionnaires. In addition to learning how to conduct interviews and focus groups, collect and analyze data, and report results, they will learn to be ethical researchers.

ME 500: Mechanical Engineering I

Credits: 3

Instructor: Stephen Samuel

This course helps students bring new ideas to life using a variety of Engineering tools and strategies and will cover industrial design principles and strategies, product design and product design principles for mechanical, electrical, civil, industrial and mechatronics. Students will be introduced to computer programming using Fortran and basic CAD using On-Shape. In collaboration with the project management faculty and using project management techniques, students will create, design, and manufacture a final product.

ME: 550: Mechanical Engineering II - CAD Modeling and Product Design for Managers

Credits: 3

Instructor: Stephen Samuel

This course covers modeling techniques that managers need to know to manage electromechanical projects. This course covers all basic skills and concepts required to create production geometry in the NX environment along with specific examples. Using exercises gleaned from actual production work, students will gain a hands-on working ability to create geometry with great efficiency using NX. The prior knowledge that students possess regarding the previous versions of CAD will be leveraged to accelerate the learning. Students will be given excellent supporting documentation that will augment their hands-on training. Students will have access to all the class exercises that have been fully finished after the class. This course will give insight to prospective managers who will be overseeing electromechanical projects.

EE 500: Electrical Engineering I

Credits: 3

Instructor: Shivam Bhardwaj

This comprehensive electrical engineering curriculum covers engineering fundamentals including circuit theory, basic electronics, electrical safety, OSHA Standards, digital systems (digital logic, basic microcontrollers, C language basis, power and control basics). The advanced section covers advanced Actuators and Internet of Things, modern development tools including AI-assisted coding, Linux on Raspberry Pi, and computer vision systems. The course ended with a complete robot systems, advanced troubleshooting and performance optimization. The student will demonstrate a small robot he designed as part of the course.

EE 550: Electrical Engineering II

Credits: 3

Instructor: Jing-Long Chu

This course provides a deeper understanding of the entire flow of managing a project / product in the computer industry. The course covers domain knowledge of basic network technology (including security) and digital chip design skills/flow to practice how the functions are implemented. Students will learn project managing skills including defining board and chip level architecture, partitioning of software and hardware, defining the chip function blocks, learning chip design concept and verification flow, understanding the backend engineering, as well as bringing up the system. With a small project given, the student will practice managing the flow including chip architecture, coding and verification, as well as some documents writing.

Core Disciplines: Project Management

PM 500: Introduction to Project Management

Credits: 2

Instructor: Charlie Schmidt

This course provides a solid, applied, project management introduction. Students will discuss projects, review tools and templates and gain a fundamental understanding of project management techniques used every day to manage real projects.

Students will get an overview of the history of project management, explain Program Management vs Project Management, and common project management methodologies used to plan, execute, and manage projects. These methodologies help project managers lead team members and manage work and facilitate team collaboration. The course will cover Agile, Scrum, Kanban, Waterfall, lean, critical path method, critical chain management as well as Prince2, PMBOK, PRiSM, and Six Sigma. To prepare students for the workplace, they will gain hands-on experience of using some of these methods. The course will also cover the types of roles Project Managers can pursue.

PM 532: Business Communication

Credits: 2

Instructor: Charlie Schmidt

Students will learn different communication methodologies and why misunderstandings are normal by considering how the brain works, the neuroscience of instant reactions, perceptual biases, and the importance of nonverbal communication. The course will cover emotional intelligence looking at natural defensiveness, techniques for managing fight or flight reactions, mental practices to 'rewire' our brain and listening skill and techniques. The course aims to provide students with an understanding of skills required to be effective communicators.

PM 534: Introduction to AGILE/SCRUM

Credits: 2

Instructor: Charlie Schmidt

This course provides details on Agile development, specifically on the Scrum process. It dives into the scrum framework, its origins, and the principles for applying scrum in practical settings. Upon completion of this course, students will be prepared to pass the examination to become a Certified Scrum Master (CSM®) or a Professional Scrum Master (PSM-1) Students will gain even more in-depth understanding through hands-on practical exercises and mini projects.

PM 540: Business Analysis and Process Re-engineering for Project Management

Credits: 2

Instructor: Charlie Schmidt

This course provides details on the skills needed to be a Business Analyst with specific focus on technical development fields. Documentation skills for both waterfall and agile project methodologies. Student will learn how to analyze and document “As Is” and To Be” scenarios. Students will gain even more in-depth understanding through hands-on practical exercises and preparing for the Michigan Water Project to be conducted in the summer.

PM 533: Decision-making, Prioritization, Delegation and Effective Time Management

Credits: 2

Instructor: Charlie Schmidt

Students will learn different communication methodologies. They will explore the roles of organization in project management, the Project Risk register, monthly planning, managing effective meetings, leveraging a planner in the project management field. The course aims to provide students with an understanding of the skills required to be an effective communicator.

