

NORTH AMERICAN UNIVERSITY



student handbook

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15

UNDERGRADUATE | GRADUATE

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1. ACADEMIC CALENDAR

2014-2015 CALENDAR

FALL SEMESTER – 2014

Beginning & Ending: September 2- December 22

August 2014

August 25	Registration opens for continuing and new students
August 25-29	Orientation for new students
August 27	Early registration payment deadline

September 2014

September 1	Labor Day Holiday
September 2	First day of classes
September 2	First installment is due for payment plan students
September 2	Full payment is due for non-payment plan students
September 5	Last day of registration
September 5	Last day to add courses
September 19	Last day to drop courses without fee

October 2014

October 1	Last day to drop courses with fee
October 1	Second installment is due

November 2014

November 3	Third installment is due
November 7	Last day to drop a course with a “W”
November 27-28	Thanksgiving holiday

December 2014

December 1	Fourth installment is due
December 2	Registration for Spring 2015 begins
December 9	Last day of classes
December 10-18	Final Examinations
December 19	Last day to submit final grades
December 22	Official closing of Fall semester

SPRING SEMESTER – 2015

Beginning & Ending: January 20- May 15

January 2015

January 15 – 16	Orientation and Registration
January 19	Martin Luther King Jr. Holiday
January 20	First day of classes
January 20	First installment is due for payment plan students
January 20	Full payment is due for non-payment plan students
January 23	Last day of registration
January 23	Last day to add courses

February 2015

February 6	Last day to drop courses without a fee
February 20	Last day to drop courses with fee
February 20	Second installment is due for payment plan students

March 2015

March 16-20	Spring Break
March 20	Third installment is due for payment plan students

April 2015

April 2	Last day to drop a course with a 'W'
April 3	Easter Holiday (Good Friday)
April 20	Final installment is due for payment plan students
April 20	Summer 2015 and Fall 2015 registration begins
April 20	Final installment is due for payment plan students

May 2015

May 4	Last day of classes
May 5-13	Final Examinations
May 14	Last day to submit final grades
May 15	Official closing of Spring Semester
May 16	Commencement

SUMMER SEMESTER – 2015

Beginning & Ending: May 25- June 20

May 2015

May 25	Summer registration ends
May 25	First day of classes
May 25	Full payment is due
May 27	Last day to add/drop courses without a fee
May 29	Last day to drop courses with fee
May 25	Memorial Day holiday

June 2015

June 5	Last day to drop a course with a 'W'
June 18	Last day of classes/Final examinations
June 19	Last day to submit final grades
June 20	Official closing of Summer Semester

2. GENERAL INFORMATION

2.1. Mission Statement

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

2.2. Goals and Objectives

Goal 1: Academic and Career-related Learning

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

Goal 2: Professional Proficiency

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

Goal 3: Student Centeredness and Personal Development

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

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

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

Goal 4: Engagement with Stakeholders

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

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

Goal 5: Good Stewardship

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

2.3. History

North American University is 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 is to establish superior higher education institutions. Toward this goal, the TGF Board of Trustees established the Texas Gulf Institute (TGI) and the Gulf Language School. These institutes 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.

2.4. Accreditation and Certifications

1. North American University is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS), a national accreditation agency recognized by the United States Department of Education, to award Bachelor's and Master's degrees.

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

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

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

2.5. Statements

As a private, non-profit and non-denominational institution, the North American University works to maintain a positive campus environment that promotes affirmative action, diversity, and equal access to all. Some printed materials must carry statements

that reflect our commitment to this mission and our compliance with certain legal guidelines.

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

Equal Opportunity Statement

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

Americans with Disabilities Act (ADA) Statement

Persons with disabilities who desire accommodations should contact the Human Resource Office at 832 230 5553.

3. 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.

3.1. Tuition and Fees

3.1.1. Degree Programs

PER SEMESTER TUITION

Per credit hour for 1-11 credits	: \$550
Tuition for 12-18 credit hours	: \$5,725
Per credit hour for 19 or more credits:	\$381.67

PER SEMESTER FEES

Department Fee	: \$35
Course with Lab Fee	: \$50
Library Fee	: \$35
Student Service Fee	: \$80
Computer and Internet Fee	: \$75
Health Insurance Fee	: \$500 (<i>International Students only</i>)

OTHER SEMESTER FEES

Late Registration Fee	: \$150
Late Add/Drop Fee	: \$30
Withdrawal Fee	: \$30
Accuplacer Test Fee	: \$45
Compass ESL Test Fee	: \$55
Transcript Fee	: \$10
Verification of Enrolment Fee	: \$5
Notary Services Fee	: \$15
Same Day Service Fee	: \$40
Re-enrollment/Admission Fee	: \$70
International Transcript Translation & Evaluation Fee	: \$290
I-20 Processing/Transfer Fee	: \$60

I-20 International Mailing Fee	:	\$100
I-20 Reinstatement Fee	:	\$190

ONE-TIME STUDENT FEES

Application Fee	:	\$0	<i>Resident</i>
Application Fee	:	\$250	<i>International</i>
Graduation Fee	:	\$110	

SAMPLE APPROXIMATE COST per SEMESTER

Tuition (12-18 hours)	\$	5,725
Fees	\$	225
Room	\$	1,300
Meal Service	\$	1,550
<u>Books & Supplies</u>	\$	<u>600</u>
TOTAL	\$	9,400

3.2. Payment of Tuition and Fees

A student cannot complete registration and attend classes unless cleared by the Office of the Registrar. Payment of all tuition and fees is required to complete registration and attend classes. When a student completes registration through the registrar, appropriate tuition and fee charges are generated automatically and applied to the student’s account. It is the student’s responsibility to read and understand the payment plan policy and visit the business office or access student portal to see her account balance and due dates.

The University offers a payment plan to help students pay for tuition and fees. Only students in good academic and financial standing, and those without pending charges, may take advantage of this plan. A student must make an appointment with the business office to develop their individual deferred payment plan. Payments can be made by check, money order, or credit card at NAU Cashier’s Office.

Payments may also be mailed to NAU Cashier’s Office:

*NAU Cashier’s Office
Student Center Room 201
3203 N Sam Houston Pkwy W.
Houston, TX 77038*

Please write your NAU ID number 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 (<i>for each late payment</i>)
NSF (Nun-Sufficient Fund) Fee	: \$35 (<i>for returned checks</i>)
Payment Plan Enrollment Fee	: \$100

3.3. Cancellation and Refund Policies

3.3.1. Cancellation Policy

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

3.3.2. Refund Policy

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

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

SCHEDULE	PERCENTAGE REFUNDED
Prior to or on the first class day	100%
Between the second and 15th class days	70%
Between the 16th and 20th class days	25%
After the 20th 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 consult with the Return to Title IV policy. This policy provides information about how the students should return financial aid funds for unearned credit.

3.4. 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.

3.4.1. Office of Financial Aid

The Office of Financial Aid helps students with financial planning at NAU. The services of the Office of Financial Aid 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.

3.4.2. Federal Financial Aid

North American University participates in the Federal Student Aid (FSA) program offered by the US Department of Education. Need-based aid is provided to students in the form of grants and loans. To receive federal financial aid a student needs to apply for FAFSA (Free Application for Federal Student Aid). Students who add the school code for North American University which is 041795 on their application can become eligible to receive federal grants and loans. Students should be enrolled as full-time to be considered for full financial aid and be on track of satisfactory academic progress.

The Pell grant program provides up to \$5,650 in the academic year 2013-14 to students with need. In addition, subsidized and unsubsidized federal direct loans are available to

students in varying amounts depending on student's dependency status and year in the undergraduate program he/she is enrolled in.

Federal financial aid is open for application throughout the academic year of 2013-14. For more information about federal student aid, please contact the Office of Financial Aid.

3.4.3. University Scholarships

Merit-based scholarships are available for qualified freshman and transfer 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. Part-time students may be granted a prorated scholarship amount if available. Students will be responsible for all other expenses such as application and school fees.

In addition, please note:

- The total amount of scholarship money awarded may vary.
- 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.

Application Procedure University Scholarships:

All incoming students are placed into one of the five University scholarship (NAU, Provost, President, Board, or Foundation Scholarship) groups depending on their previous academic achievements. All students are also qualified to receive academic achievement scholarships (Level 1 through 4) based on their University scholarship group.

In addition, the University offers other institutional merit based scholarships including asset scholarships (Level 1-3), International Diversity Scholarships (Level 1 and 2) and Exceptional Merit Scholarship for International Students.

Students must submit supporting documents to qualify for these University scholarships. Applications missing supporting documents may not receive full consideration.

Not all students are eligible for all of the scholarship programs offered at NAU. Please read the details of each scholarship program below.

University Scholarship Application Deadlines:

- August 29 for Fall 2014
- January 20 for Spring 2015

FRESHMEN SCHOLARSHIPS

The following tables show the Freshman Scholarships in detail.

2014-15 SCHOLARSHIPS FOR U.S. RESIDENTS

Title:	Foundation sch.	Type:	Merit
Award:	\$7,000	# of awardees:	All qualifying students entering in 14-15 academic year
Eligibility Criteria:	Freshmen:	SAT 1300 (Math + Reading) or, ACT (Composite) 30 or Top (5 or 5%) class rank AND SAT 1200 (Math + Reading) or Top (5 or 5%) class rank AND ACT 27 (Composite)	
	Transfer students:	3.50 CGPA in both overall and transferable courses AND 50 transferrable credits	
Requirement to Renew:	Minimum of 3.50 CGPA each year (for 4 years). Failure to satisfy the CGPA requirement will result in student being demoted to a lower scholarship level.		

Title:	Board sch.	Type:	Merit
Award:	\$6,000	# of awardees:	All qualifying students entering in 14-15 academic year
Eligibility Criteria:	Freshmen:	SAT 1200 (Math + Reading) or, ACT (Composite) 27 or Top (25 or 25%) class rank AND SAT 1100 (Math + Reading) or Top (25 or 25%) class rank AND ACT 24 (Composite)	
	Transfer students:	3.00 CGPA in both overall and transferable courses AND 40 transferrable credits	
Requirement to Renew:	Minimum of 3.00 CGPA each year (for 4 years). Failure to satisfy the CGPA requirement will result in student being demoted to a lower scholarship level.		

Title:	President sch.	Type:	Merit
Award:	\$5,000	# of awardees:	All qualifying students entering in 14-15 academic year
Eligibility Criteria:	Freshmen:	SAT 1100 (Math + Reading) or, ACT (Composite) 24 or Top (50 or 50%) class rank.	
	Transfer students:	2.67 CGPA in both overall and transferable courses AND 30 transferrable credits	
Requirement to Renew:	Minimum of 2.67 CGPA each year (for 4 years). Failure to satisfy the CGPA requirement will result in student being demoted to a lower scholarship level.		

