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Student handbook

UNDERGRADUATE | GRADUATE



NORTH
AMERICAN
UNIVERSITY



NORTH AMERICAN
UNIVERSITY
INSPIRATION INNOVATION GLOBAL COMPETENCE

Student Handbook

2017-18

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11929 West Airport
Stafford, Texas 77477
832-230-5555
www.na.edu

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1. ACADEMIC CALENDAR

2017-2018 UNDERGRADUATE CALENDAR

FALL SEMESTER – 2017: August 21 - December 16

August 2017

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

September 2017

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

October 2017

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

November 2017

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

December 2017

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

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

SPRING SEMESTER – 2018: January 16 - May 19

January 2018

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

February 2018

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

March 2018

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

April 2018

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

May 2018

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

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

April 9-May 13	Registration for all students
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May 2018

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

June 2018

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

Summer II (2nd 6-week session): July 2 – August 9

April 9-June 24	Registration for all students
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June 2018

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

July 2018

July 2	First day of classes
July 4	Independence Day Holiday
July 5	Last day to add a course

July 6 Last day to drop a course without a “W”
July 26 Last day to drop a course with a “W”

August 2018

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

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

April 9-May 13 Registration for all students

May 2018

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

June 2018

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

July 2018

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

August 2017

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

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

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

2017-2018 GRADUATE CALENDAR

FALL SEMESTER – 2017: August 21 - December 16

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

August 2017

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

September 2017

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

October 2017

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

November 2017

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

December 2017

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

SPRING SEMESTER – 2018: January 16 - May 19

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

January 2018

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

February 2018

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

March 2018

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

April 2018

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

May 2018

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

SUMMER SEMESTER – 2018

Summer I (1st 6-week session): May 21 – June 28

April 23-May 14 Registration for all students

May 2018

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

June 2018

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

Summer II (2nd 6-week session): July 2 – August 9

April 23-June 25 Registration for all students

June 2018

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

July 2018

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

August 2018

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

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

April 23-May 14 Registration for all students

May 2018

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

June 2018

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

July 2018

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

August 2018

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

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

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

2. GENERAL INFORMATION

2.1.Mission Statement

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

2.2.Goals and Objectives

Goal 1: Academic and Career-related Learning

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

Goal 2: Professional Proficiency

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

Goal 3: Student Centeredness and Personal Development

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

Goal 4: Engagement with Stakeholders

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

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

Goal 5: Good Stewardship

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

2.3.History

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

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

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

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

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

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

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

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

2.4. Physical Facilities

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

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

2.5. Accreditation and Certifications

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

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

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

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

2.6.Statements

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

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

Equal Opportunity Statement

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

Americans with Disabilities Act (ADA) Statement

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

Transferability of Credits

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

3. ADMISSIONS

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

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

Phone: 832-230-5555

E-mail: admissions@na.edu.

Application Deadline:

Fall 2017 Semester: August 14th (for domestic students),
July 23rd (for international students)
Spring 2018 Semester: January 8th (for domestic students),
December 10th (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, \$50 international)
3. Transcript (official or certified), or diploma (official or certified) or GED Score showing the completion of at least a high school degree or its equivalent*
4. A non-refundable enrollment confirmation fee must be paid before new incoming freshman/transfer students can register for classes (\$50 US residents, \$0 international).

* All documents for students from foreign countries must be translated and certified to be at least equivalent to a high school degree.

Students should also submit the following, when available:

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

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

Once the prospective student has submitted all required documents; including official high school and/or previous college transcripts, then the prospect's complete application is reviewed by the admissions officer for adherence to the NAU acceptance criteria requirements set below. All students must meet at least one of the minimum academic criteria for acceptance. Prospective students are informed of the admission decision via telephone, email (if available) and/or regular mail.

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

3.2. Graduate Admissions

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

1. A completed application form submitted online at www.na.edu/admissions
2. A non-refundable application fee (\$60 resident and \$50 international (there may be an additional \$150 fee for international transcript evaluation))
3. Official transcripts from all undergraduate and graduate institutions previously attended*
 - If the undergraduate degree is completed, submit either an official sealed copy of your undergraduate transcripts or request an official copy to be electronically sent from the previously attend college or university to NAU.
 - If the undergraduate degree is not completed, submit the official copy of original transcripts with your application. Upon acceptance into the program and prior to

enrollment, the student must submit an official copy of the undergraduate transcripts showing the degree completion by either submitting an official sealed copy or requesting an official copy to be electronically sent from the previously attend college or university to NAU.

