NORTH AMERICAN UNIVERSITY

ACADEMIC CATALOG
2013-2014

TABLE OF CONTENTS

1. ACADEMIC CALENDAR

2013-2014 CALENDAR

FALL SEMESTER – 2013
Beginning & Ending: September 3- December 23

August 2013
August 1   Registration begins
August 28-30   Orientation for new students

September 2013
September 2   Labor Day Holiday
September 3   First day of classes
                    First installment is due for payment plan
September 10   Last day to add courses
September 18   Last day to drop courses without a fee
September 28   Second installment is due

October 2013
October 2   Last day to drop courses with fee
October 28   Third installment is due

November 2013
November 8   Last day to drop a course with a "W"
November 26   Fourth installment is due
November 28-29   Thanksgiving holiday

December 2013
December 2   Spring 2014 registration begins
December 10   Last day of classes
December 11-19   Final Examinations
December 20   Last day to submit final grades
December 23   Official closing of Fall semester

SPRING SEMESTER – 2014

Beginning & Ending: January 13- May 10

January 2014

January 9 – 10	Orientation and Registration
January 13	First day of classes
January 20	Martin Luther King Jr. Holiday
January 22	Last day to add courses
January 31	Last day to drop courses without a fee

February 2014

February 14	Last day to drop courses with fee

March 2014

March 10-14	Spring Break
March 26	Last day to drop a course with a '**W**'

April 2014

April 14	Fall 2014 registration begins
April 18	Easter Holiday (Good Friday)
April 28	Last day of classes

April 29-May 7   Final Examinations

May 2014

May 8	Last day to submit final grades
May 9	Official closing of Spring Semester
May 10	Commencement

2. GENERAL INFORMATION

2.1. Mission Statement

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

2.2. Goals and Objectives

Goal 1: Academic and Career-related Learning

Objective 1.1   Foster academic and career-related student learning

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

Objective 1.3   Attract and nurture promising students

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

Goal 2: Professional Proficiency

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

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

Objective 2.3   Promote life-long learning skills

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

Goal 3: Student Centeredness and Personal Development

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

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

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

Goal 4: Engagement with Stakeholders

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

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

Goal 5: Good Stewardship

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

2.3. History

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

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

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

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

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

North American College was granted to offer M.Ed. in Educational Leadership by ACICS and THECB starting in Fall 2013. With the addition of Master degree program, the North American College name change application to North American University was approved by the ACICS on August 29, 2013.

2.4. Accreditation and Certifications

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

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

2. North American University is approved by the Texas Higher Education Coordination Board and Texas Workforce Commission to award certificates, diplomas, and Bachelor's degrees.

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

3. North American University is a member of Career Colleges and Schools of Texas.

> Career Colleges and Schools of Texas
> 823 Congress Avenue
> Suite 230
> Austin, TX 78701
> http://www.ccst.org

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

Admission to North American University (NAU) is based on criteria such as academic achievement and academic preparation. The Admissions Office recommends campus tours and class visits as a means to experience the University's academic and physical environment. All initial inquiries to the University should be made to the Admissions Office in writing to 3203 N. Sam Houston Pkwy. W. Houston, TX 77038 or by calling 832-230-5555. North American University is committed to recruit a diverse, vibrant student body from across the country and around the globe.

Application Deadline:

Fall Semester: August 30th
Spring Semester: January 10th

3.1. Freshman Students

High school graduates who have not attended university before are considered entering freshmen – even if they received university credit from accredited institute of higher education while in high school through dual credit, AP or IB programs. Transfer students with fewer than 15 hours of university credit from an accredited institute of higher education also must meet admission requirements for entering freshmen. North American University requires prospective freshman students to submit the following credentials:

1. A completed application form.
2. A nonrefundable application fee ($0 resident, $100 international).
3. High school transcript (official or certified), or diploma (official or certified) or GED Score.
4. All students must show proof of English proficiency through one of the following ways:
    i. Students who have graduated from an accredited high school in US or earned a degree from an accredited college or university in US.
    ii. TOEFL (500 PBT, 173 CBT, 61 IBT).
    iii. IELTS (overall band score of 5.0).

<ol type="i" start="4">
Students who have completed (Freshman Composition) with a grade of "C" or better.
Students who have completed a degree or high school diploma in an English speaking country (Australia, Canada [Except Quebec], Ireland, New Zealand, South Africa, United Kingdom [England, Northern Ireland, Scotland Wales]).
Students who have successfully completed or tested out from the advanced level in the Gulf Language School Intensive English Program.
Students with scores in the following tests: SAT Critical Reading (450); ACT English (17); GCE, GCSE, IGCSE (C in English Language); WASC, KCSE, SSCE (C in English language).
Two-month remedial courses for GLS graduates:
International students graduated from Gulf Language School (GLS) in the middle of the semester (Fall or Spring) have an opportunity to start undergraduate program at North American University (NAU). These students must take necessary course work to preserve their full time student status.