Title:	Provost sch.	Type:	Merit
Award:	\$4,000	# of awardees:	All qualifying students entering in 14-15 academic year
Eligibility Criteria:	Freshmen:	SAT 1000 (Math + Reading) or, ACT (Composite) 20 or Top (150 or 75%) class rank	
	Transfer students:	2.50 CGPA in both overall and transferable courses AND 15 transferrable credits	
Requirement to Renew:	Minimum of 2.50 CGPA each year (for 4 years). Failure to satisfy the CGPA requirement will result in student being demoted to a lower scholarship level.		

Title:	NAU sch.	Type:	Merit
Award:	\$3,000	# of awardees:	All qualifying students entering in 14-15 academic year
Eligibility Criteria:	Freshmen:	All enrolled students	
	Transfer students:	2.00 CGPA in both overall and transferable courses AND 15 transferrable credits	
Requirement to Renew:	Academic good standing each year Failure to satisfy the CGPA requirement will result in student losing this scholarship.		

Title: Academic Achievement Scholarship - Level 1	Type: Merit
Award: \$4,000	# of awardees: All qualifying students entering in 14-15 academic year
Eligibility Criteria:	Freshmen & Transfer: Entering students who are Foundation Scholarship recipients
	Current Students: 3.50 CGPA at the end of each year
Requirement to Renew: 3.50 CGPA each year	

Title: Academic Achievement Scholarship - Level 2	Type: Merit
Award: \$3,000	# of awardees: All qualifying students entering in 14-15 academic year
Eligibility Criteria:	Freshmen & Transfer: Entering students who are Board Scholarship recipients
	Current Students: 3.00 - 3.49 CGPA at the end of each year
Requirement to Renew: 3.00 CGPA each year	

Title: Academic Achievement Scholarship - Level 3	Type: Merit
Award: \$2,000	# of awardees: All qualifying students entering in 14-15 academic year
Eligibility Criteria:	Freshmen & Transfer: Entering students who are President or Provost Scholarship recipients
	Current Students: 2.50 - 2.99 CGPA at the end of each year
Requirement to Renew: 2.50 CGPA each year	

Title: Academic Achievement Scholarship - Level 4	Type: Merit
Award: \$1,000	# of awardees: All qualifying students entering in 14-15 academic year
Eligibility Criteria:	Freshmen & Transfer: Entering students who are NAU Scholarship recipients
	Current Students: 2.00 - 2.49 CGPA at the end of each year
Requirement to Renew: 2.00 CGPA each year	

Title: Asset scholarship - level 1	# of awardees: Select essays (based on available amount)
Award: \$2,000	Type: Merit
Eligibility Criteria for Freshmen: Students entering in 2014-2015 academic year who submit an essay	
Requirement to Renew: Academic good standing each year	

Title: Asset scholarship - level 2	# of awardees: Select essays (based on available amount)
Award: \$1,000	Type: Merit
Eligibility Criteria for Freshmen: Students entering in 2014-2015 academic year who submit an essay	
Requirement to Renew: Academic good standing each year	

Title: Asset scholarship - level 3	# of awardees: Select essays (based on available amount)
Award: \$500	Type: Merit
Eligibility Criteria for Freshmen: Students entering in 2014-2015 academic year who submit an essay	
Requirement to Renew: Academic good standing each year	

2014-15 SCHOLARSHIPS FOR INTERNATIONALS

Title:	Foundation sch.	Type:	Merit
Award:	\$7,000	# of awardees:	All qualifying students entering in 14-15 academic year
Eligibility Criteria:	Freshmen:	SAT 1300 (Math + Reading) or, ACT (Composite) 30	
		or, exemplary merit displayed through international or national competitions, reference letters, certificates, credentials, national exam ranking, English proficiency, local competitions, artistic talent, etc.	
	Transfer students:	3.50 CGPA in both overall and transferable courses AND 50 transferrable credits	
Requirement to Renew:	Minimum of 3.20 CGPA each year (for 4 years). Failure to satisfy the CGPA requirement will result in student being demoted to a lower scholarship level.		

Title:	Board sch.	Type:	Merit
Award:	\$6,000	# of awardees:	All qualifying students entering in 14-15 academic year
Eligibility Criteria:	Freshmen:	SAT 1200 (Math + Reading) or, ACT (Composite) 27	
		or, outstanding merit displayed through international or national competitions, reference letters, certificates, credentials, national exam ranking, English proficiency, local competitions, artistic talent, etc.	
	Transfer students:	3.00 CGPA in both overall and transferable courses AND 40 transferrable credits	
Requirement to Renew:	Minimum of 3.00 CGPA each year (for 4 years). Failure to satisfy the CGPA requirement will result in student being demoted to a lower scholarship level.		

Title:	President sch.	Type:	Merit
Award:	\$5,000	# of awardees:	All qualifying students entering in 14-15 academic year
Eligibility Criteria:	Freshmen:	SAT 1100 (Math + Reading) or, ACT (Composite) 24	
		or, remarkable merit displayed through international or national competitions, reference letters, certificates, credentials, national exam ranking, English proficiency, local competitions, artistic talent, etc.	
	Transfer students:	2.67 CGPA in both overall and transferable courses AND 30 transferrable credits	
Requirement to Renew:	Minimum of 2.67 CGPA each year (for 4 years). Failure to satisfy the CGPA requirement will result in student being demoted to a lower scholarship level.		

Title:	Provost sch.	Type:	Merit
Award:	\$4,000	# of awardees:	All qualifying students entering in 14-15 academic year
Eligibility Criteria:	Freshmen:	SAT 1000 (Math + Reading) or, ACT (Composite) 21	
		or, noteworthy merit displayed through international or national competitions, reference letters, certificates, credentials, national exam ranking, English proficiency, local competitions, artistic talent, etc.	
	Transfer students:	2.50 CGPA in both overall and transferable courses AND 15 transferrable credits	
Requirement to Renew:	Minimum of 2.50 CGPA each year (for 4 years). Failure to satisfy the CGPA requirement will result in student being demoted to a lower scholarship level.		

Title: NAU sch.	Type: Merit
Award: \$3,000	# of awardees: All qualifying students entering in 14-15 academic year
Eligibility Criteria:	Freshmen: SAT 900 (Math + Reading) or, some merit displayed through international or national competitions, reference letters, certificates, credentials, national exam ranking, English proficiency, local competitions, artistic talent, etc. Transfer students: 2.00 CGPA in both overall and transferable courses AND 15 transferrable credits
Requirement to Renew:	Academic good standing each year Failure to satisfy the CGPA requirement will result in student losing this scholarship.

Title: Academic achievement sch. - level 1	Type: Merit
Award: \$4,000	# of awardees: All qualifying students entering in 14-15 academic year
Eligibility Criteria:	Freshmen & Transfer: Entering students who are Foundation Scholarship recipients Current Students 3.50 CGPA at the end of each year
Requirement to Renew:	3.50 CGPA each year

Title: Academic achievement sch. - level 2	Type: Merit
Award: \$3,000	# of awardees: All qualifying students entering in 14-15 academic year
Eligibility Criteria:	Freshmen & Transfer: Entering students who are Board Scholarship recipients Current Students 3.00 - 3.49 CGPA at the end of each year
Requirement to Renew:	3.00 CGPA each year

Title: Academic achievement sch. - level 3	Type: Merit
Award: \$2,000	# of awardees: All qualifying students entering in 14-15 academic year
Eligibility Criteria:	Freshmen & Transfer: Entering students who are President or Provost Scholarship recipients Current Students 2.50 - 2.99 CGPA at the end of each year
Requirement to Renew:	2.50 CGPA each year

Title: Academic achievement sch. - level 4	Type: Merit
Award: \$1,000	# of awardees: All qualifying students entering in 14-15 academic year
Eligibility Criteria:	Freshmen & Transfer: All entering students Current Students 2.00 - 2.49 CGPA at the end of each year
Requirement to Renew:	2.00 CGPA each year

Title: International diversity sch.	# of awardees: Two students from each country on a first-come first-served basis; awarded upon registration
Award: \$2,500	Type: Merit
Eligibility Criteria:	Freshmen & Transfer: Recipients (students entering in 2014-2015) of President-Int, Provost-Int, or NAU Scholarships who are citizens of countries heavily underrepresented on campus
Requirement to Renew:	Academic good standing each year

ADDITIONAL SCHOLARSHIPS for FRESHMEN and TRANSFER STUDENTS

Here are some of the rules and regulations that govern the institutional scholarships:

1. Each new NAU student is automatically given one of the following University scholarships depending on student's high school class rank and SAT/ACT score as recorded in the student's University application package: NAU Scholarship, Provost Scholarship, President Scholarship, Board Scholarship, Foundation Scholarship. In addition student is assigned an academic achievement scholarship which ranges from Level 1 to 4 depending on the University scholarship that he/she gets.
2. The University scholarships and academic achievement scholarships are given for one year and renewed automatically for up to 4 years given the student meets the minimum requirements to maintain the scholarship.
3. 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 requirements 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 above 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 lower level of University scholarship. The academic achievement scholarship level is also reduced simultaneously.
4. Students will be sent notification letters to their permanent address regarding the status of their scholarships in early August. Those students who would like to appeal to the decision of the Scholarships and Grants Committee should do so through the Office of Financial Aid.
5. Asset Scholarships are only available for freshmen students. The Scholarship Awarding Committee evaluates the applications each year and award those US resident students depending on their scholarship application package.
6. The "Exceptional Merit Scholarship for International Students" is available for international students only. The scholarship can be renewed up to four years

depending the student satisfies the minimum requirement to maintain the scholarship. Eligibility rules and minimum requirements are given below:

Exceptional Merit Scholarship for International Students

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.

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.

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. Evaluation for renewals will take place in July and students will be notified of the decision in early August of each year.

Application deadline for this scholarship is August 23, 2013. To apply for this scholarship, students should submit the following documents:

- International Exceptional Merit Scholarship application form
- 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
- Two letters of recommendation

All applicants will be interviewed upon receipt of the application package.

4. ACADEMIC POLICIES

4.1. Academic Advising

North American University requires all incoming undergraduate students to take one of the Texas Success Initiative exams (ASSET, THEA, ACCUPLACER, COMPASS) to determine their current academic levels in mathematics, reading, and writing before course enrollment. Students who fail one or more sections of these exams will be required to take and successfully complete appropriate remedial courses. Students who have met the state university readiness standards as measured by TAKS, ACT, SAT, or other indicators will be exempt from this requirement.

