



WASHINGTON
INSTITUTE

for Graduate Studies

Master of Science in Taxation

Bulletin No. 35, Revision Date – July 2011

A Program Designed for *You*

**A Schedule that Fits Your Life
Comprehensive & Relevant Content
Affordable Tuition with Financing Options
Real-World, Experienced Faculty**

NOTE TO PROSPECTIVE STUDENTS: This Bulletin should be carefully reviewed in conjunction with the applicable enrollment agreement. Washington Institute reserves the right to make changes in this Bulletin, and in its scheduling, regulations, subject offerings, policies, faculty, tuition and charges without advance notice. However, the School will proactively make such information available to students. Questions relating to this bulletin should be directed to:

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**Washington Institute for Graduate Studies
Mission Statement**

Designed for attorneys, certified public accountants, financial advisors working in the field of taxation, and enrolled agents before the IRS, our mission is to provide a quality distance learning experience that is relevant, convenient and affordable.

A Message from Washington Institute

For 35 years, Washington Institute for Graduate Studies has been dedicated to delivering relevant, convenient and affordable content to busy tax professionals throughout the U.S., as well as other parts of the world. We offer a Master of Science in Taxation, as well as an outstanding research-based doctoral program, all achieved while earning required continuing professional education credits AND accommodating your busy professional and personal life!

Washington Institute's comprehensive taxation program was designed *by* and *for* busy tax professionals. Our courses, many exceeding 30 hours of lecture, coursework, case studies and exams provide powerful learning. Rather than alter your schedule to fit a rigid, traditional university class, all of our courses are delivered via DVD so you can pursue your studies when it makes sense for you. Our faculty members are recognized leaders in their fields. They are managers, advisors, auditors, published writers, accomplished scholars and instructors. Each brings practical, tested experience to their course.

This year will be a significant year for new course offerings, strategic partnerships/outreach and a continued focus on student-friendly learning systems.

We look forward to welcoming you into the program!

Robert N. Hanson
President



WASHINGTON INSTITUTE

Introduction

Washington Institute for Graduate Studies enjoys a noble legacy that began in 1976, under the direction of renowned tax attorney, Dr. Gary James Joslin (now deceased). The School was named after George Washington, who promoted valuable truths which resulted in the founding of the United States of America. Inspired by that history, Dr. Joslin established the School to clarify and “make accessible” the truths and principles of taxation for all tax professional.

In early 2008, Robert Hanson began his oversight of the School. Mr. Hanson is carrying the initial vision forward and understands the demands and pressures of busy professionals in today’s fast-paced society as well as the increasing cost and growing inaccessibility of higher education. Consequently, Washington Institute Programs are specifically designed for the non-traditional, working professional. With a focus on a high-quality distance-learning experience, the program is convenient, low-cost, and offers a comprehensive treatment of each topic.

Washington Institute for Graduate Studies welcomes students from all across the globe and does not discriminate on the basis of any nationally recognized, protected status in its educational programs or in the provision of benefits and services to its students.

Student Body & Graduation Rates

Our students come from every state in the US and 21 regions outside of the 50 states, including American Samoa, Australia, Canada, Dominican Republic, England, France, Germany, Ghana, Hong Kong, Italy, Japan, Lebanon, Malaysia, Netherlands, New Zealand, Puerto Rico, Seychelles, Sweden, Switzerland, Taiwan and Venezuela.

The composition of the Graduate Tax Program is 80% accountants (predominantly C.P.A.s), 10% lawyers, 5% are Enrolled Agents before the IRS and another 5% from mixed professions.

Our students take an average of 3.6 years to complete the program. Students have up to 5 years to complete the course requirements and – from the most recently completed 5-year cycle - 23% of those that enrolled graduated, while another 14% from that same cycle reinstated for additional time and are still pursuing graduation.



THE MASTER'S DEGREE IN TAXATION

Objectives & Techniques of the Program

The Master's Degree in Taxation is an advanced academic and professional degree recognized throughout the English-speaking world. The general requirement for the attainment of this degree in American colleges is the satisfactory completion of one graduate level academic year of study in taxation beyond the Bachelor's Degree in Accounting for accountants or beyond the LL.B. or the J.D. Degree for lawyers.

The Master's Degree in Taxation conferred by Washington Institute is an interdisciplinary degree program for accountants, lawyers and other tax professionals. The designation of the degree is "Master of Science in Taxation," abbreviated M.S. Tax.

The Master's Degree Program of Washington Institute is available to students through independent study and filmed lectures and students may begin the program at any time of the year.

If a student pursues his/her studies at approximately 4 lecture hours per week (or 16 lecture hours per month), then the program can be completed in about 24 months. The student may proceed faster or slower (but no fewer than 12 months or longer than 60 months, commencing the day of enrollment).

The objectives and techniques of the Master's Degree in Taxation program are as follows:

- To provide a **RELEVANT AND PRACTICAL EDUCATIONAL EXPERIENCE** which provides the student with critical tax knowledge and insights with the least cost in wasted time and resources. This is done through an integrated program of up-to-date texts and techniques which give advanced knowledge, expertise, and the fulfillment of continuing education requirements – all delivered to the student by experienced, renowned and highly qualified tax professionals.
- To provide a recognized and accepted **GRADUATE LEVEL EDUCATIONAL PROGRAM** covering U.S. taxation, consisting of a variety of subjects and a graduation requirement of 24 semester units.
- To provide an **ASYNCHRONOUS, DISTANCE EDUCATION PROGRAM** to independent study students, recording the lectures of experienced tax practitioners, to enable students to learn at their convenience and without the burden and cost of disturbing their practice, going away to school or being pressured into an inflexible class schedule, and all at very **AFFORDABLE RATES**.