4. Letter of Intent
5. Curriculum Vitae or Resume
6. Two letters of recommendation

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

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

3.3. International Student Admissions

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

Undergraduate Students

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

Graduate Students

- TOEFL: 79 IBT, 550 PBT, 213 CBT
- IELTS: 6.5
- Pearson Test of English (PTE) Academic: 53
- Cambridge English Advanced (CAE): Overall score of 58 or Overall grade C or above
- Composition and Rhetoric I or II with a grade of "B" or better from a U.S. based college or university
- A bachelor degree or higher from a U.S. institution
- A bachelor degree or higher from an institution where English is the primary medium of instruction
- A bachelor degree or higher from an institution in an English speaking country*

- Two (2) years of teaching experience in an English speaking country for M.Ed. programs; two (2) years of verified relevant work experience in the U.S for other master programs
 - Completion of six (6) graduate credits with a minimum grade of B in a U.S. institution
 - Completion of the Gulf Language School Intensive English Program at NAU
- * *The full list of approved English speaking countries is available on the NAU Admissions website.*

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

Undergraduate Students

- TOEFL: 61 IBT, 500 PBT, 173 CBT
- IELTS: 5.5
- Pearson Test of English (PTE) Academic: 42
- Cambridge English Advanced (CAE): Overall score of 47
- SAT Scores prior to March 2016: Reading Section: 400; SAT Scores March 2016 to present: Reading Test: 22
- ACT English: 17
- ACCUPLACER Scores: Reading: 60, Writing: 5 (*Not Applicable for GLS students*)

Graduate Students

- TOEFL: 61 IBT, 500 PBT, 173 CBT
- IELTS: 5.5
- Pearson Test of English (PTE) Academic: 42
- Cambridge English Advanced (CAE): Overall score of 47

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

3.4.Distance Education

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

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

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

3.5.College Readiness

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

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

NAU undergraduate testing exemption minimum scores		
Source	Subject	Scores
Accuplacer (all 3 must meet minimum)	Reading	80
	Writing	6
	Math	80
SAT (prior to March 2016)	Reading Section	500
	Writing Section	500
	Math Section	500
SAT (March 2016 to present)	Reading Test	27
	Writing Test	29
	Math Section	530
ACT	Math	23
	English	23
TAKS	English	2300
	Math	2300
STAAR	Reading/Writing/Math	End-of-course score: 2 English III / 2 Algebra II

TSI Tests	English Math	Reading of 351 writing 5 or Reading of 363 writing 4 Math 350
Transfer of Composition & Rhetoric	English	C- or above
Transfer of College Algebra	Math	C- or above
Gulf Language School Intensive English Program	Developmental Reading and Writing course	70

3.6. Transfer Credits

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

3.6.1. Receiving Credit from another Institution of Higher Learning

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

3.6.2. Transferring Credits by Examination

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

prepared and administered by the institution. A maximum of 30 credit hours may be transferred by credit by examination.

Math Equivalency Chart for SAT, ACT and ACCUPLACER

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

English Equivalency Chart for SAT, ACT and ACCUPLACER

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

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

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

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

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

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

4. FINANCIAL INFORMATION

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

4.1. Tuition and Fees

4.1.1. Undergraduate Programs

Per Semester Tuition for Resident Students

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

Per Semester Tuition for International Students

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

Per Semester Fees for All Students

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

Other Fees

Late Registration Fee	: \$150.00
Enrollment Cancellation Fee	: \$150.00
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
I-20 International Mailing Fee	: \$100.00
I-20 Reinstatement Fee	: \$190.00

One-time Student Fees

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

Sample Approximate Cost per Semester for Resident Student

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

Sample Approximate Cost per Semester for International Student

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

4.1.2. Graduate Programs

Resident Students:

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

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

Master of Education (M.Ed.)

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

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

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

International Students:**Master of Business Administration (M.B.A.)**

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

Master of Education (M.Ed.)

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

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

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

Per Semester Fees

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

Other Fees

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

One-Time Student Fee

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

4.2. Payment of Tuition and Fees

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

The University offers a deferred payment plan to help students pay their tuition and fees. Only students in a good academic and financial standing can take advantage of this plan. A student must consult with the Bursar's Office or email sa@na.edu 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

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

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

4.3.2. Refund Policy

Students who drop one or more courses but maintain enrollment for that academic term (i.e., do not drop all their courses) may be given a full refund for the dropped course(s), should the

course(s) dropped before the last day to drop a course without a “W” (specific dates can be found in the academic calendar). Dropping courses may impact financial aid eligibility and students should contact Financial Aid Office for details.