PM 536: Planning, Development, and Implementation of Program Management

Credits: 2

Instructor: Charlie Schmidt

This course provides an overview of a Program Management Office (PMO). Students will learn the skills to be able to set up and manage a PMO. This will include staffing, budgeting, reporting and management. The course will teach different Project Management Methodologies and common business tool usage.

PM 537: Careers Planning and Search Guidance and SCRUM Certifications

Credits: 2

Instructor: Charlie Schmidt

This course provides students with assistance in career search strategies and execution of job applications. This includes tailoring resumes for different job types and cover letter creation. Follow-up strategies, how to expand and use business and social networks to improve getting interviews. The course also covers interviewing skills and practice.

PM 550: AI in Project Management

Credits: 2

Instructor: Charlie Schmidt

This course provides an overview of using AI tools for the creation of new project plans, reports and dashboards. The course aims to provide students with an understanding of the skills required to create and manage projects by using AI tools. Students will learn how to use different AI tools and Project Management-specific tools to create and manage projects in several different industries.

PM 570: Advanced SCRUM

Credits: 2

Instructor: Charlie Schmidt

This course provides a review of features, functionality, and use of popular Project Management tools. Students will be required to review and present the costs, advantages, and disadvantages of currently used project management applications. Students will create and manage Atlassian JIRA scrum boards, Kanban boards and Confluence pages.

Students will learn different project management careers including, but not limited to: Event Planning, Release Management, Deployment Management, Scrum Master, Project Manager, Program Manager, Project Coordinator, Construction Project Management.

This course covers more specific Scrum disciplines, including the purpose and value of the following certificates: Certified Scrum Master (CSM), Professional Scrum Master (PSM 1), Certified Scrum Product Owner (CSPO), Professional Scrum Product Owner (PSPO 1), Certified Scrum Professional (CSP), SAFe Scrum Master (SSM), and Certified Scrum Developer (CSD)
SAFe = Scaled Agile Framework.

Non-Core

AH 500 African History and Technology

Credits: 3

Instructor: Kimani Nehusi

This course aims to address some significant gaps in the learning needs of Afrikan American students as a generality, and in Afrikan American students in STEM in particular. This course will provide information about the origins of STEM in ancient Afrika, and about the very lengthy Afrikan and Afrikan American achievements in STEM. It will offer information about outstanding individual achievers in STEM in both ancient Afrika and its modern diaspora, especially among Afrikan Americans. The course will promote identification and develop critical understanding of the collective and individual challenges overcome by the examples studied. It will contribute towards the cultivation of a positive identity, self-confidence and success among the cohort through their recognition and understanding of their heritage of

outstanding achievement in STEM. The course will help student to develop a critical understanding of various sources of information: the internet, books, journals, etc.

LA 500: Mandarin

Credits: 3

Instructor: Wing Hung Wu

The course provides a complete set of Standard Chinese phonetics in preparation for pronunciation. Students will be able to read all the syllabi properly with tones. Students will be able to give simple responses and successfully conduct simple conversations including greetings, introductions, dates, counting and talking about daily routines. Students will learn strokes and rules of stroke order and practice handwriting skills. They will be able to recognize 50 characters in preparation to be able to write meaningful conversations using Chinese characters.

This class focuses on grammar, extending vocabulary for conversations, and prepares students to write Chinese messages in characters by hand and with the use of computer software

LA 501: Mandarin

Credits: 3

Instructor: Wing Hung Wu

This course continues from LAN 500 and will focus on conversation by extending vocabulary and grammars.

LA 502: Mandarin

Credits: 3

Instructor: Wing Hung Wu

This course continues from LA 501 and will focus on conversation by extending vocabulary and grammars.

LA 503: Mandarin

Credits: 3

Instructor: Wing Hung Wu

This course continues from LA 502 and will focus on grammar and extending vocabulary around celebrations and the shopping experience.

LA 504: Mandarin

Credits: 3

Instructor: Wing Hung Wu

This course continues from LA 503 and will focus on grammar and extending vocabulary around the workplace, technology and the business environment.

LA 505: Mandarin

Credits: 3

Instructor: Wing Hung Wu

This course continues from LA 504 and will focus on grammar and extending vocabulary around the technology landscape and the business environment.

LA 506: Mandarin

Credits: 3

Instructor: Wing Hung Wu

This course continues from LA 505 and will focus on grammar and extending vocabulary around the workplace, technology and working in Chinese corporate environment, culture, customs, practices. Students will hold conversations with native Mandarin students.

LA 507: Mandarin

Credits: 3

Instructor: Wing Hung Wu

This course continues from LA 506 and will culminate with conversations and email exchanges between native Mandarin speakers. The final examination will consist of a conversation about an area focused on technology and the future.

