

**ACADEMIC CATALOG**  
UNDERGRADUATE - GRADUATE

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**NORTH  
AMERICAN  
UNIVERSITY**

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NORTH AMERICAN  
UNIVERSITY  
INSPIRATION INNOVATION GLOBAL COMPETENCE

# Academic Catalog 2017-2018

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April 2018  
*(revised)*

11929 West Airport  
Stafford, Texas 77477  
832-230 5555  
[www.na.edu](http://www.na.edu)

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# 1. ACADEMIC CALENDAR

## 2017-2018 UNDERGRADUATE CALENDAR

### FALL SEMESTER – 2017: August 21 - December 16

#### August 2017

August 1	Registration opens for all students
August 13	Registration closes for all students
August 14	Registration payment deadline for all students registered on or before August 13
	First installment is due for payment plan enrolled students registered on or before August 13
August 14	Late registration opens for all students*
	Registration payment or first installment payment is due on the same day of registration for continuing students registered in the late registration period
August 16-17	Orientation for new students
August 18	Late registration closes for all students
	Late registration payment deadline for new students
August 21	First day of classes
August 25	Last day to add a course

#### September 2017

September 4	Labor Day Holiday
September 13	Last day to drop a course without a “W”
September 14	Second installment is due for payment plan enrolled students

#### October 2017

October 12	Third installment is due for payment plan enrolled students
October 26	Last day to drop a course with a “W”
October 27	Graduation application deadline for Fall semester**

#### November 2017

November 9	Fourth installment is due for payment plan enrolled students
November 13-22	Spring early registration for continuing students
November 23-24	Thanksgiving holiday
November 27	Spring early registration opens for new students

#### December 2017

December 5	Last day of classes
December 6-14	Final Examinations

December 15 Last day to submit final grades  
December 16 Official close of the semester

**SPRING SEMESTER – 2018: January 16 - May 19**

**January 2018**

January 2 Registration opens for all students  
January 7 Registration closes for all students  
January 8 Registration payment deadline for all students registered on or before January 7  
First installment is due for payment plan enrolled students registered on or before January 7  
January 8 Late registration opens for all students\*  
Registration payment or first installment payment is due on the same day of registration for continuing students registered in the late registration period  
January 10-11 Orientation for new students  
January 12 Late registration closes for all students  
Late registration payment deadline for new students  
January 15 Martin Luther King Jr. Holiday  
January 16 First day of classes  
January 19 Last day to add a course

**February 2018**

February 5 Last day to drop a course without a “W”  
February 8 Second installment is due for payment plan enrolled students  
February 23 Graduation application deadline for Spring and Summer semesters\*\*

**March 2018**

March 8 Third installment is due for payment plan enrolled students  
March 12-16 Spring Break  
March 29 Last day to drop a course with a “W”  
March 30 Easter Holiday (Good Friday)

**April 2018**

April 5 Fourth installment is due for payment plan enrolled students  
April 9 Summer registration opens  
April 9-20 Fall early registration for continuing students  
April 23 Fall early registration opens for new students

**May 2018**

May 7	Last day of classes
May 8	Make up day for classes officially cancelled by NAU (if necessary) or reading day
May 9-17	Final Examinations
May 18	Last day to submit final grades
May 19	Official close of the semester
May 19	North American University Commencement

**SUMMER SEMESTER – 2018****Summer I (1<sup>st</sup> 6-week session): May 21 – June 28**

April 9-May 13	Registration for all students
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**May 2018**

May 14	Payment deadline for all students
May 14-18	Late registration for all students* Payment is due on the same day of registration
May 21	First day of classes
May 23	Last day to add a course
May 24	Last day to drop a course without a “W”
May 28	Memorial Day Holiday

**June 2018**

June 13	Last day to drop a course with a “W”
June 26	Last day of classes
June 27	Final Examinations
June 28	Last day to submit final grades Official close of the semester

**Summer II (2<sup>nd</sup> 6-week session): July 2 – August 9**

April 9-June 24	Registration for all students
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**June 2018**

June 25	Payment deadline for all students
June 25-29	Late registration for all students* Payment is due on the same day of registration

**July 2018**

July 2	First day of classes
July 4	Independence Day Holiday
July 5	Last day to add a course
July 6	Last day to drop a course without a “W”
July 26	Last day to drop a course with a “W”

**August 2018**

August 7	Last day of classes
August 8	Final Examinations
August 9	Last day to submit final grades Official close of the semester

**Summer III (12-week session): May 21 – August 9**

April 9-May 13	Registration for all students
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**May 2018**

May 14	Payment deadline for all students
May 14-18	Late registration for all students* Payment is due on the same day of registration
May 21	First day of classes
May 23	Last day to add a course
May 28	Memorial Day Holiday

**June 2018**

June 1	Last day to drop a course without a “W”
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**July 2018**

July 4	Independence Day Holiday
July 12	Last day to drop a course with a “W”

**August 2017**

August 6	Last day of classes
August 7-8	Final Examinations
August 9	Last day to submit final grades Official close of the semester

*\* Late registration fee does not apply to new students*

*\*\*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.*



## 2017-2018 GRADUATE CALENDAR

### FALL SEMESTER – 2017: August 21 - December 16

July 1-15	Registration for continuing students
July 16-August 19	Late registration for continuing students
July 16-August 14	Registration for new students

#### August 2017

August 15-19	Late registration for new students
August 18	Payment deadline for all students
	First installment is due for payment plan enrolled students
August 21	First day of classes
August 25	Last day to add a course

#### September 2017

September 4	Labor Day Holiday
September 11	Last day to drop a course without a “W”
September 14	Second installment is due for payment plan enrolled students

#### October 2017

October 12	Third installment is due for payment plan enrolled students
October 26	Last day to drop a course with a “W”
October 27	Graduation application deadline for Fall semester*

#### November 2017

November 9	Fourth installment is due for payment plan enrolled students
November 13-27	Spring registration for continuing students
November 23-24	Thanksgiving holiday
November 28-January 5	Spring late registration for continuing students
November 28-January 5	Spring registration for new students

#### December 2017

December 5	Last day of classes
December 6-14	Final Examinations
December 15	Last day to submit final grades
December 16	Official close of the semester

## **SPRING SEMESTER – 2018: January 16 - May 19**

November 28-January 8 Registration for new students  
November 28-January 8 Late registration for continuing students

### **January 2018**

January 9-12 Late registration for new students  
January 12 Payment deadline for all students.  
First installment is due for payment plan enrolled students  
January 15 Martin Luther King Jr. Holiday  
January 16 First day of classes  
January 19 Last day to add a course

### **February 2018**

February 5 Last day to drop a course without a “W”  
February 8 Second installment is due for payment plan enrolled students  
February 23 Graduation application deadline for Spring and Summer semesters\*

### **March 2018**

March 8 Third installment is due for payment plan enrolled students  
March 12-16 Spring Break  
March 29 Last day to drop a course with a “W”  
March 30 Easter Holiday (Good Friday)

### **April 2018**

April 5 Fourth installment is due for payment plan enrolled students  
April 23-May 14 Summer I, II, III registration for all students  
Fall registration for continuing students

### **May 2018**

May 7 Last day of classes  
May 8 Make up day for classes officially cancelled by NAU (if necessary) or reading day  
May 9-17 Final Examinations  
May 15 Fall registration opens for new students  
May 18 Last day to submit final grades  
May 19 Official close of the semester  
May 19 North American University Commencement

## **SUMMER SEMESTER – 2018**

### **Summer I (1<sup>st</sup> 6-week session): May 21 – June 28**

April 23-May 14                      Registration for all students

#### **May 2018**

May 15-18                              Late registration for all students\*\*  
May 18                                      Payment deadline for all students  
May 21                                      First day of classes  
May 23                                      Last day to add a course  
May 24                                      Last day to drop a course without a “W”  
May 28                                      Memorial Day Holiday

#### **June 2018**

June 13                                      Last day to drop a course with a “W”  
June 26                                      Last day of classes for Summer I  
June 27                                      Final Examinations  
June 28                                      Last day to submit final grades  
   Official close of the semester

### **Summer II (2<sup>nd</sup> 6-week session): July 2 – August 9**

April 23-June 25                      Registration for all students

#### **June 2018**

June 26-29                              Late registration for all students\*\*  
June 29                                      Payment deadline for all students

#### **July 2018**

July 2                                        First day of classes  
July 4                                        Independence Day Holiday  
July 5                                        Last day to add a course  
July 6                                        Last day to drop a course without a “W”  
July 26                                       Last day to drop a course with a “W”

#### **August 2018**

August 7                                    Last day of classes  
August 8                                    Final Examinations  
August 9                                    Last day to submit final grades  
   Official close of the semester

**Summer III (12-week session): May 21 – August 9**

April 23-May 14                      Registration for all students

**May 2018**

May 15-18                              Late registration for all students\*\*  
May 18                                      Payment deadline for all students  
May 21                                      First day of classes  
May 23                                      Last day to add a course  
May 28                                      Memorial Day Holiday

**June 2018**

June 1                                      Last day to drop a course without a “W”

**July 2018**

July 4                                      Independence Day Holiday  
July 12                                      Last day to drop a course with a “W”

**August 2018**

August 6                                      Last day of classes  
August 7-8                                      Final Examinations  
August 9                                      Last day to submit final grades  
    Official close of the semester

*\* 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.*

*\*\* Late registration fee does not apply to new students*

## **2. GENERAL INFORMATION**

### **2.1. Mission Statement**

North American University, as an institution of higher learning, is committed to providing a nurturing environment for the systematic pursuit of academic excellence, professional and personal development, responsible citizenship, and global cultural competency. The University aims to achieve these goals through instruction, scholarly inquiry, free discussion and dissemination of ideas, and creative activity.

### **2.2. Goals and Objectives**

#### **Goal 1: Academic and Career-related Learning**

- Objective 1.1* Foster academic and career-related student learning
- Objective 1.2* Attract and nurture highly qualified faculty with career-related work experience
- Objective 1.3* Attract and nurture promising students
- Objective 1.4* Provide educational materials and infrastructure that support career-related student learning

#### **Goal 2: Professional Proficiency**

- Objective 2.1* Develop a curriculum that helps students excel in their professional formation
- Objective 2.2* Develop a curriculum that is responsive to the needs and visions of employers
- Objective 2.3* Promote life-long learning skills
- Objective 2.4* Promote ethical and professional behavior at both individual and organizational level

#### **Goal 3: Student Centeredness and Personal Development**

- Objective 3.1* Nurture a student-oriented environment that is responsive to student needs and career goals
- Objective 3.2* Provide academic and social services and support to students through their stay at the institution
- Objective 3.3* Provide educational programs and experiences that promote global cultural competency and respect for diversity

#### **Goal 4: Engagement with Stakeholders**

**Objective 4.1** Promote institutional programs and activities to stakeholders such as students, employers, advisory committee, occupational experts and community members.

**Objective 4.2** Seek input from stakeholders on an ongoing basis in the development of institutional plans and programs.

#### **Goal 5: Good Stewardship**

**Objective 5.1** Manage resources entrusted with the University with responsibility by maintaining the effectiveness and efficiency of programs, services, and operations throughout the University.

### **2.3. History**

North American University was owned and operated by the Texas Gulf Foundation (TGF), a non-profit educational organization founded on April 7, 2007, and located in Houston, Texas. The main purpose of the TGF was to establish superior higher education institutions. Toward this goal, the TGF Board of Trustees established the Texas Gulf Institute (TGI) which started operation in September 2007.

The Texas Gulf Institute submitted an application for a certificate of authority to offer Bachelor of Science degrees to the Texas Higher Education Coordinating Board (THECB) on January 20, 2009. The Texas Higher Education Coordinating Board unanimously approved that a Certificate of Authority be granted to TGI on October 29, 2009.

The TGI submitted an application for accreditation to the Accrediting Council for Independent Colleges and Schools (ACICS) on October 16, 2009. The ACICS council has awarded the TGI an initial grant of accreditation to offer certificate programs through December 31, 2013. On June 16, 2010, the TGI applied to the ACICS for inclusion of its bachelor's degree programs in accreditation. The application was approved on July 2, 2010.

With the addition of Bachelor of Science degree programs, the Texas Gulf Institute evolved into North American College. The name change was approved by the ACICS on August 16, 2010, and by the THECB on September 10, 2010.

North American College applied to FAFSA to award Federal Financial Aid on September 24, 2010. The application was approved on January 30, 2011.

North American College was granted to offer M.Ed. in Educational Leadership by ACICS and THECB starting in Fall 2013. With the addition of Master degree program, the North American

College name change application to North American University was approved by the ACICS on August 29, 2013. North American University got an approval of three more master programs on June 18, 2015 namely; M.Ed. in Curriculum and Instruction, M.S. in Computer Science and Master of Business Administration starting in Fall 2015.

In May 2016, North American University moved to its new 12-acre campus in Stafford, Texas. The new facilities provide more space for growth, and the location offers greater amenities for the NAU community.

## **2.4. Physical Facilities**

North American University is located at 11929 W Airport Blvd Stafford, Texas on 12 acres of land in the southwest quadrant of the city. The campus features a nine-story building which includes: residential dorms (two floors); instructional facilities; administrative offices; university library; academic support units; and meeting spaces. The building was remodeled in 2016 to accommodate 24 classrooms, 89 offices, four computer labs (including a dedicated Apple lab), the library, and the tutoring center, as well as dormitories for 230 students. Class size will vary. The maximum capacity for laboratory classes is 36 and the maximum capacity for lecture classes is 60.

The campus also includes a covered parking garage with a capacity of 650 vehicles, and excellent landscaping with water features and outdoor meeting space.

## **2.5. Accreditation and Certifications**

1. North American University is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award Bachelor's and Master's degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

ACICS  
750 First Street, NE  
Suite 980  
Washington, DC 20002  
<http://www.acics.org>

2. North American University is approved by the Texas Higher Education Coordinating Board (THECB) to award Bachelor's and Master's degrees.

Texas Higher Education Coordinating Board  
1200 E. Anderson Ln.  
Austin, TX 78752  
<http://www.thecb.state.tx.us>

## **2.6. Statements**

As a private, non-profit and non-denominational institution, the North American University works to maintain a positive campus environment that promotes affirmative action, diversity, and equal access to all. Some printed materials must carry statements that reflect our commitment to this mission and our compliance with certain legal guidelines.

The following statements are approved by the Executive Committee and maintained by the Human Resource Office and Office of the President. Any questions regarding these statements should be directed to the Human Resources Office at (832) 230-5553.

### **Equal Opportunity Statement**

The North American University provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, disability, veteran status or sexual orientation except where such distinction is required by law. This statement reflects compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and all other federal and state regulations.

### **Americans with Disabilities Act (ADA) Statement**

Persons with disabilities who desire accommodations should contact the Human Resource Office at 832 230 5553. Students seeking academic accommodations must contact the Office of Student Services (see the Student Handbook for more information).

### **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.



### 3. ADMISSIONS

North American University is committed to recruiting a diverse, vibrant student body from across the country and from around the world. Admissions to North American University (NAU) is based on criteria such as academic achievement and academic preparation. The Admissions Office recommends campus tours and class visits as a means to experience the University's academic and physical environment. All initial inquiries to the University should be made to the Admissions Office:

Address: 11929 West Airport Blvd, Stafford, TX, 77477

Phone: 832-230-5555

E-mail: admissions@na.edu.

#### **Application Deadline:**

Fall 2017 Semester: July 23<sup>rd</sup> (for international students),  
August 14<sup>th</sup> (for domestic students)

Spring 2018 Semester: December 10<sup>th</sup> (for international students),  
January 8<sup>th</sup> (for domestic students)

#### **3.1. Undergraduate Admissions**

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. An application fee (\$0 US residents, \$50 international)\*
3. Transcript (official or certified), or diploma (official or certified) or GED Score showing the completion of at least a high school degree or its equivalent\*\*
4. An enrollment confirmation fee must be paid before new incoming freshman/transfer students can register for classes (\$50 US residents, \$0 international)\*

\* A full refund will be made to any student who cancels the enrollment within three days (excluding weekends and legal holidays) after an enrollment agreement is signed. If a student cancels the enrollment more than three class days after signing an enrollment agreement but prior to attending any class, the student will get a full refund minus the application fee and/or enrollment confirmation fee.

\*\* All documents 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 set below. All students must meet at least one of the minimum academic criteria for acceptance. Prospective students are informed of the admission decision via telephone, email (if available) and/or regular mail. Only the Vice President for Administrative Affairs may accept or deny a student with special circumstances.

<b>Academic Acceptance criteria for undergraduate admission</b>		
<b>Source</b>	<b>Subject</b>	<b>Scores</b>
<b>Accuplacer</b> (all 3 must meet minimum)	Reading	60
	Writing	5
	Math	40
<b>SAT</b> (prior to March 2016)	Reading Section <i>or</i> Math Section	400
		400
<b>SAT</b> (March 2016 to present)	Reading Test <i>or</i> Math Section	22
		440
<b>ACT</b>	Composite <i>or</i> Math <i>or</i> English	15
		19
<b>TAKS</b>	Reading <i>and</i> Math	2200
<b>TSI (Texas Success Initiative)</b> Texas student initiative exemption/waiver requirements can be found at <a href="http://www.theccb.state.tx.us">www.theccb.state.tx.us</a>	Reading	Reading score of 351 and writing 5
	Writing	Reading score of 363 and writing 4
	Math	350
<b>STAAR EOC</b>	Algebra II	4000
	English III Reading	2000
<b>GPA</b>	High School CGPA	2.7
	Transfer Student CGPA	2.5
<b>Transfer of Composition &amp; Rhetoric</b>	Reading/Writing	C- or above
<b>Transfer of College Algebra</b>	Math	C- or above

### 3.2. Graduate Admissions

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

1. A completed application form submitted online at [www.na.edu/admissions](http://www.na.edu/admissions)

2. An application fee (\$60 resident and \$50 international (there may be an additional \$150 fee for international transcript evaluation))\*
3. Official transcripts from all undergraduate and graduate institutions previously 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 program and prior to enrollment, the student must submit an official copy of the undergraduate transcripts showing the degree completion by either submitting an official sealed copy or requesting an official copy to be electronically sent from the previously attend college or university to NAU.
4. Letter of Intent
5. Curriculum Vitae or Resume
6. Two letters of recommendation

\* A full refund will be made to any student who cancels the enrollment within three days (excluding weekends and legal holidays) after an enrollment agreement is signed. If a student cancels the enrollment more than three class days after signing an enrollment agreement but prior to attending any class, the student will get a full refund minus the application fee and/or enrollment confirmation fee.

\*\* Transcripts from non-US institutions must be evaluated by an agency recognized by the Department of Education.

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.

### **3.3. International Student Admissions**

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
- 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 an English speaking country 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.*

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*)

### **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

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.

### **3.4. Distance Education**

In addition to the regular requirements for undergraduate, graduate and international student admissions, applicants for distance education have unique requirements which must be met.

All distance education students at the master level must pass the Distance Education Proficiency Test prior to acceptance. Undergraduate students, who would like to enroll in a distance education course, must pass the Distance Education Proficiency Test prior to enrolling in the course. This test assesses whether the student has the necessary computer skills, such as using an internet browser, using search engines, using an e-mail software, creating and managing files/folders, Word processing, and basic hardware and software knowledge to succeed in NAU's online environment.

Prior to enrollment, all students are required to read, thoroughly understand and sign the Enrollment Agreement which includes a section on online course requirements. This document informs the students regarding our minimum hardware and software requirements, necessary computer skills for online learning environment, such as being proficient with an internet browser and search engines, being able to install software, being able to send and receive e-mail, being able to create, save, and manage files, being proficient with Word processing, and being able to join a webinar meeting.

### **3.5. College Readiness**

College readiness is the combination of knowledge and skills in English and mathematics necessary to qualify for and succeed in college-level, for-credit coursework without the need for remediation. North American University requires students that do not meet the minimum college- readiness standards, to take the Accuplacer assessment to determine non-exempt students' current academic levels in mathematics, reading, and writing before course enrollment into NAU. Students who fail one or more sections of these exams will be required to take and successfully complete appropriate remedial courses in the subjects that they failed.

A student may be considered college ready and exempt from taking the Accuplacer based on the following criteria (*“English” encompasses both Reading and Writing*):

<b>NAU undergraduate testing exemption minimum scores</b>		
<b>Source</b>	<b>Subject</b>	<b>Scores</b>
<b>Accuplacer</b> (all 3 must meet minimum)	Reading	80
	Writing	6
	Math	80
<b>SAT</b> (prior to March 2016)	Reading Section	500
	Writing Section	500
	Math Section	500
<b>SAT</b> (March 2016 to present)	Reading Test	27
	Writing Test	29
	Math Section	530
<b>ACT</b>	Math	23
	English	23
<b>TAKS</b>	English	2300
	Math	2300
<b>STAAR</b>	Reading/Writing/Math	<b>End-of-course score:</b> 2 English III / 2 Algebra II
<b>TSI Tests</b>	English	Reading of 351 writing 5 or
	Math	Reading of 363 writing 4 Math 350
<b>Transfer of Composition &amp; Rhetoric</b>	English	C- or above
<b>Transfer of College Algebra</b>	Math	C- or above
<b>Gulf Language School Intensive English Program</b>	Developmental Reading and Writing course	70

### 3.6. Transfer Credits

North American University allows for transfer of credits from other higher-learning education institutions as well as credits earned by examination. NAU does not accept life experience nor vocational school work for transfer credits. The transferable courses for which transfer credits are awarded will be determined by NAU Academic Department Chairs. The student can appeal the determination of the department chair by submitting an appeal form to the Vice President for Academic Affairs who will make the final decision on the matter. Transfer credits are counted in the calculation of credit hours attempted and credit hours earned toward successful course completion percentage and maximum time frame allowed.

### **3.6.1. Receiving Credit from another Institution of Higher Learning**

North American University allows for a maximum of 90 undergraduate credits (including credit by examination) to be transferred from a 4-year college or university or a student can transfer a maximum of 66 credit hours from community colleges. Developmental or vocational course work is not accepted for transfer credit for an undergraduate degree, but is taken into consideration for decisions regarding college readiness. Transferable coursework with grades of “C-” or above may be accepted for transfer credit from other institutes of higher learning. For master degree programs, courses with a grade of “B-” or above may be accepted for transfer credit. Courses previously applied for a Bachelor’s Degree may not be transferred to apply towards a Master’s Degree. In addition, the majority of the credits required for a master degree must be completed at NAU

North American University requires prospective students with transfer credits to submit official transcript(s) from each previous institution attended. Failure to submit official transcripts from one or more of the previously attended institutions may result in hold of the student’s MyNAU account and revocation of transfer credits. International university transcripts require a course-by-course evaluation, with a calculated U.S. equivalent grade point average, through an approved evaluation agency. Contact the Admissions Office for a list of approved agencies.

### **3.6.2. Transferring Credits by Examination**

Transfer credits for undergraduate students may be accepted through nationally recognized standardized tests such as: SAT/ACT scores and AP Tests and CLEP Tests and ACCUPLACER. Students are required to submit official test scores. Students may also earn credit for COMP 1314 Computer Applications and Literacy course by achieving a passing score in the proficiency exam prepared and administered by the institution. A maximum of 30 credit hours may be transferred by credit by examination.

**Math Equivalency Chart for SAT, ACT and ACCUPLACER**

College Algebra		Pre-calculus		Calculus	
Prerequisite	Exemption	Prerequisite	Exemption	Prerequisite	Exemption
SAT Math 500	SAT Math 600	SAT Math 600	SAT Math 700	SAT Math 700	
ACT Math 23	ACT Math 26	ACT Math 26	ACT Math 30	ACT Math 30	
Accuplacer Elementary Algebra 80	Accuplacer College Level Math 100	Accuplacer College Level Math 100			

**English Equivalency Chart for SAT, ACT and ACCUPLACER**

Composition and Rhetoric I		Composition and Rhetoric II		English upper	
Prerequisite	Exemption	Prerequisite	Exemption	Prerequisite	Exemption
SAT Reading 500	SAT Reading 600	SAT Reading 600	SAT Reading 700	SAT Reading 700	
ACT English 23	ACT English 26	ACT English 26	ACT English 30	ACT English 30	
Accuplacer Reading 80 Writing 6					



### **Credit by Examination Transferability Chart for AP, CLEP, and IB**

If a student has taken more than one test that counts towards the same course equivalency, the additional test may be counted towards electives.

TEST	Required Score	Course Equivalency
<b>AP EXAMS</b>		
Art History	3	ARTS 1311
Music Theory	3	ARTS 1311
Studio Art 2-D Design	3	ARTS 1311
Studio Art 3-D Design	3	ARTS 1311
Studio Art Drawing	3	ARTS 1311
English Language and Composition	3	ENGL 1311
English Literature and Composition	3	ENGL 1311
Comparative Government and Politics	3	GOVT 2311
European History	3	HIST 1311
Human Geography	3	GEOG 2311
Macroeconomics	3	ECON 2311
Microeconomics	3	ECON 2312
Psychology	3	PSYC 2311
US Government and Politics	3	GOVT 2311
US History	3	HIST 1311 & HIST 2312
World History	3	HIST 1311
Calculus AB	3	MATH 2314
Calculus BC	3	MATH 2314 & MATH 2315
Computer Science A	3	COMP 1314
Computer Science AB	3	COMP 1314 & COMP 1411
Statistics	3	MATH 1312
Biology	3	BIOL 1311
Chemistry	3	CHEM 1311
Environmental Science	3	GEOL 1311
Physics I	3	PHYS 1311
Physics II	3	PHYS 2412
Physics C: Electricity and Magnetism	3	PHYS 1311
Physics C: Mechanics	3	PHYS 1311
Chinese Language and Culture	3	ELEC 1
French Language and Culture	3	ELEC 1
German Language and Culture	3	ELEC 1
Italian Language and Culture	3	ELEC 1
Japanese Language and Culture	3	ELEC 1
Latin	3	ELEC 1
Spanish Language and Culture	3	ELEC 1
Spanish Literature and Culture	3	ELEC 1

<b>CLEP TESTS</b>		
American Literature	50	ENGL 2316
Analyzing and Interpreting Literature	50	ENGL 2314
College Composition	50	ENGL 1311
College Composition Modular	50	ENGL 1311
English Literature	50	ENGL 2315
Humanities	50	ARTS 1311
French Language	50	ELEC 1
German Language	50	ELEC 1
Spanish Language	50	ELEC 1
American Government	50	GOVT 2311
History of the US: Early Colonization to 1877	50	HIST 1311
History of the US II: 1865 to Present	50	HIST 2312
Human Growth and Development	50	EDUC 2312
Introduction to Educational Psychology	50	EDUC 2311
Principles of Macroeconomics	50	ECON 2311
Principles of Microeconomics	50	ECON 2312
Introductory Psychology	50	PSYC 2311
Introductory Sociology	50	SOCI 2311
Western Civilization I: Ancient Near East to 1648	50	HIST 2313
Western Civilization II: 1648 to Present	50	HIST 2313
Biology	50	BIOL 1311
Calculus	50	MATH 2314
Chemistry	50	CHEM 1311
College Algebra	50	MATH 1311
College Mathematics	50	MATH 1311
Natural Sciences	50	GEOL 1311
Pre-calculus	50	MATH 1313
Trigonometry	50	MATH 1311
Financial Accounting	50	ACCT 2311
Information Systems and Computer Applications	50	COMP 1314
Introductory Business Law	50	BUSI 3315
Principles of Management	50	MNGT 2311
Principles of Marketing	50	MRKT 2311
<b>IB TESTS</b>		
Art/ Design	4	ARTS 1311
Biology	4	BIOL 1311
Chemistry	4	CHEM 1311
Computer Science/ Computing Studies	4	COMP 1314
Dance	4	ARTS 1311

Economics	4	ECON 2311
English A1	4	ENGL 1311 & ENGL 1312
Film	4	ARTS 1311
Geography	4	GEOG 2311
History	4	HIST 1311
History of the Americas	4	HIST 1311
Management	4	MNGT 2311
Mathematics	4	MATH 1311
Mathematics Studies	4	MATH 1311
Music	4	ARTS 1311
Physics	4	PHYS 1311
Psychology	4	PSYC 2311
Theater Arts	4	ARTS 1311
Visual Arts	4	ARTS 1311

## 4. FINANCIAL INFORMATION

Attending North American University represents a significant investment in the future of students. Like all investments, there is a financial aspect to consider. The Office of Financial Aid is at your service during the financial planning phase of your time at NAU.

