



NORTH
AMERICAN
UNIVERSITY

1819

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ACADEMIC
CATALOG

UNDERGRADUATE - GRADUATE

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1. ACADEMIC CALENDAR

2018-2019 UNDERGRADUATE CALENDAR

FALL SEMESTER – 2018:

August 20 - December 15

July 2018

July 30 - August 12

Registration opens for continuing and new students

August 2018

July 30 - August 12

Registration opens for continuing and new students

August 13

Registration payment deadline for continuing and new students registered on or before August 12

August 13

First installment is due for payment plan enrolled students registered on or before August 12

August 13 - 17

Late registration opens for continuing and new students

August 13 - 17

Registration payment or first installment payment is due on the same day of registration for continuing and new students registered during the late registration period

August 15 - 16

Orientation for new students

August 17

Late registration payment deadline for new students

August 20

First day of classes

August 24

Last day to add a course

September 2018

September 3

Labor Day Holiday

September 10

Campus Census

September 10

Last day to drop a course or withdraw without a 'W'

September 13

Second installment is due for payment plan enrolled students

October 2018

October 11

Third installment is due for payment plan enrolled students

October 25

Last day to drop a course or withdraw with a "W"

October 26

Graduation application deadline for Fall semester *

November 2018

November 8

Fourth installment is due for payment plan enrolled students

November 5 - 21

Spring early registration for all students

November 22 - 23

Thanksgiving Holiday

December 2018

December 4

Last day of classes

December 5 - 13

Final Examinations

December 14

Last day to submit final grades

December 15

Official close of the semester

December 17 - January 6

Spring registration for continuing and new students

SPRING SEMESTER 2019:**January 14 - May 18****January 2019**

December 17 - January 6	Spring registration for <i>continuing</i> and <i>new</i> students
January 7	Registration payment deadline for <i>continuing</i> and <i>new</i> students registered on or before January 6
January 7	First installment is due for payment plan enrolled students registered on or before January 6
January 7 - 11	<i>Late registration for continuing and new students **</i>
January 7 - 11	Registration payment or first installment payment is due <i>on the same day of registration</i> for <i>continuing</i> and <i>new</i> students registered during the late registration period
January 9 - 10	Orientation for <i>new</i> students
January 14	First day of classes
January 18	Last day to add a course
January 21	Martin Luther King Jr. Holiday

February 2019

February 4	Last day to drop a course or withdraw <i>without</i> a "W"
February 4	Campus Census
February 7	Second installment is due for payment plan enrolled students
February 22	Graduation application deadline for Spring and Summer semesters *

March 2019

March 7	Third installment is due for payment plan enrolled students
March 11 - 15	Spring Break
March 29	Last day to drop a course or withdraw <i>with</i> a "W"

April 2019

April 4	Fourth installment is due for payment plan enrolled students
April 19	Easter Holiday (Good Friday)
April 22	Summer I, II, III registration opens for <i>continuing</i> and <i>new</i> students
April 22 - May 3	Fall <i>early</i> registration for <i>continuing</i> and <i>new</i> students

May 2019

May 6	Last day of classes
May 7	Make up day for classes officially cancelled by NAU (if necessary) or reading day
May 8 - 16	Final Examinations
May 17	Last day to submit final grades
May 18	Official close of the semester
May 18	North American University Commencement

**SUMMER I SEMESTER 2019:
1st 6 Week Session**

May 20 - June 28

May 2019

April 22 - May 12

Registration for *continuing* and *new* students

May 13

Payment deadline for *continuing* and *new* students

May 13 - 17

Late registration for *continuing* and *new* students **

May 13 - 17

Payment is due on the same day of registration during the late registration period

May 20

First day of classes

May 22

Last day to add a course

May 24

Last day to drop a course or withdraw without a "W"

May 27

Memorial Day Holiday

June 2019

June 7

Last day to drop a course or withdraw with a "W"

June 25

Last day of classes for Summer I

June 26

Final Examinations

June 27

Last day to submit final grades

June 28

Official close of the semester

**SUMMER II SEMESTER 2019:
2nd 6 Week Session**

July 1 - August 8

June 2019

April 22 - June 23

Registration for *continuing* and *new* students

June 23

Payment deadline for *continuing* and *new* students

June 24 - June 28

Late registration for *continuing* and *new* students **

June 24 - June 28

Payment is due on the same day of registration during the late registration period

July 2019

July 1

First day of classes

July 4

Independence Day Holiday

July 3

Last day to add a course

July 5

Last day to drop a course or withdraw without a "W"

July 19

Last day to drop a course or withdraw with a "W"

August 2019

August 5

Last day of classes for Summer II

August 6

Final Examinations

August 7

Last day to submit final grades

August 8

Official close of the semester

**SUMMER III SEMESTER 2019:
12 Week Session**

May 20 - August 8

May 2019

April 22 - May 12	Registration for <i>continuing</i> and <i>new</i> students
May 13	Payment deadline for <i>continuing</i> and <i>new</i> students
May 13 - May 17	<i>Late</i> registration for <i>continuing</i> and <i>new</i> students **
May 13 - May 17	Payment is due <u>on the same day of registration</u> during the late registration period
May 20	First day of classes
May 22	Last day to add a course
May 27	Memorial Day Holiday

June 2019

June 7	Last day to drop a course or withdraw <u>without</u> a "W"
June 28	Last day to drop a course or withdraw <u>with</u> a "W"

July 2019

July 4	Independence Day Holiday
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August 2019

August 5	Last day of classes for Summer III
August 6 - August 7	Final Examinations
August 8	Last day to submit final grades
August 8	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*

2018-2019 GRADUATE CALENDAR

FALL SEMESTER 2018:

August 2019

July 30 - August 12

August 13

August 13

August 13 - 17

August 13 - 17

August 20

August 24

August 20 - December 15

Registration opens for continuing and new students

Registration payment deadline for continuing and new students registered on or before August 12

First installment is due for payment plan enrolled students registered on or before August 12

Late registration opens for continuing and new students

Registration payment or first installment payment is due on the same day of registration for continuing and new students registered during the late registration period

First day of classes

Last day to add a course

September 2019

September 3

September 10

September 10

September 13

Labor Day Holiday

Campus Census

Last day to drop a course without a "W"

Second installment is due for payment plan enrolled students

October 2019

October 11

October 25

October 26

Third installment is due for payment plan enrolled students

Last day to drop a course with a "W"

Graduation application deadline for Fall semester *

November 2019

November 8

November 5 - 21

November 22 - 23

Fourth installment is due for payment plan enrolled students

Spring registration for continuing and new students

Thanksgiving holiday

December 2019

December 4

December 5 - 13

December 14

December 15

Last day of classes

Final Examinations

Last day to submit final grades

Official close of the semester

SPRING SEMESTER 2019:**January 14 - May 18****January 2019**

December 17 - January 6	Spring registration for <i>continuing</i> and <i>new</i> students
January 7	Registration payment deadline for <i>continuing</i> and <i>new</i> students registered on or before January 6
January 7	First installment is due for payment plan enrolled students registered on or before January 6
January 7 - 11	<i>Late</i> registration for <i>continuing</i> and <i>new</i> students **
January 7 - 11	Registration payment or first installment payment is due <i>on the same day of registration</i> for <i>continuing</i> and <i>new</i> students registered during the late registration period
January 14	First day of classes
January 18	Last day to add a course
January 21	Martin Luther King Jr. Holiday

February 2019

February 4	Last day to drop a course or withdraw <i>without</i> a "W"
February 4	Campus Census
February 7	Second installment is due for payment plan enrolled students
February 22	Graduation application deadline for Spring and Summer semesters *

March 2019

March 7	Third installment is due for payment plan enrolled students
March 11 - 15	Spring Break
March 29	Last day to drop a course or withdraw <i>with</i> a "W"

April 2019

April 4	Fourth installment is due for payment plan enrolled students
April 19	Easter Holiday (Good Friday)
April 22	Summer I, II, III registration opens for <i>continuing</i> and <i>new</i> students

May 2019

April 22 - May 3	Fall <i>early</i> registration for <i>continuing</i> and <i>new</i> students
May 6	Last day of classes
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May 8 - 16	Final Examinations
May 17	Last day to submit final grades
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**SUMMER I SEMESTER 2019:
1st 6 Week Session**

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May 20
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May 27

Registration for *continuing* and *new* students
Payment deadline for *continuing* and *new* students
Late registration for *continuing* and *new* students **
Payment is due on the same day of registration during the late registration period
First day of classes
Last day to add a course
Last day to drop a course or withdraw without a "W"
Memorial Day Holiday

June 2019

June 7
June 25
June 26
June 27
June 28

Last day to drop a course or withdraw with a "W"
Last day of classes for Summer I
Final Examinations
Last day to submit final grades
Official close of the semester

**SUMMER II SEMESTER 2019:
2nd 6 Week Session**

July 1 - August 8

June 2019

April 22 - June 23
June 23
June 24 - June 28
June 24 - June 28

Registration for *continuing* and *new* students
Payment deadline for *continuing* and *new* students
Late registration for *continuing* and *new* students **
Payment is due on the same day of registration during the late registration period

July 2019

July 1
July 4
July 3
July 5
July 19

First day of classes
Independence Day Holiday
Last day to add a course
Last day to drop a course or withdraw without a "W"
Last day to drop a course or withdraw with a "W"

August 2019

August 5
August 6
August 7
August 8

Last day of classes for Summer II
Final Examinations
Last day to submit final grades
Official close of the semester

**SUMMER III SEMESTER 2019:
12 Week Session**

May 20 - August 8

May 2019

April 22 - May 12	Registration for <i>continuing</i> and <i>new</i> students
May 13	Payment deadline for <i>continuing</i> and <i>new</i> students
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July 2019

July 4	Independence Day Holiday
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August 2019

August 5	Last day of classes for Summer III
August 6 - August 7	Final Examinations
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August 8	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, Objectives, and Priorities

2.2.1. Goal 1: Academic and Career-related Learning

2.2.1.1. Objective 1.1 Foster academic and career-related student learning

2.2.1.2. Objective 1.2 Attract and nurture highly qualified faculty with career-related work experience

2.2.1.3. Objective 1.3 Attract and nurture promising students

2.2.1.4. Objective 1.4 Provide educational materials and infrastructure that support career-related student learning

2.2.2. Goal 2: Professional Proficiency

2.2.2.1. Objective 2.1 Develop a curriculum that helps students excel in their professional formation

2.2.2.2. Objective 2.2 Develop a curriculum that is responsive to the needs and visions of employers

2.2.2.3. Objective 2.3 Promote life-long learning skills

2.2.2.4. Objective 2.4 Promote ethical and professional behavior at both individual and organizational level

2.2.3. Goal 3: Student Centeredness and Personal Development

2.2.3.1. Objective 3.1 Nurture a student-oriented environment that is responsive to student needs and career goals

2.2.3.2. Objective 3.2 Provide academic and social services and support to students through their stay at the institution

2.2.3.3. Objective 3.3 Provide educational programs and experiences that promote global cultural competency and respect for diversity

2.2.4. Goal 4: Engagement with Stakeholders

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

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

2.2.5. Goal 5: Good Stewardship

2.2.5.1. 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. North American University History

North American University (NAU) was founded by the Texas Gulf Foundation (TGF). There is no short or straight path to becoming recognized as a university. NAU's path began in April 2007 when the Texas Gulf Foundation (TGF), a non-profit educational organization, was formed to create and support the establishment of higher education institutions. The Foundation, under the direction of Dr. Alp Aslandogan, explored locations and settled at 9441 W. Sam Houston Parkway South Suite 100, Houston, Texas 77099 to open the Texas Gulf Institute (TGI) on September 2007 offering certificate courses. The Texas Gulf Institute decided to add undergraduate programs to their academic offerings; thus, TGI applied for a Certificate of Authority to offer Bachelor of Science degree in Interdisciplinary Studies in Education, Computer Science, and Business Administration to the Texas Higher Education Coordinating Board (THECB) on, January 20, 2009.

The Texas Gulf Institute's vision was to draw students from every corner of the world. These students would represent a broad spectrum of economic, racial, religious and demographic backgrounds, and they will play a special role in advancing TGI's international character. To advance this vision, TGI submitted their certification application to the Student and Exchange Visitor Information System (SEVIS) on April 11, 2009 and on August 6, 2009, the SEVIS initial Certificate of Eligibility for Nonimmigrant Student Status was received for TGI to issue Form I-20s to prospective international students after admitting them for a course of study.

Anticipating a positive response from the Texas Higher Education Coordinating Board regarding offering bachelor degrees, TGI, on October 16, 2009, applied for accreditation to the Accrediting Council for Independent Colleges and Schools (ACICS). Gratefully, on October 29, 2009, THECB granted the Certificate of Authority allowing TGI to offer bachelor degrees. Subsequently, on April 20, 2010 ACICS granted initial accreditation to TGI to offer certificate programs through December 31, 2013.

To spur the growth of its academic programs, TGI applied on June 16, 2010, to the ACICS to include Bachelor of Science (BS) degree in Interdisciplinary Studies in Education, Computer Science, and Business Administration to the accreditation. On July 2, 2010, the ACICS approved TGI to offer the respective degrees.

From an Institute to a College

Approval to offer undergraduate degrees resulted in the renaming of Texas Gulf Institute to North American College (NAC). The first campus of NAC was located at 3203 N. Sam Houston Parkway W., Houston, Texas 77038.

On August 16, 2010, ACICS approved the TGI name change and September 10, 2010, the THECB also approved the name change to North American College. The college enrolled its first student in the Fall of 2010 with the launch of the Bachelor of Science in Interdisciplinary Studies in Education degree program. In the Spring of 2011, NAC expanded the enrollment to include Bachelor of Science in Computer Science and Business Administration degree.

Many of the students applying to NAC needed funding and the Federal Financial Aid Plan is available to students who are interested in receiving federal grants, federal loans, or both to pay for tuition in an eligible degree or certificate program. On September 24, 2010, North American College applied to the Federal Student Aid department of the United States Department of Education to take part in the Federal Student

Financial Assistance Programs and on January 30, 2011, NAC was designated as an eligible institute to participate in the Student Financial Aid by the U. S. Department of Education.

North American College continued to look to the future to increase a comprehensive academic and student life program. Hence, North American College applied to ACICS to offer a Master of Education in Educational Leadership degree, which was authorized July 29, 2013.

The College Becomes the University

By the action of ACICS, on August 28, 2013, North American College and Texas Gulf Foundation were renamed North American University (NAU). “Becoming a university,” defined as a change in organizational name, symbolizes the transition to a comprehensive university mission which offers full undergraduate and graduate programs.

The inaugural enrollment in the Master of Education in Educational Leadership commenced in Fall 2014. NAU received endorsement for three more Master’s programs on June 18, 2015: Master of Education in Curriculum and Instruction, Master of Science in Computer Science, and Master of Business Administration. Students in Fall 2015 enrolled in the first courses towards a Master of Education in Curriculum and Instruction, Master of Science in Computer Science, and Master of Business Administration. On December 2016, NAU received endorsement for Master of Education in School Counseling program and student enrollment began Fall 2017.

North American University moved to a new campus May 15, 2016 located at 11929 W. Airport Blvd, Stafford, Texas, 77477. The new facilities were in response to the university’s growth in size and professionalism.

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 Commission of Career Schools and Colleges (ACCSC). The Accrediting Commission of Career Schools and Colleges (ACCSC) is a recognized accrediting agency by the U.S. Department of Education.

Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
<http://www.accsc.org/>
Phone: 703.247.4212
Fax: 703.247.4533

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

The North American University places special emphasis on quality education. Applicants are considered based on their educational qualifications regardless of race, color, gender, religion, age, disabilities, or national origin. To ensure NAU can provide disability accommodations if required, disclosure of accommodation requests should be made at the time of application to the Office of Student Services. Prospective students will be informed if NAU has the resources to accommodate the request.

North American University is particularly interested in attracting students who have demonstrated academic achievement and seriousness of purpose, and who recognize the value of a broad educational experience as an important component of their personal and professional development.

The admission requirements include various measures of English language proficiency, standards based upon the records established by applicants in their previous educational experiences, high school grade point averages, and performance on available standardized tests.

Each semester, the Office of Admissions evaluates all qualified applications and extends offers of admission to academically deserving applicants. The following criteria are considered by the Office of Admissions during the admissions decision-making process: high school courses and grades, English proficiency, and all previous college level coursework. All applicants must abide by the application deadlines for full consideration.

The Office of Admissions is responsible for admitting all undergraduate and graduate students to the university. Undergraduate Students have the choice of being enrolled on a full-time basis (minimum of 12 credit hours and maximum of 18 credit hours per semester), or on a part-time basis (less than 12 credit hours per semester). Graduate students have the choice of being enrolled on a full-time (minimum 9 credit hours and a maximum of 12 credit hours) or on a part-time basis (less than 9 credit hours per semester). Non-degree seeking students (NDS) are also eligible for admission to the North American University if they meet the admissions requirements.

The Admissions Office recommends campus tours and class visits to experience North American University and discover the many opportunities available to you, and to get a feel for our amazing campus.

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

3.1. Application Deadlines

Fall 2018 Semester:	August 14 th (for domestic students), July 23 rd (for international students)
Spring 2019 Semester:	January 8 th (for domestic students), December 10 th (for international students)

3.2. Admission Process

All domestic and international undergraduate, graduate, and transfer applicants must complete the following steps for admissions:

Note: If an applicant cancels the enrollment at least 3 business days after signing the enrollment agreement and before the start of class, the applicant will receive a 100 percent refund on tuition and refundable fees.

Step 1. Completed application form submitted online at www.na.edu/admissions

Step 2. Pay the non-refundable application fee

	Resident or Eligible Non-resident	International
Undergraduate	\$ 0.00	\$ 50.00
Graduate	\$ 60.00	\$ 50.00

Step 3. Transcripts

- | | | |
|---------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Undergraduate | - | Official or certified High School diploma or GED Score showing the completion of at least a high school degree or its equivalent. Any transcripts from community colleges or other higher education institutions. <ul style="list-style-type: none">• Students admitted prior to high school graduation must complete their senior year satisfactorily and have a final high school transcript sent for review. |
| Graduate | - | Official transcripts from all undergraduate and graduate institutions previously attended <ul style="list-style-type: none">• If the undergraduate degree is not completed, submit the official copy of original transcripts with the 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 to NAU from the previously attend college or university. |

Step 4. Complete the additional requirements and instructions in the Admission Categories.

3.3.Admission Categories

Note: If an applicant cancels the enrollment at least 3 business days after signing the enrollment agreement and before the start of class, the applicant will receive a 100 percent refund on tuition and refundable fees.

3.3.1. Resident or Eligible Non-resident (U.S. permanent resident, **with a** Permanent Resident Card (formerly known as an Alien Registration Receipt Card **or** "Green Card") Conditional permanent resident (**I-551C**))

Undergraduate Applicants

- **Submit Official Standardized Tests Score** - ACT, SAT, TAKS, TSI, or STARR EOC.
 - SAT scores: NAU School Code 6558
 - ACT scores: NAU School Code 4313
- **Dual Credit** - Students seeking dual credit(s) must request an official transcript be sent to the Admissions from the institution where the dual credit(s) was earned, in addition to the official high school transcript.
- **Advanced Placement (AP) scores or International Baccalaureate (IB)** – Student must request scores from the testing agency an official score report be sent to the Admissions prior to the start of enrollment of the requested enrollment semester.
 - AP test scores: NAU School Code 6558
- **Current ID** - a government-issued photo identification document (ID) i.e. driver's license, passport, permanent resident card, etc.
- **Proof of immunization for bacterial meningitis (if under 22 years of age)** –Submit proof of bacterial meningitis vaccination, or of an exemption prior to registration. The shot must have been received five years prior to enrollment.

NOTE: A document is considered “official” if it is sent to us directly from the issuing institution either by electronic means or in a sealed envelope.

Enrollment Confirmation Fee:

Once a student is accepted to the North American University, an enrollment confirmation fee of \$50.00 is required before new incoming freshman/transfer students can register for classes

Decisions are made on applications when they are complete, and applicants are notified promptly through the Office of Admission. The Office of Admission adheres to the NAU minimum acceptance criteria requirements set below. All students must meet at least one of the minimum academic criteria for acceptance.

Undergraduate Minimum Admission Criteria		
Source	Subject	Scores
SAT (prior to March 2016)	Reading Section <i>or</i>	400
	Math Section	400
SAT (March 2016 to present)	Reading/Writing	480 on the Evidence-Based Reading and Writing (EBRW)
	Reading Test <i>or</i>	22
	Math Section	440
ACT	Composite <i>or</i>	15
	Math <i>or</i> English	19
TSI (Texas Success Initiative) exemption/waiver requirements can be found at www.thecb.state.tx.us	Reading	351
	Writing	Multiple Choice 340 and Essay 4 OR Multiple Choice below 340, Adult Basic Education Diagnostic score of level 4, and essay score of 5
	Math	350
STAAR EOC	Algebra II	4000
	English III Reading	4000
TAKS	Reading and Math	2200
GPA	High School CGPA	2.7
	College CGPA	2.5
Transfer of Course (includes Dual Credit(s))	English or Algebra	C- or above

In some instances, the files of prospective students are referred to the Vice President of Administrative Affairs for review and action. Only the Vice President of Administrative Affairs may grant admission to the University provided certain conditions are met or may require the student to satisfy specified criteria. (Review the Special Consideration category)

Graduate

- **Letter of Intent** - intellectual autobiography that conveys the continuum of experiences and events in the applicant’s academic life which have led to the desire of an academic graduate education.
- **Curriculum Vitae or Resume** - The quality of a Graduate program is immeasurably enhanced by the real-world experience that students bring to the classroom. For this reason, most of our

students have two or more years of full-time professional work experience following the completion of their undergraduate degree. More important, however, is the richness of that experience.

- **Two letters of recommendation** - the recommendations provide us with third-party confirmation and insights into the applicant's achievements. The applicant should choose recommenders who will support his/her candidacy with concrete examples of performance and impact on the organization.
- **Current ID** - a government-issued photo identification document (ID) i.e. driver's license, passport, permanent resident card, etc.

NOTE: A document is considered "official" if it is sent to us directly from the issuing institution either by electronic means or in a sealed envelope.

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.

Transfer

Note: *Credits that have been earned ten or more years ago may need to be repeated.* Students should obtain advisement from the Chair of the Academic Department regarding expiration of pre-requisites taken more than ten years ago.

