



NORTH
AMERICAN
UNIVERSITY



student handbook

UNDERGRADUATE | GRADUATE



A Welcome Message from the President

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



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

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

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

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

Reg Pecan, Ph.D.
President & Professor

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

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1. ACADEMIC CALENDAR

2015-2016 CALENDAR

FALL SEMESTER – 2015

Beginning & Ending: August 18- December 18

August 2015

| | |
|--------------|---|
| August 18 | Registration opens for continuing students. Early registration payment deadline |
| August 19-20 | Orientation and registration for new students |
| August 24 | First day of classes. Late registration starts First installment is due for payment plan students Full payment is due for non-payment plan students |
| August 28 | Late registration ends. Last day to add a course |

September 2015

| | |
|--------------|---|
| September 7 | Labor Day Holiday |
| September 10 | Last day to drop a course without a fee |
| September 24 | Second installment is due for payment plan students |

October 2015

| | |
|------------|--|
| October 1 | Last day to drop a course with a fee |
| October 22 | Third installment is due for payment plan students |
| October 29 | Last day to drop a course with a “W” |

November 2015

| | |
|----------------|--|
| November 19 | Fourth installment is due for payment plan students |
| November 23 | Early registration for Spring 2016 semester begins for continuing students |
| November 26-27 | Thanksgiving holiday |

December 2015

| | |
|---------------|--|
| December 3 | Last day of classes for Fall 2015 term |
| December 4 | Make up day for classes officially cancelled by NAU (if necessary) |
| December 7-15 | Final Examinations |
| December 16 | Last day to submit final grades |
| December 18 | Official closing of Fall semester |

SPRING SEMESTER – 2016

Beginning & Ending: January 20- May 13

January 2016

| | |
|---------------|---|
| January 11-12 | Orientation and Registration |
| January 13 | First day of classes. Make up day for Orientation and Registration Late registration starts First installment is due for payment plan students Full payment is due for non-payment plan students |
| January 18 | Martin Luther King Jr. Holiday. Late registration ends. Last day to add courses. |

February 2016

| | |
|-------------|---|
| February 4 | Last day to drop a course without a fee |
| February 18 | Second installment is due for payment plan students |
| February 25 | Last day to drop a course with a fee |

March 2016

| | |
|-------------|--|
| March 14-18 | Spring Break |
| March 17 | Third installment is due for payment plan students |
| March 24 | Last day to drop a course with a “W” |
| March 25 | Easter Holiday (Good Friday) |

April 2016

| | |
|-------------|--|
| April 14 | Fourth installment is due for payment plan students |
| April 18-28 | Early registration for Fall 2016 begins for continuing students Registration for Summer 2016 begins for continuing students |

May 2016

| | |
|----------|---|
| May 2 | Last day of classes for Spring 2016 term Fall 2016 registration begins for new students. |
| May 3 | Make up day for classes officially cancelled by NAU (if necessary) |
| May 4-12 | Final Examinations |
| May 12 | Last day to submit final grades |
| May 13 | Official closing of Spring Semester |
| May 13 | Commencement |

SUMMER SEMESTER – 2016 (For Master Students only)

Summer I (1st 6-week session)

Beginning & Ending: May 23 - July 1

May 2016

| | |
|--------|---|
| May 23 | First day of classes. Late registration Full payment is due for all students |
| May 25 | Late registration ends. Last day to add a course |
| May 30 | Memorial Day Holiday |
| May 31 | Last day to drop a course without a fee |

June 2016

| | |
|---------|---|
| June 8 | Last day to drop a course with a fee |
| June 15 | Last day to drop a course with a “W” |
| June 28 | Last day of classes for Summer I |
| June 29 | Make up day for classes officially cancelled by NAU (if necessary) |
| June 30 | Final Examinations |
| July 1 | Last day to submit final grades Official closing of Summer I |

Summer II (2nd 6-week session)

Beginning & Ending: July 5 – August 12

July 2016

| | |
|---------|---|
| July 5 | First day of classes. Late registration Full payment is due for all students |
| July 7 | Late registration ends. Last day to add a course |
| July 13 | Last day to drop a course without a fee |
| July 20 | Last day to drop a course with a fee |
| July 27 | Last day to drop a course with a “W” |

August 2016

| | |
|-----------|---|
| August 9 | Last day of classes for Summer II |
| August 10 | Make up day for classes officially cancelled by NAU (if necessary) |
| August 11 | Final Examinations |
| August 12 | Last day to submit final grades Official closing of Summer II |

Summer III (12-week session)

Beginning & Ending: May 23 – August 12

May 2016

| | |
|--------|---|
| May 23 | First day of classes. Late registration Full payment is due for all students |
| May 25 | Late registration ends. Last day to add a course |
| May 30 | Memorial Day Holiday |
| May 31 | Last day to drop a course without a fee |

June 2016

| | |
|--------|--------------------------------------|
| June 8 | Last day to drop a course with a fee |
|--------|--------------------------------------|

July 2016

| | |
|---------|--------------------------------------|
| July 4 | Independence Day Holiday |
| July 14 | Last day to drop a course with a “W” |

August 2016

| | |
|--------------|---|
| August 8 | Last day of classes for Summer III |
| August 9 | Make up day for classes officially cancelled by NAU (if necessary) |
| August 10-11 | Final Examinations |
| August 12 | Last day to submit final grades Official closing of Summer III |

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. North American University got an approval of three more master programs on June 18, 2015 namely; M.Ed. in Curriculum and Instruction, M.S. in Computer Science and Master of Business Administration starting in Fall 2015.

2.4. Accreditation and Certifications

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

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

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

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

2.5. Statements

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

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

Equal Opportunity Statement

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

Americans with Disabilities Act (ADA) Statement

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

3. ADMISSIONS

North American University is committed to recruit a diverse, vibrant student body from across the country and around the globe. 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:

Address: 3203 N. Sam Houston Pkwy. W. Houston, TX 77038

Phone: 832-230-5555

E-mail: admissions@na.edu.

Application Deadline:

| | |
|-----------------------|--|
| Fall 2015 Semester: | August 14 th (for domestic students), July 24 th (for international students) |
| Spring 2016 Semester: | January 8 th (for domestic students), December 11 th (for international students) |

3.1. Undergraduate Admissions

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

1. A completed application form submitted online at www.na.edu/admissions
2. A non-refundable application fee (\$0 resident, \$250 international)
3. High school transcript (official or certified), or diploma (official or certified) or GED Score*
4. A non-refundable deposit of \$75 before enrollment for resident students. This money applies to tuition

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

Students should also submit the following, if available:

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

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

All students must meet at least one of the minimum academic criteria set below for admission. Only the Dean of Enrollment Management may accept or deny a student with special circumstances upon suggestion from Admissions Office.

| Academic Acceptance criteria for undergraduate admission | | |
|---|---------------------------|------------------------------------|
| Source | Subject | Scores |
| Accuplacer (all 3 must meet minimum) | Reading | 60 |
| | Writing | 5 |
| | Math | 40 |
| SAT | Reading <i>or</i> Math | 400 |
| | | 400 |
| ACT | Composite <i>or</i> | 15 |
| | Math <i>or</i> English | 19 |
| TAKS | Reading <i>and</i> Math | 2200 |
| TSI (Texas Success Initiative) *Texas student initiative exemption/waiver requirements can be found at www.thecb.state.tx.us | Reading | Reading score of 351 and writing 5 |
| | Writing | Reading score of 363 and writing 4 |
| | Math | 350 |
| STAAR EOC | Algebra II | 4000 |
| | English III Reading | 2000 |
| GPA | High School Student CGPA | 2.7 |
| | Transfer Student CGPA | 2.5 |
| Transfer of ENG 101 | Reading/Writing | C- or above |
| Transfer of MATH 101 | Math | C- or above |

3.2. Graduate Admissions

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

1. A completed application form submitted online at www.na.edu/admissions
2. A non-refundable application fee (\$60 resident and \$250 international)
3. Official transcripts from all undergraduate and graduate institutions previously attended* - Official sealed copy of the transcripts indicating the completion of a bachelor's four year degree or electronically sent via the college or university attended.
4. Letter of Intent
5. Curriculum Vitae or Resume

6. Two letters of recommendation

7. GRE/GMAT scores

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

Graduate programs may have specific departmental requirements for unconditional admission. Students who do not meet the requirements maybe conditionally accepted by the department chair. Conditionally enrolled students must have an overall minimum GPA of 3.00 after completing 9 credits. Students who cannot maintain the required GPA will be expelled from the program.

3.3. International Student Admissions

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

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

Undergraduate Students

- TOEFL: 79 IBT, 550 PBT, 213 CBT
- IELTS: 6.0
- SAT Reading: 500
- ACT English: 23
- ACCUPLACER Scores: Reading: 80, Writing: 6
- Composition and Rhetoric I with a grade of "C" or better from a U.S. based college or university.
- TSI or its equivalent in other states
- A bachelor's degree or higher from a U.S. institution

Graduate Students

- TOEFL: 79 IBT, 550 PBT, 213 CBT
- IELTS: 6.0
- Composition and Rhetoric I and II with a grade of "B" or better from a U.S. based college or university.
- A bachelor's degree or higher from a U.S. institution
- 2 Years of verified work experience in the U.S

- Completion of 6 graduate credits with a minimum grade of B in a U.S. institution

Students who meet the following minimum criteria is considered partially English proficient. These students are conditionally enrolled and required to successfully complete remedial reading and writing courses given at NAU in their first semester, or successfully complete the Developmental Reading and Writing course offered at Gulf Language School Intensive English Program at NAU, if available. In addition, they must have a GPA of 3.00 or higher after completing 9 graduate credit hours. Not fulfilling these requirements will result in expulsion from the university.

Undergraduate Students

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

Graduate Students

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

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

3.4. College Readiness

College readiness is the combination of knowledge and skills in English and mathematics necessary to qualify for and succeed in college-level, for-credit coursework without the need for remediation. North American University requires students who are not college-ready to take the Accuplacer test to determine non-exempt students' 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 in the subjects that they failed. International students who passed Developmental Reading and Writing course offered by Gulf Language School Intensive English Program at NAU.

A student may be considered college ready and exempt from taking the Accuplacer based on the criteria below:

(English encompasses both Reading and Writing)

| NAU undergraduate testing exemption minimum scores | | |
|---|---|---|
| Source | Subject | Scores |
| Accuplacer (all 3 must meet minimum) | Reading | 80 |
| | Writing | 6 |
| | Math | 80 |
| SAT | Reading | 500 |
| | Writing | 500 |
| | Math | 500 |
| ACT | Math | 23 |
| | English | 23 |
| TAKS | English | 2300 |
| | Math | 2300 |
| STAAR | Reading/Writing/Math | End-of-course score: 2 English III / 2 Algebra II |
| TSI Tests | English | Reading of 351 writing 5 or Reading of 363 writing 4 |
| | Math | Math 350 |
| Transfer of ENG 101 | English | C- or above |
| Transfer of MATH 101 | Math | C- or above |
| Gulf Language School Intensive English Program | Developmental Reading and Writing course | 70 |

3.5. Transfer Credits

North American University allows for transfer of credits from higher education institutions as well as credits earned by examination. NAU does not accept life experience or vocational school work for transfer credits. The transferable courses for which transfer credits are awarded will be determined by the department chairs. The student can appeal the determination of the department chair by submitting an appeal form to the Vice President for Academic Affairs who will make the final decision on the matter. Transfer credits are counted in the calculation of credit hours attempted and credit hours earned toward successful course completion percentage and maximum time frame allowed.