AV 500: Aeronautics (Flight Science)

Credits: 3

Instructor: Francesca Famborough

This course covers the requirements for Ground School required by the Federal Aviation Authority before completing flying lessons and taking the test flight. The course covers aerodynamic principles, airplane parts, the flight environment, communication and flight information, FAR-AIM, basic weather theory, aviation weather services, weight and balance and airplane performance, charts and navigation.

AV 550: Flight Instruction

Credits: 2

Instructor: Zaid Shalalkeh

For this course, students will learn the fundamentals of flying. Fundamentals of flying will consist of learning meteorology, performance and limitations of the aircraft, regulations related to flying, human behavior, cross country planning, and communications. Each flight lesson will consist or have an area of operation related to the subjects listed above. Students will be advised on homework and what is required in preparation for the next flight. Students will receive an exam assigned by me when they are ready or nearing being ready to solo. After solo, students will begin ground school training to complete a FAA written exam that they'll need to complete before long cross countries. After all required training area have been met, students will

schedule the final exam (check ride) and will have three hours to fly and stay proficient until reaching the final exam.

Aviation enables making instantaneous engineering complex judgments. Learning to be a pilot advances tech inclusion by democratizing access to advanced skills via tech-driven training creating new tech-focused roles, fostering diverse learning pathways and serving as a model for broader tech adoption, proving complex engineering systems can be mastered through adaptive, inclusive platforms for diverse learners, bridging gaps for non-traditional tech talent.

Faculty

WIT has contracted duly qualified faculty members who met the qualifications.

Our faculty members are:

Dr. Gideon Damaryam – Lecturer in Computer Science, Artificial Intelligence, Informational Systems, and Research Methods

Dr. Damaryam has a Bachelor of Technology in Computer Science, a Postgraduate Certificate in Research Methods, a Master of Science in Information Systems, and a Ph.D. in Computer Vision and Artificial Intelligence. Dr. Damaryam has extensive experience in developing computer vision and artificial intelligence algorithms including for robot self-navigation, robotic visual inspection, face detection, augmented reality, and video summarization. His PhD work focused on developing vision systems for a mobile robot for autonomous navigation. He also has experience in research methods.

Stephen Samuel – Lecturer in Mechanical Engineering I and II

Stephen has a Bachelor of Science in Mechanical Engineering and over 30 years' experience in the field including innovating new products and new ways of automating the design processes through which those products get to the marketplace. He has also published 13 books on the subject of computer-aided design, product life cycle management, finite element analysis and the innovation process. His specialties include BSME, PE, Mechanical design, Industrial Design, Unigraphics NX Design, ProEngineer Design, SolidWorks Design, Architectural Design, CAD Training, Finite Element Analysis, Kinematic Analysis, Project Management.

Shivam Bhardwaj – Lecturer in Electrical Engineering I and II

Shivam gained his B. Tech from Bharati Vidyapeeth's College of Engineering in New Delhi, India, and his Master of Science in Electrical Engineering from New York University. Shivam worked as a Mechatronics Engineering Manager at Advanced Engineering Services, as an Engineering Consultant at Saildrone, and is currently a Project Manager – Mechatronics at Design Visionaries. He has experience in autonomous systems and self-driving cars.

Jing-Long Chu – Lecturer in Electrical Engineering I and II

Mr. Chu has a Master's of Science in Electrical Engineering from the University of Southern California. He has over 20 years' experience in network system field, ASIC chips experience of network accelerator/processor chips, network switch/router chips. He also has experience as an entrepreneur and founder of a company in his field.

Charlie Schmidt – Lecturer in Project Management

Charlie has been a Senior Manager, Program Manager, Project Manager, Release Manager, and Deployment Manager. He has a bachelor's degree in management science from University of California San Diego and extensive experience in the project management field. He has worked for employers and as a consultant. His employers and clients include Informatica, Redwood City; Huntington Ingalls Ship building, Oak Ridge, TN; SAP Palo Alto; Genentech, South SF; Schwab; and the old Sun Microsystems, Palo Alto. His knowledge, vast experience and contacts will be invaluable as we look to work with local corporations to support our students.

Mahilet Adem – Project Manager on the Environmental Water and Air Quality Research project in Michigan / Lecturer in Civil and Environmental Engineering.

Mahilet graduated with a master's in civil and environmental engineering at Stanford University. She worked as an Assistant Engineer at Santa Clara Valley Water District where she supported the management and planning of research and special studies on recycled and purified water, including direct potable reuse project. She also supported technical studies and pilot testing of nature based Reverse Osmosis Concentrate treatment technologies, advancing solutions aligned with California's water reuse and sustainability objectives.

Francesca Fambrough – Flight Science/Ground Instructor

Francesca is a certified Ground School instructor with the FAA. She has 16 years of aviation experience and has provided educational courses for learners pursuing their Private Pilot Certificate. Her program covers mandatory FAA topics necessary for written exam endorsement.