Every NAU student is required to meet the academic advisor in their degree prior to registering for each semester. Students work with advisors to develop a schedule of courses that will complete their degree requirements. The advisor and the student discuss educational and career goals, as well as degree/certificate requirements and opportunities.

Transfer students must meet with the academic advisor of their major program prior to registering for the first semester. The department chairs determine the transferable courses list before allowing the transfer students to register for their first semester

4.1.1. Degree plans and application to graduate

Undergraduate students who have accrued 60 credit hours toward a bachelor's degree at North American University must have an approved degree plan on file in the department of their major, or with their academic advisor. The student and the academic advisor may modify the plan as needed. A final degree plan is required for the student to graduate, and no student will be allowed to graduate without having such a plan approved by the academic advisor. Students are responsible for tracking their progress and for knowing the University's policies and regulations throughout their studies.

4.1.2. Academic regulations for international students

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

from both the academic advisor and the ISO before dropping a course, changing programs, or withdrawing from the University.

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

4.2. Academic Standards

Course Registration

Students will only be permitted to attend class when they have properly registered and paid for the course. They must receive permission from an academic advisor in their degree program prior to registration. However, students bear ultimate responsibility for all decisions regarding course registration. Registration dates and deadlines are listed in the academic calendar. Students may add courses, make section changes or drop courses only during the time periods specified in the calendar. The Office of the Registrar prepares and distributes a schedule of classes. The minimum course load requirement for full-time status in a bachelor's degree program is 12 credit hours in each regular semester.

Minimum Class Enrollment

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

Course Numbers

Courses are identified by subjects and four-digit numbers. The first digit indicates the course level. A "1" indicates first-year or entry level, a "2" indicates second year, while "3" and "4" indicate upper-division courses. The second digit indicates the number of credit hours earned for successful completion of the course. A "4" indicates that the course includes one credit hour of lab work. The final two digits indicate the departmental/program sequence. Example: PHYS 1411 stands for a first year Physics course with four credit hours which is the first in a sequence of Physics courses. This course also includes one credit hour of lab work.

Credit Hours

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

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

Adding, Dropping, or Changing Courses

Students wishing to make enrollment changes, such as add, drop, change of section, or change of grading basis (graded, audit, and pass/fail) must follow the deadlines published in the academic calendar for the current semester. All changes require the appropriate form, and must be completed in the Office of the Registrar no later than the published deadline.

For fall and spring semesters, courses officially dropped before *the last day to drop courses with a fee* are not recorded on the transcript. The courses dropped before *the last day to drop a course with a 'W'* are recorded as “W”, but are not computed in the GPA.

Grading and Point Equivalents

North American University will utilize the following grade scales and point equivalents:

Letter	Description	Point
A	Excellent	4.00
A-		3.67
B+	Above average	3.33
B		3.00
B-		2.67
C+	Average	2.33
C		2.00
C-		1.67
D+	Below average	1.33
D		1.00
F	Fail	0.00
P	Pass	
R	Repeated course	
T	Transfer credit	
I	Incomplete	
W	Withdrawal	
AUD	Audit only; no credits earned	

The GPA is calculated by adding the total number of grade points earned, then dividing that number by the total number of hours taken at the University.

Transfer of Credit for Registered Students

Undergraduate students at North American University who would like to enroll in courses at other accredited institutions applicable to their degree at NAU must first obtain authorization from the department chair and complete the corresponding form prior to registration.

Authorization will not normally be granted when a course that the student wishes to take elsewhere is being offered at the University.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in North American University (NAU). Federal regulations require all schools participating in state and federal financial aid programs to monitor SAP. These standards are applicable to all students attending NAU.

The standards of progress for assessing students include (i) minimum cumulative grade point average (“CGPA”) requirements (qualitative component), (ii) minimum semester credit hour completion rate (quantitative component), and (iii) completion of a degree within a maximum time frame (quantitative component).

The Office of Financial Aid is responsible for ensuring that all students who receive federal financial aid are meeting the standards. Office of Financial Aid may pay Pell grant, loans etc. to an eligible student only after it determines that the student has met SAP for the payment period.

If a student already has one Bachelor’s degree and is pursuing a second undergraduate degree, he or she may apply for a Direct Stafford Loan, or Work-Study. Grant programs are no longer available to someone who has already received an undergraduate degree.

A. Satisfactory Progress

All students i.e., full-time, part-time, undergraduate and across educational programs should maintain the following “satisfactory academic progress” in their course work.

Office of Registrar conducts evaluations of student progress based on the time table below to determine whether the student has met the standards of satisfactory academic progress in each of the following areas:

<u>Student Progress</u>	<u>Frequency</u>
Grade point average (GPA)	<i>per semester</i>
Cumulative grade point average (CGPA)	<i>per semester</i>
Maximum coursework allowed	<i>per semester</i>
Credit hours attempted	<i>per academic year</i>
Credit hours earned	<i>per academic year</i>

Students who complete their programs in a shorter time framework are subject to the same criteria based on the percentages of maximum time frame allowable.

Successful Course Completion (based on required CGPA)

Bachelor's degree program students will be evaluated at the end of each semester; they must satisfy the required CGPA to continue eligibility for financial aid as listed below:

Minimum CGPA requirement

0 – 21 credit hours:	1.70
22 – 42 credit hours:	1.80
43 – 59 credit hours:	1.90
> 60 credit hours:	2.00

In order to apply for graduation, students should have at least 2.00 CGPA within the time frame allowed complying with satisfactory academic progress.

Semester credit hour completion rate

The maximum time frame is divided into increments of one academic year for the purpose of determining completion rate. Undergraduate students must complete, by earning credit hours, the credit hours attempted according to the completion percentage schedule listed below. Students who have attempted up to 66 hours must complete one-half of the hours. Students who have attempted 67 to 96 hours must complete 55% of the hours. Students who have attempted 97 to 126 hours must complete 60% of the hours. Students who have attempted 127 to 156 hours must complete 65% of the hours. Students who have attempted 157 to 180 hours must complete 67% of the hours.

The Completion Percentage Schedule

Academic Year	Credit Hours attempted	Credit Hours earned	Completion %
1	36	18	50%
2	66	33	50%

3	96	53	55%
4	126	76	60%
5	156	102	65%
6	180	120	67%

Students who cannot satisfy the completion rate for the first academic year will maintain eligibility for financial aid. Students who do not satisfy the required completion rate in the following year will be dismissed from financial aid. Students can apply for federal financial aid anytime during their study at NAU as long as they are in good standing based on the SAP requirements. If a student changes his or her major, all previous courses are still considered in the calculation of completion rate.

Maximum Time Frame

The standard program length is eight semesters for Bachelor’s degree programs where students must successfully complete 120 credit hours.

The maximum time frame allowed for students to complete a program is 150% of the normal program length. That means the student should complete the bachelor’s program in 12 semesters (=150% of 8 semesters) or 180 attempted credit hours (=150% of 120 credit hours). Students who do not complete the degree requirements within the maximum time frame allowed will be dismissed from the school.

Students cannot register 19 credit hours or above per semester without Provost’s approval. Students must comply with minimum credit hours determined by the FAFSA to maintain their financial aid eligibility. If a student changes his or her major, all previous courses are considered in the calculation of maximum time frame above.

B. Unsatisfactory Progress

Warning

Students who fail to maintain satisfactory academic progress at the end of the first semester of study at NAU are given an academic warning. The student will be notified of such a decision via email, phone call and/or letter. Students may not appeal to this decision and no other action by the student is required. Students placed on academic warning may enroll for any subsequent semester. If they achieve the required minimum CGPA at the end of the subsequent semester, they will be returned to good academic standing. If they do not obtain the required minimum CGPA, they will be placed into academic probation as explained in the next section. A student on academic warning qualifies to receive Federal Financial Aid.

Probation

Students who fail to maintain satisfactory academic progress are placed on academic probation except for those freshmen students (placed on warning as mentioned above) who are in their first semester of study at the University. The student falling into probation will be notified of such a decision via email, phone call and/or letter.

A student placed on academic probation may enroll for any subsequent semesters. If the student achieves the required minimum CGPA at the end of the probationary period or his/her GPA for the most current semester is 2.00 or above, then the student is allowed to continue on academic probation and qualify for further federal financial aid funds. A student who is on probation may not apply for graduation.

The student's stance on probationary period does not have any effect on the calculation of the CGPA and successful course completion percentage.

Students on academic probation at a given semester are eligible for federal financial aid while they are on probation in the following semester. However, a student receiving federal financial aid who does not meet CGPA standards at the end of second year will no longer be eligible for financial aid.

If a student did not successfully complete any courses (receiving grades of all F, I, and/or W in any given term), federal financial assistance in which the student may have been scheduled to receive will be terminated. The student may submit a signed appeal petition to the FA Office explaining why the requirements were not met. Supporting documentation must be included to verify the situation (letter from physician, copy of memorial service, police or accident report, etc.) with the appeal petition. If the student remains in good academic standing with the University, he/she may still be eligible to continue to attend NAU at his/her own expense.

Suspension

Students previously on academic probation who fail to achieve the minimum 2.00 GPA in the current semester are suspended from the University. Students placed on academic suspension are not allowed to enroll at NAU for the next semester. NAU will notify the student of this action and document the student's file accordingly.

Any student whose name appears on the academic suspension list will not be eligible to receive Title IV financial aid. Academically suspended students must notify the Office of Financial Aid when they are removed from the academic suspension list.

Appeal for Immediate Readmission after Suspension from NAU

Students who feel that they have had extraordinary personal circumstances which contributed to their academic difficulties may petition for immediate reinstatement. Appeal Request Form can be found on the Office of Registrar website. If it is approved by the University Appeal Committee, the student will be placed on extended probation status. The academic advisor will counsel the student prior to returning to class, and a workable academic plan for the student will be developed. The student's progress is reviewed in each subsequent semester to determine if the student is meeting the requirements of the academic plan:

- If the student does not meet the requirements of the academic plan during and at the end of the academic plan, then s/he is automatically suspended from the school.
- If the student meets the requirements of the academic plan at the end of the academic plan, then s/he is removed from the extended probation status and is placed on probation status. The student must maintain a 2.0 grade-point average (GPA) each semester attempted while on probation.
- If the student is in compliance and satisfies the requirements of the University's SAP policy at the end of the academic plan, then the student is removed from extended probation AND probation status.

Procedures for Reinstatement of Suspended Students

Students suspended from North American University will not be allowed to reenter the institution for at least one regular semester (fall or spring) except as provided in the suspension appeals process above. Any suspended student who has been suspended for at least one regular semester may apply for readmission to North American University. An interview will be conducted with the student by the Director of Admissions in an effort to determine if the conditions that led to the academic suspension have been corrected. If, in the judgment of the Director of Admissions, the student has a reasonable chance of academic success, s/he will be permitted to reenter the University.