3.5.1. Receiving Credit from another Institution of Higher Learning

North American University allows for a maximum of 90 undergraduate credits (including credit by examination) to be transferred from a 4 year college or university or a student can transfer a maximum of 66 credit hours from community colleges. Developmental or vocational course work is not accepted for transfer credit for an undergraduate degree, but is taken into consideration for decisions regarding college readiness. Transferable coursework with grades of “C-” or above may be accepted for transfer credit from other institutes of higher learning. Graduate students may transfer up to 9 graduate level credits with a grade of “B-” or above.

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

3.5.2. Transferring Credits by Examination

Transfer credits for undergraduate students may also be accepted through nationally recognized standardized tests such as: SAT/ACT scores and AP Tests and CLEP Tests and ACCUPLACER. Students are required to submit official test scores. A maximum of 30 credit hours may be transferred by credit by examination.

Math Equivalency Chart for SAT, ACT and ACCUPLACER

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

English Equivalency Chart for SAT, ACT and ACCUPLACER

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

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

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

| TEST | Required Score | Course Equivalency |
|-------------------------------------|----------------|-----------------------|
| AP EXAMS | | |
| Art History | 3 | ARTS 1311 |
| Music Theory | 3 | ARTS 1311 |
| Studio Art 2-D Design | 3 | ARTS 1311 |
| Studio Art 3-D Design | 3 | ARTS 1311 |
| Studio Art Drawing | 3 | ARTS 1311 |
| English Language and Composition | 3 | ENGL 1311 |
| English Literature and Composition | 3 | ENGL 1311 |
| Comparative Government and Politics | 3 | GOVT 2311 |
| European History | 3 | HIST 1311 |
| Human Geography | 3 | GEOG 2311 |
| Macroeconomics | 3 | ECON 2311 |
| Microeconomics | 3 | ECON 2312 |
| Psychology | 3 | PSYC 2311 |
| US Government and Politics | 3 | GOVT 2311 |
| US History | 3 | HIST 1311 & HIST 2312 |
| World History | 3 | HIST 1311 |
| Calculus AB | 3 | MATH 2314 |
| Calculus BC | 3 | MATH 2314 & MATH 2315 |
| Computer Science A | 3 | COMP 1314 |
| Computer Science AB | 3 | COMP 1314 & COMP 1411 |
| Statistics | 3 | MATH 1312 |
| Biology | 3 | BIOL 1311 |

| | | |
|---|----|-----------|
| Chemistry | 3 | CHEM 1311 |
| Environmental Science | 3 | GEOL 1311 |
| Physics I | 3 | PHYS 1311 |
| Physics II | 3 | PHYS 2412 |
| Physics C: Electricity and Magnetism | 3 | PHYS 1311 |
| Physics C: Mechanics | 3 | PHYS 1311 |
| Chinese Language and Culture | 3 | ELEC 1 |
| French Language and Culture | 3 | ELEC 1 |
| German Language and Culture | 3 | ELEC 1 |
| Italian Language and Culture | 3 | ELEC 1 |
| Japanese Language and Culture | 3 | ELEC 1 |
| Latin | 3 | ELEC 1 |
| Spanish Language and Culture | 3 | ELEC 1 |
| Spanish Literature and Culture | 3 | ELEC 1 |
| CLEP TESTS | | |
| American Literature | 50 | ENGL 2316 |
| Analyzing and Interpreting Literature | 50 | ENGL 2314 |
| College Composition | 50 | ENGL 1311 |
| College Composition Modular | 50 | ENGL 1311 |
| English Literature | 50 | ENGL 2315 |
| Humanities | 50 | ARTS 1311 |
| French Language | 50 | ELEC 1 |
| German Language | 50 | ELEC 1 |
| Spanish Language | 50 | ELEC 1 |
| American Government | 50 | GOVT 2311 |
| History of the US: Early Colonization to 1877 | 50 | HIST 1311 |
| History of the US II: 1865 to Present | 50 | HIST 2312 |
| Human Growth and Development | 50 | EDUC 2312 |
| Principles of Macroeconomics | 50 | ECON 2311 |
| Principles of Microeconomics | 50 | ECON 2312 |
| Introductory Psychology | 50 | PSYC 2311 |
| Introductory Sociology | 50 | SOCI 2311 |
| Social Sciences and History | 50 | HIST 1311 |
| Western Civilization I: Ancient Near East to 1648 | 50 | HIST 2313 |
| Western Civilization II: 1648 to Present | 50 | HIST 2313 |
| Biology | 50 | BIOL 1311 |
| Calculus | 50 | MATH 2314 |
| Chemistry | 50 | CHEM 1311 |
| College Algebra | 50 | MATH 1311 |
| College Mathematics | 50 | MATH 1311 |

| | | |
|---|----|-----------------------|
| Natural Sciences | 50 | GEOL 1311 |
| Pre-calculus | 50 | MATH 1313 |
| Trigonometry | 50 | MATH 1311 |
| Financial Accounting | 50 | ACCT 2311 |
| Information Systems and Computer Applications | 50 | COMP 1314 |
| Introductory Business Law | 50 | BUSI 3315 |
| Principles of Management | 50 | MNGT 2311 |
| Principles of Marketing | 50 | MRKT 2311 |
| IB TESTS | | |
| Art/ Design | 4 | ARTS 1311 |
| Biology | 4 | BIOL 1311 |
| Chemistry | 4 | CHEM 1311 |
| Computer Science/ Computing Studies | 4 | COMP 1314 |
| Dance | 4 | ARTS 1311 |
| Economics | 4 | ECON 2311 |
| English A1 | 4 | ENGL 1311 & ENGL 1312 |
| Film | 4 | ARTS 1311 |
| Geography | 4 | GEOG 2311 |
| History | 4 | HIST 1311 |
| History of the Americas | 4 | HIST 1311 |
| Management | 4 | MNGT 2311 |
| Mathematics | 4 | MATH 1311 |
| Mathematics Studies | 4 | MATH 1311 |
| Music | 4 | ARTS 1311 |
| Physics | 4 | PHYS 1311 |
| Psychology | 4 | PSYC 2311 |
| Theater Arts | 4 | ARTS 1311 |
| Visual Arts | 4 | ARTS 1311 |

4. FINANCIAL INFORMATION

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

4.1. Tuition and Fees

4.1.1. Undergraduate Programs

Per Semester Tuition

| | |
|---|-----------|
| 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

| | |
|---------------------------|--|
| Departmental Fee | : \$35 |
| Course with Lab Fee | : \$50 |
| Library Fee | : \$35 |
| Student Service Fee | : \$80 |
| Computer and Internet Fee | : \$75 |
| Health Insurance Fee | : \$775 (<i>International Students only</i>) |

Other 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 (Resident) | : \$0 |
| Application Fee (International) | : \$250 |
| Graduation Fee | : \$110 |

Sample Approximate Cost per Semester

| | |
|-----------------------------|-----------------|
| Tuition (12-18 hours) | \$5,725 |
| Fees | \$225 |
| Room | \$2,300 |
| Meal Service | \$2,000 |
| <u>Books & Supplies</u> | <u>\$600</u> |
| TOTAL | \$10,850 |

4.1.2. Graduate Programs**Resident Students:**

Master of Education (M.Ed.)

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

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

| | |
|----------------------------|--------------|
| Total tuition (36 credits) | : \$9,900.00 |
| Tuition per credit | : \$275.00 |

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

| | |
|----------------------------|--------------|
| Total tuition (36 credits) | : \$9,900.00 |
| Tuition per credit | : \$275.00 |

International Students:

Master of Education (M.Ed.)

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

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

| | |
|----------------------------|---------------|
| Total tuition (36 credits) | : \$17,900.00 |
| Tuition per credit | : \$497.22 |

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

| | |
|----------------------------|---------------|
| Total tuition (36 credits) | : \$19,900.00 |
| Tuition per credit | : \$552.77 |

Per Semester Fees

| | |
|---------------------------|--|
| Departmental Fee | : \$50 |
| Library Fee | : \$35 |
| Student Service Fee | : \$55 |
| Computer and Internet Fee | : \$110 |
| Health Insurance Fee | : \$775 (<i>International Students only</i>) |

Other Fees

| | |
|--|---------|
| 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 (Resident) | : \$60 |
| Application Fee (International) | : \$250 |

4.2. 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 registers for the courses, 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 Bursar's Office or access student portal to see 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 Bursar's Office to develop their individual deferred payment plan. Payments can be made by check, money order, or credit card at NAU Bursar's Office.

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

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

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

Late Payment Fee : \$100 (*for each late payment*)
NSF (Nun-Sufficient Fund) Fee : \$35 (*for returned checks*)
Payment Plan Enrollment Fee : \$100

4.3.Cancellation and Refund Policies

4.3.1. Cancellation Policy

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

4.3.2. Refund Policy

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

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

| 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.

4.4. Financial Aid and Scholarships

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

4.4.1. Financial Aid Office

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

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

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

4.4.2. Federal Financial Aid

North American University participates in the Federal Student Aid (FSA) program offered by the 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 North American University school code (041795) on their application can become eligible to receive federal grants and loans. Students should be enrolled full-time to be considered for full financial aid and be on track of satisfactory academic progress.

The Pell grant program provides up to \$5,775 in the academic year 2015-2016 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 2015-2016. For more information about federal student aid, please contact the Office of Financial Aid. Currently NAU does not offer Financial Aid to graduate students.

4.4.3. University Scholarships

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

4.4.3.1. Application Procedure University Scholarships

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

All students are qualified to receive an academic achievement scholarship (Level 1 through 4) which will change based on their CGPA per academic year. Late supporting documents will not be accepted once initial scholarship award has been issued.

In addition, the University offers institutional merit based scholarships; Sports Scholarships, Exceptional Merit Scholarship for International Students and International Diversity Scholarships.

University Scholarship Application Deadlines

- August 15 for Fall 2015
- January 10 for Spring 2016

4.4.3.2. Rules and Regulations that Govern the Institutional Scholarships

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

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

2. The total amount of scholarship money awarded may vary.
3. Availability of scholarships may be limited and be awarded on a first-come, first-served basis. NAU has the right to terminate a student's scholarship at any time without prior notice.
4. The University and academic achievement scholarships are given for one academic year and renewed automatically for up to 4 years given the student meets the minimum requirements to maintain the scholarship.
5. Each year in July, the Scholarships and Grants Committee convenes to evaluate the scholarship status of each student.
 - a. For those students who meet the minimum 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 below to see the promotion CGPA requirements for academic achievement scholarships.
 - b. Those students who do not meet the minimum requirements for maintaining their current University scholarship level is reduced to a lower level of University scholarship. The academic achievement scholarship level is also reduced simultaneously.
6. 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 Financial Aid Office. If the problem is not solved by the Director of Financial Aid; the Dean of Enrollment Management will make the final decision.