### 4.1. Tuition and Fees (per semester)

#### 4.1.1. Undergraduate Programs

##### Tuition for Resident Students

Per credit hour for 1-11 credits	:	\$475.00
For 12-16 credit hours	:	\$4,725.00
Each additional credit over 16 credits:		\$475.00

##### Tuition for International Students

Per credit hour for 1-11 credits	:	\$600.00
For 12-16 credit hours	:	\$7,225.00
Each additional credit over 16 credits:		\$600.00

##### Fees for All Students

Computer and Internet Fee	:	\$75.00
Departmental Fee	:	\$35.00
Library Fee	:	\$35.00
Student Service Fee	:	\$80.00
Course with Lab Fee	:	\$50.00
Health Insurance Fee (Estimate)	:	\$675.00 ( <i>International Students only</i> )
Athletics Fee	:	\$750.00 ( <i>Participants only</i> )

##### Other Fees

Late Registration Fee	:	\$150.00
Accuplacer Test Fee	:	\$45.00
Transcript Fee	:	\$10.00
Verification of Enrollment Fee	:	\$5.00
Notary Services Fee	:	\$15.00
Same Day Service Fee	:	\$40.00
Re-enrollment/Admission Fee	:	\$70.00
I-20 International Mailing Fee	:	\$100.00
I-20 Reinstatement Fee	:	\$190.00

##### One-time Student Fees

International Student Application Fee:		\$50.00
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Undergraduate Enrollment Confirmation Fee	:	\$50.00 ( <i>US Resident Students only</i> )
High School Diploma Evaluation Fee:		\$100.00
Transcript Evaluation Fee	:	\$150.00
Graduation Application Fee	:	\$110.00 (\$140.00 after the deadline)

**Sample Approximate Cost per Semester for Resident Students**

Tuition (12-16 hours)	\$4,725.00
Fees	\$225.00
Room	\$2,250.00
Meal Service	\$2,200.00
<u>Books &amp; Supplies</u>	<u>\$561.00</u>
<b>TOTAL</b>	<b>\$9,961.00</b>

**Sample Approximate Cost per Semester for International Students**

Tuition (12-16 hours)	\$7,225.00
Fees	\$225.00
Room	\$2,250.00
Meal Service	\$2,200.00
<u>Books &amp; Supplies</u>	<u>\$561.00</u>
<b>TOTAL</b>	<b>\$12,461.00</b>

**4.1.2. Graduate Programs**

**Resident Students:**

Master of Business Administration (M.B.A.)

Total tuition (30 credits)	:	\$9,900.00
Tuition per credit	:	\$330.00

Master of Education (M.Ed.)

Total tuition (36 credits)	:	\$7,900.00
Tuition per credit	:	\$219.44

Master of Science in Computer Science (M.S. CS)

Total tuition (30 credits)	:	\$9,900.00
Tuition per credit	:	\$330.00

**International Students:**

## Master of Business Administration (M.B.A.)

Total tuition (30 credits)	: \$17,900.00
Tuition per credit	: \$596.67

## Master of Education (M.Ed.)

Total tuition (36 credits)	: \$13,900.00
Tuition per credit	: \$386.11

## Master of Science in Computer Science (M.S. CS)

Total tuition (30 credits)	: \$19,900.00
Tuition per credit	: \$663.33

**Per Semester Fees**

Computer and Internet Fee	: \$110.00
Departmental Fee	: \$50.00
Library Fee	: \$35.00
Student Service Fee	: \$55.00
Health Insurance Fee (Estimate)	: \$675.00 ( <i>International Students only</i> )

**Other Fees**

I-20 International Mailing Fee	: \$100.00
I-20 Reinstatement Fee	: \$190.00
Enrollment Cancellation Fee	: \$150.00
Late Registration Fee	: \$150.00
Re-enrollment/Admission Fee	: \$70.00
Same Day Service Fee	: \$40.00
Transcript Fee	: \$10.00
Verification of Enrollment Fee	: \$5.00
Notary Services Fee	: \$15.00

**One-Time Student Fees**

US Resident Application Fee	: \$60.00
International Student Application Fee:	\$50.00
Transcript Evaluation Fee	: \$150.00
Graduation Fee	: \$110.00 (\$140.00 after the deadline)

## **4.2. Payment of Tuition and Fees**

Students are solely responsible from their student account and must closely follow payment deadlines to avoid late fees and/or registration cancellation due to non-payment. A student's registration will not be complete, and thus, may not attend classes, unless his/her student account balance is in good standing. A student's account will be considered in a good standing if he/she pays off total balance upfront, enrolls in the payment plan, or has sufficient financial aid (e.g. FAFSA) pending disbursement.

The University offers a deferred payment plan to help students pay their tuition and fees. Only students in a good academic and financial standing can take advantage of this plan. A student must consult with the Bursar's Office or email [sa@na.edu](mailto:sa@na.edu) to get more information and develop their individual deferred payment plan. Payments can be made online at [MyNAU](#) student portal or in person at NAU's Bursar's Office. For further details about deferred payment plan please visit NAU website.

Payments may also be mailed to NAU Bursar's Office:

*North American University  
Bursar's Office, Room 737  
11929 W. Airport Blvd.  
Stafford, TX 77477*

Please write your NAU ID in the memo section of your check. Students must pay close attention to payment deadlines to avoid late fees. The following fees may apply:

Late Payment Fee	: \$100.00 (for each late payment)
NSF (Non-Sufficient Fund) Fee	: \$35.00 (for each returned check)
Payment Plan Enrollment Fee	: \$100.00

## **4.3. Cancellation and Refund Policies**

### **4.3.1. Cancellation Policy**

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, the student will get a full refund minus the application fee and/or enrollment confirmation fee.

### 4.3.2. Refund Policy

Students who drop one or more courses but maintain enrollment for that academic term (i.e., do not drop all their courses) may be given a full refund for the dropped course(s), should the course(s) dropped before the last day to drop a course without a “W” (specific dates can be found in the academic calendar). Dropping courses may impact financial aid eligibility and students should contact Financial Aid Office for details.

Students who intend to drop all courses in a semester are considered as withdrawing from the university and must submit the official withdrawal form to the Registrar’s Office. A refund for students who withdraw from the University will be calculated based on the following schedule. Class days refer to the number of calendar days the institution normally meets for classes, not the days a particular course meets.

<b><u>Fall and Spring Semesters</u></b>	<b><u>Percentage Refunded</u></b>
Prior to or on the 1 <sup>st</sup> class day	100%
Between the 2 <sup>nd</sup> and 5 <sup>th</sup> class days	75%
Between the 6 <sup>nd</sup> and 10 <sup>th</sup> class days	50%
Between the 11 <sup>th</sup> and 15 <sup>th</sup> class days	25%
After the 15 <sup>th</sup> class day	None

  

<b><u>Summer 6-Week Session</u></b>	<b><u>Percentage Refunded</u></b>
Prior to or on the 1 <sup>st</sup> class day	100%
On the 2 <sup>nd</sup> class days	75%
On the 3 <sup>rd</sup> class days	50%
On the 4 <sup>th</sup> class days	25%
After the 4 <sup>th</sup> class day	None

  

<b><u>Summer 12-Week Session</u></b>	<b><u>Percentage Refunded</u></b>
Prior to or on the 1 <sup>st</sup> class day	100%
Between the 2 <sup>nd</sup> and 4 <sup>th</sup> class days	75%
Between the 5 <sup>th</sup> and 7 <sup>th</sup> class days	50%
Between the 8 <sup>th</sup> and 9 <sup>th</sup> class days	25%
After the 9 <sup>th</sup> class day	None

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 refer to Section 4.4.3 Return of Title IV Funds. This policy provides information about how the students should return financial aid funds for unearned credit. For cancellation and refund policies in regards to the Athletics Fee, students should refer to the Athletic Participation Fee Agreement.



## **4.4. Financial Aid and Scholarships**

North American University offers various opportunities to increase the accessibility of the University's educational programs to all qualified students. NAU is committed to helping students and their families find sources of financial aid such as scholarships, grants and loans.

### **4.4.1. Financial Aid Office**

The Financial Aid Office helps students with financial planning at NAU. The services of the Financial Aid Office include but are not limited to:

- Assisting students with various financial aid sources including federal financial aid.
- Organizing Financial Aid Workshops for interested candidates to increase their awareness of all financial support available to them.
- Helping students apply for financial aid and fulfill the requirements for continuation of aid.

Students should contact the Office of Financial Aid to learn how they can seek financial aid and/or find scholarships.

### **4.4.2. Federal Financial Aid**

North American University participates in the Federal Student Aid (FSA) program offered by the U.S. Department of Education. To receive federal student aid, eligible students should apply for the FAFSA (Free Application for Federal Student Aid) using the North American University school code (041975) on their application. Students should be enrolled full-time to be considered for full financial aid and be on track for satisfactory academic progress.

Need-based aid is provided to students in the form of grants and loans. The maximum Pell Grant for the 2017-2018 academic year is \$5,920. In addition, subsidized and unsubsidized federal direct loans are available in varying amounts depending on a student's dependency status and year in the undergraduate program he/she is enrolled in. Unsubsidized loans are also available to eligible graduate students.

The FAFSA is available for students to apply throughout the 2017-2018 award year. For more information about federal student aid, please contact the Office of Financial Aid.

### **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.

#### **4.4.4. University Scholarships**

Merit-based scholarships are available for qualified undergraduate students. Scholarship recipients must meet all University requirements for regular admission in the fall and spring semester for eligibility. Full-time students (12 credits or more per semester) may qualify for scholarships toward their tuition as outlined in the table below. Students will be responsible for all other expenses such as application and school fees. Currently, NAU does not offer scholarships to graduate students.

##### **4.4.4.1. Application Procedure University Scholarships**

Students must submit all supporting documents including SAT, ACT, high school transcripts and previous college transcripts to apply for NAU scholarships. Additional supporting documents will not be accepted once initial scholarship award has been issued.

#### **University Scholarship Application Deadlines**

- August 1<sup>st</sup> for Fall 2017
- January 1<sup>st</sup> for Spring 2018

#### **4.4.4.2. Rules and Regulations that Govern the Institutional Scholarships**

The following rules and regulations govern the scholarships offered by North American University.

1. Not all students are eligible for all of the scholarship programs offered at NAU. Please read the details of each scholarship program below.
2. The total amount of scholarship money awarded may vary.
3. Availability of scholarships may be limited and be awarded on a first-come, first-served basis. NAU has the right to terminate a student's scholarship at any time without prior notice.
4. The University and academic achievement scholarships are given for one academic year and renewed automatically for up to 5 years given the student meets the minimum requirements to maintain the scholarship.
5. Each year in July, the Scholarships and Grants Committee convenes to evaluate the scholarship status of each student.
  - a. For those students who meet the minimum requirement to maintain their scholarship, their University scholarship is renewed for another year. In addition, depending on the students' end of year CGPA, they may be eligible to receive a higher level of academic achievement scholarship. Please check the table below to see the promotion CGPA requirements for academic achievement scholarships.
  - b. Those students who do not meet the minimum requirements for maintaining their current University scholarship-level is reduced to a lower level of University scholarship. The academic achievement scholarship level is subject to possible reduction based on CGPA.
  - c. All students must attempt a minimum of 24 credit hours to become eligible for scholarship review.
6. Students will be notified of their scholarship eligibility in early August of each year. Those students who would like to appeal the decision of the Scholarship Committee should do so through the Financial Aid Office. If no consensus can be reached by the Scholarship Committee, the Vice President for Administration Affairs will make the final decision.

**4.4.4.3. Detailed list of Undergraduate Institutional Scholarships  
2017-18 U.S. Resident University Scholarships**

<b>Type:</b>	<b>Presidential \$5,000</b>	<b>Trustee \$4,500</b>	<b>Dean \$4,000</b>	<b>Stallion \$3,500</b>	<b>Texan \$1,500</b>
<b>Freshman</b>	Any of the following:  SAT: 1500* ACT: 32* Valedictorian Top 5%	Any of the following:  SAT: 1300* ACT: 27* 4.00 GPA** Salutatorian Q1/Top 25%	Any of the following:  SAT: 1100* ACT: 24* 3.40 GPA** Q2/Top 50%	Any of the following:  SAT: 1000* ACT: 21* 3.20 GPA** Q3/Top 75% Top 50	Any of the following:  SAT: M 400* SAT: R 400* 2.70 GPA** Top 100
<b>Students with transfer credits</b>	3.50 GPA** & 60 credits	3.50 GPA** & 50 credits	3.00 GPA** & 40 credits	2.20 GPA** & 30 credits	2.20 GPA** & 15 credits

\*SAT Reading and Math scores combined; ACT Composite score.

\*\*Cumulative GPA

**2017-18 U.S. Resident Academic Achievement Scholarships**

<b>Title:</b>	Academic Achievement Scholarship - Level 1	<b>Type:</b>	Merit
<b>Award:</b>	\$2,000	<b># of awardees:</b>	All qualifying students entering in 17-18 academic year
<b>Eligibility Criteria:</b>	<b>Freshmen &amp; Transfer:</b> <b>Current Students:</b>	Entering U.S. residents who are Presidential Scholarship recipients 3.50 - 4.00 CGPA at the end of each academic year	
<b>Requirement to Renew:</b>	3.50 CGPA each academic year		
<b>Title:</b>	Academic Achievement Scholarship - Level 2	<b>Type:</b>	Merit
<b>Award:</b>	\$1,500	<b># of awardees:</b>	All qualifying students entering in 17-18 academic year
<b>Eligibility Criteria:</b>	<b>Freshmen &amp; Transfer:</b> <b>Current Students:</b>	Entering U.S. residents who are Trustee Scholarship recipients 3.00 - 3.49 CGPA at the end of each academic year	
<b>Requirement to Renew:</b>	3.00 CGPA each academic year		
<b>Title:</b>	Academic Achievement Scholarship - Level 3	<b>Type:</b>	Merit
<b>Award:</b>	\$1,000	<b># of awardees:</b>	All qualifying students entering in 17-18 academic year
<b>Eligibility Criteria:</b>	<b>Freshmen &amp; Transfer:</b> <b>Current Students:</b>	Entering U.S. residents who are Dean Scholarship recipients 2.50 - 2.99 CGPA at the end of each academic year	
<b>Requirement to Renew:</b>	2.50 CGPA each academic year		
<b>Title:</b>	Academic Achievement Scholarship - Level 4	<b>Type:</b>	Merit
<b>Award:</b>	\$500	<b># of awardees:</b>	All qualifying students entering in 17-18 academic year
<b>Eligibility Criteria:</b>	<b>Freshmen &amp; Transfer:</b> <b>Current Students:</b>	Entering U.S. residents who are Stallion and Texan Scholarship recipients 2.00 - 2.49 CGPA at the end of each academic year	
<b>Requirement to Renew:</b>	2.00 CGPA each academic year		

## 2017-18 International Student University Scholarships

Type:	Presidential \$5,000	Trustee \$4,500	Dean \$4,000	Stallion \$3,500	Texan \$1,500
Freshman	Any of the following:  SAT: 1500* ACT: 34* ISO Medallion Remarkable Ach.	Any of the following:  SAT: 1300* ACT: 29* ISWEEP Gold INEPO Gold National Exam Top 1% Exemplary Ach.	Any of the following:  SAT: 1100* ACT: 24* ISWEEP Silver ISWEEP Bronze INEPO Silver INEPO Bronze National Exam Top 5% Outstanding Ach.	Any of the following:  SAT: 1000* ACT: 21* ISWEEP Honorable ISWEEP Participant National Exam Top 10% Noteworthy Ach.	Any of the following:  SAT: 900* ACT: 18* National Exam Top 25% Recognizable Ach.
Students with transfer credits	3.50 GPA** & 60 Credits	3.50 GPA** & 50 credits	3.00 GPA** & 40 credits	2.20 GPA** & 30 credits	2.20 GPA** & 15 credits

\*SAT Reading and Math scores combined; ACT Composite score.

\*\*Cumulative GPA

## 2017-18 International Student Academic Achievement Scholarships

<b>Title:</b>	Academic Achievement Scholarship - Level 1	<b>Type:</b>	Merit
<b>Award:</b>	\$2,000	<b># of awardees:</b>	All qualifying students entering in 17-18 academic year
<b>Eligibility Criteria:</b>	<b>Freshmen &amp; Transfer:</b> <b>Current Students:</b>	Entering international students who are Presidential Scholarship recipients 3.50 - 4.00 CGPA at the end of each academic year	
<b>Requirement to Renew:</b>	3.50 CGPA each academic year		
<b>Title:</b>	Academic Achievement Scholarship - Level 2	<b>Type:</b>	Merit
<b>Award:</b>	\$1,500	<b># of awardees:</b>	All qualifying students entering in 17-18 academic year
<b>Eligibility Criteria:</b>	<b>Freshmen &amp; Transfer:</b> <b>Current Students:</b>	Entering international students who are Trustee Scholarship recipients 3.00 - 3.49 CGPA at the end of each academic year	
<b>Requirement to Renew:</b>	3.00 CGPA each academic year		
<b>Title:</b>	Academic Achievement Scholarship - Level 3	<b>Type:</b>	Merit
<b>Award:</b>	\$1,000	<b># of awardees:</b>	All qualifying students entering in 17-18 academic year
<b>Eligibility Criteria:</b>	<b>Freshmen &amp; Transfer:</b> <b>Current Students:</b>	Entering international students who are Dean Scholarship recipients 2.50 - 2.99 CGPA at the end of each academic year	
<b>Requirement to Renew:</b>	2.50 CGPA each academic year		
<b>Title:</b>	Academic Achievement Scholarship - Level 4	<b>Type:</b>	Merit
<b>Award:</b>	\$500	<b># of awardees:</b>	All qualifying students entering in 17-18 academic year
<b>Eligibility Criteria:</b>	<b>Freshmen &amp; Transfer:</b> <b>Current Students:</b>	Entering international students who are Stallion and Texan Scholarship recipients 2.00 - 2.49 CGPA at the end of each academic year	
<b>Requirement to Renew:</b>	2.00 CGPA each academic year		

## Additional Scholarships for International Students:

<b>Exceptional Merit Scholarship for International Students</b>		
<b>Award:</b> varies	<b># of awardees:</b>	Under the discretion of the VP for Administrative Affairs  North American University Student Services Office, complying with the University's mission to promote global cultural competency, awards the International Exceptional Merit Scholarship to international freshman students who demonstrate strong commitment to community service and leadership as well as possess exceptional talents in art, music, sports, creative writing or entrepreneurship. The purpose of this scholarship is to create a more vibrant, diverse and student friendly university environment, therefore awardees are expected to eagerly and frequently participate and take active role in campus activities and social events.
<b>Eligibility Criteria:</b>	<b>Freshmen &amp; Transfer:</b>	The "Exceptional Merit Scholarship for International Students" is available for international students only. All candidates are evaluated by a committee based on the scholarship rubrics and qualified candidates are awarded the scholarship in various amounts depending on the evaluation score. This amount can only be used to cover tuition, housing and dining services provided by University, books purchased from University bookstore and NAU Health Insurance. However, the amount of all scholarships cannot exceed the total cost of attendance. Documents to apply: <ul style="list-style-type: none"> <li>• Resume demonstrating extensive involvement in community service and leadership activities and highlighting exceptional talents.</li> <li>• Application essay that describes the level of engagement in community service, breadth and quality of student's talents and student's passion to carry on those activities on campus.</li> <li>• Supporting documents that present the evidence of student's talents and achievements.</li> </ul>
<b>Requirement to Renew:</b>		The scholarship is renewable every year based on students' annual performance and sustained participation in community service, club and social activities recommended by the Student Services Office. The scholarship can be renewed up to four years; dependent on whether or not the student satisfies the minimum requirement to maintain the scholarship. Evaluation for renewals will take place in the summer and students will be notified of the decision in early August of each year.
<b>International Diversity Scholarship</b>		
<b>Award:</b> \$2,500	<b># of awardees:</b>	Under the discretion of the VP for Administrative Affairs
<b>Eligibility Criteria:</b>	<b>Freshmen &amp; Transfer:</b>	Candidates from underrepresented countries can apply. A list of countries can be found in the ISO Office; the list is continuously updated.
<b>Requirement to Renew:</b>		Scholarships are renewable based on a minimum GPA of 2.00 or above.

## **5. ACADEMIC POLICIES AND STANDARDS**

### **5.1. Academic Policies**

#### **5.1.1. Academic Advising**

Each student at North American University is assigned an academic advisor upon admission by the Department Chair of their undergraduate or graduate program of study. Advisors counsel students in achieving their educational and career goals, understanding university policies and procedures, and ensuring success in personal and professional development. Advisors assist students to develop a plan of study based on the student's degree requirements and objectives. However, the final responsibility remains that of the student.

Students are expected to communicate with their advisors regularly, especially during course registration periods and when students cannot demonstrate satisfactory academic progress.

#### **5.1.2. Academic Regulations for International Students**

The International Student Office (ISO) administers academic regulations for international students on student visas. In addition to complying with the general academic regulations of the University, international students on student visas are required by law to maintain a full-time status (minimum 12 credit hours for undergraduate students, 9 credit hours for graduate students) during fall and spring semesters, and to be progressing toward a degree from the University. Such students must obtain permission from both the academic advisor and the ISO before dropping a course, changing programs, or withdrawing from the University.

Any student who fails to comply with the terms and requirements of the visa status will not be allowed to enroll in any courses offered by the University until he or she resolves the issue with the U.S. Citizenship and Immigration Services (USCIS). Students are responsible for keeping their own records and for knowing the USCIS's policies and regulations.

#### **5.1.3. Degree Plans**

Undergraduate students who have accrued 60 credit hours toward a bachelor's degree must have an approved degree plan on file in the department of their major or with their academic advisor. The student and the academic advisor may modify the plan as needed.

Students who accumulated a total of 60 or more credits - including completed and scheduled credits - cannot register for subsequent semesters without an approved degree plan.

#### **5.1.4. Course Registration**

North American University provides designated periods for course registration each semester which are announced in the academic calendar. Enrollment in closed or restricted classes must be authorized by the department chairs.

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.

#### **5.1.5. Course Load**

Undergraduate students should enroll in at least 12 credit hours in Fall or Spring semesters to maintain full-time status. Minimum course load for half-time students is 6 credit hours. Recommended course load for students with satisfactory academic progress is 15 credit hours a semester but students can register for up to 19 credit hours with advisor approval. Students in SAP probation are allowed to register for a maximum of 13 credit hours a semester until they maintain satisfactory academic progress. Recommended credit load for any student who is enrolled in remedial courses is a maximum of 13 credit hours.

Schedules for more than 19 credit hours may only be permitted if one or more of the following criteria are met:

- The student has a 3.0 GPA (B average) on all courses completed and for the immediately preceding semester
- The student is a senior in good standing.

If a student wants to register for more credits than the maximum course load and none of the above holds, the student should submit a petition to the Department Chair. A desire to meet a specific graduation date is not, in itself, sufficient reason to request the privilege of a greater than normal load.

Students should be aware that any course-load over 16 credit hour per semester is subject to additional tuition charges. For more information regarding tuition charges, students should refer to the financial information section of the academic catalog or contact the Business Office.

Graduate students should enroll in 9 credit hours to maintain full-time status during Fall and Spring semesters. Minimum course load for half-time students is 6 credit hours.

#### **5.1.6. Adding and Dropping Courses**

Students are allowed to add or drop courses 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 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 intend to drop all courses in a semester are considered as withdrawing from the university and must fill out the official withdrawal form. Students cannot withdraw from the university after the last day to drop a course with a "W".

#### **5.1.7. Transfer of Credit for Registered Students**

Undergraduate students may transfer up to 18 credit hours from other accredited institutions while enrolled at NAU. Transfer courses may be taken only in summer semesters and should not exceed 6 credit hours per summer.

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

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 until the census date, 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.

#### **5.1.9. Grade Change Policy**

Grades are posted at the close of each semester by professors. A grade can be changed only if a "clerical or procedural error" can be documented. No change of grade may be made on the basis of reassessment of the quality of a student's work or the completion of additional work, with the exception of the grade "Incomplete". The Registrar's Office is the only department which can change grades within the campus management system.

#### **5.1.10. Academic Honesty**

Academic honesty is a fundamental principle of learning and a necessary foundation for all academic institutions. North American University expects students to be honest and demonstrate integrity in all aspects of their relationship with the university (e.g., application, transfer evaluation, course work, internships, student teaching, and interactions with faculty, staff, and students).

Violation of this principle includes, but is not limited to, cheating, plagiarism, unauthorized collaboration, forgery, and alteration of records, along with any lying, deceit, bribery, coercion, or intimidation for the purpose of influencing a grade or for any other academic gain.

Such violations are unacceptable and resulting actions may range from a reduction of the grade on an assignment, through failure of a course, to suspension or even dismissal from the academic program or the university.

#### **5.1.11. Auditing Courses**

North American University does not officially recognize audits. Students may therefore not register to audit any course. With the permission of the instructor, students may unofficially visit any course, but no record is kept of courses so visited.

#### **5.1.12. Undergraduate Enrollment in Graduate Courses**

Undergraduate seniors completing 90 credits with a CGPA 2.75 or better may enroll in graduate courses upon advisor's approval. Graduate courses can be taken either towards a graduate degree or as an elective toward an undergraduate degree. If applied toward an undergraduate degree, those courses cannot be applied to a graduate degree. If the courses are applied toward a graduate degree, the credits are subject to the same rules as transfer work.

For these students, the total number of hours taken in one semester may not exceed 15 credit hours, which includes no more than 6 credit hours of graduate courses. Students enrolled in graduate courses will pay graduate-level tuition and fees associated with those courses. The institution has no obligation to admit undergraduate students to graduate courses.

#### **5.1.13. Graduation Policy**

Undergraduate students who are expecting to complete 120 or more credit hours at the conclusion of the term with a CGPA of 2.0, take all required courses as listed in their degree audit and have no holds on their account are eligible to apply for graduation. Graduate students who are expecting to complete their degree program's required hours at the conclusion of the term with a CGPA of 3.0, take all required courses as listed in their degree audit and have no holds on their account are eligible to apply for graduation. Students who have a hold on their account will be listed as "Completed" upon the conclusion of their final term until the holds are removed.

Students wishing to graduate must fill out a Graduation Application Form (available on the Registrar's web page) and pay associated fees for graduation to the Business Office. The Graduation Application Form must be approved and signed by the student's advisor and department chair and submitted to the Registrar on or before the following deadlines:

- a. by last Friday in October for December graduation,
- b. by last Friday in February for May and August graduation.

All financial obligations to the University must be satisfied before the University can issue a diploma or an official transcript to a student.

Students who applied for graduation but have not completed academic requirements at the conclusion of the term must re-apply for graduation and their graduation date will be moved to the next conferral date.

#### **5.1.14. Grade Appeal Policy**

Students are allowed to appeal any individual course grade at the end of each semester. Students who wish to appeal a grade may fill out the Appeal Request Form, found on the Registrar's website, and email it with their letter of appeal and supporting documentation to registrar@na.edu. The Registrar's Office will relay information pertaining to the student's Grade Appeal to the faculty member, Department Chair and Academic Appeals Committee. The Academic Appeals Committee reviews and approves Grade Appeal requests.

The Registrar's Office will be notified by the Academic Appeals Committee chairperson of the decision regarding the student's appeal. The Registrar's Office will communicate the outcome of the hearing to the student.

#### **5.1.15. Final Examinations**

North American University administers final examinations according to a schedule published on the Academic Calendar. The university expects students and instructors to follow this schedule. Instructors must give final examinations within the hours set aside in the examination schedule.

#### **5.1.16. Withdrawal and Termination Policy**

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. 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 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.

