A Welcome Message from the President

I would like to welcome you to North American University (NAU) and would love to see your continuous academic success and finally honor you at our annual commencement ceremony after you have successfully completed your higher education in Houston, Texas; one of the most diverse, warm, and welcoming cities in the United States. North American University at Houston, Texas, is a private, non-profit, non-denominational institution of higher learning committed to providing an engaging learning environment and a high-value education that transcends the teaching of facts, figures, and theories. Our students learn how to lead, collaborate, pursue solutions, give back, and make the world a better place. NAU offers undergraduate degrees; B.S. in Business Administration, Interdisciplinary Studies in Education, Computer Science, and graduate degrees of Master of Business Administration (MBA), Master of Science (M.S) in Computer Science, and Master of Education (M.Ed.) in Educational Leadership and Curriculum Instruction. NAU is also offering 100% online master’s degree in all graduate degree programs except the concentrations of the Software Engineering and Data Analytics.

At NAU*, we dedicate ourselves to excellence in education, accessibility, sustainability, and diversity. We are proud of our student body which includes students from more than 25 U.S. states and 52 countries. In addition to our student-centered, academic programs in Business Administration, Education, Computer Science, NAU also offers a CEA accredited English as a Second Language (ESL) - Intensive English Program under Gulf Language School. Our ESL program is intensive and helpful for students who wish to stay for a short time, or to pursue an academic degree either at NAU or any other U.S. higher education institution. Our Education department offers a Teacher Certification Program which is accredited by the Texas Education Agency (TEA).

As one of the fastest growing higher education institutions in Houston, NAU aims to be one of the most dynamic private universities in the United States. In addition to our strong academic programs, we are developing a variety of extra and co-curricular student activities and American Cultural programs throughout the academic year. What unique qualifications make North American University a place for home are 1) particularly strong academic programs with majority of faculty members hold terminal degrees on their expertise areas, 2) student-centered environment, 3) dedicated high quality faculty and staff, 4) Excellent internship and student teaching opportunities for qualified students in US corporations and public schools in Houston, the 4th largest city of United States, 5) Most fulltime faculty members offer open door policy for best student learning, 6) safe and comfortable dormitories, 7) A state of the art dining center offering affordable, fresh and locally prepared delicious food for all, 8) the people in the North American family who take a personal interest in your success.

Considering the challenges of being a young university, we will ask and answer the tough questions and make the right decisions together with all our constituents. We will enhance this experience and lead our university to the path of excellence. For this reason, I encourage you to give me feedback on your brilliant ideas by visiting the President’s page at www.na.edu

I look forward to getting to know you during your undergraduate and graduate studies at NAU. I am sure you will experience one of the most memorable journeys of your lifetime. I am thrilled to be part of the talented, dedicated, passionate, and caring North American family. I know you will be, too.

Reg Pecen, Ph.D.
President & Professor

(*) NAU is accredited by Accrediting Council for Independent Colleges and Schools, an agency recognized by the United State Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA). NAU is certified by Texas Higher Education Coordinating Board (THECB), and the Intensive English Program/Gulf Language School is accredited by Commission on English Language Accreditation (CEA) for the period December 2013 through December 2018 and agrees to uphold the CEA Standards for English Language Programs and Institutions. NAU is a member of International Association of Universities (IAU), a UNESCO-based worldwide association of higher education institutions.
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1. ACADEMIC CALENDAR

2016-2017 UNDERGRADUATE CALENDAR

FALL SEMESTER – 2016: August 22 - December 16

**August 2016**
- August 1: Registration opens for all students
- August 14: Registration closes for all students
- August 15: Registration payment deadline for all students
  - First installment is due for payment plan enrolled students
- August 15: Late registration opens for all students
  - Payment is due on the same day of registration for continuing students
- August 17-18: Orientation for new students
- August 19: Late registration closes for all students
  - Late registration payment deadline for new students
- August 22: First day of classes
- August 26: Last day to add a course

**September 2016**
- September 5: Labor Day Holiday
- September 8: Last day to drop a course without a fee
- September 15: Second installment is due for payment plan students
- September 29: Last day to drop a course with a fee

**October 2016**
- October 13: Third installment is due for payment plan students
- October 27: Last day to drop a course with a “W”

**November 2016**
- November 10: Fourth installment is due for payment plan students
- November 14-23: Spring early registration for continuing students
- November 24-25: Thanksgiving holiday
- November 28: Spring early registration opens for new students

**December 2016**
- December 1: Last day of classes
- December 2: Make up day for classes officially cancelled by NAU (if necessary) or reading day
- December 5-13: Final Examinations
December 14  Last day to submit final grades
December 16  Official close of the semester

SPRING SEMESTER – 2017: January 17 - May 19

**January 2017**
- January 2  Registration opens for all students
- January 8  Registration closes for all students
- January 9  Registration payment deadline for all students
  - First installment is due for payment plan enrolled students
- January 9  Late registration opens for all students
  - Payment is due on the same day of registration for continuing students
- January 11-12  Orientation for new students
- January 13  Late registration closes for all students
  - Late registration payment deadline for new students
- January 16  Martin Luther King Jr. Holiday
- January 17  First day of classes
- January 20  Last day to add a course

**February 2017**
- February 9  Last day to drop a course without a fee
- February 9  Second installment is due for payment plan enrolled students
- February 25  Last day to drop a course with a fee

**March 2017**
- March 2  Last day to drop a course with a fee
- March 9  Third installment is due for payment plan enrolled students
- March 13-17  Spring Break
- March 30  Last day to drop a course with a “W”

**April 2017**
- April 6  Fourth installment is due for payment plan students
- April 10  Summer registration opens
- April 10-21  Fall early registration for continuing students
- April 14  Easter Holiday (Good Friday)
- April 24  Fall early registration opens for new students

**May 2017**
- May 3  Last day of classes
May 4  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 19 Official close of the semester
May 20 North American University Commencement

SUMMER SEMESTER – 2017

Summer I (1st 6-week session): May 22 – June 29

April 10-May 14  Registration for all students

May 2017
May 15  Payment deadline for all students
May 15-19  Late registration for all students
            Payment is due on the same day of registration
May 22  First day of classes
May 24  Last day to add a course
May 29  Memorial Day Holiday
May 30  Last day to drop a course without a fee