4.4.3.3. Detailed list of Undergraduate Institutional Scholarships

| Type: | Presidential \$7000 | Trustee \$6000 | Dean \$5000 | Stallion \$4000 | Texan \$2000 |
|---|-------------------------------------|---|--|---|--------------------------------|
| Freshman (US) | *SAT: 1400 OR *ACT: 31 | SAT: 1200 OR ACT: 26 OR 4.0 GPA OR Q1/Top 25% OR Top 100 | SAT: 1000 OR ACT: 21 OR 3.50 GPA OR Q2/Top 50% OR Top 200 | SAT: 800 OR ACT: 16 OR 3.00 GPA OR Q3/Top 75% OR Top 300 | All US |
| Freshman (I-20 holders) | SAT: 1400 OR ACT: 31 | SAT: 1300 OR ACT: 28 | SAT: 1200 OR ACT: 26 | SAT: 1100 OR ACT: 24 | SAT: 1000 OR ACT: 21 |
| Students with transfer credits (US) | 3.50 **GPA & 60 credits | 3.50 GPA & 24 credits OR 3.0 GPA & 40 credits | 3.0 GPA & 24 credits OR 2.5 GPA & 40 credits | 2.50 GPA & 10 credits OR 2.0 GPA & 30 credits | All US |

| Students with transfer credits (I-20 holders) | NA | 3.50 GPA & 60 credits | 3.0GPA & 40 credits | 2.50 GPA & 30 credits | 2.00 GPA & 10 credits |
|---|---|---|---|--|--|
| Freshman (I-20 holders) | Exemplary merit: ISO Gold Silver | Outstanding merit: ISweep Top Genius Top INEPO Top ISO Bronze NSO Gold | Remarkable merit: ISweep Gold Genius Gold INEPO Gold ISO Honorable NSO Silver NUET 1% | Noteworthy merit: ISweep Silver Genius Silver INEPO Silver NSO Bronze NUET 5% | Recognizable merit: ISweep Bronze Genius Bronze INEPO Bronze NSO Honorable NUET 10% |

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

**Cumulative GPA

2015-16 Academic Achievement Scholarships

| | | | |
|------------------------------|--|--|---|
| Title: | Academic Achievement Scholarship - Level 1 | Type: | Merit |
| Award: | \$4,000 | # of awardees: | All qualifying students entering in 15-16 academic year |
| Eligibility Criteria: | Freshmen & Transfer: Current Students | Entering students who are Presidential Scholarship recipients 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 15-16 academic year |
| Eligibility Criteria: | Freshmen & Transfer: Current Students | Entering students who are Trustee Scholarship recipients 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 15-16 academic year |
| Eligibility Criteria: | Freshmen & Transfer: Current Students | Entering students who are Dean Scholarship recipients 2.50 - 2.99 CGPA at the end of each year | |
| Requirement to Renew: | 2.50 CGPA each year | | |
| Title: | Academic Achievement | Type: | Merit |
| Award: | \$1,000 | # of awardees: | All qualifying students entering in 15-16 academic year |
| Eligibility Criteria: | Freshmen & Transfer: Current Students | All others 2.00 - 2.49 CGPA at the end of each year | |
| Requirement to Renew: | 2.00 CGPA each year | | |

Sports Scholarships are only available for freshmen U.S. resident students. The Scholarship Awarding Committee evaluates the applications each year and awards accordingly.

| | | |
|---|--|--|
| Sports Scholarship Award: \$11,900 | # of awardees: | Under the discretion of the Dean of Enrollment Management* <i>*Athletic performance level is determined by the related coach for women's volleyball, men's basketball and soccer. The scholarship recommendation should be submitted by the athletic coach to the dean of students along with a scholarship application. The Dean of Students will finalize the scholarship based on the coach's recommendation(s), athletic rubric and scores.</i> |
| Eligibility Criteria: | Freshmen & Transfer: | Candidates are recommended by *NAU Athletic personnel. They must possess leadership skills, exceptional athletic abilities, promising academic achievement with strong academic potential. |
| Requirement to Renew: | Scholarships are renewable based on a minimum GPA of 2.5 or above, continuous recommendation of Dean of Students and athletic coach. | |

The “Exceptional Merit Scholarship for International Students” is available for international students only. The scholarship can be renewed up to four years; dependent on whether or not the student satisfies the minimum requirement to maintain the scholarship. Eligibility rules and minimum requirements are given below:

| Exceptional Merit Scholarship for International Students | | |
|---|---------------------------------|---|
| Award: varies | # of awardees: | Under the discretion of the Dean of Enrollment Management North American University Student Services Office, complying with the University’s mission to promote global cultural competency, awards the International Exceptional Merit Scholarship to international freshman students who demonstrate strong commitment to community service and leadership as well as possess exceptional talents in art, music, sports, creative writing or entrepreneurship. The purpose of this scholarship is to create a more vibrant, diverse and student friendly university environment, therefore awardees are expected to eagerly and frequently participate and take active role in campus activities and social events. |
| Eligibility Criteria: | Freshmen & Transfer: | All candidates are evaluated by a committee based on the scholarship rubrics and qualified candidates are awarded the scholarship in various amounts depending on the evaluation score. This amount can only be used to cover tuition, housing and dining services provided by University, books purchased from University bookstore and NAU Health Insurance. However the amount of all scholarships cannot exceed the total cost of attendance. Documents to apply: Resume demonstrating extensive involvement in community service and leadership activities and highlighting exceptional talents. Application essay that describes the level of engagement in community service, breadth and quality of student’s talents and student’s passion to carry on those activities on campus. Supporting documents that present the evidence of student’s talents and achievements. |
| Requirement to Renew: | | The scholarship is renewable every year based on students’ annual performance and sustained participation in community service, club and social activities recommended by the Student Services Office. Evaluation for renewals will take place in July and students will be notified of the decision in early August of each year. |
| International Diversity Scholarship | | |
| Award: \$2,500 | # of awardees: | :Under the discretion of the Dean of Enrollment Management |
| Eligibility Criteria: | Freshmen & Transfer: | Candidates from underrepresented countries can apply. A list of countries can be found in the ISO office; the list is continuously updated. |
| Requirement to Renew: | | Scholarships are renewable based on a minimum GPA of 2.0 or above. |

5. ACADEMIC POLICIES

5.1. Academic Policies

5.1.1. Academic Advising

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

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

5.1.2. Academic Regulations for International Students

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

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

5.1.3. Degree Plans

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

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

5.1.4. Course Registration

North American University has designated periods for course registration as well as adding and dropping courses announced in the Academic Calendar. Registration services performed after the established deadlines must have the approval of the Registrar. Admission to closed or restricted classes must be authorized by the department chairs.

Students should meet and consult with their advisors during these periods. Advisors assist students in selecting their respective classes for the term in compliance with the requirements of the degree program. However, it is the responsibility of the students to fulfill requirements of their degree program in which they are enrolled in.

5.1.5. Course Load

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

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

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

If a student wants to register for more credits than the maximum course load and none of the above holds, the student should submit a petition to the Department Chair. A desire to

meet a specific graduation date is not, in itself, sufficient reason to request the privilege of a greater than normal load.

Students should be aware that any course-load over 18 hour per semester is subject to additional tuition charges. For more information regarding tuition charges, students should refer to the financial information section of the academic catalog or contact the Business Office.

Graduate students should enroll in 9 hours to maintain full-time status.

5.1.6. Adding and Dropping Courses

Students can add, drop, or withdraw courses with the approval of their advisors during the periods published in the academic calendar. All changes require the appropriate form, and must be completed no later than the published deadline.

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.

5.1.7. 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.

5.1.8. Attendance Policy

Regular class attendance is essential for academic success and students are expected to attend all classes unless prevented by unavoidable reasons. Students are responsible for notifying instructors about absences that result from serious illnesses, injuries, or critical personal problems in a timely manner.

The university has no specific policy on number of excused or unexcused absences but faculty are responsible for maintaining the attendance records in the campus management system. Instructors may establish policies on attendance and making up missed work in

their classes. Such policies should be clearly mentioned in the syllabus and announced at the beginning of the semester.

5.1.9. Grade Change Policy

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

5.1.10. Academic Honesty

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

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

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

5.1.11. Auditing Courses

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

5.1.12. Undergraduate Enrollment in Graduate Courses

Undergraduate seniors completing 90 credits with a CGPA 2.75 or better may enroll in graduate courses upon advisor's approval. Graduate courses can be taken either towards a graduate degree or as an elective toward an undergraduate degree. If applied toward an

undergraduate degree, those courses cannot be applied to a graduate degree. If the courses are applied toward a graduate degree, the credits are subject to the same rules as transfer work.

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

5.1.13. Graduation Policy

Undergraduate students who are expecting to complete 120 or more hours at the conclusion of the term with a CGPA of 2.0, take all required courses as listed in their degree audit and have no holds on their account are eligible to apply for graduation. Graduate students who are expecting to complete 36 or more hours at the conclusion of the term with a CGPA of 3.0, take all required courses as listed in their degree audit and have no holds on their account are eligible to apply for graduation. Students who have a hold on their account will be listed as “Completed” upon the conclusion of their final term until the holds are removed.

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

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

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

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

5.1.14. Grade Appeal Policy

Students are allowed to appeal any individual course grade at the close of each semester. The Office of Academic Affairs is the only department which can process Academic Appeal requests and relay information to other university officials and/or departments of the Academic Appeals Committee findings. Students who wish to appeal a grade may fill

out the Appeal Request Form, found on the Registrar's website, and email it with their letter of appeal to academicaffairs@na.edu.

The Office of Academic Affairs will be notified by the Academic Appeals Committee chairperson of the findings of the committee. It is at this time the outcome of the hearing will be communicated with the student who has requested the appeal and the Registrar's Office.

5.1.15. Final Examinations

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

5.1.16. Withdrawal from University

Students intending to withdraw from the university must fill out all applicable fields in the Official Withdrawal form and turn it into the Registrar's Office. Students who have an outstanding balance or an applicable hold on their account cannot be officially withdrawn.

Unofficial withdrawals are determined when a student appears to no longer be active within the school but failed to submit an Official Withdrawal Form. An Unofficial Withdrawal Form for such students is filled out by the registrar during the census.

Students who have previously withdrawn or have been unofficially withdrawn can apply to re-enroll at the school if they return prior to the start of the 3rd subsequent full semester after their withdrawal as long as they were not dismissed from the school for code of conduct violations nor were they suspended for academic reasons for a second time. Students who return after the start of the 3rd semester must apply for re-admission in the Admission Office.

5.1.17. Transcript Requests

The Transcript of Records or "transcript" is an inventory of the courses taken and grades earned by a student throughout his/her 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 \$10.00 per copy for domestic mailing or pickup only. Official transcript requests from overseas will be charged an additional mailing fee.

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

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

5.1.18. Academic Records and Release of Information

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

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

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

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

Review and Amendment of Academic Records

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

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

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

Release of Information

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

Common Exceptions

- a) School officials may access a student's file and records as long as they have a "legitimate educational interest".
- b) Basic student information such as name, email address, etc. may be released in a directory. However, the student must be given ample opportunity to withhold their

information from a public directory. NAU uses the census date for directory purposes which is 20 class days after classes have started.