Program Certification

As of publication date for this Bulletin, the School has not yet been accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. Unlike some countries, the U.S. does not require institutions of higher learning to be accredited. However, we are currently pursuing national accreditation through an agency endorsed by the U.S. Department of Education and CHEA. An announcement regarding our accreditation status will be forthcoming in late 2011 or early 2012.

Since its inception in 1976, the School has been registered with either the Utah State Board of Regents or under the Utah Postsecondary Proprietary School Act (Title 53B, Chapter 5, Utah Code Annotated 1953) as a degree-granting institution. In 2002, regulatory oversight of all non-accredited proprietary schools in the State of Utah (which includes the School) was transferred from the Utah State Board of Regents to the Utah Department of Commerce, Division of Consumer Protection, which currently serves as the registering and regulatory agency in Utah. Since that time, Washington Institute has successfully registered under the Utah Postsecondary Proprietary School Act (Title 13, Chapter 34, Utah Code).

In late 2008, the School moved its base of operation to California to better meet the needs of future students and faculty, as well as take advantage of peer-institution collaborations. At that time, California did not have a “registration” process. In the last several months, California re-instituted a formal registration. The School has submitted an application to the state, which (because of backlogs in applications), is still pending.

Continuing Professional Education

One of the advantages of this tax program is that the student can meet his/her CPE or CLE requirement at the same time he/she is working toward the degree. The tax courses offered by the school are accepted for continuing education credit by the Department of the Treasury for Enrolled Agents before the Internal Revenue Service and by many State Boards of Accountancy and State Bar Associations (State boards of accountancy and bar associations have final authority on the acceptance of individual courses for CPE/CLE credit). It is the responsibility of the student to check with their own State. Also, because rules/criteria can vary dramatically, it is the student’s responsibility to determine whether credits, degrees, or certificates from Washington Institute will transfer to other institutions or meet employer’s training requirements. This may be done by calling the prospective school or employer.

Historically, the courses have been registered and the Institute has been officially listed on the National Registry of the National Association of State Boards of Accountancy. Because of changing management, the School did not reapply. Washington Institute for Graduate Studies is also currently seeking registration with the National Association of State Boards of Accountancy (NASBA) for mandatory CPE credit in the US and the Solicitors Regulation Authority in the UK.



Our courses are accepted for CLE purposes by the States of Florida, California and New York (the only states to which the School has formally applied).

The Graduate Tax Program is officially registered with the United States Treasury Department to offer continuing education credit for Enrolled Agents before the Internal Revenue Service (Sponsor Organization Number 358).

Curriculum & Course Offerings

The courses below are required to be completed in the following order:

24 Semester Units *(601-605 are required courses)*

601, Taxation of Individuals (3 Semester Units)
602, Business Expenses & Credits (3 Semester Units)
603, Tax Accounting (1 Semester Unit)
604, Partnerships & LLCs (3 Semester Units)
605, Corporations & Shareholders (3 Semester Units)
<i>An additional 11 semester units elected from other Series 600 or Series 700 Courses</i>

Beyond the core courses, all courses are electives. Core courses (601 – 605) are included in the Final Comprehensive Exam, which each student must pass in order to graduate. Each student must successfully complete 24 semester hours to graduate. After the core courses are completed, you may take remaining courses in any sequence. The website includes the most current course listing and description for CPE, CLE and Semester Unit credit, as well as the suggested text for each course. Some courses have handouts and/or outlines, which may also be accessed on the website. The School reserves the right to make additions, deletions, changes and or to increase or decrease semester units. However the school will proactively notify the students of the changes.

All DVDs relating to a specific course are shipped at one time. The courses do not need to be returned to the School and may become the student's future resource materials. If there is difficulty viewing a DVD lecture, the student will need to contact the School to troubleshoot the problem or get a replacement. Courses are sent to the student by U.S. Mail. Expect five to seven working days for shipment. The student must provide a physical mailing address, not a P.O. Box, for shipments. Courses may be requested through the school's website. The courses are copyrighted by the school and should not be duplicated without written permission. The School continually seeks the highest level of quality while updating its courses. The School plans updates to the major subjects once every two to three years (check our website for latest updates).

The cost associated with texts is not included in the tuition. Every student should have an up-to-date copy of the Internal Revenue Code. Books may be purchased at local colleges, retail bookstores, directly from the publishers, or over the internet. The cost is estimated to average approximately \$150.00 per course.



Series 600 Tax Subjects

Course	Course Name	Semester Units	CPE Credits	CLE Credits
601	Taxation of Individuals	3	40	30
602	Business Expenses, Deductions & Credits	3	34	30
603	Tax Accounting	1	10	9
604	Taxation of Partnerships & LLCs	3	30	25
605	Taxation of Corporations & Shareholders	3	39.5	33
606	Compensation, Benefits & Retirement Planning	2	25	21
607	Estate & Gift Taxes, Trust Taxation & Estate Planning	2	21	12
608	Taxation of Exempt Organizations	1	9	8
611	Federal Tax Practice & Procedure	3	37	31
619	Tax Planning Strategies	3	33.5	28

Series 700 Tax Subjects

Course	Course Name	Semester Units	CPE Credits	CLE Credits
709	International Tax	3	32	27
710	Sales, Exchanges & Real Estate Taxation	3	31.5	26
716 & 717	Federal Tax court Litigation & Federal Tax Refund Litigation	3	43	36
718	Bankruptcy Tax Planning	1	10	9

TUITION, FEES & PAYMENT OPTIONS

The tuition for the master program is \$9,500 (\$396 per semester unit) and Washington Institute offers two tuition payment plans, as set forth below. Students that have successfully transferred credits will only need to pay for the courses needed to satisfy the 24 semester units to graduate (note: all payments must be made in US dollars).

