

## Addenda to Academic Catalog 2016-17

The following revisions have been made in the catalog (deleted items are ~~struck~~, new items are underlined)

*Effective August, 2016*

### Catalog page 15

**3.1 Undergraduate Admissions, Academic Acceptance criteria for undergraduate admission table** revised to include the new SAT score format:

SAT (prior to March 2016)	Reading <u>Section</u> <i>or</i>	400
	Math <u>Section</u>	400
SAT (March 2016 to present)	<u>Reading Test</u> <i>or</i>	<u>22</u>
	<u>Math Section</u>	<u>440</u>

High School Student CGPA criteria is revised to read as: High School (U.S.) Student CGPA

### Catalog page 15

**3.2 Graduate Admissions, Item 3** revised to read as follows:

Official transcripts from all undergraduate and graduate institutions previously attended

~~–Official sealed copy of the transcripts, indicating the completion of a bachelor’s four year degree or electronically sent via the college or university attended.~~

- If the undergraduate degree is completed, submit either an official sealed copy of your undergraduate transcripts or request an official copy to be electronically sent from the previously attend college or university to NAU.

- If the undergraduate degree is not completed, submit the official copy of original transcripts with your application. Upon acceptance into the NAU program and prior to enrollment, the student must submit either an official sealed copy of the undergraduate transcripts or request an official copy to be electronically sent from the previously attend college or university to NAU.

### Catalog page 16

**3.3 International Student Admissions** revised to read as follows:

~~An international student is defined as any student wanting to attend the University who does not have the classification of United States citizen or permanent resident status as defined by the Bureau of U.S. Citizenship and Immigration Services (USCIS). An individual’s immigration status determines whether the student must attend full-time. More detailed information can be obtained by contacting the International Student Office.~~

~~Address: 11929 West Airport Blvd, Stafford, TX, 77477 (Room 736)~~

~~Phone: 832-230-5544~~

~~E-mail: iso@na.edu~~

~~International students, both undergraduate and graduate, are required to demonstrate English proficiency in one of the following ways:~~

All international students must demonstrate English proficiency in addition to the admission requirements. English proficiency can be demonstrated in one of the following ways:

#### Undergraduate Students

- TOEFL: 79 IBT, 550 PBT, 213 CBT
- IELTS: 6.5
- Pearson Test of English (PTE) Academic: 53
- Cambridge English Advanced (CAE): Overall score of 58 or Overall grade C or above
- SAT Scores prior to March 2016: Reading Section: 500, Writing Section: 500;  
SAT Scores March 2016 to present: Reading Test: 27, Writing and Language Test: 29
- ACT English: 23
- ACCUPLACER Scores: Reading: 80, Writing: 6 (*Not Applicable for GLS students*)
- Composition and Rhetoric I with a grade of "C" or better from a U.S. based college or university.
- TSI or its equivalent in other states
- A bachelor's An associate degree or higher from a U.S. institution
- Completion of a degree or high school in an English speaking country\*
- Completion of the Gulf Language School Intensive English Program at NAU

#### Graduate Students

- TOEFL: 79 IBT, 550 PBT, 213 CBT
- IELTS: 6.5
- Pearson Test of English (PTE) Academic: 53
- Cambridge English Advanced (CAE): Overall score of 58 or Overall grade C or above
- Composition and Rhetoric I or II with a grade of "B" or better from a U.S. based college or university
- A bachelor degree or higher from a U.S. institution
- A bachelor degree or higher from an institution where English is the primary medium of instruction
- A bachelor degree or higher from an institution in an English speaking country\*
- Two (2) years of teaching experience in an English Speaking Country for M.Ed. programs; two (2) years of verified relevant work experience in the U.S for other master programs
- Completion of six (6) graduate credits with a minimum grade of B in a U.S. institution
- Completion of the Gulf Language School Intensive English Program at NAU

\* The full list of approved English speaking countries is available on the NAU Admissions website. through the International Student Office.

Students who meet the following minimum criteria are considered “partially English proficient.” These students are required to successfully complete remedial reading and writing courses given at NAU in their first semester, or successfully complete the Developmental Reading and Writing course offered at Gulf Language School Intensive English Program at NAU.

Undergraduate Students

- TOEFL: 61 IBT, 500 PBT, 173 CBT
- IELTS: 5.5
- Pearson Test of English (PTE) Academic: 42
- Cambridge English Advanced (CAE): Overall score of 47
- SAT Scores prior to March 2016: Reading Section: 400; SAT Scores March 2016 to present: Reading Test: 22
- ACT English: 17
- ACCUPLACER Scores: Reading: 60, Writing: 5 (*Not Applicable for GLS students*)
- ~~Completion of or testing out from the advanced level in the Gulf Language School Intensive English Program at NAU~~
- ~~Completion of a degree or high school in an English speaking country~~

Graduate Students

- TOEFL: 61 IBT, 500 PBT, 173 CBT
- IELTS: 5.5
- Pearson Test of English (PTE) Academic: 42
- Cambridge English Advanced (CAE): Overall score of 47
- ~~Completion of or testing out from the advanced level in the Gulf Language School Intensive English Program at NAU~~
- ~~Completion of a degree or high school in an English speaking country~~

Only the VP for Academic Affairs may make exceptions to the above requirements for graduate students, and only upon recommendation from the Department Chairs. Graduate students whose English proficiency is judged inadequate by the department may be denied permission to continue work on graduate degrees.

**Catalog page 17**

***3.4 College Readiness, NAU undergraduate testing exemption minimum scores table*** revised to include the new SAT score format:

<b>SAT</b> (prior to March 2016)	Reading Section	500
	Writing Section	500
	Math Section	500
<b>SAT</b> (March 2016 to present)	<u>Reading Test</u>	<u>27</u>
	<u>Writing Test</u>	<u>29</u>
	<u>Math Section</u>	<u>530</u>

### **Catalog page 29**

**4.4.3.1 Application Procedures for University Scholarships** revised to read as follows:

Students must submit all supporting documents including SAT, ACT, high school transcripts and previous college transcripts to apply for NAU scholarships. ~~Contact the Admissions Office at admissions@na.edu for more information.~~

Academic achievement scholarships (Level 1 through 4) may be subject to change based on a student's CGPA per academic year. Late Additional supporting documents will not be accepted once initial scholarship award has been issued.