June 2017
June 7  Last day to drop a course with a fee
June 14  Last day to drop a course with a “W”
June 27  Last day of classes
June 28  Final Examinations
June 29  Last day to submit final grades
            Official close of the semester

Summer II (2nd 6-week session): July 3 – August 10

April 10-June 25  Registration for all students

June 2017
June 26  Payment deadline for all students
June 26-30  Late registration for all students
            Payment is due on the same day of registration

July 2017
July 3  First day of classes
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 4</td>
<td>Independence Day Holiday</td>
</tr>
<tr>
<td>July 7</td>
<td>Last day to add a course</td>
</tr>
<tr>
<td>July 13</td>
<td>Last day to drop a course without a fee</td>
</tr>
<tr>
<td>July 20</td>
<td>Last day to drop a course with a fee</td>
</tr>
<tr>
<td>July 27</td>
<td>Last day to drop a course with a “W”</td>
</tr>
</tbody>
</table>

**August 2017**
- August 8: Last day of classes
- August 9: Final Examinations
- August 10: Last day to submit final grades
  Official close of the semester

**Summer III (12-week session): May 22 – August 10**
- April 10-May 14: Registration for all students

**May 2017**
- May 15: Payment deadline for all students
- May 15-19: Late registration for all students
  Payment is due on the same day of registration
- May 22: First day of classes
- May 24: Last day to add a course
- May 29: Memorial Day Holiday
- May 30: Last day to drop a course without a fee

**June 2017**
- June 7: Last day to drop a course with a fee

**July 2017**
- July 4: Independence Day Holiday
- July 13: Last day to drop a course with a “W”

**August 2017**
- August 7: Last day of classes
- August 8-9: Final Examinations
- August 10: Last day to submit final grades
  Official close of the semester
2016-2017 GRADUATE CALENDAR

FALL SEMESTER – 2016: August 22 - December 16

July 2016
- July 1-15: Registration for continuing students
- July 16-August 19: Late registration for continuing students
- July 16-August 14: Registration for new students

August 2016
- August 15-19: Late registration for new students
- August 19: Payment deadline for all students
  First installment is due for payment plan enrolled students
- August 22: First day of classes
- August 26: Last day to add a course

September 2016
- September 5: Labor Day Holiday
- September 8: Last day to drop a course without a fee
- September 15: Second installment is due for payment plan students
- September 29: Last day to drop a course with a fee

October 2016
- October 13: Third installment is due for payment plan students
- October 27: Last day to drop a course with a “W”

November 2016
- November 10: Fourth installment is due for payment plan students
- November 14-28: Spring registration for continuing students
- November 24-25: Thanksgiving holiday
- November 29-January 13: Spring late registration for continuing students
- November 29-January 9: Spring registration for new students

December 2016
- December 1: Last day of classes
- December 2: Make up day for classes officially cancelled by NAU (if necessary)
or reading day
- December 5-13: Final Examinations
- December 14: Last day to submit final grades
- December 16: Official close of the semester
SPRING SEMESTER – 2017: January 17 - May 19

November 29-January 9  Registration for new students
November 29-January 13  Late registration for continuing students

January 2017
January 10-13  Late registration for new students
January 13  Payment deadline for all students.
First installment is due for payment plan enrolled students
January 16  Martin Luther King Jr. Holiday
January 17  First day of classes
January 20  Last day to add a course

February 2017
February 9  Last day to drop a course without a fee
February 9  Second installment is due for payment plan enrolled students
February 25  Last day to drop a course with a fee

March 2017
March 2  Last day to drop a course with a fee
March 9  Third installment is due for payment plan enrolled students
March 13-17  Spring Break
March 30  Last day to drop a course with a “W”

April 2017
April 6  Fourth installment is due for payment plan students
April 14  Easter Holiday (Good Friday)
April 24-May 15  Summer I, II, III registration for all students
Fall registration for continuing students

May 2017
May 3  Last day of classes
May 4  Make up day for classes officially cancelled by NAU (if necessary)
or reading day
May 8-16  Final Examinations
May 16  Fall registration opens for new students
May 17  Last day to submit final grades
May 19  Official close of the semester
May 20  North American University Commencement
SUMMER SEMESTER – 2017

Summer I (1st 6-week session): May 22 – June 29

April 24-May 15 Registration for all students

May 2017

May 16-19 Late registration for all students
May 19 Payment deadline for all students
May 22 First day of classes
May 24 Last day to add a course
May 29 Memorial Day Holiday
May 30 Last day to drop a course without a fee

June 2017

June 7 Last day to drop a course with a fee
June 14 Last day to drop a course with a “W”
June 27 Last day of classes for Summer I
June 28 Final Examinations
June 29 Last day to submit final grades
Official close of the semester

Summer II (2nd 6-week session): July 3 – August 10

April 24-June 26 Registration for all students

June 2017

June 27-30 Late registration for all students
June 30 Payment deadline for all students

July 2017

July 3 First day of classes
July 4 Independence Day Holiday
July 7 Last day to add a course
July 13 Last day to drop a course without a fee
July 20 Last day to drop a course with a fee
July 27 Last day to drop a course with a “W”

August 2017

August 8 Last day of classes
August 9 Final Examinations
August 10  Last day to submit final grades  
Official close of the semester

**Summer III (12-week session): May 22 – August 10**

April 24-May 15  Registration for all students

**May 2017**

- May 16-19  Late registration for all students
- May 19  Payment deadline for all students
- May 22  First day of classes
- May 24  Last day to add a course
- May 29  Memorial Day Holiday
- May 30  Last day to drop a course without a fee

**June 2017**

- June 7  Last day to drop a course with a fee

**July 2017**

- July 4  Independence Day Holiday
- July 13  Last day to drop a course with a “W”

**August 2017**

- August 7  Last day of classes
- August 8-9  Final Examinations
- August 10  Last day to submit final grades  
Official close of the semester
2. GENERAL INFORMATION