- 1) **Monthly Installments** – Under this option, a 5.26% Finance Charge will be assessed and added to the tuition balance upon matriculation. The student is allowed to make monthly installments on the balance for no more than 24 months until fully paid. The initial monthly payment is due once the student has been accepted and matriculated into the program, specifically prior to shipment of course materials. Subsequent monthly installments are processed on the 1st if paid by credit card or the 15th if paid by ACH (automatic bank account debit).



- 2) **Pay in Full** - A student may receive a 10% waiver on tuition if the full amount is paid up-front. For example, instead of \$9,500, the total tuition for a student would be \$8,550 if paid in-full at the time of enrollment (unless otherwise stated, this waiver may not be combined with other offers and/or waivers).

The cost of the text is separate from the cost of tuition. Other fees include:

Application fee for enrollment must accompany all applications	\$50
Annual subscription to the online tax library (optional)	\$299*
A one-time shipping and handling fee (covers all courses)	\$250
One-time “shipping” surcharge for students residing outside the U.S.	\$500
Additional Transcript fee (2 provided at no charge)	\$10
Returned check fee	\$35
Late payment fee	\$20
Transfer student evaluation fee	\$75
Diploma fee (per multiple copies)	\$75
Fee per semester unit to retake a course (requires approval from school President)	\$75

* Beginning July 2011, Washington Institute for Graduate Studies is pleased to offer an on-line library to students; the fully expanded version of RIA Checkpoint, which includes federal, state, local, and international tax components, as well as a variety of useful business/practice tools! This is available to all current and future students only through the school for a highly competitive annual subscription rate of \$299. The library is not the truncated, student version, but the fully expanded RIA Checkpoint. Many of our courses require a particular textbook that includes a “student version” of RIA Checkpoint. Students with access to the on-line library will not have to buy the more expensive books with the abbreviated version of RIA Checkpoint, but will have the fully expanded version that can be used not only for their courses, but for their professional practice too.

IMPORTANT NOTE: In the early stage of offering this new benefit, a limited number of usernames/concurrent users are available. Students that subscribe early may take advantage of the \$299 subscription rate, and lock in that rate for the duration of their time active in their respective program (MST or Doctorate). Subscriptions obtained at a later date may be subject to an increased subscription rate. **If you are interested** in taking advantage of this extraordinary offer to subscribe to the fully expanded RIA Checkpoint Tax Library at a highly competitive rate, please select the option on your enrollment form before submitting to the school. As always, please contact the school if you would like additional information.



TUITION WAIVERS FOR MULTIPLE ENROLLMENTS

A company or organization that enrolls 3 or more people in a Washington Institute degree program within a 12-month period, will receive a 10% waiver off the tuition. If tuition is paid in full, the waiver applies with that payment, AND the student receives an additional 10% paid in full waiver . . . a 20% waiver off normal tuition rates!

If the multiple-enrollment waiver does not apply to you, you may be eligible for other tuition waivers if you belong to a specific national/international institution and/or trade association that has a special, negotiated rate. Please contact the Administrative Offices at info@wsltax.org to find out more about available waivers.

FINANCIAL INFORMATION AND PLACEMENT

Outside of the information contained in the *Tuition, Fees & Payment Options* section of the Bulletin, Washington Institute does not provide additional financial assistance and does not assist in any type of student loans nor student loan deferrals. Also, because the vast majority of our students are already working, Washington Institute does not provide a placement service for its graduates.



TAX DEDUCTION: IMPROVEMENT OF PROFESSIONAL SKILLS

Educational expenditures for the maintenance or improvement of existing professional skills are tax deductible under Section 162 of the Internal Revenue Code, Treasury Reg. Section 1.162-5 (a) (1). The expenditures cannot be used to satisfy the minimum educational requirements of the taxpayer's trade or business and cannot constitute a program of study that would qualify the taxpayer for a new trade or business, *Federal Tax Deductions*, Comerford and Sacks, P. 499. Under this test, Washington Institute believes that for lawyers, accountants, and tax practitioners, who are currently practicing in these professions, and only updating or furthering their knowledge to better perform in their professions, and NOT attempting to expand into a new field of practice, the payment of tuition in this program is a fully deductible business expense.

ADMISSION REQUIREMENTS

Standard Applicant

Students may enroll at any time of the year. However, only the following persons may be formally admitted into the Master's Degree in Taxation program to receive credit toward the Master's Degree:

1. Certified Public Accountants, Certified General Accountants, Certified Management Accountants, Chartered Accountants, licensed Public Accountants, Enrolled Agents, Tax Court Practitioners, or the like, who have a Bachelor's Degree, or
2. Lawyers, Barristers, Solicitors, or the like, licensed to practice law in any jurisdiction, or
3. Persons holding a Bachelor's Degree (or its equivalent from a non-English speaking college. .see Admission Requirements for Non-English Degrees) which degree is in a subject area considered to be sufficiently preparatory for graduate level tax studies (i.e., Accounting, Business Administration, Finance, Investments, Banking, International Relations, Commerce, Government Studies, Public Administration, Economics, or the like), AND who have engaged in the nearly full time practice of taxation or tax preparation for five years or more.

Non-English Degrees

Applicants with a non-English degree must provide a certified English translation of the degree and the degree must be equivalent to a bachelor's degree or J.D. degree that follows our admission requirements. In addition, applicants whose native language is not English and who have not earned a degree from an institution where English is the principal language of instruction must have received a minimum score of 620 on the Paper-based Test of English as a Foreign Language (TOEFL), a minimum 105 on the Internet-based TOEFL, or 875 on Test of English for International Communication (TOEIC) OR must be a citizen of the U.S. and have been employed in a tax related field for a minimum of five years. Verification of citizenship and employment must be submitted.