- c) School records may be released to another institution if the student is attempting to enroll in that institution. However, unless the student has initiated the release of information, attempts must be made to contact the student prior to releasing information.
- d) Pertinent student information may be released to Financial Aid if the information will affect the student's eligibility.

Other Exceptions

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

disclosure of the final results only includes: the name of the alleged perpetrator, the violation committed, and any sanction imposed against the alleged perpetrator. The disclosure must not include the name of any other student, including a victim or witness, without the written consent of that other student.

Public Information

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

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

5.2. Academic Standards

5.2.1. Minimum Class Enrollment

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

5.2.2. Credit Hours

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

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

5.2.3. Course Numbers

Courses are identified by subjects and four-digit numbers. The first digit indicates the course level. A “1” indicates first-year or entry level course, a “2” indicates second year course, “3” and “4” indicate upper-division courses, and a “5” indicates a graduate level course. The second digit indicates the number of credit hours earned for successful completion of the course. The final two digits indicate the departmental/program sequence.

Weekly contact hour information is demonstrated by two hyphenated digits as a part of course descriptions. The first digit indicates number of contact hours for classroom lecture and the second digit indicates number of contact hours for laboratory experience. Internship courses indicate no standard lecture or laboratory contact hours as class time is spent outside the normal classroom environment.

Example: COMP 1411 Cr. 4 (3-2) stands for a first year Computer Science course with four credit hours which is the first course in Computer Science course sequence. This course includes three contact hours of lecture and two contact hours of laboratory per week.

5.2.4. Student Classification

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

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

5.2.5. Incomplete Course Grades

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

Students who had intended on graduating but receive an “I” in one of their courses during their final term should not be given more than 4 weeks to complete the requirements unless the course is a practicum course. If it is a practicum course, the student must then register for a completion course and pay any applicable fees for that course during the next full semester unless the student receives an “I” in the Spring term and completes the work during the Summer. These students do not have to register for the completion course in the Fall term.

5.2.6. Repeated Course

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

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

5.2.7. Grading and Point Equivalents

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

| Letter | Description | Point |
|---------------|--------------------|--------------|
| A | Excellent | 4.00 |
| A- | | 3.67 |
| B+ | Above average | 3.33 |
| B | | 3.00 |
| B- | | 2.67 |
| C+ | Average | 2.33 |
| C | | 2.00 |
| C- | | 1.67 |
| D+ | Below average | 1.33 |
| D | | 1.00 |
| F | Fail | 0.00 |
| P | Pass | |
| T | Transfer credit | |

| | |
|---|------------|
| I | Incomplete |
| W | Withdrawal |

The following grade scale will be used for graduate students:

| Letter | Description | Point |
|---------------|--------------------|--------------|
| A | Excellent | 4.00 |
| A- | | 3.67 |
| B+ | | 3.33 |
| B | Average | 3.00 |
| B- | | 2.67 |
| C+ | | 2.33 |
| C | | 2.00 |
| F | Fail | 0.00 |
| P | Pass | |
| T | Transfer credit | |
| I | Incomplete | |
| W | Withdrawal | |

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

5.2.8. Degree Requirements

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

Master's degree candidates must complete 36 credit hours of coursework and fulfill all course requirements of their degree programs as specified in Degree Programs section of the catalog. Students must earn a minimum of 3.00 CGPA to be eligible for graduation.

5.2.9. Concentrations

Students pursue an area of concentration by taking a planned sequence of courses in their degree program. Students should consult their academic advisors to establish a plan that

fulfills the necessary requirements. The area of concentration is officially noted on the student's transcript.

5.2.10. The Minor

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

5.2.11. Remedial Courses

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

ENGL R300 Basic Writing

ENGL R301 Development of Reading Skills

MATH R300 Fundamentals of Mathematics

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

5.2.12. Academic Honors

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

President's Honor Roll

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

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

Eligibility:

- Must be in academically good standing.
- Must be a full-time student and have earned minimum of 12 credit hours in the semester.

- Excludes pass/fail and satisfactory/unsatisfactory grades.
- All grades of "I" must be made up before the honor is given.
- Must not have any grade of F 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. Those students wear a special stole at the Commencement.

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

Eligibility:

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

5.3. Satisfactory Academic Progress (SAP) Policy

The Satisfactory Academic Progress (SAP) Policy monitors and measures whether the students are maintaining satisfactory academic progress in their educational programs. Federal regulations require all schools participating in state and federal financial aid programs to monitor SAP. These standards are applicable to all full-time and part-time undergraduate and graduate students for all semesters of enrollment within an academic year, including those semesters for which no financial aid was granted.

5.3.1. Satisfactory Progress

Evaluation of SAP is made at the conclusion of each semester (Fall, Spring, and Summer) by the Registrar’s Office once grades are available in the university system.

SAP is measured by the following three criteria.

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

Students who fail to meet any of the above mentioned criteria will be considered not meeting the SAP requirements and consequences are explained in Unsatisfactory Academic Progress Section.

5.3.1.1. Maximum Time Frame (MTF)

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

For an undergraduate degree program, the normal program length is 120 credits and a student should complete the program in 180 attempted credit hours (180 = 150% of 120 credit hours). For a graduate degree program, the normal program length is 36 credits and a student should complete the program in 54 attempted credit hours (54 = 150% of 36 credit hours).

All registered hours at the end of the add/drop period will be counted in the MTF determination. In addition, all transfer credits are included in the total amount attempted. Students who do not complete the degree requirements within the maximum time frame allowed will be suspended from the school.

5.3.1.2. Required Minimum Cumulative Grade Point Average (CGPA)

According to the Federal regulations, undergraduate students must have a minimum cumulative grade point average (CGPA) of 2.00 at the end of the second academic year and thereafter. In order to apply for graduation, students should have at least 2.00 CGPA.

For SAP purposes, students must meet the qualitative standard of a minimum cumulative grade point average (CGPA) requirement at the end of each semester as listed below:

Minimum CGPA requirement

0 – 23 credit hours: 1.60

24 – 47 credit hours: 1.80

> 47 credit hours: 2.00

Graduate students must maintain a cumulative grade point average of 3.00 every semester after attempt of 9 credit hours.

5.3.1.3. Required Minimum Completion Rate (CR)

Students must meet the quantitative standard of a minimum completion rate (CR) requirement at the end of each academic year.

Undergraduate students must complete at least a certain percentage of attempted hours according to the table below:

| Credit Hours attempted | Completion % |
|------------------------|--------------|
| 0 - 23 | 50% |
| 24 - 47 | 60% |
| 47 - 180 | 67% |

Graduate students must complete at least 75% of attempted credit hours every semester after attempt of 9 credit hours.

5.3.2. Unsatisfactory Progress

5.3.2.1. Academic Warning

Failure to achieve the required minimum CGPA and/or the required minimum completion rate at the end of any semester will result in Academic Warning. The academic warning period is one semester. Students will be notified of such a decision via NAU email and/or regular mail. However, students are responsible for monitoring their own academic progress. Failure to receive the notification does not negate the student's SAP result and its implications.

Students on Academic Warning may enroll for the subsequent semester and must work towards improving their CGPA and/or completion rate to meet the minimum SAP requirements by the end of next semester to be in good academic standing.

If a student fails to meet the SAP requirements at the end of the Academic Warning period, the student will be suspended from the university, with the option to appeal if mitigating circumstance(s) resulted in the suspension.

5.3.2.2. Academic Suspension

Students on academic warning who fail to achieve the required minimum CGPA and/or the required minimum completion rate in the current semester are suspended from the University.

There are two other reasons that a student can be on Academic Suspension due to the SAP requirements:

- 1) Failure to meet the required SAP standards at the end of an Academic Probation period
- 2) Failure to comply with Academic Plan during or at the end of an Academic Probation period

The Academic Suspension will be notified to the students by Registrar's Office via NAU email and/or letter. However, students are responsible for monitoring their own academic progress. Failure to receive the notification does not negate the student's SAP result and its implications.

A student who is suspended may appeal to the Financial Aid Office by writing if a mitigating circumstance resulted in the suspension. Details of the appeal procedures are explained in "Procedure for Appealing Academic Suspension" section.

F-1 students suspended from the university and/or lost their appeal will have their F1 visa status terminated.

5.3.2.3. Procedure for Appealing Academic Suspension

A student being suspended for not meeting SAP requirements can appeal the Academic Suspension if the student has mitigating circumstance(s) that contributed to unsatisfactory academic progress.

The following is a list of conditions that can be considered as mitigating circumstances which have negatively impacted academic progress.

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

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

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

The appeals committee evaluates the request and determines whether

- the appeal is rejected; or

- the appeal is approved and the student should be able to be make satisfactory academic progress during the subsequent semester and meet the institution's satisfactory academic progress standards at the end of that semester; or
- the appeal is approved but student is given an academic plan that will ensure that the student is able to meet the institution's satisfactory academic progress standards by a specific point in time.

If the student is given an academic plan, the student is also required to meet with his/her advisor to complete Academic Plan supplement. Registrar's Office will monitor the academic progress of the student at the end of each semester. If the student fails to meet the requirements of the Academic Plan during or at the end of the Academic Probation period, the student is suspended.

The academic plan option is not applicable for graduate students.

If a student is suspended for the second time due to not meeting the SAP requirements and/or the Academic Plan goals, the student will not be able to appeal the second suspension immediately unless the mitigating circumstance claim that affected low academic progress is different than the one indicated in the first approved appeal.

5.3.2.4. 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 student who has been suspended for at least one regular semester and wants to re-enroll prior to the start of the 3rd subsequent regular semester after the suspension may apply for re-enrollment. An interview will be conducted with the student by the Dean of Enrollment Management in an effort to determine if the conditions that led to the academic suspension have been corrected. If, in the judgment of the Dean of Enrollment Management, the student has a reasonable chance of academic success, the student will be permitted to re-enroll.

A suspended student who wants to return after the start of the 3rd full semester after the suspension must apply for re-admission in the Admission Office.

In both cases, students need to file an appeal to the Financial Aid office.

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

1. Suspended students will be re-enrolled or readmitted on probationary status and are expected to maintain satisfactory academic progress in the subsequent semester.
2. Suspended students may be re-enrolled or readmitted only once.
3. Should a student who has been reinstated be suspended a second time from North American University, s/he may not be eligible to 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.

5.3.2.5. Academic Probation

A student whose academic suspension appeal is approved by the SAP Appeals Committee will be placed on “Academic Probation”.

The academic probation is one semester with the exception of additional semesters if it is approved in the Academic Plan. Academic Plan is a written agreement between a student and the institution in order for the student to improve his/her academic progress. The Academic Plan includes the required minimum GPA and minimum completion rate that the student must achieve at the end of the Academic Probation period. Academic Plan may be made for students who attempted a maximum of 144 credits.

The student is also required to meet with his/her advisor to complete the academic plan supplement during the course registration period of every semester while in Academic Probation. In these meetings, the advisor counsels student on improving his/her academic performance and the advisor and student determine a course schedule plan to ensure that the student can achieve the academic plan goals.

If the student on academic probation attains the minimum SAP requirement at the end of or during the probationary period, the Academic Probation status will be lifted and the student will be considered in a good academic standing.

If a student fails to meet the SAP requirements at the end of the probationary period, or fail to follow and meet the Academic Plan goals in any semester during probation, the student will be suspended from the university.