2.1. Mission Statement

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

2.2. Goals and Objectives

Goal 1: Academic and Career-related Learning

Objective 1.1 Foster academic and career-related student learning

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

Objective 1.3 Attract and nurture promising students

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

Goal 2: Professional Proficiency

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

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

Objective 2.3 Promote life-long learning skills

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

Goal 3: Student Centeredness and Personal Development

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

Objective 3.2 Provide academic and social services and support to students through their stay at the institution
Objective 3.3 Provide educational programs and experiences that promote global cultural competency and respect for diversity

Goal 4: Engagement with Stakeholders

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

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

Goal 5: Good Stewardship

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

2.3. History

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

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

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

With the addition of Bachelor of Science degree programs, the Texas Gulf Institute evolved into North American College. The name change was approved by the ACICS on August 16, 2010, and by the THECB on September 10, 2010.
North American College applied to FAFSA to award Federal Financial Aid on September 24, 2010. The application was approved on January 30, 2011.

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

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

2.4. Accreditation and Certifications

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

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

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

   Texas Higher Education Coordinating Board
   1200 E. Anderson Ln.
   Austin, TX 78752
   http://www.thecb.state.tx.us
2.5. 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).
3. ADMISSIONS

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

Address: 11929 West Airport Blvd, Stafford, TX, 77477
Phone: 832-230-5555
E-mail: admissions@na.edu.

Application Deadline:
Fall 2016 Semester: August 14th (for domestic students),
                     July 24th (for international students)
Spring 2017 Semester: January 8th (for domestic students),
                       December 11th (for international students)

3.1. Undergraduate Admissions

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

1. A completed application form submitted online at www.na.edu/admissions
2. A non-refundable application fee ($0 US residents, $100 international outside US)
3. High school transcript (official or certified), or diploma (official or certified) or GED Score*
4. A non-refundable enrollment confirmation fee of $50 must be paid before new incoming freshman/transfer students can register for classes.

* All documents in a foreign language must be translated into English.

Students should also submit the following, when available:

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

** Transcripts from non-US institutions must be evaluated by an agency recognized by the Department of Education. Contact the Admissions Office for more information.
All students must meet at least one of the minimum academic criteria set below for admission. Only the Dean of Enrollment Management may accept or deny a student with special circumstances upon suggestion from Admissions Office.

### Academic Acceptance criteria for undergraduate admission

<table>
<thead>
<tr>
<th>Source</th>
<th>Subject</th>
<th>Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accuplacer (all 3 must meet minimum)</td>
<td>Reading</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>Writing</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Math</td>
<td>40</td>
</tr>
<tr>
<td>SAT</td>
<td>Reading or Math</td>
<td>400</td>
</tr>
<tr>
<td>ACT</td>
<td>Composite or Math or English</td>
<td>15</td>
</tr>
<tr>
<td>TAKS</td>
<td>Reading and Math</td>
<td>2200</td>
</tr>
<tr>
<td>TSI (Texas Success Initiative)</td>
<td>Reading</td>
<td>Reading score of 351 and writing 5</td>
</tr>
<tr>
<td>*Texas student initiative exemption/waiver requirements can be found at <a href="http://www.thecb.state.tx.us">www.thecb.state.tx.us</a></td>
<td>Writing</td>
<td>Reading score of 363 and writing 4</td>
</tr>
<tr>
<td></td>
<td>Math</td>
<td>350</td>
</tr>
<tr>
<td>STAAR EOC</td>
<td>Algebra II</td>
<td>4000</td>
</tr>
<tr>
<td></td>
<td>English III Reading</td>
<td>2000</td>
</tr>
<tr>
<td>GPA</td>
<td>High School Student CGPA</td>
<td>2.7</td>
</tr>
<tr>
<td></td>
<td>Transfer Student CGPA</td>
<td>2.5</td>
</tr>
<tr>
<td>Transfer of Composition &amp; Rhetoric</td>
<td>Reading/Writing</td>
<td>C- or above</td>
</tr>
<tr>
<td>Transfer of College Algebra</td>
<td>Math</td>
<td>C- or above</td>
</tr>
</tbody>
</table>

### 3.2. Graduate Admissions

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

1. A completed application form submitted online at www.na.edu/admissions
2. A non-refundable application fee ($60 resident and $100 international (there may be an additional $150 fee for international transcript evaluation))
3. Official transcripts from all undergraduate and graduate institutions previously attended* - Official sealed copy of the transcripts, indicating the completion of a bachelor’s four-year degree or electronically sent via the college or university attended.
4. Letter of Intent
5. Curriculum Vitae or Resume
6. Two letters of recommendation
   * Transcripts from non-US institutions may need to be evaluated by an agency recognized by the Department of Education.

Graduate programs may have specific departmental requirements for admission.

3.3. International Student Admissions

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

   Address: 11929 West Airport Blvd, Stafford, TX, 77477 (Room 736)
   Phone: 832-230-5544
   E-mail: iso@na.edu

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

Undergraduate Students
- TOEFL: 79 IBT, 550 PBT, 213 CBT
- IELTS: 6.5
- SAT Reading: 500
- ACT English: 23
- ACCUPLACER Scores: Reading: 80, Writing: 6
- Composition and Rhetoric I with a grade of "C" or better from a U.S. based college or university.
- TSI or its equivalent in other states
- A bachelor’s degree or higher from a U.S. institution

Graduate Students
- TOEFL: 79 IBT, 550 PBT, 213 CBT
- IELTS: 6.5
- Composition and Rhetoric I or II with a grade of "B" or better from a U.S. based college or university
- A bachelor’s degree or higher from a U.S. institution
- 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
Students who meet the following minimum criteria are considered “partially English proficient.” These students are required to successfully complete remedial reading and writing courses given at NAU in their first semester, or successfully complete the Developmental Reading and Writing course offered at Gulf Language School Intensive English Program at NAU.