#### **5.1.17. Transcript Requests**

The Transcript of Records or “transcript” is an inventory of the courses taken and grades earned by a student throughout his/her enrollment at the University, including transferred credits from other institutions. The Office of Registrar issues academic transcripts. In accordance with the Family Educational Rights and Privacy Act (FERPA), personnel in the Office of Registrar issues transcripts only upon the written consent of the student. No transcripts will be released until all University obligations are satisfied.

Transcript requests may be processed as regular or expedited. Regularly processed transcript requests are finalized within four (4) business days from the date of request submission. Official transcripts can be requested from the Office of the Registrar for a cost of \$10.00 per copy for domestic mailing or pickup only. Official transcript requests from overseas will be charged an additional mailing fee.

Expedited transcript requests are fulfilled in the same business day. Requests submitted after 4 pm will be deemed as submitted on the following working day. The fee for expedited requests is \$40 per transcript plus the expedited shipment fee.

Transcripts may be ordered online only thru NAU’s website. The instructions and payment information can be found on the Registrar’s webpage.

#### **5.1.18. Intellectual Property and Copyrights Policy**

North American University (NAU) Intellectual Property and Copyrights Policy is established to describe the guidelines and procedures to enable an environment that will encourage creativity and innovation, to recognize and protect the intellectual property rights of faculty, staff, students, and the university. The policy applies to all employees and students.

Faculty members hold copyright to all course materials including videos, webinar recordings, discussion questions, assignments, articles, lecture notes and syllabi. Course materials on NAU Moodle, the online course management system, created jointly by faculty authors and others will be jointly owned by the faculty author and the university.

North American University reserves the right to affirm ownership to any intellectual property created under any of the following circumstances:

- Works created with significant use of university facilities, resources, technical support or financial support.

- Works created as a result of external funding.
- Funding an employee or student to develop the material.

North American University has the ownership of all student course work, such as assignments, homework, projects, videos, and articles. Copyright notice is required to protect and recognize authorship and the integrity of the work. A copyright notice must be affixed to the intellectual property and should contain:

- the word “copyright”
- a “c” in a circle (©)
- the date of publication, and
- the name of either the author or the owner of all the copyright rights in the published work.

Any disagreements in regards to the ownership of the intellectual property will be resolved by the Provost.

#### **5.1.19. Student Identity Verification Policy**

North American University (NAU) Student Identity Verification Policy describes the procedures and methods of verifying and protecting Distance Education student identity. This policy applies to all credit-bearing distance education courses or programs offered by the NAU, beginning with the application for admission and continuing through to a student’s graduation, transfer, or withdrawal from study.

The policy ensures that NAU operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) concerning the verification of student identity in distance education. The HEOA requires that institutions offering distance education or correspondence courses or programs have a process in place to determine that the student who registers in a distance education course or program is the same student who participates in and completes the course or program and receives the academic credit.

The HEOA requires that institutions use one of the following three methods:

- A secure login and pass code;
- Proctored examinations; and
- New or other technologies and practices that are effective in verifying student identification.

Secure Login and Passcode: North American University utilizes a secure login process to determine that the student who registers in a distance education course is the same student who participates in, completes, and receives credit for the course. NAU delivers distance learning courses over the internet utilizing Moodle as the online course management system (NAU

Moodle). The delivery of instruction and all user activities including viewing course content, assignments, quizzes, and discussion forums require every user to log in to the NAU Moodle.

Upon admission, new students receive a unique user ID and a unique user-determined password to access NAU Office 365. User accounts are stored inside NAU Active Directory. NAU Moodle system is accessible through Office 365 portal with an authentication method that recognizes the credentials that are stored in the Active Directory in order to protect and verify user identity. No 'Guest' or any other third-party accounts are allowed to log in to NAU Moodle system.

Students are not allowed to change their user ID for any reason. The password must meet following complexity requirements to enhance security:

- Passwords must have a minimum of 7 characters.
- Not contain the user's account name or parts of the user's full name that exceed two consecutive characters.
- Contain characters from three of the following four categories:
  - English uppercase characters (A through Z)
  - English lowercase characters (a through z)
  - Base 10 digits (0 through 9)
  - Non-alphabetic characters (for example, !, \$, #, %)

Complexity requirements are enforced when passwords are changed or created. In addition, the following measures are enforced to enhance security:

- Passwords must be changed at least twice a year (maximum password age is 200 days, minimum password age is 1 day).
- Passwords must be changed significantly and cannot repeat more frequently than every two years (Past 5 passwords are kept in the system).
- Passwords that are written down or stored electronically must not be accessible to anyone other than the owner and/or issuing authority.
- Passwords must not be shared unless explicitly permitted by the issuing authority.

Personally identifiable information collected by the university may be used, at the discretion of the institution, as the basis for identity verification. For instance, a student requesting that their learning system password be reset may be asked to provide two or more pieces of information for comparison with data on file, or to come to the NAU IT office in person with a valid photo ID or verification. In addition, the NAU self-service portal requires that the students create three secure questions and answers to be used in the event that students need to change/reset their password on or off campus by their own. NAU self-service portal can be reached at: <https://passreset.na.edu/> If students are not able to reset their password by their own, they can request password reset via email, phone call, submitting a help ticket, or in person with a valid photo ID or verification. Students are responsible for providing their complete and true identity

information in any identification verification process. All NAU Moodle users are responsible for the protection of their unique username and password as well as prevent disclosing such data to unauthorized party.

Faculty might require to use up to two proctored examinations per course. It is the instructor's responsibility to clearly state in the course syllabus if proctored exams will be required along with the dates and times, exam duration, and special instructions (specify to the proctoring center/proctor what items are allowed/prohibited, i.e. open book, calculators, formula sheet, etc.)

Students are responsible for making the arrangements for proctoring and any proctoring center exam fees. The exams can be proctored at one the following locations:

- a testing center at a university or a community college;
- a testing center approved by the National College Testing Association Consortium of College Testing Centers. Please visit <http://www.ncta-testing.org/interactive-map> to find a certified test center.

Students are required to inform the instructor following items no later than the date indicated in the syllabus prior to exam:

- Name of the proctoring center;
- Name and title/position of the proctor;
- Proctor's phone number and email address;
- Date and time requested for the exam

#### **5.1.20. Academic Records and Release of Information**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are as follows:

1. Students have the right to inspect and review their education records within 30 days of the day the University receives the request.
2. Students have the right to request amendment of their education records that they believe are inaccurate or misleading. If the University denies a student requested amendment, the student has the right to a hearing regarding the requested amendment to his/her education record.
3. Students have the right to consent to disclosures of personally identifiable information in their education records, except to the extent that FERPA authorizes disclosure without consent.
4. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. Such complaints may be sent to the Family Policy Compliance Office of the Department of Education or the Accrediting Council for Independent Colleges and Schools, NAU's national accreditor.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202- 5920.

ACICS  
750 First Street, NE Suite 980  
Washington, DC 20002

### **Review and Amendment of Academic Records**

Students may inspect and review their educational records based on written request. Access is given to students within 30 days after the request has been made. An appropriate administrative official or member of the faculty obtains the record for the student and remains present while the student reviews the records.

Students have the right to inspect information in their education records. Students wishing to review their education records must make written requests to the appropriate campus official listing the item or items of interest. Students who believe that their records contain misleading information may challenge the contents of their education records and request a hearing if the outcome of their appeal is unsatisfactory. Student education records are handled by the Office of the Registrar; financial aid and billing related matters are coordinated by the Office of Financial Aid and the Business Office.

Students may not inspect the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations regarding admissions, employment or job placement; and education records that include information about another student.

If the decisions of the campus official from the related office are in agreement with the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended. If the student chooses to seek a hearing procedure, he/she must submit a request in writing to the Vice President for Academic Affairs. The student will be informed of the date, place, and time of the hearing. Students may present evidence relevant to the issues. The hearing panels to adjudicate such challenges will be the Vice President for Academic Affairs, representatives of the Dean of Students and the corresponding Department Chair. Decisions of the hearing panels are final; necessary corrections will follow, if necessary.

### **Release of Information**

North American University, in accordance with FERPA (Family Educational Rights and Privacy Act), does not release personal information about students to third parties except under certain conditions or unless the student authorized the release. The exceptional conditions are:



### Common Exceptions

- a) School officials may access a student's file and records as long as they have a "legitimate educational interest".
- b) Basic student information such as name, email address, etc. may be released in a directory. However, the student must be given ample opportunity to withhold their information from a public directory. NAU uses the census date for directory purposes which is 20 class days after classes have started.
- c) School records may be released to another institution if the student is attempting to enroll in that institution. However, unless the student has initiated the release of information, attempts must be made to contact the student prior to releasing information.
- d) Pertinent student information may be released to Financial Aid if the information will affect the student's eligibility.

### Other Exceptions

- a) Dependent Student Exemption - If a student is claimed on a parent's most recent federal tax return, they are viewed as a "dependent student". In this case, the school may non-consensually disclose the eligible student's education records to both parents. Dependent Student Exemption cannot be applied for international students.
- b) Health and Safety Emergency - Under this provision, colleges and universities may notify parents when there is a health or safety emergency involving their son or daughter, even if the parents do not claim the student as a dependent.
- c) Alcohol, Drugs and Criminal Acts - FERPA also permits the non-consensual release of information to parents if the student has been charged with a crime by any local, state or federal law enforcement agencies in regards to the crime that the student has been charged. If a student is in violation of school rules and faces disciplinary charges regarding alcohol and controlled substances AND they are under 21 at the time of disclosure, the parents may also be informed of the violations that have occurred.
- d) Other Legal Exceptions - Release of information may occur in the following circumstances:
  - i. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Secretary of Education, and State and local educational authorities for audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs;
  - ii. To organizations conducting studies for or on behalf of the school making the disclosure for the purposes of administering predictive tests, administering student aid programs, or improving instruction;
  - iii. To comply with a judicial order or a lawfully issued subpoena;
  - iv. To the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense concerning the final results of a disciplinary hearing with respect to the alleged crime; and

- v. To any third party the final results of a disciplinary proceeding related to a crime of violence or non-forcible sex offense if the student who is the alleged perpetrator is found to have violated the school's rules or policies. The disclosure of the final results only includes: the name of the alleged perpetrator, the violation committed, and any sanction imposed against the alleged perpetrator. The disclosure must not include the name of any other student, including a victim or witness, without the written consent of that other student.

## **Public Information**

North American University provides information about the University in accordance with the provisions of the Act and publishes this information in the University directory, website and advertisement materials. According to the FERPA, the following is considered as directory information and the university may release or publish those information without the student's consent: Full name; date and place of birth; major field of study; dates of attendance; degrees, honors and awards received; most recent educational institution attended; campus address and telephone number and student assigned e-mail; home address and telephone number; participation in officially recognized academic programs, student activities and sports.

Students can choose to restrict the release of directory information by submitting a formal request to the University to limit disclosure before the census date, which is 20 class days after classes start.

## **5.2. Academic Standards**

### **5.2.1. Minimum Class Enrollment**

The University reserves the right to discontinue a course if fewer than six students register for that course.

### **5.2.2. Credit Hours**

The unit of measurement for academic work is the credit hour. One academic semester credit hour is equal to a minimum course time of:

- (A) 15 hours of classroom lecture;
- (B) 30 hours of laboratory experience;
- (C) 45 hours of internship/externship/practicum

### **5.2.3. Course Numbers**

Credit-bearing courses are identified by subjects and four-digit numbers. The first digit indicates the course level. A "1" indicates a first-year, freshman level course; a "2" indicates a second-year, sophomore level course; a "3" indicates a third-year, junior level course; a "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.

#### **5.2.4. Student Classification**

Undergraduate student classification is determined by the total number of earned credit hours; credit hours for currently enrolled courses are not included. Credit for coursework taken at another institution is included only after the transfer credit approval process is complete.

Freshmen	0-29 earned credit hours
Sophomores	30-59 earned credit hours
Juniors	60-89 earned credit hours
Seniors	90 or more earned credit hours

#### **5.2.5. Incomplete Course Grades**

An Incomplete "I" grade is a non-punitive grade given only during the last one-fourth of a semester and only if a student (1) has completed a majority of class work; (2) has justifiable reason why the work cannot be completed on schedule; and (3) arranges with the instructor to finish the course at a later date within the next regular semester by completing specific requirements. Whenever a grade of Incomplete is assigned, faculty should inform the Department Chair with the requirements for removal of the Incomplete as well as an automatic grade that will be assigned if the student fails to complete the requirements. If a student does not complete the stipulated work within the time specified, the grade will default to F unless the instructor has designated a different automatic grade.

Students who intend to graduate but receive an "I" in one of their courses during their final term should not be given more than 4 weeks to complete the course work unless the course is a practicum course. If it is a practicum course, the student must then register for a completion course and pay any applicable fees for that course during the next full semester. If the student receives an "I" in a practicum course in the Spring term, the student may complete the work during the summer without registering for the completion course.

### 5.2.6. Repeated Course

A student may repeat a course taken at NAU, provided the original grade was lower than “B” (3.00). If a student repeats a course and has two or more passing grades, the official grade in the course is the last one assigned and the CGPA is adjusted in the semester in which the course was repeated. If a student repeats a course and receives an F in the last attempt, the official grade in the course is the last passing grade. All repeated course attempts remain in student’s transcript.

Effective July 1, 2011, due to changes in federal regulations, a student may receive federal financial aid (Title IV Funds) for a repeated course only once if the course was previously passed.

### 5.2.7. Grading and Point Equivalents

North American University will utilize the following grade scale and point equivalents for undergraduate students:

<b>Letter</b>	<b>Description</b>	<b>Point</b>
A	Excellent	4.00
A-		3.67
B+	Above average	3.33
B		3.00
B-		2.67
C+	Average	2.33
C		2.00
C-		1.67
D+	Below average	1.33
D		1.00
F	Fail	0.00
P	Pass	
T	Transfer credit	
I	Incomplete	
W	Withdrawal	

The following grade scale will be used for graduate students:

<b>Letter</b>	<b>Description</b>	<b>Point</b>
A	Excellent	4.00
A-		3.67
B+		3.33
B	Average	3.00
B-		2.67
C+		2.33

C		2.00
F	Fail	0.00
P	Pass	
T	Transfer credit	
I	Incomplete	
W	Withdrawal	

The cumulative grade point average (CGPA) is calculated by adding the total number of grade points earned, then dividing that number by the total number of hours taken at the University.

### **5.2.8. Degree Requirements**

All candidates for a bachelor's degree must complete 120 credit hours of coursework including 36 credit hours of general education courses. If a course is a part of core or concentration courses of a degree program, the same course cannot be counted towards general education requirements for students in that degree program. Students must complete all course requirements of their degree programs as specified in Degree Programs section of the catalog. Students must earn a minimum of 2.00 CGPA to be eligible for graduation.

Master's degree candidates must complete all required credit hours of coursework and fulfill all course requirements of their degree programs as specified in Degree Programs section of the catalog. Students must earn a minimum of 3.00 CGPA to be eligible for graduation.

### **5.2.9. Concentrations**

Students pursue an area of concentration by taking a planned sequence of courses in their degree program. Students should consult their academic advisors to establish a plan that fulfills the necessary requirements. The area of concentration is officially noted on the student's transcript.

### **5.2.10. The Minor**

The University encourages students to complete a minor, that is, a defined program of study in a discipline other than the student's major. A minor must be at least 18 credit hours, at least 6 of which are upper-division credits. Students should maintain at least a 2.00 GPA in their minor courses. Students should consult with the related academic department.

### **5.2.11. Remedial Courses**

The following courses are offered to enable students to enhance their proficiency in the basic skills areas of Reading, Writing, and Mathematics. These are developmental courses and, therefore, carry no college credit:

ENGL R300 Basic Writing

ENGL R301 Development of Reading Skills

MATH R300 Fundamentals of Mathematics

Students should pass the remedial courses within one year. Failure to pass the remedial courses will result in expulsion from the University. Please see the section on College Readiness in this catalog for more information.

### **5.2.12. Academic Honors**

North American University bestows honors to undergraduate students as recognition of outstanding academic achievement. Every student achieving the required proficiency will be granted the Academic Honors and Awards.

#### **President's Honor Roll**

Students in these categories are awarded the following honors every semester based on their academic performance:

1. President's Honor Roll with Distinction is based on a 4.000 GPA
2. President's Honor Roll is based on a GPA of 3.500-3.999
3. Honorable Mention is based on a GPA of 3.300-3.499

Eligibility:

- Must be in academically good standing.
- Must be a full-time student and have earned minimum of 12 credit hours in the semester.
- Excludes pass/fail and satisfactory/unsatisfactory grades.
- All grades of "I" must be made up before the honor is given.
- Must not have any grade of F.

#### **Graduation with Latin Honors**

North American University recognizes students with qualifying cumulative grade point averages by awarding the Latin honors of cum laude, magna cum laude, and summa cum laude. Those students wear a special stole at the Commencement.

1. *Summa Cum Laude* "With Highest Distinction" is awarded to candidates whose cumulative grade-point average is 3.800 or higher.
2. *Magna Cum Laude* "With Great Distinction" is awarded to candidates whose cumulative grade-point average is 3.600-3.799.
3. *Cum Laude* "With Distinction" is awarded to candidates whose cumulative grade-point average is 3.300-3.599.

Eligibility:

To graduate with honors, students must have completed a minimum of 60 credits with a cumulative GPA earned at North American University that meets the criteria above.

### **5.3. Satisfactory Academic Progress (SAP) Policy**

Students enrolled at North American University must make measurable progress toward completion of their program of study to maintain eligibility for enrollment and for receiving federal financial aid. North American University Satisfactory Academic Progress (SAP) Policy defines the standards to evaluate students' academic progress. These standards are applicable to all undergraduate and graduate students.

#### **5.3.1. Satisfactory Progress**

Evaluation of SAP is made at the close of each semester (Fall, Spring, and Summer) by the Registrar's Office once grades are available in the university system. SAP is measured by the following three standards:

1. Maximum Time Frame for Program Completion
2. Qualitative Standard: a required cumulative grade point average (CGPA)
3. Quantitative Standard: a required completion rate

Students who fail to meet any of the above mentioned standards will be considered not maintaining satisfactory academic progress and be notified of their SAP status via NAU email and/or regular mail. However, students are responsible for monitoring their own SAP status. Failure to receive the notification does not negate the student's SAP status and its implications. Consequences of not maintaining satisfactory academic progress are explained in Failure to Meet SAP Standards section below.

##### **5.3.1.1. Maximum Time Frame for Program Completion**

Federal regulations require that students complete their program within a maximum time frame of 150% of the normal program length measured by attempted credit hours.

For an undergraduate degree program, the normal program length is 120 credits and a student should complete the program in 180 attempted credit hours (180 = 150% of 120 credit hours). For the Master of Education degree programs, the normal program length is 36 credits and a student should complete the program in 54 attempted credit hours (54 = 150% of 36 credit hours). For the Master of Business Administration and Master of Science in Computer Science degree programs, the normal program length is 30 credits and a student should complete the program in 45 attempted credit hours (45 = 150% of 30 credit hours).

All registered hours including withdrawals, repeated courses, and all accepted transfer hours will be counted towards maximum time frame.

### 5.3.1.2. Qualitative Standard: Required Cumulative Grade Point Average

According to the Federal regulations, undergraduate students must have a cumulative grade point average (CGPA) of 2.00 at the end of the second academic year and thereafter. Undergraduate students are required to have a CGPA of 2.0 for graduation. In addition, undergraduate students must meet the following CGPA requirements at the close of each semester:

Credit Hours Attempted	Minimum CGPA
0 - 23	1.60
24 - 47	1.80
48 - 180	2.00

Graduate students must maintain a CGPA of 3.00 at the close of each semester after attempting 9 credit hours.

### 5.3.1.3. Quantitative Standard: Required Completion Rate

Undergraduate students must successfully complete a percentage of all attempted credit hours at the close of each semester according to the table below:

Credit Hours Attempted	Completion Rate
0 - 23	50%
24 - 47	60%
48 - 180	67%

Graduate students must successfully complete at least 75% of attempted credit hours at the close of each semester after attempting 9 credit hours.

## 5.3.2. Failure to Meet SAP Standards

### 5.3.2.1. SAP Warning

Students are placed on SAP Warning for one semester if they do not meet the qualitative or quantitative SAP standards. Students on SAP Warning may be eligible for financial aid for one semester but must work towards improving their CGPA and/or completion rate to meet the SAP standards by the end of the semester. Students who fail to meet the qualitative standard at the end of the second academic year will be placed on SAP Suspension.

### 5.3.2.2. SAP Suspension

Students are placed on SAP Suspension for one of the following reasons:

1. Do not meet the qualitative or quantitative SAP standards after one semester on SAP Warning
2. Do not meet the qualitative or quantitative SAP standards after one semester on SAP Extended Enrollment (see section 5.3.2.4)



3. Do not meet the qualitative or quantitative SAP standards at the end of SAP Probation period (see section 5.3.2.3)
4. Do not meet the requirements of their Academic Plan while on SAP Probation (see section 5.3.2.3)
5. Do not maintain a CGPA of 2.0 at the end of second academic year
6. Exceed the maximum time frame for program completion

Students are not eligible to enroll in classes or receive federal financial aid while on SAP Suspension. Students who are placed on SAP Suspension may file an appeal if any mitigating circumstances resulted in their suspension. Details of the appeal procedures are explained in Appealing SAP Suspension section.

F-1 students placed on SAP Suspension will have their F1 visa status terminated unless their appeals are accepted.

### **5.3.2.3. SAP Probation**

A student whose appeal is approved by the SAP Appeals Committee may be placed on SAP Probation. Students on SAP Probation are eligible to receive federal financial aid.

SAP Probation is one semester with the possibility of additional semesters if it is approved in the Academic Plan (not the same as a Degree Plan). The Academic Plan is developed by the SAP Appeals Committee and the student, and is a written agreement between a student and the institution in order for the student to improve his/her academic performance. The Academic Plan includes a minimum GPA and a minimum completion rate that the student must achieve every semester during the probationary period. The student is also required to meet SAP standards at the end of the probationary period as a part of the Academic Plan. Registrar's Office will monitor the academic progress of the student at the end of each semester. Academic Plan may be made for students who attempted a less than of 144 credit hours.

If a student does not meet the SAP standards at the end of the probationary period, or fail to achieve the Academic Plan requirements at any semester while on SAP Probation, the student will be placed on SAP Suspension.

If a student on SAP Probation meets the SAP standards at the end of or during the probationary period, the SAP Probation status will be removed and the student will be deemed as maintaining satisfactory academic progress.

### **5.3.2.4. SAP Extended Enrollment**

A student whose appeal is approved by the SAP Appeals Committee may be placed on SAP Extended Enrollment. SAP Extended Enrollment is one semester and students are expected to

meet SAP standards at the close of the semester. Students on SAP Extended Enrollment are not eligible for federal financial aid.

#### **5.3.2.5. Appealing SAP Suspension**

A student who is placed on SAP Suspension may file an appeal if mitigating circumstances prevented him/her from meeting the SAP standards.

The following is a list of conditions that can be considered as mitigating circumstances which have adversely impacted the student's academic progress.

- Student illness or injury that lead to hospitalization or documented serious illness or injury of the student (including mental health issues)
- Death of an immediate family member (a parent, spouse, sibling or child)
- Illness of an immediate family member where the student is the primary caretaker or the family member is the primary financial support
- Work-related major changes during the period (including Military deployment)
- Natural disaster
- Other extraordinary circumstances that affect the ability to meet SAP standards.

The student should submit an Appeal Request Form to the Registrar's Office by the deadline indicated in the notification letter along with the following documents:

1. Letter of appeal, explaining the mitigating circumstances that resulted in unsatisfactory academic progress, explanation on how the circumstances have been remedied or changed to ensure that the student will be able to meet SAP standards
2. Supporting documentation of the mitigating circumstances, and the remediation or change.

Appeals are reviewed by a committee involving the Director of Financial Aid, Registrar and Student Success Coordinator. Assistant Vice President for Academic Affairs is an ex officio member of the committee. The SAP Appeals Committee may seek information from the students' advisor or related department chair, if necessary. The committee evaluates the appeals and determines whether the student is able to meet the SAP standards by a specific point in time and is deemed eligible to receive federal financial aid. The committee may

- reject the appeal; or
- approve the appeal and place the student on SAP Probation for one semester; or
- approve the appeal and place the student on SAP Probation with an academic plan; or
- approve the appeal and place the student on SAP Extended Enrollment.

Students placed on SAP Suspension due to failure to meet the qualitative standard at the end of the second academic year are not eligible for SAP Probation. SAP Probation with an academic plan option is not applicable for graduate students.

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.

#### **5.3.2.6. Reinstatement of Suspended Students**

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. 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.

### **5.3.3. Term Course Completion Requirement and Regaining Financial Aid Eligibility**

#### **5.3.3.1. Term Course Completion Requirement**

If a student receives a non-passing grade (F, W or I) in all attempted credits, the student will no longer be eligible to receive federal financial aid in the subsequent semesters. The Office of Financial Aid will notify students of their failure to meet the requirement. However, students are responsible for monitoring their own academic progress.

#### **5.3.3.2. Regaining Financial Aid Eligibility**

Students placed on SAP Suspension should refer to Appealing SAP Suspension and Reinstatement of Suspended Students sections to regain their financial aid eligibility. Students placed on SAP Extended Enrollment may enroll in classes for one semester at their own expense. Those students are expected to meet SAP standards at the close of the semester. Should a student on SAP Extended Enrollment meet SAP standards at the close of the semester, he or she will automatically regain financial aid eligibility without having to submit an appeal.

Students who lost their financial aid eligibility due to receiving a non-passing grade in all attempted credits may appeal to the Financial Aid office to receive federal financial aid in the subsequent semester if there were extenuating circumstances which impacted the student's academic performance. Appeals must include a detailed description of the extenuating circumstances (such as personal illness, illness or death of immediate family, or financial

obligations which require changes in employment that conflict with class schedules) that occurred during the semester in which the student failed to complete his/her coursework. The appeal must also include all necessary documentation to support the existence of the circumstances described and evidence that the circumstances have been resolved. Appeals must be received by the Financial Aid Office by the announced deadline.

Students seeking to reestablish financial aid eligibility remain ineligible to receive financial aid or deferment of payment until the appeal process is complete and a decision has been made. Students should be prepared to pay tuition, fees, and other educational expenses until they have been approved to receive financial aid. If the appeal is not accepted or the student failed to appeal, he/she may still enroll in classes in subsequent semesters at their own expense unless they are placed on SAP Suspension.

#### **5.3.4. Additional SAP Information**

##### **Transfer Credits and SAP Evaluation**

Transfer credits are not counted in the calculation of CGPA, but as credit hours attempted and credit hours earned toward successful course completion percentage and maximum time frame allowed.

##### **Withdrawals and SAP Evaluation**

Courses dropped during the “last day to drop courses with a W” dates will appear as a “W” (withdrawal) on student transcript. It will count towards attempted coursework credit however will not contribute towards GPA calculation.

##### **Incomplete Grades and SAP Evaluation**

An incomplete grade from a course does not affect the CGPA. This course is considered as an attempted course but not counted as earned credit in the calculation of course completion percentage for satisfactory academic progress.

If a student fails to meet SAP requirements because of receiving the grade of “I”, he or she has to pay the cost of attendance until the incomplete grade is changed. The student is responsible for notifying the Office of Financial Aid that the incomplete grade has been changed and requesting a re-evaluation of Title IV aid eligibility.

##### **Repeated Course and SAP Evaluation**

Each repeated course is counted toward attempted credit hours but counted only once as earned credit hours.

### **Non-punitive Grades and SAP Evaluation**

Non-punitive grade from a course does not affect the CGPA. This course is counted as attempted credit hours and in the maximum time frame.

### **Non-credit Remedial Courses and SAP Evaluation**

Non-credit remedial courses are counted as attempted credit hours and in the maximum time frame and not used for computing the CGPA.

### **Change of Program / Additional Credentials and SAP Evaluation**

When a student changes his/her program of study at NAU, credits in previous program are counted in the calculation of the CGPA, credit hours attempted, credit hours earned toward successful course completion percentage and maximum time frame allowed in the new program.