The following criteria will apply to all students readmitted to North American University after serving at least one regular semester on academic suspension:

1. Suspended students can be readmitted only once.
2. Such students will be readmitted on probationary status and must maintain a 2.0 grade-point average (GPA) each semester attempted while on probation.

3. Should a student who has been reinstated be suspended a second time from North American University, s/he cannot return to NAU until such time as s/he has demonstrated, by attending another institution, the ability to succeed academically by raising his/her CGPA to meet minimum requirement.

C. Transfer credits / Withdrawals / Incompletes / Non-credit remedial courses / Change of Programs

Transfer Credits

Students may transfer up to 66 credit hours from other accredited institutions and/or credit by exam toward bachelor degree. Students may only transfer the courses with a grade of “C-” or above. Transfer credits are counted in the calculation of the CGPA, credit hours attempted, credit hours earned, toward successful course completion percentage and maximum time frame allowed.

Transfer student grade level:

0 – 29	transferred credit hours:	<i>freshmen</i>
30 – 59	transferred credit hours:	<i>sophomore</i>
60 – 66	transferred credit hours:	<i>junior</i>

Withdrawals

Courses officially dropped before the last day to drop courses with a fee are not recorded on the transcript. The courses dropped before the last day to drop a course or withdraw with a 'W' are recorded as “W”, but are not computed in the GPA and CGPA. This course is considered as an attempted course but not counted as earned credit in the calculation of course completion percentage for satisfactory academic progress. Furthermore, attempted course credits are counted in the maximum time frame.

A student who withdraws from school for an appropriate reason unrelated to the student’s academic status may request a grade of “Incomplete”.

Incompletes

A faculty member can assign a grade of “I” to a student who has successfully completed a majority of class work and who has an unavoidable and compelling reason for not completing the rest of it on schedule. Upon completion of the work within the next regular (Fall or Spring) semester, the faculty member awards the student an appropriate letter grade between “A” and “F”. If the student fails to complete the requirements within

this time frame, the 'I' becomes an 'F'. All 'I's must be changed to grades prior to graduation.

Incomplete grade from a course does not affect the CGPA. This course is considered as an attempted course but not counted as earned credit in the calculation of course completion percentage for satisfactory academic progress. Furthermore, the attempted course credits are counted in the maximum time frame.

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

Repeated Course

A student may repeat a course taken at NAU, provided the original grade was lower than "B" (3.00). A course may not be repeated at another institution. The course grade for a repeated attempt will appear on the student's transcript with an "R" indicating repeated course and used for computing the CGPA. Each repeated course is counted toward attempted credit hours but counted only once as earned credit hours. Furthermore, repeated course credits are counted in the maximum time frame.

Non-punitive grades

Non-punitive grade from a course does not affect the CGPA (unearned credit). This course is counted as attempted credit hours and in the maximum time frame but not used for computing the CGPA.

Non-credit remedial courses

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

Change of Program / Additional Credentials

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

Students seeking additional credentials will be treated as transfer students and their course credits earned in a previous program will have the same effect of transfer credit at another institution.

D. Regaining Financial Aid Eligibility and Appeals

The Office of Financial Aid will notify students of their failure to meet the standards of this policy. Each student is responsible for knowing his/her own status, whether or not s/he receives this notification. Students may access their SAP status by contacting the Office of Financial Aid. Students who fail to meet the standards of this policy may reestablish their financial aid eligibility at NAU in one of two ways as described below.

1. Reestablishing financial aid eligibility

The student may enroll in classes at their own expense and earn the number of credit hours for which they are deficient or improve their CGPA and GPA without financial aid. After successfully obtaining the minimum SAP standards, students may be reinstated or considered for Pell and campus based funds for the upcoming semester. For the Stafford and PLUS loans, students may regain eligibility for entire payment period upon meeting SAP standards.

It is the student's responsibility to notify the Office of Financial Aid of increase in GPA and CGPA that meets the minimum SAP standards within the allotted time frame for awarding aid for the upcoming semester.

2. Appeals

If there were circumstances beyond the student's control that prohibited the student from keeping the standards of this policy, and those circumstances are now resolved, the student may submit a written appeal to the Office of Financial Aid on the Friday during the first week of class to review their eligibility to receive financial aid. Appeals received after the last day of schedule adjustment will not be reviewed unless the student is already enrolled for the term.

Appeals must include a detailed description of the extenuating circumstances (such as personal illness, illness or death of immediate family, or financial obligations which require changes in employment that conflict with class schedules) that occurred during the semester in which the student failed to meet this policy. The appeal must also include all necessary documentation to support the existence of the circumstances described and evidence that the circumstances have been resolved.

Students seeking to reestablish financial aid eligibility remain ineligible to receive financial aid assistance or deferment of payment until the appeal process is complete and a decision has been made by the Office of Financial Aid. Students should be prepared to pay tuition, fees, and other educational expenses until s/he has been approved to receive financial aid.

4.3. Academic Records and Transcripts

FERPA

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student educational records including financial information and prevents North American University from providing that information to any third parties. Access to student records is limited to students, parents of dependent students, and authorized school personnel.

(i) A student is defined as “any individual who is or has been in attendance at an educational institution.”

(ii) Parents of dependent student is defined as:

(a) The term “dependent” means —

- (1) a qualifying child, or
- (2) a qualifying relative.

(b) The term “dependent” does not include an individual who is not a citizen or national of the United States unless such individual is a resident of the United States or a country contiguous to the United States.

(c) Qualifying child —

(1) **In general**

The term “qualifying child” means, with respect to any taxpayer for any taxable year, an individual —

- (A) who bears a relationship to the taxpayer described in paragraph (2),
- (B) who has the same principal place of abode as the taxpayer for more than one-half of such taxable year,
- (C) who meets the age requirements of paragraph (3),
- (D) who has not provided over one-half of such individual’s own support for the calendar year in which the taxable year of the taxpayer begins, and
- (E) who has not filed a joint return (other than only for a claim of refund) with the individual’s spouse under section 6013 for the taxable year beginning in the calendar year in which the taxable year of the taxpayer begins.

(2) **Relationship**

For purposes of paragraph (1)(A), an individual bears a relationship to the taxpayer described in this paragraph if such individual is—

- (A) a child of the taxpayer or a descendant of such a child, or

(B) a brother, sister, stepbrother, or stepsister of the taxpayer or a descendant of any such relative.

(3) Age requirements

(A) In general

For purposes of paragraph (1), an individual meets the requirements of this paragraph if such individual is younger than the taxpayer claiming such individual as a qualifying child and—

- (i) has not attained the age of 19 as of the close of the calendar year in which the taxable year of the taxpayer begins, or
- (ii) is a student who has not attained the age of 24 as of the close of such calendar year.
- (iii) Authorized school personnel includes, but is not limited to, “faculty; administrator; board member; support or clerical staff; attorney; nurse and health staff; counselor; human resources staff; information systems specialist; school security personnel; and a contractor, consultant, volunteer or other party to whom the school has outsourced institutional services or functions.”

Students can choose to restrict the release of directory information by submitting a formal request to the University to limit disclosure.

Where are complaints filed?

A parent or eligible student may file a written complaint with the Office regarding an alleged violation under the Act and this part. The Office’s address is:

*Family Policy Compliance Office,
U.S. Department of Education,
400 Maryland Avenue, S.W.,
Washington, DC 20202.*

Public Information

North American University provides information about the University in accordance with the provisions of the Act and publishes this information in the University catalogs. The University considers the following as public information and may release or publish without the student's consent: Full name; date of birth, place of birth; major field of study; dates of attendance; degrees, honor and awards received; most recent educational institution attended; campus address and telephone number and student assigned e-mail; home address and telephone number; cell phone number; participation in special academic programs; participation in recognized student activities; participation in sports.

Transcript Requests

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

Transcript requests may be processed as regular or expedited. Regularly processed transcript requests are finalized within four (4) business days from the date of request submission. Official transcripts can be requested from the Office of the Registrar for a cost of \$5.00 per copy plus mailing and handling fees of \$5. Official transcript requests from overseas will be charged an additional mailing fee.

Expedited transcript requests are fulfilled on the business day following the date of submission request. Requests submitted after 3 pm will be deemed as submitted on the following working day. The fee for expedited requests is \$10 per transcript plus the expedited shipment fee.

Review of Academic Records

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

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

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

If the campus official's decisions are in agreement with the student's request, the appropriate records will be amended. If not, the student will be notified within a

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

If the decisions are unsatisfactory to the student, the student may initiate a grievance policy and file complaints with the Family Education Rights and Privacy Act Office (FERPA), Department of Education, Washington, D.C. 20201 and the accrediting body at:

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

Academic Awards and Honors

North American University bestows Honors to undergraduate students as recognition of outstanding academic achievement. Every student achieving the required proficiency will be granted to Academic Honors and Awards. North American University recognizes academic achievement and celebrates the accomplishments of students with exceptional awards.

President's Honor Roll

Students in these categories are awarded every semester based on their academic performance and completed for credit hours:

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

Eligibility:

- Must be academically in good standing.

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

Graduation with Latin Honors

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

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

Eligibility:

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

4.4. Degree Requirements

North American University offers three baccalaureate degrees and a master degree program:

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

Students seeking a baccalaureate degree in Business Administration are required to complete 120 semester credit hours: 36 credits of general education, 54 credits of core courses, and 30 credits of electives, 12 of which must be departmental elective courses.

Students seeking a baccalaureate degree in Computer Science are required to complete 120 semester credit hours: 36 credits of general education, 54 credits of core courses, and 30 credits of electives 12 of which must be departmental elective courses.

For a baccalaureate degree in Interdisciplinary Studies in Education, students are required to complete 120 semester credit hours: 36 credits in general education, 36 credits in education core courses, and 48 credits in concentration core courses including electives.

For an M.Ed. degree in Educational Leadership, students are required to complete 36-semester credit hours of the graduate course work. It includes 3-semester credit hours of 160-clock hours internship.

Students must file the required form for graduation according to the following schedule:

- a. by October 1 for December graduation,
- b. by March 1 for May and August graduation.

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

4.4.1. General Education Program

The General Education Program provides students with a high-quality education enabling them to acquire, analyze, interpret, and synthesize information and knowledge; to communicate effectively in writing and speech; to reason critically, symbolically, quantitatively and scientifically; to recognize ethical issues; to appreciate diversity; to utilize information technology effectively; and to develop artistic skills.