5.3.3. Term Course Completion Requirement and Regaining Financial Aid Eligibility

5.3.3.1. Term Course Completion Requirement

If a student did not successfully complete any course (receiving grades of all F, I, and/or W) in a term, federal financial assistance in which the student may have been scheduled to receive will be terminated. The Office of Financial Aid will notify students of their failure to meet the requirement. However, students are responsible for monitoring their own academic progress, whether or not they receive the notification.

5.3.3.2. Regaining Financial Aid Eligibility

Students who lose their financial aid eligibility due to not meeting SAP criteria should refer to Procedure for Appealing Academic Suspension, Procedures for Reinstatement of Suspended Students, and Academic Probation sections to regain financial aid eligibility.

Unless academically suspended, students who are terminated from financial aid due to failure to complete any course in a given term may still enroll in classes in subsequent semesters at their own expense unless they are suspended. Upon successful completion of their scheduled coursework and maintained SAP standards, FA terminated students may appeal with the Financial Aid Office to regain financial aid eligibility.

If there were circumstances beyond a student's control that prohibited the student from completing his/her coursework, and those circumstances are now resolved and the student wants to regain financial aid eligibility immediately, s/he may submit a written appeal with the Financial Aid Office.

Appeals received after the last day of add-drop period 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 complete his/her coursework. The appeal must also include all necessary documentation to support the existence of the circumstances described and evidence that the circumstances have been resolved.

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 Financial Aid Office. Students should be prepared to pay tuition, fees, and other educational expenses until they have been approved to receive financial aid.

5.3.4. Additional SAP Information

Transfer Credits and SAP Evaluation

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

Withdrawals and SAP Evaluation

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

Incomplete Grades and SAP Evaluation

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

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

Repeated Course and SAP Evaluation

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

Non-punitive Grades and SAP Evaluation

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

Non-credit Remedial Courses and SAP Evaluation

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

Change of Program / Additional Credentials and SAP Evaluation

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

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.

6. STUDENT SERVICES

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

6.1. Student Orientation

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

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

6.2. Library

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

Library

Main Building 110

832-230-5555 ext 189

6.3. Academic Lounge

The North American University Academic Lounge is located on the 4th floor of the Main Building. The space provides a learning environment that meets the space, computing, and information needs of students and those who work with them, such as peer mentors and tutors. The Lounge is equipped with desks and tables for group study, printers, and scanner. Academic events, such as workshops and seminars, are conducted periodically throughout the semester in the Lounge.

6.4. Dining Hall

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

- Dining facilities are for authorized use only.
- University ID cards are nontransferable for use in the dining hall.
- Individuals are expected to pick up after themselves and bus their own tray in accordance with established procedures.
- Removing food, utensils, dishes, furniture, or décor 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. The cafeteria is available for students, faculty staff, and visitors. All meals are served around students' schedules.

Department of ROFM
Main Building 103
832-230-5555 ext 222

6.5. 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 lounge and computer labs.

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

6.6. Testing Services

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

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

6.7. Health Services

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

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

6.7.1. Student Insurance Plan for North American University

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

Domestic Student Plans

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

International Student Plans

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

Waiver Criteria

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

appropriate documentation to North American University Dean Students Office by the waiver deadline.

Insurance Plan Details

The insurance plan summary can be found online: <http://www.lewermark.com/wp-content/uploads/2015/07/PS/North%20American%20University%2015-16%20Plan%2035.pdf>

6.8. Parking & Shuttle Services

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

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

Department of ROFM
Main Building 103
832-230-5555 ext 222

6.8.1. Parking

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

6.8.2. Shuttle Service

Shuttle services are available to students living in residence halls. 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 the resident's responsibility to plan accordingly to ensure on-time arrival.

6.9. Office of Ombudsman

Students can meet with an elected Ombudsman for university-related grievances. The Ombudsman works to mediate students' concerns surrounding University policies and procedures to clarify such policies, and advocate for the student when appropriate.

Office of the Ombudsman
Student Center 221
832-230-5555 ext 188

6.10. 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.

International Student Office
Student Center 202
832-230-5555 ext 544

6.11. Dean of Students Office

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

Dean of Students Office
Student Center 213
832-230-5555 ext 5551

6.11.1. Career & Alumni Services

Career Services are available to students and alumni through the office of Career & Alumni Services in order to provide resources and services necessary to help students be as

successful as possible in their careers. The Career & Alumni Services Office supports students and alumni in pursuing career goals through the following services:

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

Dean of Students Office
Career & Alumni Service
Student Services 203
(832) 230- 5555 ext. 119

6.11.2. Counseling Services

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

Dean of Students Office
(832) 230- 5555 ext. 551

6.11.3. Services for Individuals with Disabilities

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

Persons with disabilities who desire accommodations should contact the Dean of Students to register for accommodations. Students are required to receive documentation from their

physician in order to receive appropriate accommodations. Reasonable accommodations may include copies of class notes, class recordings, preferential seating, and readers. For exams, students may take tests in a reduced distraction environment, readers and assisted technology. Additionally, reduced course load, alternate text, and interpreters may be available. It is the responsibility of students to register and request accommodations

Dean of Students Office
(832) 230- 5555 ext. 551

6.11.4. Student Organizations

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

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

Dean of Students Office
Student Activities Coordinator
Main Building 102
(832) 230- 5555 ext. 127

6.11.5. Student Government Association (SGA)

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

The main governing organization is Student Government Association (SGA). All students enrolled in the university are automatic members of the Student Association (SA). Therefore any student that is enrolled and registered with North American University can attend Student Association meetings. The Student Executive Board of Student Association

is the Student Government Association; which of whom is in charge of conducting all Student Association meetings, developing budgets for activities, listening to the voice of the student body, encouraging involvement and much more.

SGA is committed to:

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

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

The five positions of SGA are as follows:

- **Executive President**

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

- **Executive Vice President**

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

events. If the Executive President resigns or is removed from office, the Executive Vice-President automatically assumes the position of Executive President.

- **Executive Vice President of Finance**

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

- **Executive Vice President of Administration**

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

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

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

6.11.6. Rights of Registered Student Organizations

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

- Publicity assistance through the DSO website, bulletin boards, mass emails, and Student Center front-desk screen.
- Privilege to invite off-campus personnel for meetings or events with the approval of DSO.
- Sponsorship of profit-making activities and fund-raising for organizational activities in accordance with University regulations.
- Representation in the Student Government Association.

6.11.7. Responsibilities of Student Organizations

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

6.11.8. Student Organization Registration

Any group of students who would like to organize programs and activities that contribute to the educational, professional, civic, and social development of the students can form a student

organization on campus. These organizations are required to register with the Dean of Students Office. To maintain the registered status, at the beginning of each academic year student organizations will submit to the Dean of Students Office:

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

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

6.11.9. Student Activities and Events

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

Dean of Students Office
Student Activities Coordinator
Main Building 102
(832) 230- 5555 ext. 127

6.11.9.1. On-Campus Events

The Dean of Students Office holds a minimum of 4 events per semester for the entire North American University Community. Each DSO event encourages all students, faculty and staff to participate in the main events. Some events have included: Spring Festival, Fall Festival, International Culture Day, Homecoming, Awards Banquet, New Student Orientation, and Commencement.

6.11.9.2. Events Policy and Procedure

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

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

submitted to the DSO. Approval will be given with the signature of the Student Activities Coordinator. If the form is not approved the form will be signed as not approved and returned to the person who submitted the form.

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

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

6.11.10. Sports, Games, and Recreation

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

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

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

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

Dean of Students Office
Student Activities Coordinator
Main Building 102
(832) 230- 5555 ext. 127

6.11.11. Student Athlete Association (SAA)

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

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

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

6.11.12. Student Residential and Community Life

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

Dean of Students
832-230-5555 ext 5551

6.11.12.1. Residential and Community Philosophy

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

Through the CLS, each resident has the opportunity to make a valuable contribution through their full participation in the development of the community and campus. Residents have the ability to make decisions in areas such as lifestyle and personal conduct. This process leads residents to

develop standards for their respective communities. By defining mutual expectations for how the community will function on an interpersonal level, Community Living Standards provide a mechanism for the community to respond to behaviors that do not align with the agreements. Effectively, it is a tool to help students learn to communicate their needs, to be responsible for their actions, and to hold each other accountable.

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

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

6.11.12.2. Resident Rights and Responsibilities

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

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

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

7. The RIGHT to a safe and secure living environment.
8. The RESPONSIBILITY to keep living spaces secured, and to not allow in strangers or prop doors open. Students also have a responsibility to adhere to all security policies and procedures. Violating security policy and procedure puts members at risk.
9. The RIGHT to a reasonably peaceful and quiet space for study and sleep.
10. The RESPONSIBILITY to observe quiet hours; to keep televisions, computers, stereos, and voices at a reasonable volume, and to remind guests and others of these expectations.
11. The RIGHT to privacy and to the fair and equal use of the room in terms of space and time. Students also have the right to be free of unwanted guests in their rooms.

12. The RESPONSIBILITY to communicate preferences for hours of study, sleep, and visitation to roommates and to work through any differences in a calm and peaceful manner. Students also have a responsibility to ensure guests do not violate a roommate's rights or interfere with his/her use of living space.
13. The RIGHT to confront another person's behavior when it infringes on one's own rights.
14. The RESPONSIBILITY to examine one's own behavior when confronted by someone and to work sensibly to resolve the conflict.
15. The RIGHT to the assistance of a Resident Advisor, Housing Manager, Director, or other Department of ROFM staff member when needed.
16. The RESPONSIBILITY to notify a staff member of problems and request assistance in a timely manner, as well as to cooperate with those involved to resolve the problem.
17. The RIGHT to know what is acceptable and/or inappropriate behavior in the living environment.
18. The RESPONSIBILITY to read the information provided by North American University. This includes, but is not limited to, the Residential Housing Agreement and Student Code of Conduct. Any alleged violation may be reported regardless of whether the individual reporting was directly affected or involved.

6.11.13. Student Life Policies

6.11.13.1. Posting Policy

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

6.11.13.2. Promotional Materials

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

6.11.13.3. General Advertising Expectations

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

- Willow and Chestnut bulletin boards located in the lobby and laundry rooms.
- Cafeteria and student center bulletin boards. These must be placed accordingly, please see Student Activities Coordinator.
- Plasma TV. Send the 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.
- All bulletin boards on each floor of the Main Building
- All bulletin boards on each floor of the Student Center.
- Events and activities calendar. Email the Student Activities Coordinator to have the event posted to the main events and activities calendar which is displayed on the University website.
- The 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

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

- DSO and ROFM departments take no responsibility for the removal of, or damage to, any banners posted on campus, including the dorms.

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

6.12. 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.

6.13. Dress Code Policy

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

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

6.14. Nondiscrimination Policy

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

6.15. No Solicitation Policy

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

6.16. Technology – Acceptable Use Policy

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

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

Technology – Acceptable Use Policy requires that users agree to:

- Follow security guidelines for computer accounts.
- Respect the rights and privacy of others using the system.
- Refrain from creating, accessing, storing, or disseminating materials that may be racially or sexually offensive, include pornography, or 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.