For students seeking additional credentials, credits in both programs are counted in the calculation of the CGPA, credit hours attempted, credit hours earned toward successful course completion percentage and maximum time frame allowed.

Students who change majors or seek additional credentials may appeal for an extension of the maximum time frame provision of this policy.

## **6. STUDENT SERVICES**

North American University provides many services to complement and support students' academic and personal endeavors. These services are available for all NAU students, including those enrolled via distance education. Student services encourage and promote personal development at the University.

Distance education students have a dedicated section of the NAU website which focuses on their specific needs. (<http://www.na.edu/nau-distance-education/>). This includes links to various student support services, NAU Help Desk, supporting FAQs and commonly used distance education terminology, and non-NAU educational resources.

### **6.1. Student Orientation**

The Dean of Students Office, in participation with the Office of the Registrar and all Administrative, Faculty, Staff members and student volunteers organizes Orientation for all new incoming students. The new student orientation program provides important information in regards to academic programs, registration (class, meal plan, dorms, health insurance, etc.), resources, student services, career services, counseling services, financial aid, and other aspects of the university experience. It also encourages student involvement and school spirit. Students are introduced into the university life at North American University through new student orientation.

New student orientation envelopes the rules, regulations and policies, by providing students the guidelines upfront to diminish confusion. Students may excel at North American University when they are aware of the policies and procedures that are established and regulated.

### **6.2. Library**

The North American University Library has numerous resources that include catalogued books, journals, newspapers, magazines, and electronically accessible books and periodicals. Students may find information about these resources as well as academic databases, archives, hours of operation, and borrowing policies on the library's website. Electronic resources of the library may be accessed through the computer workstations in the library or any networked computer with a web browser. A login ID and password is required for on and off-campus access to online databases. The librarian is available for scheduled information seminars.

### **6.3. Student Success**

The North American University Student Success Center is located on the 8th floor of the Main Building. The Success Center provides an open space that meets the academic needs of students to create a more conducive learning environment. The Student Success Office offers the following educational enhancement initiatives:

- Freshman Peer Mentor Program
- Content Based Tutoring
- Academic Coaching
- Career Advising
- Academic Workshops

## **6.4. Dining Hall**

Dining facilities are under the jurisdiction of the University. Students are responsible for following all dining hall and cafeteria regulations either posted or published while using these facilities. Students in violation may be referred to the Dean of Students Office for judicial action.

- Dining facilities are for authorized use only.
- University ID cards are nontransferable for use in the dining hall.
- Individuals are expected to pick up after themselves and bus their own tray in accordance with established procedures.
- Removing food, utensils, dishes, furniture, or décor from the Dining Hall is not allowed.
- Individuals are expected to conduct themselves in a manner conducive to the quiet enjoyment of meal.
- All students who reside at University housing are encouraged to choose and pay for one of the meal plans.
- It is the responsibility of the student to schedule classes, work, and other activities to provide time for eating meals during the Dining Hall meal service periods.

North American University is dedicated to fulfilling all students' needs, which includes a healthy diet. The cafeteria is available for students, faculty staff, and visitors.

## **6.5. Computer and Information Services**

The Computer and Information Services designs and maintains the university-wide information system infrastructure, and provides services and access to computational resources for all students.

North American University provides high-performance workstations for the students in the library, academic lounge and computer labs.

Students are required to get a Student ID and a North American email which will be authorized during new student orientation, which is at the beginning of the fall and spring semesters. Students must have a student ID for proper student identification. The North American email address is to assure that important information is guaranteed to be received from the University to the student.

## **6.6. Testing Services**

North American University provides comprehensive testing services for students. The testing services staff are committed to providing a professional environment and a high quality of support services.

The ACCUPLACER test offered by North American University is an approved academic skills test for first-time-in-university students. The purpose of ACCUPLACER tests is to provide students with useful information about academic skills in Math, Reading, and Writing. The results of the assessment, in conjunction with academic background, goals, and interests, are used by academic advisors and counselors to determine a student's course selection.

## **6.7. Health Services**

North American University is equipped with staff members that have their CPR, First Aid and AED Certification. If an emergency arises please notify the closest staff member and/or security personnel. Please be advised that these staff members and security are equipped to handle minor emergencies and may be able to direct you to the appropriate person regarding health information.

International students taking one or more credit hours are required to purchase the University's health insurance. North American University health insurance is not mandatory for domestic students, but is highly recommended, especially if the student has no form of health insurance or is involved with sports.

### **6.7.1. Student Insurance Plan for North American University**

Healthcare in the United States is quite costly. However, health insurance can be very helpful in situations requiring severe or emergency medical attention.

#### **Domestic Student Plans**

Domestic students have the option to purchase health insurance through North American University. Health insurance is not mandatory for domestic students, but it is highly recommended. Students who do not have any health insurance and choose not to purchase health insurance through North American University will be fully liable for any personal/medical needs or attention.

#### **International Student Plans**

All international students taking one or more credit hours are required to pay North American University student health insurance plan. The costs will be billed to the student's tuition account. If the student wishes to opt out of the health insurance due to outside health insurance not purchased through the school, they can see the International Student Office.



## **Waiver Criteria**

The health insurance premium will be waived for students who provide documented evidence of health insurance coverage (compatible with NAU student health insurance), including evacuation and repatriation, by a United States employer, and for nonimmigrant students sponsored by the United States Government, a foreign government recognized by the United States, or certain international, government sponsored or non-governmental organizations and Fulbright Scholars. Students may submit waiver requests and appropriate documentation to North American University Dean Students Office by the waiver deadline.

## **Insurance Plan Details**

The insurance plan summary can be found online:

<http://www.na.edu/campus-life/health-services/>

## **6.8. Parking & Shuttle Services**

North American University utilizes a parking policy to create an orderly traffic flow in residence halls and on campus. For more information, contact Facility Management or view provisions outlined in the NAU Parking Policy.

Any persons in control of a motor vehicle who wish to park on campus are subject to the provisions outlined in the NAU Parking Policy.

### **6.8.1. Parking**

All motor vehicles parked at the residence halls or on campus must be registered with the Department of ROFM and have a valid parking permit displayed from the rearview mirror inside the vehicle. The Parking Permit Application can be found on the website and must be submitted before purchasing a permit. All vehicles are subject to parking and traffic regulations while on University property and may be towed at the owner's expense for serious or cumulative violations. If you have any questions, please reference the campus Parking Policy which is available for review online.

### **6.8.2. Shuttle Service**

Shuttle services are available to students living in residence halls, athletic teams and student organizations. The student involved can request a shuttle through the Student Services Office.

## **6.9. International Student Office**

The International Student Office (ISO) serves all incoming and currently enrolled international students at North American University. The ISO assists students in maintaining their legal status in the United States.

## **6.10. Dean of Students Office**

North American University Dean of Students Office (DSO) is dedicated to the education and development of students both in and out of the classroom. Through progressive activities, events, programs and seminars, the office encourages leadership and engagement with the University. Students are supported academically, socially, personally and professionally through the following key areas: counseling and career services, services for students with disabilities, student organizations, sports and recreation, and student activities and events.

### **6.10.1. Career & Alumni Services**

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:

- 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.

### **6.10.2. Counseling Services**

Referrals are available for comprehensive counseling services for students seeking professional counseling for personal or psychological difficulties, as these issues often affect academic success. Students can contact the Dean of Students Office to help guide them in the right direction for outside help. If a student is in imminent danger to self or others, call 911.

### **6.10.3. Services for Individuals with Disabilities**

North American University is committed to providing equal educational opportunities and full participation for students with disabilities. Reasonable accommodations can be arranged enabling students with disabilities to participate in and benefit from all educational programs and activities at North American University.

Persons with disabilities who desire accommodations should contact the Dean of Students to register for accommodations. Students are required to receive documentation from their physician in order to receive appropriate accommodations. Reasonable accommodations may include copies of class notes, class recordings, preferential seating, and readers. For exams, students may take tests in a reduced distraction environment, readers and assisted technology. Additionally, reduced course load, alternate text, and interpreters may be available. It is the responsibility of students to register and request accommodations

### **6.10.4. Student Organizations**

The Dean of Students Office offers leadership, recreational, social, and cultural opportunities that enhance the student's educational experience. Students are encouraged to start and/or join student organizations. A student organization is formed and governed by students enrolled at North American University and is registered with the Dean of Students Office at NAU. There are many student organizations on campus. NAU believes these organizations are crucial to student engagement and retention.

Student organizations regulate rules and responsibilities that enhance students' personal growth. The Dean of Students Office promotes the development of new clubs and organizations to encourage students' interests. All specific information concerning Student Organizations can be found in the Student Organization Guidebook for Starting an Organization.

### 6.10.5. Student Government Association (SGA)

The Student Government Association resides over all clubs and organizations, which includes the Student Athlete Association (SAA). The SAA Executive Board is required to follow all the policies and procedures set forth by the Student Government Association and The Dean of Students Office.

The main governing organization is Student Government Association (SGA). All students enrolled in the university are automatic members of the Student Association (SA). Therefore, any student that is enrolled and registered with North American University can attend Student Association meetings. The Student Executive Board of Student Association is the Student Government Association; which of whom is in charge of conducting all Student Association meetings, developing budgets for activities, listening to the voice of the student body, encouraging involvement and much more.

SGA is committed to:

- Improving campus life and quality of education
- Nurturing faculty/student relationships and understanding
- Assisting to establish closer ties between the school and the community
- Providing beneficial forum for deriving solutions to problems that may arise involving the student body, or both the student body and school staff

Any student currently enrolled at NAU may vote in SGA elections. The student executive board of Student Association, also known as Student Government Association, is elected by the student body for a one-year term. The elections are organized by the Dean of Students Office.

The five positions of SGA are as follows:

- **Executive President**  
The Executive President serves as the main liaison between the entire campus student body and the University administration and staff. The Executive President serves as the primary supervisor of the SGA organization ensuring the completion of the duties of the other officers including the Executive Vice President, Treasurer, Secretary, and Parliamentarian. The Executive President is given the absolute duty to uphold the words of the SGA, its constitution, as well as the duty and authority of making certain that the organization functions properly. The Executive President is the chairperson of both the senate and the executive board. Other duties of the Executive President include maintaining liaison with the administration and the Faculty/Staff Advisor to SGA, delegating temporary duties to the senators, and calling for nominations of new

members to the SGA. The Executive President may need to participate in Discipline Committee meetings.

- **Executive Vice President**

The Executive Vice President is essentially the internal manager of the student government. The position oversees the completion of the duties of the committee chairpersons and senators, and serves as the chair of the cabinet and the organization council. The Executive Vice-President is the liaison to the organizations as well as aides the president in the official undertakings of SGA. The Senate is co-managed by the Executive Vice President as he/she ensures that the senators know of the dates, times, and locations of all Senate meetings and events. If the Executive President resigns or is removed from office, the Executive Vice President automatically assumes the position of Executive President.

- **Executive Vice President of Finance**

The Executive Vice President of Finances handles all business in relation to the multiple accounts of SGA including the Student Activities Fee (SAF), Operating, and Agency accounts. The Executive Treasurer keeps all of the accounts and receipts in order and signs off on all documents authorizing an allocation of budget. The Executive Treasurer chairs the Budget Allocation Council (BAC) and after all financial decisions, manages the paperwork subsequently. Additionally, the Executive Treasurer composes the financial guidelines that the Budget Allocation Council (BAC) uses and is charged with upholding them after the council ratifies them.

- **Executive Vice President of Administration**

SGA's massive record system is managed by the Executive Vice President on Administration. The Executive Secretary serves as secretary of the Senate and Executive Board, and sees that each committee has their own secretary. This position ensures that all minutes, memos, and other files are stored in the SGA archives. He/she chairs and assists committee secretaries with their minutes and record keeping, as well as confirming the style of the minutes for the term of office. He/ She also keeps records of attendance, and does roll call at each SGA meeting.

- **Executive Vice President of Unity and Social Justice**

The Executive Vice President of Unity and Social Justice is in charge of keeping order at all SGA meetings and making sure that proper Parliamentary Procedure is followed by all members. The Parliamentarian must have extensive knowledge of the SGA Constitution. He/She teaches new members Parliamentary Procedure at the beginning of each year, and also makes sure that the SGA constantly follows all laws and bylaws of

the SGA Constitution. The VP of Unity and Social Justice must understand Robert's Rules of Order and how a meeting is run.

#### **6.10.6. Rights of Registered Student Organizations**

- Use of the name "North American University" in all information, publicity and references with the approval of Dean of Students Office.
- Use of the services of the Dean of Students Office, including assistance in planning, implementing and evaluating activities and programs, and assistance in making the organization more effective and efficient.
- Funding support opportunity for approved activities.
- Publicity assistance through the Dean of Students Office website, bulletin boards, mass emails, and Student Center front-desk screen.
- Privilege to invite off-campus personnel for meetings or events with the approval of Dean of Students Office.
- Sponsorship of profit-making activities and fund-raising for organizational activities in accordance with University regulations.
- Representation in the Student Government Association.

#### **6.10.7. Responsibilities of Student Organizations**

- To organize programs and activities that contribute to the educational, professional, civic and social development of the students.
- To manage itself and carry out its activities within all local, state, and federal laws, and all university regulations and policies.
- To conduct its activities and fiscal operations in accordance with standards of good management practice and with approval of Dean of Students Office.
- To be aware of the special role the organization holds as an integral part of the academic community of North American University and to act accordingly in the best interest of its members and the University, as well as the surrounding community.
- To be aware of and to be in compliance with all organization information explained in the first Student Association meeting of each semester, as well as information sent through organization mailboxes and email.
- To obtain prior approval for the use of activities funding, students should complete an Activity Request form with a Budget Allocation application for their anticipated activity. Students must obtain approval from Dean of Students Office for both forms. Reimbursement of expenses will be furnished based on receipts.
- To work cooperatively with the Dean of Students Office in conducting organization operations and activities. The Dean of Students Office will serve in an advisory capacity to all registered student organizations.

- To update any of the information supplied to the Dean of Students Office within two calendar weeks of the change. This includes changes in the officers, membership requirements, and needs of the organization.
- To provide to the Dean of Students Office a complete program board containing all activity reports at the end of each semester.

#### **6.10.8. Student Organization Registration**

Any group of students who would like to organize programs and activities that contribute to the educational, professional, civic, and social development of the students can form a student organization on campus. These organizations are required to register with the Dean of Students Office. To maintain the registered status, at the beginning of each academic year student organizations will submit to the Dean of Students Office:

- A roster with the names of students as well as the new officers for that semester
- Tentative meet schedule for that semester
- Must be in good standing with the Dean of Students Office and the school
- Must complete the organizations mandated events each semester

If the organization does not maintain that criteria the organizations registered status with the school may become null and void. If the organization needs to re-register; an organization application will need to be completed. In addition, paperwork required to be categorized as a fully sanction organization will need to be submitted to the Dean of Students Office.

#### **6.10.9. Student Activities and Events**

North American University provides students with diverse events and activities to stimulate cultural competence and unite students across campus. The events and activities spark personal development by creating opportunities for diverse campus community interactions.

- **On-Campus Events**

The Dean of Students Office holds a minimum of 4 events per semester for the entire North American University Community. Each DSO event encourages all students, faculty and staff to participate in the main events. Some events have included: Spring Festival, Fall Festival, International Culture Day, Homecoming, Awards Banquet, New Student Orientation, and Commencement. Student Organizations are also required to do 2 events per semester that will promote their organization and encourage student involvement.

- **Events Policy and Procedure**

Students, faculty, and/or staff that want to conduct an event or need the Dean of Students Office services can do so by following the Events Policy and Procedure.

The first step will be fill out an Events Request Form, which you can find with the Student Activities Coordinator in the Dean of Students Office or on the website. After the form has been

completed and submitted to the Dean of Students Office, approval will be given with the signature of the Student Activities Coordinator. If the form is not approved the form will be signed as not approved and returned to the person who submitted the form.

If approval is granted and funds are needed for the event, a Budget Allocation Application are available for students needing the funding from the school. Requisition forms are available for staff and faculty members. For events that need transportation a Vehicle Request Form is available in the Dean of Students Office. All other needs or services can be requested through the Dean of Students Office.

Approval of the Events Request Form does not mean the event will then be implemented by the Dean of Students Office. Person(s) that requested the event are completely in charge of the event and is their responsibility to implement their event.

#### **6.10.10. Sports, Games, and Recreation**

North American University encourages an active student experience that fosters lifelong healthy habits and a beneficial use of leisure time. The University promotes activities that improve physical, social and emotional health of students within a safe and respectful environment.

Recreational activity is strongly encouraged at North American University for all students. Activities include darts, ping pong, pool, and more. All students wishing to participate in such recreational activities can retrieve needed supplies at the front desk in return for their student ID for the duration of the supply rental.

Students have the opportunity to create club sport teams that play against each other and other schools in the area. Games may take place on campus for the following sports: women's volleyball, men's basketball, men's soccer and co-ed Tennis. Recreational tournaments are also offered throughout the school year to allow new teams to be formed. Students do not have to be athletes to participate in such events. Some tournaments have included powder puff games, flag football, dodgeball, kickball, etc.

Any sports team that is not yet registered on campus can be created by visiting the Dean of Students Office. All information specific to sports or recreation can be found in the Sports Manual in the Dean of Students Office.

#### **6.10.11. Student Athlete Association (SAA)**

Student Athlete Association is the governing board over all Sport Clubs. They hold a large meeting at the beginning of each semester to review any changes, such as conference rules, school rules, new procedures and policies. Two members of each club sport must be in attendance. Those two people cannot be in the Student Athlete Association because of potential conflicts of interest.



Student Athlete Association runs like a school-sanctioned organization. The Association consists of a President, Vice President, Secretary, Treasurer, and Senator. The SAA plans events or activities that may require the help of sports clubs. SAA will notify student athletes of plans at the semi-annual semester meeting. If SAA conducts an event or activity at short-notice, captains will be notified via email.

The Association is responsible for planning four (4) programs per semester. These programs require the participation of 50% of student athletes. Any student in a club sport is an automatic member of the Student Athlete Association and is required to attend SAA events and activities.

#### **6.10.12. Student Residential and Community Life**

The residential community is a tightknit society where residents can live and learn together. The development of Community Living Standards (CLS) is intended to enable students to experience the educational advantages of residential living. For more information, related to Residential and Community Life, please contact the Dean of Students Office.

#### **6.10.13. Residential and Community Philosophy**

The residential community is a tightknit society where every resident can live and learn together. The development of Community Living Standards (CLS) is intended to enable students to experience the educational advantages of residential living. CLS provides a recognition that the individual and the community can work together to create an environment that best meets everyone's needs. The CLS also challenges students to reach consensus agreements, support and challenge peers, and communicate within the context of a learning community.

Through the CLS, each resident has the opportunity to make a valuable contribution through their full participation in the development of the community and campus. Residents have the ability to make decisions in areas such as lifestyle and personal conduct. This process leads residents to develop standards for their respective communities. By defining mutual expectations for how the community will function on an interpersonal level, Community Living Standards provide a mechanism for the community to respond to behaviors that do not align with the agreements. Effectively, it is a tool to help students learn to communicate their needs, to be responsible for their actions, and to hold each other accountable.

As a tool for learning, it not only supports the agreements being made within the community; benefits of this type of learning can be useful throughout a student's university career, in understanding personal relationships, addressing family issues and even managing interactions in the workplace.

It is the responsibility of each individual to know and abide by university policies, regulations, and expectations to ensure common consideration is afforded to all students. Every member of the residential community shares the responsibility of maintaining an environment conducive to the achievement of the University's mission.

#### **6.10.14. Resident Rights and Responsibilities**

As a member of the University's diverse living community, students are afforded certain individual rights that should be respected; these rights carry with them reciprocal responsibilities. Responsibilities ensure that all community members have the same rights regardless of their gender, race, creed, religion, sexual orientation, cultural background, or other identity groups to which they belong; as well as any beliefs, values or attitudes.

The Department of ROFM members cannot guarantee students will retain each of these rights at all times, and must share the responsibility. To help ensure these rights will be honored, students are encouraged to have thoughtful discussion and open communication with roommates, suite mates, floor mates, and other community members. Dormitory staff is committed to offering an inclusive environment.

The following is a list of students' rights and responsibilities:

1. The RIGHT to a safe and secure living environment.
2. The RESPONSIBILITY to keep living spaces secured, and to not allow in strangers or prop doors open. Students also have a responsibility to adhere to all security policies and procedures. Violating security policy and procedure puts members at risk.
3. The RIGHT to a reasonably peaceful and quiet space for study and sleep.
4. The RESPONSIBILITY to observe quiet hours; to keep televisions, computers, stereos, and voices at a reasonable volume, and to remind guests and others of these expectations.
5. The RIGHT to privacy and to the fair and equal use of the room in terms of space and time. Students also have the right to be free of unwanted guests in their rooms.
6. The RESPONSIBILITY to communicate preferences for hours of study, sleep, and visitation to roommates and to work through any differences in a calm and peaceful manner. Students also have a responsibility to ensure guests do not violate a roommate's rights or interfere with his/her use of living space.
7. The RIGHT to confront another person's behavior when it infringes on one's own rights.
8. The RESPONSIBILITY to examine one's own behavior when confronted by someone and to work sensibly to resolve the conflict.
9. The RIGHT to the assistance of a Resident Advisor, Housing Manager, Director, or other Department of ROFM staff member when needed.
10. The RESPONSIBILITY to notify a staff member of problems and request assistance in a timely manner, as well as to cooperate with those involved to resolve the problem.
11. The RIGHT to know what is acceptable and/or inappropriate behavior in the living environment.

12. The RESPONSIBILITY to read the information provided by North American University. This includes, but is not limited to, the Residential Housing Agreement and Student Code of Conduct. Any alleged violation may be reported regardless of whether the individual reporting was directly affected or involved.

### **6.10.15. Student Life Policies**

#### **6.10.15.1. Posting Policy**

All posters, fliers, and signs that will be posted on bulletin boards on campus buildings must be approved by the Dean of Students Office. Posting is not allowed on glass doors, windows or walls.

#### **6.10.15.2. Promotional Materials**

Students involved on campus in any club, organization or team are encouraged to promote their activities, however, such organizations must be sanctioned and approved by North American University. This policy is in place to maintain the balance of space available and promote student unity. Each Residence Hall has a designated area to post activities and/or events (refer to the designated RA where that place is established). Any postings deemed harmful or discriminative are prohibited. Student Services and Residential Operations and Facilities Management (ROFM) reserve the right to deny any request that may contain offensive material or withdraws from the University's mission: this may include discriminatory, offensive or provocative material/posting/advertising containing references (explicit or implied) to alcohol or drugs. For questions, contact the Dean of Students or ROFM departments.

#### **6.10.15.3. General Advertising Expectations**

- Solicitation materials that are not from sanctioned NAU organizations and/or clubs are prohibited.
- Unattached materials, such as handouts need to be approved prior to distribution. All materials that have not been stamped and/or approved will be removed immediately and the promotion will no longer be tolerated.
- Any damages caused by improper posting will be subject to financial responsibility, including but not limited to painting costs, repairing damages and/or general maintenance.
- Special approval from the Dean of Students Office and/or the ROFM department may be granted for activities or events that are from other campuses, nonprofit organizations or those not affiliated with North American University which advertise student, university or community programs and are co-sponsored with a university department or registered student organization.
- The University may remove or discard any posters displayed on campus or residential halls property that are in violation of North American University policies and/or procedures.

- If a student organization fails to comply with any terms listed within the North American University standard may result in suspension of advertising privileges for one semester. If the student organization continues to post advertisements while privileges are revoked, it may result in a referral to the Vice President of Student Affairs, the Disciplinary Committee or the Housing Committee.

#### **6.10.15.4. Posting Locations:**

- Bulletin boards. Must be placed accordingly, please see Student Activities Coordinator.
- Events and activities calendar. Email the Student Activities Coordinator to have the event posted to the main events and activities calendar which is displayed on the University website.

#### **6.10.15.5. Types of Advertising**

- Materials given to Student Services and/or ROFM department must be presented at least five (5) days in advance, prior to the event. Resident Advisors will then distribute the information in a timely manner. All materials must include the following:
  - Date, time, location and/or important information related to what is being advertised.
  - The full name of the sponsoring North American University club(s)/organization(s).
  - Contact information (name, phone number and email), in case someone that wants to attend has questions or concerns.
- Posting is permitted in certain areas on campus and in the dorms and will be done so by appointed people designated by either Student Services or Student Housing and Residential Life departments.
- All posting must be stamped and approved by either Student Services or Student Housing and Residential Life departments. No other departments may approve any request to post promotional materials.
- Advertisements may not be posted on any unauthorized locations or over previously posted materials.
- All advertising materials will be removed within 48 hours after the advertised event/activity.
- Digital/ Social Media Displays - North American University website, North American University Facebook or any other media related to North American University used to promote the event; please contact the Student Activities Coordinator.
- Spray paints of any sort are completely prohibited. With the approval from Student Services and the ROFM departments, a student may be approved to use chalk in certain areas around/outside of the University buildings. These areas will be designated after approval.
- Banners

- Each club/organization may display only one (1) banner on campus, including the dorms, unless otherwise approved by DSO and/or ROFM department.
- In accordance to space availability, banners cannot exceed 3.5 X 10 feet and all exceptions must be approved by either the DSO or ROFM department.
- If there is no room for a banner, an older banner may be removed to make way for a new one, pending approval from DSO or ROFM.
- DSO and ROFM departments take no responsibility for the removal of, or damage to, any banners posted on campus, including the dorms.

North American University has the right to remove or discard any unapproved or past-due promotional materials.

### **6.11. Liability Policy**

The University cannot be held liable for loss of or damage to personal property in any building or on campus grounds, regardless of how the loss occurs — whether it is by theft, fire, water, vandalism, or any other cause.

### **6.12. Dress Code Policy**

The University holds students accountable for acceptable and appropriate dress on University property. Disruptive attire, which may include obscenity, profanity or indecency, is prohibited. Undergarments, midriffs, and cleavage may not be exposed. Students must wear shoes at all times. Shirts promoting the use of drugs/alcohol, advertising inappropriate practices, or displaying offensive language and figures are prohibited. Saggy pants are not allowed. Students in violation of the dress code are not permitted to attend classes. A recurrence of violation concerning dress code may result in disciplinary action.

### **6.13. Nondiscrimination Policy**

North American University is committed to providing its students, faculty, and staff with an educational and workplace environment free from any form of unlawful discrimination.

NAU does not tolerate discrimination or harassment of students based on or related to sex, race, national origin, religion, age, disability, protected veteran status, or other protected categories, classes, or characteristics. While sexual orientation and gender identity are not protected categories under state or federal law, it is NAU's policy not to discriminate on this basis. Actions related to admission, discipline, housing, extracurricular and academic opportunities shall not be made based on a student's protected status. Discriminatory behavior is prohibited regardless of the manner in which it is exhibited, whether verbally, in writing, or electronically displayed or conveyed. Individuals who violate these policies and laws are subject to disciplinary action, up to and including expulsion.

### **6.14. No Solicitation Policy**

The University has a no-solicitation policy and does not allow any sales or distribution of merchandise or services on campus by students except fundraising activities authorized by the

Dean of Students Office. Outside vendors are not allowed on campus without approval from the Dean of Students Office.

### **6.15. Technology – Acceptable Use Policy**

The University provides information technology resources, such as computers, printers, networks, and software systems, to support the University's mission and educational objectives. The use of these resources should be seen as a privilege, and all users, including students, faculty, and staff, are expected to follow the policies governing acceptable and responsible use. Violations could result in disciplinary sanctions including but not limited to the loss of technology use privileges, suspension from the University, legal action, and criminal charges.

#### **Technology – Acceptable Use Policy requires that users agree to:**

- Follow security guidelines for computer accounts.
- Respect the rights and privacy of others using the system.
- Refrain from creating, accessing, storing, or disseminating materials that may be racially or sexually offensive, include pornography, or insulting to people from certain religious or ethnic backgrounds.
- Refrain from illegal file sharing.
- Consent to the authority of the University to monitor emails and Internet usage, and accept the consequences for the violation of this policy.
- Not use the technology system for fund-raising, campaigns, business-related issues, or illegal purposes.
- Not solicit on behalf of any individual, organization, or company.