Special Consideration Applicant

Applicants not qualifying as a Standard Applicant may apply as a Special Consideration Applicant. Special Consideration Applicants are evaluated on a case-by-case basis but must have an academic and/or professional background equivalent to a bachelor's degree. As a general rule, Special Consideration Applicants must have no less than ten years of proven professional experience in the field of taxation. In addition to the information provided on the Student Enrollment Agreement, a Special Consideration Applicant must provide a written statement of his or her personal and professional goals and how completion of the Master of Science in Taxation program would assist in the pursuit and achievement of those goals.

STUDENT ENROLLMENT AGREEMENT

The Student Enrollment Agreement is available on the website (wstax.org), or you may call and request one from the school. It needs to be filled out legibly and submitted, together with a non-refundable enrollment fee in the amount of \$50, to Washington Institute for Graduate Studies Inc. The Student Enrollment Agreement must be signed and dated. Students must request an official transcript from the school from which they received their qualifying degree (see Admission Requirements). The official transcript must be received by the school within two months of enrolling.

The School reserves the right to withdraw any student according to the withdrawal/dismissal policy listed in this Bulletin. If the enrollee cannot begin course work within three months after enrollment, the School must be notified. A student may proceed at his or her own rate, and take off the extra time he or she needs for emergencies, vacations, or particularly heavy work periods (i.e., tax return preparation).

GRADUATE TRANSFER CREDIT

Students who have completed taxation courses at the graduate level at another school may transfer those credits to Washington Institute. Washington Institute will accept up to 180 classroom hours (12 semester units) of transfer credit. Tax courses completed toward a J.D. degree are graduate level work for purposes of the M.S. Tax degree. Students that have successfully transferred credits will only need to pay for the courses needed to satisfy the balance of the 24 semester units to graduate. The amount of tuition per course is \$396 per semester unit.



REQUIREMENTS FOR THE MASTER'S DEGREE IN TAXATION

There are three requirements for the conferral of the Master's Degree in Taxation:

1. Completion of graduate tax courses which total a minimum of 24 semester hours of instruction. If classroom lectures are completed at the rate of approximately four hours per week, it would take about twenty-four months of study. Studies may be accelerated to no less than ten months and extended for no more than five years. Graduate Tax transfer students are not restricted by the ten month rule.
2. The overall grade point average must be 2.75 or higher, on the following scale (i.e., A=4, B=3, C=2). If the grade point average falls below that level, the student can bring up his grade by re-doing one or more of his course examination requirements.
3. Completion of a final, comprehensive examination. This examination does not affect the student's grade point average, but it must be passed before a diploma will be granted. While the final exam does not impact GPA, it does impact the Honor's Program (see *Diploma* section). The examination must be proctored, and administered in the student's home-town and place of his/her choice. The exam is open book and the student has three hours to complete it. The exam will cover the core courses, which are: 601 – Taxation of Individuals; 602 – Business Expenses Deductions and Credits; 603 – Tax Accounting; 604 – Partnerships and LLCs; 605 – Corporations and Shareholders. Although the exam is open-book, the student may not communicate with any individuals regarding the exam questions after starting the exam. A copy of detailed instructions for the Final Comprehensive Examination will be sent to the student in a Pre-graduation Packet. The student should review the instructions carefully.

GRADING SCALE

The candidate is graded on each tax subject and must obtain a cumulative grade point average overall of at least 2.75 to graduate. The Exam Requirement-Grading is commensurate with the following scale:

94% – 100%	A
90% – 93%	A-
86% – 89%	B+
82% – 85%	B
78% – 81%	B-
74% – 77%	C+
70% – 73%	C



HONORS DESIGNATION	REQUIRED GPA	FINAL COMPREHENSIVE EXAM SCORE
Summa Cum Laude	3.9	Minimum 94%
Magna Cum Laude	3.7	Minimum 90%
Cum Laude/With Honors	3.5	Minimum 86%

COURSE EXAMINATION REQUIREMENT

At the completion of each course, the student must take a final on-line exam and achieve a score of no less than 70% to pass. These exams are taken on a secure testing site through the School's website. Each exam consists of multiple choice and true or false type questions.

Exams are open book and are not timed. The student may access an exam multiple times before final submission. Instructions for the on-line exams are found in the Student Area of the website. Also, many courses have a review exam, which qualifies the course for CPA-CPE credit. It is the student's responsibility to check with his/her State Board of Accountancy for state requirements regarding CPE credit and to verify that the course(s) taken qualify. Some State Boards of Accountancy do not require review exams for CPA-CPE credit.

Review Exam: The review exam is designed to prepare the student for the final exam by providing valuable feedback. The score on the review exam is not counted towards the final grade of the course. The review exam is not mandatory if CPA-CPE credit is not needed or is not required, but it is highly recommended.

Final Exam: The final exam will evaluate whether learning objectives have been met by assessing the student's comprehension of the course content and accompanying text.