Transfer Students are students who have previously attended another college or university and wish to continue their education at NAU. Undergraduate transfer students must provide:

- **Submit Official Standardized Tests Score** - ACT, SAT, or CLEP if applicable for credit by examination. Please use the following school codes when ordering official test scores: SAT: 6558, ACT: 4313, CLEP: 6558.
- **Advanced Placement (AP) or International Baccalaureate (IB)** - Students seeking credit based on Advanced Placement (AP) scores or International Baccalaureate (IB) scores must request from the testing agency an official score report be sent to the Admissions prior to the start of enrollment of the requested enrollment semester.
- **Official Transcripts and Records** - submit official transcripts from all post-secondary (university and college-level) courses taken.
- **Current ID** - a government-issued photo identification document (ID) i.e. driver's license, passport, permanent resident card, etc.
- **Proof of immunization for bacterial meningitis (if under 22 years of age)** –Submit proof of bacterial meningitis vaccination, or of an exemption prior to registration. The shot must have been received five years prior to enrollment.

NOTE: A document is considered "official" if it is sent to us directly from the issuing institution either by electronic means or in a sealed envelope. In addition, each academic program may have additional required criteria.

Decisions are made on applications when they are complete, and applicants are notified promptly through the Office of Admission.

Enrollment Confirmation Fee:

Once a transfer student is accepted to the North American University, an enrollment confirmation fee of \$50.00 is required before new incoming freshman/transfer students can register for classes

3.3.2. International Students

Students who are citizens of the following countries need not submit proof of English language proficiency unless English is not the student's native language:

List of English speaking Countries starting with Antigua and Barbuda and including:

Australia	Gambia	Malawi	Singapore
Bahamas	Ghana	Malta	South Sudan
Barbados	Guyana	Mauritius	South Africa
Belize	Ireland	Namibia	Swaziland
Botswana	India	New Zealand	Tanzania
Canada	Jamaica	Nigeria	Trinidad-Tobago
Cameroon – Anglophone	Kenya	Papua New Guinea	Uganda
Cayman Island	Hong Kong	Philippines	United Kingdom
Dominica	Lesotho	Pakistan	Zambia
Fiji	Liberia	Sierra Leone	Zimbabwe

Undergraduate

International undergraduate students, whether on campus students or distant learning/online students, are required to complete the standard admissions process for acceptance by the University and additionally must fulfill the following requirements:

- **Submit Official Standardized Tests Score - ACT, SAT.**
 - SAT scores: NAU School Code 6558
 - ACT scores: NAU School Code 4313
- **Copy of passport** - passport's Identification page and visa (when received) pages are necessary.
- **Advanced Placement (AP) scores or International Baccalaureate (IB)** – Student must request scores from the testing agency an official score report be sent to the Admissions prior to the start of enrollment of the requested enrollment semester.
 - AP test scores: NAU School Code 6558
- **Official Evaluation-** All transcripts from non-US institutions must be translated and evaluated to be equivalent to a U.S. high school degree with a calculated U.S. equivalent grade point average through an approved credential evaluation agency. Contact the Admissions Office for a list of approved agencies.
- **Other Supporting Documents** - reference letters, proof of achievement letters, certificates, etc.
- **Financial Status** - bank letter and International Financial Support Form (Scholarship Letter). Before a U.S. consul will grant a visa, the applicant must prove that he/she will have sufficient money to meet all the expenses while studying in the United States. The applicant must explain the source of the funds and guarantee that he/she will receive them while attending their studies in the US.
- **English Proficiency** - provide one of the following test scores.

- TOEFL: 79 IBT, 550 PBT. NAU codes for official test scores TOEFL: 7304.
- 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
- 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
- Completion of a degree or high school in an English-speaking country
- Completion of the Gulf Language School Intensive English Program at NAU
- **Proof of immunization for bacterial meningitis (if under 22 years of age)** –Submit proof of bacterial meningitis vaccination, or of an exemption prior to registration. The shot must have been received five years prior to enrollment.

NOTE: A document is considered “official” if it is sent to us directly from the issuing institution either by electronic means or in a sealed envelope.

Decisions are made on applications when they are complete, and applicants are notified promptly through the Office of Admission.

Graduate

International graduate students, whether on campus students or distant learning/online students, are required to complete the standard admissions process for acceptance by the University and additionally must fulfill the following requirements:

- **Copy of passport** - passport's Identification page and visa (when received) pages are necessary.
- **Letter of Intent** - intellectual autobiography that conveys the continuum of experiences and events in the applicant's academic life which have led to the desire of an academic graduate education.
- **Curriculum Vitae or Resume** - The quality of a Graduate program is immeasurably enhanced by the real-world experience that students bring to the classroom. For this reason, most of our students have two or more years of full-time professional work experience following the completion of their undergraduate degree. More important, however, is the richness of that experience.
- **Two letters of recommendation** - the recommendations provide us with third-party confirmation and insights into the applicant's achievements. The applicant should choose recommenders who will support his/her candidacy with concrete examples of performance and impact on the organization.
- **Official Course evaluation** - Students applying for admission who have attended a college or university outside the U.S. must have official foreign transcripts translated and evaluated for authentication from a recognized United States evaluation company to transfer credits to North American University. The transfer evaluation must include course by course grades, a grade point average calculation and indicate the diploma or degree conferred and U.S. equivalency. This evaluation must be original, and forwarded to North American University directly from

the credential evaluation agency to admissions@na.edu. Applicants may request the evaluation themselves or pay \$150 to NAU to request the international transcript evaluation.

- **English Proficiency** - NAU codes for official test *score TOEFL: 7304*.
 - TOEFL: 79 IBT, 550 PBT
 - 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 or from an institution where English is the primary medium of instruction or from an institution in an English-speaking country
 - Two (2) years of teaching experience in an English-speaking country for M.Ed. programs; two (2) years of verified relevant work experience in the U.S for other master programs
 - Completion of six (6) graduate credits with a minimum grade of B in a U.S. institution
 - Completion of the Gulf Language School Intensive English Program at NAU

NOTE: 1) *A document is considered "official" if it is sent to us directly from the issuing institution either by electronic means or in a sealed envelope.*

2) *In addition, each academic program may have additional required criteria.*

Decisions are made on applications when they are complete, and applicants are notified promptly through the Office of Admission.

Transfer

Note: *Credits that have been earned ten or more years ago may need to be repeated.* Students should obtain advisement from the Chair of the Academic Department regarding expiration of pre-requisites taken more than seven years ago.

International transfer students, whether on campus students or distant learning/online students, are required to complete the standard admissions process for acceptance by the University and additionally must fulfill the following requirements:

- **U.S. Institution Transfer** - applicants transferring from another U.S. institution to North American University need to submit a copy of current I-20 and a signed copy of the NAU Student Advisor Form located at <http://www.na.edu/documents/admissions/International/advisor.pdf>.
- **Official Transcripts and Course Evaluations**- submit official transcripts from all post-secondary (university and college-level) courses taken. Students applying for admission who have attended a college or university outside the U.S. must have official foreign transcripts translated and evaluated for authentication from a recognized United States evaluation company to transfer credits to North American University. The transfer evaluation must include course by course grades, a grade point average calculation and indicate the diploma or degree conferred and U.S equivalency. This evaluation must be original, and forwarded to North American University directly from the credential evaluation agency to admissions@na.edu. Applicants may request the evaluation themselves or pay \$150 to NAU to request the international transcript evaluation.

- **Copy of passport** - passport's Identification page and visa (when received) pages are necessary.
- **Test Scores** - official SAT/ACT (optional). NAU *codes for official test scores*: SAT: 6558, ACT: 4313.
- **Other Supporting Documents** - reference letters, proof of achievement letters, certificates, etc.
- **Financial Status** - bank letter and International Financial Support Form (Scholarship Letter). Before a U.S. consul will grant a visa, the applicant must prove that he/she will have sufficient money to meet all the expenses while studying in the United States. The applicant must explain the source of the funds and guarantee that he/she will receive them while attending their studies in the US.
- **English Proficiency** - provide one of the following test scores:
 - TOEFL: 79 IBT, 550 PBT. NAU *codes for official test scores* TOEFL: 7304.
 - 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
 - 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
 - Completion of a degree or high school in an English-speaking country
 - Completion of the Gulf Language School Intensive English Program at NAU

NOTE: A document is considered “official” if it is sent to us directly from the issuing institution either by electronic means or in a sealed envelope.

Decisions are made on applications when they are complete, and applicants are notified promptly through the Office of Admission.

3.2.3. Special Consideration

Resident or Eligible Non-resident Undergraduate Applicants

Students who have a high school diploma or its recognized equivalent, but do not otherwise meet the admission requirements, may be admitted by special consideration by meeting the minimum Accuplacer scores or receiving approval from the Vice President of Administrative Affairs. To be admitted for special consideration, the Admissions Committee must determine that a student could be successful by taking advantage of the academic support services that are available. The student must meet the minimum scores below:

Special Consideration		
Source	Subject	Scores
Accuplacer (all 3 scores represent the minimum score)	Reading	60
	Writing	5
	Math	40

Accuplacer Next Generation (all 3 scores represent the minimum score)	Reading	240
	Writing	5
	Math	238

International Undergraduate and Graduate Applicants

Students who meet the admission requirements, may be admitted by special consideration as “partially English proficient.” Students are required to successfully complete North American University’s remedial reading and writing courses (ENGL R300 and ENGL R301) in their first year or successfully complete Gulf Language School’s Intensive English Program’s Developmental Reading and Writing.

Undergraduate Students

- TOEFL: 61 IBT, 500 PBT
- 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

Graduate Students

- TOEFL: 61 IBT, 500 PBT
- IELTS: 5.5
- Pearson Test of English (PTE) Academic: 42
- Cambridge English Advanced (CAE): Overall score of 47

The Vice President of Academic Affairs, with a recommendation from the Department Chair, may make exceptions to the requirements above for graduate students. 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

North American University's distance education program provides the student with the same level of educational excellence and strives to maintain the same level of quality of instruction and student service that is available to on-campus students. NAU Distance Education programs are committed to utilize effective technologies to provide accessible, effective, and secure educational opportunities through an alternative synchronous and asynchronous delivery methods and services to students who have time, geographic location, or any other constraints to attend on-campus courses and programs. Courses in the distance education program are the same courses taught on campus. 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 prospective master level students must take and pass a Distance Education Proficiency Test to measure basic computer skills prior to acceptance and for enrollment in online courses. All enrolled undergraduate level students must take and pass a Distance Education Proficiency Test prior to registration into an online course. The test assesses whether the student has the necessary computer skills, such as using an internet browser, search engines, 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.

Moodle course management system is utilized as the primary course delivery tool. Moodle is a learning platform designed to provide educators, administrators and learners with a single robust, secure and integrated system to create personalized learning environments. Moodle delivers a powerful set of learner-centric tools and collaborative learning environments that empower both teaching and learning. A simple interface, drag-and-drop features, and well-documented resources along with ongoing usability improvements make Moodle easy to learn and use. Course materials including text presentation, multimedia presentations, homework assignments, projects, quizzes, questionnaires, quizzes, surveys, assessments, web link, file, video, audio or other type of resources are delivered via this system. Moodle will also be used for communication purposes such as online forums facilitating class discussions, instant messaging, and private messaging with instructors and students. Asynchronous electronic communication such as e-mail and forums are used for correspondence between students and instructors. Additionally, webinar tools are utilized for holding synchronous online lectures and demonstrations throughout the semester.

3.5 College Readiness

A student’s college readiness is defined as a student who is ready for college and career can qualify for and succeed in entry-level, credit bearing college courses leading to a baccalaureate or certificate, or career pathway-oriented training programs without the need for remedial or developmental coursework.

The university has established criteria for determining student readiness for study in Mathematics and English. Depending on SAT, ACT, and Accuplacer scores, students may be placed in readiness courses designed to prepare them for college-level courses.

The minimum College Readiness Scores:

Tests and minimum scores to meet the college readiness standard, as determined by North American University:

Undergraduate Testing Exemption Minimum Scores		
Source	Subject	Scores
SAT (prior to March 2016)	Combined Critical Reading and Math	1070
	Reading	500
	Math	500
SAT (March 2016 to present)	Reading/Writing	480 on the Evidence-Based Reading and Writing (EBRW)
	Math	530
ACT (all 3 must meet minimum)	Composite	23
	English	19

	Math	19
STAAR EOC (end-of-course)	English III	4000
	Algebra II	4000
TSI (Texas Success Initiative)	Reading	351
	Writing	Multiple Choice 340 and Essay 4 OR Multiple Choice below 340, Adult Basic Education Diagnostic score of level 4, and essay score of 5
	Math	350
Transfer of Composition & Rhetoric	English	C- or above
Transfer of College Algebra	Math	C- or above
Gulf Language School Intensive English Program	Developmental Reading and Writing course or IENG 0006	70

TESTS SCORES FOR PLACEMENT AND/OR COURSE EXEMPTIONS

Math Equivalency Chart for SAT, ACT and ACCUPLACER

College Algebra		Pre-calculus		Calculus
Placement	Exemption	Placement	Exemption	Placement
SAT Math 500 (prior to March 2016) SAT Math 530 (March 2016 to present)	SAT Math 600 (prior to March 2016) SAT Math 620 (March 2016 to present)	SAT Math 600 (prior to March 2016) SAT Math 620 (March 2016 to present)	SAT Math 700 (prior to March 2016) SAT Math 730 (March 2016 to present)	SAT Math 700 (prior to March 2016) SAT Math 730 (March 2016 to present)
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		
Accuplacer Next Generation Quantitative Reasoning, Algebra, and Statistics 256	Accuplacer Next Generation Quantitative Reasoning, Algebra, and Statistics 265	Accuplacer Next Generation Advanced Algebra and Functions 250		

English Equivalency Chart for SAT, ACT and ACCUPLACER

Composition and Rhetoric I		Composition and Rhetoric II		English upper
Placement	Exemption	Placement	Exemption	Placement
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

SAT Evidence Based Reading and Writing 480				
Accuplacer Reading 80 Writing 6				
Accuplacer Next Generation Reading 253 Writing 253				

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 who do not meet one of the minimum college-readiness standards above, to take the ACCUPLACER assessment to determine the students' current academic placement in mathematics, reading, and writing before course enrollment into NAU. Students who are not proficient in the skill(s) tested are required to take and successfully complete appropriate remedial courses in that subject(s).

Accuplacer Proficiency Test Score	Course Placement
Total Reading Comprehension Score ≤ 79	ENGL R301 Reading Skills
Total Essay Score ≤ 5	ENGL R300 Basic Writing
Total Elementary Algebra Score < 80	MATH R300 Mathematics
Accuplacer Next Generation Test Score	Course Placement
Total Reading Comprehension Score ≤ 252	ENGL R301 Reading Skills
Total Writing Score ≤ 252	ENGL R300 Basic Writing
Total Elementary Algebra Score < 256	MATH R300 Mathematics

3.6 Transfer

Credits earned at another institute of higher education and credits earned by examination may be transferred to North American University and apply towards a degree program. The transfer student may need to provide materials such as school catalogs/bulletins, course descriptions, course outlines, class assignments, or textbooks to assure proper evaluation. The final determination of the applicability of credit transferred toward a degree sought at North American University is made by the chair of the student's major department. 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. Students who wish to appeal that evaluation may by submitting an appeal form to the Vice President for Academic Affairs who will make the final decision on the course evaluation.

NAU does not accept life experience nor vocational school work for transfer credits.

3.6.1. Transferring Credit from a College or University

North American University accepts up to a maximum of 90 undergraduate transfer credits (including credit by examination) from a four (4) year college or university or a student can transfer a maximum of 66 credit hours from community colleges. 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, most of the credits required for a master degree must be completed at NAU.

North American University requires prospective students 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 credential evaluation agency. Contact the Admissions Office for a list of approved agencies.

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.

3.6.2. Credits by Examination

Students entering North American University may receive college credit based upon their scores on the for Advanced Placement (AP), International Baccalaureate (IB), SAT Subject Tests, and College Level Examination Program (CLEP) tests. A maximum of 30 credit hours may be transferred by credit by examination.

The Computer Science Department offers a Proficiency Exam for Credit for COMP 1314 Computer Applications and Literacy course by achieving a passing score. The credit for the COMP 1314 proficiency exam will be awarded as transfer credit and will not be counted in the GPA.

Credit by Examination Transferability Chart for AP, CLEP, IB, and SAT Subject Test

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
AP EXAMS	1-5	
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 2312
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 1312
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
CLEP TESTS	20-80	
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
IB TESTS	1 of 7	
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 2312
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
SAT Subject Test	200-800	
Biology	590	BIOL 1311
Chemistry	630	CNEM 1311
Chinese with Listening	640	ELEC 1
English	750	ENGL 1311

French with Listening	640	ELEC 1
German with Listening	640	ELEC 1
Japanese with Listening	640	ELEC 1
Korean with Listening	640	ELEC 1
Latin	640	ELEC 1
Literature	750	ENGL 2315
Math Level 1	650	MATH 1311
Math Level 2	700	MATH 1313
Spanish with Listening	640	SPAN 1311
US History	700	HIST 1311
World History	700	HIST 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

4.1.1. Undergraduate Programs

Per Semester Tuition for Resident Students

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

Per Semester Tuition for International Students

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

Per Semester 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 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

Resident Student Application Fee	: \$	0.00
International Student Application Fee	: \$	50.00

Undergraduate Enrollment

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

Sample Approximate Cost per Semester for Resident Student			
Tuition (12-16 hours)	: \$	4,725.00	
Fees	: \$	225.00	
Room	: \$	2,250.00	
Meal Service	: \$	2,200.00	
Books & Supplies	: \$	561.00	
TOTAL	: \$	9,961.00	
Sample Approximate Cost per Semester for International Student			
Tuition (12-16 hours)	: \$	7,225.00	
Fees	: \$	225.00	
Room	: \$	2,250.00	
Meal Service	: \$	2,200.00	
Books & Supplies	: \$	561.00	
Insurance	: \$	675.00	
TOTAL	: \$	13,136.00	

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 only</i>)

Other Fees

I-20 International Mailing Fee	: \$	100.00
I-20 Reinstatement Fee	: \$	190.00
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 Fee

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

4.2. Payment of Tuition and Fees

Students are solely responsible for their 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 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 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
11929 W. Airport Blvd. Room 737
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 office can be found on the university website.

A full refund will be made to any student who cancels the enrollment within three days (excluding weekends and legal holidays) after the enrollment agreement is signed. If a student cancels the enrollment after three class days from the date of signing the enrollment agreement, but prior to attending any class, a student will get a full refund minus an 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 may be given a full refund for the dropped course(s), if the course(s) is dropped before the last day to drop a course with 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.

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

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

<u>Summer 12-Week Session</u>	<u>Percentage Refunded</u>
Prior to or on the 1 st class day	100%
Between the 2 nd and 4 th class days	75%
Between the 5 th and 7 th class days	50%
Between the 8 th and 9 th class days	25%
After the 9 th 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 regarding 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 2018-2019 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 2018-2019 award year. For more information about federal student aid, please contact the Office of Financial Aid.

4.4.3. Return of Title IV Funds

Title IV funds refer to federally funded financial aid, such as the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Direct Subsidized Loans and Federal Direct Unsubsidized Loans. 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

Sample Title IV Return of Funds	
Description	Amount Disbursed
Direct Unsubsidized Loan (2018-19)	2,721.00
Direct Subsidized Loan (2018-19)	1,484.00
Pell Grant (2018-19)	1,454.00
FSEOG Grant (22018-19)	114.75
	5,773.75
Completed Days	33
Total Days:	117
Percent Complete	28.2
Percent Earned	28.2
Amount of Title Iv Aid Earned by Student:	28.20% X 5,773.75 = 1,628.20
Title IV Aid to be Returned:	4,145.55

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 Section 4.4.4.3. 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 1st for Fall 2018
- January 1st for Spring 2019

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 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 summer, 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 will receive a reduction to a lower level before the start of the term. 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 before the start of the term. Those students who would like to appeal the decision of the Scholarships and Grants Committee should do so through the Financial Aid Office. If no consensus can be reached by the Scholarships and Grants Committee, the Vice President for Administration Affairs will make the final decision.

4.4.4.3. Detailed list of Undergraduate Institutional Scholarships

2018-19 U.S. Resident 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: 32* Top 5%	Any of the following: SAT: 1300* ACT: 27* 4.00 GPA** Q2/Top 50%	Any of the following: SAT: 1100* ACT: 24* 3.40 GPA** Q3/Top 75%	Any of the following: SAT: 1000* ACT: 21* 3.20 GPA** Top 100	Any of the following: SAT: M 400* SAT: R 400* 2.70 GPA** Top 200
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

2018-19 U.S. Resident Academic Achievement Scholarships

Title	Eligibility		Type	Award	# of Awards	Requirement to Renew:
	Freshman & Transfer	Current student				
Academic Achievement Scholarship - Level 1	Entering U.S. residents who are Presidential Scholarship recipients	3.50 - 4.00 CGPA at the end of each academic year	Merit	\$2,000	All qualifying students in 18-19 academic year	3.50 CGPA each academic year
Academic Achievement Scholarship - Level 2	Entering U.S. residents who are Trustee Scholarship recipients	3.00 - 3.49 CGPA at the end of each academic year	Merit	\$1,500	All qualifying students in 18-19 academic year	3.00 CGPA each academic year
Academic Achievement Scholarship - Level 3	Entering U.S. residents who are Dean Scholarship recipients	2.50 - 2.99 CGPA at the end of each academic year	Merit	\$1,000	All qualifying students in 18-19 academic year	2.50 CGPA each academic year
Academic Achievement Scholarship - Level 4	Entering U.S. residents who are Stallion and Texan Scholarship recipients	2.00 - 2.49 CGPA at the end of each academic year	Merit	\$ 500	All qualifying students in 18-19 academic year	2.00 CGPA each academic year

2018-19 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 Achievement	Any of the following: SAT: 1300* ACT: 29* ISWEEP Gold INEPO Gold National Exam Top 1% Exemplary Achievement.	Any of the following: SAT: 1100* ACT: 24* ISWEEP Silver ISWEEP Bronze INEPO Silver INEPO Bronze National Exam Top 5% Outstanding Achievement	Any of the following: SAT: 1000* ACT: 21* ISWEEP Honorable ISWEEP Participant National Exam Top 10% Noteworthy Achievement.	Any of the following: SAT: 900* ACT: 18* National Exam Top 25% Recognizable Achievement
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

2018-19 International Student Academic Achievement Scholarships

Title	Eligibility		Type	Award	# of Awards	Requirement to Renew:
	Freshman & Transfer	Current student				
Academic Achievement Scholarship - Level 1	Entering international students who are Presidential Scholarship recipients	3.50 - 4.00 CGPA at the end of each academic year	Merit	\$2,000	All qualifying students in 18-19 academic year	3.50 CGPA each academic year
Academic Achievement Scholarship - Level 2	Entering international students who are Trustee Scholarship recipients	3.00 - 3.49 CGPA at the end of each academic year	Merit	\$1,500	All qualifying students in 18-19 academic year	3.00 CGPA each academic year
Academic Achievement Scholarship - Level 3	Entering international students who are Dean Scholarship recipients	2.50 - 2.99 CGPA at the end of each academic year	Merit	\$1,000	All qualifying students in 18-19 academic year	2.50 CGPA each academic year
Academic Achievement Scholarship - Level 4	Entering international students who are Stallion and Texan Scholarship	2.00 - 2.49 CGPA at the end of each academic year	Merit	\$ 500	All qualifying students in 18-19 academic year	2.00 CGPA each academic year

Additional Scholarships for International Students:

Exceptional Merit Scholarship for International Students		
Award: varies	# of awardees:	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.
Eligibility Criteria:	Freshmen & Transfer:	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"> • Resume demonstrating extensive involvement in community service and leadership activities and highlighting exceptional talents. • 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. • Supporting documents that present the evidence of student's talents and achievements.
Requirement to Renew		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 if 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.
International Diversity Scholarship		
Award: \$2,500	# of awardees:	Under the discretion of the VP for Administrative Affairs
Eligibility Criteria:	Freshmen & Transfer:	Candidates from underrepresented countries can apply. A list of countries can be found in the ISO Office; the list is continuously updated.
Requirement to Renew:		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

North American University believes that academic advising is an integral part of a student's educational experience; therefore, each student upon admission at North American University is assigned an academic advisor by the Department Chair of their undergraduate or graduate program of study. North American University encourages all students to seek academic advising before each registration and at other times when academic questions arise. Academic advisors are committed to preparing students for success in the academic setting by assisting students in the development of skills to define and achieve their academic goals. Advisors assist students to develop a plan of study based on the student's degree requirements and objectives. Ultimately, the student is responsible for seeking adequate academic advice, for knowing and meeting degree requirements, and for enrolling in appropriate courses to ensure orderly and timely progress toward a degree.