### **6.16. Bacterial Meningitis Policy**

Effective October 1, 2013, Texas state law requires students under the age of 22 entering a public or private institution of higher education to provide evidence of vaccination against bacterial meningitis, or to meet certain criteria for declining such a vaccination before completion of enrollment.

Each enrolling student must provide evidence of vaccination against bacterial meningitis or a booster dose during the five-year period preceding, and at least 10 days prior to, the first day of the first semester in which the student initially enrolls at an institution. Evidence of the student having received the vaccination from an appropriate health practitioner must be received by the Admissions Office.

### **6.17. Emergency Response Policy**

The occurrence of an emergency situation can never be predicted, but with proper information and foresight, can be managed effectively. While it would be impossible to provide direction for all possible emergency situations, the policy provides a general guide to responding to

anticipated emergencies. If an individual is involved in or witnesses an emergency situation, he or she may be required to participate in reporting and investigation processes. Details of the policy can be found in the Emergency Response Manual.

## **6.18. Student Code of Conduct**

The student code of conduct supports certain standards by outlining and enforcing acceptable behaviors. Students must abide by the regulations described in the student code of conduct.

### **6.18.1. Misconduct Policies**

A student who fails to comply with the conduct standards may be subject to a verbal or written reprimand, probation, suspension from classes, or termination from the University, depending on the nature and severity of the violation. Re-admittance following such termination is at the discretion of the Vice President for Academic Affairs and relative to the nature and severity of the conduct violation. Students should immediately report any violations of conduct policy to the Dean of Students Office. The cases will be discussed and decisions will be made by the Disciplinary Hearing Committee as outlined in the Disciplinary Procedures.

### **6.18.2. Smoking**

The purpose of this policy is to establish a smoke-free environment in the North American University campus community. Definition of Smoking is creating smoke by lighting, inhaling, exhaling, burning, puffing, or carrying any lighted cigarette, cigar, pipe, or any other device or product used for smoking.

Effective August 27, 2012, smoking is prohibited in the North American University campus community. The North American University campus community is to include any properties owned and operated by the University and its officials including buildings, parking areas, sidewalks, sports fields, and dorms, except designated smoking areas. Administrators, faculty, staff, students, and visitors of the University community are encouraged to directly inform those unaware or in disregard for this policy in a kind manner. Students and visitors who violate the policy are subject to verbal or written warning. Persistent violations are subject to a \$50 fine and further disciplinary action.

### **6.18.3. Hazing**

Hazing is strictly forbidden. Hazing is an initiation process involving harassment, abuse, or humiliation; and it endangers the physical or mental well-being of the targeted student. Forms of hazing include beating, forced physical activity, forced consumption of food, alcohol, beverage, or drugs, intense ridicule or embarrassment, forced pledges, deprivation of sleep, excessive physical discomfort, and sexual harassment.

Administrators, faculty, staff, students, and visitors must abide by this hazing policy. Hazing incidents can be reported to the Dean of Students Office. Violators of the policy may be subject to disciplinary action in addition to any fine imposed by the state.

#### **6.18.4. Sexual Assault and Harassment**

The sexual harassment policy covers all administrators, faculty, staff, and students of the University while on University property. The University prohibits sexual discrimination, sexual assault, and sexual harassment activities including but not limited to sexual advances, physical conduct of a sexual nature, requests for sexual favors, and words of sexual content between members of the University.

Any University member who feels sexually harassed should immediately report the incident. Reports can be made to the Dean of Students Office, or anonymously through My Safe Campus online ([www.mysafecampus.com](http://www.mysafecampus.com)) or via the My Safe Campus hotline (1-800-716-9007). Anyone who has been sexually assaulted may choose to pursue both criminal prosecution and/or university disciplinary processes. The Disciplinary Hearing Committee will conduct a respectful, prompt, and confidential investigation within 60 calendar days of the report date. Resources are available for victims of sexual assault or harassment.

#### **6.18.5. Substance Use and Drug Free Campus**

The University is committed to enforcing existing state laws and procedures in dealing with the use of substances including: alcoholic beverages, illegal drugs, and performance-enhancing drugs. Being a member of North American University is a privilege and students and faculty are expected to abide by the Substance Use and Drug Free Campus Policy of the University.

Being under the influence of alcohol as defined by federal, state, and or local law is strictly forbidden. Any individual who uses, possesses, sells, or distributes alcoholic beverages on campus, off-campus dorms, or at university-sponsored events held off campus will be subject to disciplinary action.

Possession of illegal drugs and disruptive behavior resulting from intoxication on campus are violations of the University policy, and any violation should immediately be reported to the Dean of Students Office. All violations are subject to disciplinary action. A student who has been found guilty of illegal possession, use, sale, or distribution of any drug, narcotic, or controlled substance, whether the infraction is found to have occurred shall be suspended for a period of not less than the remainder of the semester in which the infraction occurred, plus the following long semester. In the event the semester in which the infraction occurred has ended by the time a student is found guilty, the student shall be suspended for a period of not less than the following two long semesters. With approval of the President or the President's designee, suspension may be probated and sanctions may then include required counseling and/or



rehabilitation along with other appropriate penalties. A second finding of guilt for a drug-related offense shall result in permanent expulsion from the university.

#### **6.18.6. Firearms, Weapons, Explosives, and Flammable Materials**

Possession of a handgun under the authority of the Texas concealed handgun license law is prohibited on campus (Texas Civil Statutes, Article 4413 29cc). Ammunition, long blade knives (blades over 3” long), or any type of weapon is a violation of University rules and is not permitted. Students who violate this policy may be subject to severe sanctions including dismissal from the University.

Use or possession of flammable materials, except as expressly permitted by a University official, is forbidden. This includes but is not limited to: incendiary devices or other dangerous materials, or substances used to ignite, spread, or intensify flames for fire.

#### **6.18.7. Theft and Property Damage**

Theft is illegal. Students guilty of theft are subject to disciplinary action including dismissal and may be reported to local law enforcement. Any student who damages campus property or property belonging to other students is responsible and liable for repair or replacement costs, and is subject to disciplinary action.

#### **6.18.8. Fighting, Intimidation, Harassment, and Bullying**

All students are expected to keep the school environment free from intimidation and harassment, regardless of sex, race, age, religion, national origin, or ability. Fighting, intimidation, harassment, and bullying on school property and its residential facilities is absolutely forbidden and may result in disciplinary action.

#### **6.18.9. Gambling Wagering, Gaming, and Bookmaking**

All kinds of gambling, wagering, gaming and bookmaking on school property and its residential facilities are absolutely forbidden and may result in disciplinary action. Unless it is presented as an approved Student Services event.

#### **6.18.10. Unauthorized Entry, Possession, or Use**

Forcible or unauthorized entry to any building, structure, or facility and/or unauthorized entry to or use of University grounds as well as unauthorized use, distribution, duplication, or possession of any key(s) issued for any building, laboratory, facility, room, or other university property are strongly prohibited. It is also forbidden to possess or use University property or the property of any other person or business without authorization. All violations are subject to disciplinary action.

#### **6.18.11. Failure to Comply**

All students are responsible to comply with requests of a University official acting in the performance of his or her duties, or identify oneself to University officials when requested to do so. Failure to comply with such directions and requests may result in disciplinary action.

#### **6.18.12. False Alarms**

Initiating, causing, contributing, or knowingly reporting false alarms, and tampering with safety or fire equipment or engaging in behavior that presents a fire hazard are strictly forbidden and may result in disciplinary action.

#### **6.18.13. Skateboards, Rollerblades, Scooters, Bicycles or Similar Devices**

For safety reasons, use of skateboards, scooters, roller blades, and bicycles in University buildings are not permitted on campus.

#### **6.18.14. Violation of Published University Policies, Rules, or Regulations**

Violation of published University policies, rules, or regulations is strictly forbidden and may result in disciplinary action.

#### **6.18.15. Providing False Information or Misuse of Records**

It is strictly forbidden to provide false information in any form to University officials and knowingly misuse, misrepresent or falsify any University record, I.D. card, form, computer resource or procedure. Students who are violating this policy may be subject to disciplinary procedures.

#### **6.18.16. Financial Responsibility**

All students are required to meet financial responsibilities to the University promptly. Violations of this policy include: knowingly passing a worthless check or money order as payment to the University or to a member of the University community acting in an official capacity, or failure to pay outstanding bills.

### **6.19. Disciplinary Procedures**

Violations of University Academic Policies, Student Life Policies, and Student Code of Conduct should be reported to the Dean of Students Office within 30 days of the incident. Reports can be made using the Student Complaint Form and should describe the incident including when, where, and how it happened.

Disciplinary action, as required, is determined by the Disciplinary Hearing Committee. In addition to any legal actions that local law enforcement may pursue as a result of violation of Texas State law, the Disciplinary Hearing Committee may impose sanctions that include fines, counseling, assignment/projects, rehabilitation programs, and/or expulsion from the residence

halls. Depending on the nature of the violations, the University may sanction a student to suspension or expulsion from the University.

*These sanctions also apply to all students that reside in the dorms. For resident disciplinary actions and/or sanctions please see the Residential Handbook and Resource Guide.*

#### **6.19.1. Discipline Committee**

The purpose of this Committee is to hear those cases in which the accused student disputes the facts upon which the charges made by the University are based. Such charges shall be heard and determined by a fair and impartial committee. The committee shall consist of three (3) members of the University faculty, one (1) student, and one (1) staff member. The President selects a faculty member of the committee to serve as Chair for a one-year term.

#### **6.19.2. Procedures**

Except in those cases where immediate interim disciplinary action has to be taken, the accused student shall be given at 2 class days' written notice by Discipline Committee Secretary or an appointed person if secretary is not available on the date, time, and place of the hearing. Hearings will be held under the procedures set forth and will be held as soon as practicable within 2 weeks after the administrative investigation has been held, unless otherwise agreed to by the student. An administrative investigation shall be completed or the accused student shall meet with Dean of Students or a designated appointee prior to beginning the disciplinary hearing process. For reoccurring incidents, the student will receive a verbal warning, then a written warning, and then a referral will be submitted to the Dean of Students Office after the third incident in reference to one student. The accused student will then receive a letter notifying them of their Disciplinary Hearing with the Discipline Committee. At that time, they will have the chance to state their case.

Upon a hearing of the charges, the University representative has the responsibility of going forward with the evidence and proving the charges by the greater weight of the credible evidence. The hearing shall be conducted in accordance with the procedures adopted by the University, which assure both parties (University representative and accused student) the following minimal rights:

- Both parties will exchange lists of witnesses, expected testimony, and copies of documents to be introduced at a reasonable time prior to the hearing.
- Each party shall have the right to appear and present evidence in person and to be assisted during the hearing by a designated representative or counsel of choice. Each party shall limit its presentation to relevant evidence. The accused student must attend the hearing if the student desires to present evidence in his/her behalf. If the student fails to appear, the hearing shall proceed.

- Both the University representative and the accused student shall have the right to question witnesses. The accused student may question witnesses with the advice of his/her designated representative or counsel. All questions shall be limited to relevant evidence.
- To the extent that the University representative uses legal counsel for other than advisory purposes during the hearing procedure, the student shall be afforded the same opportunity. The University shall give the student notification of the intent to use legal counsel for other than advisory purposes at the time the student is notified of the hearing.
- The hearing will be recorded. If either party desires to appeal the finding, a copy of the recording will be produced at the expense of the party appealing the finding, and both parties will be furnished a copy.

### **6.19.3. Student's Right to Challenge Impartiality**

The accused student may challenge the impartiality of a member of the Disciplinary Hearing Committee at any time prior to the introduction of any evidence. The member of the Committee shall be the sole judge of whether he/she can serve with fairness and objectivity. In the event the challenged member of the Committee chooses not to serve, a substitute will be chosen by the Dean of Students.

### **6.19.4. Determination of Hearing**

The Disciplinary Hearing Committee shall render a decision to both parties within a reasonable time. The decision shall contain evidences, facts, and conclusions as to the guilt or innocence of the accused student. If the accused student is found guilty, the Disciplinary Hearing Committee shall assess any penalty or penalties in accordance with the following prescribed penalties, but not necessarily limited to:

1. Verbal or written warning.
2. Requirement that the student completes a special project which may be, but is not limited to, writing an essay, attending a special class or lecture, or attending counseling sessions. The special project may be imposed only for a definite term.
3. Restitution, whether monetary or by specific duties or reimbursement, for damage to or misappropriation of University, student, or employee property.
4. Suspension of rights and privileges, including access to electronic network facilities, and participation in athletic, extracurricular, or other student activities.
5. Community service as directed by the disciplinary officer to be completed either on campus or in the community at large.
6. Cancellation of dorm contract.
7. Disciplinary probation imposed for a definite period of time which stipulates that future violations may result in disciplinary suspension. During the period of probation, students may not hold elected student offices nor participate in social activities.

8. Ineligibility for election to the Student Government Association (SGA) for a specified period of time.
9. Removal from student organizations for a specified period of time.
10. Prohibition from representing the University in any special honorary role.
11. Withholding of official transcript or degree.
12. Loss of or ineligibility for student grant or loan.
13. Bar against readmission.
14. Denial or non-recognition of a degree.
15. Withdrawing from a course with a grade of "W."
16. Failing or reduction of a grade in test or course, and/or retaking of test or course, and/or performing additional academic work not required of other students in the course.
17. Deferred suspension for a specific period of time. During the period of deferred suspension, if a student is found guilty of any violation of the University's rules, regulations, or policies, he/she will be suspended from the University and may not appeal the suspension.
18. Suspension from the University for a Specified Period of time. During suspension a student shall not attend classes or participate in any University campus activities.
19. Dismissal from the University. A student who is dismissed is separated from the University for an indefinite period of time.
20. Expulsion from the University. A student who is expelled from the University is not eligible for readmission to the University.

Recording sanctions (13), (14), (15), (16), (17), (18), and (19), (20) may be made on a student's permanent transcript. The University may maintain confidential records of all other sanctions and may consider any prior sanction received by a student assessing a subsequent sanction. The University shall dispose of those records not transcribed on a student's permanent transcript within a reasonable time period not to exceed five (5) years after the student ceases to be enrolled.

#### **6.19.5. Appeal**

Neither party may appeal if the hearing committee determines that the allegations against the accused student are true, but the only punishment assessed is a verbal or written warning. In those cases, the determination of the Dean of Students, a designated appointee or the Disciplinary Hearing Committee is final. In all other cases, however, either party may appeal. If the University hearing officer has been an appointee designated by the Dean of Students, the appeal will be made to the Vice President for Academic Affairs. Written notice of appeal must be sent to the Dean of Students or, as appropriate, to the Vice President for Academic Affairs within five class days after the decision of the committee. Both parties may, at the discretion of the Vice President or Dean submit oral or written arguments to support their positions. In order for the appeal to be considered, the appealing party must submit all necessary documentation, including written arguments where appropriate, to the Vice President or Dean of Students within 5 class days after giving notice of appeal.

The President or Vice Presidents will review the decision by examining file documents and in the case of an appeal of a decision made by the Disciplinary Hearing Committee, the recording made during the hearing. The President or Vice Presidents may approve, reject, or modify the decision in question or may require that the original hearing be reopened for the presentation of additional evidence and reconsideration of the decision.

#### **6.19.6. Interim Disciplinary Action**

The Dean of Students or the Vice President for Academic Affairs may take immediate interim disciplinary action. This includes suspension, pending a hearing, against a student for violation of a rule and regulation of the University at which the accused is a student. This will occur when the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the academic process.

### **6.20. Grievance/Complaint Procedure**

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](mailto: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](http://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.theccb.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.

### **6.21. Disability Accommodation**

North American University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, pertaining to the provision of reasonable academic adjustments/auxiliary aids for students with a disability. In accordance with Section 504 and ADA guidelines, NAU provides reasonable and appropriate accommodations to eligible students upon their request.

Persons with disabilities who desire accommodations are encouraged to contact the Student Services Office. This process begins with the student completing and submitting the Learning Disability Accommodation Request form, which can be found on the University website at [http://www.na.edu/documents/campus\\_life/Learning\\_Disability\\_Accommodation\\_Request\\_Form.pdf](http://www.na.edu/documents/campus_life/Learning_Disability_Accommodation_Request_Form.pdf). Then the student/parents provide official supporting documentation from a physician. Once these items are submitted, the Student Services Office follows up with the student's instructors to update them about the student's pending accommodations. All information pertaining to the student is maintained with the Student Services Office.

Accommodations may include but are not limited to:

- Extended time for tests
- Separate/quiet testing environment
- Note taking assistance
- Enlarged written materials
- Books on Tape
- Preferential seating



## 7. DEGREE PROGRAMS

North American University offers three bachelors and 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

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 for new students beginning with no transfer credits.

Students seeking a Master of Education degree are required to complete 36 semester credit hours of graduate course work, which can be completed in 24 months. Students in Business and Computer Science master programs are required to complete 30 semester credit hours, which can be completed in 18 months. Program completion time may vary depending on the full-time or part-time status of the students.

All degree programs are available to students via traditional classroom setting and distance education. Programmatic objectives, expected learning outcomes and graduation requirements are the same regardless of delivery method.

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

Online courses are delivered entirely using distance education tools through NAUmoodle course management system. To access online courses, students 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 is also used for communication purposes such as online forums facilitating class discussions. Asynchronous electronic communication such as email 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.

For login issues and account problems, please contact the IT department via one of the following methods:

- 1- Visit Room 733
- 2- Call 832- 230-5541
- 3- Email support@na.edu to submit a trouble ticket

To get assistance with NAUmoodle technical issues, other than login problems, email moodle@na.edu.

## **7.2. General Education Program**

Students seeking an undergraduate degree are required to complete 36 semester credit hours of general education courses. The General Education Program provides students with a high-quality education enabling them to acquire, analyze, interpret, and synthesize information and knowledge; to communicate effectively in writing and speech; to reason critically, symbolically, quantitatively and scientifically; to recognize ethical issues; to appreciate diversity; to utilize information technology effectively; and to develop artistic skills.

### **Learning Outcomes:**

1. Demonstrate effective communication skills.
2. Apply basic algebraic concepts including equations and functions
3. Demonstrate the knowledge of fundamental concepts, methods, and applications of Life and Physical Sciences and their impact on society.
4. Develop personal responsibility and an understanding of arts and/or literature
5. Demonstrate knowledge of narrative history of US and/or western civilizations.
6. Interpret social values and human behavior

### **General Education Courses (36 credit hours)**

#### Communications (9 hours)

- ENGL 1311 Composition and Rhetoric I
- ENGL 1312 Composition and Rhetoric II
- COMM 1311 Fundamentals of Communication

Mathematics (3 hours)

*One of the following:*

- MATH 1311 College Algebra
- MATH 1313 Pre-calculus
- MATH 2314 Calculus I

Life and Physical Sciences (3 hours)

*One of the following:*

- GEOL 1311 Earth Science
- PHYS 1311 Introductory Physics
- CHEM 1311 Introduction to Modern Chemistry
- BIOL 1311 Introductory Biology
- BIOL 1312 Nutrition

Language, Philosophy and Arts (6 hours)

*Two of the following:*

- PHIL 1311 Introduction to Logic and Critical Thinking
- PHIL 1312 Professional Ethics
- ARTS 1311 Art Appreciation
- PHIL 1313 Introduction to Philosophy
- ENGL 2314 Introduction to Literature
- ENGL 2315 Survey of British Literature I
- ENGL 2316 Survey of American Literature I
- ENGL 2318 Survey of American Literature II
- ENGL 2319 Survey of World Literature
- ENGL 3317 Survey of British Literature II

History (6 hours)

*Two of the following:*

- HIST 1311 U.S. History I
- HIST 1312 U.S. History II
- HIST 2313 Western Civilization
- HIST 2314 History of Texas

Government, Social and Behavioral Science (9 hours)

*Three of the following:*

- ECON 2311 Principles of Macroeconomics
- ECON 2312 Principles of Microeconomics
- GOVT 2311 U.S. Government I
- GOVT 2312 U.S. Government II
- POLI 2311 International Relations
- PSYC 2311 General Psychology
- SOCI 2311 Introduction to Sociology

### **7.3. Undergraduate Programs**

North American University offers three bachelor degrees

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

Students seeking a Bachelor of Science degree are required to complete 120 semester credit hours including 36 credits of general education courses. Freshman students are required to complete FRSH 1311 Freshman Seminar course in their first year.

#### **7.3.1. Business Administration**

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.

##### **7.3.1.1. Objectives**

The objectives of B.S. in Business Administration program are:

- i. Prepare students with the necessary knowledge and skills for a changing business environment and for contemporary business information systems.
- ii. Provide students with analytical thinking skills and knowledge pertaining to the global business environment.
- iii. Provide students with opportunities to apply their knowledge and skills in real life business cases.
- iv. Equip students with good oral and written communication skills that enable them to express themselves and present their materials well.
- v. Provide students with an awareness of the legal framework and ethical principles of business.

##### **7.3.1.2. Student Learning Outcomes**

B.S in Business Administration degree program has seven student learning outcomes (SLO) and each course in the curriculum is designed to correspond at least one SLO. Graduates of the program will:

- Compare and contrast fundamental theories in business and apply them to contemporary business environment
- Analyze business problems and formulate relevant solutions and assess possible outcomes
- Demonstrate efficient oral and written business communication skills
- Make reasoned ethical and legal judgments related to business profession

- Develop effective team-working skills
- Demonstrate the knowledge of business information systems and integrate it into business problem solving
- Compare and contrast fundamental theories in concentration area and apply them to contemporary business environment

### **7.3.1.3. Degree Requirements**

For a B.S. degree in Business Administration, students must complete 120 semester credit hours: 36 credits of general education, 42 credits of business core, 18 credits of concentration and 24 credits of unrestricted elective courses.

All business majors are required to demonstrate their knowledge regarding the competency of the computer literacy within the first academic year. This requires a student to complete COMP 1314 Computer Literacy and Applications OR pass the proficiency exam for COMP 1314.

The Business Administration program focuses on three areas of business specialization, including finance, management, and international business.

### **Specified General Education Requirements**

ECON 2311 Principles of Macroeconomics

### **Core Courses (42 hours)**

ACCT 2311 Fundamental of Financial Accounting  
 ACCT 2312 Fundamentals of Managerial Accounting  
 BUSI 2311 Business Statistics  
 BUSI 2312 Mathematical Applications in Business  
 BUSI 3313 Business Information Management  
 BUSI 3314 Business Ethics  
 BUSI 3315 Business Law  
 BUSI 4317 Business Policy and Strategy  
 COMM 2312 Business Communication  
 ECON 2312 Principles of Microeconomics  
 FINA 1311 Personal Finance  
 FINA 3312 Business Finance  
 MNGT 2311 Management and Organizational Behavior  
 MRKT 2311 Principles of Marketing

Each student has an opportunity to specialize in an area of concentration. A student who wants to specialize in a concentration needs to take the corresponding concentration area courses.

### **Finance Concentration**

FINA 3313	Financial Markets and Institutions
FINA 4314	Investments
FINA 4315	Financial Analysis and Valuation
FINA 4316	International Finance
FINA 4319	Financial Management
MNGT 4319	Managerial Decision Models

### **International Business Concentration**

BUSI 4316	International Business
ECON 3313	Global Economics
FINA 4316	International Finance
MNGT 4318	Project Management
MNGT 4320	Global Supply Chain Management
MRKT 4312	International Marketing

### **Management Concentration**

MNGT 4314	Small Business Management
MNGT 4315	Leadership in Organizations
MNGT 4318	Project Management
MNGT 4319	Managerial Decision Models
MNGT 4320	Global Supply Chain Management
FINA 4315	Financial Analysis and Valuation

### **Electives**

BUSI 4399	Internship
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## **MINOR DEGREE REQUIREMENTS**

A Minor in Business Administration can be earned in conjunction with any major at NAU. Students should complete at least the following courses for the minor in Business Administration.

### **Course Requirements**

The following courses are required:

ACCT 2311	Fundamentals of Financial Accounting
FINA 3312	Business Finance
MNGT 2311	Management and Organizational Behavior
MRKT 2311	Principles of Marketing

One course from the following needs to be taken by the student:

BUSI 3313	Business Information Management
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BUSI 3314 Business Ethics

BUSI 3315 Business Law

And, one upper-division (3XXX or 4XXX) course in economics, finance, management or marketing needs to be completed.

### **7.3.2. Computer Science**

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.

#### **7.3.2.1. Objectives**

The objectives of B.S. in Computer Science program are:

- i. Provide students with contemporary knowledge of applied and theoretical areas of computer science
- ii. Provide students with opportunities to apply their knowledge and skills for solving real-life problems
- iii. Prepare students to work collaboratively and communicate effectively in their professional work environment
- iv. Increase awareness of ethical issues and the global impacts of computing technologies on society

#### **7.3.2.2. Student Learning Outcomes**

Graduates of the program will:

- Apply knowledge of computing and mathematics appropriate to the computer science.
- Design, implement and evaluate either a computer-based system, process, component, or program to meet desired needs.
- Function effectively on teams to accomplish common goals.
- Recognize the ethical, legal, security and social implications of computing.
- Demonstrate communication skills to convey technical information accurately and effectively.
- Recognize the need for continues professional and educational development.
- Develop and design software solutions using design methodologies, data structures and programming languages.



### **7.3.2.3. Degree Requirements**

For a B.S. degree in Computer Science, students must complete 120 semester credit hours: 36 credits of general education, 51 credits of computer science core, 18 credits of concentration and 15 credits of unrestricted elective courses.

All computer science majors are required to demonstrate their knowledge regarding the competency of the computer literacy within the first academic year. This requires a student to complete COMP 1314 Computer Literacy and Applications OR pass the proficiency exam for COMP 1314.

#### **Core Courses (51 Credits)**

COMP 1314	Computer Literacy and Applications
COMP 1411	Introduction to CS I
COMP 1412	Introduction to CS II
COMP 2313	Data Structures
COMP 2415	Systems Programming
COMP 2316	Computer Organization
COMP 3317	Algorithms
COMP 3318	Operating Systems
COMP 3320	Programming Languages
COMP 3321	Database Systems
COMP 3322	Software Engineering
COMP 3324	Computer Networks
MATH 1313	Pre-Calculus
MATH 1312	Statistics
MATH 2314	Calculus I
MATH 2317	Discrete Mathematics

The program offers two areas of concentrations; software engineering and computer networking. The additional coursework required for each concentration area is outlined as follows:

#### **Software Engineering Concentration (18 Credits)**

COMP 3326	Web Application Development
COMP 4339	Software Analysis and Design
COMP 4342	Advanced Web Application Development
COMP 4353	Data Mining
COMP 4356	Software Project Management
COMP 4393	Senior Design Project

**Computer Networking Concentration (18 Credits)**

COMP 3325	Computer & Network Security
COMP 4331	Cloud Computing
COMP 4351	Network Administration
COMP 4352	Internetworking Technology
COMP 4358	Wireless Networking
COMP 4393	Senior Design Project

**Electives**

COMP 4398	Internship
COMP 4399	Special Topics

**MINOR DEGREE REQUIREMENTS**

A Minor in Computer Science can be earned in conjunction with any major at NAU. Students should complete at least the following courses for the minor in Computer Science.

**Course Requirements**

The following courses are required:

COMP 1411	Introduction CS I
COMP 1412	Introduction to CS II
COMP 2313	Data Structures

And, three upper-division (3XXX or 4XXX) courses in computer science needs to be completed.

**7.3.3. Interdisciplinary Studies in Education**

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.

**7.3.3.1. Objectives**

Students will be able to:

- i. Compare/contrast and apply human development and learning theories
- ii. a. Design curriculum and instructional materials, and  
b. Implement them in their profession
- iii. Integrate relevant technologies into education

- iv. Create positive learning environment by demonstrating professional classroom management and communication skills
- v. Recognize responsibilities and ethical issues related to their profession
- vi. Develop content knowledge in their concentration
- vii. Improve pedagogical content knowledge in their concentration

### **7.3.3.2. Degree Requirements**

For a B.S. degree in Interdisciplinary Studies in Education, students are required to complete 120 semester credit hours: 36 credits of general education, 36 credits of education core, 24 credits of concentration, and 24 credits of electives courses.