If a course does not have an on-line exam available, the student must choose from one of the options below:

1. **Questions & Answers:** The student designs and answers a number of questions requiring thoughtful answers (not "one-word", not "fill-in-the-blank" and not "true-false" questions). They do not need to be typed. There is a presumption that less than four lines in an answer is not "thoughtful." After each answer, the student must cite the appropriate paragraph number in the text where that principle is covered. Each question must be numbered consecutively (i.e., 1, 2, 3, 4, etc.). Subjects having 1 semester unit require a minimum of 50 questions. Subjects having more than 1 semester unit require a minimum of 100 questions. The questions and answers must be in the student's own words. *For an example, go to the website www.wsltax.org in the student area and click on exams. Scroll down and click on example Questions & Answers.*



2. **Outline:** The student types a sentence outline of the tax subject, single spaced, which consists of 15 pages minimum per semester unit, which outline may be taken from the text or from any suitable tax reference materials. Each page must be numbered consecutively (i.e., 1, 2, 3, 4, etc.). The student must cite the appropriate paragraph number in the text where that principle is covered. Appearing to copy from a table of contents is not acceptable. The outline must be in the student's own words. *For an example, go to the website www.wsltax.org in the student area and click on exams. Scroll down and click on example Outline.*

EXAM SUBMISSION DETAILS

The course examination requirement for the **On-Line Exam** must be submitted to the school exactly in the following format: 1) cover sheet on top, 2) print out of test results, 3) and all the self-proctorial notes in DVD numerical/section order. They must be submitted at one time, and not in separate mailings. Do not staple or bind the papers together. The course examination requirement for **Questions and Answers or Outline** must be submitted to the school exactly in the following format: 1) cover sheet on top, 2) the questions and answers or outline, 3) and all the self-proctorial notes in DVD numerical/section order. They must be submitted at one time, and not in separate mailings. Do not staple or bind the papers together.

EARNING ADDITIONAL CREDIT

Self-Proctorial Notes

The two major objective criteria used by the School for conferral of the degree are (1) class attendance (though "class" may be in the comfort of your own home or office) and (2) the examination requirement. Class attendance for all students is measured by the submission of self-proctorial notes taken while viewing the lectures. Therefore, **submission of self-proctorial notes is mandatory** for each course (students should submit "copies" and maintain their original notes for their own record and for reference while taking examinations. Submission of no less than one full sheet per lecture "session" is required and must identify (in the upper right hand corner) the course number (i.e., Tax 601) and the DVD or "session" number (i.e., 1, 2, 3. . .). All self-proctorial notes for one course must be submitted at one time and must be submitted with the on-line exam, questions and answers or outline. A recommended self-proctorial sheet form is available online at wsltax.org. Self-proctorial notes are mandatory and may add as much as five points to your course grade.



Advanced-Level CPE Studies Credit

Each student may, if he or she so elects, engage in tax studies, hour for hour, and receive credit for up to 80 CPE hours (or equivalent to 6 semester units). The requirements for this credit are as follows:

1. The student must be currently enrolled in the Graduate Tax Program at Washington Institute at the time the studies are undertaken. No credit is given for studies taken before enrollment.
2. The studies must be undertaken at an accepted and recognized continuing education tax program, or through their filmed lectures. Such programs include those CPE and CLE tax programs which are officially sponsored or officially recognized by state boards of accountancy, state bar associations, or NASBA.
3. The tax subject must be at the intermediate or at the advanced level.
4. Attendance at the lectures must be proved by presentation of a certificate of attendance. The certificate must indicate the number of CPE hours earned.
5. The student must provide a similar type of examination requirement satisfactory to the school (i.e., self-proctorial sheets, on-line tests, etc.) The tuition for this credit is the same as for any other subjects through Washington Institute.

Independent Research Credit

Each student may, if he or she so elects, substitute independent research credit for up to three semester units (45 class hours of instruction) in place of other courses. The tax research must be approved by the School. The student must submit a suitably typed report on the conclusion thereof. This project is graded. Independent Research Credit cannot be used along with "Thesis Credit." One or the other must be chosen.

Thesis Credit

Each student for whom approval is given may, if he or she so elects, substitute a Master's Thesis for up to eight semester units of credit (120 class hours of instruction). The topic must be approved by the School. While any related topic may be considered, students are encouraged to consider tax topics which would be of use to their fellow practitioners in the form of continuing education materials, tax strategy portfolios, or the like. The thesis must be of scholarly quality, in conformity with an accepted graduate school or law school style manuscript, double spaced, at least one hundred typed pages in length, and suitable for publication. No student is required to do a thesis.



CERTIFICATE OF COMPLETION AND DIPLOMA

A certificate of completion will be issued for each course completed as soon as the exam requirement is fulfilled. This will include the CPE or CLE hours earned for the course and final grade.

The Master's Degree Diploma is designed to be an impressive and suitable memorial to the professional and academic accomplishment of the graduate. The Diploma declares the appropriate degree (i.e., Master of Science in Taxation) and the name of the graduate. In addition, the Diploma displays in particularity each one of the tax subjects which the graduate studied. Washington Institute believes the subjects should be listed in order to provide useful notice to the public and to the professional's potential clients of the broad range of studies undertaken by the graduate and to give some idea of the graduate's extensive preparation and professional skills. There is a \$75 fee for the typesetting and printing of the Diploma.



GOVERNANCE AND ADMINISTRATION

The Governing Board of Directors

Brent Andrewsen (Partner at Kirton & McConkie Attorneys at Law), **James Blaylock** (President at Blaylock & Company, CPA), **Ben Bush** (President at Voonami, Inc), **Richard Edmunds** (President at Richard M. Edmunds, CPA), **Richard Gordon** (President at IC Central Pty Ltd), **Kathryn Hanson** (Board Secretary and Treasurer & VP at Washington Institute), **Robert Hanson** (Chairman & President at Washington Institute), **Wes Howell** (President at HTV, Inc), **Bruce Jackson**, PhD (President at The Institute of Applied Human Excellence), **Richard Spead**, PhD (President at Spead Tax Group, PLLC) and **Aaron Webber** (CEO at Webber Investments).

The Executive Staff & Advisors

Robert Hanson (President), **Heidi Bates** (Dir, Student Services), **Bill Bridges** (VP, Academic Compliance), **Fred Gagon** (Advisor, Investor Relations), **Kathryn Hanson** (VP, Administration), **Arthur McKinlay** (VP, Strategic Partnerships), **Drew Williams** (EVP, Global Development & Operations).