Students should plan and request an appointment with their advisor well ahead of the day they are eligible to register for the next semester, a date that can be found by checking the Academic Calendar, or when students demonstrate unsatisfactory 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 in F-1 or J-1 status must obtain approval from the International Student Office when registering for the first time or for a new program, when registering below a full-course load or equivalent (Reduced Course Load), when registering for an internship, when taking an approved temporary leave, or when withdrawing from the University. This approval is in addition to the normal requirements and may not be waived.

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 tailored to their academic and professional goals 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

During announced registration periods published on the academic calendar, students are recommended to meet with their department chair or academic advisor to create a roster of courses for the upcoming semester. The student may register for courses via the MyNAU Student Portal or in person during the times specified by the Office of the University Registrar. The Bursar's Office will bill the student following each registration cycle.

Students must complete course registration during the scheduled registration period or be subject to payment of a late registration fee, if allowed to register. Registration is not complete nor is any academic credit awarded until all course tuition and fees for the semester have been paid.

Enrollment in closed or restricted classes must be authorized by the department chairs.

Students are responsible for verifying the accuracy of their course registration towards their degree plan throughout the semester(s) in which they are enrolled.

5.1.5. Course Load

Full time undergraduate students must enroll in at least 12 credit hours in Fall or Spring semesters and half-time students must enroll in 6 credit hours respectively. During a regular semester of the academic year, a full-time course load for undergraduates is generally 15 semester hours. However, the maximum course load is 19 semester hours which includes all academic credits. Exceptions (overloads) must be approved by the Department Chair.

Course loads 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 may submit a petition to the Department Chair. A desire to graduate early, in itself, is not sufficient reason to receive approval for academic overload.

Note: Undergraduate students' course-load over 16 credit hours 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.

Students in Satisfactory Academic Progress (SAP) probation can register for a maximum of 13 credit hours a semester until they maintain satisfactory academic progress.

Recommended course load for any student who is enrolled in remedial courses is a maximum of 13 credit hours.

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

After registration, a student may add or drop a course at any time before the deadline specified in the Academic Calendar. A course that is dropped before the specified date will not appear in the student's academic record. Courses dropped after the deadline 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".

All changes require the appropriate form (available on the Registrar's web page) and must be completed by 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.

5.1.7. Transfer of Credit for Registered Students

Current undergraduate students may take courses at other institutions and transfer up to 18 credit hours back to the North American University, provided the coursework follows the transfer guidelines. 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

Registration in a course obligates the student to be regular and punctual in class attendance. Students are responsible for learning about, becoming knowledgeable of, and complying with the attendance policy stated in the catalog and/or faculty syllabus. Faculty members will provide details on the rules for attendance in their classes in their course syllabi and faculty members will keep students' attendance records. Missing 20% or more of the scheduled hours in a semester is considered excessive absenteeism and it may result in administrative action.

If a student is enrolled and not attending the all registered classes as of census date, the student will be unofficially withdrawn from the program. The census date is a set by the university and typically on this day, the university takes a "snapshot" of all students' enrollment which becomes the "official enrollment" that is used for financial aid eligibility.

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

5.1.9. Grade Change Policy

Grades submitted by the professors at the end of the semester are final and are not subject to change because of revision of judgment on the part of the instructor. Grades cannot be changed based on a second trial, such as a new examination or additional work undertaken or completed after the grade report has been recorded, or by retaking the course. Grades may only be changed due to:

1. Correction of Error in Grading; and
2. Grade Appeal

An instructor of a course is the only individual who can change a grade. In the event of a grade error, the faculty member should change the grade using the University's grade change process. Any correction or appeal of a grade must take place in the term following the one in which the grade was assigned. The Registrar's Office is responsible for entering the grade change into 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 allow course auditing. However, with the permission of the instructor, students may unofficially visit any course, but the visit is **not** recorded.

5.1.12. Undergraduate Enrollment in Graduate Courses

Undergraduate students classified as a senior and proceeding toward graduation as directly as possible with a Cumulative Grade Point Average (CGPA) of 2.75 or better may enroll in graduate courses with permission in advance from his/her advisor. Graduate courses can be taken either towards a graduate degree or as an elective toward an undergraduate degree. If the course(s) is applied toward an undergraduate degree, the course(s) cannot be applied to a graduate degree. If course(s) is applied toward a graduate degree, the credits earned are subject to transfer credit rules and regulations.

The total number of hours taken in one semester by an undergraduate student may not exceed 15 credit hours, which includes no more than 6 credit hours of graduate courses. Undergraduate students enrolled in graduate courses will pay graduate-level tuition and fees associated with those courses.

5.1.13. Graduation Policy

Undergraduate students who expect to complete 120 or more credit hours after the current term with a Cumulative Grade Point Average (CGPA) of 2.0, who have completed the requirements of at least one major and degree program and who have no holds on their account are eligible to apply for graduation. Graduate students expecting to complete their degree program's required hours after the current term with a CGPA of 3.0, complete the requirements of the degree program, and have no holds on their account are eligible to apply for graduation

Students are responsible for making certain that their plan of study meets all degree and major requirements. To graduate from North American University, all students must fill out a Graduation Application Form (available on the Registrar's web page) and pay associated fees for graduation to the Business Office. This form is required for all students who plan to complete their degree requirements at the end of a fall, spring, or summer semester. 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 the last Friday in October for December conferral
- b. by the last Friday in February for May and August conferral.

Upon completion of degree requirements, degrees are approved by the faculty and conferred in December, May, and August. Fall, Spring, and Summer degree recipients may then participate in the annual commencement ceremony, celebrated each year after the conclusion of the spring semester.

Students who applied for graduation but have not completed academic requirements after 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

The purpose of the grade appeal process is to protect the rights of both the student in earning a grade and the faculty in assigning a grade. The faculty have the right to use their professional judgment both subjectively and objectively in determining a student's grade based on academic performance. They also have the responsibility to award the grade in a uniform manner based on established expectations and criteria for academic performance. Students have the right to appeal a grade that they feel has been awarded in an arbitrary and capricious manner. They also have the responsibility to accept the faculty member's professional judgment about their performance.

Grade appeals should be made only in the case of a grade which the student feels has been unfairly awarded. Only final course grades can be appealed; however, individual assignments or course examinations can be evidence if it can be shown that the grade earned on a given assignment or examination resulted in a lower final grade. Students may appeal a grade based if they feel that:

- The grade was awarded based on factors other than academic performance as outlined in the syllabus or could constitute an act of discrimination.
- The grade awarded was not calculated according to the prior established guidelines set forth by the faculty and distributed to students.
- The standards for determining their grade were more demanding and rigorous than for other students.
- The grade awarded was calculated on false or erroneous information.

Students who wish to appeal a grade fill out the Grade 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 burden of proof rests with the student to demonstrate that the final grade was awarded inappropriately. Falsification or fabrication of information to support an appeal is subject to disciplinary action under the Code of Conduct. 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 Chair of the decision regarding the student's appeal. The Registrar's Office will communicate the outcome of the hearing to the student and, if warranted, post the grade change.

5.1.15. Final Examinations

Final examinations each semester are administered according to the schedule published on the Academic Calendar. The university expects students and instructors to follow this schedule and give final examinations within the hours set aside in the examination schedule. This requirement should be clearly articulated in the course syllabus.

Final examinations or the equivalent that occur in class must be given each semester in accordance with the published University's Final Examination schedule so that students' final exams do not conflict with each other. Examination schedules are published online on the Office of the Registrar's website. Faculty may use their discretion to make accommodations for students who have justified reasons for not being able to attend an in-class final at its scheduled time. No deviation from this printed schedule for in-class final exams or the equivalent is permitted unless specific prior approval has been obtained from the authorized department chair and is reported to the Provost. Faculty teaching online courses who give final exams or the equivalent may choose a due date for these assessments anytime within the University Final Examination as long as there is reasonable access for students taking in-class exams. Other faculty electing to assign online final exams or the equivalent online assignment may select a completion date no earlier than the first day of final examinations and no later than the last day of final examinations as stated in the Final Examination Schedule in the Academic Calendar. All final exams or the equivalent online assignments (for online courses) must remain open for a period of at least 48 hours.

No quiz, test, or examinations may be given the last day of classes unless reflected on the syllabus and with prior approval of the department chair.

5.1.16. Withdrawal and Termination Policy

Students who elect 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. Failure to complete a withdrawal form will result in the recording of the grade of "F" for all courses at the end of the term. Administrative withdrawals are executed when a student appears to no longer be active within the school and fails to submit an official withdrawal form. Students who are administratively withdrawn for non-attendance are not entitled to a refund of tuition or fees. Students withdrawing receive a "W" for each course in which they are enrolled.

Students who have previously withdrawn or have been administratively withdrawn and have not been enrolled in NAU for two regular semesters after their withdrawal can apply for reenrollment to the university. Students not enrolled at NAU for three or more semesters must apply for readmission through the Admissions Office.

North American University reserves the right to terminate enrollment of any student if, in the opinion of the North American University, further association is not in the best interest of the student or the University. Administrative termination can occur for reasons including, but not limited to, the following: 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. Students are responsible for officially dropping courses to be eligible for a refund. Nonpayment for classes for which a student is registered or non-attendance in a registered class does not release the student from financial obligation. 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 regarding 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 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 if 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 may require 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 Commission of Career Schools and Colleges, NAU's national accreditor.

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

Accrediting Commission of Career Schools and Colleges (ACCSC)
 2101 Wilson Boulevard, Suite 302
 Arlington, Virginia 22201
<http://www.accsc.org/>
 Phone: 703.247.4212
 Fax: 703.247.4533

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 Student Affairs 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 regard 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

Definition of Credit Hour

North American University defines a credit hour in accordance with federal regulation, the Texas Administrative Code. The university has procedures in place that conform to accepted practices for determining the amount and level of credit awarded for courses regardless of format or mode of delivery, including but not limited to, online, hybrid, laboratory, seminar, internships, and lecture.

The minimum amount of time for a one-credit-hour course per semester equals 50 minutes per week for 15 weeks of engaged learning plus one week for final examinations or other methods of assessment. A credit hour is an amount of work represented by intended learning outcomes and verified by evidence of student achievement, for the various modes of instruction offered at North American University.

Therefore, a 3 semester-credit-hour course contains at least 45 hours of engaged learning time (i.e. instruction/student engagement/educational experience).

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

The university has a formal faculty review process (undergraduate/graduate curriculum committees at department/unit, and university levels) to ensure that the amount and level of credit awarded for the undergraduate and graduate courses are compatible with sound academic practice in the given field. Non-traditional courses (hybrid, online, shortened semester) that do not meet the face-to-face contact hour requirements, may be offered after the completion of a comprehensive formal faculty review to determine the equivalent learning outcomes of traditionally delivered courses (face-to-face). Delivery methods, measurements of student work, academic calendars, disciplines, and degree levels are taken into consideration in determining the amount of work the learning outcomes will involve.

5.2.3. Course Numbers

Each credit-bearing course is represented by four capital letters followed by a four-digit numeral (e.g., ENGL 1313). The letters form an abbreviation for the instructional area while the four-digit number is interpreted as follows:

- The first digit indicates academic level and provides information regarding restrictions as to undergraduate and/or graduate student enrollment:
 - 1000 and 2000 series - undergraduate lower division
 - 3000 and 4000 series - undergraduate upper division (normally for undergraduate students but with advisor approval for graduate students).
 - 5000 series - graduate courses (for graduate students only).
- 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 in parenthesis 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 lower division Computer Science course with four credit hours which is the first course in Computer Science course sequence. This course includes three contact lecture hours and two contact laboratory hours 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

The university classifies a student as a graduate student when an admission application and the required credentials have been approved and the student has enrolled (registered) for classes as a graduate student at the North American University. All graduate students must go through the formal application process in order to obtain the graduate student classification.

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:

Letter	Description	Point	Percentage
A	Excellent	4.00	96 – 100%
A-		3.67	91 – 95%
B+	Above average	3.33	86 – 90%
B		3.00	81 – 85%
B-		2.67	76 – 80%
C+	Average	2.33	71 – 75%
C		2.00	66 – 70%
C-		1.67	61 – 65%
D+	Below average	1.33	56 – 60%

D		1.00	50 – 55%
F	Fail	0.00	<50%
P	Pass		
T	Transfer credit		
I	Incomplete		
W	Withdrawal		

The following grade scale will be used for graduate students:

Letter	Description	Point
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 9 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 must 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:

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

Graduation with Latin Honors

North American University honors graduates who have high academic achievement by conferring the Latin designations of *Cum Laude*, *Magna Cum Laude*, and *Summa Cum Laude*. These designations are included in the commencement program and on the diploma. Students who receive these designations are also given a gold honor cord to wear during the commencement ceremony. The graduation honor is read by the university name caller when the student crosses the stage.

The current standards are outlined as follows:

- Summa Cum Laude: "With Highest Honor" is awarded to candidates whose cumulative grade point average is 3.800
- Magna Cum Laude: "With Great Honor" is awarded to candidates whose cumulative grade point average is 3.600
- Cum Laude: "With Honor" is awarded to candidates whose cumulative grade point average is 3.300

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. 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 Student Affairs at North American University offers new student orientation to prepare new students for their educational careers at NAU. The Orientation is designed to acquaint new students with the campus, students, faculty and staff. It provides an overview of important policies, procedures, and resources that will help students transition into their new NAU experience.

At Orientation, new students will:

- Attend an academic advising session
- Attend informative sessions
- Learn how to get involved on campus
- Receive your NAU-ID (student ID)
- Take a tour to become familiar with campus, and more

The goal in Orientation is to establish and build a foundation for identity development of our students as thoughtful individuals, growing intellectuals, proud Stallions, and active members of society.

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 bibliographic instruction sessions.

6.3.Dining Hall

Dining facilities are under the jurisdiction of the University. Students are responsible for following all dining hall regulations. Students in violation of the dining hall regulations may be referred to the Dean of Students Affairs 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 clear 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 the University 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 Dining Hall is available for students, faculty staff, and visitors.

6.4. 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, 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.

6.5. Health Services

North American University does not provide a university health clinic but does provide students with health information they need to get well and stay healthy.

In the event of an emergency, students are advised to notify an NAU employee or the security personnel for assistance and guidance.

6.5.1. 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

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.

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

International students with "F" or "J" visa status are required to be covered under the NAU Student Health Insurance Plan or have equivalent health insurance coverage, regardless of the number of credit hours taken. At the time of registration, the student will automatically be enrolled in the mandatory NAU-endorsed UnitedHealthcare Global and will be charged for the coverage period on their student financial account.

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 document to the International Student Office by the waiver deadline—on or before the *first day of class* each term.

Insurance Plan Details

The insurance plan summary can be found online: <http://www.na.edu/campus-life/health-services/>.

6.6. International Student Office

The International Student Office (ISO) at North American University serves all incoming and continuing international students. Our services include assistance with Immigration laws and regulations, obtaining and maintaining F-1 / J-1 student status, ensuring compliance with the laws and regulations of the Department of Homeland Security, and extending a student 1-20 and visa.

6.7. Dean of Students Affairs

North American University's Dean of Students Affairs (DSA) 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: academic support and career services, services for students with disabilities, student organizations, sports and recreation, and student activities and events.

6.7.1. Careers and Success Center

The North American University Career and Success Center is located on the 8th floor. The Career & Success Center provides an open space that meets the academic needs of students to create a more conducive learning environment. Career Services are available to students and alumni through the Career and Success Center in order to provide resources and services necessary to help students be as successful in their careers. The Career and Success Center supports students and alumni in pursuing career goals through the following services:

- Job Posting Bulletin Board
- Career and Internship Fairs
- Career Advising
- Employer Information Sessions and On-Campus Interviews
- Employer and Alumni Connections
- General Job Search Assistance and Online Resources
- Networking Tips
- Resume Development and Review Interviewing Process
- Accepting, Declining & Negotiating Offers
- Freshman Peer Mentor Program
- Content Based Tutoring
- Academic Coaching
- Academic Workshops

6.8.2. 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 Affairs to help guide them in the right direction for outside help.

6.7.3. Student Organizations

The Dean of Students Affairs 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 Student Life Coordinator 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 Affairs 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.

6.7.4. 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 Affairs.

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 Affairs.

6.7.5. Student Activities and Events

North American University hosts a variety of events—lectures, performances, exhibitions, and more—many of which are student planned and run. In addition to these educational and cultural opportunities, the community looks forward to a number of important annual rituals. The academic year is bookended by Orientation for new students in the fall and Commencement in the spring. These celebrations of welcome and farewell are two of NAU's proud traditions.

The Office of Student Affairs cultivate community, culture and creativity within the NAU campus. Student Affairs provide entertainment and experiences that bring the entire student body together. Through their events, NAU students connect with new people, nurture existing friendships, and impact the campus atmosphere. Student Affairs is a source and catalyst for student development by fostering a learning environment that empowers students to engage and participate in a diverse array of enriching opportunities.

Some of the Student Affairs scheduled events include: Spring and Fall Festivals, International Cultural Day, Homecoming, and the Awards Banquet.

6.7.6. Sports, Games, and Recreation

North American University promotes overall student wellness by providing organized and informal programs designed to engage the body and mind for the purposes of fun, fitness, social interaction, competition, skill acquisition and adventure.

Recreational activities and events throughout the year bring students together through active participation, shared interests, nostalgia and play. Activities include darts, ping pong, pool, and more.

Joining a recreational sport is a great way to get involved on campus, meet fellow students, and enjoy a favorite sport. There are no try-outs, set practice times or travel requirements. Tournaments for recreational sports include powder puff games, flag football, dodgeball, kickball, and more.

Participation in a Sport Club is open to all students of the North American University. Some of the sport clubs such as women's volleyball, men's basketball and soccer and coed tennis compete with other schools or teams.

Any student may form a new sport club if there is sufficient student interest/participation in the sport or physical activity. There are several factors to take into consideration when forming a new sport club such as gaining interest, start-up costs, practice location, etc. Student need to contact the Student Life Office for instructions to form a Sports Club. The Student Athlete Association (SAA) is the governing board over all Sports Club.

6.8.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. 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. For more information, related to Residential and Community Life, please contact the Residential Operations & Facilities Management (ROFM).

6.8.1. 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 Residential Operations & Facilities Management (ROFM) 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.

6.9.Liability

The University cannot be held liable for the 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.

6.10. Dress Code

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.

6.11. Nondiscrimination

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.

6.12. No Solicitation

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

6.13. Technology – Acceptable Use

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 viewed 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.

6.14. Bacterial Meningitis

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.

6.15. Emergency Response

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 the reporting and investigation process. Details of the policy can be found in the Emergency Response Manual located on the University's website.

6.16. 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.

6.16.1. 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 Affairs. The case will be discussed and the decision will be made by the Disciplinary Hearing Committee as outlined in the Disciplinary Procedures.

6.16.2. 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.

6.16.3. 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 Affairs. Violators of the policy may be subject to disciplinary action in addition to any fine imposed by the state.

6.16.4. 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 Affairs or anonymously through My Safe Campus online (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.

6.16.5. 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 Affairs. 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, 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.

6.16.6. 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.

6.16.7. 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.

6.16.8. 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.

6.16.9. 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.

6.16.10. Unauthorized Entry, Possession, or Use

Forcible or unauthorized entry to any building, structure, or facility and/or unauthorized entry to the University grounds as well as unauthorized use, distribution, duplication, or possession of any key(s) issued for 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.

6.16.11. 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.

6.16.12. 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.

6.16.13. Skateboards, Rollerblades, Scooters, Bicycles or Similar Devices

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

6.16.14. 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.

6.16.15. 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.

6.16.16. 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.

6.17. Disciplinary Procedures

Violations of University Academic Policies, Student Life Policies, and Student Code of Conduct should be reported to the Dean of Students Affairs 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.

6.17.1. 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 members of the University faculty, one student, and one staff member. The Provost selects a faculty member of the committee to serve as Chair for a one-year term.

6.17.1. 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.

6.17.2. 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 Affairs, 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 Affairs, the appeal will be made to the Vice President for Academic Affairs. Written notice of appeal must be sent to the Dean of Students Affairs 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 of Students Affairs 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 of Academic Affairs or Dean of Students Affairs within 5 class days after giving notice of appeal.

The President or Vice President of Academic Affairs 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 President of Academic Affairs 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.

6.17.3. Interim Disciplinary Action

The Dean of Students Affairs 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.

6.18. 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, its faculty, staff, or students. All grievances and complaints will be taken into consideration. This includes NAU Distance Education students.