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

#### **Program Core Courses (36 credits)**

- EDUC 2311 Introduction to Teaching Profession
- EDUC 2312 Learning Theories and Development
- EDUC 2324 Reading in Content Areas
- EDUC 3314 Classroom Management
- EDUC 3315 Curriculum and Instructional Design
- EDUC 3316 Integrating Technology into Curriculum
- EDUC 3317 Education in Culturally Diverse Environments
- EDUC 4318 Education of Exceptional Children
- EDUC 4320 Issues in Education – Cultural Diversity, Reform, Law and Ethics
- EDUC 4321 Measurement and Assessment in Education
- COMP 1314 Computer Literacy and Applications
- ENGL 2314 Introduction to Literature

Each student has an opportunity to specialize in an area of concentration. The additional coursework required for each concentration area is outlined as follows:

#### **Mathematics Concentration (24 credits)**

- MATH 1313 Pre-Calculus
- MATH 2314 Calculus I
- MATH 2315 Calculus II
- MATH 2316 Linear Algebra
- MATH 2317 Discrete Mathematics
- MATH 3318 Geometry and Trigonometry in Mathematics Education
- MATH 3319 Statistics and Probability
- MATH 3320 Differential Equation

**English Language Arts Concentration (24 Credits)**

ENGL 2315 Survey of British Literature I  
ENGL 2316 Survey of American Literature I  
ENGL 2318 Survey of American Literature II  
ENGL 2319 Survey of World Literature  
ENGL 2325 Young Adult Literature  
ENGL 3317 Survey of British Literature II  
ENGL 3320 Composition Theory and Pedagogy  
ENGL 3322 Studies in Linguistics and History of English Language

**Elementary Education Concentration (24 Credits)**

BIOL 1311 Introductory Biology  
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  
ENGL 3328 Literacy Instruction in Elementary Grades  
ENGL 3329 Principles in Reading and Writing  
SOCS 4311 Concepts for Teaching the Social Science

**Electives**

ARTS 3312 Essentials of Children's Art and Music  
EDUC 4699 Student Teaching  
ENGL 3323 English Grammar and Syntax  
ENGL 3326 Literary Theory and Criticism  
ENGL 4324 Methods of Teaching English in Secondary Schools  
ENGL 4327 Special Topics  
MATH 3326 Introduction to Number Theory  
MATH 3327 Integrating Technology in Math Education  
MATH 4322 Teaching Problem Solving in Math  
MATH 4324 Teaching Secondary School Math  
PHED 3311 Health and Physical Education for Children

**MINOR DEGREE REQUIREMENTS**

A Minor can be earned in conjunction with any major in the North American University. Students should complete at least the following courses for the minor in Education.

### **Minor in Math Education Requirements**

Three courses from the following:

MATH 2314 Calculus I  
MATH 2315 Calculus II  
MATH 2316 Linear Algebra  
MATH 2317 Discrete Mathematics

One course from the following:

MATH 3327 Integrating Technology into Math Education  
MATH 4322 Teaching Problem Solving in Math  
MATH 4324 Teaching Secondary School Math

And, two upper-division (3XXX or 4XXX) courses in MATH need to be completed.

### **Minor in English Language Arts and Reading Education Requirements**

Two courses from the following:

ENGL 2316 Survey of American Literature I  
ENGL 3317 Survey of British Literature I  
ENGL 3322 Studies in Linguistics and History of the English Language

One course from the following:

ENGL 3320 Composition Theory and Pedagogy  
ENGL 3323 English Grammar and Syntax  
ENGL 4324 Methods of Teaching English in Secondary Schools

And, three upper-division (3XXX or 4XXX) courses in English Language Arts concentration need to be completed.

#### **7.3.3.3. Teacher Certification Program (TCP)**

NAU-TCP offers teacher certification in the following areas:

- Mathematics Teaching (7-12)
- Physical Science (7-12)
- Social studies (7-12)
- English Language Arts and Reading (7-12)

There are several steps required to become certified teacher in Texas. The following steps explain the details about the process:

1. Apply to the Teacher Certification Program at NAU (See the admission requirements below)
2. Indicate a fitness for the education profession
3. Successfully complete Field-based observation in the first semester you registered in certification program (minimum of 30 hours)
4. Successfully complete coursework, both in your academic content area and in pedagogy

5. Successfully complete student teaching (14 weeks), full-time unpaid student teaching
6. Pass your TExES exams, both in your academic content area and your Pedagogy and Professional Responsibilities (PPR)
7. Apply for your teaching certification through the Texas Education Agency (TEA).

### ***Admission requirements***

- Completion of *NAU-TCP Application Form*
- *Junior Standing*: Students must have 60 hours completed
- *Minimum Grade Point Average (GPA)*: The candidate must meet one of the following criteria in order to be eligible to enter the educator preparation program:
  - an overall GPA of at least 2.75 or higher (Overall, transfer and English core classes); or
  - at least 2.75 in the last 60 semester credit hours; or
  - demonstration of achievement equivalent to the academic achievement represented by GPA through the applicant's work, business, or career experience as evidenced by the applicant's portfolio. Demonstration by portfolio will be granted by the program director only in extraordinary circumstances and will not be used to admit more than 10% of any cohort of candidates.
- *College level Competency*: The applicants may use any one of the options below for meeting this requirement:
  - Texas Higher Education Assessment (THEA): Minimum scores: Reading 230; Math 230; Writing 220 with no time limit.
  - Accuplacer (Administered by College Board): Minimum scores: Reading 78; Algebra 63;
  - Sentence Structure 80; Writing 6.
  - SAT: Minimum scores: Verbal 500; Math 500.
  - ACT: Minimum scores: Composite – 19.
- *College-level skills: All applicants will be required to demonstrate competency in basic skills in reading, oral and written communication, critical thinking, and mathematics.*
  - Reading: Grade of "C" or better in ENGL 1301 – Composition and Rhetoric I or its equivalent
  - Oral Communication: Grade of "C" or better in COMM 1311 – Fundamentals of Communications or its equivalent
  - Written Communication: Grades of "C" or better in ENGL 1301 - Composition and Rhetoric I
  - and ENGL 1302 - Composition and Rhetoric II or their equivalents
  - Critical Thinking: Grade of "C" or better in PHIL 1301 – Introduction to Logic and Critical
  - Thinking or its equivalent
  - Mathematics: Grade of "C" or better in MATH 1311 –College Algebra or its equivalent
- *A minimum of 15 semester credit hours* in the subject-specific content area for certification sought

- *An interview* to determine the educator preparation candidate's appropriateness for the certification sought.
- *Official degree plan:* Candidate must have an official degree plan on file.
- *English Language Proficiency:* Proof of English language proficiency must be provided to the NAU-TCP office before an applicant will be considered for admission to the program. English proficiency can be demonstrated in any one of the following ways:
  - completion of an undergraduate or graduate degree at an institution of higher education in the United States;
  - if an undergraduate or graduate degree was earned at an institution of higher education outside of the United States, evidence must be provided under procedures approved by the executive director that the primary language of instruction was English;
  - verification of three creditable years of teaching experience in an educational setting within the United States or, if the experience was earned in an educational setting outside of the United States, evidence under procedures approved by the executive director that the primary language of instruction was English;
  - Minimum score of 55 on the Test of Spoken English (TSE) or a minimum score of 575 on the paper version of the Test of English as a Foreign Language (TOEFL); or a minimum score of 231 on the computer-based version of the TOEFL or 90 on the Internet-based TOEFL.
  - If a candidate presents a transcript from an out of country institution of higher education, the transcript must be evaluated by one of the approved evaluation entities and reflect a degree comparable the ones issued in the United States.
- *Other Requirements at the time of application to TEA:* Candidates applying for a Texas educator certificate must:
  - be at least 18 years of age;
  - not be disqualified or the subject of a pending proceeding under Chapter 249 of Title 19 of Texas Administrative Code.
  - not be disqualified by federal law;
  - be willing to support and defend the constitutions of the United States and Texas;
  - pass a criminal background check

NAU-TCP accepts international students to its program with the conditions fulfilled above and under TAC 227.10 (e) and TAC 245.

## **7.4. Graduate Programs**

North American University offers 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

Students seeking a Master of Education degree are required to complete 36 semester credit hours of graduate course work, which can be completed in 24 months. Students in Business and Computer Science master programs are required to complete 30 semester credit hours, which can be completed in 18 months. Program completion time may vary depending on the full-time or part-time status of the students.

### **7.4.1. Master of Business Administration**

North American University offers Master of Business Administration degree program, which 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.

#### **7.4.1.1. Program Objectives**

The objectives of the Master of Business Administration program are centered on the areas of core business knowledge, analytical skills and interpersonal skills. The program objectives include:

1. Provide students with information, tools and models that will enable them to identify, analyze and solve real-world business problems.
2. Develop and enrich students' oral and written communication skills necessary in professional business environments.
3. Enhance students' appreciation of challenges facing businesses and the importance of ethical principles.
4. Provide students with necessary analytical and managerial skills required to address business problems, and identify and create new business opportunities.

#### **7.4.1.2. Student Learning Outcomes**

Students who successfully complete the Master of Business Administration program will be able to demonstrate the skills mentioned in the following areas:

1. Acquire integrative knowledge across business disciplines, specifically in core areas of accounting, finance, marketing, management and economics, and apply knowledge to real-world business situations.
2. Demonstrate the ability to employ analytical models and critical thinking to identify, evaluate, generate and select and prioritize appropriate alternatives to solve business problems.



3. Demonstrate effective business communication skills through preparing written reports and professional correspondence and develop oral presentation skills.
4. Utilize analytical and managerial skills in business problem solving.

#### **7.4.1.3. Degree Requirements**

For a Master's degree in Business Administration, students are required to complete 30 semester credit hours: 15 credits of core courses, 12 credits of emphasis courses and 3 credits of an elective course.

#### **Core Courses (15 credits)**

MBA 5311	Managerial Economics
MBA 5312	Managerial Accounting and Budgeting
MBA 5314	Marketing Management
MBA 5317	Business Policy and Strategy
MBA 5319	Financial Management

#### **Leadership and Change Management Concentration (12 credits)**

MBA 5315	Leadership in Organizations
MBA 5316	Management and Organizational Theory
MBA 5318	Project Management
MBA 5332	Creativity, Innovation and Design

#### **Business Analytics Concentration (12 credits)**

MBA 5313	Quantitative Methods
MBA 5351	Economic Strategy and Forecasting
MBA 5352	Managerial Decision Models and Simulation
MBA 5355	Data Analysis for Decision Making

#### **Electives (3 credits)**

MBA 5399	Internship
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or any graduate level MBA course.

#### **7.4.1.4. Transfer Policy**

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. The majority of the credits required for the degree must be completed at NAU.

Credits received for a graduate-level course or a 4000-level undergraduate course taken as an undergraduate may be transferred into an academic program provided that the course did not count toward the requirements of the undergraduate degree.

MBA Challenge Exams allow students to earn credits for courses by demonstrating they have previously gained the necessary knowledge to complete the courses. These exams may include any or all of the following: a comprehensive exam, project, or research paper. Challenge Exams are administered by the Business Administration Department. Credits earned by challenge exams are applied as transfer credits.

#### **7.4.2. Master of Science in Computer Science**

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).

##### **7.4.2.1. Program Objectives**

The objectives of M.S. in Computer Science program are:

- i. Provide students with contemporary advanced knowledge of applied and theoretical areas of computer science.
- ii. Provide students with opportunities to apply their advanced knowledge and skills for solving real-life problems.
- iii. Prepare students to work collaboratively and communicate effectively in their professional work environment.
- iv. Increase awareness of ethical issues and the global impacts of computing technologies on society.

##### **7.4.2.2. Student Learning Outcomes**

Master of Science in Computer Science students following graduation will be able to:

1. Demonstrate advanced skills of computing theory and algorithms.
2. Develop sophisticated knowledge of operating systems and hardware.
3. Apply advanced practices of software design and development cycle.
4. Develop state-of-the-art skills of computer networks.

##### **7.4.2.3. Degree Requirements**

For a M.S. degree in Computer Science, students are required to complete 30 semester credit hours: 12 credits of core courses, 12 credits of emphasis courses, and 6 credits of elective courses.

Students who do not have a background in computer science are required to take a short series of courses to provide the necessary background knowledge for graduate study in computer science. These courses are required for leveling only; they cannot be counted in satisfying the required hours for graduation. Successful completion in these courses means a grade of C or better in each leveling course. Student needs to finish leveling courses to change conditionally accepted status to fully accepted status.

**Leveling Courses:**

- COMP 1412 Introduction to CS II
- COMP 2313 Data Structures
- COMP 3322 Software Engineering
- COMP 3324 Computer Networks

**Core Courses (12 credits)**

- COMP 5327 Advanced Algorithms
- COMP 5328 Computer Architecture
- COMP 5329 Advanced Operating Systems
- COMP 5393 Capstone Project

**Software Engineering Concentration (12 credits)**

- COMP 5342 Advanced Web Application Development
- COMP 5353 Data Mining
- COMP 5356 Software Project Management
- COMP 5339 Software Analysis and Design

**Networking Concentration (12 credits)**

- COMP 5331 Cloud Computing
- COMP 5351 Network Administration
- COMP 5352 Internetworking Technology
- COMP 5358 Wireless Networking

**Electives (6 credits – Any two courses below)**

- COMP 5398 Internship
  - COMP 5399 Special Topics
- Or any graduate level Computer Science courses.

**7.4.2.4. Transfer Policy**

Graduate level coursework with grades 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. The majority of the credits required for the degree must be completed at NAU.

Credits received for a graduate-level course or a 4000-level undergraduate course taken as an undergraduate may be transferred into an academic program provided that the course did not count toward the requirements of the undergraduate degree.

Computer Science Challenge Exams allow students to earn credits for courses by demonstrating they have previously gained the necessary knowledge to complete the courses. These exams may include any or all of the following: a comprehensive exam, project, or research paper. Challenge Exams are administered by the Computer Science Department. Credits earned by challenge exams are applied as transfer credits.

### **7.4.3. Master of Education in Curriculum and Instruction (CUIN)**

The Master of Education (M.Ed.) in Curriculum and Instruction program 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 requires completion of 36 semester credit hours and an e-portfolio for graduation. The e-portfolio include students' work and projects completed in selected education courses.

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.

#### **7.4.3.1. Objectives**

The objectives of M.Ed. in Curriculum and Instruction program are to:

1. Give students a sound foundational knowledge of human development, learning environments, and cognitive and behavioral models.
2. Equip students with skills to develop curricula and design/deliver superior instruction using technology.
3. Provide students with knowledge of current educational research and research methods to improve instruction
4. Help students develop pedagogical content and subject matter knowledge in STEM fields
5. Prepare students to design project-based learning experiences and develop a framework to thinking about the role of STEM subjects in all aspects of the society.

#### **7.4.3.2. Student Learning Outcomes**

1. Compare/contrast and apply human development and learning theories
2. Design and implement curriculum and instructional materials
3. Integrate relevant technologies into curriculum and instruction
4. Recognize and apply current educational research and methods to improve instruction
5. Develop pedagogical content and subject matter knowledge in STEM fields

### **7.4.3.3. Degree Requirements**

Students seeking a M.Ed. in Curriculum and Instruction degree are required to complete 36 credit hours; 15 credits of core courses, 15 credits of emphasis courses and 6 credits of elective courses.

#### **Core Courses (15 credits)**

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

#### **Math Education Concentration (15 credits)**

- MATH 5311 Teaching Secondary School Math
- MATH 5312 Geometry and Trigonometry for Teachers
- MATH 5313 Advanced Calculus
- MATH 5314 Teaching Problem Solving in Math and Science
- MATH 5315 Innovative Teaching Methods in STEM Education

#### **Science Education Concentration (15 credits)**

- CUIN 5321 Methods in Science Teaching
- CUIN 5322 Teaching the Nature of Science
- CUIN 5323 Teaching Science Lab
- MATH 5314 Teaching Problem Solving in Math and Science
- MATH 5315 Innovative teaching methods in STEM Education

#### **Educational Technology Education Concentration (15 credits)**

- 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

#### **Elective (6 credits – Any two courses below)**

- CUIN 5324 Selected Topics in Science Education
- EDUC 5314 School Leadership
- EDUC 5315 Instructional Leadership
- EDUC 5316 Human Resource Management
- EDUC 5319 School Finance and Campus Business Management
- EDUC 5320 Communication and Public Relations for School Administrators

EDUC 5326 Law and Policy for School Leaders  
MATH 5316 Selected Topics in Math Education  
MATH 5317 Advanced Linear Algebra  
MATH 5318 Probability and Statistics  
MATH 5319 Ordinary Differential Equations

#### **7.4.3.4. Transfer Policy**

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. The majority of the credits required for the degree must be completed at NAU.

#### **7.4.4. Master of Education in Educational Leadership**

Students who wish to pursue graduate study directed toward developing leadership knowledge and skills may pursue a master's degree in educational leadership. The 36-credit hour Master of Education (M.Ed.) degree program in Educational Leadership is designed to meet the needs of students seeking to develop the knowledge, skills, and dispositions essential to becoming effective educational leaders.

The goal of the M.Ed. in Educational Leadership program is to prepare and educate exemplary practitioners; as school leaders who are capable of communicating and collaborating with school community members; as ethical leaders by adhering to legal principles to enrich the school's climate, culture, and diverse learning infrastructure; as instructional leaders who promote the success of all students by designing curriculum, supervising the instruction, and facilitating the integration of technology; and as school leaders who possess administrative skills in managing personnel, finance, and facilities.

##### **7.4.4.1. Objectives**

The objectives of M.Ed. in Educational Leadership program are to;

1. Provide educators prospects and extending their knowledge and skills into leadership in curriculum, instruction and decision making as well as the management of resources.
2. Provide training for potential school administrators and supervisors that will emphasize the development of skillful professional performance.
3. Provide academic preparation for candidates who seek certification in school administration or supervision.
4. Provide educational leaders with skills in the use of technology to make and implement informed decisions.
5. Provide an opportunity for students to learn within the environment of an educational group that will inspire collegiality and professional collaboration.

6. Provide training to future leaders to inspire and become models for others exemplifying the best qualities of learning, ethical conduct, and commitment to educational development.

#### **7.4.4.2. Student Learning Outcomes**

Students who successfully complete the M.Ed. in Educational Leadership program will be able to:

1. Demonstrate knowledge and skills in development and implementation of a shared vision of learning within the school community, and communication and collaboration with school community members (School Community Leadership).
2. Demonstrate the knowledge of ethical and legal principles in an institutional framework to enrich the school's climate, culture, and diverse learning infrastructure (Ethics and Legal Responsibilities).
3. Develop knowledge and skills in the design and implementation of curriculum and instructional strategies, supervise staff evaluation and professional development, and facilitate the use and integration of technology to enhance learning (Instructional Leadership).
4. Develop effective leadership skills in managing personnel, planning school finance, enabling campus physical plant and support systems (Administrative Leadership).

#### **7.4.4.3. Degree Requirements**

Students seeking a M.Ed. in Educational Leadership degree are required to complete 36 credit hours course work including 3-credit, 135-clock hour internship. The program requires completion of core education and major courses:

##### **Core 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

##### **Major Courses (21 Credits)**

- EDUC 5314 School Leadership
- EDUC 5315 Instructional Leadership
- EDUC 5316 Human Resource Management
- EDUC 5319 School Finance and Campus Business Management
- EDUC 5320 Communication and Public Relations for School Administrators
- EDUC 5322 Internship in Educational Leadership
- EDUC 5326 Law and Policy for School Leaders

#### **7.4.4.4. Transfer Policy**

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. The majority of the credits required for the degree must be completed at NAU.

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

The Master of Education (M.Ed.) in School Counseling program 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

##### **7.4.5.1. Objectives**

The objectives of M.Ed. in School Counseling program 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 program 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 stakeholders 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 M.Ed. in School Counseling degree are required to complete 36 credit hours course work. The program requires completion of core education and major courses:

#### **Core 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

#### **Major Courses (21 Credits)**

- COUN 5311 School Counseling
- COUN 5312 Individual and Group Counseling Theories/Techniques
- COUN 5313 Counseling Children and Adolescents
- 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**

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. The majority of the credits required for the degree must be completed at NAU.

## **8. COURSE DESCRIPTIONS**

### **ACCT 2311 Fundamentals of Financial Accounting**

Cr. 3. (3-0). This course introduces students to the theory of accounting and financial reporting, and generally accepted accounting practices. The primary emphasis is on financial statements and accounting for assets, liabilities, equities, revenues and expenses.

Prerequisite: None

### **ACCT 2312 Fundamentals of Managerial Accounting**

Cr. 3. (3-0). This course focuses on the development, interpretation and use of relevant cost behavior, control, and traceability concepts for management planning, controlling and decision making. Topics include product and direct costing, performance standards and variance analysis, accounting, profitability, and capital budgeting.

Prerequisite: ACCT 2311

### **ARTS 1311 Art Appreciation**

Cr. 3. (3-0). This course surveys the purposes and processes of arts from a variety of different backgrounds, as well as that of various cultures from the prehistoric to the 20th century. It also examines the visual elements and principles of design.

Prerequisite: None

### **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

### **BIOL 1311 Introductory Biology**

Cr. 3. (3-0). This course introduces the principles and basic concepts of life science and biology. Lecture will cover the scientific method, chemical context of life, metabolism and energy transportation, cell structure and function, viruses, cellular energy, photosynthesis, control of cellular activity, cell reproduction, genetic basis of life and theories on the origin of life.

Prerequisite: None

### **BIOL 1312 Nutrition**

Cr. 3. (3-0). Fundamental principles of normal nutrition and the importance of nutrition in promoting growth and health. Emphasis will be given to the basic food constituents and their physiological relationships within the body. Consideration will also be given to family and community needs. This course will not fulfill a laboratory science requirement.

Prerequisite: None

**BUSI 2311 Business Statistics**

Cr. 3. (3-0). This course focuses on statistical methods, their applications in business contexts and how to interpret analyses performed by others. Topics include data collection, frequency distributions, probability and probability distributions, sampling and sampling distributions, hypothesis testing, regression and correlation analysis.

Prerequisite: MATH 1311 or higher

**BUSI 2312 Mathematical Applications in Business**

Cr. 3. (3-0). This course overviews mathematical operations related to a variety of business disciplines. Students learn and apply the following skills: computation, fractions, decimals, percentages, bank transactions, trade/cash discounts, business statistics, payroll calculations, interest, notes and present value calculations.

Prerequisite: MATH 1311 or higher

**BUSI 3313 Business Information Management**

**Cr. 3. (3-0).** This interdisciplinary course focuses on computer-based information systems and explores the basic technical, behavioral, economic, and organizational concepts relevant to information, decision making, and systems in a business context.

Prerequisite: COMP 1314

**BUSI 3314 Business Ethics**

Cr. 3. (3-0). This course examines the role and importance of ethics in a complex business environment, as well as the relationships and social responsibilities of individuals, organizations and communities. Students will also discuss ethical philosophy and apply an ethical decision making process to practical ethical dilemmas confronting leaders and managers in the workplace.

Prerequisite: None

**BUSI 3315 Business Law**

Cr. 3. (3-0). This course provides an overview of the business law and legal environment. Topics for this course include the legal principles of business; dispute resolution and procedures; contract law; bankruptcy law; property law; internet law and e-commerce; security interests, negotiable instruments and sales.

Prerequisite: None

**BUSI 4316 International Business**

Cr. 3 (3-0). This course overviews financial, managerial, and marketing problems confronted by multinational firms. Worldwide patterns of trade and investments are also discussed.

Prerequisite: MNGT 2311, MRKT 2311, FINA 3312 or concurrent enrollment

**BUSI 4317 Business Policy and Strategy**

Cr. 3. (3-0). This course focuses on application of acquired knowledge and skills to real world business problems. Students utilize problem solving principles and techniques to evaluate case studies in a variety of business disciplines.

Prerequisite: MNGT 2311, MRKT 2311, ACCT 2312, FINA 3312 or concurrent enrollment, BUSI 3314 or concurrent enrollment

**BUSI 4399 Internship**

Cr. 3. This course is designed to supplement coursework in Business Administration. It helps students apply their knowledge into real-world problems in professional settings. Students recognize the need for continuous learning and experience the challenges of workplace environment.

Prerequisite: Junior or senior students only, and instructor approval

**CHEM 1311 Introduction to Modern Chemistry**

Cr. 3. (3-0). Fundamental principles of chemistry. Physical and chemical discoveries and properties of matter are presented along with their application and their impact on our way of life. Topics include atomic and molecular structure, nuclear chemistry, chemistry in the earth and atmosphere. No previous knowledge of chemistry is assumed or required.

Prerequisite: None

**COMM 1311 Fundamentals of Communication**

Cr. 3. (3-0). This course introduces students to the theory and practice of interpersonal, small group, and public communication.

Prerequisite: None

**COMM 2312 Business Communication**

Cr. 3. (3-0). This course develops students' critical and analytical thinking, written and oral communication skills. It focuses on the writing skills (such as writing reports, memoranda, proposals and other kinds of texts used in business), effective organization and delivery of presentations, and the construction of creative arguments in a business context.

Prerequisite: None

**COMP 1314 Computer Literacy and Applications**

Cr. 3. (3-0). This course examines the role of computers in today's society, including the knowledge and ability to efficiently utilize computers, related technology and basic application software with an emphasis on basic operating system knowledge, office applications, and the use of the Internet. Applications include word processing, spreadsheets and presentation software.

Prerequisite: None

**COMP 1411 Introduction to CS I**

Cr. 4. (3-2). This course introduces fundamental concepts of structured procedural programming, data types, control structures, algorithm development; program design and implementation using Python programming language; and software development tools. It includes a lab component. Prerequisite: None

**COMP 1412 Introduction to CS II**

Cr. 4. (3-2). This course reviews structured programming and data types. It then introduces the object-oriented programming paradigm using JAVA programming language, focusing on the definition and use of classes, along with the fundamentals of object-oriented design. It includes a lab component. Prerequisite: COMP 1411

**COMP 2313 Data Structures**

Cr. 3. (3-0). This course introduces the fundamental concepts of data structures and algorithms. Topics include fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), sorting, searching, and recursion.

Prerequisite: COMP 1412

**COMP 2316 Computer Organization**

Cr. 3. (3-0). This course covers basic computer organization including the CPU, memory and peripherals; digital representation of data and instructions; and assembly language programming, assembler, loader, macros, subroutines, and program linkages.

Prerequisite: COMP 1411

**COMP 2415 Systems Programming**

Cr. 4. (3-2). This course examines interaction with a multi-user, multi-tasking operating system (e.g. Unix, Linux) via systems programs. Topics include the details of the file system and I/O, multi-tasking, inter-process communication, process control and shell scripting. It includes a lab component.

Prerequisite: COMP 1411

**COMP 3317 Algorithms**

Cr. 3. (3-0). This course focuses on the design and analysis of algorithm; heuristics; advanced tree structures; advanced hashing techniques; advanced sorting and searching; graphs and sets; NP-Completeness; and time and space complexities.

Prerequisite: COMP 2313, MATH 1312, and MATH 2317

**COMP 3318 Operating Systems**

Cr. 3. (3-0). This course focuses on operating system structure and design techniques; process management, CPU and disk scheduling; process synchronization, concurrency, and memory and

file management, device management, virtual memory; mass storage and I/O systems; and OS security. Prerequisite: COMP 1314, COMP 2316

### **COMP 3320 Programming Languages**

Cr. 3. (3-0). This course is designed to supplement coursework in Computer Science. It helps students apply their knowledge into real-world problems in professional settings. Students recognize the need for continuous learning and experience the challenges of workplace environment. Prerequisite: COMP 2313

### **COMP 3321 Database Systems**

Cr. 3. (3-0). This course teaches the fundamentals of database systems, including relational and other data models, database design, data description and query languages, file organization, index structures, database integrity and security, access control, interfacing with database systems, transaction programming, and design and implementation of database applications.