Washington Institute for Graduate Studies will be closed for the following 2011 holidays:

Martin Luther King, Jr. Day.....	Monday, January 17
President’s Day	Monday, February 21
Easter Sunday (observed)	Friday, April 22
Memorial Day	Monday, May 30
Independence Day	Monday, July 4
Administrative Closure	Friday, July 23
Labor Day	Monday, September 5
Thanksgiving Day	Thursday, November 24 & Friday, November 25
Christmas (observed)	Monday, December 26



OUR DISTINGUISHED FACULTY

Because business and taxes change very rapidly, Washington Institute faculty must be involved in continuous development, learning, and the generation of intellectual contributions throughout their careers to stay current.

At Washington Institute for Graduate Studies, a faculty member is considered to have appropriate academic and professional qualifications if s/he satisfies the following requirements:

1. A Master's degree (or higher) in the business field of the faculty member's instructional responsibilities, or a Master's degree (or higher) and a minimum of 18 graduate hours in the faculty member's area of instruction; and
2. Professional experience relevant to the faculty member's instructional responsibilities. To be sufficient, the experience must consist of either:
 - a) 5+ years of professional experience, or
 - b) 3+ years of professional experience, and a certification or professional license from a recognized national/international organization or from appropriate government authorities.

In alphabetical order, the faculty of Washington Institute for Graduate Studies includes:

BRENT ANDREWSSEN, J.D., is an Adjunct Professor and member of the Board of Directors with Washington Institute. B.A. (Political Science/BYU), J.D. (Washington & Lee University Law School). He is a member of Kirton & McConkie's Business, Tax and Estate Planning Sections. His practice includes estate planning, probate and trust administration, gift taxation, tax-exempt organizations, charitable trusts and planned giving. Mr. Andrews also has advised clients with respect to business matters and has assisted in forming various business entities and transactions. He is a frequent speaker on issues regarding tax-exempt organizations, planned giving, estate planning, and related topics. In addition to his professional work, he has sat on the boards of various charitable organizations over the years.

JAMES BLAYLOCK, CPA, CITP, is an Adjunct Professor and member of the Board of Directors with Washington Institute. A 3rd Generation CPA, he received his B.S. Degree in accounting from Brigham Young University (1974). He is the Founder and President of Blaylock & Company CPA, PC, Founder and Chairman of the board of eFileCabinet, Inc., President of Village Green Associates, Past Presidents of the Utah Valley Estate Planning Council, Utah Chapter of NATP, Southern Chapter of the Utah Association of Certified Public Accountants, past board member of Utah Association of Public Accountants, Utah State Tax Commission Steering Committee and a highly sought author/instructor on tax, document management and paperless technology.



KULWANT SINGH BOORA is an Adjunct Professor with Washington Institute for Graduate Studies. Mr. Boora studied law at Sutton Coldfield College where he completed his Professional Diploma in Law and Higher Professional Diploma in conjunction with the Institute of Legal Executives Tutorial College of Law. After completing his law studies with Sutton Coldfield College, he furthered his legal education and went onto complete his Graduate Diploma in Law with Hertfordshire University School of law. He also earned a Bachelor of Arts with Honors (B.A. Hons) from Staffordshire University. He has been a visiting lecturer at the University of Toledo, Ohio, and has served as a law tutor with ICLS and the National Association of Licensed Paralegals, England. He has also served as a judicial intern to a United States District Court Federal Judge and is also admitted as a Fellow and Legal Executive Lawyer in the United Kingdom. Mr. Boora is also on the Washington Institute's International Advisory Board, where he advises on international regulations and policy.

RYAN BORNSTEIN is an advisory faculty member of Washington Institute for Graduate Studies PhD program. B.S. (Accounting, University of Delaware), LL.M. (Villanova Graduate Tax Program). He is a member of the law firm of Harvey Ballard & Bornstein, LLC and concentrates on estate and income tax planning in addition to estate administration. He focuses particularly on certain federal tax aspects of planning for substantial estates, including generation skipping transfer tax. He works with clients on tax-advantaged opportunities, analyzing stock option plans. He is Professor of Law with the Adjunct Faculty of the Graduate Tax Program at the Villanova University School of Law where he teaches Taxation of Property Dispositions. He has written a number of timely tax articles. He is admitted to the United States Tax Court and practices before the Internal Revenue Service, and is licensed to practice law in Pennsylvania and New Jersey.

THOMAS M. BRINKER, Jr., J.D., LL.M., CPA/PFS, ChFC, CFE, AEP, advisory faculty member Washington Institute, B.S. (Acct., Cum Laude, Saint Joseph's University), J.D. (International Law, Columbia Pacific University), M.S. (Acct., Widener University), M.S. (Taxation, Widener University), LL.M. (International Taxation, Regent University School of law), D.B.A. program (Acct. and Taxation, University of Sarasota), Ph.D. (Taxation, Washington Institute), professor of accounting and coordinator for the accounting program at Arcadia University, formerly with Coopers & Lybrand and Arthur Young & Co. Mr. Brinker is a member of the American and Pennsylvania Institutes of CPAs, the International Bar Association, and the Caribbean Bar Association. In addition to national/international presentations on tax topics, he has published dozens of articles in numerous journals, including: *The Journal of International Taxation*, *The Tax Advisor*, *The CPA Journal*, *The Journal of Practical Estate Planning*, and *The Journal of Financial Services Professionals*.

ROBERT S. BURDETTE, CPA, B.A. (Acct., Univ. of Utah), M.S. (Taxation, Washington Institute), Assistant Professor of Accounting at Salt Lake Community College, former member UACPA Taxation Committee, Who's Who in Finance and Industry, received the Teaching Excellence Award for Region 7 from the ACBSP in 2004, the Technology in Education Award in 2005 for work in developing distance education classes for SLCC and the Teaching Excellence Award from SLCC in 2006.