<ol start="5">
All students must meet one of the following criteria:
<ol type="i">
Meet the TSI* (Texas Student Initiative) requirements.
<li value="9">Combined SAT score of 700 (Mathematics and Reading). The score should be obtained within last five years.
<li value="2">Composite ACT score of 14. The score should be obtained within last five years.
<li value="3">Accuplacer Test score of Mathematics 40, Reading 45, and Writing 4.
<li value="4">Students in the top 50% of their graduating class will be admitted automatically. The transcript and/or a letter from the school counselor should prove the class rank.
<li value="5">Approval from special case committee

*Texas student initiative exemption/waiver requirements can be found at www.thecb.state.tx.us

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

3.2. Transfer Students

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

1. A completed application form.
2. A nonrefundable application fee ($0 resident, $100 international)
3. 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 dismissal from the University. International university transcripts require a course-by-course evaluation, with a calculated U.S. equivalent grade point average, through a member of the National Association of Credential Evaluation Services (NAUES).
4. All students must show proof of English proficiency through one of the following ways:
    i. Students who have graduated from an accredited high school in US or earned a degree from an accredited university or university in US.
    ii. TOEFL (500 PBT, 173 CBT, 61 IBT).
    iii. IELTS (overall band score of 5.0).
    iv. Students who have completed (Freshman Composition) with a grade of "C" or better.
    v. Students who have completed a degree or high school diploma in an English speaking country (Australia, Canada [Except Quebec], Ireland, New Zealand, South Africa, United Kingdom [England, Northern Ireland, Scotland Wales]) .
    vi. Students who have successfully completed the advanced level in the Gulf Language School Intensive English Program (this includes students who have tested above the advanced level in the Gulf Language School Diagnostic test).
    vii. Students with scores in the following tests: SAT Critical Reading (450); ACT English (17); GCE, GCSE, IGCSE (C in English Language); WASC, KCSE, SSCE (C in English language)

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

3.2.1. Transfer Credit

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 is accepted for transfer credit. North American University allows for a maximum of 66 credit hours to be transferred from other institutions and/or credit by exam toward Bachelor's degree programs. The transferable courses for which transfer credit is 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 of Academic Affairs who will give 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.

3.2.2. Testing for College Readiness

North American University requires all incoming undergraduate students to take one of the Texas Success Initiative (TSI) exams (ASSET, THEA, ACCUPLACER, COMPASS) to determine their current academic levels in mathematics, reading, and writing before course enrollment. Students who fail one or more sections of these exams will be required to take and successfully complete appropriate remedial courses in the subjects that they failed. North American University administers the ACCUPLACER exam.

3.3.   Credit by Examination

North American University accepts credit transfer through credit by examination in AP (Advanced Placement), IB (International Baccalaureate) programs, and CLEP (College Level Examination Program). The maximum number of credit hours the University will grant by examination is 30. Students must complete a Request for Credit by Examination Form to receive credit by examination.

3.3.1. Advanced Placement

North American University recognizes the efforts of high school students who take Advanced Placement (AP) tests. Students earning a score of three or higher on AP examinations sponsored by the University Board will receive university credit, provided the student takes the examination prior to university enrollment.

The following table lists AP courses and examinations, the semester credit hours that can be earned, and the NAU course equivalent.

AP Exam	Credit hours	NAU course equivalent
English Language and Composition	3	ENGL 1311
English Literature and Composition	3	ENGL 1312
Art History	3	ARTS 1311
Music, Listening and Literature	3	ARTS 1311
Studio Art - drawing portfolio	3	ARTS 1311
Studio Art - 2D Design	3	ARTS 1311
Studio Art - 3D Design	3	ARTS 1311
Calculus AB	3	MATH 2314
Calculus BC	6	MATH 2314 & 2315
Calculus AB sub-score for the Calculus BC exam	3	MATH 2314
Statistics	3	MATH 1312
Biology	4	BIOL 1411 or GEOL 1411
Chemistry	4	CHEM 2411 or GEOL 1411
Computer Science A	3	TEAP 1311
Computer Science AB	6	TEAP 1311 & COMP 1411
Environmental Science	4	GEOL 1411
Physics B	4	PHYS 2411 or GEOL 1411
Physics C (Electricity and Magnetism)	4	PHYS 2412 or GEOL 1411
Physics C (Mechanics)	4	PHYS 2411 or GEOL 1411
Economics - Macroeconomics	3	ECON 2311