Undergraduate Students
- TOEFL: 61 IBT, 500 PBT, 173 CBT
- IELTS: 5.5
- SAT Reading: 400
- ACT English: 17
- ACCUPLACER Scores: Reading: 60, Writing: 5
- Completion of or testing out from the advanced level in the Gulf Language School Intensive English Program at NAU
- Completion of a degree or high school in an English speaking country*

Graduate Students
- TOEFL: 61 IBT, 500 PBT, 173 CBT
- IELTS: 5.5
- Completion of or testing out from the advanced level in the Gulf Language School Intensive English Program at NAU
- Completion of a degree or high school in an English speaking country*

* The full list of approved English speaking countries is available through the International Student Office.

3.4. College Readiness

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

A student may be considered college ready and exempt from taking the Accuplacer based on the following criteria ("English" encompasses both Reading and Writing):
### NAU undergraduate testing exemption minimum scores

<table>
<thead>
<tr>
<th>Source</th>
<th>Subject</th>
<th>Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accuplacer</strong> (all 3 must meet minimum)</td>
<td>Reading</td>
<td>80</td>
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<tr>
<td></td>
<td>Writing</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Math</td>
<td>80</td>
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<tr>
<td><strong>SAT</strong></td>
<td>Reading</td>
<td>500</td>
</tr>
<tr>
<td></td>
<td>Writing</td>
<td>500</td>
</tr>
<tr>
<td></td>
<td>Math</td>
<td>500</td>
</tr>
<tr>
<td><strong>ACT</strong></td>
<td>Math</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>English</td>
<td>23</td>
</tr>
<tr>
<td><strong>TAKS</strong></td>
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<td>2300</td>
</tr>
<tr>
<td></td>
<td>Math</td>
<td>2300</td>
</tr>
<tr>
<td><strong>STAAR</strong></td>
<td>Reading/Writing/Math</td>
<td><strong>End-of-course score:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 English III / 2 Algebra II</td>
</tr>
<tr>
<td><strong>TSI Tests</strong></td>
<td>English</td>
<td>Reading of 351 writing 5 or Reading of 363 writing 4</td>
</tr>
<tr>
<td></td>
<td>Math</td>
<td>Math 350</td>
</tr>
<tr>
<td><strong>Transfer of Composition &amp; Rhetoric</strong></td>
<td>English</td>
<td>C- or above</td>
</tr>
<tr>
<td><strong>Transfer of College Algebra</strong></td>
<td>Math</td>
<td>C- or above</td>
</tr>
<tr>
<td><strong>Gulf Language School Intensive English Program</strong></td>
<td>Developmental Reading and Writing course</td>
<td>70</td>
</tr>
</tbody>
</table>

### 3.5 Transfer Credits

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

North American University allows for a maximum of 90 undergraduate credits (including credit by examination) to be transferred from a 4-year college or university or a student can transfer a maximum of 66 credit hours from community colleges. Developmental or vocational course work is not accepted for transfer credit for an undergraduate degree, but is taken into consideration for decisions regarding college readiness. Transferable coursework with grades of “C-” or above may be accepted for transfer credit from other institutes of higher learning. Graduate students may transfer up to 18 graduate level credits with a grade of “B-” or above.

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

3.5.2. Transferring Credits by Examination

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

<table>
<thead>
<tr>
<th>Math Equivalency Chart for SAT, ACT and ACCUPLACER</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Table" /></td>
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</tbody>
</table>

college algebra | pre-calculus | calculus |
<table>
<thead>
<tr>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>prerequisite</td>
<td>exemption</td>
<td>prerequisite</td>
</tr>
<tr>
<td>SAT Math 500</td>
<td>SAT Math 600</td>
<td>SAT Math 600</td>
</tr>
<tr>
<td>ACT Math 23</td>
<td>ACT Math 26</td>
<td>ACT Math 26</td>
</tr>
<tr>
<td>Accuplacer Elementary Algebra 80</td>
<td>Accuplacer College Level Math 100</td>
<td>Accuplacer College Level Math 100</td>
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English Equivalency Chart for SAT, ACT and ACCUPLACER

<table>
<thead>
<tr>
<th>Composition and Rhetoric I</th>
<th>Composition and Rhetoric II</th>
<th>English upper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite</td>
<td>Exemption</td>
<td>Prerequisite</td>
</tr>
<tr>
<td>SAT Reading 500</td>
<td>SAT Reading 600</td>
<td>SAT Reading 700</td>
</tr>
<tr>
<td>ACT English 23</td>
<td>ACT English 26</td>
<td>ACT English 30</td>
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<tr>
<td>Accuplacer Reading 80</td>
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</tr>
<tr>
<td>Writing 6</td>
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</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>TEST</th>
<th>Required Score</th>
<th>Course Equivalency</th>
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</thead>
<tbody>
<tr>
<td><strong>AP EXAMS</strong></td>
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<td></td>
</tr>
<tr>
<td>Art History</td>
<td>3</td>
<td>ARTS 1311</td>
</tr>
<tr>
<td>Music Theory</td>
<td>3</td>
<td>ARTS 1311</td>
</tr>
<tr>
<td>Studio Art 2-D Design</td>
<td>3</td>
<td>ARTS 1311</td>
</tr>
<tr>
<td>Studio Art 3-D Design</td>
<td>3</td>
<td>ARTS 1311</td>
</tr>
<tr>
<td>Studio Art Drawing</td>
<td>3</td>
<td>ARTS 1311</td>
</tr>
<tr>
<td>English Language and Composition</td>
<td>3</td>
<td>ENGL 1311</td>
</tr>
<tr>
<td>English Literature and Composition</td>
<td>3</td>
<td>ENGL 1311</td>
</tr>
<tr>
<td>Comparative Government and Politics</td>
<td>3</td>
<td>GOVT 2311</td>
</tr>
<tr>
<td>European History</td>
<td>3</td>
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</tr>
<tr>
<td>Human Geography</td>
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<td>GEOG 2311</td>
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<tr>
<td>Macroeconomics</td>
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<td>ECON 2311</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>3</td>
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</tr>
<tr>
<td>Psychology</td>
<td>3</td>
<td>PSYC 2311</td>
</tr>
<tr>
<td>US Government and Politics</td>
<td>3</td>
<td>GOVT 2311</td>
</tr>
<tr>
<td>US History</td>
<td>3</td>
<td>HIST 1311 &amp; HIST 2312</td>
</tr>
<tr>
<td>World History</td>
<td>3</td>
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<td>Calculus AB</td>
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<tr>
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<tr>
<td>Course</td>
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<tr>
<td>Environmental Science</td>
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<td>Physics I</td>
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<tr>
<td>Physics II</td>
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<tr>
<td>Physics C: Electricity and Magnetism</td>
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<tr>
<td>Physics C: Mechanics</td>
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<tr>
<td>German Language and Culture</td>
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<td>Italian Language and Culture</td>
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<td>Japanese Language and Culture</td>
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<td>ELEC 1</td>
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<tr>
<td>Latin</td>
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<td>ELEC 1</td>
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<td>Spanish Literature and Culture</td>
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<td>College Composition</td>
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<tr>
<td>English Literature</td>
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<td>Human Growth and Development</td>
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<td>Introduction to Educational Psychology</td>
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<td>Principles of Macroeconomics</td>
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<td>Subject</td>
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<tr>
<td>Trigonometry</td>
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<td>ACCT 2311</td>
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<td>Principles of Management</td>
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**IB TESTS**