Zaid Shalalkeh – Flight Instructor on Pipistrel electric plane

Commercial Pilot: Airplane Single Engine Land; Instrument Airplane - Certified Flight Instructor

Zaid is a Professional Pilot and Certified Flight Instructor with 825 hours flying experience including 574 hours cross-country across diverse aircraft and mission profiles. He has provided over 170 hours of flight instruction. Zaid also holds Instrument Rating, and Commercial Pilot Certification. He has been endorsed for High-Performance and Complex aircraft operations.

Dr. Kimani Nehusi – Lecturer in African History and Technology

Dr Nehusi has B. A. from the University of Guyana, South America 1977; an M. A. in History, from the University of Guyana, South America 1981; and a Ph.D. in History, from University College London, UK 1989.

Professor Nehusi is a widely published author and is currently Associate Professor, Department of Africology and African American Studies at Temple University. He has taught History in several countries including Senior Lecturer at the University of Guyana; Lecturer at Birkbeck College, University of London, UK. He is also a Country Expert (Guyana), Varieties of

Democracy Project, Department of Political Science, University of Gothenburg, Sweden, 2012-2017; 2020 - Current.

Wing Hung Wu (Lucia) – Mandarin Instructor

Wing Hung has professional Certificate of Putonghua Teaching from the University of Hong Kong and has over 19 years teaching experience across the Bay Area including at HP, West Valley Chinese Language School, Milpitas; Mountain View Los Altos Unified School District, Palo Alto Adult School.

Student Services

Student Services is committed to working closely with students by providing personalized attention and professional services. It seeks to develop a campus climate that brings together students, staff, faculty, and the community. It facilitates and supports various activities to assist students in making a successful transition to the WIT Community and to prepare them for life post-graduation.

New Student Orientation

Orientation is held at the beginning of each quarter for new students and is designed to familiarize them with campus facilities, policies and procedures, faculty, administrators, and staff.

Career and Placement Services

The Career and Placement Services Coordinator will provide individual counseling and materials, references, and job listings designed to assist students in making short- and longrange vocational decisions. Workshops, employer interviews, and online internet job search help will focus student choices. Students will be able to make appointments for counseling through the main office.

Extra-Curricular Activities

Every quarter, WIT hosts a luncheon for students, faculty, and staff to welcome new students and as a reunion for returning students. Commencement activities and invited speakers will be a highlight for students, faculty, and staff.

Facilities

The WIT has acquired the following facilities:

- 135 University Avenue, Palo Alto, CA 94301
- Palo Alto Airport – aeronautical science and flying lessons
- Michigan – Water management program
- Wyoming – Space program – laser launch facility.

The facilities in Michigan and Wyoming are experiential sites for credits.

Classrooms

Our classrooms are equipped with desks, chairs, whiteboards, computer projectors, screens for projectors, and laptops with Internet access.

Libraries

WIT students have access to library services in the following ways:

Free access to the Palo Alto City Library, located four blocks from WIT and open seven days a week. Students may obtain a free library card. Additional free academic resources are available through the California Open Online Library for Education, which provides open-access eTextbooks, journals, and articles.

WIT students will also have access to library services through The Stanford Engineering Library which has a collection of over 2,400 volumes in its Stephen P. Timoshenko Collection, focusing on the history of mechanics. The library also has the Frederick Emmons Terman Book Collection and provides access to a large collection of digital and physical materials through the Stanford University Libraries.

Students can access all resources via the Stanford University Libraries' catalog to search for books, journals, and other materials which can be filtered by library or format. Accessing physical items may require visiting the library or requesting them through an interlibrary loan.

Other Resources available

California Open Online Library for Education (cool4ed.org).

Technology

Students who do not own a computer will be provided with computers loaded with the latest applications needed for their schoolwork. For project management, students will have access to available online software.

Support services

- a. Housing
 - a. WIT provides housing at no cost to students. We cover the utilities (except phones). We also provide a one-time delivery of free organic fruits and vegetables to incoming students.
- b. Coach-mentor
 - a. Once accepted at WIT, each student is assigned a coach-mentor who will guide the student to combine their talents with their evolving interests to achieve their ultimate goals.
 - b. Networking Opportunities
 - c. WIT students will have the opportunity to network with the Wade Scholars during annual social events. Wade Scholars are students who benefit from the Wade Scholarship Program and either are current students or alumni of top US Engineering

universities including Stanford, MIT, Carnegie Mellon, UC Berkeley and many more. WIT Master's students will be invited to annual Wade Scholars meetings during which both groups will network and socialize.