AP Exam	Credit hours	NAU course equivalent
Economics - Microeconomics	3	ECON 2312
Government and Politics - Comparative	3	GOVT 2311
Government and Politics - U.S.	3	GOVT 2311
History – European	3	HIST 1311 or HIST 2313
History - U.S.	6	HIST 1311 & HIST 2312
History – World	3	HIST 1311
Human Geography	3	GEOG 2311 or PHIL 1311
Psychology	3	PSYC 2311 or HIST 1311

3.3.2. International Baccalaureate (IB) Diploma Program

The University recognizes the IB Diploma Program. IB (HL) scores sent to the University will be carefully reviewed for credit. Students who receive an IB diploma and receive scores of 4, 5, 6, or 7 on Higher Level (HL) examinations will be awarded a minimum of 24 semester credit hours. Students who have not received an IB diploma may apply for credit on an individual course-by-course basis. A copy of the official IB transcript must be submitted to the Office of Admissions to receive transfer credit.

The following table lists IB examinations, the semester credit hours that can be earned, and the NAU course equivalent.

IB examination	Credit hours	NAU course equivalent
Art/Design	3	ARTS 1311
Biology	4	BIOL 1411
Chemistry	4	CHEM 2411 or GEOL 1411
Computer Science/ Computing Studies	3	TEAP 1311
Dance	3	ARTS 1311
Economics	3	ECON 2311
English - A1	6	ENGL 1311 & 1312
Film	3	ARTS 1311

IB examination	Credit hours	NAU course equivalent
Geography	3	GEOG 2311 or HIST 1311
History	3	HIST 1311
History of the Americas	3	HIST 1311
Management	3	MNGT 2311
Mathematics	3	MATH 1311
Mathematic Studies	3	MATH 1311
Music	3	ARTS 1311
Physics	4	PHYS 2411 or GEOL 1411
Psychology	3	PSYC 2311 or HIST 1311
Theater Arts	3	ARTS 1311
Visual Arts	3	ARTS 1311

3.3.3. College Level Examination Program (CLEP)

The University awards university credit for most College Level Examination Program (CLEP) subject examinations. The following table lists CLEP subject examinations, the semester credit hours that can be earned, and the NAU course equivalent.

CLEP subject examination	Credit hours	NAU course equivalent
Calculus with elementary functions	3	MATH 2314
College Algebra	3	MATH 1311
Mathematics	3	MATH 1311
Pre-calculus	3	MATH 1313
Trigonometry	3	MATH 1311
General Biology	4	BIOL 1411
General Chemistry	4	CHEM 2411 or GEOL 1411
American Government	3	GOVT 2311
History of the United States I	3	HIST 1311
History of the United States II	3	HIST 2312
Human Growth and Development	3	EDUC 2312
Introductory Psychology	3	HIST 1311 or PSYC 2311

CLEP subject examination	Credit hours	NAU course equivalent
Introductory Sociology	3	HIST 1311 or SOCI 2311
Principles of Macroeconomics	3	ECON 2311
Principles of Microeconomics	3	ECON 2312
Western Civilization I	3	HIST 1311 or HIST 2313
Western Civilization II	3	HIST 1311 or HIST 2313

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. Degree Programs

PER SEMESTER TUITION

Per credit hour for 1-11 credits   : $ 550
Tuition for 12-18 credit hours   : $5,725
Per credit hour for 19 or more credits   : $ 375

PER SEMESTER FEES

Department Fee   : $35
Course with Lab Fee   : $50
Library Fee   : $35
Student Service Fee   : $55
Computer and Internet Fee: $75
Health Service Fee   : $25
Health Insurance Fee   : $452 *(For International Students only)*

OTHER SEMESTER FEES

Late Registration Fee	:	$30
Late Add/Drop Fee	:	$30
Withdrawal Fee	:	$30
Late Payment Fee	:	$25

ONE-TIME STUDENT FEES

Application Fee	:	$ 0	*Resident*
Application Fee	:	$100	*International*
TSI Exam Fee	:	$ 35	
Graduation Fee	:	$ 50	

SAMPLE APPROXIMATE COST per SEMESTER

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

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 completes registration through the registrar, appropriate tuition and fee charges are generated automatically and applied to the student's account. It is the student's responsibility to read and understand the payment plan policy and visit the business office or access student portal to see her account balance and due dates.

The University offers a payment plan to help students pay for tuition and fees. Only students in good academic and financial standing, and those without pending charges, may take advantage of this plan. A student must make an appointment with the business office to develop their individual deferred

payment plan. Payments can be made by check, money order, or credit card at NAU Cashier's Office.