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<tr>
<td>Biology</td>
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<tr>
<td>Chemistry</td>
<td>4</td>
<td>CHEM 1311</td>
</tr>
<tr>
<td>Computer Science/ Computing Studies</td>
<td>4</td>
<td>COMP 1314</td>
</tr>
<tr>
<td>Dance</td>
<td>4</td>
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</tr>
<tr>
<td>English A1</td>
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<td>ENGL 1311 &amp; ENGL 1312</td>
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</tr>
<tr>
<td>Visual Arts</td>
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<td>ARTS 1311</td>
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</tbody>
</table>
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 : $5,725.00
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) : $775.00 (International Students only)

Other Fees
Late Registration Fee : $150.00
Late Add/Drop Fee : $30.00
Withdrawal Fee : $30.00
Accuplacer Test Fee : $45.00
Compass ESL Test Fee : $55.00
Transcript Fee : $10.00
Verification of Enrolment Fee : $5.00
Notary Services Fee : $15.00
Same Day Service Fee : $40.00
Re-enrollment/Admission Fee : $70.00
International Transcript Translation
& Evaluation Fee : $290.00
I-20 Processing/Transfer Fee : $60.00
I-20 International Mailing Fee : $100.00
I-20 Reinstatement Fee : $190.00

**One-time Student Fees**
Application Fee-Freshman Resident : Waived
Application Fee-Freshman International : $100.00
Application Fee-Transfer International : $60.00
Transcript Evaluation Fee : $150.00
Graduation Fee : $110.00

<table>
<thead>
<tr>
<th>Sample Approximate Cost per Semester for Resident Student</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition (12-16 hours)</strong></td>
</tr>
<tr>
<td><strong>Fees</strong></td>
</tr>
<tr>
<td><strong>Room</strong></td>
</tr>
<tr>
<td><strong>Meal Service</strong></td>
</tr>
<tr>
<td><strong>Books &amp; Supplies</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sample Approximate Cost per Semester for International Student</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition (12-16 hours)</strong></td>
</tr>
<tr>
<td><strong>Fees</strong></td>
</tr>
<tr>
<td><strong>Room</strong></td>
</tr>
<tr>
<td><strong>Meal Service</strong></td>
</tr>
<tr>
<td><strong>Books &amp; Supplies</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
</tr>
</tbody>
</table>
### 4.1.2. Graduate Programs

#### Resident Students:

**Master of Business Administration (M.B.A.)**
- Total tuition (36 credits): $9,900.00
- Tuition per credit: $275.00

**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 (36 credits): $9,900.00
- Tuition per credit: $275.00

#### International Students:

**Master of Business Administration (M.B.A.)**
- Total tuition (36 credits): $17,900.00
- Tuition per credit: $497.22

**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 (36 credits): $19,900.00
- Tuition per credit: $552.77

#### 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): $775.00 *(International Students only)*

#### Other Fees
- I-20 Processing/Transfer Fee: $60.00
- I-20 International Mailing Fee: $100.00
- I-20 Reinstatement Fee: $190.00
- International Transcript Evaluation Fee: $150.00
Late Registration Fee  : $150.00
Late Add/Drop Fee     : $30.00
Notary Services Fee   : $15.00
Re-enrollment/Admission Fee : $70.00
Same Day Service Fee : $40.00
Transcript Fee        : $10.00
Verification of Enrolment Fee : $5.00
Withdrawal Fee        : $30.00

One-Time Student Fee
Application Fee-Resident Graduate : $60.00
Application Fee-International Graduate (Includes Transcript Evaluation) : $250.00
Graduation Fee          : $110.00

4.2. Payment of Tuition and Fees

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

The University offers a deferred payment plan to help students pay their tuition and fees. Only students in a good academic and financial standing can take advantage of this plan. A student must consult with the Bursar’s Office or email sa@na.edu 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
Main Building, Room 737
11929 W. Airport Blvd.
Stafford, TX 77477

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

Late Payment Fee                  : $100.00 (for each late payment)
NSF (Non-Sufficient Fund) Fee     : $35.00 (for each returned check)
Payment Plan Enrollment Fee       : $100.00
4.3. Cancellation and Refund Policies

4.3.1. Cancellation Policy

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

4.3.2. Refund Policy

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

All “drop or withdrawal” actions must be submitted by the student in writing to the Office of the Registrar. A student who drops a course on or before the first class day will get a full refund for the tuition and fees applicable to the course. A refund for students who withdraw from the University or a course is calculated based on the following schedule:

<table>
<thead>
<tr>
<th>Fall and Spring Semesters</th>
<th>Percentage Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to or on the 1st class day</td>
<td>100%</td>
</tr>
<tr>
<td>Between the 2nd and 15th class days</td>
<td>70%</td>
</tr>
<tr>
<td>Between the 16th and 20th class days</td>
<td>25%</td>
</tr>
<tr>
<td>After the 20th class day</td>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer 6-Week Session</th>
<th>Percentage Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to or on the 1st class day</td>
<td>100%</td>
</tr>
<tr>
<td>Between the 2nd and 5th class days</td>
<td>70%</td>
</tr>
<tr>
<td>Between the 6th and 10th class days</td>
<td>25%</td>
</tr>
<tr>
<td>After the 10th class day</td>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer 12-Week Session</th>
<th>Percentage Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to or on the 1st class day</td>
<td>100%</td>
</tr>
<tr>
<td>Between the 2nd and 10th class days</td>
<td>70%</td>
</tr>
<tr>
<td>Between the 11th and 15th class days</td>
<td>25%</td>
</tr>
<tr>
<td>After the 15th class day</td>
<td>None</td>
</tr>
</tbody>
</table>

Refund checks will be sent to the student’s permanent mailing address (as recorded with the Office of the Registrar) within 14 calendar days. Those withdrawing students receiving any form of financial aid should also consult with the Return to Title IV policy. This policy provides information about how the students should return financial aid funds for unearned credit.
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 via the Free Application for Federal Student Aid (FAFSA) using the North American University school code (041975) on their application. Students must 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 2016-2017 academic year is $5,815. 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 2016-2017 award year. For more information about federal student aid, please contact the Office of Financial Aid.
4.4.3. **University Scholarships**

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

4.4.3.1. **Application Procedure for University Scholarships**

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

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

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

**University Scholarship Application Deadlines**

- August 1st for Fall 2016
- January 1st for Spring 2017

New students seeking more information about scholarship opportunities at North American University should contact the Admissions Office. Current students should contact the Financial Aid Office.
5. STUDENT SERVICES

North American University provides many services to complement and support students’ academic and personal endeavors. Student services encourage and promote personal development at the University.

5.1. Student Orientation

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

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

5.2. Library

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

5.3. Student Success

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

- Freshman Peer Mentor Program
- Content Based Tutoring
5.4. Dining Hall

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

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

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

5.5. Computer and Information Services

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

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

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

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

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

5.7. Health Services

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

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

5.7.1. Student Insurance Plan for North American University

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

Domestic Student Plans

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

International Student Plans

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

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

**Insurance Plan Details**
The insurance plan summary can be found online:
http://www.na.edu/campus-life/health-services/

5.8. Parking & Shuttle Services

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

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

5.8.1. Parking

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

5.8.2. Shuttle Service

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

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

5.1. Dean of Students Office

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

5.1.1. Career & Alumni Services

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

- Career exploration
- Resume and cover letter review
- Mock interviews
- Portfolio assistance and review
- Assistance with finding internships, part-time/full-time employment
- Graduate school application guidance
- Organize on-campus professional development opportunities such as information sessions, employer panels, workshops, seminars, and fairs
- Connects students to employment opportunities and off-campus professional events
- Develops employer relationships to promote partnerships and opportunities between students, alumni, and the workforce

5.1.2. Counseling Services

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

5.1.3. Services for Individuals with Disabilities

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

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

5.1.4. Student Organizations

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

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

5.1.5. Student Government Association (SGA)

The Student Government Association resides over all clubs and organizations, which includes the Student Athlete Association (SAA). The SAA Executive Board is required to follow all the policies and procedures set forth by the Student Government Association and The Dean of Students Office.
The main governing organization is Student Government Association (SGA). All students enrolled in the university are automatic members of the Student Association (SA). Therefore, any student that is enrolled and registered with North American University can attend Student Association meetings. The Student Executive Board of Student Association is the Student Government Association; which of whom is in charge of conducting all Student Association meetings, developing budgets for activities, listening to the voice of the student body, encouraging involvement and much more.

SGA is committed to:

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

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

The five positions of SGA are as follows:

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

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

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

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

- **Executive Vice President of Unity and Social Justice**
The Executive Vice President of Unity and Social Justice is in charge of keeping order at all SGA meetings and making sure that proper Parliamentary Procedure is followed by all members. The Parliamentarian must have extensive knowledge of the SGA Constitution. He/She teaches new members Parliamentary Procedure at the beginning of each year, and also makes sure that the SGA constantly follows all laws and bylaws of the SGA Constitution. The VP of Unity and Social Justice must understand Robert’s Rules of Order and how a meeting is run.

### 5.1.6. Rights of Registered Student Organizations

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

5.1.7. Responsibilities of Student Organizations

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

5.1.8. Student Organization Registration

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

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

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

5.1.9. Student Activities and Events

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

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

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

The first step will be fill out an Events Request Form, which you can find with the Student Activities Coordinator in the Dean of Students Office or on the website. After the form has been completed and submitted to the DSO, approval will be given with the signature of the Student Activities Coordinator. If the form is not approved the form will be signed as not approved and returned to the person who submitted the form.

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

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

5.1.10. Sports, Games, and Recreation

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

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

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

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

5.1.11. Student Athlete Association (SAA)

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

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

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

5.1.12. Student Residential and Community Life

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

5.1.13. Residential and Community Philosophy

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

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

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

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

5.1.14. Resident Rights and Responsibilities

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

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

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

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

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

5.1.15. Student Life Policies

5.1.15.1. Posting Policy

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

5.1.15.2. Promotional Materials

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

5.1.15.3. General Advertising Expectations

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

- The University may remove or discard any posters displayed on campus or residential halls property that are in violation of North American University policies and/or procedures.
- If a student organization fails to comply with any terms listed within the North American University standard may result in suspension of advertising privileges for one semester. If the student organization continues to post advertisements while privileges are revoked, it may result in a referral to the Vice President of Student Affairs, the Disciplinary Committee or the Housing Committee.