~~The University additionally offers institutional merit based scholarships, such as Sports Scholarships, Exceptional Merit Scholarship for International Students and International Diversity Scholarships.~~

Sub-sections **4.4.3.2 Rules and Regulations that Govern the Institutional Scholarships** and **4.4.3.3 Detailed list of Undergraduate Institutional Scholarships** have been added. Please see the revised 2016-17 NAU Academic Catalog for complete details (pp. 30-34).

### **Catalog pages 50/51**

**New Section 6. Student Services** has been inserted between the sections on Academic Policies and Degree Programs. Content was already available in the 2016-17 NAU Student Handbook (pp. 33-59). Please see the revised 2016-17 NAU Academic Catalog for this content (pp. 56-82).

In addition, the following information is added in sub-section **6.20 Grievance/Complaint Procedure**:

Students can access to complaint procedures and forms following the link:

<http://www.na.edu/campus-life/student-services/> (www.na.edu → Campus Life → Student Services → Grievance Procedure)

Students may also contact the Texas Higher Education Coordinating Board (THECB) to file a complaint. The web address for the THECB's Student Complaints page with forms and a description of the complaint procedure: [www.thecb.state.tx.us/studentcomplaints](http://www.thecb.state.tx.us/studentcomplaints).

The web address for the rules governing student complaints – Title 19 of the Texas Administrative Code, Sections 1.110-1.120:

[http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac\\_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y)

### **Catalog page 74**

Course descriptions for the following courses are added in **Course Descriptions** section:

### **ARTS 3312 Essentials of Children's Art and Music**

Cr. 3. (3-0). This course covers the study of art and music appropriate for young children through early elementary school. Emphasis will be placed on the fundamentals of art and music as well as the integration of aesthetic and creative experiences into the curriculum.

Prerequisite: None

### **MATH 3328 Teaching Elementary School Mathematics I**

Cr. 3. (3-0). This course introduces elementary, ESOL, & Exceptional Student Education methods for teaching, diagnosing, and remediating problem solving; numeration systems; whole number concepts and computation; fraction, decimal, and percent concepts and computation. Its includes research perspectives.

Prerequisite: MATH 1311.

### **ENGL 3325 Literacy Instruction in Elementary Grades**

Cr. 3. (3-0). This course involves children's literacy learning and development, as well as the teaching of literacy with a focus on elementary grades, a sound theoretical knowledge of elementary literacy, as well as related practical knowledge of instructional frameworks, teaching strategies, and other classroom applications, recent developments in contemporary literature for children.

Prerequisites: ENGL 1312

### **ENGL 3326 Principles in Reading and Writing**

Cr. 3. (3-0). This course examines evidence-based principles of literacy development and learning in upper elementary school children. Specifically, we will discuss the developmental stages of language, reading, and writing for children in these grade levels and focus on designing, implementing, adapting, and evaluating literacy instruction to meet the needs of all learners, including struggling and gifted readers/writers.

Prerequisite: ENGL 1312

### **MATH 3329 Teaching Elementary School Mathematics II**

Cr. 3. (3-0). This course introduces methods for teaching informal geometry, measurement, probability, statistics, and algebraic thinking for elementary school (K – 6) classrooms.

Prerequisite: MATH 3328

### **PHED 3311 Health and Physical Education for Children**

Cr. 3. (3-0). This course covers knowledge and experiences in planning and implementing developmentally appropriate health and physical education programs for children in elementary schools, providing health information appropriate for children, and principles of kinesiology.

Prerequisite: None

### **Catalog page 92**

Prerequisites for EDUC 5322 and EDUC 5323 Internship in Educational Leadership are revised as follows:

EDUC 5322 Internship in Educational Leadership

Cr. 3. The internship is an opportunity for candidates of school administrator to have authentic field experience in administrative leadership positions. This is a time when candidates work closely with school administrators and supervisors at their school or other educational settings.

Prerequisite: ~~EDUC 5311, EDUC 5312, EDUC 5314, EDUC 5316, EDUC 5318~~ None

EDUC 5323 Internship in Educational Leadership

Cr. 3. The internship is an opportunity for candidates of school administrator to have authentic field experience in administrative leadership positions. This course replaces EDUC 5322 for the candidates who are not planning to enroll Texas Principal Certification Program. Candidates work closely with school administrators and supervisors at their school or other educational settings.

Prerequisite: ~~EDUC 5311, EDUC 5312, EDUC 5314, EDUC 5316, EDUC 5318~~ None

*Effective November, 2016*

### **Catalog pages 2-9**

**Academic Calendar** is revised to correct typos and include the graduation application deadlines:

October 28 Graduation application deadline for Fall semester\*

February 24 Graduation application deadline for Spring and Summer semesters\*

~~February 25—Last day to drop a course with a fee~~

*\* Graduation applications submitted after the deadline will incur a late fee, and students may not be able to participate in the commencement ceremony, if applicable.*

### **Catalog page 13**

The following statement is added in **2.5 Statements**

#### Transferability of Credits

Decisions concerning the acceptance of credits earned in any course taken at the school are made at the discretion of the receiving institution. The school makes no representation whatsoever concerning the transferability of any credits earned at the school to any institution. The student must contact the registrar of the receiving institution to determine what credits earned at the school, if any, that institution will accept.

### **Catalog page 31**

**5.1.4 Course Registration** revised to read as follows:

North American University ~~has~~ provides designated periods for course registration ~~as well as adding and dropping courses~~ each semester which are announced in the ~~A~~Academic Calendar.

~~Registration services performed after the established deadlines must have the approval of the Registrar. Enrollment in closed or restricted classes must be authorized by the department chairs. Students should meet and consult with their advisors during these periods. Advisors assist students in selecting their respective classes for the term in compliance with the requirements of the degree program. However, it is the responsibility of the students to fulfill requirements of their degree program in which they are enrolled. It is strongly recommended that all students see their advisors prior to registration. Advisors provide help with course selection, graduation checks, and degree audits. It is the responsibility of the student to choose and satisfactorily complete courses that fulfill the requirements for graduation.~~

### **Catalog page 32**

***5.1.6 Adding and Dropping Courses*** revised to read as follows:

~~Students can~~ are allowed to add, drop, or withdraw courses ~~with the approval of their advisors~~ during the periods published in the academic calendar. All changes require the appropriate form (available on the Registrar's web page) and must be completed no later than the published deadline. Any forms submitted outside business hours, during weekends or holidays will be processed and effective the next business day. Students are responsible for verifying their schedule changes by logging into myNAU Student Portal or at the Registrar's Office.