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

NAU Cashier's Office
3203 N Sam Houston Pkwy W.
Houston, TX 77038

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

Late Payment Fee : $25 *(for each late payment)*
NSF (Nun-Sufficient Fund) Fee : $25 *(for returned checks)*
Payment Plan Enrollment Fee : $50

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. Office of Financial Aid

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

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

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

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 school code for North American University which is 041795 on their application can become eligible to receive federal grants and loans. Students should be enrolled as full-time to be considered for full financial aid and be on track of satisfactory academic progress.

The Pell grant program provides up to $5,650 in the academic year 2013-14 to students with need. In addition, subsidized and unsubsidized federal direct loans are available to students in varying amounts depending on student's dependency status and year in the undergraduate program he/she is enrolled in.

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

4.4.3. University Scholarships

Merit-based scholarships are available for qualified freshman and transfer students. Scholarship recipients must meet all University requirements for regular admission in the fall and spring semester for eligibility. Full-time students (12 credits or more per semester) may qualify for scholarships toward their tuition as outlined in the table below. Part-time students may be granted a prorated scholarship amount if available. Students will be responsible for all other expenses such as application and school fees.

In addition, please note:
- The total amount of scholarship money awarded may vary.
- Availability of scholarships may be limited and be awarded on a first-come, first-served basis.
- NAU has the right to terminate a student's scholarship at any time without prior notice.

Application Procedure University Scholarships:

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

In addition, the University offers other institutional merit based scholarships including asset scholarships (Level 1-3), International Diversity Scholarships (Level 1 and 2) and Exceptional Merit Scholarship for International Students. Students must submit supporting documents to qualify for these University scholarships. Applications missing supporting documents may not receive full consideration.

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

University Scholarship Application Deadlines:
- August 30 for Fall 2013
- January 13 for Spring 2014

FRESHMEN SCHOLARSHIPS

The following tables show the Freshman Scholarships in detail.

2013-14 SCHOLARSHIPS FOR U.S. RESIDENTS

Title:	Foundation sch.	Type:	Merit
Award:	$7,000	# of awardees:	All qualifying students entering in 13-14 academic year

Eligibility Criteria:	Freshmen:	SAT 1250 (Math + Reading) or, ACT (Composite) 28 or Top 1% class rank AND SAT 1150 (Math + Reading) or Top 1% class rank AND ACT 25 (Composite)
	Transfer students:	3.50 CGPA in both overall and transferable courses AND 50 transferrable credits

Requirement to Renew:	Minimum of 3.50 CGPA each year (for 4 years). Failure to satisfy the CGPA requirement will result in student being demoted to a lower scholarship level.

Title:	Board sch.	Type:	Merit
Award:	$6,000	# of awardees:	All qualifying students entering in 13-14 academic year

Eligibility Criteria:	Freshmen:	SAT 1150 (Math + Reading) or, ACT (Composite) 25 or Top 10% class rank AND SAT 1050 (Math + Reading) or Top 10% class rank AND ACT 23 (Composite)
	Transfer students:	3.00 CGPA in both overall and transferable courses AND 40 transferrable credits

Requirement to Renew:	Minimum of 3.00 CGPA each year (for 4 years). Failure to satisfy the CGPA requirement will result in student being demoted to a lower scholarship level.

Title:	President sch.	Type:	Merit
Award:	$5,000	# of awardees:	All qualifying students entering in 13-14 academic year

Eligibility Criteria:	Freshmen:	SAT 1050 (Math + Reading) or, ACT (Composite) 23 or Top 20% class rank AND SAT 950 (Math + Reading) or Top 20% class rank AND ACT 20 (Composite)
	Transfer students:	2.67 CGPA in both overall and transferable courses AND 15 transferrable credits

Requirement to Renew:	Minimum of 2.67 CGPA each year (for 4 years). Failure to satisfy the CGPA requirement will result in student being demoted to a lower scholarship level.

Title:	Provost sch.	Type:	Merit
Award:	$4,000	# of awardees:	All qualifying students entering in 13-14 academic year

Eligibility Criteria:	Freshmen:	SAT 950 (Math + Reading) or, ACT (Composite) 20 or Top 25% class rank or award in international/national/state academic competition
	Transfer students:	2.50 CGPA in both overall and transferable courses AND 15 transferrable credits

Requirement to Renew:	Minimum of 2.50 CGPA each year (for 4 years). Failure to satisfy the CGPA requirement will result in student being demoted to a lower scholarship level.

Title:	NAU sch.	Type:	Merit
Award:	$3,000	# of awardees:	All qualifying students entering in 13-14 academic year

Eligibility Criteria:	Freshmen:	All enrolled students
	Transfer students:	2.00 CGPA in both overall and transferable courses AND 15 transferrable credits

Requirement to Renew:	Academic good standing each year Failure to satisfy the CGPA requirement will result in student loosing this scholarship.