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

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

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

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

Refund checks will be sent to the student’s permanent mailing address (as recorded with the Office of the Registrar) within 14 calendar days. Those withdrawing students receiving any form of financial aid should also refer to Section 4.4.3 Return of Title IV Funds. This policy provides information about how the students should return financial aid funds for unearned credit. For cancellation and refund policies in regards to the Athletics Fee, students should refer to the Athletic Participation Fee Agreement.

4.4. Financial Aid and Scholarships

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

4.4.1. Financial Aid Office

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

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

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

4.4.2. Federal Financial Aid

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

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

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

4.4.3. Return of Title IV Funds

The return of Title IV funds is a requirement that is applicable to Title IV recipients who are withdrawn on or before 60% of time has elapsed during the period of enrollment for which the student has been charged. The return of Title IV funds formula defines how much Title IV aid a school or student may use to cover incurred costs. A student's eligibility for Title IV aid may change if that student withdraws, drops out or is administratively withdrawn from the University. To determine the amount of Title IV aid for which the student is eligible, NAU uses the student's withdrawal date, the amount of aid the student was awarded, the number of days that comprise

the payment period and the number of days completed in the payment period. The calculation is made using the number of days completed divided by the number of days comprising the payment period to determine the percentage earned (the total number of calendar days in a term of enrollment shall exclude any scheduled breaks of more than five days). The percentage earned, subtracted from 100%, will be the percentage of unearned aid that must be returned to the Title IV program. The return of unearned aid is allocated in the following order:

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

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

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

4.4.4. University Scholarships

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

4.4.4.1. Application Procedure University Scholarships

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

University Scholarship Application Deadlines

- August 1st for Fall 2017
- January 1st for Spring 2018

4.4.4.2. Rules and Regulations that Govern the Institutional Scholarships

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

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

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

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

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

**Cumulative GPA

2017-18 U.S. Resident Academic Achievement Scholarships

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

2017-18 International Student University Scholarships

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

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

**Cumulative GPA

2017-18 International Student Academic Achievement Scholarships

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

Additional Scholarships for International Students:

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

5. STUDENT SERVICES

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

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

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
- Academic Coaching
- Career Advising
- Academic Workshops

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.

5.10. 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.

5.10.1. Career & Alumni Services

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

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

5.10.2. Counseling Services

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

5.10.3. Services for Individuals with Disabilities

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

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

5.10.4. Student Organizations

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

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

5.10.5. Student Government Association (SGA)

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

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

SGA is committed to:

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

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

The five positions of SGA are as follows:

- **Executive President**

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

- **Executive Vice President**

The Executive Vice President is essentially the internal manager of the student government. The position oversees the completion of the duties of the committee chairpersons and senators, and serves as the chair of the cabinet and the organization council. The Executive Vice-President is the liaison to the organizations as well as aides

the president in the official undertakings of SGA. The Senate is co-managed by the Executive Vice President as he/she ensures that the senators know of the dates, times, and locations of all Senate meetings and events. If the Executive President resigns or is removed from office, the Executive Vice President automatically assumes the position of Executive President.

- **Executive Vice President of Finance**

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

- **Executive Vice President of Administration**

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

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

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

5.10.6. Rights of Registered Student Organizations

- Use of the name "North American University" in all information, publicity and references with the approval of Dean of Students Office.
- Use of the services of the Dean of Students Office, including assistance in planning, implementing and evaluating activities and programs, and assistance in making the organization more effective and efficient.
- Funding support opportunity for approved activities.

- Publicity assistance through the 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.

5.10.7. Responsibilities of Student Organizations

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

5.10.8. Student Organization Registration

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

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

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

5.10.9. Student Activities and Events

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

- **On-Campus Events**

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

- **Events Policy and Procedure**

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

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

5.10.10. Sports, Games, and Recreation

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

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

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

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

5.10.11. Student Athlete Association (SAA)

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

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

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

5.10.12. Student Residential and Community Life

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

5.10.13. Residential and Community Philosophy

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

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

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

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

5.10.14. Resident Rights and Responsibilities

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

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

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

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

5.10.15. Student Life Policies

5.10.15.1. Posting Policy

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

5.10.15.2. Promotional Materials

Students involved on campus in any club, organization or team are encouraged to promote their activities, however, such organizations must be sanctioned and approved by North American University. This policy is in place to maintain the balance of space available and promote student unity. Each Residence Hall has a designated area to post activities and/or events (refer to the designated RA where that place is established). Any postings deemed harmful or discriminative are prohibited. Student Services and 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.