6.17. Bacterial Meningitis Policy

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

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

6.18. Emergency Response Policy

The occurrence of an emergency situation can never be predicted, but with proper information and foresight, can be managed effectively. While it would be impossible to provide direction for

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

6.19. Student Code of Conduct

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

6.19.1. Misconduct Policies

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

6.19.2. Smoking

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

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

6.19.3. 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 Dean of Students Office. Violators of the policy may be subject to disciplinary action in addition to any fine imposed by the state.

6.19.4. Sexual Assault and Harassment

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

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

6.19.5. Substance Use and Drug Free Campus

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

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

Possession of illegal drugs and disruptive behavior resulting from intoxication on campus are violations of the University policy, and any violation should immediately be reported to the Dean of Students Office. All violations are subject to disciplinary action. A student who has been found guilty of illegal possession, use, sale, or distribution of any drug, narcotic, or controlled substance, whether the infraction is found to have occurred 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 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.

6.19.6. Firearms, Weapons, Explosives, and Flammable Materials

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

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

6.19.7. Theft and Property Damage

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

6.19.8. Fighting, Intimidation, Harassment, and Bullying

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

6.19.9. 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.

6.19.10. 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.

6.19.11. Failure to Comply

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

6.19.12. 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.

6.19.13. 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.

6.19.14. 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.

6.19.15. 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.

6.19.16. 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.

6.20. Disciplinary Procedures

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

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

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

6.20.1. Discipline Committee

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

6.20.2. Procedures

Except in those cases where immediate interim disciplinary action has been taken, the accused student shall be given at 2 class days' written notice by Discipline Committee Secretary or an appointed person if secretary is not available of the date, time, and place of the hearing. 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 Dean of Students Office after the third incident in reference to one student. The accused student will then receive a letter notifying them of their Disciplinary Hearing with the Discipline Committee. At that time they will have the chance to state their case.

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

- Both parties will exchange lists of witnesses, expected testimony, and copies of documents to be introduced at a reasonable time prior to the hearing.
- Each party shall have the right to appear and present evidence in person and to be assisted during the hearing by a designated representative or counsel of choice. Each party shall limit its presentation to relevant evidence. The accused student must attend the hearing if the student desires to present evidence in his/her behalf. If the student fails to appear, the hearing shall proceed.
- Both the University representative and the accused student shall have the right to question witnesses. The accused student may question witnesses with the advice of his/her designated representative or counsel. All questions shall be limited to relevant evidence.
- To the extent that the University representative uses legal counsel for other than advisory purposes during the hearing procedure, the student shall be afforded the same opportunity. The University shall give the student notification of the intent to use legal counsel for other than advisory purposes at the time the student is notified of the hearing.
- The hearing will be recorded. If either party desires to appeal the finding, a copy of the recording will be produced at the expense of the party appealing the finding, and both parties will be furnished a copy.

6.20.3. Student's Right to Challenge Impartiality

The accused student may challenge the impartiality of a member of the Disciplinary Hearing Committee at any time prior to the introduction of any evidence. The member of the Committee

shall be the sole judge of whether he/she can serve with fairness and objectivity. In the event the challenged member of the Committee chooses not to serve, a substitute will be chosen by the Dean of Students.

6.20.4. Determination of Hearing

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

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

18. Suspension from the University for a Specified Period of time. During suspension a student shall not attend classes or participate in any University campus activities.
19. Dismissal from the University. A student who is dismissed is separated from the University for an indefinite period of time.
20. Expulsion from the University. A student who is expelled from the University is not eligible for readmission to the University.

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

6.20.5. Appeal

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

6.20.6. Interim Disciplinary Action

The Dean of Students or the Vice President for Academic Affairs may take immediate interim disciplinary action. This includes suspension, pending a hearing, against a student for violation of a rule and regulation of the University at which the accused is a student. This will occur when

the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the academic process.

6.21. Grievance/Complaint Procedure

North American University has established a grievance procedure to ensure students their right to due process. Students who wish to file a grievance are encouraged to do so without fear of retaliation, consequences, or repercussions. Students should submit grievances or complaints to a related party such as a 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

Students may also contact the Texas Higher Education Coordinating Board (THECB) to file a grievance following the link <http://www.thecb.state.tx.us>

6.21.1. Confidential Reporting Protocol

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

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

7. DEGREE PROGRAMS

North American University offers three bachelor and four master degree programs:

1. Bachelor of Science in Business Administration
2. Bachelor of Science in Computer Science
3. Bachelor of Science in Interdisciplinary Studies in Education
4. Master of Education in Educational Leadership
5. Master of Education in Curriculum and Instruction
6. Master of Science in Computer Science
7. Master of Business Administration

Students seeking a Bachelor of Science degree are required to complete 120 semester credit hours including 36 credits of general education courses. For all master programs, students are required to complete 36-semester credit hours of the graduate course work.

7.1.General Education Program

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

Learning Outcomes:

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

General Education Courses (36 credit hours)

Communications (6 hours)

- ENGL 1311 Composition and Rhetoric I
- ENGL 1312 Composition and Rhetoric II

Mathematics (3 hours)

One of the following:

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

Life and Physical Sciences (3 hours)

One of the following:

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

Language, Philosophy and Arts (6 hours)

Two of the following:

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

History (6 hours)

Two of the following:

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

Government, Social and Behavioral Science (9 hours)

Three of the following:

- GOVT 2311 U.S. Government I
- GOVT 2312 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

Component Area Option (3 hours)

One of the following:

- FRSH 1311 Freshman Seminar (required for freshmen)
- COMP 1314 Computer Literacy and Application
- COMM 1311 Fundamentals of Communication
- SPAN 1311 Elementary Spanish
- SUST 2311 Sustainability: Principles and Practice

7.2. Undergraduate Programs

North American University offers three bachelor degrees

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

7.2.1. Business Administration

Business Administration department provides students with a high-quality education and prepares them to become proficient and responsible managers that today's business environment needs the most. Our graduates are acquainted with information related to the legal framework of the business world and are well prepared for a changing business environment with a global perspective.

7.2.1.1. Objectives

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

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

7.2.1.2. Degree Requirements

For a B.S. degree in Business Administration, students must 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.

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

Specified General Education Requirements

ECON 2311 Principles of Macroeconomics

Core Courses (54 hours)

ACCT 2311 Fundamental of Financial Accounting
ACCT 2312 Fundamentals of Managerial Accounting
BUSI 2311 Business Statistics
BUSI 2312 Mathematical Applications in Business
BUSI 3313 Business Information Management
BUSI 3314 Business Ethics
BUSI 3315 Business Law
BUSI 4316 International Business
BUSI 4317 Business Policy and Strategy
COMM 1312 Business and Professional Speaking
ECON 2312 Principles of Microeconomics
ENGL 3318 Technical & Professional Writing
FINA 1311 Personal Finance
FINA 3312 Business Finance
MNGT 2311 Management and Organizational Behavior
MNGT 3312 Operations Management
MNGT 4315 Leadership in Organizations
MRKT 2311 Principles of Marketing

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

Accounting Concentration

ACCT 3314 Cost Accounting
ACCT 3315 Intermediate Accounting I*
ACCT 3316 Intermediate Accounting II*
ACCT 4317 Governmental Accounting
ACCT 4318 Auditing
ACCT 4319 Taxation

** Courses required for Accounting concentration*

Finance Concentration

| | |
|-----------|------------------------------------|
| FINA 3313 | Financial Markets and Institutions |
| FINA 4314 | Investments |
| FINA 4315 | Financial Analysis and Valuation |
| FINA 4316 | International Finance |
| FINA 4317 | Risk Management |
| FINA 4319 | Financial Management |

International Business Concentration

| | |
|-----------|--|
| BUSI 4318 | Special Topics in International Business |
| ECON 3313 | Global Economics |
| FINA 4316 | International Finance |
| MNGT 4317 | International Management |
| MRKT 4312 | International Marketing |

Management Concentration

| | |
|-----------|---------------------------|
| MNGT 4313 | Management Science |
| MNGT 4314 | Small Business Management |
| MNGT 4316 | Human Resource Management |
| MNGT 4317 | International Management |
| MNGT 4318 | Project Management |

Electives

| | |
|-----------|------------|
| BUSI 4399 | Internship |
|-----------|------------|

MINOR DEGREE REQUIREMENTS

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

Course Requirements

The following courses are required:

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

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

| | |
|-----------|---------------------------------|
| BUSI 3313 | Business Information Management |
| BUSI 3314 | Business Ethics |
| BUSI 3315 | Business Law |
| BUSI 4316 | International Business |

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

7.2.2. Computer Science

Computer Science Department provides students with a high-quality education, which prepare them for long and successful careers in industry, academia and/or government. Our graduates will gain skills to solve modern society's many complex technological problems and acquire life-long learning skills to help them adapt to changing computing technologies and work environments. Our graduates will also develop strong oral and written communication skills, and a clear understanding of ethical issues related to the computing profession.

7.2.2.1. Objectives

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

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

7.2.2.2. Degree Requirements

For a B.S. degree in Computer Science, students must 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.

The program offers two areas of concentrations; software engineering and computer networking.

Specified General Education Requirement

MATH 1313 Pre-Calculus

Core Courses (54 Credits)

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

COMP 2415 Systems Programming
COMP 2316 Computer Organization
COMP 3317 Algorithms
COMP 3318 Operating Systems
COMP 3320 Programming Languages
COMP 3321 Database Systems
COMP 3322 Software Engineering
COMP 3324 Computer Networks
COMP 3325 Computer & Network Security
COMP 3326 Web Application Development
COMP 4393 Senior Design Project
MATH 1312 Statistics
MATH 2314 Calculus I
MATH 2317 Discrete Mathematics

The additional coursework required for each concentration area is outlined as follows:

Software Engineering Concentration (12 Credits)

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

Computer Networking Concentration (12 Credits)

COMP 4331 Cloud Computing
COMP 4351 Network Administration
COMP 4352 Internetworking Technology
COMP 4358 Wireless Networking

Electives

COMP 4398 Internship
COMP 4399 Special Topics

MINOR DEGREE REQUIREMENTS

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

Course Requirements

The following courses are required:

COMP 1411 Introduction CS I
COMP 1412 Introduction to CS II

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

7.2.3. Interdisciplinary Studies in Education

The Department of Education provides students with a high-quality education that enables them to prepare curricula, design and deliver instruction with state-of-the-art instructional technology, communicate with parents and students, and effectively manage classrooms based on knowledge of human development, learning environments, and cognitive and behavioral models. Our graduates will also develop appropriate content knowledge and skills with an ability to recognize ethical issues in their professions.

7.2.3.1. Objectives

Students will be able to:

- i. Compare/contrast and apply human development and learning theories
- ii. a. Design curriculum and instructional materials, and
b. Implement them in their profession
- iii. Integrate relevant technologies into education
- iv. Create positive learning environment by demonstrating professional classroom management and communication skills
- v. Recognize responsibilities and ethical issues related to their profession
- vi. Develop content knowledge in their concentration
- vii. Improve pedagogical content knowledge in their concentration

7.2.3.2. Degree Requirements

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

Interdisciplinary Studies in Education program focuses on four areas of specialization, including Mathematics, Physical Science, Social Studies, and English Language Arts.