Title:	Academic Achievement Scholarship - Level 1	**Type:**	Merit
Award:	$4,000	**# of awardees:**	All qualifying students entering in 13-14 academic year
Eligibility Criteria:	**Freshmen & Transfer:**	Entering students who are Foundation Scholarship recipients	
	Current Students	3.50 CGPA at the end of each year	
	Requirement to Renew:	3.50 CGPA each year	

Title:	Academic Achievement Scholarship - Level 2	**Type:**	Merit
Award:	$3,000	**# of awardees:**	All qualifying students entering in 13-14 academic year
Eligibility Criteria:	**Freshmen & Transfer:**	Entering students who are Board Scholarship recipients	
	Current Students	3.00 - 3.49 CGPA at the end of each year	
	Requirement to Renew:	3.00 CGPA each year	

Title:	Academic Achievement Scholarship - Level 3	**Type:**	Merit
Award:	$2,000	**# of awardees:**	All qualifying students entering in 13-14 academic year
Eligibility Criteria:	**Freshmen & Transfer:**	Entering students who are President or Provost Scholarship recipients	
	Current Students	2.50 - 2.99 CGPA at the end of each year	
	Requirement to Renew:	2.50 CGPA each year	

Title:	Academic Achievement Scholarship - Level 4	**Type:**	Merit
Award:	$1,000	**# of awardees:**	All qualifying students entering in 13-14 academic year
Eligibility Criteria:	**Freshmen & Transfer:**	Entering students who are NAU Scholarship recipients	
	Current Students	2.00 - 2.49 CGPA at the end of each year	
	Requirement to Renew:	2.00 CGPA each year	

Title:	Asset scholarship - level 1	**# of awardees:**	Select essays (based on available amount)
Award:	$2,000	**Type:**	Merit
Eligibility Criteria for Freshmen:		Students entering in 2013-2014 academic year who submit an essay	
Requirement to Renew:		Academic good standing each year	

Title:	Asset scholarship - level 2	**# of awardees:**	Select essays (based on available amount)
Award:	$1,000	**Type:**	Merit
Eligibility Criteria for Freshmen:		Students entering in 2013-2014 academic year who submit an essay	
Requirement to Renew:		Academic good standing each year	

Title:	Asset scholarship - level 3	**# of awardees:**	Select essays (based on available amount)
Award:	$500	**Type:**	Merit
Eligibility Criteria for Freshmen:		Students entering in 2013-2014 academic year who submit an essay	
Requirement to Renew:		Academic good standing each year	

2013-14 SCHOLARSHIPS FOR INTERNATIONALS

Title:	Foundation sch.	**Type:**	Merit
Award:	$7,000	**# of awardees:**	All qualifying students entering in 13-14 academic year

Eligibility Criteria:	**Freshmen:**	SAT 1250 (Math + Reading)　　or, ACT (Composite) 28 or, exemplary merit displayed through international or national competitions, reference letters, certificates, credentials, national exam ranking, English proficiency, local competitions, artistic talent, etc.
	Transfer students:	3.50 CGPA in both overall and transferable courses AND 50 transferrable credits

Requirement to Renew:	Minimum of 3.20 CGPA each year (for 4 years). Failure to satisfy the CGPA requirement will result in student being demoted to a lower scholarship level.

Title:	Board sch.	**Type:**	Merit
Award:	$6,000	**# of awardees:**	All qualifying students entering in 13-14 academic year

Eligibility Criteria:	**Freshmen:**	SAT 1150 (Math + Reading)　　or, ACT (Composite) 25 or, outstanding merit displayed through international or national competitions, reference letters, certificates, credentials, national exam ranking, English proficiency, local competitions, artistic talent, etc.
	Transfer students:	3.00 CGPA in both overall and transferable courses AND 40 transferrable credits

Requirement to Renew:	Minimum of 3.00 CGPA each year (for 4 years). Failure to satisfy the CGPA requirement will result in student being demoted to a lower scholarship level.

Title:	President sch.	**Type:**	Merit
Award:	$5,000	**# of awardees:**	All qualifying students entering in 13-14 academic year

Eligibility Criteria:	**Freshmen:**	SAT 1050 (Math + Reading)　　or, ACT (Composite) 23 or, remarkable merit displayed through international or national competitions, reference letters, certificates, credentials, national exam ranking, English proficiency, local competitions, artistic talent, etc.
	Transfer students:	2.67 CGPA in both overall and transferable courses AND 15 transferrable credits

Requirement to Renew:	Minimum of 2.67 CGPA each year (for 4 years). Failure to satisfy the CGPA requirement will result in student being demoted to a lower scholarship level.