- d. Students Services and Faculty
- e. The Student Services team will help students achieve their career goals and promote lifelong professional development. Students services we offer include:
 - exploring career options
 - developing a full portfolio
 - finding internship opportunities
 - preparing a professional resume
 - preparing for interviews through mock and real interview sessions with industry leaders
 - networking opportunities to connect to industry professionals.

Student's Right to Cancel Policy

The student has the right to cancel the enrollment agreement at any time and for any reason. The notice of cancellation shall be in writing and submitted directly to the Administration Office, a withdrawal may be initiated by the student's written notice or by the institution due to student's academics or conduct, including, but not necessarily limited to, a student's lack of attendance.

Financial Aid

The WIT does not participate in federal and state financial aid programs. As no tuition or fees are charged, the Student Tuition Recovery Fund, a state requirement as to tuition refund claims, does not apply.

Tuition and other students' costs are funded through the MTP Endowment.

Scholarship Opportunities

Students are not burdened with any financial or other fees for academic years 2026-2028. Thus, there is no need for scholarships.

Standards of Satisfactory Progress Evaluation

WIT conducts quarterly evaluations of student progress, taking into consideration the minimum GPA allowable, the minimum successful units completed (% of courses attempted) and the percent of maximum time frame allowable.

The following Standards of Satisfactory Progress apply to all graduate students in the degree program. Students must meet the minimum standards set forth below, or they shall be deemed to be out of compliance in meeting the Standards of Satisfactory Progress criteria.

Maximum Time Frame and Successful Course Completion Master's Degree:

Required Evaluation Points (based on maximum time frame)	Minimum GPA	Minimum Successful Course Completion (% of Course Attempted)	Maximum Time Frame
25%	2.25	55%	Period 1.5 times the standard program length
50%	2.50	60%	
100%	3.00	---	

Minimum Academic Achievement

Master's Degree: Students must achieve cumulative grade point averages (CGPAs) of the following: 2.25 at 25% of the maximum time frame; 2.5 at the midpoint of the maximum time frame; and a 3.0 at the maximum time frame. A student, whose CGPA is below 2.5 at 50% of the maximum time frame, is not eligible for probation and will be suspended for one quarter. Failure to maintain 3.0 for any quarter will result in being placed on probation.

The Effect on SSP for “W” Withdraw and “I” Incomplete Grades

All courses for which students receive a grade, whether passing or failing, a withdrawal (W), or an incomplete (I), are counted in determining hours attempted for the purposes of establishing SSP under the Maximum Timeframe criterion. All courses for which students receive a grade will be included when calculating students' GPA, except that a withdrawal (W), or an Incomplete (I), will not be included in determining students' cumulative GPA.

The Effect on SSP for Repeated Courses

Both the grade for the failed course and the repeated course will appear on the transcript but only the higher grade will be used in calculating CGPA. The original course and repeated course credits are included in the maximum timeframe calculation.

The Effect on SSP for Non-Punitive Grades and Non-Credit or Remedial Courses

Audited courses and Pass/No Pass courses count as credits attempted for purposes of calculating the student's CGPA. The corresponding grades will not count toward the student's CGPA. Non-credit or remedial course credits are not used in the calculation of CGPA.

The Effect on SSP for Extended-Enrollment Status

WIT does not offer extended-enrollment status.

The Effect on SSP when Student Changes Programs

If a student is readmitted into WIT, changes program of study, the credits that are applicable to the student's current program of study will be included in determining the student's satisfactory academic progress.

Academic Policies

Registration and Enrollment

Following acceptance for admission to the WIT, students will register for a program of study.

Formal enrollment in class is complete only when the student's name appears on the Class Roll Sheet. Once enrolled, students may drop or add a class only by means of an official Change of Program form. Any class dropped or added requires confirmation by the instructor and must be recorded in the Registrar's Office. A class not officially dropped will result in an F grade; a class not officially added receives no credit.

Quarter Units of Credit

Academic work at The WIT is organized by quarters, each of which is ten (10) weeks in length. In general, one quarter unit is equal to ten (10) contact hours of lecture, or thirty (30) contact hours of field-based activities. Courses usually carry three (3) units of credits.

Study Loads

A larger study load requires the approval of the Academic Director. WIT students enroll for a minimum of nine (9) units per quarter.

Add / Drop Policy

Students may add or drop courses through the third week of the quarter. Students must request these changes by submitting an Add / Drop Form to the registrar.

Minimum Unit Requirements for Degrees

Minimum unit requirement for the Master's in Engineering Management degree is sixty-one (61) units for students with a STEM background and sixty-seven (67) units for students with no background in STEM.

Academic Integrity

Students who are welcomed to join WIT are expected to uphold the values of integrity and truth while at the Institute and beyond and respect the work of others. We take violations of academic integrity seriously – whether through cheating, falsification, or plagiarism. Consequently, such violations will not be tolerated at WIT.