Complaint/Grievance is an injustice or prejudice that a student or faculty or staff member inflicted upon a student and the student deems unjust to their learning or learning environment. It can also be an issue concerning implementation of University policy, procedure and practice. This includes all on campus areas not just in the classroom.

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

This form needs to be submitted to the Student Services Office by dropping off the form or emailing it to Studentlife@na.edu. The Student Services Office reviews the submitted form. Depending on the severity of the Complaint/Grievance, Student Services either submits the form to the appropriate supervisor or convenes the Complaint/Grievance Committee.

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

Students can access to complaint procedures and forms by following the link: <http://www.na.edu/campus-life/student-services/>

In the event that a grievance remains unresolved, students may submit a formal complaint to the Texas Higher Education Coordinating Board (THECB). Information about the THECB Student Complaint process, including relevant state regulations, forms, and contact information, is available at the agency's website: <http://www.thecb.state.tx.us/studentcomplaints>.

The web address for the rules governing student complaints – Title 19 of the Texas Administrative Code, Sections 1.110-1.120: [http://texreg.sos.state.tx.us/public/readtac\\$ext.viewtac](http://texreg.sos.state.tx.us/public/readtac$ext.viewtac)

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 or by calling at 1-800-716-9007. The confidential report is treated as a formal grievance request and forwarded to the NAU Administration.

6.19. 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 Dean of Student Affairs. 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. 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 NAU Moodle.

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

1. Visit Room 830 on the 8th Floor
2. Call (832) 230-5541
3. Email support@na.edu to submit a trouble ticket

Assistance for NAU Moodle 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

The General Education requirements do not include remedial courses which may need to be taken before completing some of the subject areas listed below. All MATH and ENGL courses numbered R300-R301 (non-credit courses) must be completed within one year.

In addition to the General Education requirements listed below, all incoming freshmen students are required to take FRSH 1311 Freshman Seminar.

General Education Courses (36 credit hours)

Communications (9 hours)

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

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:

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

Language, Philosophy and Arts (6 hours)

Two of the following:

- ARTS 1311 Art Appreciation
- 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
PHIL 1311	Introduction to Logic and Critical Thinking
PHIL 1312	Professional Ethics
PHIL 1313	Introduction to Philosophy

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

The Bachelor of Science in Business Administration provides business programs that inspire students to be well-prepared for a changing business environment through building a solid foundation and understanding of business practices with global and ethical perspectives.

7.3.1.1. Goals

The goals of the Bachelor of Science in Business Administration are to

1. Promote a high-quality and rigorous academic environment;
2. Enhance academic work with collaborative learning activities;
3. Advance global and ethical topics in business.

7.3.1.2. Student Learning Outcomes

Graduates of the program will

1. Acquire knowledge about and understanding of fundamental theories in business;
2. Analyze business problems, formulate relevant solutions and assess possible outcomes;
3. Demonstrate efficient oral and written business communication skills;
4. Demonstrate ability to make reasoned ethical and legal judgments related to business profession;
5. Develop effective team-working skills;
6. Demonstrate knowledge of business information systems and integrate it into business problem solving; and
7. Acquire knowledge about and understanding of fundamental theories in concentration area and apply them to contemporary business.

7.3.1.3. Degree Requirements

For a Bachelor of Science 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.

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 is required 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 and Simulation

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 and Simulation
- MNGT 4320 Global Supply Chain Management
- MNGT 4316 Human Resource Management

Electives

- BUSI 4399 Internship

MINOR DEGREE REQUIREMENTS

A Minor in Business Administration can be earned in conjunction with any major at NAU. Students must complete the following courses to earn a 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
- BUSI 3314 Business Ethics
- BUSI 3315 Business Law

And, one upper-division (3000 or 4000 level) course in economics, finance, management or marketing needs to be completed.

7.3.2. Computer Science

The Department of Computer Science strives for quality in teaching and research by covering the fundamentals as well as applied aspects of computer science while enabling students with technological problem-solving skills, collaborative activities and consideration to ethical issues.

7.3.2.1. Goals

The goals of the Bachelor of Science in Computer Science program are to:

1. Prepare students for entry to mid-level employment opportunities
2. Develop strong oral and written communication skills
3. Provide clear understanding of ethical issues related to the computing profession

7.3.2.2. Student Learning Outcomes

Graduates of the program will:

1. Apply knowledge of computing and mathematics appropriate to the computer science
2. Recognize the ethical, legal, security and social implications of computing
3. Demonstrate communication skills to convey technical information accurately and effectively
4. Recognize the need for continuous professional and educational development
5. Develop and design software solutions using design methodologies, data structures and programming languages
6. Acquire current skills of computer networks.

7.3.2.3. Degree Requirements

For a Bachelor of Science 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. A student must complete COMP 1314 Computer Literacy and Applications OR pass the COMP 1314 Proficiency Exam for Credit. The credit for the COMP 1314 proficiency exam will be awarded as transfer credit and will not be counted in the GPA.

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 2316	Computer Organization
COMP 2415	Systems Programming
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 (3000 or 4000 level) courses in computer science needs to be completed.

7.3.3. Interdisciplinary Studies in Education

Interdisciplinary Studies in Education at NAU leads to a Bachelor of Science degree that prepares future teachers in Mathematics, English Language Arts, and Elementary Education.

Program Goal

The Bachelor of Science in Interdisciplinary Studies in Education provides students with a high-quality education that enables them to acquire essential content knowledge and pedagogical skills, understand research based best practices, and appreciate ethical and professional standards in their educational fields.

7.3.3.1. Program Student Learning Outcomes (SLO)

The Bachelor of Science (B. S.) in Interdisciplinary Studies provides a comprehensive educational program that enables students to:

1. Understand the developmental needs of students at various ages, stages, and abilities
2. Implement research-based instructional strategies to meet the learning needs of a diverse student population
3. Develop effective classroom management skills
4. Use instructional technology to implement best practices in teaching and assessment
5. Demonstrate ethical and professional standards in classroom practice

7.3.3.2. Degree Requirements

For a Bachelor in Science 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
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 Mathematics
MATH 4324 Teaching Secondary School Mathematics
PHED 3311 Health and Physical Education for Children

MINOR DEGREE REQUIREMENTS

A Minor in Education can be earned in conjunction with any major in the North American University. Students must 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 Mathematics Education

MATH 4322 Teaching Problem Solving in Mathematics
MATH 4324 Teaching Secondary School Mathematics

And, two upper-division (3000 or 4000 level) courses in Mathematics 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 (3000 or 4000 level) 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)
- Social Studies 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 2.50 or higher (Overall, transfer and English core classes); or
 - at least 2.50 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 80; Algebra 80; Writing 6.
 - Next Generation Accuplacer (Administered by College Board): Minimum scores: Reading 253; Quantitative Reasoning, Algebra, and Statistics 256; Writing 253.
 - 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, TEA accepts only certain countries.
 - a minimum score of 89 on the Internet-based TOEFL with speaking part 24.
- *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.

7.3.3.4. Alternative Certification Program (ACP)

NAU-Alternative Certification Program is a teacher alternative certification program approved by the Texas State Board of Educator Certification (SBEC) and provides affordable teacher certification in Texas.

Certification Areas:

- English Language Arts and Reading (Grades 4-8)
- Mathematics (Grades 4-8)
- Physical Sciences (Grades 8-12)
- Science (Grades 4-8)
- Social Studies (Grades 4-8)
- Technology Applications (Grades EC-12)

Admission Criteria

Candidates applying for admission to ACP are required to meet the following criteria:

1. **Baccalaureate Degree:** The applicant must have a baccalaureate degree earned from and conferred by an institution of higher education that is recognized by one of the regional accrediting agencies. If the applicant earned the baccalaureate degree from a foreign university, the transcript must be evaluated by an accrediting organization recognized by the Texas Higher Education Coordinating Board to prove that it is equivalent to a U.S. baccalaureate degree.
2. **Minimum Grade Point Average (GPA):** The candidate must submit an official transcript meet one of the following criteria in order to be eligible to enter the ACP:
 - an overall GPA of at least 2.5 or
 - a GPA of at least 2.5 in the last 60 semester credit hours; or
3. **Content Competency:** The candidate must demonstrate the content mastery by passing the Pre-Admission Content Test (PACT). The content test must match the content area for the certification sought. No candidate will be admitted until they have passed the content test.
4. **Oral Communication Skills:** Proof of English language proficiency must be provided to the ACP office before an applicant can 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, TEA accepts countries approved by the State for Educator Certification (SBEC).
 - Verification of minimum scaled scores on the iBT TOEFL test:
 - Speaking 24
 - Listening 22
 - Reading 22
 - Writing 21

8. **Other Requirements:** 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.

7.3.3.5. Principal Certification Program

The principal Certification program is embedded in the M.Ed. in Educational Leadership Master program at North American University.

Focus of the program is to prepare leaders in public school leadership and administration, based on the State Board for Educator Certification/TEXES framework for Principal Certification in Texas.

Admission Requirements

1. Application Form for Principal Certification Program
2. Official Bachelor degree transcript
3. An interview to determine the educator preparation candidate's appropriateness for the certification sought (§227.10 (a)(6))
4. Hold a valid Texas Standard Teaching Certificate
5. Have Teacher Service record from school district personnel office indicating at least two years of classroom teaching experience, in a TEA approved school.
6. Master degree and principal certification plan
7. Language requirements
 - completion of an undergraduate or graduate degree at an accredited 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 Texas Education Agency (TEA) staff that the primary language of instruction was English; or
 - verification of satisfactory scores on an English language proficiency examination(s) approved by the State Board for Educator Certification.

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. In

addition, students are required to take an ETS exit test administered by ETS and coordinated by a business faculty member.

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 Emphasis (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 Emphasis (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
- 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 select 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 Department of Computer Science strives for quality in teaching and research by covering the fundamentals as well as applied aspects of computer science while enabling students with technological problem-solving skills, collaborative activities and consideration to ethical issues.

7.4.2.1. Program Goals

The goals of the Master of Science (M.S.) in Computer Science program are to:

1. Prepare students for mid to advance level employment opportunities
2. Develop strong oral and written communication skills
3. Provide clear understanding of ethical issues related to the computing profession

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 and algorithms
2. Develop sophisticated knowledge of operating systems and hardware
3. Apply advanced practices of software design and development cycle
4. Acquire advanced skills of computer networks
5. Analyzing data using advanced computing tools
6. Engaging and applying secure practices in various digital environments
7. Demonstrate communication skills to convey technical information accurately and effectively.

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

Data Analytics Concentration (12 credits)

- COMP 5354 Business Intelligence
- COMP 5337 Machine Learning
- COMP 5355 Data Analysis
- COMP 5353 Data Mining

Cyber Security Concentration (12 Credits)

- COMP 5334 Advanced Networking & Computing
- COMP 5333 Cyber Crime Investigation
- COMP 5335 Web, Cloud, and Mobile Security
- COMP 5336 Computer Forensics

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)**Program Goal**

The Master of Education in Curriculum and Instruction program provides students with advanced content knowledge and pedagogical understandings, which will enable them to implement curricula using instructional technology and research-based instructional strategies, to the highest ethical and professional standards.

7.4.3.1. Program Student Learning Outcomes (SLO)

The Master of Education (M.Ed.) in Curriculum and Instruction program prepares students to:

1. Apply human development and learning theories to create productive learning environments
2. Implement curricula with fidelity, using educational best practices, instructional technology, and current research to follow state-mandated standards
3. Develop pedagogical understandings and subject matter knowledge in STEM fields
4. Demonstrate competence in subject area content courses

7.4.3.2. 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

Mathematics Education Concentration (15 credits)

- MATH 5311 Teaching Secondary School Mathematics
- MATH 5312 Geometry and Trigonometry for Teachers
- MATH 5313 Advanced Calculus
- MATH 5314 Teaching Problem Solving in Mathematics 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 Mathematics 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 Mathematics Education
- MATH 5317 Advanced Linear Algebra
- MATH 5318 Probability and Statistics
- MATH 5319 Ordinary Differential Equations

7.4.3.3. 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.

Program Goals

The Master of Education in Educational Leadership program prepares future school leaders who are forward-looking visionaries, effective communicators, knowledgeable and informed instructional leaders, advocates of technology, and adept resource managers.

7.4.4.1. Program Student Learning Outcomes (SLO)

The Master of Education (M.Ed.) in Educational Leadership program prepares students to become proficient school leaders who:

1. establish and implement a shared vision of high expectations
2. create a positive school culture through effective communication and collaboration with a diverse school community
3. promote the success of all students through rigorous curriculum, effective instructional practices, and data-driven instructional interventions
4. manage human capital through the selection of highly trained teachers, facilitation of professional learning communities, and comprehensive evaluation program
5. oversee the integration of cutting edge technology into all aspects of the school

7.4.4.2. 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

7.4.4.3. 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.

Program Goals

The Master of Education (M.Ed.) in School Counseling is designed to prepare candidates with the knowledge, skills, and mindset necessary to design and implement a comprehensive and developmental school counseling program.

7.4.5.1. Program Student Learning Outcomes (SLO)

The Master of Education (M.Ed.) in Counseling program enables students to:

1. Appreciate the need for observing legal and ethical practices in counseling
2. Recognize the relationship between human growth and development and options for counseling interventions
3. Use individual and group counseling techniques to facilitate treatment planning and implementation for diverse student populations
4. Research career development options and create a personal career plan
5. Understand the various roles of the school counselor, including standards and behaviors as defined in Texas Education Agency's Comprehensive and Developmental Guidance and Counseling Program.

7.4.5.2. 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

7.4.5.3. 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: None

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 5333 Cyber Crime Investigation

Cr. 3. (3-0). This course provides students intensive hands on investigation of computer related crime designed for the profession as an electronic crime investigator. Students will identify, evaluate, classify, and demonstrate proficiency in investigating computer related crimes.

Prerequisite: None

COMP 5334 Advanced Computer and Network Security

Cr. 3. (3-0). Given the security concepts and building blocks developed in the former course, this course both explores these previous topics in greater depth and covers additional topics. Topics will include advanced cryptography, security protocols, network, firewalls, intrusion detection and prevention systems, vulnerability assessment, and other security technologies. There is special emphasis on application and software security issues. In addition, this course includes hands-on exercises using a Linux virtual machine that reinforce the material, and covers weekly current events in computer security.

Prerequisite: None

COMP 5335 Web, Cloud, and Mobile Security

Cr. 3. (3-0). This course covers Web safety and browser vulnerabilities, privacy concerns, issues with Java, JavaScript, ActiveX, and all things Web and security related. Various protocols, and approaches to provide web services in as secure a manner as possible will be investigated, to include: digital certificates SSL (Secure Socket Layer), TLS (Transport Layer Security), host security, server access methods, and secure CGI/API.

Prerequisite: None

COMP 5336 Computer Forensics

Cr. 3. (3-0). This course will provide a foundation in the field of Computer Forensics. The student will learn how to obtain and analyze digital information for possible use as evidence in civil, criminal or administrative cases. Topics include applications of hardware and software to computer forensics, computer forensics law, volume and file system analysis, computer forensics investigations, and computer forensics in the laboratory. Hands-on exercises guide discussions and reinforce the subject matter.

Prerequisite: None

COMP 5337 Machine Learning

Cr. 3. (3-0). This course examines several fundamental concepts and methods for machine learning. The emphasis will be on machine learning algorithms and applications, with some broad explanation of the underlying principles. The course will also discuss recent applications of machine learning, such as to robotic control, autonomous navigation, bioinformatics, speech recognition, and text and web data processing.

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 5354 Business Intelligence

Cr. 3. (3-0). This course focuses on Data Warehousing and its applications to business intelligence. Course will concentrate on introduction to business intelligence, design and development of business intelligence applications, expansion and support of a data warehouse; in addition to topics like: requirements gathering for data warehousing, data warehouse architecture, dimensional model design for data warehousing, physical database design for data warehousing, extracting, transforming, and loading strategies.

Prerequisite: None

COMP 5355 Data Analysis

Cr. 3. (3-0). This course investigates data scraping/sampling/cleaning in order to get an informative, manageable data set; data storage and management in order to be able to access data - especially big data - quickly and reliably during - subsequent analysis; exploratory data analysis to generate hypotheses and intuition about the data; prediction based on statistical tools such as regression, classification, and clustering and communication of results through visualization, and interpretable summaries.

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: 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. Practical aspects of this course include designing Android and iOS based educational 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. Practical aspects of this course include designing educational programming projects.

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 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 human development throughout the life span. The physiological, social, emotional, cognitive, language and cultural influences on growth and development will be introduced. Theories of childhood, adolescent and young adult development and learning will be examined. Prerequisite: None

EDUC 5312 Curriculum and Instructional Design

Cr. 3 (3-0). Cr. 3. (3-0). This course focuses on the design of instruction, with a focus on theory and method of design, as it relates to school leadership. The main topics include curriculum design, instructional strategies, lesson planning, and assessment. This course is designed to be a practical course where educators will be equipped with the core skills needed for the successful provision and delivery of school curriculum. The mission of this course is to not only build the required skills set to succeed as a future educational leader, but also to extend the interest of students by introducing the concepts that are commonly used by today's teachers, along with new applications to provide 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 course is intended to provide educators 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 educators with the management skills necessary for successful administrative leadership in public schools. It examines the importance of organizational leadership from an interdisciplinary perspective. Special emphasis is placed on leadership styles, transformational leadership, school culture, and the critical role assumed by school leaders as leaders of the school vision. Prerequisite: None

EDUC 5315 Instructional Leadership

Cr. 3. (3.0). This course is designed to introduce school leaders to theories and current research regarding innovative practices and effective strategies for creating teacher leaders. Emphasis will be on promoting the selection, placement, retention, and professional development of teachers through a systematic program of supervision and evaluation. The role of teachers as instructional leaders will be emphasized as this leads to improved classroom performance and student achievement. Prerequisite: None

EDUC 5316 Human Resource Management

Cr. 3. (3.0). This course examines how to manage human resources effectively in the dynamic legal, social, and economic environment currently impacting educational institutions. Topics include the formulation and implementation of a human resource strategy, job analysis, teacher recruitment, selection, training and development, performance appraisal, compensation and benefits, and the evaluation of human resource management effectiveness. Prerequisite: None

EDUC 5319 School Finance and Campus Business Management

Cr. 3. (3.0). This course emphasizes on the role of the principal in resource alignment and management, including budgeting, personnel, resource utilization, and financial management. Emphasis is placed on processes that most effectively and equitably address identified needs of the campus, specifically support increased student achievement, and align with the school vision, as specified in the campus improvement plan. This course also includes the history of school finance, a review of budgeting methods, and current school finance guidelines. Prerequisite: None

EDUC 5320 Communication and Public Relations for School Administrators

Cr. 3. (3.0). This course explores the importance of effective communication and public relations skills in diverse school settings. The principles underlying public relations in school settings, the role of school leaders in communicating with the media, and the importance internal and external communication will be reviewed. School leaders must collaborate with all stakeholders as key partners in student success. Course requirements include reviewing current communication documents in a school setting, with a focus on the importance of technology, determining the effectiveness of current communication channels, and developing a communication action plan. Prerequisite: None

EDUC 5322 Internship in Educational Leadership

Cr. 3. The capstone course provides an opportunity for school leadership candidates to have authentic field experience in administrative positions. During this course candidates will work closely with school administrators and mentors in an educational setting to put theory into practice by learning more about the day-to-day responsibilities of a school leader. 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 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: None

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 made by educational leaders. It also reviews the laws that govern America's public schools, including student rights, teacher rights, and special education. Students will explore the effect of changing laws on policy decisions within the educational system, by choosing one policy to examine in greater depth.

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.

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

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

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

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 Mathematics 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 Mathematics

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 Mathematics

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 Mathematics

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 Mathematics 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 Mathematics 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 5312 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: None

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 4316 Human Resource Management

Cr. 3. (3-0). This course is designed to introduce the field of Human Resource Management (HRM) and focuses on theories, principles, and practices of Human Resources Management (HRM) in organizations.

Topics include human resource management functions such as recruitment, selection, training, performance management, motivation, communication, legal environment, benefits and compensation.