Title:	Provost sch.	**Type:**	Merit
Award:	$4,000	**# of awardees:**	All qualifying students entering in 13-14 academic year

Eligibility Criteria:	**Freshmen:**	SAT 950 (Math + Reading)　　or, ACT (Composite) 20 or, noteworthy merit displayed through international or national competitions, reference letters, certificates, credentials, national exam ranking, English proficiency, local competitions, artistic talent, etc.
	Transfer students:	2.50 CGPA in both overall and transferable courses AND 15 transferrable credits

Requirement to Renew:	Minimum of 2.50 CGPA each year (for 4 years). Failure to satisfy the CGPA requirement will result in student being demoted to a lower scholarship level.

Title:	NAU sch.	**Type:**	Merit
Award:	$3,000	**# of awardees:**	All qualifying students entering in 13-14 academic year

Eligibility Criteria:	**Freshmen:**	All enrolled students
	Transfer students:	2.00 CGPA in both overall and transferable courses AND 15 transferrable credits

Requirement to Renew:	Academic good standing each year Failure to satisfy the CGPA requirement will result in student loosing this scholarship.

Title:	Academic achievement sch. - level 1	Type:	Merit
Award:	$4,000	# of awardees:	All qualifying students entering in 13-14 academic year

Eligibility Criteria:	Freshmen & Transfer:	Entering students who are Foundation Scholarship recipients
	Current Students	3.50 CGPA at the end of each year
Requirement to Renew:		3.50 CGPA each year

Title:	Academic achievement sch. - level 2	Type:	Merit
Award:	$3,000	# of awardees:	All qualifying students entering in 13-14 academic year

Eligibility Criteria:	Freshmen & Transfer:	Entering students who are Board Scholarship recipients
	Current Students	3.00 - 3.49 CGPA at the end of each year
Requirement to Renew:		3.00 CGPA each year

Title:	Academic achievement sch. - level 3	Type:	Merit
Award:	$2,000	# of awardees:	All qualifying students entering in 13-14 academic year

Eligibility Criteria:	Freshmen & Transfer:	Entering students who are President or Provost Scholarship recipients
	Current Students	2.50 - 2.99 CGPA at the end of each year
Requirement to Renew:		2.50 CGPA each year

Title:	Academic achievement sch. - level 4	Type:	Merit
Award:	$1,000	# of awardees:	All qualifying students entering in 13-14 academic year

Eligibility Criteria:	Freshmen & Transfer:	Entering students who are NAU Scholarship recipients
	Current Students	2.00 - 2.49 CGPA at the end of each year
Requirement to Renew:		2.00 CGPA each year

Title:	International diversity sch. - level 1	# of awardees:	First two students from each country on a first-come first-served basis; awarded upon registration
Award:	$5,000	Type:	Merit

Eligibility Criteria:	Freshmen & Transfer:	Recipients (students entering in 2013-2014) of President-Int, Provost-Int, or NAU Scholarships who are citizens of countries heavily underrepresented on campus
Requirement to Renew:		Academic good standing each year

Title:	International diversity sch. - level 2	# of awardees:	Next three students from each country on a first-come first-served basis; awarded upon registration
Award:	$2,500	Type:	Merit

Eligibility Criteria:	Freshmen & Transfer:	Recipients (students entering in 2013-2014) of President-Int, Provost-Int, or NAU Scholarships who are citizens of countries heavily underrepresented on campus
Requirement to Renew:		Academic good standing each year

ADDITIONAL SCHOLARSHIPS for FRESHMEN and TRANSFER STUDENTS

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

1. Each new NAU student is automatically given one of the following University scholarships depending on student's high school class rank and SAT/ACT score as recorded in the student's University application package: NAU Scholarship, Provost Scholarship, President Scholarship, Board Scholarship, Foundation Scholarship. In addition student is assigned an academic achievement scholarship which ranges from Level 1 to 4 depending on the University scholarship that he/she gets.

2. The University scholarships and academic achievement scholarships are given for one year and renewed automatically for up to 4 years given the student meets the minimum requirements to maintain the scholarship.

3. Each year in July, the Scholarships and Grants Committee convenes to evaluate the scholarship status of each student.
    a. For those students who meet the minimum requirements to maintain their scholarship, their University scholarship is renewed for another year. In addition, depending on the students' end of year CGPA, they may be eligible to receive a higher level of academic achievement scholarship. Please check the table above to see the promotion CGPA requirements for academic achievement scholarships.
    b. Those students who do not meet the minimum requirements for maintaining their current University scholarship level is reduced to lower level of University scholarship. The academic achievement scholarship level is also reduced simultaneously.