Cheating

This involves obtaining or helping a student to obtain credit for work completed by deceptive means which may include any of the following:

- Using unauthorized materials including cell phones and other electronic devices during an exam.

- Talking or communicating through signals with another student during an exam.
- Using cheat sheets or electronic devices to obtain information for an exam.
- Having a person take the exam in place of a student.
- Copying or sharing information during an exam.
- Leaving during an exam to obtain information.
- Taking, using, sharing, or posting to the internet an exam or answers to an exam.

Falsification or Fabrication

- Altering information, documents, or other evidence including data, analysis, citations for assignments, tests or exams to mislead.
- Forging official documents or signatures.
- Withholding information related to admission, transfer credits, disciplinary actions, financial aid, or academic status.
- Submitting computer data, paper or other academic exercise that contains falsified or fictitious information.

Plagiarism

Plagiarism constitutes a violation of academic integrity. It is important to make proper citations and obtain permission from the original author to use their work. Students who do not acknowledge the sources they used in their work, are being dishonest by presenting material that is not their own as their own without properly crediting the author.

Common Knowledge, factual information that is generally known or can be found in different reliable sources including encyclopedia, include such facts as there are 52 weeks in the year, is not required to be cited.

Students are encouraged to attribute sources and authors for all works correctly. WIT uses Turnitin.com, that checks all submitted papers have not been plagiarized. Any papers found to have been plagiarized will result in disciplinary action by WIT and may result in suspension, dismissal or revocation of a degree once awarded.

Student Attendance Policy

Class attendance policies are established by faculty of the various colleges, universities and WIT faculty. Students are responsible for meeting attendance requirements and for keeping abreast of the schedules and time zones of their chosen classes.

In case of absences, students must notify Student Services in writing indicating their expected date of return when they will be off campus for more than two consecutive weekdays during the quarter. Students must provide the reason for the absence from class and are responsible for making arrangements to gain course materials and make up lost time and assignments.

Absences will be reported to the Academic Director. Students with absences will be invited to meet with their counselor to explore how best to support them to get and remain on track to achieve their goals.

Students may be dropped from class when, in the judgment of the instructor, the student cannot benefit from further instruction. Any student who is absent for a total of three (3) class sessions in any subject shall be dropped unless the student has made prior arrangements.

Drug, Alcohol, and Tobacco Policies

WIT strongly supports the goals of "Drug-Free Schools and Campuses" and a "Drug-Free Workplace." It is our policy that no person shall manufacture, distribute, possess, or use illegal drugs, a controlled substance, on its premises or as a part of any of its activities. A controlled substance includes, but is not limited to, cocaine, cocaine derivatives, heroin, "crack," amphetamines, barbiturates, LSD, PCP, and substances typically known as "Designer Drugs" such as "ecstasy" or "eve." Possession of paraphernalia associated with the illegal use, possession, or manufacture of a controlled substance is also prohibited. The Executive Director will act in all matters pertaining to the enforcement of this policy with regard to students and faculty and the Executive Director will act in all matters pertaining to this policy in regard to staff. Whenever possible or reasonable WIT personnel will counsel offenders and make available sources of rehabilitative services. At the discretion of the administration, the Institute may impose the following sanctions:

1. A warning to the student, staff member, or faculty member.
2. Administrative suspension of the student or suspension of employment of the staff or faculty member.
3. Administrative dismissal of the student or termination of employment of the staff or faculty member.

WIT policies concerning the possession and consumption of alcoholic beverages do not contravene federal, state, or municipal law. Gatherings on WIT premises or as part of WIT activities, at which alcoholic beverages are to be served, must receive prior approval from the Executive Director.

It is WIT policy that smoking is prohibited in all facilities. At the discretion of the administration, outside areas may be set aside within WIT facilities to accommodate students, staff members, and faculty who smoke. Violations of the smoking policy may result in suspension or termination of academic status or employment.

Standard for Student Achievement

Grading System

The following system will be used by WIT faculty to assess students' work for the classes they teach.

	Grade	Score	Explanation	Grade Point Average each hour
	A+	97 – 100%	Outstanding	4.0

Grading	A	93 – 96%	Excellent	3.9
	A-	90 - 92%		3.7
	B+	87 – 89%		3.3
	B	83 – 86%	Good	3.0
	B-	80 – 82%		2.7
	C+	77 – 79%		2.3
	C	73 – 76%	Average	2.0
	C-	70 - 72%		1.7
	D+	67 – 69%		1.3
	D	63 – 66%	Unsatisfactory	1.0
	D-	60 – 62%		0.7
	F	1 - 59%	Failing	0.0
		CR		Credit
	NC		No Credit	N/A
	IN		Incomplete	N/A
	W		Withdrawal	N/A

Upon completion of all required courses and once students attain a cumulative grade point average (CGPA) of 3.0 or above they are eligible to receive a degree.