Learning Outcomes:

1. **Reason and think critically** – A capable critical thinker assesses evidence thoroughly and applies reasoning skills to draw conclusions and perform actions.
2. **Communicate and collaborate effectively** – An effective communicator and collaborator can interact and work with others using all forms of communication.
3. **Master information and technology literacy** – A master of information and technology literacy recognizes the need for information; and is able to use technology to obtain, evaluate and present the information.
4. **Develop social awareness and assume responsibility** – A socially aware and responsible person possesses an understanding and appreciation of social and cultural diversity; and contributes to society through responsible acts while embracing differences.

General Education Courses (36 credit hours)

Communications (9 hours)

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

Mathematics (3 hours)

One of the following:

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

Natural Sciences (4 hours)

One of the following:

- GEOL 1411 Earth Science
- PHYS 2411 Principles of Physics I
- CHEM 2411 Principles of Chemistry I
- BIOL 1411 General Biology

Humanities and Fine Arts (8 hours)

- PHIL 1311 Introduction to Logic and Critical Thinking
- ETHC 1211 Professional Ethics
- ARTS 1311 Art Appreciation

Social and Behavioral Science (9 hours)

One of the following:

- HIST 1311 U.S. History I
- HIST 2312 U.S. History II
- HIST 2313 Western Civilization
- HIST 3314 History of Texas

Two of the following:

- GOVT 2311 U.S. Government I
- GOVT 3312 U.S. Government II
- ECON 2311 Principles of Macroeconomics
- ECON 2312 Principles of Microeconomics
- PSYC 2311 General Psychology
- SOCI 2311 Introduction to Sociology
- GEOG 2312 Regional Geography of the World

Computer (3 hours)

One of the following:

- TEAP 1311 Computer Literacy
- TEAP 1313 Office Applications
- COMP 1314 Computer Literacy and Application

4.5. Remedial Courses

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

ENGL R300 Basic Writing

ENGL R301 Development of Reading Skills

MATH R300 Fundamentals of Mathematics

Students should pass the remedial courses within one year. Failure to pass the remedial courses will result in suspension from the University.

4.6. Concentrations

North American University offers students the opportunity to focus on a specific area within the major. Students may pursue an area of concentration by taking a planned sequence of courses in the student's major. Students should consult the academic advisor of their major to establish a plan that fulfills the necessary requirements. The area of concentration is officially noted on the student's transcript.

4.7. The Minor

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

5. Graduate Program

5.1. Admissions

Admission 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 in writing to 3203 N. Sam Houston Pkwy. W., Houston, TX 77038 or by calling 832-230-5555. North American University is committed to recruiting a diverse, vibrant student body from across the country and around the globe.

Application Deadlines:

Fall Semester: May 1

Spring Semester Nov. 1

5.2. Admission Requirements/Procedures

- The completed application form
- A nonrefundable application fee of \$60; (check or money order should be made out to North American University)
- Official bachelor's degree transcript; a sealed copy of the transcripts indicating the completion of a four-year bachelor's degree
- Statement of Purpose
- Curriculum Vitae
- Two letters of recommendation
- A minimum GPA of 2.50/4.00 for full admission. If accepted conditionally, GPA should be 3.00/4.00 before the second semester begins.
- A minimum GRE general combined test score of 1000 for full admission. If accepted conditionally, GPA should be 3.00/4.00 before the second semester begins.
- For international applicants, English language proficiency must be demonstrated in any one of the following ways:
 1. Two (2) years of fieldwork experience in an English-speaking country,
OR
 2. Minimum score of TOEFL PBT-550, CBT-213, IBT-79
 - If TOEFL score is between PBT 500-550, CBT 173-213, IBT 61-79, the applicant will be enrolled in one of the writing and/or reading remedial courses in the first semester along with regular academic courses in Educational Leadership program.

- Applicants having a TOEFL score below PBT-500, CBT-173, IBT-61 are required to enroll full time in the Intensive English Program (IEP) at North American University. An applicant may enroll in the program upon receiving a satisfactory TOEFL score.

5.3. Transfer of Credit

North American University does not accept credits from another institution after a student enrolls in NAU. All transferable courses must be transferred before the student enrolls in NAU upon submission of the Transfer of Credit Form. An advisor/department head's authorization must be obtained before transferring a course.

Transferable coursework with grades of "B-" or above is accepted for transfer credit. North American University allows for a maximum of 9 (nine) credit hours to be transferred from other institutions to the M.Ed. program. In addition, bachelor's degree level course credits cannot be transferred for master's level program.

5.4. Tuition and Fees

Resident Students:

Tuition : \$6,500.00
 Tuition per credit : \$180.56

International Students:

Tuition : \$13,900.00
 Tuition per credit : \$386.12

Per Semester Fees

Departmental Fee : \$35
 Library Fee : \$35
 Student Service Fee : \$55
 Computer and
 Internet Fee : \$75
 Health Insurance Fee : \$500 (*For International Students only*)

Other Semester Fees

Nun-Sufficient Fund Fee : \$35 (*for returned checks*)
 Late Registration Fee : \$150
 Late Add/Drop Fee : \$30
 Withdrawal Fee : \$30
 Transcript Fee : \$10
 Verification of Enrolment Fee: \$5
 Notary Services Fee : \$15

Same Day Service Fee	: \$40
Re-enrollment/Admission Fee:	\$70
International Transcript Translation & Evaluation Fee:	\$290
I-20 Processing/Transfer Fee :	\$60
I-20 International Mailing Fee:	\$100
I-20 Reinstatement Fee	: \$190
Graduation Fee	: \$110

One-Time Student Fee

Application Fee	:\$ 60 for resident students
Application Fee	:\$250 for international students

In addition to the costs above, students must take the cost of books and supplies, room and board, meal service, and personal miscellaneous costs into consideration. You can review the room and meal plans from the undergraduate section of this catalog.

The University offers a payment plan to help students pay for tuition and fees. Only students in good academic and financial standing, and those without pending charges, may take advantage of this plan. A student must make an appointment with the business office to develop their individual deferred payment plan. Payments can be made by check, money order, or credit card at NAU Cashier's Office.

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

*NAU Cashier's Office
Student Center Room 201
3203 N Sam Houston Pkwy W.
Houston, TX 77038*

Please write your NAU ID number 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 (<i>for each late payment</i>)
NSF (Nun-Sufficient Fund) Fee	: \$35 (<i>for returned checks</i>)
Payment Plan Enrollment Fee	: \$100

5.5. Satisfactory Academic Progress

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in North American University (NAU). Federal regulations require all schools

participating in state and federal financial aid programs to monitor Satisfactory Academic Progress (SAP). These standards are applicable to all students attending NAU. The Vice President for Academic Affairs is responsible for the administration of Satisfactory Academic Progress.

The standards of progress for assessing students include;

- minimum cumulative grade point average (CGPA) requirements (qualitative component),
- minimum semester credit hour completion rate (quantitative component), and
- completion of a degree within a maximum time frame (quantitative component).

Evaluation

All graduate students i.e., full-time and part-time should maintain the following satisfactory academic progress in their course work.

North American University conducts evaluations of student progress based on the “student progress frequency” timetable below to determine whether the student has met the standards of satisfactory academic progress in each of the following areas:

Student Progress Frequency

Grade point average (GPA) per semester

Cumulative grade point average (CGPA) per semester

Maximum coursework allowed per semester

Credit hours attempted per academic year

Credit hours earned per academic year

Students who complete their programs in a shorter time framework are subject to the same criteria based on the percentages of maximum time frame allowable.

Maximum Time Frame --quantitative

The standard program length is four semesters for the Master’s degree program. The maximum time frame allowed for students to complete a program is 250% of the normal program length, namely 5 (five) academic years for the degree program. Students must successfully complete 36 credit hours for a Master’s degree program. Students who do not complete the degree requirements within the maximum time frame allowed will be dismissed from the University.

Each semester, graduate students are required to attempt at least 3 credit hours and no more than 12 credit hours. Students should attempt enough credit hours each year to be able to successfully complete their degree program within the maximum time frame allowed.

Semester Credit Hour Completion Rate --quantitative

Graduate students must complete, by earning credit hours, 75% of attempted credit hours. Completion rate benchmark will apply after attempt of 9 credit hours.

Although grades of D+ and lower are included in the computed grade point average, the university awards no credit toward the degree for courses in which the student receives a grade below C-.

Certain graduate courses, as specified annually by the department, may be graded as S (satisfactory), U (unsatisfactory), or I (incomplete). Such grades will not be included in computing a grade point average as grades of S, U, I, and W are not assigned grade point values. The following designations are considered to be attempted credit hours but are not considered to be successfully completed: D, D+, U, F, and I grades.

Cumulative Grade Point Average (CGPA) -- Qualitative

Graduate students must maintain a grade point average of 3.00/4.00 for satisfactory academic progress. CGPA calculation benchmark will apply after attempt of 9 credit hours.

Satisfactory Academic Progress Standards

Graduate Level	Cumulative GPA Required	Cumulative Completion Ratio Required	Cumulative Hours Allowed
Masters	At least 3.00	75%	54

Warning

Students who fail to maintain satisfactory academic progress after having attempted 9 (nine) credit hours at NAU are given an academic warning. The student will be notified of such a decision via email, phone call, and/or letter. Students may not appeal this decision and no other action by the student is required. Students placed on academic warning may enroll for any subsequent semester. If they achieve the required minimum CGPA at the end of the warning period, they will be returned to good academic standing. If they do not obtain the required minimum CGPA, they will be placed on academic probation as explained in the next section. A student on academic warning qualifies to receive Federal Financial Aid.

Probation

Students on “warning” status will be placed on “probation” if they fail to maintain satisfactory academic progress. The student falling into probation will be notified of such a decision via email, phone call and/or letter. The student can appeal this academic status with his/her academic advisor. The date of the meeting between the advisor and the

student, the action taken, and terms of probation (and academic plan if necessary) will be clearly indicated in the student's permanent file.

When a student is placed on academic probation, the academic advisor will counsel the student prior to returning to class. Counseling will continue as long as the student is placed on probation.

A student placed on academic probation may enroll for any subsequent semesters. If the student achieves the required minimum CGPA at the end of the probationary period, he/she will be returned to good academic standing

The student's stance on probationary period does not have any effect on the calculation of the CGPA and successful course completion percentage.

Students on academic probation at a given semester are eligible for federal financial aid while they are on probation in the following semester.

If a student does not successfully complete any courses (receiving grades of D, D+, U, F, and I in any given term), federal financial assistance in which the student may have been scheduled to receive will be terminated. The student may submit a signed appeal petition to the Financial Aid Office explaining why the requirements were not met.

Supporting documentation must be included to verify the situation (letter from physician, copy of memorial service, police or accident report, etc.) with the appeal petition. If the student remains in good academic standing with the University, he/she may still be eligible to continue to attend NAU at his/her own expense.