4. Students will be sent notification letters to their permanent address regarding the status of their scholarships in early August. Those students who would like to appeal to the decision of the Scholarships and Grants Committee should do so through the Office of Financial Aid.

5. Asset Scholarships are only available for freshmen students. The Scholarship Awarding Committee evaluates the applications each year and award those US resident students depending on their scholarship application package.

6. The "Exceptional Merit Scholarship for International Students" is available for international students only. The scholarship can be renewed up to four years depending the student satisfies the minimum requirement to maintain the scholarship. Eligibility rules and minimum requirements are given below:

Exceptional Merit Scholarship for International Students

North American University Student Services Office, complying with the University's mission to promote global cultural competency, awards the International Exceptional Merit Scholarship to international freshman students who demonstrate strong commitment to community service and leadership as well as possess exceptional talents in art, music, sports, creative writing or entrepreneurship. The purpose of this scholarship is to create a more vibrant, diverse and student friendly university environment, therefore awardees are expected to eagerly and frequently participate and take active role in campus activities and social events.

All candidates are evaluated by a committee based on the scholarship rubrics and qualified candidates are awarded the scholarship in various amounts depending on the evaluation score. This amount can only be used to cover tuition, housing and dining services provided by University, books purchased from University bookstore and NAU Health Insurance. However the amount of all scholarships cannot exceed the total cost of attendance.

The scholarship is renewable every year based on students' annual performance and sustained participation in community service, club and social activities recommended by the Student Services Office. Evaluation for renewals will take place in July and students will be notified of the decision in early August of each year.

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

- *International Exceptional Merit Scholarship application form*
- *Resume demonstrating extensive involvement in community service and leadership activities, and highlighting exceptional talents*
- *Application essay that describes the level of engagement in community service, breadth and quality of student's talents and student's passion to carry on those activities on campus*
- *Supporting documents that present the evidence of student's talents and achievements*
- *Two letters of recommendation*

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

5. ACADEMIC POLICIES

5.1. Academic Advising

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

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

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

5.1.1. Degree plans and application to graduate

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

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) 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.

5.2. Academic Standards

Course Registration

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

Minimum Class Enrollment

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

Course Numbers

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

Credit Hours

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

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

Adding, Dropping, or Changing Courses

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

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

Grading and Point Equivalents

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

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

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

Transfer of Credit for Registered Students

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

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

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

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

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

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

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

A. Satisfactory Progress

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

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

Student Progress	Frequency
Grade point average (GPA)	*per semester*
Cumulative grade point average (CGPA)	*per semester*
Maximum coursework allowed	*per semester*
Credit hours attempted	*per academic year*
Credit hours earned	*per academic year*

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

Successful Course Completion (based on required CGPA)

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

<div align="center">

Minimum CGPA requirement

0 – 21 credit hours: 1.70

22 – 42 credit hours: 1.80

43 – 59 credit hours: 1.90

> 60 credit hours: 2.00

</div>

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

Semester credit hour completion rate

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

The Completion Percentage Schedule

Academic Year	Credit Hours attempted	Credit Hours earned	Completion %
1	36	18	50%
2	66	33	50%
3	96	53	55%
4	126	76	60%
5	156	102	65%
6	180	120	67%

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

Maximum Time Frame

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

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

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

B. Unsatisfactory Progress

Warning

Students who fail to maintain satisfactory academic progress at the end of the first semester of study (during freshmen year) at NAU are given an academic warning. The student will be notified of such a decision via email, phone call and/or letter. Students may not appeal to this decision and no other action by the student is required. Students placed on academic warning may enroll for any subsequent semester. If they achieve the required minimum CGPA at the end of the warning period, they will be returned to good academic standing. If they do not obtain the required minimum CGPA, they will be placed into

academic probation as explained in the next section. A student on academic warning qualifies to receive Federal Financial Aid.

Probation

Students who fail to maintain satisfactory academic progress are placed on academic probation except for those freshmen students (placed on warning as mentioned above) who are in their first semester of study at the University. The student falling into probation will be notified of such a decision via email, phone call and/or letter. The student can appeal academic status with his/her academic advisor during the first or subsequent meetings as explained below. The date of the meeting between the advisor and the student, the action taken, and terms of probation (and academic plan if necessary) will be clearly indicated in the student's permanent file.

When a student is placed on academic probation, the academic advisor will counsel the student prior to returning to class. If the advisor determines, based on the student's appeal, that

1. The student should be able to meet the SAP standards by the end of the following semester, the student will be placed on probation without an academic plan. The student's progress at the end of that subsequent semester (as probation status is for one semester only) will be reviewed to determine if the student is meeting the requirements of satisfactory academic progress (SAP).

   a. If the student is in compliance and satisfies the requirements of the University's SAP policy, then the student is removed from probation status.

   b. If the student does not meet the requirements of the University's SAP policy then the student will be treated as in case 2 below.