Program Core Courses (36 credits)

- EDUC 2311 Introduction to Teaching Profession
- EDUC 2312 Learning Theories and Development

EDUC 3314 Classroom Management
EDUC 3315 Curriculum and Instructional Design
EDUC 3316 Integrating Technology into the Curriculum
EDUC 3317 Education in Culturally Diverse Environments
EDUC 4318 Education of the Exceptional Children
EDUC 4320 Issues in Secondary Schools - Reform, Law and Ethics
EDUC 4321 Measurement and Assessment in Education
EDUC 4323 Reading in Content Areas
EDUC 4699 Student Teaching

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

Mathematics Concentration (39 credits)

MATH 1313 Pre-Calculus
MATH 2314 Calculus I
MATH 2315 Calculus II
MATH 2316 Linear Algebra
MATH 2317 Discrete Mathematics
MATH 2325 History of Mathematics
MATH 3318 Geometry and Trigonometry in Math Education
MATH 3319 Statistics and Probability
MATH 3320 Differential Equation
MATH 3326 Introduction to Number Theory
MATH 3327 Integrating Technology in Math Education
MATH 4322 Teaching Problem Solving in Math
MATH 4324 Teaching Secondary School Math

Physical Science Concentration (42 Credits)

MATH 2314 Calculus I
MATH 2315 Calculus II
CHEM 2411 Principles of Chemistry
CHEM 2414 Organic Chemistry
CHEM 3312 Physical Chemistry
CHEM 3313 Descriptive Inorganic Chemistry
CHEM 3415 Analytical Chemistry
PHYS 2411 Principles of Physics I
PHYS 2412 Principles of Physics II
PHYS 3413 Modern Physics
PSED 3311 Methods in Science Teaching

PSED 4312 Laboratory Techniques in Science Teaching

Social Studies Concentration (33 Credits)

ECON 2312 Principles of Microeconomics
GEOG 2311 Introduction to Human Geography
GEOG 2312 Regional Geography of the World
GEOG 3313 Geography of US and Canada
GOVT 2312 U.S. Government II
HIST 2312 U.S. History II
HIST 2313 Western Civilization
HIST 3314 History of Texas
PSYC 2311 General Psychology
SOC 2311 Introduction to Sociology
SOCS 4311 Concepts for Teaching the Social Science

English Language Arts Concentration (33 Credits)

ENGL 2313 Introduction to Writing
ENGL 2314 Introduction to Literature
ENGL 2315 Survey of British Literature I
ENGL 2316 Survey of American Literature
ENGL 2319 Survey of World Literature
ENGL 3317 Survey of British Literature II
ENGL 3320 Issues in Composition at Secondary Schools
ENGL 3321 Professional Report Writing
ENGL 3322 Studies in Linguistics and History of the English Language
ENGL 3323 Teaching Grammar, Composition, Spelling, and Listening
ENGL 4324 Reading and Writing in the Secondary Schools

Physical Science and Social Studies concentrations are no longer available for new students. Current students enrolled in this concentration will continue taking their courses following the academic catalog.

MINOR DEGREE REQUIREMENTS

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

Minor in Math Education Requirements

Three courses from the following:

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

MATH 2325 History of Mathematics

One course from the following:

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

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

Minor in English Language Arts and Reading Education Requirements

Two courses from the following:

ENGL 3317 Survey of British Literature II
ENGL 3321 Professional Report Writing
ENGL 3322 Studies in Linguistics and History of the English Language

One course from the following:

ENGL 3320 Issues in Composition Secondary Schools
ENGL 3323 Teaching Grammar, Composition, Spelling, and Listening
ENGL 4324 Reading and Writing in the Secondary Schools

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

7.2.3.3. Teacher Certification Program (TCP)

NAU-TCP offers teacher certification in the following areas:

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

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

1. Apply to the Teacher Certification Program at NAU, Room #221 (See the admission requirements below)
2. Indicate a fitness for the education profession
3. Successfully complete Field-based observation in the first semester you registered in certification program (minimum of 30 hours)
4. Successfully complete coursework, both in your academic content area and in pedagogy
5. Successfully complete student teaching (14 weeks), full-time student teaching without pay.
6. Pass your TExES exams, both in your academic content area and your Pedagogy and Professional Responsibilities (PPR)

7. Apply for your teaching certification through the Texas Education Agency (TEA).

Admission requirements

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

- *English Language Proficiency:* Proof of English language proficiency must be provided to the NAU-TCP office before an applicant will be considered for admission to the program. English proficiency can be demonstrated in any one of the following ways:
 - completion of an undergraduate or graduate degree at an institution of higher education in the United States;
 - if an undergraduate or graduate degree was earned at an institution of higher education outside of the United States, evidence must be provided under procedures approved by the executive director that the primary language of instruction was English;
 - verification of three creditable years of teaching experience in an educational setting within the United States or, if the experience was earned in an educational setting outside of the United States, evidence under procedures approved by the executive director that the primary language of instruction was English;
 - Minimum score of 55 on the Test of Spoken English (TSE) or a minimum score of 575 on the paper version of the Test of English as a Foreign Language (TOEFL); or a minimum score of 231 on the computer-based version of the TOEFL or 90 on the Internet-based TOEFL.
 - If a candidate presents a transcript from an out of country institution of higher education, the transcript must be evaluated by one of the approved evaluation entities and reflect a degree comparable the ones issued in the United States.
- *Other Requirements at the time of application to TEA:* Candidates applying for a Texas educator certificate must:
 - be at least 18 years of age;
 - not be disqualified or the subject of a pending proceeding under Chapter 249 of Title 19 of Texas Administrative Code.
 - not be disqualified by federal law;
 - be willing to support and defend the constitutions of the United States and Texas;
 - pass a criminal background check
 NAU-TCP accepts international students to its program with the conditions fulfilled above and under TAC 227.10 (e) and TAC 245.

7.3. Graduate Programs

North American University offers four master's degrees

1. Master of Business Administration
2. Master of Computer Science
3. Master of Education in Curriculum and Instruction
4. Master of Education in Educational Leadership

All students seeking a master's degree are required to complete 36 credit hours of graduate courses at NAU. M.Ed. in Educational Leadership program requires 3-semester credit hours of 160-clock hours internship. M.Ed. in Curriculum and Instruction and Master of Business

Administration programs also include 3-semester credit hours of 135-clock hours internship, but it is an elective course for students.

DELIVERY METHODS FOR ONLINE COURSES

Online courses at graduate programs will be delivered entirely using distance education tools through NAUmoodle course management system at <http://www.na.edu/online>. To access online courses, students will need internet and a supported Web browser (Internet Explorer, Firefox, Safari or Chrome).

Students are required to login to this system by using their computer accounts provided by the IT department. Course materials including text and multimedia presentations, homework assignments, projects, and other assessment tools will be delivered via this system. NAUmoodle will also be used for communication purposes such as online forums facilitating class discussions. Asynchronous electronic communication such as email will be used for correspondence between students and instructors. Additionally, webinar and online meeting tools may be used for holding online lectures and demonstrations. In online courses, students are expected to follow Netiquette rules (<http://www.networketiquette.net/>) as student-instructor, student-content, and student-student interactions take place entirely online.

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 NAUmoodle technical issues, other than login problems, email moodle@na.edu.

7.3.1. Master of Business Administration

North American University offers Master of Business Administration degree program with two concentrations: Business Analytics and Leadership and Change Management.

7.3.1.1. Program Objectives

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

1. Provide students with information, tools and models that will enable them to identify, analyze and solve real-world business problems.

2. Develop and enrich students' oral and written communication skills necessary in professional business environments.
3. Enhance students' appreciation of challenges facing businesses and the importance of ethical principles.
4. Provide students with the analytical and managerial skills required to analyze data to address business problems, manage risk, and also to identify and create new business opportunities (Business Analytics Concentration).
5. Provide students with the knowledge and skills related to leadership, creating a vision, developing innovative solutions and implementing change in organizations (Leadership and Change Management Concentration).

7.3.1.2. Student Learning Outcomes

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

1. **Core Business Knowledge:** Acquire integrative knowledge across business disciplines, specifically in core areas of accounting, finance, marketing, management and economics, and apply knowledge to real-world business situations.
2. **Analytical Skills:** Demonstrate the ability to employ analytical models and critical thinking to identify, evaluate, generate and select and prioritize appropriate alternatives to solve business problems.
3. **Interpersonal Skills:**
 - a. Practice building teamwork skills by working on team projects with group members from diverse backgrounds.
 - b. Demonstrate effective business communication skills through preparing written reports and professional correspondence and develop oral presentation skills.
 - c. Identify ethical dilemmas challenging business leaders and recommend ethical solutions.
4. **Business Analytics Concentration:**
 - a. Recognize meaningfulness and applicability of observed data patterns and determine their business implications.
 - b. Provide solutions to complex organizational issues and make decisions through the design and implementation of business analytics methods.
5. **Leadership and Change Management Concentration:**
 - a. Demonstrate the ability to use theories and best practices in developing and leading people and projects.
 - b. Acquire skills and strategies to enable innovation and implement change.

7.3.1.3. Degree Requirements

For a Master's degree in Business Administration, students are required to complete 36 semester credit hours: 21 credits of core courses, 12 credits of concentration elective courses and 3 credits of elective course.

Core Course Requirements

| | |
|----------|--------------------------------------|
| MBA 5311 | Managerial Economics |
| MBA 5312 | Managerial Accounting and Budgeting |
| MBA 5313 | Quantitative Methods |
| MBA 5314 | Marketing Management |
| MBA 5316 | Management and Organizational Theory |
| MBA 5317 | Business Policy and Strategy |
| MBA 5319 | Financial Management |

Concentration Requirements

Student should select one of the following concentrations.

(1) Business Analytics Concentration: Student should pick 4 courses from the following:

| | |
|----------|---|
| MBA 5351 | Economic Strategy and Forecasting |
| MBA 5352 | Managerial Decision Models and Simulation |
| MBA 5353 | Data Mining |
| MBA 5354 | Business Intelligence |
| MBA 5355 | Data Analysis for Decision Making |
| MBA 5356 | Social Media Analytics |

(2) Leadership and Change Management Concentration: Student should pick 4 courses from the following:

| | |
|----------|-----------------------------------|
| MBA 5315 | Leadership in Organizations |
| MBA 5318 | Project Management |
| MBA 5331 | Leading Organizational Change |
| MBA 5332 | Creativity, Innovation and Design |
| MBA 5333 | Conflict and Negotiation |

Elective Requirements

Student should select 1 (one) graduate level course from his/her concentration or a course from the other concentration offered by Business Administration department or from select courses from other departments listed below.