Credit (CR)

Credit denotes "pass with credit" when no letter grade is given. It is assigned to a grade of C or better for certificate program students and a grade of B or better for graduate students. CR grades are not included in the calculation of the GPA.

No Credit (NC)

No Credit denotes "no credit" when no letter grade is given. NC grades are not included in the calculation of the GPA.

Incomplete (IN)

An Incomplete grade is an interim grade designed for students who have serious and compelling circumstances beyond their control occurring within the last two weeks of the quarter preventing completion of the course work.

An Incomplete (IN) must be removed within the next quarter. Failure to comply will result in an F grade and will remain on the students' permanent record. An Incomplete (IN) is not used in calculating the GPA.

Withdrawal (W)

Withdrawal is a grade for students who may wish to change their schedule by dropping a course with the permission of the Academic Director. These grades are not calculated in the GPA.

Repeat a Course (R)

Repeat a Course is a designated code following the earned grade. Students can repeat only once any course for which they have received a grade or have withdrawn from, prior to completion. Only the higher grade is calculated in the GPA. Students will not receive cumulative earned credit for a repeated course. However, both courses will be considered credit hours attempted for the purpose of determining successful course completion percentages.

Credit for Prior Experiential Learning (CX)

Students are not given credit for any prior experiential learning outcomes.

Grade Point Average (GPA)

The grade point average (GPA) for the quarter is determined by multiplying the number of credit hours for each course by the number of points identified for each grade outlined above and dividing by the total number of units for the quarter.

Grade Changes

Grades assigned by instructors must conform to individual policies as stated in the course syllabus. A grade submitted by an instructor is considered final and may be changed only for the following reasons: (1) error in recording a score for a student product (test, quiz, paper, etc.); (2) miscalculation of a score, including the cumulative score for a quarter; and (3) omission from consideration of valid student products that were submitted on time.

No other reasons constitute a basis for a request for a grade change.

All requests for grade changes must be submitted to the Academic Affairs Office by the instructor within two weeks following the date of issuance of the grade in question. Under no condition will a grade change be permitted after a degree has been awarded.

Transcripts of WIT Courses

The Academic Affairs Office maintains all official transcripts, which are issued only at the written request of the student. Three working days should be allowed for processing of official transcripts. Exceptions to this rule are covered under Student Records. Requests for transcripts

may be submitted either in person, by fax, or by mail. No telephone requests for transcripts are accepted.

Official transcripts bear the institutional seal and the signature of the Institute Executive Vice President (Registrar).

Student Records

Federal law allows current and former students access to their education records. To protect the privacy of students, the law sets certain conditions on the disclosure of personal information kept by the University. The Family Educational Rights and Privacy Act (FERPA) of 1974— also known as the Buckley Amendment or FERPA— and the California Education Code 67-100ff states that students have the right to access their educational records. Educational institutions shall not release educational records without consent of the student, subject to exceptions provided by law.

The student's name, birth date, field of study, attendance dates, degrees received, and other items designated as Directory Information are public information and may be disclosed without the student's prior consent. Students may request that public information not be released by providing a written statement to the Registrar's Office.

Mitigating Circumstances

The Academic Director may waive the Standards of Satisfactory Progress for circumstances of personal illness, unusual family responsibilities, military service, unexpected consequences arising in their homeland, or other significant occurrence beyond the control of the students. Students must document these circumstances to demonstrate that they have an adverse impact on their performance. No waivers will be provided for graduation requirements.

Warning Status

Students who do not meet the SAP Minimum Standards will receive written notification stating that he or she is being placed on Warning. A student on Warning who brings their CGPA and completion rate up to SAP standards by the end of the next term is removed from Warning. A student who fails to establish SAP by the end of the next evaluation period will be withdrawn.

Grievances, Appeals, and Probation

A student, who wishes to appeal determination that he/she is not making satisfactory academic progress due to mitigating circumstances, may submit a written appeal to the Academic Director for review. The written appeal should include a detailed explanation and documentation of the current academic status of the student, mitigating circumstances that led to the student's current academic status, how the student's situation has changed, and the student's plan for achieving required minimum standards of satisfactory academic progress.

The Academic Director is responsible for determining the appropriateness of the mitigating circumstances in regard to severity, timeliness and the student's ability to avoid the

circumstances. The result of the appeal (granted or denied) will be provided to the student and documented in the student's academic file. If the appeal is granted, the Academic Director will outline the requirements of an academic plan that the student must follow. The terms of the academic plan must ensure the student will be able to complete the program within the maximum timeframe. If the student agrees to the academic plan, the student is placed on probation, and allowed to continue at the Institute.

At the end of the probation period, the student's progress will be evaluated based on the academic plan. If the student is meeting the SAP standards, or he/she has met the requirements of the academic plan, the student will be eligible to remain at the institute. If the student fails to meet the expectations of the academic plan at the end of the probationary period, the student will be terminated.