~~Courses officially dropped before the last day to drop courses with a fee are not recorded on the transcript. The courses dropped before the last day to drop a course with a 'W' are recorded as "W", but are not computed in the GPA.~~

Courses dropped before the last day to drop a course without a 'W' will not receive a grade and will not appear on the student's transcript. Courses dropped after that date will be assigned a grade of withdrawal 'W'.

Students who drop a course(s) are not entitled to receive a refund of tuition and fees if the drop date is after the refund date. Students who intend to drop all courses in a semester are considered as withdrawing from the university and must fill out the official withdrawal form.

### **Catalog page 35**

***5.1.16 Withdrawal from University*** revised to read as follows:

~~Students intending who wish~~ to withdraw from the university must fill out ~~all applicable fields in the Official W-withdrawal form (available on the Registrar's web page) and turn it into~~ submit the form to the Registrar's Office. ~~Students who have an outstanding balance or an applicable hold on their account cannot be officially withdrawn.~~ Students who intend to drop all courses in a semester are considered as withdrawing from the university and must fill out the official withdrawal form. Any forms submitted outside business hours, during weekends or holidays will be processed and effective the next business day. Withdrawal from the university does not entitle the student to receive a refund of tuition and fees if the withdrawal date is after the refund date.

Unofficial withdrawals are determined when a student appears to no longer be active within the school ~~but~~ and failed to submit an ~~Official Withdrawal Form~~.

Students who have previously withdrawn or have been unofficially withdrawn and have not been enrolled at NAU for no more than two ~~long~~ regular semesters after their withdrawal can apply ~~to~~ for re-enrollment ~~at~~ to the university. Students not enrolled at NAU for three or more regular semesters must apply for readmission through the Admissions Office.

### **Catalog page 39**

**5.2.3 Course Numbers** revised to read as follows:

Credit-bearing courses are identified by subjects and four-digit numbers. The first digit indicates the course level. A “1” indicates a first-year or entry, freshman level course; a “2” indicates a second-year, sophomore level course; ~~“3” and “4” indicate upper division courses~~ “3” indicates a third-year, junior level course; “4” indicates a fourth-year, senior level course; and a “5” indicates a graduate level course. The second digit indicates the number of credit hours earned for successful completion of the course. The final two digits indicate the departmental/program sequence.

Weekly contact hour information is demonstrated by two hyphenated digits as a part of course descriptions. The first digit indicates number of contact hours for classroom lecture and the second digit indicates number of contact hours for laboratory experience. Internship courses indicate no standard lecture or laboratory contact hours as class time is spent outside the normal classroom environment.

Example: COMP 1411 Cr. 4 (3-2) stands for a first year Computer Science course with four credit hours which is the first course in Computer Science course sequence. This course includes three contact hours of lecture and two contact hours of laboratory per week.

### **Catalog page 59**

**6.2.3.2 Degree Requirements** is revised to include Elementary Education Concentration:

Interdisciplinary Studies in Education program focuses on ~~two~~ three areas of specialization: Mathematics, and English Language Arts, and Elementary Education.

### **Elementary Education Concentration (33 Credits)**

- ARTS 3312 Essentials of Children's Art and Music
- BIOL 1311 Introductory Biology
- COMP 1314 Computer Literacy and applications
- ENGL 3325 Literacy Instruction in Elementary Grades
- ENGL 3326 Principles in Reading and Writing
- GEOG 2312 Regional Geography of the World
- HIST 2314 History of Texas
- MATH 3328 Teaching Elementary School Mathematics I
- MATH 3329 Teaching Elementary School Mathematics II



**Catalog page 63**

“**Delivery Methods for Online Courses**” section is moved to be the first sub-section under Academic Programs. Section title and content are revised to read as follows:

**7.1 Delivery Methods and Technical Requirements for Online Courses**

Online courses ~~for graduate programs~~ are delivered entirely using distance education tools through NAUmoodle course management system at ~~http://www.na.edu/online~~. To access online courses, students ~~will~~ need internet connection and a supported Web browser (Internet Explorer, Firefox, Safari or Chrome).

Students are required to login to this system by using their computer accounts provided by the IT department. Course materials including text and multimedia presentations, homework assignments, projects, and other assessment tools are delivered via this system. NAUmoodle ~~are~~ is also used for communication purposes such as online forums facilitating class discussions. Asynchronous electronic communication such as e-mail ~~are~~ is used for correspondence between students and instructors. Additionally, webinar and online meeting tools may be used for holding online lectures and demonstrations. In online courses, students are expected to follow Netiquette rules (<http://www.networketiquette.net/>) as student-instructor, student-content, and student-student interactions take place entirely online.

The NAU IT department recommends the following minimum technology requirements for students interested in participating in online courses:

*For Windows users:*

Minimum Software Requirements

- Microsoft Office: Microsoft Office 2007 Student Edition
- Operating System: Windows 7 Home Edition
- Acrobat Reader: Adobe Acrobat Reader 8
- Browser: Internet Explorer 9, Firefox 11, Chrome 10
- Browser Plugins: Adobe Flash Player, Acrobat Reader, Quicktime Player
- Browser Settings: Cookies and Javascript must be enabled
- Webinar: GoToMeeting

Minimum Hardware Requirements

- Internet Connection: 700Kbps-Cable or DSL
- Computer Processor: 2.4 GHz Intel Processor
- Computer Memory: 2 GB
- Screen Resolution: 1024 x 768
- Graphics Card: Graphics card with 256 MB memory

- Microphone: Built-in Microphone
- Webcam: Built-in Webcam

*For MAC users:*

Minimum Software Requirements

- Microsoft Office: Microsoft Office 2010 Student Edition
- Operating System: MAC OS X 10.6
- Acrobat Reader: Adobe Acrobat Reader 7
- Browser: Safari 6, Firefox 11, Chrome 10
- Browser Plugins: Adobe Flash Player, Acrobat Reader
- Browser Settings: Cookies and Javascript must be enabled
- Webinar: GoToMeeting