If a student on probation status fails to meet the satisfactory academic progress, the graduation committee may grant an extended probation status.

Termination of Enrollment

North American University may terminate enrollment at any time if the rate of academic progress of a student in probation status is not satisfactory. A student whose enrollment is terminated will be notified, with an explanation, in writing by the department chair.

Transfer Credits

Students may transfer up to 9 credit hours from other accredited institutions. Students may only transfer the courses with a grade of "B- " or above. Transfer credits are not counted in the calculation of the CGPA, credit hours attempted, credit hours earned, toward successful course completion percentage and maximum time frame allowed.

Withdrawals

Courses officially dropped before the last day to drop courses with a fee are not recorded on the transcript. The courses dropped before the last day to drop a course or withdraw with a 'W' are recorded as “W”, but are not computed in the GPA and CGPA. Furthermore, attempted course credits are counted in the maximum time frame.

Incompletes

A faculty member can assign a grade of “I” to a student who has successfully completed a majority of class work and who has an unavoidable and compelling reason for not completing the rest of it on schedule. Upon completion of the uncompleted course work within the next regular (Fall or Spring) semester, the faculty member awards the student an appropriate letter grade between “A” and “F”. If the requirements are not met within this time frame, grade ‘I’ becomes grade ‘F’. All ‘I’s must be changed to grades prior to graduation.

Incomplete grade from a course does not affect the CGPA. This course is considered as an attempted course but not counted as earned credit in the calculation of course completion percentage for satisfactory academic progress. Furthermore, the attempted course credits are counted in the maximum timeframe.

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

Repeated Courses

A student may repeat a course provided the original grade was lower than “B-”. The course grade for a repeated attempt will appear on the student’s transcript with an “R” indicating repeated course and used for computing the CGPA. Each repeated course is counted toward attempted credit hours but counted only once as earned credit hours. Furthermore, repeated course credits are counted in the maximum time frame.

Non-punitive grades

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

5.6. Master of Education (M.Ed.) in Educational Leadership

North American University offers one graduate degree program, Master of Education (M.Ed.) in Educational Leadership.

5.6.1. Goals

Students who wish to pursue graduate study directed toward developing leadership knowledge and skills may pursue a master's degree in educational leadership. The Master of Education (M.Ed.) degree in Educational Leadership is a 36 credit hours graduate program, 15 credit hours of which is online. The focus of program is to prepare leaders in public school leadership and administration and is designed to meet the needs of students seeking to develop the knowledge, skills, and dispositions essential to becoming effective educational leaders.

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

5.6.2. Student Learning Outcomes

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

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

5.6.3. Transfer of Credit

North American University does not accept credits from another institution after a student enrolls in the university. All transferable courses must be transferred before the student enrolls in the university, completing a Transfer of Credit Form. An advisor/department head's authorization must be obtained before transferring a course.

Transferable coursework with grades of “B-” or above is accepted for transfer credit. North American University allows for a maximum of 9 credit hours to be transferred from other institutions to M.Ed. program.

5.6.4. Degree/Graduation Requirements

Students seeking a master of education in Educational Leadership degree are required to complete 33 credit hours course work and 160 clock hours of internship (3 credit hours).

Students must file the graduation application form according to the following schedule:

- a. by October 1 for December graduation
- b. by March 1 for May and August graduation

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

The program requires completion of core and major courses.

Master of Education in Educational Leadership (M.Ed.)		
Course Number	Core Area Courses (9 credits)	Credits
EDUC 5311 (ONLINE)	Human Growth and Development	3
EDUC 5312	Curriculum and Instructional Design	3
EDUC 5313	Statistical Procedures and Measurement in Education	3
	Major courses (27 Credits)	
EDUC 5314	School Leadership	3
EDUC 5315	Instructional Leadership	3
EDUC 5316	Human Resource Management	3
EDUC 5317 (ONLINE)	School Law	3
EDUC 5318 (ONLINE)	Educational Planning and Policy	3
EDUC 5319	School Finance and Campus Business Management	3
EDUC 5320 (ONLINE)	Communication and Public Relations for School Administrators	3
EDUC 5321 (ONLINE)	Technology for School Administrators	3
EDUC 5322	Internship in Educational Leadership	3

Delivery Method for Online Courses

Online courses are delivered entirely using distance education tools through NAU's Moodle course management system at <http://www.northamerican.edu/online> (NAU Online). In order to successfully take part in an online course, students are expected to have access to a personal computer or a mobile device with Internet access, and an Internet service provider. NAU Online requires Microsoft Office and Adobe Acrobat Reader software for its online courses. Some NAU online courses may require additional software or hardware for use with the course. These requirements will be posted by the course instructor in the course syllabus.

Students are required to login to this system by using their computer accounts provided by the IT department. For login issues and account problems, please contact the IT department via one of the following methods:

- 1- Visit Room 215
- 2- Call 832- 230-5541
- 3- Email support@na.edu to submit a trouble ticket

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

Instructor and student interactions occur online through chat, discussion, web conferencing, email, and other activities. Students are able to interact with one another and the instructor through the NAU Online Learning Management System. Online course activities may include instant messaging, blogs, discussion forums, assignment submission, tests, quizzes, email communication, journaling, blogging, creating wikis, and web posting. In online courses, students are expected to follow Netiquette rules (<http://www.networketiquette.net/>) as student-instructor, student-content, and student-student interactions take place entirely online.

Course Sequence by Semester*

	FIRST SEMESTER	Cr	SECOND SEMESTER	Cr
YEAR 1	EDUC 5311 Human Growth and Development	3	EDUC 5314 School Leadership	3
	EDUC 5312 Curriculum and Instructional Design	3	EDUC 5315 Instructional Leadership	3
	EDUC 5313 Statistical Procedures and Measurement in Education	3	EDUC 5316 Human Resource Management	3
	Total Credit Hours	9	Total Credit Hours	9
YEAR 2	EDUC 5317 School Law	3	EDUC 5320 Communication and Public Relations for School Administrators	3
	EDUC 5318 Educational Planning and Policy	3	EDUC 5321 Technology for School Administrators	3
	EDUC 5319 School Finance and Campus Business Management	3	EDUC 5322 Internship in Educational Leadership	3
	Total Credit Hours	9	Total Credit Hours	9
			Program length:	36

*The order of the courses may change throughout the semesters.

6. Student Services

North American University's Student Services Office (SSO) offers involvement that will potentially advance student's confidence and global competence. We strive to help students to become well diverse, responsible and sustainable to their personal development. The Student Services Office encourages students to aspire to be culturally developed, socially competent, and ethically and morally inclined; through progressive activities, events, programs and seminars.

The fundamental purpose of the Student Services Office at North American University is to promote learning. SSO is dedicated to the education and development of students. Helping students turn into responsible, well-rounded and self-reliant individuals. It will provide a balance of challenges and opportunities. The goal of the office is to expose students to differences and provide knowledge in similarities; which can provide students with a deeper understanding of themselves and others. Student Services Office will continually assess its effectiveness through self-evaluation and staff development. SSO's purpose is to develop an environment of enjoyment, unity and personal growth at North American University.

North American University supports students' academic, social, and personal needs so that they can enjoy a productive daily life at the University. Areas of support include student orientation, the use of library resources, computer and information services, career and counseling services, services for individuals with disabilities, the testing center, and student organizations.

6.1. Student Orientation

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

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

6.2. Library and Resource Center

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 www.na.edu/academics/library.html. 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.

The North American University Resource Center located on the 4th floor of the Main Building, provides students a work space.

6.3. Computer and Information Services

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

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

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

6.4. Counseling Services

Students are eligible for comprehensive counseling services most of which are free. If any student is struggling with an issue there are many outlets that may help with the problem(s). In the case of academic counseling please refer to your academic advisor. For personal issues students can contact the Student Services Office and they will help assess and find the right counselor for your particular situation. In case of imminent danger, call 911.

6.5. Career Services

The Student Services Office helps students pursue their academic and personal goals during and after university. The objectives of the Career Services are to support students in reaching their career related goals by doing the following:

- Going over cover letters
- Looking over and helping to edit resumes
- Holding mock interviews
- Help with portfolios
- Distribute information in regards to career fairs
- Create a job network
- Integrate students into the work force
- Help find internships, co-ops, volunteer work and careers
- Provides training for professional development
- Assist with personal growth
- Offer seminars, workshops and/or fairs

The Career Service is established to help develop students to work in a professional and morally ethical work environment. We want our students to be happy and well gratified with the education they receive from career services concerning their professional and career oriented goals.

Professional and personal development is our main responsibility in The Student Services Office.

6.6. 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 qualified disabilities to participate in and benefit from all educational programs and activities at North American University. This also applies to their academic classes.

Persons with disabilities who desire accommodations should contact the Dean of Students in the Student Services Office at (832) 230- 5551

6.7. Testing Services

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

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

6.8. 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 give health-related information or may be able to direct you to the appropriate person regarding health information. All international students taking one or more credit hours are enrolled into the health insurance provided by the University. Refusing to pay the health insurance may result in students not being able to attend the university. North American University health insurance is not mandatory for domestic students, but is highly recommended, especially if the student has no form of health insurance or is involved with sports

6.8.1. United Healthcare Student Insurance Plan for North American University

Healthcare in the United States is quite costly. Although health insurance can be viewed as another expense, it can drastically minimize the cost of healthcare. In addition, 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 Student Services by the waiver deadline.

Insurance Plan Details

Benefit	Preferred Provider	Out of Network
<i>Maximum benefit</i>	\$500,000 per person, per policy year	
<i>Deductible</i>	\$1,000 per policy year	\$2,000 per policy year
<i>Coinsurance</i>	80%	60%
<i>Out of Pocket</i>	\$10,000	\$15,000
<i>Inpatient</i>	80%	60%
<i>Outpatient</i>	80%	60%
<i>Medical emergency</i>	80%	60%
<i>X-ray/ labs/ tests/ procedures</i>	80%	60%
<i>Doctor visits</i>	80%	60%
<i>Prescription drugs</i>	\$15/ \$35/ \$70 copays	No benefits
<i>Preventative care</i>	100%	No benefits

6.9. International Student Office

The International Student Office (ISO) serves all incoming and currently enrolled international students at North American University. The ISO assists students in

maintaining their legal status in the United States, provides support for their dependents, and promotes interaction with and integration into the North American University community.

6.10. Student Organizations

The Student Services 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 an organization formed and governed by students enrolled at North American University and is registered with the Student Services Office at NAU. There are many student organizations on campus. NAU believes these organizations are crucial to student engagement and retention.