Prerequisite: None

### **COMP 3322 Software Engineering**

Cr. 3. (3-0). This course introduces basic concepts of software engineering, including software requirement analysis, design representation, programming methodologies, verification, validation, maintenance and software planning.

Prerequisite: COMP 1412

### **COMP 3324 Computer Networks**

Cr. 3. (3-0). This course introduces the fundamental concepts and principles of modern computer networks with an emphasis on protocols, architectures, and implementation issues of application, transport, network, data link and physical layers.

Prerequisite: None

### **COMP 3325 Computer & Network Security**

Cr. 3. (3-0). This course teaches the fundamentals of computer and network security, including cryptography, authentication, and authorization; attack types, detection and defense techniques at the OS and network level; security in modern operating systems and virtual machines.

Prerequisite: COMP 3324

### **COMP 3326 Web Application Development**

Cr. 3. (3-0). This course covers the fundamentals of Web Application development: markup languages, layout design, client and server side programming using HTML, XHTML, XML, Ajax, JavaScript, DHTML; database and Web integration. Prerequisite: COMP 1412 and COMP 3322

**COMP 4331 Cloud Computing**

Cr. 3. (3-0). This course is a tour through various topics and technologies related to Cloud Computing. Topics include distributed system models and enabling technologies, computer clusters for scalable Computing, virtual machines and virtualization of clusters and datacenters, design of cloud computing platforms, cloud programming and software environments, grid computing and resource management, P2P computing with overlay networks, ubiquitous computing with clouds and the Internet of things, and data-intensive distributed computing.

Prerequisite: COMP 3324

**COMP 4339 Software Analysis and Design**

Cr. 3. (3-0). This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

Prerequisite: COMP 3322

**COMP 4342 Advanced Web Application Development**

Cr. 3. (3-0). This course emphasizes server-side development of enterprise applications. Topics include web servers, distributed network-based computing, handling client requests, server-side services, transmitting data using HTTP, database connectivity, security, and e-commerce. Programming languages and tools will be among the most significant such as Java, servlets, JavaServer Pages, Active Server Pages, .NET, XML, among others.

Prerequisite: COMP 3326

**COMP 4351 Network Administration**

Cr. 3. (3-0). This course focuses on the administration of networked operating systems such as Windows Server and Linux. It includes, monitoring, managing and troubleshooting of network resources such as files, folder access, printing devices, device drivers, backup devices, recovery as well as protocols and system services.

Prerequisite: COMP 3324

**COMP 4352 Internetworking Technology**

Cr. 3. (3-0). This course shows students how to plan and design a network using various internetworking technologies to meet performance, security, capacity, and scalability requirements. This includes the fundamental, technical, and design issues associated with campus LANs. Prerequisite: COMP 3324



**COMP 4353 Data Mining**

Cr. 3. (3-0). This course introduces fundamental topics of data mining and knowledge discovery, including statistical foundations, database support, data preprocessing, data warehousing, association discovery, classification, clustering, and mining complex data types.

Prerequisite: COMP 3321

**COMP 4356 Software Project Management**

Cr. 3. (3-0). This course focuses on first-line management of software system development. It covers major themes, including estimation (software cost factors, estimation models, and risk management), planning (work breakdown, scheduling, staffing, resource allocation, and creation of a project plan), and execution (team building, leadership, motivation, process tracking, control recovery, and communication within and outside the project).

Prerequisite: COMP 3322

**COMP 4358 Wireless Networking**

Cr. 3. (3-0). This course will examine the area of wireless networking, looking at the unique network protocol challenges and opportunities presented by wireless communication and host or router mobility. Although it will touch on some of the important physical layer properties of wireless communications, focus will be on network protocols above the physical layer, with an emphasis on the media access control, network, and transport protocol layers.

Prerequisite: COMP 3324

**COMP 4393 Senior Design Project**

Cr. 3. (3-0). This is a capstone course intended to facilitate the integration and application of knowledge and skills gained in various courses within the computer science curriculum. The project involves teamwork; modeling of real world problems; design, development and testing of a software-based solution; and its documentation.

Prerequisite: Consent of the Instructor, MATH 2314

**COMP 4398 Internship**

Cr. 3. This course is designed to supplement coursework in Computer Science. It helps students apply their knowledge into real-world problems in professional settings. Students recognize the need for continuous learning and experience the challenges of workplace environment.

Prerequisite: Junior or senior students only, and instructor approval.

**COMP 4399 Special Topics**

Cr. 3. (3-0). Special topics courses with different titles offered occasionally to cover emerging issues or specialized, in depth content not available in the core curriculum. A specific title may be used for each course, which will appear on the student's transcript. Several different topics

may be taught in one year or semester. May be repeated for credit for total of 6 credits.  
Prerequisite: Advanced standing and consent of instructor or department chair.

### **COMP 5327 Advanced Algorithms**

Cr. 3. (3-0). This course focuses on the advanced design and analysis of algorithms. Several algorithm design and analysis techniques will be discussed in detail which include solutions to practical problems in graph theory, networks, optimization via divide and conquer algorithms, dynamic programming algorithms and greedy algorithms. Complexity theory, distributed algorithms, and encryption algorithms will be examined.

Prerequisite: None

### **COMP 5328 Computer Architecture**

Cr. 3. (3-0). This course covers advanced computer architecture topics including the Instruction set architectures, computer performance-meaning and metrics, processor control, superscalar architectures, cache memory and virtual memory, input/output devices, processor-level parallelism.

Prerequisite: None

### **COMP 5329 Advanced Operating Systems**

Cr. 3. (3-0). This course studies the concepts, theories and components that serve as the bases for the design of classical and modern operating systems. The lectures discuss the classical internal algorithms and structures of operating systems, including advanced topics in Linux/Unix, Mac OS, and Windows Operating Systems.

Prerequisite: None

### **COMP 5331 Cloud Computing**

Cr. 3. (3-0). This course is an advanced level tour through various topics and technologies related to Cloud Computing. Topics include distributed system models and enabling technologies, computer clusters for scalable Computing, virtual machines and virtualization of clusters and datacenters, design of cloud computing platforms, cloud programming and software environments, grid computing and resource management, P2P computing with overlay networks, ubiquitous computing with clouds and the Internet of things, and data-intensive distributed computing.

Prerequisite: None

### **COMP 5339 Software Analysis and Design**

Cr. 3. (3-0). This course presents established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development

life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

Prerequisite: None

### **COMP 5342 Advanced Web Application Development**

Cr. 3. (3-0). This course emphasizes server-side development of enterprise applications. Topics include web servers, distributed network-based computing, handling client requests, server-side services, transmitting data using HTTP, database connectivity, security, and e-commerce. Programming languages and tools will be among the most significant such as Java, servlets, JavaServer Pages, Active Server Pages, .NET, XML, among others.

Prerequisite: None

### **COMP 5351 Network Administration**

Cr. 3. (3-0). This course focuses on advanced level the administration of networked operating systems such as Windows Server and Linux. It includes, monitoring, managing and troubleshooting of network resources such as files, folder access, printing devices, device drivers, backup devices, recovery as well as protocols and system services.

Prerequisite: None

### **COMP 5352 Internetworking Technology**

Cr. 3. (3-0). This course provides students how to plan and design a network using various internetworking technologies to meet performance, security, capacity, and scalability requirements. This includes the fundamental, technical, and design issues associated with campus LANs.

Prerequisite: None

### **COMP 5353 Data Mining**

Cr. 3. (3-0). This course provides topics of data mining and knowledge discovery, including statistical foundations, database support, data preprocessing, data warehousing, association discovery, classification, clustering, and mining complex data types.

Prerequisite: None

### **COMP 5356 Software Project Management**

Cr. 3. (3-0). This course focuses on first-line management of software system development. Covers major themes including estimation (software cost factors, estimation models, and risk management), planning (work breakdown, scheduling, staffing, resource allocation, and creation of a project plan), and execution (team building, leadership, motivation, process tracking, control recovery, and communication within and outside the project).

Prerequisite: None

**COMP 5358 Wireless Networking**

Cr. 3. (3-0). This course will examine advance level the area of wireless networking, looking at the unique network protocol challenges and opportunities presented by wireless communication and host or router mobility. Although it will touch on the important physical layer properties of wireless communications, focus will be on network protocols above the physical layer, with an emphasis on the media access control, network, and transport protocol layers.

Prerequisite: None

**COMP 5393 Capstone Project**

Cr. 3. (3-0). This is a capstone course intended to facilitate the integration and application of knowledge and skills gained in various courses within the computer science master curriculum. The project involves teamwork; modeling of real world problems; design, development and testing of a software-based solution; and its documentation.

Prerequisite: None

**COMP 5398 Internship**

Cr. 3. (3-0). This course is designed to supplement coursework in Computer Science. It helps students apply their knowledge into real-world problems in professional settings. Students recognize the need for continuous learning and experience the challenges of workplace environment.

Prerequisite: None

**COMP 5399 Special Topics**

Cr. 3. (3-0). Special topics courses with different titles offered occasionally to cover emerging issues or specialized in depth content not available in the core curriculum. A specific title may be used for each course, which will appear on the student's transcript. Several different topics may be taught in one year or semester. May be repeated for credit for total of 6 credits.

Prerequisite: None

**COUN 5311 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 examines 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 Adolescents**

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

### **CUIN 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.

Prerequisites: COUN 5311, which may be taken concurrently.

### **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.

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

### **CUIN 5321 Methods in Science Teaching**

Cr. 3. (3-0). This course is designed to develop pedagogical content knowledge for teaching science. Materials, methods and strategies necessary to teach science in secondary schools will be presented.

Prerequisite: None

### **CUIN 5322 Teaching the Nature of Science**

Cr. 3. (3-0). This course overviews the history of scientific thought from the philosophical perspective. It discusses the nature of science, the history of science, the philosophy of science and the sociology of science for issues in science education.

Prerequisite: None

### **CUIN 5323 Teaching Science Lab**

Cr. 3. (3-0). This course is designed to develop skills to master the science laboratory in secondary schools. The techniques to conduct experiments and demonstrations in science laboratory will be presented. Process of scientific inquiry and its role in science instruction will be overviewed. Laboratory safety will also be addressed. Prerequisite: None

### **CUIN 5324 Selected Topics in Science Education**

Cr. 3. (3-0). This course is the study of the selected topics in science education like the recent developments and the current research. The selected topics from secondary school science content will also be reviewed. Prerequisite: None

### **CUIN 5331 Web Design and Web 2.0 Applications**

Cr. 3. (3-0). This course explores advanced graphical editing methods in current Digital Graphics and Animation software. Both traditional and cloud-based alternatives of latest Digital graphics and Animation software will be covered with special emphasis in educational

applications. Practical aspects of this course include creating educational website and materials by using Wordpress and various Web 2.0 tools.

Prerequisite: None

### **CUIN 5332 Digital Graphics and Animation**

Cr. 3. (3-0). This course explores advanced graphical editing methods in current Digital Graphics and Animation software. Both traditional and cloud-based alternatives of latest Digital graphics and Animation software will be covered with special emphasis in educational applications. Practical aspects of this course include creating educational materials by using Adobe Photoshop and Adobe Edge (HTML5 based animation).

Prerequisite: None

### **CUIN 5333 Educational Media and Video Applications**

Cr. 3. (3-0). This course explores advanced video editing methods in current software. Both traditional and cloud-based alternatives of latest video editing software will be covered with special emphasis in educational applications. Students acquire knowledge of visual design guidelines and principles for creating effective multimedia and hypermedia learning materials.

Prerequisite: None

### **CUIN 5334 Mobile Application Design and Development**

Cr. 3. (3-0). This course improves students' understanding of mobile learning and its educational uses. Special focus will be on mobile learning and developing mobile applications. Mobile learning topics include computer programming concepts and development of mobile applications.

Prerequisite: None

### **CUIN 5335 Teaching Programming to Students**

Cr. 3. (3-0). This course will be covering various programming tools and platforms designed to teach learners in K-12 programming concepts. Programming tools will be discovered and projects will be created to understand the basics of programming at various level including elementary, middle and high school levels.

Prerequisite: None

### **ECON 2311 Principles of Macroeconomics**

Cr. 3. (3-0). This course provides an introduction to decision-making in the public sector; competing economic theories; economic analysis of inflation, unemployment, and economic growth; money and banking; monetary and fiscal policy; national income measurements; and international economics.

Prerequisite: None

**ECON 2312 Principles of Microeconomics**

Cr. 3. (3-0). This course provides an introduction to how markets function in the allocation of scarce resources. Common analytical tools are used to examine the behavior of individual consumers and firms, and a framework to determine the efficiency of various market outcomes is developed. Topics include consumer theory, the behavior of firms, competition, monopoly, market equilibrium, and the role of government in the economy.

Prerequisite: None

**ECON 3313 Global Economics**

Cr. 3. (3-0). This course focuses on international trade in goods, services, and capital. It serves as an introduction to international economic issues and related policies. The issues discussed in the course include gains from trade and their distribution; analysis of protectionism; strategic trade barriers; the trade deficit; exchange rate determination; and government intervention in foreign exchange markets.

Prerequisite: ECON 2311 or ECON 2312

**EDUC 2311 Introduction to Teaching Profession**

Cr. 3. (3-0). This course introduces prospective teachers as well as other education students to the teaching profession. Presenting both historical and current views of teaching and education, this course encourages students to think more deeply, broadly, and systematically about what teaching is, what teachers do, and whether teaching is an appropriate career choice for them. In the course students will develop research and theory-based views of educational history, teaching practices, various contexts of teaching and teachers, and contemporary issues related to teacher education. Prerequisite: None

**EDUC 2312 Learning Theories and Development**

Cr. 3. (3-0). This course analyzes learning and development theories and their implications for learning and teaching. It examines factors that impact and facilitate learning, as well as instructional strategies that support the cognitive, social, and emotional development of learners

Prerequisite: None

**EDUC 2324 Reading in Content Areas**

Cr. 3. (3-0). This course focuses on the development of reading skills and the interaction of readers with the text. Topics include the readability of curriculum materials, accommodating learning in light of students' diverse reading abilities, and assessment of student learning.

Prerequisite: None

**EDUC 3314 Classroom Management**

Cr. 3. (3-0). This course teaches effective classroom management with an emphasis on helping students become self-regulated learners; i.e. the application of various management techniques



to help students become more responsible for their behaviors and choices. Theories and diverse strategies related to effective classroom management will be discussed.

Prerequisite: None

### **EDUC 3315 Curriculum and Instructional Design**

Cr. 3. (3-0). This course focuses on the design of instruction, in particular on the theory and method of design based on congruence between identified needs and approaches to curriculum development. Topics include curricular design models and the integral connection between curriculum, assessment, and instruction; strategies for curriculum alignment; investigation and application of research-based instructional strategies; and the use of technology to enhance instruction.

Prerequisite: None

### **EDUC 3316 Integrating Technology into the Curriculum**

Cr. 3. (3-0). This course examines the use of computers in the classroom and their impact on the learning environment. Topics include selection of resources, materials, and strategies for systemic achievement of curriculum goals; investigation of innovative and effective technological advances; and practices for use in teaching and learning. Prerequisite: None

### **EDUC 3317 Education in Culturally Diverse Environments**

Cr. 3. (3-0). This course offers perspectives on multicultural education in our schools today; on the appreciation of differences based on race, culture, ethnicity, and gender; and on how classroom practices can reflect a mature understanding of culturally diverse environments.

Prerequisite: None

### **EDUC 4318 Education of Exceptional Children**

Cr. 3. (3-0). This course examines educators' responses to the needs of students with disabilities, those who are Limited English Proficient, and those who are academically or intellectually gifted. The focus is on differentiating and individualizing instruction for each student's mental, physical, emotional, and vocational development in the least restrictive environment.

Prerequisite: None

### **EDUC 4320 Issues in Education - Cultural Diversity, Reform, Law, and Ethics**

Cr. 3. (3-0). This course examines the key areas of educators' legal and ethical responsibilities, such as equity in education, documentation, intellectual property, accommodations for the disabled, student privacy, confidentiality, and personal relations between teachers and students. Specific legal cases will be discussed. Prerequisite: None

**EDUC 4321 Measurement and Assessment in Education**

Cr. 3. (3-0). This course examines principles of educational measurement and evaluation in secondary schools. Topics include test construction, test reliability and validity, item analysis, interpretation of test results, grading and reporting of educational achievement.

Prerequisite: None

**EDUC 4699 Student Teaching**

Cr. 6. During practicum, student put into practice the skills they have gained in the Interdisciplinary Studies in Education program. Students will be able to manage the real problems of the school successfully; understand the needs of school administrators, teachers, students, and parents; apply technology in the classroom; and create lesson plans and other documentation based on the needs of the schools.

Prerequisite: Completion of all coursework

**EDUC 5311 Human Growth and Development**

Cr. 3. (3-0). This course is designed to examine the human development through the lifespan. The physiological, social, emotional, cognitive, language and cultural influences on the human development will be discussed. The theories of childhood, adolescent and young adult development and learning will be studied. This course is offered online on University's website.

Prerequisite: None

**EDUC 5312 Curriculum and Instructional Design**

Cr. 3 (3-0). This course focuses on the design of the instruction, in particular on theory and method of design as it relates to school administration. The main topics include curriculum design, instructional strategies, lesson planning, and assessment. This course is designed to be a practical course where school administrators will be equipped with the core skills needed for the successful administration of school curriculum. The mission of this course is not only building a required skills set to succeed as a future school administrator, but also extending the interest of students by introducing the concepts that are commonly used by today's teachers along with new applications providing students with the confidence, knowledge, and ability to easily learn the fundamentals of teaching.

Prerequisite: None

**EDUC 5313 Statistical Procedures and Measurement**

Cr. 3. (3-0). This graduate-level course is intended to provide students in Educational Leadership with a conceptual introduction to basic inferential statistics and statistical hypothesis testing in the behavioral sciences. Emphasis is placed on understanding the underlying concepts and assumptions of statistical procedures, and on the correct application and interpretation of each procedure. Prerequisite: None

**EDUC 5314 School Leadership**

Cr. 3. (3.0). This course focuses on preparing successful principals in various public schools that comprise the principal's work. It examines educational management and leadership from an interdisciplinary perspective. Special emphasis is placed upon organizational learning, school transformation, and the critical role assumed by school leaders as they enable others to develop self-managing schools.

Prerequisite: None

**EDUC 5315 Instructional Leadership**

Cr. 3. (3.0). This course is designed to acquaint educators with theories and current research that supports innovative practices and effective teaching strategies in K-12 school settings. The implications of current school improvement efforts, issues and trends in K-12 education will be covered in this class. The role of teachers as instructional leaders will be emphasized as this role leads to improving classroom performance and student achievement.

Prerequisite: None

**EDUC 5316 Human Resource Management**

Cr. 3. (3.0). This course investigates how to manage human resources effectively in the dynamic legal, social, and economic environment currently impacting educational institutions. Covered topics are: formulation and implementation of human resource strategy; job analysis; methods of recruitment and selection; techniques for training and development; performance appraisal; compensation and benefits; and the evaluation of the effectiveness of human resource management frameworks and practices.

Prerequisite: None

**EDUC 5319 School Finance and Campus Business Management**

Cr. 3. (3.0). This course emphasizes on the role of the principal in the planning, development and implementation of the financial aspect of a campus including budgeting, purchasing, human resources, and business office management. Emphasis is placed on processes and procedures that most effectively and equitably meet the identified instructional needs of the building and specifically support increased student achievement as specified in the campus improvement plan. Scheduling, discipline, and facility management will be addressed as the management component of the course. This course also includes theory and practices of business management, internal accounting procedures, and the Texas public school finance.

Prerequisite: None

**EDUC 5320 Communication and Public Relations for School Administrators**

Cr. 3. (3.0). This course is designed to examine the communication and public relations in K-12 schools as a part of the educational leadership program. The following concepts will be discussed: principles underlying public relations in public agencies, development of school and

community understanding, the role of the public in planning and implementing school programs and services, and cooperation among the various public agencies to maximize educational services.

Prerequisite: None

### **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: None

### **EDUC 5324 Integrating Technology into Education**

Cr. 3. (3-0). The course is designed to help enhance the skills of teacher and school administrators in the area of technology leadership. The course covers an overview of the utilization of technology to enhance decision-making, institute long-term planning, and regulate the day-to-day operations of the organization.

Prerequisite: None

### **EDUC 5325 Research Methods in Education**

Cr. 3. (3-0). This graduate-level course provides an advance level research methods in education. The class will take place online, consisting of readings, discussions, and a variety of learning activities. The procedures commonly used in educational research and conceptual, procedural and analysis issues from a wide variety of areas will be covered. By the end of the course, students will have a good awareness of the range of procedures that may be applied to different types of research studies and the guidelines that should be used in selecting a set of appropriate research methods.

Prerequisite: EDUC 5313

### **EDUC 5326 Law and Policy for School Leaders**

Cr. 3. (3-0). This course examines key legal issues that govern daily and long-range decisions of educational leaders. This also course focuses on the laws that govern America's public school system including student rights regarding discipline, suspension, personal grooming, testing and grading, and drug testing. In addition, it provides an introduction to the field of educational politics with special emphasis on theoretical and conceptual analysis of the political behavior of education's stakeholders and the policy performance of educational systems.

Prerequisite: None

### **ENGL R300 Basic Writing**

Cr. 3. (3-0). This course will help students to develop and improve the writing skills needed for successful completion of university-level work. This course focuses on academic writing. It

provides strategies for improving content, organization, voice, reading to write, and editing in analytical essays and reports.

Prerequisite: None

### **ENGL R301 Development of Reading Skills**

Cr. 3. (3-0). This course offers intensive instruction in fundamental reading skills. This course focuses on improving reading and comprehension skills by developing university-level vocabulary and active reading strategies such as previewing, organizing information, analyzing structure, and identifying main ideas and supporting details.

Prerequisite: None

### **ENGL 1311 Composition and Rhetoric I**

Cr. 3. (3-0). This course is designed to help students practice the fundamentals of the writing process in personal and expository writing. Emphasis is on developing essays, writing for a particular audience, evaluating, analyzing, revising and editing texts.

Prerequisite: ENGL R300 and ENGL R301 or placement by exam

### **ENGL 1312 Composition and Rhetoric II**

Cr. 3. (3-0). This course offers continued development of writing skills and development of academic writing, with emphasis on literary analysis, expository and persuasive essays, study of research methods and materials, and preparation of research papers.

Prerequisite: ENGL 1311

### **ENGL 2314 Introduction to Literature**

Cr. 3. (3-0). This course introduces poetry writing with emphasis on its forms and distinctive characteristics. The course will include poets from several different historical periods in which English verse has been composed, and poets from the diverse national/ethnic groups who have written in English. Students will be introduced to analyzing and writing about literature, focusing on the genres of fiction, non-fiction and drama. Students will learn techniques for reading analytically and critically and for writing critical/research papers on fiction, non-fiction and drama. Prerequisite: ENGL 1312

### **ENGL 2315 Survey of British Literature I**

Cr. 3. (3-0). This course focuses on the study of the literature of the Ancient, the Middle Ages and the longer English Renaissance, including the 17th century.

Prerequisite: ENGL 1312

### **ENGL 2316 Survey of American Literature I**

Cr. 3. (3-0). Critical examination of the colonial period to the 1865, including poetry, prose, and drama in their historical and cultural contexts. Prerequisite: ENGL 1312

**ENGL 2318 Survey of American Literature II**

Cr. 3. (3-0). Critical examination of the period 1865 to the present, including poetry, prose, and drama in their historical and cultural contexts.

Prerequisite: ENGL 1312

**ENGL 2319 Survey of World Literature**

Cr. 3. (3-0). This course focuses on a cross-cultural survey of 20th century literature from Latin America, Africa, Asia, Europe, and the United States. It includes the reading and discussion of major modern novelists who have influenced the form and content of other writers. Analysis of the writing and sociological, political, and historical contexts of the authors.

Prerequisite: ENGL 1312

**ENGL 2325 Young Adult Literature**

Cr.3. (3-0). Survey of historical and contemporary literature for adolescents with emphasis on genre, literary and cultural significance. Prerequisite: ENGL 1312

**ENGL 3317 Survey of British Literature II**

Cr. 3. (3-0). This course focuses on the study of the literature of the longer eighteenth century and nineteenth century, from the Restoration to the French Revolution as well as the reign of Queen Victoria. This course also covers the period of the twentieth- and twenty-first centuries.

Prerequisite: ENGL 1312

**ENGL 3320 Composition Theory and Pedagogy**

Cr. 3. (3-0). Theory and practice of teaching writing in the secondary schools including process, form, equitable grading, and digital composition methodologies.

Prerequisite: ENGL 1312

**ENGL 3322 Studies in Linguistics and History of the English Language**

Cr. 3. (3-0). This course examines the Linguistics and history of English from the prehistoric roots that bind it to other languages of Europe and Asia, through the period of its earliest attestation, and into the modern era. The course approaches the subject from the perspective of modern linguistics and also develops familiarity with the theory and analytical methods of this field. Prerequisite: ENGL 1312

**ENGL 3323 English Grammar and Syntax**

Cr. 3. (3-0). This course focuses on the preparation for teaching grammar, usage, punctuation, composition, spelling, critical thinking, and listening in secondary schools.

Prerequisite: ENGL 1312

**ENGL 3326 Literary Theory and Criticism**

Cr. 3. (3-0). Survey of the major modes of literary criticism with emphasis on the basic concepts underlying specific theories as well as their application and impact within a literary genre.

Prerequisite: ENGL 1312

**ENGL 3328 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 3329 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

**ENGL 4324 Methods of Teaching English in Secondary Schools**

Cr. 3. (3-0). Focuses on the various components of the English Language Arts curriculum: methodologies, assessment, studies in English language variation, literature, and composition with an emphasis on the knowledge, critical pedagogies and dispositions expected of certified educators. Should be taken the semester prior to student teaching.

Prerequisite: ENGL 1312

**ENGL 4327 Special Topics**

Cr. 3. Seminar offers a critical examination of a topic within the instructor's field of specialization with emphasis on scholarly analysis and research. May be repeated once for credit when the topic varies.

Prerequisite: ENGL 1312

**FINA 1311 Personal Finance**

Cr. 3. (3-0). This course provides students with skills to solve real world problems. It focuses on problems and applications related to personal finance, including financial planning, personal investing, budgeting, tax planning, real estate financing, credit management, insurance protection, and retirement and estate planning.

Prerequisite: None

**FINA 3312 Business Finance**

Cr. 3. (3-0). This course examines financial principles applicable to the business organization. Topics include risk return trade off, the time value of money, fundamentals of stocks and bonds and their valuation, capital budgeting, dividend and debt policy.

Prerequisite: ACCT 2311, ECON 2311, either BUSI 2311 or MATH 1312

**FINA 3313 Financial Markets and Institutions**

Cr. 3. (3-0). This course analyzes asset and liability management for financial institutions. Topics include financial markets such as stocks, bonds, mortgages, derivatives and foreign exchange.

Prerequisite: FINA 3312

**FINA 4314 Investments**

Cr. 3. (3-0). This course focuses on investment theories and their application in terms of selecting assets and securities such as stocks, bonds, and mutual funds. Modern portfolio theory, leverage, and portfolio diversification is also discussed.

Prerequisite: FINA 3312

**FINA 4315 Financial Analysis and Valuation**

Cr. 3. (3-0). This course analyzes the financial statements of corporations, using analytical tools and methods ranging from ratio computation and cash flow measures to equity valuation. Topics include cash flow analysis, profitability analysis, credit analysis, short-term and long-term forecasting, and equity analysis and valuation.

Prerequisite: FINA 3312

**FINA 4316 International Finance**

Cr. 3. (3-0). This course focuses on the financial operations of corporations in international financial markets. Topics include forecasting exchange rates in foreign exchange markets, the components of international monetary systems, currency risk management techniques, and global financial decisions.

Prerequisite: FINA 3312

**FINA 4319 Financial Management**

Cr. 3. (3-0). This course provides an in-depth study of capital budgeting, financing, dividends, and related issues in the context of risk, return, and creation of value in a corporation and other business organizations.