Minimum Hardware Requirements

- Internet Connection: 700Kbps-Cable or DSL
- Computer Processor: 2.4 GHz Intel Processor
- Computer Memory: 2 GB
- Screen Resolution: 1024 x 768
- Graphics Card: Graphics card with 256 MB memory
- Microphone: Built-in Microphone
- Webcam: Built-in Webcam

Without the appropriate software and hardware, students will not be able to access course materials, collaborate with faculty, and complete assignments for submission and grading. All courses at NAU require assignments to be submitted using Microsoft Office. Assignments created using other applications, such as Google Documents, Open Office, WordPerfect, etc. are not acceptable. Macintosh files created using applications other than the MS Office suite are not satisfactory and will not be accepted by the instructor. Please note that mobile devices, such as smartphones and tablets, may not be fully compatible with NAUmoodle.

**Catalog page 68**

**6.3.2.2** – A typo in the *Elective Courses* is corrected as follows:

Elective I (One course from the following)

- EDUC 5313 Statistical Procedures and Measurement in Education
- MBA 5313 Quantitative Methods
- ~~COMP 5398 Internship~~
- ~~COMP 5399 Special Topics~~

Elective II and III (Two courses from the following)

- Any Computer science concentration course other than the student's concentration
- COMP 5398 Internship

<u>COMP 5399</u>	<u>Special Topics</u>
CUIN 5331	Web Design and Web 2.0 Applications
CUIN 5332	Digital Graphics and Animation
CUIN 5333	Educational Media and Video Applications
CUIN 5334	Mobile application design and development
CUIN 5335	Teaching Programming to Students
MBA 5356	Social Media Analytics

*Effective December, 2016*

**Catalog page 58**

**6.2.3 Interdisciplinary Studies in Education** curriculum is revised as follows:

For a B.S. degree in Interdisciplinary Studies in Education, students are required to complete 120 semester credit hours: 36 credits in general education, ~~306~~ credits in education core courses, and ~~4854~~ credits in concentration and elective courses.

**Program Core Courses (306 credits)**

- EDUC 2311 Introduction to Teaching Profession
- EDUC 2312 Learning Theories and Development
- EDUC 3314 Classroom Management
- EDUC 3315 Curriculum and Instructional Design
- EDUC 3316 Integrating Technology into the Curriculum
- EDUC 3317 Education in Culturally Diverse Environments
- EDUC 4318 Education of the Exceptional Children
- EDUC 4320 Issues in Secondary Schools - Reform, Law and Ethics
- EDUC 4321 Measurement and Assessment in Education
- EDUC 4323 Reading in Content Areas
- ~~EDUC 4699 Student Teaching~~

**Electives**

- EDUC 4699 Student Teaching

**Catalog page 51**

**Degree Programs** section is revised to include M.Ed. in School Counseling program and programs are put into alphabetical order:

North American University offers three bachelors and ~~four~~ five master degree programs:

1. Bachelor of Science in Business Administration
2. Bachelor of Science in Computer Science
3. Bachelor of Science in Interdisciplinary Studies in Education
4. Master of Business Administration

5. Master of Science in Computer Science
6. Master of Education in Curriculum and Instruction
7. Master of Education in Educational Leadership
8. Master of Education in School Counseling

**Catalog page 63**

**7.4 Graduate Programs** is revised to include M.Ed. in School Counseling program:

North American University offers ~~four~~ five master's degrees

1. Master of Business Administration
2. Master of Science in Computer Science
3. Master of Education in Curriculum and Instruction
4. Master of Education in Educational Leadership
5. Master of Education in School Counseling

All students seeking a master's degree are required to complete 36 credit hours of graduate courses at NAU. M.Ed. in Educational Leadership and M.Ed. in School Counseling programs requires 3-semester credit hours of 160-clock hours internship. M.Ed. in Curriculum and Instruction, Master of Business Administration and M.S. in Computer Science programs also include 3-semester credit hours of 135-clock hours internship, but it is an elective course for students.

**Catalog page 65**

**6.3.1 Degree Requirements** for the MBA program is revised to include a substitute course for MBA 5313:

**Core Course Requirements**

MBA 5311	Managerial Economics
MBA 5312	Managerial Accounting and Budgeting
MBA 5313	Quantitative Methods*
MBA 5314	Marketing Management
MBA 5316	Management and Organizational Theory
MBA 5317	Business Policy and Strategy
MBA 5319	Financial Management

\* EDUC 5313 Statistical Procedures and Measurement in Education can be substituted for MBA 5313

**Catalog page 73/74**

New master program, M.Ed. in School Counseling and corresponding information is added.

#### 7.4.5. Master of Education in School Counseling

The Master of Education in School Counseling is designed to develop counseling skills and school counselor preparation for individuals who are seeking a graduate degree in school counseling. The program is a non-thesis, 36 hour including a practicum for graduation. Coursework features individual and group counseling theories to help, support and advocate for all students, applying research for data- driven decisions, research methods in support of school counseling programs, legal issues and ethical principles, and developing the design implementation, management, and evaluation of a comprehensive developmental school counseling program.

##### 7.4.5.1. Objectives

The objectives of Master of Education in School Counseling are to;

1. Give students a sound knowledge and skills related to foundations, history, and philosophy of school counseling profession; the value of professional organizations; legal and ethical practices; concepts of multicultural counseling; current trends in school counseling; and advocating for the profession and clients.
2. Provide students with knowledge of learning theories and human development across lifespan.
3. Prepare students to use individual and group counseling theories to facilitate academic achievement, personal/social growth and career development for all students; engage in an effective and therapeutic helping relationship; facilitate treatment planning.
4. Equip students with the skills required to coordinate counseling program components related to school community; promote and develop effective teamwork within the school community; coordinate and collaborate with parents, educators, other professionals, and community stake holders to address the developmental needs of all students.
5. Provide students with sound knowledge to conduct research and use assessment data to develop and implement data-driven comprehensive developmental guidance program; to make database decisions to help students, parents, and school community.
6. Help students to develop knowledge of the role of professional school counselor, professional standards and behaviors as defined in Texas Education Agency's Comprehensive and Developmental Guidance and Counseling Program.