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, 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-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	Senior 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 and Communications, 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:

Name	Title	Company/Institution
Dr. John “Yiannis” K. Galiotos	Dean	Energy and Manufacturing Institute, Lone Star 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
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. 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 Moore 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

Bhanukiran Gurijala

- **Area of teaching specialization:** Algorithms, Systems Programming, Operating Systems
- **Rank:** Assistant Professor
- **Degrees:**
Ph.D, Computer Science, The University of Texas at El Paso
M.Sc. Software Engineering, The University of Houston, Clear Lake
B.E., Computer Science, R.V. College of Engineering, Bangalore

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
B.S., Engineering, Dalian University of Technology

Jim McCleskey

- **Area of teaching specialization:** Business Administration
- **Rank:** Assistant Professor
- **Degrees:**
Ph.D., Organization & Management - Leadership Specialty, Capella University School of Business & Technology
M.B.A., Business Administration, University of Houston Bauer College of Business
B.B.A., Business Administration, University of Texas

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

Wendy Schulze

- **Areas of teaching specialization:** Educational Leadership, Curriculum & Instruction, Psychology
- **Rank:** Assistant Professor
- **Degrees:**
Ed.D., Educational Leadership, Argosy University
M.Ed., Education (Curriculum and Instruction), Alabama A&M University
M.S., Psychology, Kaplan University
B.S., Psychology, University of Alabama

Ann Marie Smith

- **Areas of teaching specialization:** English, Reading, Writing, Literacy
- **Rank:** Associate Professor
- **Degrees:**
Ph.D., Reading/Writing/Literacy emphasis in Curriculum and Instruction, University of Maryland
M.A., English, Iowa State University
B.A., English, University of Northern Iowa

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

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

John Topuz

- **Area of teaching specialization:** Corporate Finance
- **Rank:** Professor
- **Degrees:**
DBA in Finance, Louisiana Tech University
M.A. in Economics, University of New Orleans
M.S. in Computer Science, Saint Joseph's University
MBA, Yildiz Technical University
B.S. in Mining Engineering, Istanbul 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

Harun Yilmaz

- **Area of teaching specialization:** Educational Technology
- **Rank:** Associate Professor
- **Degrees:**
Ph.D. Instructional Design, Virginia Tech University
M. Sc. Instructional Design, Development and Evaluation, Syracuse University
B. Sc. Computer Education, Gazi University

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1. ACADEMIC CALENDAR

2018-2019 UNDERGRADUATE CALENDAR

FALL SEMESTER – 2018:

August 20 - December 15

July 2018

July 30 - August 12

Registration opens for continuing and new students

August 2018

July 30 - August 12

Registration opens for continuing and new students

August 13

Registration payment deadline for continuing and new students registered on or before August 12

August 13

First installment is due for payment plan enrolled students registered on or before August 12

August 13 - 17

Late registration opens for continuing and new students

August 13 - 17

Registration payment or first installment payment is due on the same day of registration for continuing and new students registered during the late registration period

August 15 - 16

Orientation for new students

August 17

Late registration payment deadline for new students

August 20

First day of classes

August 24

Last day to add a course

September 2018

September 3

Labor Day Holiday

September 10

Campus Census

September 10

Last day to drop a course or withdraw without a 'W'

September 13

Second installment is due for payment plan enrolled students

October 2018

October 11

Third installment is due for payment plan enrolled students

October 25

Last day to drop a course or withdraw with a "W"

October 26

Graduation application deadline for Fall semester *

November 2018

November 8

Fourth installment is due for payment plan enrolled students

November 5 - 21

Spring early registration for all students

November 22 - 23

Thanksgiving Holiday

December 2018

December 4

Last day of classes

December 5 - 13

Final Examinations

December 14

Last day to submit final grades

December 15

Official close of the semester

December 17 - January 6

Spring registration for continuing and new students

SPRING SEMESTER 2019:**January 14 - May 18****January 2019**

December 17 - January 6	Spring registration for <i>continuing</i> and <i>new</i> students
January 7	Registration payment deadline for <i>continuing</i> and <i>new</i> students registered on or before January 6
January 7	First installment is due for payment plan enrolled students registered on or before January 6
January 7 - 11	<i>Late registration for continuing and new students **</i>
January 7 - 11	Registration payment or first installment payment is due <i>on the same day of registration</i> for <i>continuing</i> and <i>new</i> students registered during the late registration period
January 9 - 10	Orientation for <i>new</i> students
January 14	First day of classes
January 18	Last day to add a course
January 21	Martin Luther King Jr. Holiday

February 2019

February 4	Last day to drop a course or withdraw <i>without</i> a "W"
February 4	Campus Census
February 7	Second installment is due for payment plan enrolled students
February 22	Graduation application deadline for Spring and Summer semesters *

March 2019

March 7	Third installment is due for payment plan enrolled students
March 11 - 15	Spring Break
March 29	Last day to drop a course or withdraw <i>with</i> a "W"

April 2019

April 4	Fourth installment is due for payment plan enrolled students
April 19	Easter Holiday (Good Friday)
April 22	Summer I, II, III registration opens for <i>continuing</i> and <i>new</i> students
April 22 - May 3	Fall <i>early</i> registration for <i>continuing</i> and <i>new</i> students

May 2019

May 6	Last day of classes
May 7	Make up day for classes officially cancelled by NAU (if necessary) or reading day
May 8 - 16	Final Examinations
May 17	Last day to submit final grades
May 18	Official close of the semester
May 18	North American University Commencement

**SUMMER I SEMESTER 2019:
1st 6 Week Session**

May 20 - June 28

May 2019

April 22 - May 12
May 13
May 13 - 17
May 13 - 17
May 20
May 22
May 24
May 27

Registration for *continuing* and *new* students
Payment deadline for *continuing* and *new* students
Late registration for *continuing* and *new* students **
Payment is due on the same day of registration during the late registration period
First day of classes
Last day to add a course
Last day to drop a course or withdraw *without* a "W"
Memorial Day Holiday

June 2019

June 7
June 25
June 26
June 27
June 28

Last day to drop a course or withdraw *with* a "W"
Last day of classes for Summer I
Final Examinations
Last day to submit final grades
Official close of the semester

**SUMMER II SEMESTER 2019:
2nd 6 Week Session**

July 1 - August 8

June 2019

April 22 - June 23
June 23
June 24 - June 28
June 24 - June 28

Registration for *continuing* and *new* students
Payment deadline for *continuing* and *new* students
Late registration for *continuing* and *new* students **
Payment is due on the same day of registration during the late registration period

July 2019

July 1
July 4
July 3
July 5
July 19

First day of classes
Independence Day Holiday
Last day to add a course
Last day to drop a course or withdraw *without* a "W"
Last day to drop a course or withdraw *with* a "W"

August 2019

August 5
August 6
August 7
August 8

Last day of classes for Summer II
Final Examinations
Last day to submit final grades
Official close of the semester

**SUMMER III SEMESTER 2019:
12 Week Session**

May 20 - August 8

May 2019

April 22 - May 12	Registration for <i>continuing</i> and <i>new</i> students
May 13	Payment deadline for <i>continuing</i> and <i>new</i> students
May 13 - May 17	<i>Late</i> registration for <i>continuing</i> and <i>new</i> students **
May 13 - May 17	Payment is due <u>on the same day of registration</u> during the late registration period
May 20	First day of classes
May 22	Last day to add a course
May 27	Memorial Day Holiday

June 2019

June 7	Last day to drop a course or withdraw <u>without</u> a "W"
June 28	Last day to drop a course or withdraw <u>with</u> a "W"

July 2019

July 4	Independence Day Holiday
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August 2019

August 5	Last day of classes for Summer III
August 6 - August 7	Final Examinations
August 8	Last day to submit final grades
August 8	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*

2018-2019 GRADUATE CALENDAR

FALL SEMESTER 2018:

August 2019

July 30 - August 12

August 13

August 13

August 13 - 17

August 13 - 17

August 20

August 24

August 20 - December 15

Registration opens for continuing and new students

Registration payment deadline for continuing and new students registered on or before August 12

First installment is due for payment plan enrolled students registered on or before August 12

Late registration opens for continuing and new students

Registration payment or first installment payment is due on the same day of registration for continuing and new students registered during the late registration period

First day of classes

Last day to add a course

September 2019

September 3

September 10

September 10

September 13

Labor Day Holiday

Campus Census

Last day to drop a course without a "W"

Second installment is due for payment plan enrolled students

October 2019

October 11

October 25

October 26

Third installment is due for payment plan enrolled students

Last day to drop a course with a "W"

Graduation application deadline for Fall semester *

November 2019

November 8

November 5 - 21

November 22 - 23

Fourth installment is due for payment plan enrolled students

Spring registration for continuing and new students

Thanksgiving holiday

December 2019

December 4

December 5 - 13

December 14

December 15

Last day of classes

Final Examinations

Last day to submit final grades

Official close of the semester

SPRING SEMESTER 2019:**January 14 - May 18****January 2019**

December 17 - January 6	Spring registration for <i>continuing</i> and <i>new</i> students
January 7	Registration payment deadline for <i>continuing</i> and <i>new</i> students registered on or before January 6
January 7	First installment is due for payment plan enrolled students registered on or before January 6
January 7 - 11	<i>Late</i> registration for <i>continuing</i> and <i>new</i> students **
January 7 - 11	Registration payment or first installment payment is due <i>on the same day of registration</i> for <i>continuing</i> and <i>new</i> students registered during the late registration period
January 14	First day of classes
January 18	Last day to add a course
January 21	Martin Luther King Jr. Holiday

February 2019

February 4	Last day to drop a course or withdraw <i>without</i> a "W"
February 4	Campus Census
February 7	Second installment is due for payment plan enrolled students
February 22	Graduation application deadline for Spring and Summer semesters *

March 2019

March 7	Third installment is due for payment plan enrolled students
March 11 - 15	Spring Break
March 29	Last day to drop a course or withdraw <i>with</i> a "W"

April 2019

April 4	Fourth installment is due for payment plan enrolled students
April 19	Easter Holiday (Good Friday)
April 22	Summer I, II, III registration opens for <i>continuing</i> and <i>new</i> students

May 2019

April 22 - May 3	Fall <i>early</i> registration for <i>continuing</i> and <i>new</i> students
May 6	Last day of classes
May 7	Make up day for classes officially cancelled by NAU (if necessary) or reading day
May 8 - 16	Final Examinations
May 17	Last day to submit final grades
May 18	Official close of the semester
May 18	North American University Commencement

**SUMMER I SEMESTER 2019:
1st 6 Week Session**

May 20 - June 28

May 2019

April 22 - May 12
May 13
May 13 - 17
May 13 - 17
May 20
May 22
May 23
May 27

Registration for *continuing* and *new* students
Payment deadline for *continuing* and *new* students
Late registration for *continuing* and *new* students **
Payment is due on the same day of registration during the late registration period
First day of classes
Last day to add a course
Last day to drop a course or withdraw without a "W"
Memorial Day Holiday

June 2019

June 7
June 25
June 26
June 27
June 28

Last day to drop a course or withdraw with a "W"
Last day of classes for Summer I
Final Examinations
Last day to submit final grades
Official close of the semester

**SUMMER II SEMESTER 2019:
2nd 6 Week Session**

July 1 - August 8

June 2019

April 22 - June 23
June 23
June 24 - June 28
June 24 - June 28

Registration for *continuing* and *new* students
Payment deadline for *continuing* and *new* students
Late registration for *continuing* and *new* students **
Payment is due on the same day of registration during the late registration period

July 2019

July 1
July 4
July 3
July 5
July 19

First day of classes
Independence Day Holiday
Last day to add a course
Last day to drop a course or withdraw without a "W"
Last day to drop a course or withdraw with a "W"

August 2019

August 5
August 6
August 7
August 8

Last day of classes for Summer II
Final Examinations
Last day to submit final grades
Official close of the semester

**SUMMER III SEMESTER 2019:
12 Week Session**

May 20 - August 8

May 2019

April 22 - May 12	Registration for <i>continuing</i> and <i>new</i> students
May 13	Payment deadline for <i>continuing</i> and <i>new</i> students
May 13 - 17	<i>Late</i> registration for <i>continuing</i> and <i>new</i> students **
May 13 - 17	Payment is due <u>on the same day of registration</u> during the late registration period
May 20	First day of classes
May 22	Last day to add a course
May 27	Memorial Day Holiday

June 2019

June 5	Last day to drop a course or withdraw <u>without</u> a "W"
June 28	Last day to drop a course or withdraw <u>with</u> a "W"

July 2019

July 4	Independence Day Holiday
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August 2019

August 5	Last day of classes for Summer III
August 6 - August 7	Final Examinations
August 8	Last day to submit final grades
August 8	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, Objectives, and Priorities

2.2.1. Goal 1: Academic and Career-related Learning

2.2.1.1. Objective 1.1 Foster academic and career-related student learning

2.2.1.2. Objective 1.2 Attract and nurture highly qualified faculty with career-related work experience

2.2.1.3. Objective 1.3 Attract and nurture promising students

2.2.1.4. Objective 1.4 Provide educational materials and infrastructure that support career-related student learning

2.2.2. Goal 2: Professional Proficiency

2.2.2.1. Objective 2.1 Develop a curriculum that helps students excel in their professional formation

2.2.2.2. Objective 2.2 Develop a curriculum that is responsive to the needs and visions of employers

2.2.2.3. Objective 2.3 Promote life-long learning skills

2.2.2.4. Objective 2.4 Promote ethical and professional behavior at both individual and organizational level

2.2.3. Goal 3: Student Centeredness and Personal Development

2.2.3.1. Objective 3.1 Nurture a student-oriented environment that is responsive to student needs and career goals

2.2.3.2. Objective 3.2 Provide academic and social services and support to students through their stay at the institution

2.2.3.3. Objective 3.3 Provide educational programs and experiences that promote global cultural competency and respect for diversity

2.2.4. Goal 4: Engagement with Stakeholders

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

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

2.2.5. Goal 5: Good Stewardship

2.2.5.1. 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. North American University History

North American University (NAU) was founded by the Texas Gulf Foundation (TGF). There is no short or straight path to becoming recognized as a university. NAU's path began in April 2007 when the Texas Gulf Foundation (TGF), a non-profit educational organization, was formed to create and support the establishment of higher education institutions. The Foundation, under the direction of Dr. Alp Aslandogan, explored locations and settled at 9441 W. Sam Houston Parkway South Suite 100, Houston, Texas 77099 to open the Texas Gulf Institute (TGI) on September 2007 offering certificate courses. The Texas Gulf Institute decided to add undergraduate programs to their academic offerings; thus, TGI applied for a Certificate of Authority to offer Bachelor of Science degree in Interdisciplinary Studies in Education, Computer Science, and Business Administration to the Texas Higher Education Coordinating Board (THECB) on, January 20, 2009.

The Texas Gulf Institute's vision was to draw students from every corner of the world. These students would represent a broad spectrum of economic, racial, religious and demographic backgrounds, and they will play a special role in advancing TGI's international character. To advance this vision, TGI submitted their certification application to the Student and Exchange Visitor Information System (SEVIS) on April 11, 2009 and on August 6, 2009, the SEVIS initial Certificate of Eligibility for Nonimmigrant Student Status was received for TGI to issue Form I-20s to prospective international students after admitting them for a course of study.

Anticipating a positive response from the Texas Higher Education Coordinating Board regarding offering bachelor degrees, TGI, on October 16, 2009, applied for accreditation to the Accrediting Council for Independent Colleges and Schools (ACICS). Gratefully, on October 29, 2009, THECB granted the Certificate of Authority allowing TGI to offer bachelor degrees. Subsequently, on April 20, 2010 ACICS granted initial accreditation to TGI to offer certificate programs through December 31, 2013.

To spur the growth of its academic programs, TGI applied on June 16, 2010, to the ACICS to include Bachelor of Science (BS) degree in Interdisciplinary Studies in Education, Computer Science, and Business Administration to the accreditation. On July 2, 2010, the ACICS approved TGI to offer the respective degrees.

From an Institute to a College

Approval to offer undergraduate degrees resulted in the renaming of Texas Gulf Institute to North American College (NAC). The first campus of NAC was located at 3203 N. Sam Houston Parkway W., Houston, Texas 77038.

On August 16, 2010, ACICS approved the TGI name change and September 10, 2010, the THECB also approved the name change to North American College. The college enrolled its first student in the Fall of 2010 with the launch of the Bachelor of Science in Interdisciplinary Studies in Education degree program. In the Spring of 2011, NAC expanded the enrollment to include Bachelor of Science in Computer Science and Business Administration degree.

Many of the students applying to NAC needed funding and the Federal Financial Aid Plan is available to students who are interested in receiving federal grants, federal loans, or both to pay for tuition in an eligible degree or certificate program. On September 24, 2010, North American College applied to the Federal Student Aid department of the United States Department of Education to take part in the Federal Student

Financial Assistance Programs and on January 30, 2011, NAC was designated as an eligible institute to participate in the Student Financial Aid by the U. S. Department of Education.

North American College continued to look to the future to increase a comprehensive academic and student life program. Hence, North American College applied to ACICS to offer a Master of Education in Educational Leadership degree, which was authorized July 29, 2013.

The College Becomes the University

By the action of ACICS, on August 28, 2013, North American College and Texas Gulf Foundation were renamed North American University (NAU). “Becoming a university,” defined as a change in organizational name, symbolizes the transition to a comprehensive university mission which offers full undergraduate and graduate programs.

The inaugural enrollment in the Master of Education in Educational Leadership commenced in Fall 2014. NAU received endorsement for three more Master’s programs on June 18, 2015: Master of Education in Curriculum and Instruction, Master of Science in Computer Science, and Master of Business Administration. Students in Fall 2015 enrolled in the first courses towards a Master of Education in Curriculum and Instruction, Master of Science in Computer Science, and Master of Business Administration. On December 2016, NAU received endorsement for Master of Education in School Counseling program and student enrollment began Fall 2017.

North American University moved to a new campus May 15, 2016 located at 11929 W. Airport Blvd, Stafford, Texas, 77477. The new facilities were in response to the university’s growth in size and professionalism.

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 Commission of Career Schools and Colleges (ACCSC). The Accrediting Commission of Career Schools and Colleges (ACCSC) is a recognized accrediting agency by the U.S. Department of Education.

Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
<http://www.accsc.org/>
Phone: 703.247.4212
Fax: 703.247.4533

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

The North American University places special emphasis on quality education. Applicants are considered based on their educational qualifications regardless of race, color, gender, religion, age, disabilities, or national origin. To ensure NAU can provide disability accommodations if required, disclosure of accommodation requests should be made at the time of application to the Office of Student Services. Prospective students will be informed if NAU has the resources to accommodate the request.

North American University is particularly interested in attracting students who have demonstrated academic achievement and seriousness of purpose, and who recognize the value of a broad educational experience as an important component of their personal and professional development.

The admission requirements include various measures of English language proficiency, standards based upon the records established by applicants in their previous educational experiences, high school grade point averages, and performance on available standardized tests.

Each semester, the Office of Admissions evaluates all qualified applications and extends offers of admission to academically deserving applicants. The following criteria are considered by the Office of Admissions during the admissions decision-making process: high school courses and grades, English proficiency, and all previous college level coursework. All applicants must abide by the application deadlines for full consideration.

The Office of Admissions is responsible for admitting all undergraduate and graduate students to the university. Undergraduate Students have the choice of being enrolled on a full-time basis (minimum of 12 credit hours and maximum of 18 credit hours per semester), or on a part-time basis (less than 12 credit hours per semester). Graduate students have the choice of being enrolled on a full-time (minimum 9 credit hours and a maximum of 12 credit hours) or on a part-time basis (less than 9 credit hours per semester). Non-degree seeking students (NDS) are also eligible for admission to the North American University if they meet the admissions requirements.

The Admissions Office recommends campus tours and class visits to experience North American University and discover the many opportunities available to you, and to get a feel for our amazing campus.

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

3.1. Application Deadlines

Fall 2018 Semester:	August 14 th (for domestic students), July 23 rd (for international students)
Spring 2019 Semester:	January 8 th (for domestic students), December 10 th (for international students)

3.2. Admission Process

All domestic and international undergraduate, graduate, and transfer applicants must complete the following steps for admissions:

Note: If an applicant cancels the enrollment at least 3 business days after signing the enrollment agreement and before the start of class, the applicant will receive a 100 percent refund on tuition and refundable fees.

Step 1. Completed application form submitted online at www.na.edu/admissions

Step 2. Pay the non-refundable application fee

	Resident or Eligible Non-resident	International
Undergraduate	\$ 0.00	\$ 50.00
Graduate	\$ 60.00	\$ 50.00

Step 3. Transcripts

- | | | |
|---------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Undergraduate | - | Official or certified High School diploma or GED Score showing the completion of at least a high school degree or its equivalent. Any transcripts from community colleges or other higher education institutions. <ul style="list-style-type: none">• Students admitted prior to high school graduation must complete their senior year satisfactorily and have a final high school transcript sent for review. |
| Graduate | - | Official transcripts from all undergraduate and graduate institutions previously attended <ul style="list-style-type: none">• If the undergraduate degree is not completed, submit the official copy of original transcripts with the 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 to NAU from the previously attend college or university. |

Step 4. Complete the additional requirements and instructions in the Admission Categories.

3.3.Admission Categories

Note: If an applicant cancels the enrollment at least 3 business days after signing the enrollment agreement and before the start of class, the applicant will receive a 100 percent refund on tuition and refundable fees.

3.3.1. Resident or Eligible Non-resident (U.S. permanent resident, **with a** Permanent Resident Card (formerly known as an Alien Registration Receipt Card **or** "Green Card") Conditional permanent resident (**I-551C**))

Undergraduate Applicants

- **Submit Official Standardized Tests Score** - ACT, SAT, TAKS, TSI, or STARR EOC.
 - SAT scores: NAU School Code 6558
 - ACT scores: NAU School Code 4313
- **Dual Credit** - Students seeking dual credit(s) must request an official transcript be sent to the Admissions from the institution where the dual credit(s) was earned, in addition to the official high school transcript.
- **Advanced Placement (AP) scores or International Baccalaureate (IB)** – Student must request scores from the testing agency an official score report be sent to the Admissions prior to the start of enrollment of the requested enrollment semester.
 - AP test scores: NAU School Code 6558
- **Current ID** - a government-issued photo identification document (ID) i.e. driver's license, passport, permanent resident card, etc.
- **Proof of immunization for bacterial meningitis (if under 22 years of age)** –Submit proof of bacterial meningitis vaccination, or of an exemption prior to registration. The shot must have been received five years prior to enrollment.

NOTE: A document is considered “official” if it is sent to us directly from the issuing institution either by electronic means or in a sealed envelope.

Enrollment Confirmation Fee:

Once a student is accepted to the North American University, an enrollment confirmation fee of \$50.00 is required before new incoming freshman/transfer students can register for classes

Decisions are made on applications when they are complete, and applicants are notified promptly through the Office of Admission. The Office of Admission adheres to the NAU minimum acceptance criteria requirements set below. All students must meet at least one of the minimum academic criteria for acceptance.

Undergraduate Minimum Admission Criteria		
Source	Subject	Scores
SAT (prior to March 2016)	Reading Section <i>or</i>	400
	Math Section	400
SAT (March 2016 to present)	Reading/Writing	480 on the Evidence-Based Reading and Writing (EBRW)
	Reading Test <i>or</i>	22
	Math Section	440
ACT	Composite <i>or</i>	15
	Math <i>or</i> English	19
TSI (Texas Success Initiative) exemption/waiver requirements can be found at www.theccb.state.tx.us	Reading	351
	Writing	Multiple Choice 340 and Essay 4 OR Multiple Choice below 340, Adult Basic Education Diagnostic score of level 4, and essay score of 5
	Math	350
STAAR EOC	Algebra II	4000
	English III Reading	4000
TAKS	Reading and Math	2200
GPA	High School CGPA	2.7
	College CGPA	2.5
Transfer of Course (includes Dual Credit(s))	English or Algebra	C- or above

In some instances, the files of prospective students are referred to the Vice President of Administrative Affairs for review and action. Only the Vice President of Administrative Affairs may grant admission to the University provided certain conditions are met or may require the student to satisfy specified criteria. (Review the Special Consideration category)

Graduate

- **Letter of Intent** - intellectual autobiography that conveys the continuum of experiences and events in the applicant’s academic life which have led to the desire of an academic graduate education.
- **Curriculum Vitae or Resume** - The quality of a Graduate program is immeasurably enhanced by the real-world experience that students bring to the classroom. For this reason, most of our

students have two or more years of full-time professional work experience following the completion of their undergraduate degree. More important, however, is the richness of that experience.

- **Two letters of recommendation** - the recommendations provide us with third-party confirmation and insights into the applicant's achievements. The applicant should choose recommenders who will support his/her candidacy with concrete examples of performance and impact on the organization.
- **Current ID** - a government-issued photo identification document (ID) i.e. driver's license, passport, permanent resident card, etc.

NOTE: *A document is considered "official" if it is sent to us directly from the issuing institution either by electronic means or in a sealed envelope.*

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.