Prerequisite: FINA 3312

**FRSH 1311 Freshman Seminar**

Cr. 3. (3-0). This course introduces success strategies for college, career, and lifelong learning. The coursework explores methods of critical thinking, problem-solving, techniques for effective



learning, the foundations for working productively in diverse groups/teams, time management, setting goals, test taking strategies and learning about individual strengths. The course will also provide opportunities for students to learn about campus life, activities and available resources. Prerequisite: Freshman students only.

### **GEOG 2312- Regional Geography of the World**

Cr.3. (3-0). This course introduces the survey course that emphasizes the human and physical geography of the world's major regions. Each region is surveyed as to its location and component countries and peoples, world importance, distinctive physical and cultural characteristics, relations to other areas of the world, and the major problems and potentialities associated with each. Prerequisite: None

### **GEOL 1311 Earth Science**

Cr. 3. (3-0). This course introduces students to physical geography/earth science. It includes study of physical systems and processes demonstrating the basic principles of physical and historical geology, astronomy, meteorology, and oceanography.

Prerequisite: None

### **GOVT 2311 U.S. Government I**

Cr. 3. (3-0). This course on the Constitution and Government of the United States examines the institutional structures of government at national and state levels, including the legislative process, executive and bureaucratic structures, and the judiciary systems.

Prerequisite: None

### **GOVT 2312 U.S. Government II**

Cr. 3. (3-0). This course on the constitution of Texas and state, county, and municipal governments examines the constitutions of the State of Texas and the United States, federalism and intergovernmental relations, local government, and the political process. Note: Students transferring their government course work from out-of-state must enroll in this course to complete the Texas legislative requirement.

Prerequisite: GOVT 2311 for social studies major students

### **HIST 1311 U.S. History I**

Cr. 3. (3-0). This course is a general survey of United States history from the discovery of the continent to the end of Reconstruction in 1877.

Prerequisite: None

### **HIST 1312 U.S. History II**

Cr. 3. (3-0). This course is a general survey of United States history from 1877 to the present.

Prerequisite: HIST 1311 for social studies major students

**HIST 2313 Western Civilization**

Cr. 3. (3-0). This course is an overview of the origins and development of what is known as Western Civilization, from its ancient beginnings up to the era of the Renaissance and Reformation. Western Civilization refers to the civilization that began in the ancient Near East and then developed primarily in Europe, northern Africa and the westernmost edges of Asia. The cultural and political legacy of this civilization is vast and has become predominant in much of the world. Prerequisite: HIST 1311 for social studies major students

**HIST 2314 History of Texas**

Cr. 3. (3-0). This course is a survey of the political, economic, social, cultural, and intellectual development of Texas from the period of Spanish discovery to the present. Prerequisite: None

**MATH R300 Fundamentals of Mathematics**

Cr. 3. (3-0). This course reviews basic arithmetic skills and pre-algebra, and elementary algebra topics that are required for the College Algebra course. Prerequisite: None

**MATH 1311 College Algebra**

Cr. 3. (3-0). This course involves the study of linear, polynomial, rational, exponential, logarithmic and inverse functions; the theory and system of equations; complex numbers. Prerequisite: MATH R300 or placement by exam

**MATH 1312 Statistics**

Cr. 3. (3-0). This course covers data collection, frequency distributions, probability and probability distributions, sampling and sampling distributions, hypothesis testing with applications in various fields, regression and correlation analysis. Prerequisite: MATH 1311

**MATH 1313 Pre-Calculus**

Cr. 3. (3-0). With this course, students will be prepared for Calculus I. Topics included are functions and models including powers, exponentials, logarithms, rational functions, analytical geometry, and a detailed study on trigonometric functions, an introduction to matrix operations, determinants, two dimensional vector analysis, and an introduction to series and limits that are necessary. Prerequisites: MATH 1311

**MATH 2314 Calculus I**

Cr. 3. (3-0). This course teaches Calculus of rational functions: limits, derivatives, applications of the derivative, indefinite integrals, definite integrals, mean value theorem, fundamental theorem of calculus, applications, and problem solving. Prerequisite: MATH 1313

**MATH 2315 Calculus II**

Cr. 3. (3-0). This course teaches Calculus of transcendental functions: methods of integration and applications of integration, indeterminate forms, improper integrals, infinite series, parametric equations, and polar coordinates.

Prerequisite: MATH 2314

**MATH 2316 Linear Algebra**

Cr. 3. (3-0). This course focuses on systems of linear equations, vector spaces, linear transformations, matrices, and determinants.

Prerequisite: MATH 1311

**MATH 2317 Discrete Mathematics**

This course introduces basic concepts of mathematics and mathematical reasoning and provides an introduction to discrete concepts such as finite sets and structures, and their properties and applications. Topics include, but are not restricted to principals of counting, combinatorics, logic, sets, relations, functions, induction and other methods of proof, recursion, and graph theory.

Prerequisite: MATH 1311

**MATH 3318 Geometry and Trigonometry in Math Education**

Cr. 3. (3-0). This course delves into Euclidean geometry-axioms and proofs, lines and triangles; trigonometric functions and the study of transformations-translations, rotations, reflections, dilations and symmetry. The curriculum also covers coordinate geometry, vectors and matrices, non-Euclidean geometry and problem solving.

Prerequisite: MATH 1311

**MATH 3319 Statistics and Probability**

Cr. 3. (3-0). This course is an overview of probability and statistics. Topics included are probability theory, random variables, discrete and continuous random variables, the central limit theorem, sampling, estimation, hypothesis testing, confidence intervals, and analysis of variance.

Prerequisite: MATH 2314

**MATH 3320 Differential Equation**

Cr. 3. (3-0). This course is an introduction to ordinary differential equations of first order, higher order linear equations, Laplace transform methods. There are three main aspects we will be concerned with: 1) how to solve them, 2) how to interpret the solutions, and 3) how to apply them to solve real world problems.

Prerequisite: MATH 2315

**MATH 3326 Introduction to Number Theory**

Cr. 3. (3-0). This course introduces prime numbers and the fundamental theorem of arithmetic. Topics include, but are not limited to induction, well-ordering, division algorithm, Euclidean algorithm, number theoretic functions and congruencies.

Prerequisite: MATH 1311

**MATH 3327 Integrating Technology in Math Education**

Cr. 3. (3-0). An introduction to technology appropriate for the mathematics classroom, including calculators, CAS systems, handhelds, computer software and multimedia. This course is intended for pre-service mathematics teachers at the middle/high school level.

Prerequisite: MATH 1311

**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.

**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

**MATH 4322 Teaching Problem Solving in Math**

Cr. 3. (3-0) This course introduces techniques of teaching mathematics to produce deeper levels of conceptual and procedural understanding. Topics include the methodology of absorbing new ideas, efficient and accurate calculation, the formulation of alternate solutions; and addressing the five critical mathematical processes, which include communication and problem solving.

Prerequisite: MATH 1311

**MATH 4324 Teaching Secondary School Math**

Cr. 3. (3-0). This course focuses on methods, techniques and evaluative instruments applicable to the teaching of secondary school mathematics.

Prerequisite: MATH 1311

**MATH 5311 Teaching Secondary School Math**

Cr. 3. (3-0). This course focuses on methods, techniques and evaluative instruments applicable to the teaching of secondary school mathematics.

Prerequisite: None

**MATH 5312 Geometry and Trigonometry for Teachers**

Cr. 3. (3-0). This course delves into Euclidean geometry-axioms and proofs, lines and triangles; trigonometric functions and the study of transformations-translations, rotations, reflections, dilations and symmetry. The curriculum also covers coordinate geometry, vectors and matrices, non-Euclidean geometry and problem solving. Dynamic mathematics software is used to construct activities related to previously mentioned topics.

Prerequisite: None

**MATH 5313 - Advanced Calculus**

Cr. 3. (3-0). Functions of several variables, differentiation, composite and implicit functions, maxima and minima, differentiation under the integral sign, line integrals, Green's theorem. Vector field theory: gradient, divergence and curl, divergence theorem. Stokes' theorem, applications. Review of general theory of sequences and series. Additional reading on selected topics.

Pre-requisite: Graduate standing and MATH 2315 or equivalent or consent of graduate advisor.

**MATH 5314 Teaching Problem Solving in Math and Science**

Cr. 3. (3-0). This course provides students with opportunities for reflection on aspects of inquiry/problem solving, and nature of science/mathematics. Provides background for student development of instructional materials focusing on inquiry/problem solving and nature of science/mathematics.

Prerequisite: None

**MATH 5315 Innovative Teaching Methods in STEM Education**

Cr. 3. (3-0). Through a dynamic process of investigation and collaboration, students aim to master techniques for project-based investigations in STEM classrooms, and teach project-based lessons in the secondary classroom. Students work to formulate questions, make predictions, design investigations, collect and analyze data, make products and share ideas. The use of assessments to improve student learning is emphasized in the course.

Prerequisite: None

**MATH 5316 Selected Topics in Math Education**

Cr. 3. (3-0). This course is the study of the selected topics in mathematics education like the recent developments and the current research. The selected topics from secondary school mathematics content will also be reviewed.

Prerequisite: None

**MATH 5317 Advanced Linear Algebra**

Cr. 3. (3-0). The following topics will be covered: the basic theory of vector spaces, the algebra of linear transformations and equations, the algebra of matrices, determinants, Eigen values,

Eigen vectors, introduction to inner product spaces. Pre-requisite: Graduate standing and MATH 2316 or equivalent consent of graduate advisor.

### **MATH 5318 Probability and Statistics**

Cr. 3. (3-0). Topics include probability, random variables, moments and generating functions, random vectors, special distributions, limit theorems, sampling, point estimation, hypothesis testing, confidence estimation.

Pre-requisite: Graduate standing and MATH 2315 or equivalent or consent of graduate advisor.

### **MATH 5319 Ordinary Differential Equations**

Cr. 3. (3-0). This course provides beginning graduate students a survey of ordinary differential equations by reviewing undergraduate coursework and introducing more sophisticated solution techniques and analysis for the study of smooth dynamic systems. Applications will include classical mechanics, electrical circuits, chemistry, biology, and economics.

Pre-requisite: Graduate standing and MATH 5313 or consent of graduate advisor.

### **MBA 5311 Managerial Economics**

Cr. 3. (3-0). Managerial Economics is the application of economic theory and methodology to formulating rational managerial decisions. Topics include a thorough supply and demand analysis and forecasting demand, the theory of individual behavior, production process and cost, profit maximization under various market structures and game theory. The course will offer a comprehensive treatment of economic theory and analysis, using both qualitative and quantitative tools and techniques.

Prerequisite: None.

### **MBA 5312 Managerial Accounting and Budgeting**

Cr. 3. (3-0). This course provides an advanced treatment to the accounting principles, concepts, procedures and techniques underlying financial and managerial accounting and budgeting. The emphasis of the course is on business and economic information generated in the accounting process and a study of their behavior for planning and control decisions.

Prerequisite: None.

### **MBA 5313 Quantitative Methods**

Cr. 3. (3-0). The course will provide an in-depth study of descriptive statistics, statistical sampling and estimation, exponential families and sufficient statistics, maximum likelihood estimators, confidence intervals and hypothesis testing, regression and linear models, multiple examples of applied statistics. Computing assignments using a prescribed software package will also be given. Prerequisite: None

**MBA 5314 Marketing Management**

Cr. 3. (3-0). This course develops the marketing principles by which products and services are designed to meet customer needs, priced, promoted, and distributed to the end user. The focus is on the application of these marketing principles to a wide range of customers, both internal and external. Topics include consumer behavior; market segmentation and target market selection, and management of marketing mix variables such as product, price, placement, and promotion.

Prerequisite: None

**MBA 5315 Leadership in Organizations**

Cr. 3. (3-0). This course provides students with in-depth knowledge on the various leadership theories and insight into effective leadership practices. Topics include management versus leadership, traits and characteristics of leaders, leadership attitudes and styles, situational leadership theories, power and influence, and motivation and coaching skills for leaders.

Prerequisite: None

**MBA 5316 Management and Organizational Theory**

Cr. 3. (3-0). This course examines the four functions of management - planning, organizing, leading, and controlling - with emphasis on the application of management concepts and theories to achieve organizational goals. It also provides tools for understanding how organizations form, survive and grow, interact with each other, recruit and process members, gain and manage resources, and deal with both internal and external problems.

Prerequisite: None

**MBA 5317 Business Policy and Strategy**

Cr. 3. (3-0). This course focuses on how managers formulate strategic decisions and manage the strategy implementation process. Using integrative analysis (from other core course, such as accounting, finance and marketing) and case studies this course will explore the process of developing and managing business strategies. Topics will include development of corporate goals and objectives, competitive analysis, business and corporate level strategies, and organizational systems design for plan implementation.

Prerequisite: Last semester of study, or approval of graduate director.

**MBA 5318 Project Management**

Cr. 3. (3-0). This course covers the tools and techniques required for project management. Topics include project selection, project planning, budgeting, scheduling, resource allocation, project control, project crashing, and project termination and tools such as work breakdown structures, network diagrams, and performance measurement. Students will also acquire soft skills to become effective project managers and apply both soft and technical skills in real projects.

Prerequisite: None

**MBA 5319 Financial Management**

Cr. 3. (3-0). This course provides an in-depth study of capital budgeting, financing, dividends, and related issues in the context of risk, return, and creation of value in a corporation and other business organizations.

Prerequisite: MBA 5311, MBA 5312, MBA 5313 or concurrent enrollment, or approval of graduate director

**MBA 5332 Creativity, Innovation and Design**

Cr. 3. (3-0). This course will focus on developing new ways of design thinking, the most important element of a creative culture in a dynamic business world. The course helps students to recognize the method and application of design as an alternative management approach for business leaders in a competitive environment. Also, new ways of design thinking through class exercises and a course project will be developed, where students will develop creative concepts for an assigned topic. Prerequisite: None

**MBA 5351 Economic Strategy and Forecasting**

Cr. 3. (3-0). This course develops a framework for studying business and economic strategies as well as applying various econometric tools and methods to analyze economic and financial data to forecasting in practice. The first part of the course introduces market forces such as supply and demand, the organization of the firm and the industry competitive structure. Game theory will be a very useful tool/method in understanding various competitive environments as they relate to the firm's strategic choices. The second part of the course deals with the more technical aspect of forecasting important economic and business variables. Some examples would include forecasting housing price movements; volatility in the market; growth and inflation prospects related to the macro economy.

Prerequisite: MBA 5311, MBA 5313, or approval of graduate director

**MBA 5352 Managerial Decision Models and Simulation**

Cr. 3. (3-0). This course examines the tools and techniques to solve managerial decision models that represent real-world business problems and identify their managerial implications. The course focuses on the use of Excel to apply tools including optimization modeling, simulation, and decision trees.

Prerequisite: None

**MBA 5355 Data Analysis for Decision Making**

Cr. 3. (3-0). This course develops some of the advanced concepts in business analytics that are typically implemented in spreadsheet models. The course presents students to statistical techniques that extend the ideas of prediction based statistical tools like simple linear regression and multiple regression. These extensions include finding relationships among variables, methods for automatically building regression models from large collections of predictors. Time



series analysis, forecasting models and binary response models will also be introduced with real life business examples and case studies. The course focuses on the practical use of modern methodologies that are often associated with data analysis and decision making.

Prerequisite: MBA 5313, or approval of graduate director

### **MBA 5399 Internship**

Cr. 3. This course is designed to enable Master of Business Administration students to gain practical experience that supplements their coursework. It helps students apply their knowledge into real-world problems in professional settings. Students recognize the need for continuous learning and experience the challenges of workplace environment.

Prerequisite: Completion of the first semester, and a minimum CGPA of 3.0, and MBA coordinator approval.

### **MNGT 2311 Management & Organizational Behavior**

Cr. 3. (3-0). This course examines tools for understanding the management process, organizational structure and corporate culture. It also relates theory and research to organizational problems by reviewing concepts in individual behavior, motivation and performance, communication, conflict and negotiation, teamwork dynamics and decision-making. Prerequisite: None

### **MNGT 4314 Small Business Management**

Cr. 3. (3-0). This course examines the economic and social environment in which small businesses function, and the critical role of entrepreneurship in fostering business growth and development. Topics include facts about going into business, conducting a feasibility study, financing a business, essential management skills, marketing strategies and legal issues.

Prerequisite: MNGT 2311

### **MNGT 4315 Leadership in Organizations**

Cr. 3. (3-0). This course provides students with in-depth knowledge on the various leadership theories and insight into effective leadership practices. Topics include management versus leadership, traits and characteristics of leaders, leadership attitudes and styles, situational leadership theories, power and influence, and motivation and coaching skills for leaders.

Prerequisite: MNGT 2311

### **MNGT 4318 Project Management**

Cr. 3. (3-0). This course introduces the basic concepts of project management and tools and techniques to effectively manage projects. Topics include project selection, project planning, budgeting, scheduling, resource allocation, project control and project termination. Tools such as work breakdown structures, network diagrams, project crashing will also be covered.

Prerequisite: MNGT 2311

**MNGT 4319 Managerial Decision Models**

Cr. 3. (3-0). This course introduces quantitative and analytical methods for modeling to solve business problems. Tools such as linear programming, integer programming, network flow models and decision analysis are examined.

Prerequisite: MNGT 2311, MATH 1311

**MNGT 4320 Global Supply Chain Management**

Cr. 3. (3-0). This course introduces supply chain management in a competitive business environment. It involves coordinating and improving the flow of goods, services, information, and funds within companies and around the world, from raw materials to the final end user. This course integrates operations management, logistics, and computer information systems. Topics include relationship management, transportation and distribution, inventory control, purchasing, forecasting, production management, and the impact of technology on supply chain management

Prerequisite: MNGT 2311

**MRKT 2311 Principles of Marketing**

Cr. 3. (3-0). This course introduces marketing concepts and their application in the marketing of products, services, ideas, and organizations. Topics include consumer behavior; market segmentation and target market selection, and management of marketing mix variables such as product, price, placement, and promotion. Prerequisite: None

**MRKT 4312 International Marketing**

Cr. 3. (3-0). This course introduces characteristics of global marketing and the strategic marketing decisions for effective competition in the global environment. Topics include planning and organizing for international marketing operations, distinctive characteristics, environmental influences, and emerging trends in overseas markets. Prerequisite: MRKT 2311

**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

**PHIL 1311 Introduction to Logic and Critical Thinking**

Cr. 3. (3-0). This course in critical thinking and informal logic focuses on developing the critical and creative thinking skills necessary to analyze and solve problems, make decisions, implement strategies, and formulate well-supported points of view on key academic, social, and professional issues. It includes an introduction to the disciplines of inductive and deductive logic, fallacious reasoning, and perception process, use of assumptions, emotional influences,

and language in various forms of business communication. Students will learn how to evaluate their ideas and how to communicate their points of view persuasively.

Prerequisite: None

**PHIL 1312 Professional Ethics**

Cr. 3. (3-0). This course, as an introduction to ethical decision-making in professional life, examines individual, organizational, and macro-level issues in different professions. Both descriptive and normative models of unethical and ethical decision making are analyzed to help students make more informed ethical decisions.

Prerequisite: None

**PHIL 1313 Introduction to Philosophy**

Cr. 3. (3-0). This course is an introduction to philosophical thought with practical applications. It includes the nature of philosophy and metaphysics, Socratic examination of life, epistemology, ethics, critical thinking, nature of reality, moral philosophy, consciousness, free will, determinism and self-actualization.

Prerequisite: None

**PHYS 1311 Introductory Physics**

Cr. 3. (3-0). General introduction to basic and fundamental principles in physics including: motion, energy, momentum, gravity, relativity, thermodynamics, waves and sound.

Prerequisites: None

**POLI 2311 International Relations**

Cr. 3. (3-0) A survey of international relations, including such topics as theories of IR, contemporary global issues, and conflict. The role of state and non-state actors will be examined, as well as the impact of cultural and economic forces, regionalism, and globalization.

Prerequisite: None.

**PSYC 2311 General Psychology**

Cr. 3. (3-0). This course focuses on the nature of psychology with emphases on the study of personality development, decision making, reactions to frustration, mental health, and how the individual interacts with and is influenced by others.

Prerequisite: None

**SOCI 2311 Introduction to Sociology**

Cr. 3. (3-0). This course focuses on sociological perspectives including concepts and methods; social class and social status, the family, minorities, crime, religion, power, urbanization and population.

Prerequisite: None

**SOCS 4311 Concepts for Teaching the Social Science**

Cr. 3. (3-0). Philosophical foundations of social science, inquiry; relationships among and between social science disciplines and other content areas; and skills for resolving conflicts, solving problems, and making decisions in social studies context. In addition, students will learn about social science and historical research methods, including procedures for formulating research questions and for organizing, analyzing, evaluating, and reporting information.

Prerequisite: None

**SPAN 1311 Elementary Spanish**

Cr. 3. (3-0). It is an introductory course to present essential vocabulary and grammar, and to develop the pronunciation, reading, and writing skills necessary for basic communication and comprehension. This course is not open to native speakers, which includes anyone who used the language as his or her principal language of education.

Prerequisite: None

## 9. UNIVERSITY GOVERNANCE

### 9.1. Board of Trustees

The Board of Trustees of the North American University functions as the University's major policy making body and planning unit. The interests of the major constituencies of the institution are represented by one or more board members. The voting members of the board do not receive any compensation from the institution. The president (CEO) of the University also serves on the board as a non-voting member. North American University is a 501(c)(3) educational non-profit organization. The current governing board members of the North American University are Dr. Guner Arslan, Dr. Kamil Sarac, Mr. Ruhi Ozgel, Mr. Orhan Kucukosman and Mr. Abdullah Marulcu.

### 9.2. University Administration

Name	Title	Area of Assignment	Degree
Dr. Serif Ali Tekalan	President	Day to day institutional operations, Coordination with Board of Trustees and University Advisory Board	M.D. in School of Medicine, Ege University
Dr. Faruk Taban	Provost and Vice President for Academic Affairs	Academic Departments, Library, Registrar's Office, Distance Education Office	Ph.D. in Mechanical Engineering, University of Nevada, Reno
Dr. John C. Topuz	Executive Vice President	Compliance and Institutional Effectiveness	D.B.A. in Finance, Louisiana Tech University
Dr. Kadir Almus	Vice President - Administrative Affairs	Admission, Financial Aid, International Student Office, Marketing & Comm., Housing and Facilities	Ed.D. in Educational Administration and Supervision, University of Houston
Dr. Osman Kanlioglu	Dean of Student Affairs	Student Services Office, Student Success Office, Alumni/Career Services Office	Ph.D. in Electrical Engineering, University of Houston
Mr. Dovran Ovezov	Chief Financial Officer (CFO) - Director of Business Affairs	Business Office, Human Resources, Information Technology and Bursar's Office	M.B.A., Southeastern Louisiana University

### 9.3. University Advisory Board

The President and the Board of Trustees of North American University have determined that there is great value to the University in having a well-organized system of Advisory Board for all academic departments. The main objective of the NAU Advisory Boards is to assist the University, by all appropriate means, to carry out more effectively its mission. The current members of the University Advisory Board are listed as follows:

<b>Name</b>	<b>Title</b>	<b>Company/Institution</b>
Dr. John “Yiannis” K. Galiotos	Dean	Energy and Manufacturing Institute, LoneStar College System
Dr. John Roberts	Dean	College of Liberal Arts and Social Sciences, University of Houston
Mr. Mike Jiang	Vice President	Houston Business Banking, Bank of Texas
Dr. Barkat Charania	Orthopedic Surgeon	Healthy Living expert www.drcharania.org
Ms. Samantha Gonzalez	Community Outreach Manager	Kidney.org
Mr. Jeffrey O. Baldwin, Sr.	President	Baldwin Liaison Consulting, LLC; (Retired) Senior Executive, Fields Operations; U.S. Customs & Border Protection, Department of Homeland Security
Ms. Melvin Houston	Business/Entertainment Lawyer	Melvin Houston Associates
Mr. Alan Machlachlan	President	GO-link Energy
Ms. Linda Vega	Immigration Attorney	The Vega Law Firm, Houston, TX
Mr. Jeng Liang	Former Educator and President of Private K-12 school	Texas Real Estate World, (T.R.E.W) Realty and Business
Mr. Besim Tafilaj	Vice President	Commercial Banking, Chase Bank
Hon. Ms. Teta Banks	President	The International Forum, Inc., United Nations Association
Mr. Omer C. Reid	Director of Human Resources	City of Houston
Mr. Deniz Cevik	President	Realtor and Contractor
Mr. Reggie Gray	President	Houston Intercontinental Chamber of Commerce
Mr. Gamal Hassan	President & CEO	ADH Energy, Houston, TX
Ms. Cherry Steinwender	Executive Director	The Center for the Healing of Racism, Houston, Texas
Mr. Faisal Amin	Director, Benchmarking & Strategy	Berkeley Research Group, LLC Houston, TX, www.thinkbrg.com
Basheer M. Khumawala, PhD FDSI	John & Rebecca Moores Professor	C.T. Bauer College of Business University of Houston, Houston, TX
Ms. Lina Sabouni, AIA NCARB	Principal	AUTOARCH Architects, Houston, Texas
Mr. Michael Sabouni, AIA NCARB	Principal	AUTOARCH Architects, Houston, Texas
Mr. Charles M. Giesen	Lawyer	Law Office of Charles M. Giesen, CPA, Esq.
Don McDonald, Ph.D., MBA, SPHR	Graduate Professor of Human Resources	Troy University
Mr. Rick Seifert		ICX Friendship Association

## 10. FACULTY (Full Time)

### Kudbettin Aksoy

- **Area of teaching specialization:** Learning and Development Theories, Research Design, Measurement
- **Rank:** Associate Professor
- **Degrees:**
  - Ph.D., Educational Psychology - Individual Differences, University of Houston
  - M.Ed., Curriculum and Instruction, University of Houston
  - B.S., Mathematics Education, Bosphorus University

### Ayse Durukan-Sonmez

- **Area of teaching specialization:** Operations Management, Management Science
- **Rank:** Assistant Professor
- **Degrees:**
  - Ph.D., Industrial Engineering, University of Houston
  - B.S., Industrial Engineering, Fatih University

### Osman Nal

- **Area of Teaching Specialization:** Economics, Financial Markets and Institutions, Quantitative Risk Management
- **Rank:** Associate Professor
- **Degrees:**
  - Ph.D., Economics, Rice University
  - M.A., Economics, Rice University
  - B.S., Mathematics, Bilkent University

### Ihsan Said

- **Area of teaching specialization:** Software Engineering, Programming Languages
- **Rank:** Instructor
- **Degrees:**
  - M.S. in Software Engineering, University of Houston, Clear Lake
  - B.S., Computer Engineering, University of Balamand

### Ibrahim H. Suslu

- **Area of teaching specialization:** Networking, Cloud Computing, Programming Languages, System Programming
- **Rank:** Associate Professor
- **Degrees:**
  - Ph.D., Computer Science, Louisiana State University
  - M.S., Computer Science, Southern University and A&M University
  - B.S., Electronic and Computer Education, Marmara University

### **Zeliha Oz**

- **Area of teaching specialization:** Economics, International Finance, Quantitative Research Methods
- **Rank:** Assistant Professor
- **Degrees:**
  - Ph.D., Economics, University of Delaware
  - M.A., Economics, University of Delaware

### **Halil Tas**

- **Area of teaching specialization:** Education, Geography Teaching
- **Rank:** Professor
- **Degrees:**
  - Ed.D., Higher Education, Oklahoma State University
  - M.Sc., Geography, Oklahoma State University
  - B.S., Geography Teaching, Black Sea Technical University

### **Deandra Travis**

- **Area of Teaching Specialization:** Leadership and Organizational Behavior, Human Resources Management
- **Rank:** Assistant Professor
- **Degrees:**
  - Ph.D., Organization and Management Studies, University of Texas at San Antonio
  - M.B.A., International Business, University of Saint Francis

### **Karman Kurban**

- **Area of teaching specialization:** Education, Mathematics Education
- **Rank:** Assistant Professor
- **Degrees:**
  - Ed.D., CUIN Mathematics Education, University of Houston
  - M.S., HRM, University of Houston
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