##### 7.4.5.2. Student Learning Outcomes

Students who successfully complete the M.Ed. in School Counseling will be able to:

1. Demonstrate knowledge and skills related to foundations, history, and philosophy of school counseling profession; the value of professional organizations; legal and ethical practices; concepts of multicultural counseling; current trends in school counseling; and advocating for the profession and clients.
2. Demonstrate an understanding of learning theories and human development across lifespan.

3. Use individual and group counseling theories to facilitate academic achievement, personal/social growth and career development for all students; engage in an effective and therapeutic helping relationship; facilitate treatment planning.
4. Coordinate counseling program components related to school community; promote and develop effective teamwork within the school community; coordinate and collaborate with parents, educators, other professionals, and community stake holders to address the developmental needs of all students.
5. Conduct research and use assessment data to develop and implement data-driven comprehensive developmental guidance program; to make database decisions to help students, parents, and school community.
6. Demonstrate knowledge of the role of professional school counselor, professional standards and behaviors as defined in Texas Education Agency's Comprehensive and Developmental Guidance and Counseling Program.

#### 7.4.5.3. Degree Requirements

Students seeking a master of education (M.Ed.) in School Counseling degree are required to complete 36 credit hours course work.

The program requires completion of core and concentration, courses:

##### Core Area Courses (15 credits)

- EDUC 5311 Human Growth and Development
- EDUC 5312 Curriculum and Instructional Design
- EDUC 5313 Statistical Procedures and Measurement in Education
- EDUC 5324 Integrating Technology into Education
- EDUC 5325 Research Methods in Education

##### Concentration Courses (21 Credits)

- COUN 5311 Introduction to School Counseling
- COUN 5312 Individual and Group Counseling Theories/Techniques
- COUN 5313 Counseling Children and Adolescence
- COUN 5314 Multicultural Counseling and Professional Ethics in School Counseling
- COUN 5315 Developmental Guidance and Counseling
- COUN 5316 Career Development and Counseling
- COUN 5317 Practicum for School Counseling

#### 7.4.5.4. Transfer Policy

Incoming students may transfer up to 18 credits towards the M.Ed. degree in School Counseling. Graduate level coursework with a grade of "B-" or above is accepted for transfer credit. All transferable courses must be transferred before the student enrolls in NAU upon approval by the Graduate Advisor.

**Catalog page 74**

Course descriptions for the following courses are added in *Course Descriptions* section:

**COUN 5311 Introduction to School Counseling**

Cr. 3. (3-0). This course is designed to provide students with an examination of the profession of school counseling. It will include the philosophy, history, and current trends in school counseling and in education, as well as investigating the concept of developmental counseling programs for P-12 students and the national model and standards for school counseling programs.

Prerequisite: None

**COUN 5312 Individual and Group Counseling Theories/ Techniques**

Cr. 3. (3-0). This course introduces the fundamental counseling theories and their applications in educational settings. Theories of individual and group counseling with an emphasis on analysis, techniques processes and applications will be covered in this course. Theories covered include psychoanalytic, humanistic, existential, behavioral, cognitive, Gestalt, and solution focused. Student will be understanding the role of group counseling, types, stages, and methods of organizing and facilitating groups in relation to the effectiveness of the overall comprehensive counseling program.

Prerequisite: None

**COUN 5313 Counseling Children and Adolescence**

Cr. 3. (3-0). Prepares counselors to address the specific needs of children and adolescents, with emphasis on developmental needs, specific therapeutic interventions, and common emotional issues. Discussions include methods for designing and evaluating treatment plans and the application of ethical standards and legal requirements with young people.

Prerequisite: None

**COUN 5314 Multicultural Counseling and Professional Ethics in School Counseling**

Cr. 3. (3-0). The purpose of this course is to provide students an opportunity to gain multicultural competency as professional counselors as well as introduce students to ethical principles, professional guidelines, and issues pertaining to special groups. Students are expected to challenge themselves to consider how their own values and backgrounds will influence their own personal sets of ethics. It is hoped that this course will assist students in their future daily work as professional counselors and will facilitate decision-making and consultation skills when faced with ethical dilemmas. Students will be asked to reflect on internalized messages regarding other groups and challenged to make new decisions in an effort to bring behaviors and attitudes into congruence with professional standards.

Prerequisite: None

### **COUN 5315 Developmental Guidance and Counseling**

Cr. 3. (3-0). This course is designed to help counselor students to understand the design, implementation, management, and evaluation of a comprehensive developmental school counseling program. Students will be mastering knowledge and skills needed for developing school counseling programs that are standards-based, data driven, comprehensive, and grounded in principles of human growth and development. The course provides skills for students to align counseling program development with the ASCA National Model for School Counseling Programs.

Prerequisite: None

### **COUN 5316 Career Development and Counseling**

Cr. 3. (3-0). Career Development and Counseling explores career development theories and the career decision-making process. Special emphasis is placed on strategies used by school counselors to assist children, adolescents, and teens in making career and educational decisions. Students learn how to encourage motivation by connecting personal values and interests with academics. Topics include multicultural considerations, the relationship between one's career development and other life roles, and assessment instruments relevant to career planning. The process of career development will be covered as well as the implications for students with disabilities.

Prerequisite: COUN 5311 or concurrent enrollment

### **COUN 5317 Practicum for School Counseling**

Cr. 3. (3.0). The practicum is an opportunity for candidates of Master of Education in School counseling to have authentic field experience in school counseling positions. During practicum, students put the skills they have gained in the program into practice.

Prerequisite: Completing all EDUC courses, COUN 5311 and COUN 5312

*Effective January, 2017*

### **Catalog page 12**

*New Section 2.4 Physical Facilities is added.*

### **Catalog page 14**

*3.1 Undergraduate Admissions section is revised as follows:*

North American University requires prospective undergraduate students to submit the following credentials:

1. A completed application form submitted online at [www.na.edu/admissions](http://www.na.edu/admissions)
2. A non-refundable application fee (\$0 US residents, \$100 international - outside US)
3. High school transcript (official or certified), or diploma (official or certified) or GED Score\*



4. A non-refundable enrollment confirmation fee of \$50 must be paid before new incoming freshman/transfer students can register for classes.