Transfer

Note: *Credits that have been earned ten or more years ago may need to be repeated.* Students should obtain advisement from the Chair of the Academic Department regarding expiration of pre-requisites taken more than ten years ago.

Transfer Students are students who have previously attended another college or university and wish to continue their education at NAU. Undergraduate transfer students must provide:

- **Submit Official Standardized Tests Score** - ACT, SAT, or CLEP if applicable for credit by examination. Please use the following school codes when ordering official test scores: SAT: 6558, ACT: 4313, CLEP: 6558.
- **Advanced Placement (AP) or International Baccalaureate (IB)** - Students seeking credit based on Advanced Placement (AP) scores or International Baccalaureate (IB) scores must request from the testing agency an official score report be sent to the Admissions prior to the start of enrollment of the requested enrollment semester.
- **Official Transcripts and Records** - submit official transcripts from all post-secondary (university and college-level) courses taken.
- **Current ID** - a government-issued photo identification document (ID) i.e. driver's license, passport, permanent resident card, etc.
- **Proof of immunization for bacterial meningitis (if under 22 years of age)** –Submit proof of bacterial meningitis vaccination, or of an exemption prior to registration. The shot must have been received five years prior to enrollment.

NOTE: *A document is considered "official" if it is sent to us directly from the issuing institution either by electronic means or in a sealed envelope. In addition, each academic program may have additional required criteria.*

Decisions are made on applications when they are complete, and applicants are notified promptly through the Office of Admission.

Enrollment Confirmation Fee:

Once a transfer student is accepted to the North American University, an enrollment confirmation fee of \$50.00 is required before new incoming freshman/transfer students can register for classes

3.3.2. International Students

Students who are citizens of the following countries need not submit proof of English language proficiency unless English is not the student's native language:

List of English speaking Countries starting with Antigua and Barbuda and including:

Australia	Gambia	Malawi	Singapore
Bahamas	Ghana	Malta	South Sudan
Barbados	Guyana	Mauritius	South Africa
Belize	Ireland	Namibia	Swaziland
Botswana	India	New Zealand	Tanzania
Canada	Jamaica	Nigeria	Trinidad-Tobago
Cameroon – Anglophone	Kenya	Papua New Guinea	Uganda
Cayman Island	Hong Kong	Philippines	United Kingdom
Dominica	Lesotho	Pakistan	Zambia
Fiji	Liberia	Sierra Leone	Zimbabwe

Undergraduate

International undergraduate students, whether on campus students or distant learning/online students, are required to complete the standard admissions process for acceptance by the University and additionally must fulfill the following requirements:

- **Submit Official Standardized Tests Score - ACT, SAT.**
 - SAT scores: NAU School Code 6558
 - ACT scores: NAU School Code 4313
- **Copy of passport** - passport's Identification page and visa (when received) pages are necessary.
- **Advanced Placement (AP) scores or International Baccalaureate (IB)** – Student must request scores from the testing agency an official score report be sent to the Admissions prior to the start of enrollment of the requested enrollment semester.
 - AP test scores: NAU School Code 6558
- **Official Evaluation-** All transcripts from non-US institutions must be translated and evaluated to be equivalent to a U.S. high school degree with a calculated U.S. equivalent grade point average through an approved credential evaluation agency. Contact the Admissions Office for a list of approved agencies.
- **Other Supporting Documents** - reference letters, proof of achievement letters, certificates, etc.
- **Financial Status** - bank letter and International Financial Support Form (Scholarship Letter). Before a U.S. consul will grant a visa, the applicant must prove that he/she will have sufficient money to meet all the expenses while studying in the United States. The applicant must explain the source of the funds and guarantee that he/she will receive them while attending their studies in the US.
- **English Proficiency** - provide one of the following test scores.

- TOEFL: 79 IBT, 550 PBT. NAU codes for official test scores TOEFL: 7304.
- 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
- 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
- Completion of a degree or high school in an English-speaking country
- Completion of the Gulf Language School Intensive English Program at NAU
- **Proof of immunization for bacterial meningitis (if under 22 years of age)** –Submit proof of bacterial meningitis vaccination, or of an exemption prior to registration. The shot must have been received five years prior to enrollment.

NOTE: A document is considered “official” if it is sent to us directly from the issuing institution either by electronic means or in a sealed envelope.

Decisions are made on applications when they are complete, and applicants are notified promptly through the Office of Admission.

Graduate

International graduate students, whether on campus students or distant learning/online students, are required to complete the standard admissions process for acceptance by the University and additionally must fulfill the following requirements:

- **Copy of passport** - passport's Identification page and visa (when received) pages are necessary.
- **Letter of Intent** - intellectual autobiography that conveys the continuum of experiences and events in the applicant's academic life which have led to the desire of an academic graduate education.
- **Curriculum Vitae or Resume** - The quality of a Graduate program is immeasurably enhanced by the real-world experience that students bring to the classroom. For this reason, most of our students have two or more years of full-time professional work experience following the completion of their undergraduate degree. More important, however, is the richness of that experience.
- **Two letters of recommendation** - the recommendations provide us with third-party confirmation and insights into the applicant's achievements. The applicant should choose recommenders who will support his/her candidacy with concrete examples of performance and impact on the organization.
- **Official Course evaluation** - Students applying for admission who have attended a college or university outside the U.S. must have official foreign transcripts translated and evaluated for authentication from a recognized United States evaluation company to transfer credits to North American University. The transfer evaluation must include course by course grades, a grade point average calculation and indicate the diploma or degree conferred and U.S. equivalency. This evaluation must be original, and forwarded to North American University directly from

the credential evaluation agency to admissions@na.edu. Applicants may request the evaluation themselves or pay \$150 to NAU to request the international transcript evaluation.

- **English Proficiency** - NAU codes for official test *score TOEFL: 7304*.
 - TOEFL: 79 IBT, 550 PBT
 - 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 or from an institution where English is the primary medium of instruction or from an institution in an English-speaking country
 - Two (2) years of teaching experience in an English-speaking country for M.Ed. programs; two (2) years of verified relevant work experience in the U.S for other master programs
 - Completion of six (6) graduate credits with a minimum grade of B in a U.S. institution
 - Completion of the Gulf Language School Intensive English Program at NAU

NOTE: 1) *A document is considered "official" if it is sent to us directly from the issuing institution either by electronic means or in a sealed envelope.*

2) *In addition, each academic program may have additional required criteria.*

Decisions are made on applications when they are complete, and applicants are notified promptly through the Office of Admission.

Transfer

Note: *Credits that have been earned ten or more years ago may need to be repeated.* Students should obtain advisement from the Chair of the Academic Department regarding expiration of pre-requisites taken more than seven years ago.

International transfer students, whether on campus students or distant learning/online students, are required to complete the standard admissions process for acceptance by the University and additionally must fulfill the following requirements:

- **U.S. Institution Transfer** - applicants transferring from another U.S. institution to North American University need to submit a copy of current I-20 and a signed copy of the NAU Student Advisor Form located at <http://www.na.edu/documents/admissions/International/advisor.pdf>.
- **Official Transcripts and Course Evaluations**- submit official transcripts from all post-secondary (university and college-level) courses taken. Students applying for admission who have attended a college or university outside the U.S. must have official foreign transcripts translated and evaluated for authentication from a recognized United States evaluation company to transfer credits to North American University. The transfer evaluation must include course by course grades, a grade point average calculation and indicate the diploma or degree conferred and U.S equivalency. This evaluation must be original, and forwarded to North American University directly from the credential evaluation agency to admissions@na.edu. Applicants may request the evaluation themselves or pay \$150 to NAU to request the international transcript evaluation.

- **Copy of passport** - passport's Identification page and visa (when received) pages are necessary.
- **Test Scores** - official SAT/ACT (optional). NAU *codes for official test scores*: SAT: 6558, ACT: 4313.
- **Other Supporting Documents** - reference letters, proof of achievement letters, certificates, etc.
- **Financial Status** - bank letter and International Financial Support Form (Scholarship Letter). Before a U.S. consul will grant a visa, the applicant must prove that he/she will have sufficient money to meet all the expenses while studying in the United States. The applicant must explain the source of the funds and guarantee that he/she will receive them while attending their studies in the US.
- **English Proficiency** - provide one of the following test scores:
 - TOEFL: 79 IBT, 550 PBT. NAU *codes for official test scores* TOEFL: 7304.
 - 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
 - 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
 - Completion of a degree or high school in an English-speaking country
 - Completion of the Gulf Language School Intensive English Program at NAU

NOTE: A document is considered “official” if it is sent to us directly from the issuing institution either by electronic means or in a sealed envelope.

Decisions are made on applications when they are complete, and applicants are notified promptly through the Office of Admission.

3.2.3. Special Consideration

Resident or Eligible Non-resident Undergraduate Applicants

Students who have a high school diploma or its recognized equivalent, but do not otherwise meet the admission requirements, may be admitted by special consideration by meeting the minimum Accuplacer scores or receiving approval from the Vice President of Administrative Affairs. To be admitted for special consideration, the Admissions Committee must determine that a student could be successful by taking advantage of the academic support services that are available. The student must meet the minimum scores below:

Special Consideration		
Source	Subject	Scores
Accuplacer (all 3 scores represent the minimum score)	Reading	60
	Writing	5
	Math	40

Accuplacer Next Generation (all 3 scores represent the minimum score)	Reading	240
	Essay	6
	Math	238

International Undergraduate and Graduate Applicants

Students who meet the admission requirements, may be admitted by special consideration as “partially English proficient.” Students are required to successfully complete North American University’s remedial reading and writing courses (ENGL R300 and ENGL R301) in their first year or successfully complete Gulf Language School’s Intensive English Program’s Developmental Reading and Writing.

Undergraduate Students

- TOEFL: 61 IBT, 500 PBT
- 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

Graduate Students

- TOEFL: 61 IBT, 500 PBT
- IELTS: 5.5
- Pearson Test of English (PTE) Academic: 42
- Cambridge English Advanced (CAE): Overall score of 47

The Vice President of Academic Affairs, with a recommendation from the Department Chair, may make exceptions to the requirements above for graduate students. 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

North American University's distance education program provides the student with the same level of educational excellence and strives to maintain the same level of quality of instruction and student service that is available to on-campus students. NAU Distance Education programs are committed to utilize effective technologies to provide accessible, effective, and secure educational opportunities through an alternative synchronous and asynchronous delivery methods and services to students who have time, geographic location, or any other constraints to attend on-campus courses and programs. Courses in the distance education program are the same courses taught on campus. 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 prospective master level students must take and pass a Distance Education Proficiency Test to measure basic computer skills prior to acceptance and for enrollment in online courses. All enrolled undergraduate level students must take and pass a Distance Education Proficiency Test prior to registration into an online course. The test assesses whether the student has the necessary computer skills, such as using an internet browser, search engines, 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.

Moodle course management system is utilized as the primary course delivery tool. Moodle is a learning platform designed to provide educators, administrators and learners with a single robust, secure and integrated system to create personalized learning environments. Moodle delivers a powerful set of learner-centric tools and collaborative learning environments that empower both teaching and learning. A simple interface, drag-and-drop features, and well-documented resources along with ongoing usability improvements make Moodle easy to learn and use. Course materials including text presentation, multimedia presentations, homework assignments, projects, quizzes, questionnaires, quizzes, surveys, assessments, web link, file, video, audio or other type of resources are delivered via this system. Moodle will also be used for communication purposes such as online forums facilitating class discussions, instant messaging, and private messaging with instructors and students. Asynchronous electronic communication such as e-mail and forums are used for correspondence between students and instructors. Additionally, webinar tools are utilized for holding synchronous online lectures and demonstrations throughout the semester.

3.5 College Readiness

A student’s college readiness is defined as a student who is ready for college and career can qualify for and succeed in entry-level, credit bearing college courses leading to a baccalaureate or certificate, or career pathway-oriented training programs without the need for remedial or developmental coursework.

The university has established criteria for determining student readiness for study in Mathematics and English. Depending on SAT, ACT, and Accuplacer scores, students may be placed in readiness courses designed to prepare them for college-level courses.

The minimum College Readiness Scores:

Tests and minimum scores to meet the college readiness standard, as determined by North American University:

Undergraduate Testing Exemption Minimum Scores		
Source	Subject	Scores
SAT (prior to March 2016)	Combined Critical Reading and Math	1070
	Reading	500
	Math	500
SAT (March 2016 to present)	Reading/Writing	480 on the Evidence-Based Reading and Writing (EBRW)
	Math	530
ACT (all 3 must meet minimum)	Composite	23
	English	19

	Math	19
STAAR EOC (end-of-course)	English III	4000
	Algebra II	4000
TSI (Texas Success Initiative)	Reading	351
	Writing	Multiple Choice 340 and Essay 4 OR Multiple Choice below 340, Adult Basic Education Diagnostic score of level 4, and essay score of 5
	Math	350
Transfer of Composition & Rhetoric	English	C- or above
Transfer of College Algebra	Math	C- or above
Gulf Language School Intensive English Program	Developmental Reading and Writing course or IENG 0006	70

TESTS SCORES FOR PLACEMENT AND/OR COURSE EXEMPTIONS

Math Equivalency Chart for SAT, ACT and ACCUPLACER

College Algebra		Pre-calculus		Calculus
Placement	Exemption	Placement	Exemption	Placement
SAT Math 500 (prior to March 2016) SAT Math 530 (March 2016 to present)	SAT Math 600 (prior to March 2016) SAT Math 620 (March 2016 to present)	SAT Math 600 (prior to March 2016) SAT Math 620 (March 2016 to present)	SAT Math 700 (prior to March 2016) SAT Math 730 (March 2016 to present)	SAT Math 700 (prior to March 2016) SAT Math 730 (March 2016 to present)
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		
Accuplacer Next Generation Quantitative Reasoning, Algebra, and Statistics 256	Accuplacer Next Generation Quantitative Reasoning, Algebra, and Statistics 265	Accuplacer Next Generation Advanced Algebra and Functions 250		

English Equivalency Chart for SAT, ACT and ACCUPLACER

Composition and Rhetoric I		Composition and Rhetoric II		English upper
Placement	Exemption	Placement	Exemption	Placement
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

SAT Evidence Based Reading and Writing 480				
Accuplacer Reading 80 Writing 6				
Accuplacer Next Generation Reading 253 Writing 6				

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 who do not meet one of the minimum college-readiness standards above, to take the ACCUPLACER assessment to determine the students' current academic placement in mathematics, reading, and writing before course enrollment into NAU. Students who are not proficient in the skill(s) tested are required to take and successfully complete appropriate remedial courses in that subject(s).

Accuplacer Proficiency Test Score	Course Placement
Total Reading Comprehension Score ≤ 79	ENGL R301 Reading Skills
Total Essay Score ≤ 5	ENGL R300 Basic Writing
Total Elementary Algebra Score < 80	MATH R300 Mathematics
Accuplacer Next Generation Test Score	Course Placement
Total Reading Comprehension Score ≤ 252	ENGL R301 Reading Skills
Total Writing Score ≤ 5	ENGL R300 Basic Writing
Total Elementary Algebra Score < 256	MATH R300 Mathematics

3.6 Transfer

Credits earned at another institute of higher education and credits earned by examination may be transferred to North American University and apply towards a degree program. The transfer student may need to provide materials such as school catalogs/bulletins, course descriptions, course outlines, class assignments, or textbooks to assure proper evaluation. The final determination of the applicability of credit transferred toward a degree sought at North American University is made by the chair of the student's major department. 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. Students who wish to appeal that evaluation may by submitting an appeal form to the Vice President for Academic Affairs who will make the final decision on the course evaluation.

NAU does not accept life experience nor vocational school work for transfer credits.

3.6.1. Transferring Credit from a College or University

North American University accepts up to a maximum of 90 undergraduate transfer credits (including credit by examination) from a four (4) year college or university or a student can transfer a maximum of 66 credit hours from community colleges. 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, most of the credits required for a master degree must be completed at NAU.

North American University requires prospective students 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 credential evaluation agency. Contact the Admissions Office for a list of approved agencies.

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.

3.6.2. Credits by Examination

Students entering North American University may receive college credit based upon their scores on the for Advanced Placement (AP), International Baccalaureate (IB), SAT Subject Tests, and College Level Examination Program (CLEP) tests. A maximum of 30 credit hours may be transferred by credit by examination.

The Computer Science Department offers a Proficiency Exam for Credit for COMP 1314 Computer Applications and Literacy course by achieving a passing score. The credit for the COMP 1314 proficiency exam will be awarded as transfer credit and will not be counted in the GPA.

Credit by Examination Transferability Chart for AP, CLEP, IB, and SAT Subject Test

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
AP EXAMS	1-5	
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 2312
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
CLEP TESTS	20-80	
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
IB TESTS	1 of 7	
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 2312
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
SAT Subject Test	200-800	
Biology	590	BIOL 1311
Chemistry	630	CNEM 1311
Chinese with Listening	640	ELEC 1
English	750	ENGL 1311

French with Listening	640	ELEC 1
German with Listening	640	ELEC 1
Japanese with Listening	640	ELEC 1
Korean with Listening	640	ELEC 1
Latin	640	ELEC 1
Literature	750	ENGL 2315
Math Level 1	650	MATH 1311
Math Level 2	700	MATH 1313
Spanish with Listening	640	SPAN 1311
US History	700	HIST 1311
World History	700	HIST 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

4.1.1. Undergraduate Programs

Per Semester Tuition for Resident Students

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

Per Semester Tuition for International Students

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

Per Semester 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 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

Resident Student Application Fee	: \$	0.00
International Student Application Fee	: \$	50.00

Undergraduate Enrollment

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

Sample Approximate Cost per Semester for Resident Student			
Tuition (12-16 hours)	: \$	4,725.00	
Fees	: \$	225.00	
Room	: \$	2,250.00	
Meal Service	: \$	2,200.00	
Books & Supplies	: \$	561.00	
TOTAL	: \$	9,961.00	
Sample Approximate Cost per Semester for International Student			
Tuition (12-16 hours)	: \$	7,225.00	
Fees	: \$	225.00	
Room	: \$	2,250.00	
Meal Service	: \$	2,200.00	
Books & Supplies	: \$	561.00	
Insurance	: \$	675.00	
TOTAL	: \$	13,136.00	

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 only</i>)

Other Fees

I-20 International Mailing Fee	: \$	100.00
I-20 Reinstatement Fee	: \$	190.00
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 Fee

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

4.2. Payment of Tuition and Fees

Students are solely responsible for their 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 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 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
11929 W. Airport Blvd. Room 737
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 office can be found on the university website.

A full refund will be made to any student who cancels the enrollment within three days (excluding weekends and legal holidays) after the enrollment agreement is signed. If a student cancels the enrollment after three class days from the date of signing the enrollment agreement, but prior to attending any class, a student will get a full refund minus an 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 may be given a full refund for the dropped course(s), if the course(s) is dropped before the last day to drop a course with 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.

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

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

<u>Summer 12-Week Session</u>	<u>Percentage Refunded</u>
Prior to or on the 1 st class day	100%
Between the 2 nd and 4 th class days	75%
Between the 5 th and 7 th class days	50%
Between the 8 th and 9 th class days	25%
After the 9 th 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 regarding 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 2018-2019 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 2018-2019 award year. For more information about federal student aid, please contact the Office of Financial Aid.

4.4.3. Return of Title IV Funds

Title IV funds refer to federally funded financial aid, such as the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Direct Subsidized Loans and Federal Direct Unsubsidized Loans. 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

Sample Title IV Return of Funds	
Description	Amount Disbursed
Direct Unsubsidized Loan (2018-19)	2,721.00
Direct Subsidized Loan (2018-19)	1,484.00
Pell Grant (2018-19)	1,454.00
FSEOG Grant (22018-19)	114.75
	5,773.75
Completed Days	33
Total Days:	117
Percent Complete	28.2
Percent Earned	28.2
Amount of Title Iv Aid Earned by Student:	28.20% X 5,773.75 = 1,628.20
Title IV Aid to be Returned:	4,145.55

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 Section 4.4.4.3. 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 1st for Fall 2018
- January 1st for Spring 2019

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 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 summer, 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 will receive a reduction to a lower level before the start of the term. 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 before the start of the term. Those students who would like to appeal the decision of the Scholarships and Grants Committee should do so through the Financial Aid Office. If no consensus can be reached by the Scholarships and Grants Committee, the Vice President for Administration Affairs will make the final decision.