5.10.15.3. General Advertising Expectations

- Solicitation materials that are not from sanctioned NAU organizations and/or clubs are prohibited.
- Unattached materials, such as handouts need to be approved prior to distribution. All materials that have not been stamped and/or approved will be removed immediately and the promotion will no longer be tolerated.
- Any damages caused by improper posting will be subject to financial responsibility, including but not limited to painting costs, repairing damages and/or general maintenance.
- Special approval from the Dean of Students Office and/or the ROFM department may be granted for activities or events that are from other campuses, nonprofit organizations or those not affiliated with North American University which advertise student, university or community programs and are co-sponsored with a university department or registered student organization.
- The University may remove or discard any posters displayed on campus or residential halls property that are in violation of North American University policies and/or procedures.
- If a student organization fails to comply with any terms listed within the North American University standard may result in suspension of advertising privileges for one semester. If the student organization continues to post advertisements while privileges are revoked, it may result in a referral to the Vice President of Student Affairs, the Disciplinary Committee or the Housing Committee.

5.10.15.4. Posting Locations:

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

5.10.15.5. Types of Advertising

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

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

5.11. Liability Policy

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

5.12. Dress Code Policy

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

5.13. Nondiscrimination Policy

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

5.14. No Solicitation Policy

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

5.15. Technology – Acceptable Use Policy

The University provides information technology resources, such as computers, printers, networks, and software systems, to support the University's mission and educational objectives. The use of these resources should be seen as a privilege, and all users, including students, faculty, and staff, are expected to follow the policies governing acceptable and responsible use.

Violations could result in disciplinary sanctions including but not limited to the loss of technology use privileges, suspension from the University, legal action, and criminal charges.

Technology – Acceptable Use Policy requires that users agree to:

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

5.16. Bacterial Meningitis Policy

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

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

5.17. Emergency Response Policy

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

5.18. Student Code of Conduct

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

5.18.1. Misconduct Policies

A student who fails to comply with the conduct standards may be subject to a verbal or written reprimand, probation, suspension from classes, or termination from the University, depending on the nature and severity of the violation. Re-admittance following such termination is at the

discretion of the Vice President for Academic Affairs and relative to the nature and severity of the conduct violation. Students should immediately report any violations of conduct policy to the Dean of Students Office. The cases will be discussed and decisions will be made by the Disciplinary Hearing Committee as outlined in the Disciplinary Procedures.

5.18.2. Smoking

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

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

5.18.3. Hazing

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

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

5.18.4. Sexual Assault and Harassment

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

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

5.18.5. Substance Use and Drug Free Campus

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

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

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

5.18.6. Firearms, Weapons, Explosives, and Flammable Materials

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

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

5.18.7. Theft and Property Damage

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

5.18.8. Fighting, Intimidation, Harassment, and Bullying

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

5.18.9. Gambling Wagering, Gaming, and Bookmaking

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

5.18.10. Unauthorized Entry, Possession, or Use

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

5.18.11. Failure to Comply

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

5.18.12. False Alarms

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

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

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

5.18.14. Violation of Published University Policies, Rules, or Regulations

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

5.18.15. Providing False Information or Misuse of Records

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

5.18.16. Financial Responsibility

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

5.19. Disciplinary Procedures

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

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

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

5.19.1. Discipline Committee

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

5.19.2. Procedures

Except in those cases where immediate interim disciplinary action has to be taken, the accused student shall be given at 2 class days' written notice by Discipline Committee Secretary or an appointed person if secretary is not available on the date, time, and place of the hearing. Hearings will be held under the procedures set forth and will be held as soon as practicable within 2 weeks

after the administrative investigation has been held, unless otherwise agreed to by the student. An administrative investigation shall be completed or the accused student shall 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.

5.19.3. Student's Right to Challenge Impartiality

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

5.19.4. Determination of Hearing

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

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

20. Expulsion from the University. A student who is expelled from the University is not eligible for readmission to the University.

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

5.19.5. Appeal

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

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

5.19.6. Interim Disciplinary Action

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

5.20. Grievance/Complaint Procedure

North American University (NAU) is committed to fair and equitable treatment of all members of the institution's community through compliance with University policies, state and federal regulations, and standards of ethical and professional conduct. As such, NAU ensures that students have the right to formally report complaints or grievances regarding the University itself,

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Students can access to complaint procedures and forms following the link: <http://www.na.edu/campus-life/student-services/> (www.na.edu → Campus Life → Student Services → Grievance Procedure)

In the event that a grievance remains unresolved, students may submit a formal complaint to the University's accreditor ACICS (www.acics.org or 750 First Street, NE Suite 980, Washington, DC 20002) or the Texas Higher Education Coordinating Board (THECB). Information about the THECB Student Complaint process, including relevant state regulations, forms, and contact information, is available at the agency's website: <http://www.thecb.state.tx.us/studentcomplaints>. The web address for the rules governing student complaints – Title 19 of the Texas Administrative Code, Sections 1.110-1.120: [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y)

Students should note that these agencies do not accept anonymous complaints, and complaints should be related to the standards of accreditation established by the respective organization. Please note that North American University has an Anonymous Incident Reporting System. Students may report such incidents through a confidential reporting system called My Safe Campus. Reports may be submitted anonymously via the website www.mysafecampus.com or by calling at 1-800-716-9007. The confidential report is treated as a formal grievance request and forwarded to the NAU Administration.