\* All documents ~~in a foreign language must be translated into English~~ for students from foreign countries must be translated and certified to be at least equivalent to a high school degree.

Students should also submit the following, when available:

1. Any transcripts from community colleges or other higher education institutions\*\*
2. Any other document proving academic eligibility such as SAT/ACT scores, AP credits

\*\* Transcripts from non-US institutions must be evaluated by an agency recognized by the Department of Education. Contact the Admissions Office for more information.

Once the prospective student has submitted all required documents; including official high school and/or previous college transcripts, then the prospect's complete application is reviewed by the admissions officer for adherence to the NAU acceptance criteria requirements see below. All students must meet at least one of the minimum academic criteria set below for admission for acceptance. Only the Dean of Enrollment Management may accept or deny a student with special circumstances upon suggestion from Admissions Office. Prospective students are informed of the admission decision via telephone, email (if available) and/or regular mail.

### **Catalog page 15**

**3.1 Graduate Admissions** section is revised as follows:

~~Graduate programs may have specific departmental requirements for admission.~~

Once the prospective student's admissions documents have been received, the student's folder is forwarded to the appropriate Department Chair for official review for acceptance. Prospective students are informed of the admission decision via telephone, email (if available) and/or regular mail.

### **Catalog page 27**

**4.3.1 Cancellation Policy** is revised as follows:

~~A full refund will be made to any student who withdraws from courses prior to or by the first day of classes.~~

Students who wish to cancel their enrollment should contact Registrar's Office. The contact information of the offices can be found on the university website.

A full refund will be made to any student who cancels the enrollment within three days (excluding weekends and legal holidays) after the enrollment agreement is signed. If a student cancels the enrollment after three class days from the date of signing the enrollment agreement,

but prior to attending any class, a student will get a full refund minus an enrollment cancelation fee.

### **Catalog page 27**

**4.3.2 Refund Policy** is revised as follows:

~~North American University strictly enforces the refund guidelines set by the Texas Higher Education Coordination Board. Class days refer to the number of calendar days the institution normally meets for classes, not the days a particular course meets.~~

All “drop or withdrawal” actions must be submitted by the student in writing to the Office of the Registrar. Class days refer to the number of calendar days the institution normally meets for classes, not the days a particular course meets. A student who drops a course on or before the first class day will get a full refund for the tuition and fees applicable to the course.

Refund checks will be sent to the student’s permanent mailing address (as recorded with the Office of the Registrar) within 14 calendar days. Those withdrawing students receiving any form of financial aid should also ~~consult with the~~ refer to Section 4.4.3 Return to of Title IV Funds policy. This policy provides information about how the students should return financial aid funds for unearned credit.

### **Catalog pages 28/29**

***New Section 4.4.3 Return of Title IV Funds*** is added:

#### **4.4.3. Return of Title IV Funds**

The return of Title IV funds is a requirement that is applicable to Title IV recipients who are withdrawn on or before 60% of time has elapsed during the period of enrollment for which the student has been charged. The return of Title IV funds formula defines how much Title IV aid a school or student may use to cover incurred costs. A student’s eligibility for Title IV aid may change if that student withdraws, drops out or is administratively withdrawn from the University.

To determine the amount of Title IV aid for which the student is eligible, NAU uses the student’s withdrawal date, the amount of aid the student was awarded, the number of days that comprise the payment period and the number of days completed in the payment period. The calculation is made using the number of days completed divided by the number of days comprising the payment period to determine the percentage earned (the total number of calendar days in a term of enrollment shall exclude any scheduled breaks of more than five days). The percentage earned, subtracted from 100%, will be the percentage of unearned aid that must be returned to the Title IV program. The return of unearned aid is allocated in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans

3. Federal Parent (PLUS) Loans
4. Federal Pell Grants
5. Federal Supplemental Opportunity Grants
6. Other Title IV grant programs for which return of funds is required

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student may be required to return a portion of the funds. Students are responsible for any portion of their institutional charges that are left outstanding after Title IV funds are returned. The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the student's withdrawal.

If a student earned more aid than was disbursed, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

### **Catalog page 32**

**5.1.8 Attendance Policy** section is renamed to include make-up work and revised as follows:

#### **5.1.8 Attendance and Make-up Work Policy**

~~Regular class attendance is essential for academic success and students are expected to attend all classes unless prevented by unavoidable reasons. Students are responsible for notifying instructors about absences that result from serious illnesses, injuries, or critical personal problems in a timely manner.~~

~~The university has no specific policy on number of excused or unexcused absences but faculty are responsible for maintaining the attendance records in the campus management system. Instructors may establish policies on attendance and making up missed work in their classes. Such policies should be clearly mentioned in the syllabus and announced at the beginning of the semester.~~

Attendance is extremely important to a student's professional development and success, and each student is expected to attend class daily and arrive on time. Faculty are responsible for maintaining the attendance records in the campus management system. Missing 20% or more of the scheduled hours in a semester is considered excessive absenteeism and it may result in administrative action. Should a student not attend any classes during the first fifteen days of the semester, the student will be unofficially withdrawn from the course or program.

It is the student's responsibility to contact instructors for assignments during the absence. Instructors may establish policies on making up missed work in their classes. However, make-up work shall not be authorized for the purpose of removing an absence.

### **Catalog page 35**

**5.1.16 *Withdrawal from University*** section is renamed to include termination and revised as follows:

### **5.1.16 Withdrawal and Termination University**

Students who wish to withdraw from the university must fill out the official withdrawal form (available on the Registrar's web page) and submit the form to the Registrar's Office. Students who intend to drop all courses in a semester are considered as withdrawing from the university and must fill out the official withdrawal form. Any forms submitted outside business hours, during weekends or holidays will be processed and effective the next business day. ~~Withdrawal from the university does not entitle the student to receive a refund of tuition and fees if the withdrawal date is after the refund date.~~ Unofficial withdrawals are determined when a student appears to no longer be active within the school and failed to submit an official withdrawal form.