RICHARD M. EDMUNDS, CPA, is an adjunct professor and member of the Board of Directors at Washington Institute. Mr. Edmunds holds a B.S. (Acct., B.Y.U.), M. Acct. (Financial Audit, B.Y.U.), M.B.T. (Taxation, University of Southern California) and is a Sole Practitioner specializing in individual and closely-held company taxation.



CHRISTOPHER M. HARVEY, J.D., CPA, LL.M Taxation, managing member in the law firm of Harvey Ballard & Bornstein, L.L.C., Counsel to the law firm of Harvey, Casterline & Vallini, L.L.P. Formerly the managing partner of Harvey & Mortensen handling estate and tax planning for closely-held business owners and high net worth individuals. Worked as a certified public accountant for Price Waterhouse, L.L.P. in New York City and Chase Manhattan Bank. Bachelor of Science in Accounting (cum laude) from the University of Delaware and his Juris Doctor (magna cum laude) and Master of Laws in Taxation from the Villanova University School of Law where he was Associate Editor of the Law Review, Certified Public Accountant, admitted to the Pennsylvania and New Jersey bars and the United States Tax Court. Adjunct professor at Villanova University School of Law's Graduate Tax Program teaching Taxation of Property Dispositions, Income Taxation of Trusts and Estates, Post Mortem Estate Planning and Estate Planning for Small Business Owners.

BONITA L. HATCHETT, LL.M. (Labor and Employment and Certificate in Employee Benefits Law, Georgetown University Law Center), J.D. (Rutgers University Law Center), B.A. (Religious Studies, University of Michigan), partner in the Employee Benefits practice at the law firm of Bell, Boyd & Lloyd LLC, Chicago, Illinois.

W. KEVIN JACKSON, Esq. of the law firm of Jensen, Duffin, Carman, Dibb & Jackson, B.S. (Finance, Univ. of Utah), J.D. (B.Y.U.), LL.M. (Taxation, Boston Univ.), and Adjunct Professor and PhD Mentor at Washington Institute for Graduate Studies.

DAVID S. KERZNER, Esq. Principal, The Law Offices of David S. Kerzner, B.A. (Hons. Bus. Adm., Western), LL.B. (Queen's University), LL.M. (International, New York University), LL.M. (Taxation, New York University). Member of the bars of New York, Ontario, and Roll of Solicitors of England & Wales. Formerly with KPMG LLP, Washington National Tax, Washington D.C. (Professor Emeritus with Washington Institute for Graduate Studies).

KEVIN A. KYLE, Esq., of the firm of Green Schoenfeld & Kyle L.L.P., Fort Myers, FL, B.B.A., Accounting (with highest distinction), Emory University, Atlanta, GA; J.D. (with honors), University of Florida, Gainesville, FL; LL.M. (Taxation), New York University, New York, NY; Florida Board Certified Tax Attorney; Florida Board Certified Wills, Trusts and Estates Attorney.

RALPH B. LARSEN, C.P.A. of the accounting firm Ralph B. Larsen, CPA, B.S. (Acct., Univ. of Utah), M.B.A. (Univ. of Utah), M.S. (Taxation, Washington Institute), UACPA and AICPA, former acting Comptroller of the 12th Coast Guard District, Commanding Officer, USCG Reserve, former Vice-Pres., Emery Energy, Inc.

PHILIP LERNER, Esq. (New York), CPA (New York & New Jersey), B.A. (Brooklyn College), J.D. (Brooklyn Law School), L.L.M. Taxation (Washington School of Law, Suma Cum Laude). Admitted to practice law in all State Courts in the State of New York, U.S. Tax Court, U.S. Court of Federal Claims, U.S. District Courts, the Southern District of New York and the Eastern District of New York, the U.S. Court of Appeals, Second Circuit and the U.S. Supreme Court. Member of the American Bar Association, the New York County Lawyers Association, the American Institute of Certified Public Accountants and the New York State Society of Certified Public Accountants. Former chairman of the tax sub-committee, Estates, Gifts, and Trusts, New York County Lawyers Association, Former Trustee Heisman Memorial Trust.



BRUCE L. OLSON, Esq., shareholder with law firm of Ray, Quinney & Nebeker, B.S. (Acct., Magna Cum Laude, B.Y.U.), J.D. (Cum Laude, B.Y.U.), Fellow, American College of Tax Counsel, Chair, Nonprofit/Tax-exempt Section Utah State Bar, Former Chair, Tax Section Utah State Bar, Member, IRS Central Mountain Exempt Organization Council, Former Chair, IRS Dallas Key District Exempt Organization Council, Former Chair ABA Tax Liaison Committee (Southwest Region), Former Chair, Salt Lake IRS District Advisory Council, Former Chair, IRS Southwest Region Bar Association, Original Member, IRS Ogden Service Center Advisory Council, Former Chair Utah Limited Liability Company Act Revision Committee, Principal drafter, Utah Revised Nonprofit Corporation Act, Utah Editor, Limited Liability Company Law, Aspen Law Publishers, Colonel, United States Army Reserve.

RYAN PACE, Esq., attorney with the law firm of Smith Knowles P.C., B.S. (Finance, University of Utah), M.T. (Taxation, Arizona State University), J.D. (with honors, Washburn University), LL.M. (Taxation, New York University).