5.1.15.4. Posting Locations:

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

5.1.15.5. Types of Advertising

- Materials given to Student Services and/or ROFM department must be presented at least five (5) days in advance, prior to the event. Resident Advisors will then distribute the information in a timely manner. All materials must include the following:
  - Date, time, location and/or important information related to what is being advertised.
  - The full name of the sponsoring North American University club(s)/organization(s).
  - Contact information (name, phone number and email), in case someone that wants to attend has questions or concerns.
- Posting is permitted in certain areas on campus and in the dorms and will be done so by appointed people designated by either Student Services or Student Housing and Residential Life departments.
- All posting must be stamped and approved by either Student Services or Student Housing and Residential Life departments. No other departments may approve any request to post promotional materials.
- Advertisements may not be posted on any unauthorized locations or over previously posted materials.
- All advertising materials will be removed within 48 hours after the advertised event/activity.
• Digital/ Social Media Displays - North American University website, North American University Facebook or any other media related to North American University used to promote the event; please contact the Student Activities Coordinator.
• Spray paints of any sort are completely prohibited. With the approval from Student Services and the ROFM departments, a student may be approved to use chalk in certain areas around/outside of the University buildings. These areas will be designated after approval.
• Banners
  ▪ Each club/organization may display only one (1) banner on campus, including the dorms, unless otherwise approved by DSO and/or ROFM department.
  ▪ In accordance to space availability, banners cannot exceed 3.5 X 10 feet and all exceptions must be approved by either the DSO or ROFM department.
  ▪ If there is no room for a banner, an older banner may be removed to make way for a new one, pending approval from DSO or ROFM.
  ▪ DSO and ROFM departments take no responsibility for the removal of, or damage to, any banners posted on campus, including the dorms.
North American University has the right to remove or discard any unapproved or past-due promotional materials.

5.2. Liability Policy

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

5.3. Dress Code Policy

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

In the common pursuit of excellence and equity in education, the University serves students from many nations, races, and creeds. The University accepts as a principle that in any program there will not be differences in the treatment of students because of race, color, national origin, religion, age, gender, veteran status, or disability; and that access to facilities and equal opportunity will be available to all.

5.5. No Solicitation Policy

The University has a no-solicitation policy and does not allow any sales or distribution of merchandise or services on campus by students except fundraising activities authorized by the Dean of Students Office. Outside vendors are not allowed on campus without approval from the Dean of Students Office.

5.6. Technology – Acceptable Use Policy

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

Technology – Acceptable Use Policy requires that users agree to:

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

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

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

5.8. **Emergency Response Policy**

The occurrence of an emergency situation can never be predicted, but with proper information and foresight, can be managed effectively. While it would be impossible to provide direction for all possible emergency situations, the policy provides a general guide to responding to anticipated emergencies. If an individual is involved in or witnesses an emergency situation, he or she may be required to participate in reporting and investigation processes. Details of the policy can be found in the Emergency Response Manual.

5.9. **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.

5.9.1. **Misconduct Policies**

A student who fails to comply with the conduct standards may be subject to a verbal or written reprimand, probation, suspension from classes, or termination from the University, depending on the nature and severity of the violation. Re-admittance following such termination is at the discretion of the Vice President for Academic Affairs and relative to the nature and severity of the conduct violation. Students should immediately report any violations of conduct policy to the Dean of Students Office. The cases will be discussed and decisions will be made by the Disciplinary Hearing Committee as outlined in the Disciplinary Procedures.
5.9.2. 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.

5.9.3. Hazing

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

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

5.9.4. Sexual Assault and Harassment

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

Any University member who feels sexually harassed should immediately report the incident. Reports can be made to the Dean of Students Office, or anonymously through My Safe Campus online (www.mysafecampus.com) 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.

5.9.5. **Substance Use and Drug Free Campus**

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

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

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

5.9.6. **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.
5.9.7. 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.

5.9.8. 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.

5.9.9. 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.

5.9.10. Unauthorized Entry, Possession, or Use

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

5.9.11. 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.
5.9.12. 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.

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

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

5.9.14. 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.

5.9.15. 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.

5.9.16. 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.

5.10. Disciplinary Procedures

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

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

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

5.10.1. Discipline Committee

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

5.10.2. Procedures

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

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

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

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

5.10.3. Student’s Right to Challenge Impartiality

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

5.10.4. Determination of Hearing

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

1. Verbal or written warning.
2. Requirement that the student completes a special project which may be, but is not limited to, writing an essay, attending a special class or lecture, or attending counseling sessions. The special project may be imposed only for a definite term.
3. Restitution, whether monetary or by specific duties or reimbursement, for damage to or misappropriation of University, student, or employee property.
4. Suspension of rights and privileges, including access to electronic network facilities, and participation in athletic, extracurricular, or other student activities.
5. Community service as directed by the disciplinary officer to be completed either on campus or in the community at large.
6. Cancellation of dorm contract.
7. Disciplinary probation imposed for a definite period of time which stipulates that future violations may result in disciplinary suspension. During the period of probation, students may not hold elected student offices nor participate in social activities.
8. Ineligibility for election to the Student Government Association (SGA) for a specified period of time.
9. Removal from student organizations for a specified period of time.
10. Prohibition from representing the University in any special honorary role.
11. Withholding of official transcript or degree.
12. Loss of or ineligibility for student grant or loan.
13. Bar against readmission.
14. Denial or non-recognition of a degree.
15. Withdrawing from a course with a grade of "W."
16. Failing or reduction of a grade in test or course, and/or retaking of test or course, and/or performing additional academic work not required of other students in the course.
17. Deferred suspension for a specific period of time. During the period of deferred suspension, if a student is found guilty of any violation of the University's rules, regulations, or policies, he/she will be suspended from the University and may not appeal the suspension.
18. Suspension from the University for a Specified Period of time. During suspension a student shall not attend classes or participate in any University campus activities.
19. Dismissal from the University. A student who is dismissed is separated from the University for an indefinite period of time.
20. Expulsion from the University. A student who is expelled from the University is not eligible for readmission to the University.

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

5.10.5. Appeal

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

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

5.10.6. Interim Disciplinary Action

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

5.11. Grievance/Complaint Procedure

North American University has established a grievance procedure to ensure students their right to due process. Students who wish to file a grievance are encouraged to do so without fear of retaliation, consequences, or repercussions. Students should submit grievances or complaints to a related party such as a staff or faculty member, program director, Dean of Students or the Vice President for Academic Affairs within 30 days of the incident. Failure to file a grievance petition within the specified time period shall be deemed a waiver thereof. In the event that the grievance remains unresolved, the grievance can be taken to the Board President of North American University. The contact information for the Board President can be obtained from the administrative office.