Students who have previously withdrawn or have been unofficially withdrawn and have not been enrolled at NAU for no more than two regular semesters after their withdrawal can apply for re-enrollment to the university. Students not enrolled at NAU for three or more ~~long~~ semesters must apply for readmission through the Admissions Office.

The University reserves the right to terminate a student prior to completion of the program upon determination that a student is not complying with North American University's rules, such as the student code of conduct policy, attendance policy, satisfactory academic progress policy, or due to failure to complete Remedial classes within the prescribed timeframe or nonobservance of other student regulations.

Students who are terminated or withdraw from NAU may be entitled to a refund of tuition in accordance with the refund policy, or may owe funds to the university to cover unpaid tuition. The university may attempt to collect any funds from a student that the university was required to return to the financial aid programs and/or funds received from a third-party.

### **Catalog page 47**

**5.3.2.5 *Appealing SAP Suspension*** is revised as follows:

If a student on SAP Probation or SAP Extended Enrollment is placed on SAP Suspension at the close of a semester, the student will not be able to appeal the suspension immediately unless the mitigating circumstance claim that affected unsatisfactory academic progress is different than the one indicated in the first approved appeal. Students are not allowed to appeal the suspension for a third time unless they have demonstrated, by attending another institution, the ability to succeed academically.

### **Catalog page 48**

**5.3.2.6. *Reinstatement of Suspended*** is revised as follows:

Students suspended from North American University will not be allowed to reenter the institution for at least one semester (fall or spring for undergraduate students; fall or spring or summer for graduate students) except as provided in the suspension appeals process above.

Any student who has been suspended for at least one semester and wants to return to the university must submit an appeal to the Registrar's Office. The SAP Appeals Committee evaluates the appeals and determines whether the student is eligible to return to NAU and receive federal financial aid.

~~The following criteria will apply to all students returning to NAU after being suspended for at least one regular semester:~~

- ~~1. Suspended students will return to NAU on either SAP Probation or SAP Extended Enrollment status and are expected to maintain satisfactory academic progress at the close of the semester.~~
- ~~2. Should those students fail to meet SAP standards and are suspended a second time from NAU, they may not be eligible to return to NAU until such time as they have demonstrated, by attending another institution, the ability to succeed academically.~~

### **Catalog pages 50/51**

*Subsection 6.10.1 Career Alumni Services in the previously added Student Services section* was revised:

Career Services are available to students and alumni through the office of Career & Alumni Services in order to provide resources and services necessary to help students be as successful as possible in their careers. The Career & Alumni Services Office supports students and alumni in pursuing career goals through the following services:

- ~~• Career exploration~~
- ~~• Resume and cover letter review~~
- ~~• Mock interviews~~
- ~~• Portfolio assistance and review~~
- ~~• Assistance with finding internships, part-time/full-time employment~~
- ~~• Graduate school application guidance~~
- ~~• Organize on-campus professional development opportunities such as information sessions, employer panels, workshops, seminars, and fairs~~
- ~~• Connects students to employment opportunities and off-campus professional events~~
- ~~• Develops employer relationships to promote partnerships and opportunities between students, alumni, and the workforce~~
- Job Posting Bulletin Board – Located just across from the career center is the job posting bulletin board. The postings feature information pertaining to post-graduate opportunities as well as internship, part-time jobs and seasonal employment.

- Career and Internship Fair – The Career Service Department hosts an annual Career/Internship Fair each spring. Students and graduates are invited to meet with and speak to recruiters from various companies and organizations.
- Employer Information Sessions and On-Campus Interviews – The Career Service Department works to bring a variety of recruiters on campus each year for the purpose of informing students about available internships and employment opportunities at their companies and organizations. In many cases, the employers will conduct on-campus interviews with interested students.
- Employer and Alumni Connections – The Career Service Department works to build relationships with a variety of companies and organizations for the purpose of increasing employment opportunities for the North American Alumnus. The department can also assist students with connecting to alumni in their chosen career fields for networking purposes.
- General Job Search Assistance
  - Online Resources – The Career Center has a list of online resources available to students
  - Networking Tips – The Career Center will make available networking tips and provide information pertaining to upcoming networking events
  - Resume Development and Review – The Career Center will assist students with resume writing, reviews and cover letters.
  - Interviewing Process – The Career Center will assist students prepare for interviews by offering mock interviews, lists of the most commonly asked questions and tips for how to answer them. The Career Center will also assist students with dressing for the interview.
  - Accepting, Declining & Negotiating Offers – The Career Center provides advisement in the process of accepting, declining or negotiating offers.

**Catalog pages 50/51**

***Subsection 6.20 Grievance/Complaint Procedure in the previously added Student Services section*** was revised as follows:

North American University (NAU) is committed to fair and equitable treatment of all members of the institution's community through compliance with University policies, state and federal regulations, and standards of ethical and professional conduct. As such, NAU ensures that students have the right to formally report complaints or grievances regarding the University itself, or its faculty or staff or students. All grievances and complaints will be taken into consideration. This includes NAU Distance Education students.

Complaint/Grievance is an injustice or prejudice that a student or faculty or staff member inflicted upon a student and the student deems unjust to their learning or learning environment. It

can also be an issue concerning implementation of University policy, procedure and practice. This includes all on campus areas not just in the classroom.

NAU encourages individuals to seek resolution to a grievance/complaint. If a student decides to file a formal Complaint/Grievance, it needs to be done as soon as possible but not exceeding 20 business days from the date of the incident using the Student Complaint/Grievance Form available on the NAU website or from the Student Services Office.

This form needs to be submitted to the Student Services Office by dropping off the form or emailing it to Studentlife@na.edu.

The Student Services Office reviews the submitted form. Depending on the severity of the Complaint/Grievance, student services either submits the form to the appropriate supervisor or convenes the Complaint/Grievance Committee.

*If Student Services Office deems the complaint/grievance can be resolved with a related party or a supervisor the following will happen:*

Step 1: The Student Services Office informs the student via NAU email ensuring that his/her claim is being taken into consideration and who contacts them next.

Step 2: The Student Services Office informs the related supervisor/administrator.

Step 3: Within two weeks, the supervisor determines the best course of action and informs the student via NAU email. The supervisor may contact the related parties during the investigation.