4.4.4.3. Detailed list of Undergraduate Institutional Scholarships

2018-19 U.S. Resident 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: 32* Top 5%	Any of the following: SAT: 1300* ACT: 27* 4.00 GPA** Q2/Top 50%	Any of the following: SAT: 1100* ACT: 24* 3.40 GPA** Q3/Top 75%	Any of the following: SAT: 1000* ACT: 21* 3.20 GPA** Top 100	Any of the following: SAT: M 400* SAT: R 400* 2.70 GPA** Top 200
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

2018-19 U.S. Resident Academic Achievement Scholarships

Title	Eligibility		Type	Award	# of Awards	Requirement to Renew:
	Freshman & Transfer	Current student				
Academic Achievement Scholarship - Level 1	Entering U.S. residents who are Presidential Scholarship recipients	3.50 - 4.00 CGPA at the end of each academic year	Merit	\$2,000	All qualifying students in 18-19 academic year	3.50 CGPA each academic year
Academic Achievement Scholarship - Level 2	Entering U.S. residents who are Trustee Scholarship recipients	3.00 - 3.49 CGPA at the end of each academic year	Merit	\$1,500	All qualifying students in 18-19 academic year	3.00 CGPA each academic year
Academic Achievement Scholarship - Level 3	Entering U.S. residents who are Dean Scholarship recipients	2.50 - 2.99 CGPA at the end of each academic year	Merit	\$1,000	All qualifying students in 18-19 academic year	2.50 CGPA each academic year
Academic Achievement Scholarship - Level 4	Entering U.S. residents who are Stallion and Texan Scholarship recipients	2.00 - 2.49 CGPA at the end of each academic year	Merit	\$ 500	All qualifying students in 18-19 academic year	2.00 CGPA each academic year

2018-19 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 Achievement	Any of the following: SAT: 1300* ACT: 29* ISWEEP Gold INEPO Gold National Exam Top 1% Exemplary Achievement.	Any of the following: SAT: 1100* ACT: 24* ISWEEP Silver ISWEEP Bronze INEPO Silver INEPO Bronze National Exam Top 5% Outstanding Achievement	Any of the following: SAT: 1000* ACT: 21* ISWEEP Honorable ISWEEP Participant National Exam Top 10% Noteworthy Achievement.	Any of the following: SAT: 900* ACT: 18* National Exam Top 25% Recognizable Achievement
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

2018-19 International Student Academic Achievement Scholarships

Title	Eligibility		Type	Award	# of Awards	Requirement to Renew:
	Freshman & Transfer	Current student				
Academic Achievement Scholarship - Level 1	Entering international students who are Presidential Scholarship recipients	3.50 - 4.00 CGPA at the end of each academic year	Merit	\$2,000	All qualifying students in 18-19 academic year	3.50 CGPA each academic year
Academic Achievement Scholarship - Level 2	Entering international students who are Trustee Scholarship recipients	3.00 - 3.49 CGPA at the end of each academic year	Merit	\$1,500	All qualifying students in 18-19 academic year	3.00 CGPA each academic year
Academic Achievement Scholarship - Level 3	Entering international students who are Dean Scholarship recipients	2.50 - 2.99 CGPA at the end of each academic year	Merit	\$1,000	All qualifying students in 18-19 academic year	2.50 CGPA each academic year
Academic Achievement Scholarship - Level 4	Entering international students who are Stallion and Texan Scholarship	2.00 - 2.49 CGPA at the end of each academic year	Merit	\$ 500	All qualifying students in 18-19 academic year	2.00 CGPA each academic year

Additional Scholarships for International Students:

Exceptional Merit Scholarship for International Students		
Award: varies	# of awardees:	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.
Eligibility Criteria:	Freshmen & Transfer:	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"> • Resume demonstrating extensive involvement in community service and leadership activities and highlighting exceptional talents. • 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. • Supporting documents that present the evidence of student's talents and achievements.
Requirement to Renew		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 if 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.
International Diversity Scholarship		
Award: \$2,500	# of awardees:	Under the discretion of the VP for Administrative Affairs
Eligibility Criteria:	Freshmen & Transfer:	Candidates from underrepresented countries can apply. A list of countries can be found in the ISO Office; the list is continuously updated.
Requirement to Renew:		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

North American University believes that academic advising is an integral part of a student's educational experience; therefore, each student upon admission at North American University is assigned an academic advisor by the Department Chair of their undergraduate or graduate program of study. North American University encourages all students to seek academic advising before each registration and at other times when academic questions arise. Academic advisors are committed to preparing students for success in the academic setting by assisting students in the development of skills to define and achieve their academic goals. Advisors assist students to develop a plan of study based on the student's degree requirements and objectives. Ultimately, the student is responsible for seeking adequate academic advice, for knowing and meeting degree requirements, and for enrolling in appropriate courses to ensure orderly and timely progress toward a degree.

Students should plan and request an appointment with their advisor well ahead of the day they are eligible to register for the next semester, a date that can be found by checking the Academic Calendar, or when students demonstrate unsatisfactory 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 in F-1 or J-1 status must obtain approval from the International Student Office when registering for the first time or for a new program, when registering below a full-course load or equivalent (Reduced Course Load), when registering for an internship, when taking an approved temporary leave, or when withdrawing from the University. This approval is in addition to the normal requirements and may not be waived.

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 tailored to their academic and professional goals 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

During announced registration periods published on the academic calendar, students are recommended to meet with their department chair or academic advisor to create a roster of courses for the upcoming semester. The student may register for courses via the MyNAU Student Portal or in person during the times specified by the Office of the University Registrar. The Bursar's Office will bill the student following each registration cycle.

Students must complete course registration during the scheduled registration period or be subject to payment of a late registration fee, if allowed to register. Registration is not complete nor is any academic credit awarded until all course tuition and fees for the semester have been paid.

Enrollment in closed or restricted classes must be authorized by the department chairs.

Students are responsible for verifying the accuracy of their course registration towards their degree plan throughout the semester(s) in which they are enrolled.

5.1.5. Course Load

Full time undergraduate students must enroll in at least 12 credit hours in Fall or Spring semesters and half-time students must enroll in 6 credit hours respectively. During a regular semester of the academic year, a full-time course load for undergraduates is generally 15 semester hours. However, the maximum course load is 19 semester hours which includes all academic credits. Exceptions (overloads) must be approved by the Department Chair.

Course loads 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 may submit a petition to the Department Chair. A desire to graduate early, in itself, is not sufficient reason to receive approval for academic overload.

Note: Undergraduate students' course-load over 16 credit hours 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.

Students in Satisfactory Academic Progress (SAP) probation can register for a maximum of 13 credit hours a semester until they maintain satisfactory academic progress.

Recommended course load for any student who is enrolled in remedial courses is a maximum of 13 credit hours.

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

After registration, a student may add or drop a course at any time before the deadline specified in the Academic Calendar. A course that is dropped before the specified date will not appear in the student's academic record. Courses dropped after the deadline 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".

All changes require the appropriate form (available on the Registrar's web page) and must be completed by 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.

5.1.7. Transfer of Credit for Registered Students

Current undergraduate students may take courses at other institutions and transfer up to 18 credit hours back to the North American University, provided the coursework follows the transfer guidelines. 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

Registration in a course obligates the student to be regular and punctual in class attendance. Students are responsible for learning about, becoming knowledgeable of, and complying with the attendance policy stated in the catalog and/or faculty syllabus. Faculty members will provide details on the rules for attendance in their classes in their course syllabi and faculty members will keep students' attendance records. Missing 20% or more of the scheduled hours in a semester is considered excessive absenteeism and it may result in administrative action.

If a student is enrolled and not attending the all registered classes as of census date, the student will be unofficially withdrawn from the program. The census date is a set by the university and typically on this day, the university takes a "snapshot" of all students' enrollment which becomes the "official enrollment" that is used for financial aid eligibility.

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

5.1.9. Grade Change Policy

Grades submitted by the professors at the end of the semester are final and are not subject to change because of revision of judgment on the part of the instructor. Grades cannot be changed based on a second trial, such as a new examination or additional work undertaken or completed after the grade report has been recorded, or by retaking the course. Grades may only be changed due to:

1. Correction of Error in Grading; and
2. Grade Appeal

An instructor of a course is the only individual who can change a grade. In the event of a grade error, the faculty member should change the grade using the University's grade change process. Any correction or appeal of a grade must take place in the term following the one in which the grade was assigned. The Registrar's Office is responsible for entering the grade change into 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 allow course auditing. However, with the permission of the instructor, students may unofficially visit any course, but the visit is **not** recorded.

5.1.12. Undergraduate Enrollment in Graduate Courses

Undergraduate students classified as a senior and proceeding toward graduation as directly as possible with a Cumulative Grade Point Average (CGPA) of 2.75 or better may enroll in graduate courses with permission in advance from his/her advisor. Graduate courses can be taken either towards a graduate degree or as an elective toward an undergraduate degree. If the course(s) is applied toward an undergraduate degree, the course(s) cannot be applied to a graduate degree. If course(s) is applied toward a graduate degree, the credits earned are subject to transfer credit rules and regulations.

The total number of hours taken in one semester by an undergraduate student may not exceed 15 credit hours, which includes no more than 6 credit hours of graduate courses. Undergraduate students enrolled in graduate courses will pay graduate-level tuition and fees associated with those courses.

5.1.13. Graduation Policy

Undergraduate students who expect to complete 120 or more credit hours after the current term with a Cumulative Grade Point Average (CGPA) of 2.0, who have completed the requirements of at least one major and degree program and who have no holds on their account are eligible to apply for graduation. Graduate students expecting to complete their degree program's required hours after the current term with a CGPA of 3.0, complete the requirements of the degree program, and have no holds on their account are eligible to apply for graduation

Students are responsible for making certain that their plan of study meets all degree and major requirements. To graduate from North American University, all students must fill out a Graduation Application Form (available on the Registrar's web page) and pay associated fees for graduation to the Business Office. This form is required for all students who plan to complete their degree requirements at the end of a fall, spring, or summer semester. 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 the last Friday in October for December conferral
- b. by the last Friday in February for May and August conferral.

Upon completion of degree requirements, degrees are approved by the faculty and conferred in December, May, and August. Fall, Spring, and Summer degree recipients may then participate in the annual commencement ceremony, celebrated each year after the conclusion of the spring semester.

Students who applied for graduation but have not completed academic requirements after 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

The purpose of the grade appeal process is to protect the rights of both the student in earning a grade and the faculty in assigning a grade. The faculty have the right to use their professional judgment both subjectively and objectively in determining a student's grade based on academic performance. They also have the responsibility to award the grade in a uniform manner based on established expectations and criteria for academic performance. Students have the right to appeal a grade that they feel has been awarded in an arbitrary and capricious manner. They also have the responsibility to accept the faculty member's professional judgment about their performance.

Grade appeals should be made only in the case of a grade which the student feels has been unfairly awarded. Only final course grades can be appealed; however, individual assignments or course examinations can be evidence if it can be shown that the grade earned on a given assignment or examination resulted in a lower final grade. Students may appeal a grade based if they feel that:

- The grade was awarded based on factors other than academic performance as outlined in the syllabus or could constitute an act of discrimination.
- The grade awarded was not calculated according to the prior established guidelines set forth by the faculty and distributed to students.
- The standards for determining their grade were more demanding and rigorous than for other students.
- The grade awarded was calculated on false or erroneous information.

Students who wish to appeal a grade fill out the Grade 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 burden of proof rests with the student to demonstrate that the final grade was awarded inappropriately. Falsification or fabrication of information to support an appeal is subject to disciplinary action under the Code of Conduct. 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 Chair of the decision regarding the student's appeal. The Registrar's Office will communicate the outcome of the hearing to the student and, if warranted, post the grade change.

5.1.15. Final Examinations

Final examinations each semester are administered according to the schedule published on the Academic Calendar. The university expects students and instructors to follow this schedule and give final examinations within the hours set aside in the examination schedule. This requirement should be clearly articulated in the course syllabus.

Final examinations or the equivalent that occur in class must be given each semester in accordance with the published University's Final Examination schedule so that students' final exams do not conflict with each other. Examination schedules are published online on the Office of the Registrar's website. Faculty may use their discretion to make accommodations for students who have justified reasons for not being able to attend an in-class final at its scheduled time. No deviation from this printed schedule for in-class final exams or the equivalent is permitted unless specific prior approval has been obtained from the authorized department chair and is reported to the Provost. Faculty teaching online courses who give final exams or the equivalent may choose a due date for these assessments anytime within the University Final Examination as long as there is reasonable access for students taking in-class exams. Other faculty electing to assign online final exams or the equivalent online assignment may select a completion date no earlier than the first day of final examinations and no later than the last day of final examinations as stated in the Final Examination Schedule in the Academic Calendar. All final exams or the equivalent online assignments (for online courses) must remain open for a period of at least 48 hours.

No quiz, test, or examinations may be given the last day of classes unless reflected on the syllabus and with prior approval of the department chair.

5.1.16. Withdrawal and Termination Policy

Students who elect 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. Failure to complete a withdrawal form will result in the recording of the grade of "F" for all courses at the end of the term. Administrative withdrawals are executed when a student appears to no longer be active within the school and fails to submit an official withdrawal form. Students who are administratively withdrawn for non-attendance are not entitled to a refund of tuition or fees. Students withdrawing receive a "W" for each course in which they are enrolled.

Students who have previously withdrawn or have been administratively withdrawn and who have enrolled in NAU for two regular semesters after their withdrawal can apply for reenrollment to the university. Students not enrolled at NAU for three or more semesters must apply for readmission through the Admissions Office.

North American University reserves the right to terminate enrollment of any student if, in the opinion of the North American University, further association is not in the best interest of the student or the University. Administrative termination can occur for reasons including, but not limited to, the following: 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. Students are responsible for officially dropping courses to be eligible for a refund. Nonpayment for classes for which a student is registered or non-attendance in a registered class does not release the student from financial obligation. 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 regarding 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 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 if 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 may require 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 Commission of Career Schools and Colleges, NAU's national accreditor.

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

Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
<http://www.accsc.org/>
Phone: 703.247.4212
Fax: 703.247.4533

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 Student Affairs 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 regard 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

Definition of Credit Hour

North American University defines a credit hour in accordance with federal regulation, the Texas Administrative Code. The university has procedures in place that conform to accepted practices for determining the amount and level of credit awarded for courses regardless of format or mode of delivery, including but not limited to, online, hybrid, laboratory, seminar, internships, and lecture.

The minimum amount of time for a one-credit-hour course per semester equals 50 minutes per week for 15 weeks of engaged learning plus one week for final examinations or other methods of assessment. A credit hour is an amount of work represented by intended learning outcomes and verified by evidence of student achievement, for the various modes of instruction offered at North American University.

Therefore, a 3 semester-credit-hour course contains at least 45 hours of engaged learning time (i.e. instruction/student engagement/educational experience).

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

The university has a formal faculty review process (undergraduate/graduate curriculum committees at department/unit, and university levels) to ensure that the amount and level of credit awarded for the undergraduate and graduate courses are compatible with sound academic practice in the given field. Non-traditional courses (hybrid, online, shortened semester) that do not meet the face-to-face contact hour requirements, may be offered after the completion of a comprehensive formal faculty review to determine the equivalent learning outcomes of traditionally delivered courses (face-to-face). Delivery methods, measurements of student work, academic calendars, disciplines, and degree levels are taken into consideration in determining the amount of work the learning outcomes will involve.

5.2.3. Course Numbers

Each credit-bearing course is represented by four capital letters followed by a four-digit numeral (e.g., ENGL 1313). The letters form an abbreviation for the instructional area while the four-digit number is interpreted as follows:

- The first digit indicates academic level and provides information regarding restrictions as to undergraduate and/or graduate student enrollment:
 - 1000 and 2000 series - undergraduate lower division
 - 3000 and 4000 series - undergraduate upper division (normally for undergraduate students but with advisor approval for graduate students).
 - 5000 series - graduate courses (for graduate students only).
- 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 in parenthesis 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 lower division Computer Science course with four credit hours which is the first course in Computer Science course sequence. This course includes three contact lecture hours and two contact laboratory hours 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

The university classifies a student as a graduate student when an admission application and the required credentials have been approved and the student has enrolled (registered) for classes as a graduate student at the North American University. All graduate students must go through the formal application process in order to obtain the graduate student classification.

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:

Letter	Description	Point	Percentage
A	Excellent	4.00	96 – 100%
A-		3.67	91 – 95%
B+	Above average	3.33	86 – 90%
B		3.00	81 – 85%
B-		2.67	76 – 80%
C+	Average	2.33	71 – 75%
C		2.00	66 – 70%
C-		1.67	61 – 65%
D+	Below average	1.33	56 – 60%

D		1.00	50 – 55%
F	Fail	0.00	<50%
P	Pass		
T	Transfer credit		
I	Incomplete		
W	Withdrawal		

The following grade scale will be used for graduate students:

Letter	Description	Point
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 9 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 must 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:

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

Graduation with Latin Honors

North American University honors graduates who have high academic achievement by conferring the Latin designations of *Cum Laude*, *Magna Cum Laude*, and *Summa Cum Laude*. These designations are included in the commencement program and on the diploma. Students who receive these designations are also given a gold honor cord to wear during the commencement ceremony. The graduation honor is read by the university name caller when the student crosses the stage.

The current standards are outlined as follows:

- Summa Cum Laude: "With Highest Honor" is awarded to candidates whose cumulative grade point average is 3.800
- Magna Cum Laude: "With Great Honor" is awarded to candidates whose cumulative grade point average is 3.600
- Cum Laude: "With Honor" is awarded to candidates whose cumulative grade point average is 3.300

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. 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 Student Affairs at North American University offers new student orientation to prepare new students for their educational careers at NAU. The Orientation is designed to acquaint new students with the campus, students, faculty and staff. It provides an overview of important policies, procedures, and resources that will help students transition into their new NAU experience.

At Orientation, new students will:

- Attend an academic advising session
- Attend informative sessions
- Learn how to get involved on campus
- Receive your NAU-ID (student ID)
- Take a tour to become familiar with campus, and more

The goal in Orientation is to establish and build a foundation for identity development of our students as thoughtful individuals, growing intellectuals, proud Stallions, and active members of society.

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 bibliographic instruction sessions.

6.3.Dining Hall

Dining facilities are under the jurisdiction of the University. Students are responsible for following all dining hall regulations. Students in violation of the dining hall regulations may be referred to the Dean of Student Affairs 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 clear 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 the University 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 Dining Hall is available for students, faculty staff, and visitors.

6.4. 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, 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.

6.5. Health Services

North American University does not provide a university health clinic but does provide students with health information they need to get well and stay healthy.

In the event of an emergency, students are advised to notify an NAU employee or the security personnel for assistance and guidance.

6.5.1. 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

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.

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

International students with "F" or "J" visa status are required to be covered under the NAU Student Health Insurance Plan or have equivalent health insurance coverage, regardless of the number of credit hours taken. At the time of registration, the student will automatically be enrolled in the mandatory NAU-endorsed UnitedHealthcare Global and will be charged for the coverage period on their student financial account.

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 document to the International Student Office by the waiver deadline—on or before the *first day of class* each term.

Insurance Plan Details

The insurance plan summary can be found online: <http://www.na.edu/campus-life/health-services/>.

6.6. International Student Office

The International Student Office (ISO) at North American University serves all incoming and continuing international students. Our services include assistance with Immigration laws and regulations, obtaining and maintaining F-1 / J-1 student status, ensuring compliance with the laws and regulations of the Department of Homeland Security, and extending a student 1-20 and visa.

6.7. Dean of Students Affairs

North American University's Dean of Students Affairs (DSA) 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: academic support and career services, services for students with disabilities, student organizations, sports and recreation, and student activities and events.

6.7.1. Careers and Success Center

The North American University Career and Success Center is located on the 8th floor. The Career & Success Center provides an open space that meets the academic needs of students to create a more conducive learning environment. Career Services are available to students and alumni through the Career and Success Center in order to provide resources and services necessary to help students be as successful in their careers. The Career and Success Center supports students and alumni in pursuing career goals through the following services:

- Job Posting Bulletin Board
- Career and Internship Fairs
- Career Advising
- Employer Information Sessions and On-Campus Interviews
- Employer and Alumni Connections
- General Job Search Assistance and Online Resources
- Networking Tips
- Resume Development and Review Interviewing Process
- Accepting, Declining & Negotiating Offers
- Freshman Peer Mentor Program
- Content Based Tutoring
- Academic Coaching
- Academic Workshops

6.8.2. 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 Affairs to help guide them in the right direction for outside help.

6.7.3. Student Organizations

The Dean of Students Affairs 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 Student Life Coordinator 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 Affairs 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.

6.7.4. 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 Affairs.

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 Affairs.

6.7.5. Student Activities and Events

North American University hosts a variety of events—lectures, performances, exhibitions, and more—many of which are student planned and run. In addition to these educational and cultural opportunities, the community looks forward to a number of important annual rituals. The academic year is bookended by Orientation for new students in the fall and Commencement in the spring. These celebrations of welcome and farewell are two of NAU's proud traditions.

The Office of Student Affairs cultivate community, culture and creativity within the NAU campus. Student Affairs provide entertainment and experiences that bring the entire student body together. Through their events, NAU students connect with new people, nurture existing friendships, and impact the campus atmosphere. Student Affairs is a source and catalyst for student development by fostering a learning environment that empowers students to engage and participate in a diverse array of enriching opportunities.

Some of the Student Affairs scheduled events include: Spring and Fall Festivals, International Cultural Day, Homecoming, and the Awards Banquet.

6.7.6. Sports, Games, and Recreation

North American University promotes overall student wellness by providing organized and informal programs designed to engage the body and mind for the purposes of fun, fitness, social interaction, competition, skill acquisition and adventure.

Recreational activities and events throughout the year bring students together through active participation, shared interests, nostalgia and play. Activities include darts, ping pong, pool, and more.

Joining a recreational sport is a great way to get involved on campus, meet fellow students, and enjoy a favorite sport. There are no try-outs, set practice times or travel requirements. Tournaments for recreational sports include powder puff games, flag football, dodgeball, kickball, and more.

Participation in a Sport Club is open to all students of the North American University. Some of the sport clubs such as women's volleyball, men's basketball and soccer and coed tennis compete with other schools or teams.

Any student may form a new sport club if there is sufficient student interest/participation in the sport or physical activity. There are several factors to take into consideration when forming a new sport club such as gaining interest, start-up costs, practice location, etc. Student need to contact the Student Life Office for instructions to form a Sports Club. The Student Athlete Association (SAA) is the governing board over all Sports Club.

6.8.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. 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. For more information, related to Residential and Community Life, please contact the Residential Operations & Facilities Management (ROFM).

6.8.1. 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 Residential Operations & Facilities Management (ROFM) 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.

6.9.Liability

The University cannot be held liable for the 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.

6.10. Dress Code

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.

6.11. Nondiscrimination

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.

6.12. No Solicitation

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

6.13. Technology – Acceptable Use

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 viewed 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.

6.14. Bacterial Meningitis

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.

6.15. Emergency Response

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 the reporting and investigation process. Details of the policy can be found in the Emergency Response Manual located on the University's website.

6.16. 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.

6.16.1. 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 Affairs. The case will be discussed and the decision will be made by the Disciplinary Hearing Committee as outlined in the Disciplinary Procedures.

6.16.2. 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.

6.16.3. 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 Affairs. Violators of the policy may be subject to disciplinary action in addition to any fine imposed by the state.

6.16.4. 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 Affairs or anonymously through My Safe Campus online (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.

6.16.5. 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 Affairs. 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, 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.

6.16.6. 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.

6.16.7. 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.

6.16.8. 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.

6.16.9. 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.

6.16.10. Unauthorized Entry, Possession, or Use

Forcible or unauthorized entry to any building, structure, or facility and/or unauthorized entry to the University grounds as well as unauthorized use, distribution, duplication, or possession of any key(s) issued for 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.

6.16.11. 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.

6.16.12. 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.

6.16.13. Skateboards, Rollerblades, Scooters, Bicycles or Similar Devices

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

6.16.14. 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.

6.16.15. 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.

6.16.16. 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.

6.17. Disciplinary Procedures

Violations of University Academic Policies, Student Life Policies, and Student Code of Conduct should be reported to the Dean of Students Affairs 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.

6.17.1. 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 members of the University faculty, one student, and one staff member. The Provost selects a faculty member of the committee to serve as Chair for a one-year term.

6.17.1. 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.

6.17.2. 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 Affairs, 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 Affairs, the appeal will be made to the Vice President for Academic Affairs. Written notice of appeal must be sent to the Dean of Students Affairs 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 of Students Affairs 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 of Academic Affairs or Dean of Students Affairs within 5 class days after giving notice of appeal.

The President or Vice President of Academic Affairs 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 President of Academic Affairs 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.