The development and maintenance of organizations constructs and contains student leaders that develop into responsible citizens and accountable adults. Student organizations regulate rules and responsibilities that enhance student's personal growth, therefore generating liable societal grownups. We promote the development of new clubs and organizations, to help promote any student's interests.

Student Government Association (SGA)

The Student Government Association resides over all clubs and organizations, which include 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 Student Services 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 addresses itself 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 Student Services 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. Among other multiple duties of the president there are 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 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, as well as serving 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 ever 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 is the one who 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 always being followed by all members. The Parliamentarian must have extensive knowledge of the SGA Constitution. He/She will be the individual to teach new members Parliamentary Procedure at the beginning of each year, and also make sure that the SGA is constantly following 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 ran

6.10.1. Procedures for Registration of a New Student Organization

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 the campus. These organizations have to register with the Student Services Office. Registration of a student organization does not constitute endorsement of its program or purpose by the University. Registration is simply a charter to exist on the

university campus and may be withdrawn by the Student Services Office if the organization becomes inactive, or is found guilty of violating any federal, state, and local laws or university regulation or policy.

When the Student Services staff and Dean of Students has approved the group's application and determined that the group's purpose is lawful and within university regulations, the organization may proceed to be chartered on campus.

A copy of the approval will be returned to the organization as a formal notification of registration and the original placed in the organization's file in the Student Services Office. Should the Student Services staff determine that the organization does not meet the requirements for registration; a written copy of the decision will be furnished to the organization involved.

6.10.2. Rights of the Registered Student Organizations

- Use of the name "North American University" in all information, publicity and references with the approval of Student Services.
- Use of the services of the Student Services Office (SSO), 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 SSO Website, bulletin boards, mass emails, and Student Center front-desk screen.
- Privilege to invite off-campus speakers and artists for meetings with the approval of SSO.
- Sponsorship of profit-making activities and fund-raising for organizational activities in accordance with University regulations.
- Representation in the Student Government Association.

6.10.3. Responsibilities of the Registered 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 Student Services.

- 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 Student Organization Orientation Workshop and distributed through Student Services mailboxes and email.
- To obtain prior approval for the use of activities funding. Students should fill out an Activity Request form with the estimated expenses prior to the event and obtain the approval from Student Services. Reimbursements will be furnished based on the expense receipts.
- To work cooperatively with the Student Services staff in conducting organization operations and activities. The Student Services Office will serve in an advisory capacity to all registered student organizations.
- To update any of the information supplied to the Student Services 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 Student Services Office at the end of each activity a complete activity report including number of participants, income and expenditures of the activity.

6.10.4. Re-registration of a Student Organization

To maintain the registered status, at the beginning of each academic year student organizations will submit to the Student Services Office:

1. A roster with the names of students as well as the new officers for next semester
2. Tentative meet schedule for the following semester
3. Must be in good standing with the Student Services Office and the school
4. Must have completed the organizations Program Board Forum

If the organization did not maintain that criteria the organizations registered status with the school it can become null and void. If the organization needs to re-register; an application for re-registration, listing the names of the officers or contact persons, a list of current members, and the names of faculty advisers. In addition, a copy of changes and/or additions to the organization's statement of purpose shall be provided.

6.11. Student Activities and Events

North American University promotes their efforts to social awareness by providing students with diverse events and activities that stimulates differences among the masses; such as dissimilar beliefs, values and morals.

We provide cultural events that inspire students to communicate with dissimilar ethnic groups, race and nationalities; thus promoting diversity among our student body. Our social events produce personal development by contributing an abundance of personalities in a particular situation, which progresses the personal growth of our student body.

6.12. Sports and Recreation

To sustain a healthy lifestyle we promote physical activity to students, therefore creating a healthy and pertinent routine that students can incorporate into their lives and generate vigorous habits that they maintain in the advancement of their lives.

North American University encourages an exercise-centered university 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 the students within a safe and respectful environment.

NAU offer sports clubs that compete against different schools in Houston, Texas area. Recreational sport tournaments are also offered throughout the school year, to allow new teams to be formed and fun encouraged. Students have many opportunities to create a team and play against each other and other schools in the area.

6.12.1. 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 go over 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 it is a conflict of interest.

Student Athlete Association runs like a school sanctioned organization. They consist of a President, Vice President, Secretary, Treasurer, and Senator. The SAA plans events or activities that may require the help of sports clubs. They will notify you of their plans at

the semi-annual semester meeting. If they conduct an event or activity at short notice they will notify the captain via email.

They are responsible for putting on 4 programs. These programs require the participation of 50%. If you are in a club sport, you are an automatic member of the Student Athlete Association and you are required to be at the activities/events that the SAA chose to do.

6.13. Parking and Shuttle Services

North American University has adopted a parking policy to create an orderly traffic flow and equitable parking conditions on campus. Students' personal safety, the recognition of others' needs, campus appearance, and applicable laws were prime considerations in the formulation of these regulations. Facility Management administers this 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 (<http://www.na.edu/campus-life.html>)

6.13.1. 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 our website and must be submitted before you can complete the purchasing of your 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 at www.na.edu.

6.13.2. Shuttle Service

Shuttle services are provided to students living in residence halls. The shuttle schedules are available online as well as at the front desks at each residence hall. Every effort is made to ensure shuttles are running on time; however, traffic times and weather conditions can affect the shuttle pickup and drop off times. It is your responsibility to plan accordingly to ensure you arrive at your destination on time.

6.14. Student Residential Life

6.14.1. Residential and Community Philosophy

The residential community is a tightly knit society, where every resident can learn to work, 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. Residents will be asked to invest a significant amount of time getting know one another and developing lifelong friendships.

Through this process 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 opportunity to make decisions in areas such as lifestyle and personal conduct, and ultimately experience the result of those decisions. The process will lead residents to discussion, compromise, even disagreement, but ultimately a commitment to each other in developing 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. It is in effect, a tool to help students learn to effectively communicate their needs how to be responsible for their actions and how to hold each other accountable.

As a tool for learning, it not only supports the agreements being made within the community, it has a farther reach as it may be employed by students to impact the world in which they live as it simultaneously impacts them. Benefits of this type of learning can be useful throughout a student's University career, dealing with roommate conflicts, facing personal relationships, addressing family issues or even managing interactions in the workplace. The Residential Operations and Facilities Management (ROFM) staff will help residents in this process.

Therefore, it is the responsibility of each individual to know and abide by the University policies, regulations, and expectations to see that common consideration is afforded to all students. Every member of our community shares the responsibility of maintaining an environment conducive to the achievement of the University's mission.

6.14.2. Resident Rights and Responsibilities

As a member of our diverse living community, you are afforded certain individual rights that you and your roommate(s), as well as others living around you, should respect. These rights carry with them a reciprocal responsibility for you and every member living in our community. Responsibilities ensure that roommate(s), suite mates, floor mates, and other community members are afforded the same rights regardless of their gender, race, creed, religion, sexual orientation, cultural background, or other identity group(s) to which they belong; as well as any beliefs, values or attitudes that may be different from our own. By upholding these responsibilities, you will be making the University and residential communities a wonderful place to live where all students can succeed!

Success at North American University will depend on your ability to understand and balance the rights and responsibilities you assume while you are a student at the University. Faculty and staff members do not assume the role of a campus parent, and you will rarely be told what to do or what not to do with regard to your personal behavior. The obvious exception is when individual behavior threatens the health and safety of yourself, others, the community, or begins to disrupt the legitimate pursuits of others living in the residence halls.

The Department of ROFM members cannot guarantee you will retain each of these rights at all times. You share the responsibility. To help ensure these rights will be honored, you should be willing to have thoughtful discussion and open communication with roommates, suite mates, floor mates, and other community members. Our staff is committed to offering an inclusive environment where we will support you in taking healthy risks. Though you do have the choice to passively exist, we will encourage you to take full advantage of your living environment by participating in campus and dorm activities, standing up for yourself and others, and speaking up for what you feel has a merit.

The following is a list of your rights and responsibilities:

- You have the **RIGHT** to a safe and secure living environment.
- You have the **RESPONSIBILITY** to keep your living space secured, and to not allow in strangers or prop doors open. You also have a responsibility to adhere to all security policies and procedures. Violating security policy and procedure puts you and others at risk.
- You have the **RIGHT** to a reasonably peaceful and quiet space in which you can study and sleep.

- You have the **RESPONSIBILITY** to observe quiet hours, to keep televisions, computers, stereos, and your voice at a reasonable volume, and to remind your guests and others that you expect the same of them.
- You have the **RIGHT** to privacy and to the fair and equal use of your room in terms of space and time. You also have the right to be free of unwanted guests in your room.
- You have the **RESPONSIBILITY** to communicate your wishes and preferences for hours of study, sleep, and visitation to your roommate and to work through any differences you may have in a calm and peaceful manner. You also have a responsibility to ensure your guests do not violate your roommate's rights or interfere with his/her use of your living space.
- You have the **RIGHT** to confront another person's behavior when it infringes on your rights.
- You have the **RESPONSIBILITY** to examine your own behavior when confronted by someone and to work sensibly to resolve the conflict.
- You have the **RIGHT** to the assistance of a Resident Advisor, Housing Manager, Director, or other Department of ROFM staff member when you need help with a problem;
- You have the **RESPONSIBILITY** to notify a staff member of your problem and request assistance in a timely manner, as well as to cooperate with those involved as they work with you to resolve the problem.
- You have the **RIGHT** to know what is acceptable and/or inappropriate behavior in your living environment.
- You have the **RESPONSIBILITY** to read the information provided to you by North American University. This includes, but is not limited to your Residential Housing Agreement and Student Code of Conduct. You may report any alleged violation, whether or not you were personally affected or involved.

6.15. 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 Student Services 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 for the Dining Hall is not allowed.
- Individuals are expected to conduct themselves in a manner conducive to quiet enjoyment of meal times by all.
- 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. We have a new cafeteria for our students, faculty and staff to enjoy their dining needs and wants. All meals will be taking place in our state of the art cafeteria! All meals are served around our students' schedules to make sure they get their nutritional necessities.

6.16. Student Life Policies

6.16.1. Posting Policy

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

6.16.2. Promotional Materials

If you are involved on campus in any club, organization or team we encourage you to promote your activities! However, we do only encourage this if these organizations are sanctioned and approved by North American University. This is so we maintain the balance of space available and the promotion of student unity. Each Residence Hall will have a designated area to post the activities and/or events (please see your RA where that place is established). We do not want any postings that may come off as harmful or discriminative. Student Services and ROFM reserves the right to deny any request that may contain offensive material or withdraws the University's mission. This may include but not limited to discriminatory, offensive or provocative material/posting/advertising containing references (explicit or implied) to alcohol or drugs. For questions please contact the Student Services or ROFM departments.