The student has the right to appeal the decision to the Provost. Any appeal must be in writing and submitted to the University Administrative Secretary within five business days of receipt of the supervisor's decision. The Provost Office's decision is final.

*If Student Services Office deems the complaint/grievance to be a severe issue, the following will happen:*

Step 1: The Student Services Office informs the student via NAU email ensuring that his/her claim is being sent to the Complaint/Grievance Committee and the committee will be in contact with them.

Step 2: The Complaint/Grievance Committee is formed by the Dean of Student Affairs (DSA) and the Student Government Association (SGA) and is comprised of two faculty members and two staff members appointed by the DSA, and a student appointed by the SGA.

Step 3: The Complaint/Grievance Committee meets to discuss the complaint/grievance and devise a solution or process, as appropriate within 15 business day. The committee may call a formal hearing to interview the involved parties and/or witnesses, as appropriate.

Step 4: The committee will inform the related parties of the next step or the decision either via email or by formal NAU letterhead.

The committee decision may be appealed to the Provost or President. Any appeal must be in writing and submitted to University Administrative Secretary within five business days of receipt of the committee decision. All communications during this process will be conducted via the official NAU email.

Students can access to complaint procedures and forms following the link:

<http://www.na.edu/campus-life/student-services/> (www.na.edu → Campus Life → Student Services → Grievance Procedure)

In the event that a grievance remains unresolved, students may submit a formal complaint to the University's accreditor ACICS (www.acics.org or 750 First Street, NE Suite 980, Washington, DC 20002) or the Texas Higher Education Coordinating Board (THECB). Information about the THECB Student Complaint process, including relevant state regulations, forms, and contact information, is available at the agency's website: <http://www.thecb.state.tx.us/studentcomplaints>. The web address for the rules governing student complaints – Title 19 of the Texas Administrative Code, Sections 1.110-1.120:

[http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac\\_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y)

Students should note that these agencies do not accept anonymous complaints, and complaints should be related to the standards of accreditation established by the respective organization.

Please note that North American University has an Anonymous Incident Reporting System. Students may report such incidents through a confidential reporting system called My Safe Campus. Reports may be submitted anonymously via the website [www.mysafecampus.com](http://www.mysafecampus.com) or by calling at 1-800-716-9007. The confidential report is treated as a formal grievance request and forwarded to the NAU Administration.

### **Catalog page 51**

***Degree Programs*** section is revised to include program completion information:

Students seeking a Bachelor of Science degree are required to complete 120 semester credit hours including 36 credits of general education courses. The programs are designed to follow a traditional four-year, or 48-month, academic schedule (fall and spring semester enrollments) for new students beginning with no transfer credits.

For all master programs, students are required to complete 36-semester credit hours of the graduate course work. Education master programs follow a traditional two-year, or 24-month, academic schedule. Business and Computer Science master programs can be completed in 18 months. Program completion time may vary depending on the full-time or part-time status of the students.

### **Catalog page 53**

***6.2.1 Business Administration*** is revised to include nature and level of occupations for which training is provided:



Business Administration department provides students with a high-quality education and prepares them to become proficient and responsible managers that today's business environment needs the most. NAU graduates are acquainted with information related to the legal framework of the business world and are well prepared for a changing business environment with a global perspective. The program prepares students for entry-level to mid-level employment opportunities in business, industry, government agencies.

### **Catalog page 56**

**6.2.2 Computer Science** is revised to include nature and level of occupations for which training is provided:

Computer Science Department provides students with a high-quality education, which prepare them for long and successful careers in industry, academia and/or government. NAU graduates will gain skills to solve modern society's many complex technological problems and acquire life-long learning skills to help them adapt to changing computing technologies and work environments. Graduates will also develop strong oral and written communication skills, and a clear understanding of ethical issues related to the computing profession. The program prepares students for entry-level to mid-level employment opportunities as computer & information systems managers, network & systems administrators, computer programmers, software developers, and web developers.

The Department of Education provides students with a high-quality education that enables them to prepare curricula, design and deliver instruction with state-of-the-art instructional technology, communicate with parents and students, and effectively manage classrooms based on knowledge of human development, learning environments, and cognitive and behavioral models. NAU graduates will also develop appropriate content knowledge and skills with an ability to recognize ethical issues in their professions. The program prepares students to teach K-12 schools in either the public or private sectors.

North American University offers Master of Business Administration degree program with two concentrations: Business Analytics and Leadership and Change Management. The program provides students with the tools to enhance and support their development as effective business people and prepare them for managerial positions and high skill intensive business careers.

The mission of the Department of Computer Science is to achieve national prominence by providing outstanding education to our graduate students for their productive careers in industry, academia, and government.

The department strives for excellence in teaching and service, covering the fundamental as well as applied aspects of computer science. NAU helps students develop the skills to solve the technological problems of modern society through collaborative and multidisciplinary activities. The program provides students with the tools to enhance and support their continued development in computer science industries and opens opportunities in upper management, including positions related to Chief Information Officer (CIO).

The Master of Education (M.Ed.) in Curriculum and Instruction provides students with a high-quality education that enables them to prepare curricula, design and deliver instruction with state-of-the-art instructional technology based on essential knowledge, established and current research findings, and sound professional practice.

The program has three concentrations: Mathematics Education, Science Education, and Educational Technology. The program requires 36 credits and includes an optional practicum for graduation. The program prepares students in the development, implementation and assessment of curriculum, leading to positions such as curriculum and assessment director and instructional materials director.

The Master of Education in School Counseling is designed to develop counseling skills and school counselor preparation for individuals who are seeking a graduate degree in school counseling. The program is a non-thesis, 36 hour including a practicum for graduation. Coursework features individual and group counseling theories to help, support and advocate for all students, applying research for data- driven decisions, research methods in support of school counseling programs, legal issues and ethical principles, and developing the design implementation, management, and evaluation of a comprehensive developmental school counseling program. The program prepares students to become a skilled school counselor for K-12 schools, helping students in group and individual counseling.

#### **7.4.5.4 Transfer Policy**

Incoming students may transfer up to ~~18~~15 credits towards the M.Ed. degree in School Counseling. Graduate level coursework with a grade of “B-” or above is accepted for transfer credit. All transferable courses must be transferred before the student enrolls in NAU upon approval by the Graduate Advisor.