5.21. Disability Accommodation

North American University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, pertaining to the provision of reasonable academic adjustments/auxiliary aids for students with a disability. In accordance with Section 504 and ADA

guidelines, NAU provides reasonable and appropriate accommodations to eligible students upon their request.

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

Accommodations may include but are not limited to:

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

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. Guner Arslan, Dr. Kamil Sarac, Mr. Ruhi Ozgel, Mr. Orhan Kucukosman and Mr. Ahmet Marulcu.

6.2. University Administration

Name	Title	Area of Assignment	Degree
Dr. Serif Ali Tekalan	President	Day to day institutional operations, Coordination with Board of Trustees and University Advisory Board	M.D. in School of Medicine, Ege University
Dr. John C. Topuz	Provost & Vice President - Academic Affairs	Academic Departments, Compliance and Institutional Effectiveness, Library, Registrar's Office, Distance Education Office	D.B.A. in Finance, Louisiana Tech University
Dr. Kadir Almus	Vice President - Administrative Affairs	Admission, Financial Aid, International Student Office, Marketing and Communications, Housing and Facilities	Ed.D. in Educational Administration and Supervision, University of Houston
Dr. Osman Kanlioglu	Dean of Student Affairs	Student Services Office, Student Success Office, Alumni/Career Services Office	Ph.D. in Electrical Engineering, University of Houston
Mr. Dovran Ovezov	Chief Financial Officer (CFO) - Director of Business Affairs	Business Office, Human Resources, Information Technology and Bursar's Office	M.B.A., Southeastern Louisiana University

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:

Name	Title	Company/Institution
Dr. John “Yiannis” K. Galiotos	Dean	Energy and Manufacturing Institute, LoneStar College System
Dr. John Roberts	Dean	College of Liberal Arts and Social Sciences, University of Houston
Mr. Mike Jiang	Vice President	Houston Business Banking, Bank of Texas
Dr. Barkat Charania	Orthopedic Surgeon	Healthy Living expert www.drcharania.org
Ms. Samantha Gonzalez	Community Outreach Manager	Kidney.org
Mr. Jeffrey O. Baldwin, Sr.	President	Baldwin Liaison Consulting, LLC; (Retired) Senior Executive, Fields Operations; U.S. Customs & Border Protection, Department of Homeland Security
Ms. Melvin Houston	Business/Entertainment Lawyer	Melvin Houston Associates
Mr. Alan Machlachlan	President	GO-link Energy
Ms. Linda Vega	Immigration Attorney	The Vega Law Firm, Houston, TX
Mr. Jeng Liang	Former Educator and President of Private K-12 school	Texas Real Estate World, (T.R.E.W) Realty and Business
Mr. Besim Tafilaj	Vice President	Commercial Banking, Chase Bank
Hon. Ms. Teta Banks	President	The International Forum, Inc., United Nations Association
Mr. Omer C. Reid	Director of Human Resources	City of Houston
Mr. Deniz Cevik	President	Realtor and Contractor
Mr. Reggie Gray	President	Houston Intercontinental Chamber of Commerce
Mr. Gamal Hassan	President & CEO	ADH Energy, Houston, TX
Ms. Cherry Steinwender	Executive Director	The Center for the Healing of Racism, Houston, Texas
Mr. Faisal Amin	Director, Benchmarking & Strategy	Berkeley Research Group, LLC Houston, TX, www.thinkbrg.com
Basheer M. Khumawala, PhD FDSI	John & Rebecca Moores Professor	C.T. Bauer College of Business University of Houston, Houston, TX
Ms. Lina Sabouni, AIA NCARB	Principal	AUTOARCH Architects, Houston, Texas
Mr. Michael Sabouni, AIA NCARB	Principal	AUTOARCH Architects, Houston, Texas
Mr. Charles M. Giesen	Lawyer	Law Office of Charles M. Giesen, CPA, Esq.
Don McDonald, Ph.D., MBA, SPHR	Graduate Professor of Human Resources	Troy University
Mr. Rick Seifert		ICX Friendship Association