It is permissible for the student to take the grievance directly to a higher authority without first bringing it to the attention of his or her immediate authority. Should the grievance not be resolved to the student’s satisfaction through the use of these channels, the student may refer the complaint directly to:

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

Students may also contact the Texas Higher Education Coordinating Board (THECB) to file a grievance following the link http://www.tbecb.state.tx.us
5.11.1. Confidential Reporting Protocol

It is the policy of North American University to prevent illegal, unethical, and unprofessional conduct that deviates from laws or from the guidelines published in official institutional documents. Any student who is asked to participate in such an activity is witness to the activity, or comes in contact with information related to an actual or attempted case of such activity should report this information as soon as possible and within the boundaries of full confidentiality of state and federal law. The types of misconduct include, but are not limited to, any activity that does not conform to the policy on professional and ethical conduct published in the Institute’s official documents such as the Academic Catalog.

The University implements an anonymous reporting solution. Students who witness such misconduct or come in contact with related information should go to the website www.mysafecampus.com and submit a confidential report or call 1-800-716-9007. All inquiries must be in English. The administrator who receives a confidential report will call the related office/department to investigate the matter.
6. UNIVERSITY GOVERNANCE

6.1. 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. James C. Gezgin, Dr. David Perlmutter, Dr. Murat Torlak, Mr. Ruhi Ozgel, and Dr. Guner Arslan.

6.2. University Administration

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Area of Assignment</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Recayi Reg Pecen</td>
<td>President &amp; Professor</td>
<td>Day to day institutional operations, Coordination with Board of Trustees and University Advisory Board</td>
<td>Ph.D. in Electrical Engineering, University of Wyoming</td>
</tr>
<tr>
<td>Dr. John C. Topuz</td>
<td>Provost &amp; Vice President - Academic Affairs</td>
<td>Academic Departments, Compliance, Library, Registrar’s Office, Distance Education Office and Intensive English Program</td>
<td>D.B.A. in Finance, Louisiana Tech University</td>
</tr>
<tr>
<td>Dr. Kadir Almus</td>
<td>Vice President - Administrative Affairs</td>
<td>Admission, Financial Aid, International Student Office, Marketing and Communications, Housing and Facilities</td>
<td>Ed.D. in Educational Administration and Supervision, University of Houston</td>
</tr>
<tr>
<td>Dr. Osman Kanlioglu</td>
<td>Dean of Student Affairs</td>
<td>Student Services Office, Student Success and Retention Office, Alumni/Career Services Office</td>
<td>Ph.D. in Electrical Engineering, University of Houston</td>
</tr>
<tr>
<td>Mr. Dovran Ovezov</td>
<td>Chief Financial Officer (CFO) - Business Affairs</td>
<td>Business Office, Human Resources, Information Technology and Bursar’s Office</td>
<td>M.B.A., Southeastern Louisiana University</td>
</tr>
</tbody>
</table>
6.3. 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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Company/Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. John “Yiannis” K. Galiotos</td>
<td>Dean</td>
<td>Energy and Manufacturing Institute, LoneStar College System</td>
</tr>
<tr>
<td>Dr. John Roberts</td>
<td>Dean</td>
<td>College of Liberal Arts and Social Sciences, University of Houston</td>
</tr>
<tr>
<td>Mr. Brian Flores</td>
<td>Director Educational Talent Search</td>
<td>Lonestar College, North Harris</td>
</tr>
<tr>
<td>Mr. Mike Jiang</td>
<td>Vice President</td>
<td>Houston Business Banking, Bank of Texas</td>
</tr>
<tr>
<td>Ms. Samantha Gonzalez</td>
<td>Community Outreach Manager</td>
<td>Kidney.org</td>
</tr>
<tr>
<td>Mr. Jeffrey O. Baldwin, Sr.</td>
<td>President</td>
<td>Baldwin Liaison Consulting, LLC; (Retired) Senior Executive, Fields Operations; U.S. Customs &amp; Border Protection, Department of Homeland Security</td>
</tr>
<tr>
<td>Ms. Melvin Houston</td>
<td>Business/Entertainment Lawyer</td>
<td>Melvin Houston Associates</td>
</tr>
<tr>
<td>Ms. Kim Stoilis, Chair of the Board</td>
<td>Vice President</td>
<td>The point group</td>
</tr>
<tr>
<td>Ms. Linda Vega</td>
<td>Immigration Attorney</td>
<td>The Vega Law Firm, Houston, TX</td>
</tr>
<tr>
<td>Mr. Jeng Liang</td>
<td>Former Educator and President of Private K-12 school</td>
<td>Texas Real Estate World, (T.R.E.W) Realty and Business</td>
</tr>
<tr>
<td>Mr. Besim Tafilaj</td>
<td>Vice President</td>
<td>Commercial Banking, Chase Bank</td>
</tr>
<tr>
<td>Hon. Ms. Teta Banks</td>
<td>President</td>
<td>The International Forum, Inc., United Nations Association</td>
</tr>
<tr>
<td>Mr. Omer C. Reid</td>
<td>Director of Human Resources</td>
<td>City of Houston</td>
</tr>
<tr>
<td>Mr. Deniz Cevik</td>
<td>President</td>
<td>Realtor and Contractor</td>
</tr>
<tr>
<td>Mr. Reggie Gray</td>
<td>President</td>
<td>Houston Intercontinental Chamber of Commerce</td>
</tr>
<tr>
<td>Mr. Gamal Hassan</td>
<td>President &amp; CEO</td>
<td>ADH Energy, Houston, TX</td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
<td>Organization</td>
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<tr>
<td>Ms. Cherry Steinwender</td>
<td>Executive Director</td>
<td>The Center for the Healing of Racism, Houston, TX</td>
</tr>
<tr>
<td>Mr. Faisal Amin</td>
<td>Director, Benchmarking &amp; Strategy</td>
<td>Berkeley Research Group, LLC Houston, TX</td>
</tr>
<tr>
<td>Dr. Basheer M. Khumawala, FDSI</td>
<td>John &amp; Rebecca Moores Professor</td>
<td>C.T. Bauer College of Business University of Houston, Houston, TX</td>
</tr>
</tbody>
</table>