Electives for Business Analytics Concentration: Choose a course from own concentration not taken previously or one course from the following:

| | |
|----------|-----------------------------|
| MBA 5315 | Leadership in Organizations |
|----------|-----------------------------|

| | |
|-----------|-----------------------------------|
| MBA 5318 | Project Management |
| MBA 5331 | Leading Organizational Change |
| MBA 5332 | Creativity, Innovation and Design |
| MBA 5333 | Conflict and Negotiations |
| MBA 5399 | Internship |
| EDUC 5316 | Human Resource Management |
| COMP 5331 | Cloud Computing |
| COMP 5337 | Machine Learning |

Electives for Leadership and Change Management Concentration: Choose a course from own concentration not taken previously or one course from the following:

| | |
|-----------|---|
| MBA 5351 | Economic Strategy and Forecasting |
| MBA 5352 | Managerial Decision Models and Simulation |
| MBA 5353 | Data Mining |
| MBA 5354 | Business Intelligence |
| MBA 5355 | Data Analysis for Decision Making |
| MBA 5356 | Social Media Analytics |
| MBA 5399 | Internship |
| EDUC 5316 | Human Resource Management |
| COMP 5331 | Cloud Computing |
| COMP 5337 | Machine Learning |

7.3.1.4. Transfer Policy

Incoming students may transfer up to 9 credits towards the MBA degree. Graduate level coursework with a grade of “B-” or above is accepted for transfer credit. All transferable courses must be transferred before the student enrolls in NAU upon approval by the Graduate Advisor.

The Business Administration department allows students to receive 3 graduate credits for one course taken from among any 4000-level undergraduate business course at NAU.

7.3.2. Master of Science in Computer Science

The mission of the Department of Computer Science is to achieve national prominence by providing outstanding education to our graduate students for their productive careers in industry, academia, and government.

We strive for excellence in teaching and service, covering the fundamental as well as applied aspects of computer science. We help our students develop the skills to solve the technological problems of modern society through collaborative and multidisciplinary activities.

7.3.2.1. Student Learning Outcomes

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

1. Demonstrate advanced skills of computing theory and algorithms (Core).
2. Develop sophisticated knowledge of operating systems and hardware (Core).
3. Apply advanced practices of software design and development cycle (Software Engineering).
4. Analyze data using advanced computing tools (Data analytics).
5. Develop state-of-the-art skills of computer networks (Networking).
6. Engage and apply secure practices in various digital environments (Cyber Security).

7.3.2.2. Degree Requirements

For a M.S. degree in Computer Science, students are required to complete 36-semester credit hours: 15 credits of core courses, 12 credits of concentration electives, and 9 credits of elective courses of which 3 credits course is a required one.

The Master of Science in Computer Science program focuses on four areas of concentrations, including software engineering, data analytics, networking, and cyber security.

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

Leveling Courses:

- COMP 1412 Introduction to CS II
- COMP 2313 Data Structures
- COMP 3324 Computer Networks
- COMP 3325 Computer & Network Security*
- COMP 3322 Software Engineering**

* Required only for Cyber Security and Networking concentrations

** Required only for Software Engineering and Data Analytics concentrations

Core Courses (15 credits)

- COMP 5327 Advanced Algorithms
- COMP 5328 Computer Architecture
- COMP 5329 Advanced Operating Systems

- COMP 5332 Theory of Computation
- COMP 5393 Capstone Project

Networking Concentration Courses (12 Credits)

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

Cyber Security Concentration Courses (12 Credits)

- COMP 5334 Advanced Network and Computer Security
- COMP 5333 Cyber Crime Investigation
- COMP 5335 Web Security
- COMP 5336 Computer Forensics

Software Engineering Concentration Courses (12 Credits)

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

Data Analytics Concentration Courses (12 Credits)

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

Elective Courses (9 credits)

Elective I (One course from the following)

- EDUC 5313 Statistical Procedures and Measurement in Education
- MBA 5313 Quantitative Methods

Elective II and III (Two courses from the following)

- Any Computer science concentration course other than the student's concentration
- CUIN 5331 Web Design and Web 2.0 Applications
- CUIN 5332 Digital Graphics and Animation
- CUIN 5333 Educational Media and Video Applications
- CUIN 5334 Mobile application design and development
- CUIN 5335 Teaching Programming to Students
- MBA 5356 Social Media Analytics

7.3.2.3. Transfer Policy

Transferable coursework with grades of “B-” or above is accepted for transfer credit. North American University Computer Science Department allows for a maximum of 9 credit hours to be transferred from other institutions to the MS in Computer Science program. All transferable courses must be transferred before the student enrolls in NAU upon approval by the Graduate Advisor.

A student may take up to two 4000-level selected courses, which were not taken at the bachelor’s level to apply toward the master’s as an elective. The selected 4000-level courses are:

- COMP 4331 Cloud Computing
- COMP 4351 Network Administration
- COMP 4358 Wireless Networking

7.3.3. Master of Education in Curriculum and Instruction (CUIN)

The master of education (M.Ed.) in Curriculum and Instruction provides students with a high-quality education that enables them to prepare curricula, design and deliver instruction with state-of-the-art instructional technology based on essential knowledge, established and current research findings, and sound professional practice.

The program has three concentrations: Mathematics Education, Science Education, and Educational Technology. The program requires 36 credits including an elective practicum for graduation.

7.3.3.1. Objectives

The objectives of Master of Education in Curriculum and Instruction are to;

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

7.3.3.2. Student Learning Outcomes

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

7.3.3.3. Degree Requirements

Students seeking a Master of Education (M.Ed.) in Curriculum and Instruction degree are required to complete 36 credit hours course work. Some students may want to perform practicum which awards three credits.

The program requires completion of core, concentration, and elective courses;

Core Courses (15 credits)

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

Math Education Concentration Courses (15 credits)

- CUIN 5311 Teaching Secondary School Math
- CUIN 5312 Geometry and Trigonometry for Teachers
- CUIN 5313 History of Mathematics
- CUIN 5314 Teaching Problem Solving in Math and Science
- CUIN 5315 Innovative teaching methods in STEM education

Science Education Concentration Courses (15 credits)

- CUIN 5321 Methods in Science Teaching
- CUIN 5322 Teaching the Nature of Science
- CUIN 5323 Teaching science lab
- CUIN 5314 Teaching Problem Solving in Math and Science
- CUIN 5315 Innovative teaching methods in STEM education

Educational Technology Education Concentration Courses (15 credits)

- CUIN 5331 Web Design and Web 2.0 Applications
- CUIN 5332 Digital Graphics and Animation

- CUIN 5333 Educational Media and Video Applications
- CUIN 5334 Mobile application design and development
- CUIN 5335 Teaching Programming to Students

Elective Courses (6 credits)

Student should take two courses either from any concentration above or from the followings.

- CUIN 5316 Selected Topics in Mathematics Education
- CUIN 5324 Selected Topics in Science Education
- CUIN 5391 Practicum
- EDUC 5314 School Leadership
- EDUC 5315 Instructional Leadership
- EDUC 5316 Human Resource Management
- EDUC 5319 School Finance and Campus Business Management
- EDUC 5320 Communication and Public Relations for School Administrators
- EDUC 5326 Law and Policy for School Leaders

7.3.3.4. Transfer Policy

Incoming students may transfer up to 9 credits towards the M.Ed. degree. Graduate level coursework with a grade of “B-” or above is accepted for transfer credit. All transferable courses must be transferred before the student enrolls in NAU upon approval by the Graduate Advisor.

7.3.4. Master of Education in Educational Leadership

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

The goal of the 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.

7.3.4.1. Objectives

The objectives of Master of Education in Educational Leadership are to;

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

7.3.4.2. 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).

7.3.4.3. Degree Requirements

Students seeking a Master of Education (M.Ed.) in Educational Leadership degree are required to complete 36 credit hours course work including 3-credit, 160-clock hour internship.

The program requires completion of core, concentration, and elective courses;

Core Area Courses (15 credits)

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

Concentration Courses (21 Credits)

- EDUC 5314 School Leadership
- EDUC 5315 Instructional Leadership
- EDUC 5316 Human Resource Management
- EDUC 5319 School Finance and Campus Business Management
- EDUC 5320 Communication and Public Relations for School Administrators
- EDUC 5322/5323 Internship in Educational Leadership
- EDUC 5326 Law and Policy for School Leaders

7.3.4.4. Transfer Policy

Incoming students may transfer up to 9 credits towards the M.Ed. degree in Educational Leadership. Graduate level coursework with a grade of “B-” or above is accepted for transfer credit. All transferable courses must be transferred before the student enrolls in NAU upon approval by the Graduate Advisor.

8. BOARD OF TRUSTEES

The Board of Trustees of the North American University functions as the University’s major policy making body and planning unit. The interests of the major constituencies of the institution are represented by one or more board members. The voting members of the board do not receive any compensation from the institution. The president (CEO) of the University also serves on the board as a non-voting member. North American University is a 501(c)(3) educational non-profit organization. The current governing board members of the North American University are Cahit Gezgin, Ph.D., Murat Torlak, Ph.D., Ruhi Ozel and George Atkinson, Ph.D.

8.1. University Administration

| Name | Title | Area of Assignment | Degree |
|------------------------|--|--|--|
| Dr. Recayi “Reg” Pecen | President & Professor | Day to day institutional operations | Ph.D. in Electrical Engineering, University of Wyoming |
| Dr. John C. Topuz | Vice President - Academic Affairs & Provost | Academic Departments, Compliance, Library, Registrar, Distance Education Office and Intensive English Program | D.B.A. in Finance, Louisiana Tech University |
| Mr. Dovran Ovezov | Director of Business Affairs | Business Office, Human Resources, Information Technology and Bursar’s Office | M.B.A., Southeastern Louisiana University |
| Dr. Sean Namli | Dean of Enrollment Management and Director of Admissions | Financial Aid Office, Admission Office, International Student Office | Ph.D. in Mathematics, Louisiana State University |
| Dr. Osman Kanlioglu | Dean of Student Affairs | Student Services Office, Student Success and Retention Office, Alumni/Career Services Office and Residential Operations and Facility Management Office | Ph.D. in Electrical Engineering, University of Houston |

8.2. University Advisory Board

The President and the Board of Trustees of North American University have determined that there is great value to the University in having a well-organized system of Advisory Board for all departments and some non-academic units such as Office of Financial Aid, Enrollment Management, and Office of the Registrar. The Board is planning to adopt a strategic plan for the university-wide system of Advisory Board as described herein.

The main objective of the NAU Advisory Boards is to assist the University, by all appropriate means, to carry out more effectively its mission, which is:

- To create and disseminate knowledge through excellence in teaching, and learning, research and creative inquiry, and to transfer our educational services to enhance society in meaningful and sustainable ways.
- To serve our students by teaching them problem solving, leadership and teamwork skills, and the value of a commitment to quality, ethical behavior, and respect for others.
- To achieve these ends by pursuing the advantages of a diverse and relatively small university community, open to the exchange of ideas, where discovery, creativity, and personal and professional development can flourish.

There are many ways the Advisory Board contributes to this mission. Some of them are:

1. Assisting the departments and University to assess strategic direction, solve problems, achieve goals, and rise to new levels of excellence through counsel;
2. Ensuring that each department or University periodically conducts a self-assessment of its goals and directions by imposing a regular schedule of visits;
3. Providing independent assessment of the unit's strategic directions and objectives to the president, the provost and the Board of Trustees;
4. Serving as sources of information and advice to the president, provost, deans, department heads, and directors;
5. Providing an effective means for faculty and students to contribute to the governance of the University;
6. Helping students, faculty, administration and trustees achieve a broader, more objective perspective on university issues through contact with distinguished external advisers;
7. Providing enhanced contacts to government, business, industry and academia;
8. Assisting the Board of Trustees in effectively meeting its responsibility to govern the University by bringing its members to a deeper understanding of the University and its sub-units.

The current members of the University Advisory Board members are listed as follows:

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