6.16.3. General Advertising Expectations:

1. Solicitation materials that are not from sanctioned NAU organizations and/or clubs is prohibited.
2. 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.
3. 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.
4. Special approval from the Student Services 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.
5. 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.
6. 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 provoked may result to a referral to the Vice President of Student Affairs, the Disciplinary Committee or the Housing Committee.

Posting Locations (for reference only, not for individual posting):

1. Willow and Chestnut bulletin boards located in the lobby and laundry room of each dorm.
2. Cafeteria and student center bulletin boards. These must be placed accordingly, please see Student Activities Coordinator.
3. Plasma TV. Send your flyer or poster to the Student Activities Coordinator for affirmation and it will be processed to the plasma TV located in the Activities Center for advertisements.
4. All bulletin boards on each floor of the Main Building
5. All bulletin boards on each floor of the Student Center.
6. Events and activities calendar. Email the Student Activities Coordinator to have your event posted to the main events and activities calendar which is displayed on the University website.

7. Your event/activity may be advertised via the Student Newsletter. Please email the Student Activities Coordinator at least two weeks prior to the event/activity and it will be placed in the newsletter.

Types of Advertising

1. Flyers/ Posters
 - a. 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:
 - i. Date, time, location and/or important information related to what is being advertised.
 - ii. The full name of the sponsoring North American University club(s)/ organization(s).
 - iii. Contact information (name, phone number and email), in case someone that wants to attend has questions or concerns.
 - b. 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.
 - c. 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.
 - d. Advertisements may not be posted on any uNAUthorized locations or over previously posted materials.
 - e. All advertising materials will be removed within 48 hours after the advertised event/activity.
2. Digital/ Social Media Displays - Plasma TV, North American University website, North American University Facebook, Student Newsletter or any other social media related to North American University that you wish to display your event; please contact the Student Activities Coordinator and the material will be sent to the proper placement.
3. Spray paints of any sorts are completely prohibited. With the approval from Student Services and the ROFM departments, you may be approved to use chalk in certain areas/places around/outside of the University buildings. These places/areas will be designated to you after approval.
4. Banners- It is defined as paper/cloth or vinyl advertising material displayed on campus property.

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

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

6.16.4. Liability Policy

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

6.16.5. Dress Code

The University will hold students accountable for acceptable and appropriate dress. Students are expected to be properly and modestly dressed. No disruptive attire, which may include obscene, profane or indecent attire, is tolerated. Swimsuits and too-short shorts and skirts are not to be worn. Undergarments, midriffs, and cleavage may not be exposed. Students must wear shoes or sandals at all times. Shirts and T-shirts promoting the use of drugs/alcohol, advertising inappropriate practices, and displaying offensive language and figures are prohibited. Saggy pants are not allowed.

Students in violation of the dress code may not be permitted to attend classes. A recurrence of violation concerning dress code may result in disciplinary action.

6.16.6. Nondiscrimination

In the common pursuit of excellence and equity in education, the University serves students from many nations, races, and creeds. The University accepts as a principle that in any program, there will not be differences in the treatment of students because of race,

color, national origin, religion, age, gender, veteran status, or disability; and that access to facilities and equal opportunity will be available to all.

6.16.7. No Solicitation

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

6.16.8. Technology - Acceptable Use

The University provides information technology resources, such as computers, printers, networks, and software systems, to support the University's mission and educational objectives. The use of these resources should be 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 insult people from certain religious or ethnic backgrounds.
- Refrain from illegal file sharing.
- Consent to the authority of the University to monitor e-mails and Internet usage, and accept the consequences for the violation of this policy.
- Not use the technology system for fund-raising, campaigns, business-related issues, or illegal purposes.
- Not solicit on behalf of any individual, organization, or company.

6.16.9. Bacterial Meningitis Policy

Effective October 1, 2013, state law requires that students under the age of 22 entering a public or private institution of higher education in the state of Texas are required to

provide evidence of vaccination against bacterial meningitis or 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. Details and exceptions of the policy can be found in the following website (<http://www.na.edu/meningitis.html>).

6.16.10. Emergency Response Policy

The occurrence of an emergency situation can never be predicted, but with proper information and foresight, can be managed effectively. This policy is intended to be used as a practical outline of what to do in the event of certain anticipated emergency situations. While it would be impossible to provide direction for each and every possible emergency situation, this guide provides general information on what should be done to help resolve anticipated emergencies. Knowing that unforeseen circumstances could still arise, keep in mind that there are times when a person would have to exercise independent judgment, using their best knowledge and training to help resolve the circumstances surrounding them. Anytime an individual is involved in or witnesses an emergency situation, they may be required to provide needed information during the reporting and investigation phases. Please be prepared to provide any firsthand knowledge you may have of the incident when an officer requests it. Details of the policy can be found in the Emergency Response Manual document (<http://www.na.edu/emergency.html>).

6.17. Student Code of Conduct

Students are required to follow school policies while attending the University. It is the student's responsibility to conduct his or herself in a proper and respectable manner while on campus.

6.17.1. 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 Student Services Office. The cases will be discussed and decisions will be made by the Disciplinary Hearing Committee as outlined in the Disciplinary Procedures.

6.17.2. 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 Texas Gulf Foundation and its officials including buildings, parking areas, sidewalks, sports fields, and off-campus dorms, except designated smoking areas. Administrators, faculty, staff, students, and visitors of the North American University campus community are encouraged to directly inform those unaware, or in disregard of this policy, in a kindly manner. Students and visitors who violate the policy are subject to verbal or written warning. Persistent violations are subject to a \$50 fine and further disciplinary action.

6.17.3. Hazing

Hazing is strictly forbidden on campus. 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 Student Services Office (www.na.edu/student-

forms.html). Violators of the policy may be subject to disciplinary action in addition to any fine imposed by the state.

6.17.4. Sexual Assault and Harassment

Sexual harassment policy covers all administrators, faculty, staff, and students of the University. 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.

Any student who feels he or she has been sexually harassed should immediately report it to the Student Services Office. Anyone who has been sexually assaulted may choose to pursue both criminal prosecution and university disciplinary processes. The Disciplinary Hearing Committee will conduct a prompt, confidential investigation. Disciplinary action includes suspension or dismissal of the student.

6.17.5. Substance Abuse and Drug Free Campus

The University is committed to enforcing existing state laws and procedures in dealing with the abuse of substances including: alcoholic beverages, illegal drugs, and performance-enhancing drugs. We believe that being a member of North American University is a privilege, and students and faculty are expected to abide by the Substance-Abuse and Drug Free Campus Policy of the University (<http://www.na.edu/drugfreecampus.html>).

Being under the influence of alcohol and or intoxication as defined by federal, state, and or local law is strictly forbidden. Any student, 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 Student Services 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 on or off campus, 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 the approval of the President or the President's designee, suspension may

be probated and sanctions may then include required counseling and/or rehabilitation along with other appropriate penalties. A second finding of guilt for a drug-related offense shall result in permanent expulsion from the university.

6.17.6. 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, including but not limited to: incendiary devices or other dangerous materials, or substances used to ignite, spread, or intensify flames for fire, except as expressly permitted by the University officials, is forbidden.

6.17.7. Theft and Property Damage

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

6.17.8. 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 disability. Fighting, intimidation, harassment, and bullying on school property and its residential facilities are absolutely forbidden and may result in disciplinary action.

6.17.9. 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.

6.17.10. Unauthorized Entry, Possession, or Use

Forcible or unauthorized entry to any building, structure, or facility and/or unauthorized entry to or use of University grounds as well as unauthorized use, distribution,

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

6.17.11. Failure to Comply

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

6.17.12. False Alarms

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

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

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

6.17.14. Violation of Published University Policies, Rules or Regulations

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

6.17.15. Providing False Information or Misuse of Records

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

6.17.16. Financial Irresponsibility

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

6.17.17. Disciplinary procedures

Violations of University Academic Policies, Student Life Policies, and Student Code of Conduct should be reported to the Student Services Office within 30 days of the incident. Reports can be made using the Student Complaint Form (<http://www.na.edu/student-forms.html>) and should describe the incident including when, where, and how it happened.

6.17.18. Disciplinary Hearing Committee

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

6.17.19. Procedures

Except in those cases where immediate interim disciplinary action has been taken, the accused student shall be given at 3 class days' written notice by Dean of Students or a designated appointee of the date, time, and place for such a hearing, and the names of the Disciplinary Hearing Committee. Hearings will be held under the procedures set forth below 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 have been completed or the accused student shall have met 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 Student Services 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 Disciplinary Hearing 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:

1. Both parties will exchange lists of witnesses, expected testimony, and copies of documents to be introduced at a reasonable time prior to the hearing.
2. 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.
3. 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.
4. 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.
5. The hearing will be recorded. If either party desires to appeal the finding, a copy of the recording will be produced at the expense of the party appealing the finding, and both parties will be furnished a copy.

6.17.20. Student's Right to Challenge Impartiality

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

6.17.21. Determination of Hearing

The Disciplinary Hearing Committee shall render a decision to both parties within a reasonable time. The decision shall contain evidences, facts, and conclusions as to the guilt or innocence of the accused student. If the accused student is found guilty, the

Disciplinary Hearing Committee shall assess any penalty or penalties in accordance with the following prescribed penalties, but not necessarily limited to:

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

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

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

6.17.22. 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 submits 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 five class days after giving notice of appeal.

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

6.17.23. Interim Disciplinary Action

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

6.17.24. Grievance/Complaint Procedure

North American University has established a grievance procedure to ensure students their rights to due process. Students who wish to file a grievance are encouraged to do so without fear of retaliation, consequences, or repercussions. Student grievances or complaints should be submitted using the Student Complaint Form (<http://www.na.edu/student-forms.html>) to a related party such as a faculty member, program director, Dean of Students or the Vice President for Academic Affairs within 30 days of the incident. Failure to file a grievance petition within the specified time period shall be deemed a waiver thereof. In the event that the grievance remains unresolved, the grievance can be taken to the Board President of Texas Gulf Foundation. The contact information for the Board President can be obtained from the administrative office.

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

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

6.17.25. Confidential Reporting Protocol

It is the policy of North American University to prevent illegal, unethical, and unprofessional conduct that deviate from law or from the guidelines published in official institutional documents. Any student who is asked to participate in such activity, or is a witness to, or comes in contact with information related to an actual or attempted case of such activity should report this information as soon as possible without fear of reprisal and in full confidentiality within the boundaries of state and federal law.

The types of misconduct include, but are not limited to, any activity that does not conform to the policy on professional and ethical conduct published in the Institute's official documents such as the Student Handbook.

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