PAUL SAVAGE, J.D., is an advisory faculty member of Washington Institute for Graduate Studies PhD program. B.A. (Honors History, BYU), J.D. (Columbia University Law School), Fulbright Scholar (University of Bern, Switzerland). He is a partner of the law firm of Kirton & McConkie and former chair of the firm's Tax section, as well as a member of the firm's Corporate and International sections. He concentrates on international business, income tax planning, VAT and customs, tax controversy assistance, audit defense, business organizations, general corporate, tax exempt organizations, estate planning, cross-border licensing, market entry strategies, transfer pricing, international philanthropy, and dispute resolutions. Prior to joining Kirton & McConkie, Mr. Savage practiced with other distinguished law firms, as well as the internationally accounting firm KPMG. He serves on the board of the World Trade Center Utah and is past-president of the Utah World Trade Association. Mr. Savage taught for several years as adjunct tax professor at Seattle University Law School, and has lectured and written widely on various tax and business topics. He is admitted to practice before the United States Tax Court and is a member of the bar in both New York and Utah.

RICHARD J. SPEAD, PhD, MST, PA, EA, CFE, DABFA, ATA, ATP, ABA, FACFEI is member of the Board of Directors at Washington Institute. Dr. Spead is Managing Member of Richard J. Spead & Company, the Spead Tax Group, PLLC (Tax, Insolvency and Reorganization Accountants); Licensed to Practice as a Public Accountant by the State of New Hampshire; Enrolled to practice before the Internal Revenue Service; Certified Fraud Examiner; Diplomat of the American Board of Forensic Accountants; Accredited Tax Advisor; Accredited Tax Preparer; Accredited Business Accountant; Advanced Studies Harvard Law School Program of Instruction for Lawyers; Master of Science in Taxation, Summa Cum Laude (Washington School of Law); Doctor of Philosophy in Taxation, with Honors (Washington School of Law); published author of numerous tax articles and a nationally known lecturer on bankruptcy and tax related issues.



POLICIES

Refund Policy: If within ten business days, commencing the day of enrollment, the student wishes to withdraw, (s)he may do so with no further obligation. A written statement of withdrawal must be received by mail or fax to meet these terms. If a student would like to withdraw within the 10 day period and a course has already been shipped to the student, the course must be returned and unopened within 14 days, or the student will remain obligated. If the student meets these conditions for withdrawal, all money paid towards tuition and shipping and handling will be refunded. **Please Note:** In order for the refund policy to apply, the date postmarked on the envelope or the date on the fax transmittal or email of the written statement of withdrawal must be within the required time period stated above.

Withdrawal/Dismissal: Students who have not made their scheduled payment(s) *may* be withdrawn from the program. Students who have made their payment(s), but have not ordered any course work in a year's time *may* be withdrawn. Students who have made payment(s) and have not completed the program within five years will also be withdrawn. A student that violates the honor code may also face dismissal.

Complaint Resolution Policy: The objective of this complaint resolution policy is to provide a mechanism that is easy to use, enables students to resolve complaints in a timely manner, and addresses the complainant's interests in fairness and objectivity. Students are encouraged to raise their concerns early and Staff is required to respond to complaints immediately. When complaints are addressed at the time they arise, they can often be resolved informally. The following procedure will be followed upon receipt of a complaint. Washington Institute will:

1. Ask that the complainant voice his/her concern in writing.
 2. Investigate the merits of the complaint (which could include detailed, in-depth discussion with the instructor, the complainant and/or other students, or any other investigation method deemed appropriate).
 3. Notify the complainant of the status of the investigation process.
- *If the complaint has merit and a resolution can be negotiated*, it will be done and the matter will be considered resolved. Complainant will be notified of the decision in writing.
 - *If the complaint has merit, and a resolution cannot be negotiated*, the complaint will be forwarded to the President for further investigation and resolution.
 - *If the complaint is deemed not merited*, the matter will be forwarded to the President for further investigation. After the President's independent investigation, if the complaint is found to be not merited, the student will be informed in writing and the matter will end.

Honor Code: Students are expected to adhere to the Washington Institute for Graduate Studies Honor Code (every student pledges to adhere to the statement below when (s)he signs the enrollment agreement), which says



I pledge to strictly adhere to the following conditions:

- a) I will not divulge my username or password to anyone.*
- b) I, and only I, will post answers to course assignments using my username and password.*
- c) I, and only I, will take the on-line exams using my username and password.*
- d) I understand that the on-line exams are open-book (notes from video lectures are allowed). However, I will not obtain the assistance of others (coaching, advising, suggesting) while taking the exams.*
- e) I will not divulge the content of the on-line exams to any other person, whether enrolled in the program or not.*
- f) I will report any violations of this honor code to the School's administration.*

I understand the violation of this honor code will constitute a violation of the Washington Institute for Graduate Studies, Inc., Honor Code and I may be subject to dismissal.

Reinstating: Under special circumstances, a student that has:

1. Been dismissed/withdrawn within the original program period, but would like to return, may do so. Dismissed/withdrawn students should contact the Administrative Offices to explore the specific requirements to reinstate. These students may become subject to new tuition rates and fees (that differ from the time they originally enrolled), clear up any outstanding balances and agree to an academic plan/schedule to complete the course requirements. These students will not receive an extension beyond the five year program period.
2. Fallen outside the five year program period must complete a Reinstatement Agreement and pay the \$2,500 reinstatement fee to the Administrative Office for consideration. Once approved, the student may receive an additional five years to complete the program – without being subject to changing tuition rates and fees.

For more information on policies, contact Kathryn D. Hanson at 858-546-2838, khanson@wsltax.org.

All correspondence, courses, course work and payments should be directed to:
Washington Institute for Graduate Studies
University Town Center, 4660 La Jolla Village Drive, Suite 500, San Diego, CA 92122
Phone: 858-546-2838, Fax: 858-535-4890 Website: www.wsltax.org Email: info@wsltax.org