6.17.3. Interim Disciplinary Action

The Dean of Students Affairs 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.

6.18. 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, its faculty, staff, or students. All grievances and complaints will be taken into consideration. This includes NAU Distance Education students.

Complaint/Grievance is an injustice or prejudice that a student or faculty or staff member inflicted upon a student and the student deems unjust to their learning or learning environment. It can also be an issue concerning implementation of University policy, procedure and practice. This includes all on campus areas not just in the classroom.

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

This form needs to be submitted to the Student Services Office by dropping off the form or emailing it to Studentlife@na.edu. The Student Services Office reviews the submitted form. Depending on the severity of the Complaint/Grievance, Student Services either submits the form to the appropriate supervisor or convenes the Complaint/Grievance Committee.

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

Students can access to complaint procedures and forms by following the link: <http://www.na.edu/campus-life/student-services/>

In the event that a grievance remains unresolved, students may submit a formal complaint to the Texas Higher Education Coordinating Board (THECB). Information about the THECB Student Complaint process, including relevant state regulations, forms, and contact information, is available at the agency's website: <http://www.thecb.state.tx.us/studentcomplaints>.

The web address for the rules governing student complaints – Title 19 of the Texas Administrative Code, Sections 1.110-1.120: [http://texreg.sos.state.tx.us/public/readtac\\$ext.viewtac](http://texreg.sos.state.tx.us/public/readtac$ext.viewtac)

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 or by calling at 1-800-716-9007. The confidential report is treated as a formal grievance request and forwarded to the NAU Administration.

6.19. 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 Dean of Student Affairs. 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. 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 NAU Moodle.

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

1. Visit Room 830 on the 8th Floor
2. Call (832) 230-5541
3. Email support@na.edu to submit a trouble ticket

Assistance for NAU Moodle 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

The General Education requirements do not include remedial courses which may need to be taken before completing some of the subject areas listed below. All MATH and ENGL courses numbered R300-R301 (non-credit courses) must be completed within one year.

In addition to the General Education requirements listed below, all incoming freshmen students are required to take FRSH 1311 Freshman Seminar.

General Education Courses (36 credit hours)

Communications (9 hours)

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

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:

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

Language, Philosophy and Arts (6 hours)

Two of the following:

- ARTS 1311 Art Appreciation
- 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
PHIL 1311	Introduction to Logic and Critical Thinking
PHIL 1312	Professional Ethics
PHIL 1313	Introduction to Philosophy

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

The Bachelor of Science in Business Administration provides business programs that inspire students to be well-prepared for a changing business environment through building a solid foundation and understanding of business practices with global and ethical perspectives.

7.3.1.1. Goals

The goals of the Bachelor of Science in Business Administration are to

1. Promote a high-quality and rigorous academic environment;
2. Enhance academic work with collaborative learning activities;
3. Advance global and ethical topics in business.

7.3.1.2. Student Learning Outcomes

Graduates of the program will

1. Acquire knowledge about and understanding of fundamental theories in business;
2. Analyze business problems, formulate relevant solutions and assess possible outcomes;
3. Demonstrate efficient oral and written business communication skills;
4. Demonstrate ability to make reasoned ethical and legal judgments related to business profession;
5. Develop effective team-working skills;
6. Demonstrate knowledge of business information systems and integrate it into business problem solving; and
7. Acquire knowledge about and understanding of fundamental theories in concentration area and apply them to contemporary business.

7.3.1.3. Degree Requirements

For a Bachelor of Science 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.

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 is required 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 and Simulation

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 and Simulation
- MNGT 4320 Global Supply Chain Management
- MNGT 4316 Human Resource Management

Electives

- BUSI 4399 Internship

MINOR DEGREE REQUIREMENTS

A Minor in Business Administration can be earned in conjunction with any major at NAU. Students must complete the following courses to earn a 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
- BUSI 3314 Business Ethics
- BUSI 3315 Business Law

And, one upper-division (3000 or 4000 level) course in economics, finance, management or marketing needs to be completed.

7.3.2. Computer Science

The Department of Computer Science strives for quality in teaching and research by covering the fundamentals as well as applied aspects of computer science while enabling students with technological problem-solving skills, collaborative activities and consideration to ethical issues.

7.3.2.1. Goals

The goals of the Bachelor of Science in Computer Science program are to:

1. Prepare students for entry to mid-level employment opportunities
2. Develop strong oral and written communication skills
3. Provide clear understanding of ethical issues related to the computing profession

7.3.2.2. Student Learning Outcomes

Graduates of the program will:

1. Apply knowledge of computing and mathematics appropriate to the computer science
2. Recognize the ethical, legal, security and social implications of computing
3. Demonstrate communication skills to convey technical information accurately and effectively
4. Recognize the need for continuous professional and educational development
5. Develop and design software solutions using design methodologies, data structures and programming languages
6. Acquire current skills of computer networks.

7.3.2.3. Degree Requirements

For a Bachelor of Science 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. A student must complete COMP 1314 Computer Literacy and Applications OR pass the COMP 1314 Proficiency Exam for Credit. The credit for the COMP 1314 proficiency exam will be awarded as transfer credit and will not be counted in the GPA.

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 2316	Computer Organization
COMP 2415	Systems Programming
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 (3000 or 4000 level) courses in computer science needs to be completed.

7.3.3. Interdisciplinary Studies in Education

Interdisciplinary Studies in Education at NAU leads to a Bachelor of Science degree that prepares future teachers in Mathematics, English Language Arts, and Elementary Education.

Program Goal

The Bachelor of Science in Interdisciplinary Studies in Education provides students with a high-quality education that enables them to acquire essential content knowledge and pedagogical skills, understand research based best practices, and appreciate ethical and professional standards in their educational fields.

7.3.3.1. Program Student Learning Outcomes (SLO)

The Bachelor of Science (B. S.) in Interdisciplinary Studies provides a comprehensive educational program that enables students to:

1. Understand the developmental needs of students at various ages, stages, and abilities
2. Implement research-based instructional strategies to meet the learning needs of a diverse student population
3. Develop effective classroom management skills
4. Use instructional technology to implement best practices in teaching and assessment
5. Demonstrate ethical and professional standards in classroom practice

7.3.3.2. Degree Requirements

For a Bachelor in Science 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
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 Mathematics
MATH 4324 Teaching Secondary School Mathematics
PHED 3311 Health and Physical Education for Children

MINOR DEGREE REQUIREMENTS

A Minor in Education can be earned in conjunction with any major in the North American University. Students must 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 Mathematics Education

MATH 4322 Teaching Problem Solving in Mathematics
MATH 4324 Teaching Secondary School Mathematics

And, two upper-division (3000 or 4000 level) courses in Mathematics 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 (3000 or 4000 level) 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)
- Social Studies 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 2.50 or higher (Overall, transfer and English core classes); or
 - at least 2.50 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 80; Algebra 80; Writing 6.
 - Next Generation Accuplacer (Administered by College Board): Minimum scores: Reading 253 and Writing 6; Quantitative Reasoning, Algebra, and Statistics 256; Writing 253.
 - 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, TEA accepts only certain countries.
 - a minimum score of 89 on the Internet-based TOEFL with speaking part 24.
- *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.

7.3.3.4. Alternative Certification Program (ACP)

NAU-Alternative Certification Program is a teacher alternative certification program approved by the Texas State Board of Educator Certification (SBEC) and provides affordable teacher certification in Texas.

Certification Areas:

- English Language Arts and Reading (Grades 4-8)
- Mathematics (Grades 4-8)
- Physical Sciences (Grades 8-12)
- Science (Grades 4-8)
- Social Studies (Grades 4-8)
- Technology Applications (Grades EC-12)

Admission Criteria

Candidates applying for admission to ACP are required to meet the following criteria:

1. **Baccalaureate Degree:** The applicant must have a baccalaureate degree earned from and conferred by an institution of higher education that is recognized by one of the regional accrediting agencies. If the applicant earned the baccalaureate degree from a foreign university, the transcript must be evaluated by an accrediting organization recognized by the Texas Higher Education Coordinating Board to prove that it is equivalent to a U.S. baccalaureate degree.
2. **Minimum Grade Point Average (GPA):** The candidate must submit an official transcript meet one of the following criteria in order to be eligible to enter the ACP:
 - an overall GPA of at least 2.5 or
 - a GPA of at least 2.5 in the last 60 semester credit hours; or
3. **Content Competency:** The candidate must demonstrate the content mastery by passing the Pre-Admission Content Test (PACT). The content test must match the content area for the certification sought. No candidate will be admitted until they have passed the content test.
4. **Oral Communication Skills:** Proof of English language proficiency must be provided to the ACP office before an applicant can 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, TEA accepts countries approved by the State for Educator Certification (SBEC).
 - Verification of minimum scaled scores on the iBT TOEFL test:
 - Speaking 24
 - Listening 22
 - Reading 22
 - Writing 21

8. **Other Requirements:** 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.

7.3.3.5. Principal Certification Program

The principal Certification program is embedded in the M.Ed. in Educational Leadership Master program at North American University.

Focus of the program is to prepare leaders in public school leadership and administration, based on the State Board for Educator Certification/TEXES framework for Principal Certification in Texas.

Admission Requirements

1. Application Form for Principal Certification Program
2. Official Bachelor degree transcript
3. An interview to determine the educator preparation candidate's appropriateness for the certification sought (§227.10 (a)(6))
4. Hold a valid Texas Standard Teaching Certificate
5. Have Teacher Service record from school district personnel office indicating at least two years of classroom teaching experience, in a TEA approved school.
6. Master degree and principal certification plan
7. Language requirements
 - completion of an undergraduate or graduate degree at an accredited 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 Texas Education Agency (TEA) staff that the primary language of instruction was English; or
 - verification of satisfactory scores on an English language proficiency examination(s) approved by the State Board for Educator Certification.

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. In

addition, students are required to take an ETS exit test administered by ETS and coordinated by a business faculty member.

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 Emphasis (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 Emphasis (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
- 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 select 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 Department of Computer Science strives for quality in teaching and research by covering the fundamentals as well as applied aspects of computer science while enabling students with technological problem-solving skills, collaborative activities and consideration to ethical issues.

7.4.2.1. Program Goals

The goals of the Master of Science (M.S.) in Computer Science program are to:

1. Prepare students for mid to advance level employment opportunities
2. Develop strong oral and written communication skills
3. Provide clear understanding of ethical issues related to the computing profession

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 and algorithms
2. Develop sophisticated knowledge of operating systems and hardware
3. Apply advanced practices of software design and development cycle
4. Acquire advanced skills of computer networks
5. Analyzing data using advanced computing tools
6. Engaging and applying secure practices in various digital environments
7. Demonstrate communication skills to convey technical information accurately and effectively.

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

Data Analytics Concentration (12 credits)

- COMP 5354 Business Intelligence
- COMP 5337 Machine Learning
- COMP 5355 Data Analysis
- COMP 5353 Data Mining

Cyber Security Concentration (12 Credits)

- COMP 5334 Advanced Networking & Computing
- COMP 5333 Cyber Crime Investigation
- COMP 5335 Web, Cloud, and Mobile Security
- COMP 5336 Computer Forensics

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)**Program Goal**

The Master of Education in Curriculum and Instruction program provides students with advanced content knowledge and pedagogical understandings, which will enable them to implement curricula using instructional technology and research-based instructional strategies, to the highest ethical and professional standards.

7.4.3.1. Program Student Learning Outcomes (SLO)

The Master of Education (M.Ed.) in Curriculum and Instruction program prepares students to:

1. Apply human development and learning theories to create productive learning environments
2. Implement curricula with fidelity, using educational best practices, instructional technology, and current research to follow state-mandated standards
3. Develop pedagogical understandings and subject matter knowledge in STEM fields
4. Demonstrate competence in subject area content courses

7.4.3.2. 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

Mathematics Education Concentration (15 credits)

- MATH 5311 Teaching Secondary School Mathematics
- MATH 5312 Geometry and Trigonometry for Teachers
- MATH 5313 Advanced Calculus
- MATH 5314 Teaching Problem Solving in Mathematics 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 Mathematics 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 Mathematics Education
- MATH 5317 Advanced Linear Algebra
- MATH 5318 Probability and Statistics
- MATH 5319 Ordinary Differential Equations

7.4.3.3. 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.

Program Goals

The Master of Education in Educational Leadership program prepares future school leaders who are forward-looking visionaries, effective communicators, knowledgeable and informed instructional leaders, advocates of technology, and adept resource managers.

7.4.4.1. Program Student Learning Outcomes (SLO)

The Master of Education (M.Ed.) in Educational Leadership program prepares students to become proficient school leaders who:

1. establish and implement a shared vision of high expectations
2. create a positive school culture through effective communication and collaboration with a diverse school community
3. promote the success of all students through rigorous curriculum, effective instructional practices, and data-driven instructional interventions
4. manage human capital through the selection of highly trained teachers, facilitation of professional learning communities, and comprehensive evaluation program
5. oversee the integration of cutting edge technology into all aspects of the school

7.4.4.2. 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

7.4.4.3. 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.

Program Goals

The Master of Education (M.Ed.) in School Counseling is designed to prepare candidates with the knowledge, skills, and mindset necessary to design and implement a comprehensive and developmental school counseling program.

7.4.5.1. Program Student Learning Outcomes (SLO)

The Master of Education (M.Ed.) in Counseling program enables students to:

1. Appreciate the need for observing legal and ethical practices in counseling
2. Recognize the relationship between human growth and development and options for counseling interventions
3. Use individual and group counseling techniques to facilitate treatment planning and implementation for diverse student populations
4. Research career development options and create a personal career plan
5. Understand the various roles of the school counselor, including standards and behaviors as defined in Texas Education Agency's Comprehensive and Developmental Guidance and Counseling Program.

7.4.5.2. 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

7.4.5.3. 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: None

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 5333 Cyber Crime Investigation

Cr. 3. (3-0). This course provides students intensive hands on investigation of computer related crime designed for the profession as an electronic crime investigator. Students will identify, evaluate, classify, and demonstrate proficiency in investigating computer related crimes.

Prerequisite: None

COMP 5334 Advanced Computer and Network Security

Cr. 3. (3-0). Given the security concepts and building blocks developed in the former course, this course both explores these previous topics in greater depth and covers additional topics. Topics will include advanced cryptography, security protocols, network, firewalls, intrusion detection and prevention systems, vulnerability assessment, and other security technologies. There is special emphasis on application and software security issues. In addition, this course includes hands-on exercises using a Linux virtual machine that reinforce the material, and covers weekly current events in computer security.

Prerequisite: None

COMP 5335 Web, Cloud, and Mobile Security

Cr. 3. (3-0). This course covers Web safety and browser vulnerabilities, privacy concerns, issues with Java, JavaScript, ActiveX, and all things Web and security related. Various protocols, and approaches to provide web services in as secure a manner as possible will be investigated, to include: digital certificates SSL (Secure Socket Layer), TLS (Transport Layer Security), host security, server access methods, and secure CGI/API.

Prerequisite: None

COMP 5336 Computer Forensics

Cr. 3. (3-0). This course will provide a foundation in the field of Computer Forensics. The student will learn how to obtain and analyze digital information for possible use as evidence in civil, criminal or administrative cases. Topics include applications of hardware and software to computer forensics, computer forensics law, volume and file system analysis, computer forensics investigations, and computer forensics in the laboratory. Hands-on exercises guide discussions and reinforce the subject matter.

Prerequisite: None

COMP 5337 Machine Learning

Cr. 3. (3-0). This course examines several fundamental concepts and methods for machine learning. The emphasis will be on machine learning algorithms and applications, with some broad explanation of the underlying principles. The course will also discuss recent applications of machine learning, such as to robotic control, autonomous navigation, bioinformatics, speech recognition, and text and web data processing.

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 5354 Business Intelligence

Cr. 3. (3-0). This course focuses on Data Warehousing and its applications to business intelligence. Course will concentrate on introduction to business intelligence, design and development of business intelligence applications, expansion and support of a data warehouse; in addition to topics like: requirements gathering for data warehousing, data warehouse architecture, dimensional model design for data warehousing, physical database design for data warehousing, extracting, transforming, and loading strategies.

Prerequisite: None

COMP 5355 Data Analysis

Cr. 3. (3-0). This course investigates data scraping/sampling/cleaning in order to get an informative, manageable data set; data storage and management in order to be able to access data - especially big data - quickly and reliably during - subsequent analysis; exploratory data analysis to generate hypotheses and intuition about the data; prediction based on statistical tools such as regression, classification, and clustering and communication of results through visualization, and interpretable summaries.

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: 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. Practical aspects of this course include designing Android and iOS based educational 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. Practical aspects of this course include designing educational programming projects.

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 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 human development throughout the life span. The physiological, social, emotional, cognitive, language and cultural influences on growth and development will be introduced. Theories of childhood, adolescent and young adult development and learning will be examined. Prerequisite: None

EDUC 5312 Curriculum and Instructional Design

Cr. 3 (3-0). Cr. 3. (3-0). This course focuses on the design of instruction, with a focus on theory and method of design, as it relates to school leadership. The main topics include curriculum design, instructional strategies, lesson planning, and assessment. This course is designed to be a practical course where educators will be equipped with the core skills needed for the successful provision and delivery of school curriculum. The mission of this course is to not only build the required skills set to succeed as a future educational leader, but also to extend the interest of students by introducing the concepts that are commonly used by today's teachers, along with new applications to provide 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 course is intended to provide educators 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 educators with the management skills necessary for successful administrative leadership in public schools. It examines the importance of organizational leadership from an interdisciplinary perspective. Special emphasis is placed on leadership styles, transformational leadership, school culture, and the critical role assumed by school leaders as leaders of the school vision. Prerequisite: None

EDUC 5315 Instructional Leadership

Cr. 3. (3.0). This course is designed to introduce school leaders to theories and current research regarding innovative practices and effective strategies for creating teacher leaders. Emphasis will be on promoting the selection, placement, retention, and professional development of teachers through a systematic program of supervision and evaluation. The role of teachers as instructional leaders will be emphasized as this leads to improved classroom performance and student achievement. Prerequisite: None

EDUC 5316 Human Resource Management

Cr. 3. (3.0). This course examines how to manage human resources effectively in the dynamic legal, social, and economic environment currently impacting educational institutions. Topics include the formulation and implementation of a human resource strategy, job analysis, teacher recruitment, selection, training and development, performance appraisal, compensation and benefits, and the evaluation of human resource management effectiveness. Prerequisite: None

EDUC 5319 School Finance and Campus Business Management

Cr. 3. (3.0). This course emphasizes on the role of the principal in resource alignment and management, including budgeting, personnel, resource utilization, and financial management. Emphasis is placed on processes that most effectively and equitably address identified needs of the campus, specifically support increased student achievement, and align with the school vision, as specified in the campus improvement plan. This course also includes the history of school finance, a review of budgeting methods, and current school finance guidelines. Prerequisite: None

EDUC 5320 Communication and Public Relations for School Administrators

Cr. 3. (3.0). This course explores the importance of effective communication and public relations skills in diverse school settings. The principles underlying public relations in school settings, the role of school leaders in communicating with the media, and the importance internal and external communication will be reviewed. School leaders must collaborate with all stakeholders as key partners in student success. Course requirements include reviewing current communication documents in a school setting, with a focus on the importance of technology, determining the effectiveness of current communication channels, and developing a communication action plan. Prerequisite: None

EDUC 5322 Internship in Educational Leadership

Cr. 3. The capstone course provides an opportunity for school leadership candidates to have authentic field experience in administrative positions. During this course candidates will work closely with school administrators and mentors in an educational setting to put theory into practice by learning more about the day-to-day responsibilities of a school leader. 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 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: None

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 made by educational leaders. It also reviews the laws that govern America's public schools, including student rights, teacher rights, and special education. Students will explore the effect of changing laws on policy decisions within the educational system, by choosing one policy to examine in greater depth.

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.

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

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

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

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 Mathematics 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 Mathematics

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 Mathematics

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 Mathematics

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 Mathematics 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 Mathematics 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 5312 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: None

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 4316 Human Resource Management

Cr. 3. (3-0). This course is designed to introduce the field of Human Resource Management (HRM) and focuses on theories, principles, and practices of Human Resources Management (HRM) in organizations.

Topics include human resource management functions such as recruitment, selection, training, performance management, motivation, communication, legal environment, benefits and compensation.

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, 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-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	Senior 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 and Communications, 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:

Name	Title	Company/Institution
Dr. John “Yiannis” K. Galiotos	Dean	Energy and Manufacturing Institute, Lone Star 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
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. 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 Moore 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

Bhanukiran Gurijala

- **Area of teaching specialization:** Algorithms, Systems Programming, Operating Systems
- **Rank:** Assistant Professor
- **Degrees:**
Ph.D, Computer Science, The University of Texas at El Paso
M.Sc. Software Engineering, The University of Houston, Clear Lake
B.E., Computer Science, R.V. College of Engineering, Bangalore

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
B.S., Engineering, Dalian University of Technology

Jim McCleskey

- **Area of teaching specialization:** Business Administration
- **Rank:** Assistant Professor
- **Degrees:**
Ph.D., Organization & Management - Leadership Specialty, Capella University School of Business & Technology
M.B.A., Business Administration, University of Houston Bauer College of Business
B.B.A., Business Administration, University of Texas

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

Wendy Schulze

- **Areas of teaching specialization:** Educational Leadership, Curriculum & Instruction, Psychology
- **Rank:** Assistant Professor
- **Degrees:**
Ed.D., Educational Leadership, Argosy University
M.Ed., Education (Curriculum and Instruction), Alabama A&M University
M.S., Psychology, Kaplan University
B.S., Psychology, University of Alabama

Ann Marie Smith

- **Areas of teaching specialization:** English, Reading, Writing, Literacy
- **Rank:** Associate Professor
- **Degrees:**
Ph.D., Reading/Writing/Literacy emphasis in Curriculum and Instruction, University of Maryland
M.A., English, Iowa State University
B.A., English, University of Northern Iowa

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

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

John Topuz

- **Area of teaching specialization:** Corporate Finance
- **Rank:** Professor
- **Degrees:**
DBA in Finance, Louisiana Tech University
M.A. in Economics, University of New Orleans
M.S. in Computer Science, Saint Joseph's University
MBA, Yildiz Technical University
B.S. in Mining Engineering, Istanbul 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

Harun Yilmaz

- **Area of teaching specialization:** Educational Technology
- **Rank:** Associate Professor
- **Degrees:**
Ph.D. Instructional Design, Virginia Tech University
M. Sc. Instructional Design, Development and Evaluation, Syracuse University
B. Sc. Computer Education, Gazi University