Dismissal

Students who have been dismissed due to the failure to maintain the academic minimum outlined above may reapply for admission after one quarter. A meeting will be scheduled between the Academic Director and the student for reapplying to determine whether the student has the academic ability and desire to successfully continue in the program.

Readmission

Students who have been dismissed or terminated from the University must wait one quarter before applying for readmission and must submit a Petition for Readmission to the Academic Director. The Petition must include the records of any academic work successfully completed at other institutions as well as present compelling reasons for reinstatement which include the ability to maintain Standards of Satisfactory Progress. The Academic Director will notify the students in writing concerning their readmission. Students who are re-admitted for enrollment will be placed on an Academic Plan and be required to meet the SAP standards. A student on Warning or Probation, who improves their CGPA and completion rate up to SAP standards by the end of the next term, will be eliminated from Warning/Probation status.

Reinstatement

Students who leave WIT without filing a Request for Leave of Absence will not be automatically reinstated. Students must file a Petition for Readmission to a degree program, which have the recommendations of the Academic Director. The petition must be submitted to the Admissions Office. Upon reinstatement, students will be subjected to all of the current requirements for the degree effective from the time of reinstatement.

Leave of Absence

Students, in good standing and making satisfactory progress towards a degree, who must interrupt studies for compelling reasons (e.g. which may include but not be limited to personal illness, unusual family responsibilities, military service, and unexpected consequences arising in their homeland.) must file a Request for Leave of Absence, usually not to exceed four (4)

quarters. Students must file this Request with the Academic Affairs Office and have approval from the Academic Director.

During the leave of absence, students are not entitled to assistance from the faculty or allowed to use Institute facilities. If granted, the leave is recorded on the students' transcripts. The period of leave is not counted in the time allowed for the completion of degree requirements.

Students who do not return to enrolled status at the end of the approved leave of absence are no longer considered to be pursuing a degree. Students who fail to apply for a Request for Leave of Absence or for whom a leave has been denied or has expired should refer to Readmission.

Missed Exams

Students may be permitted to take a missed exam if both WIT Administration and the faculty are notified in advance and a doctor's note is provided to explain the absence. Without such notification and a doctor's note, the student receives a score of 0.

Withdrawal from Courses

Students should review and select classes carefully with their adviser and avail themselves of WIT counseling services before deciding to withdraw from classes. Students may drop classes without academic penalty through the fifth week of classes. Due to unforeseen circumstances, students may withdraw from classes from the sixth week through the ninth week of classes and receive a grade of Withdrawal (W) with the permission from the Academic Director. After the tenth week of class, permission will not be granted for a student to withdraw, a letter grade of F or Incomplete (IN) will be assigned to the student.

Clearance for Graduation

Prospective graduates must obtain an Application for Graduation from the Academic Affairs Office one quarter before they intend to graduate and submit it to the Academic Affairs Office to be considered for graduation. During each registration period, graduating seniors meet with their advisors to determine whether their proposed class enrollments meet all requirements for their degrees.

Graduation ceremonies are held in August. Diplomas will be mailed to those students who have completed their degree program and must depart prior to the graduation ceremonies.

This catalog acquaints WIT students with their rights and responsibilities as members of the WIT community and informs them of the services available at the Institute.

Students are expected to be familiar with the Institute's Policies and Procedures and Statements.

Housing

Student housing is located in WIT-owned housing in Palo Alto, CA for all students. WIT plans to acquire additional housing to accommodate additional students. WIT will make its best good

faith efforts to help find additional housing if required. However, WIT will have no responsibility to find students additional housing.

Living in WIT housing units gives students the opportunity to gain independence, create lifelong friendships and learn and grow within a community of learners from similar historic and cultural backgrounds.

All accommodation is single/double occupancy with bathrooms. Laundry facilities are available on the property.

Student Benefits and Responsibilities

Counseling Services

Free, confidential professional counseling and psychological services are provided through WIT Counseling for students who may wish to discuss academic, personal, or social problems. Counseling Services are available at Tel: (415) 777 3232. An initial intake interview by a licensed therapist will assess the student's needs and determine appropriate services.

Health Insurance Requirement

All registered students at WIT are required to carry health insurance and provide proof of existing insurance before admittance. WIT does not offer health insurance.

Emergencies

For emergency situations, care should be sought by dialing 911.

Confidentiality

The relationship between physicians, other health-care providers, counselors, and patients is always confidential. Patient records are confidential, and all records are managed according to HIPAA, the Health Insurance Portability and Accountability Act guidelines. Patient information is not shared with other college personnel or parents without the informed, written consent of the student/patient except in cases of extreme emergency in which the life or safety of the patient or other people is at risk.

When health providers are legally obliged to report infectious diseases to public health officials, patients will be informed.