2. The student will require more than one semester to meet progress standards, the student will be placed on probation and a workable academic plan for the student will be developed. The student's progress is reviewed in each subsequent semester to determine if the student is meeting the requirements of the academic plan.

A student placed on academic probation may enroll for any subsequent semesters. If the student achieves the required minimum CGPA at the end of the probationary period, he/she will be returned to good academic standing. If they do not obtain the required minimum CGPA, but one of the following holds (i) their GPA for the most current semester is 2.00 or above, or (ii) the student meets the requirement of the academic plan developed at the beginning of the most current semester, then the student is allowed to continue on academic probation and qualify for further federal financial aid funds. A student who is on probation may not apply for graduation.

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

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

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

Suspension

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

NAU may allow a student who has been academically suspended due to unsatisfactory progress to reenroll after a minimum of one semester. Such

reinstatement does not circumvent the approved refund policy. Suspended students can be readmitted only once.

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

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

Transfer Credits

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

Transfer student grade level:
    0 – 30 transferred credit hours: *freshmen*
    31 – 60 transferred credit hours: *sophomore*
    61 – 66 transferred credit hours: *junior*

Transfer students may be eligible for ACG, National SMART and TEACH Grant awards based on their determined transfer student grade level.

Withdrawals

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

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

Incompletes

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

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

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

Repeated Course

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

Non-punitive grades

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

Non-credit remedial courses

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

Change of Program / Additional Credentials

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

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

D. Regaining Financial Aid Eligibility and Appeals

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

1. Reestablishing financial aid eligibility

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

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

2. Appeals

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

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

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

3. Leaves of Absence

Students, who have withdrawn or taken a leave of absence and choose to re-enter into a course, will be placed under the same satisfactory or unsatisfactory progress status prevailing at the time of the prior withdrawal or leave.

E. Policies for ACG, National SMART and TEACH Grants

NAU's SAP policy comply with the federal financial aid criteria for different awards including Academic Competitiveness Grant (ACG) award, the National Science and Mathematics Access to Retain Talent Grant (National SMART), and TEACH grant.

ACG award is given to first year and second year undergraduate students who are Federal Pell Grant recipients. Student must be enrolled at least half-time in a degree program and have at least a cumulative 3.00 grade point average (CGPA)

on a 4.0 scale as of the end of the first year of undergraduate study to extend the award to the second year. National SMART Grant is available during the third and fourth years of undergraduate study to at least half-time students who are eligible for the Federal Pell Grant and who are majoring in physical, life, or computer sciences, mathematics, technology, or engineering or a critical foreign language, or non-major single liberal arts programs. Students must also be enrolled in the courses necessary to complete the degree program and to fulfill the requirements of the intended eligible major in addition to maintaining a CGPA of at least 3.00 on a 4.0 scale in course work required for major.

TEACH Grant is also available for eligible students. In exchange for receiving a TEACH Grant, students must agree to serve as a full-time teacher in a high-need field in a public or private elementary or secondary school that serves low-income students. As a recipient of a TEACH Grant, student must teach for at least four academic years within eight calendar years of completing the program of study for which student received a TEACH Grant. If the student fails to complete this service obligation, all amounts of TEACH Grants that the student received will be converted to a Federal Direct Unsubsidized Stafford Loan. You must then repay this loan to the U.S. Department of Education. You will be charged interest from the date the grant(s) was disbursed.

Recipients of TEACH grant should sign a TEACH Grant Agreement to Serve and be enrolled in coursework that is necessary to begin a career in teaching or plan to complete such coursework. Such coursework may include subject area courses (e.g. math courses for a student who intends to be a math teacher). These students should maintain a CGPA of at least 3.25. Transfer students may be eligible for ACG award, National SMART grant, and TEACH grant based on their transfer student grade level.

5.3. Academic Records and Transcripts

FERPA

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

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

(ii) Parents of dependent student is defined as:

(a) The term "dependent" means ––
    (1) a qualifying child, or
    (2) a qualifying relative.

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

(c) Qualifying child ––

(1) **In general**

The term "qualifying child" means, with respect to any taxpayer for any taxable year, an individual ––

(A) who bears a relationship to the taxpayer described in paragraph (2),

(B) who has the same principal place of abode as the taxpayer for more than one–half of such taxable year,

(C) who meets the age requirements of paragraph (3),

(D) who has not provided over one–half of such individual's own support for the calendar year in which the taxable year of the taxpayer begins, and

(E) who has not filed a joint return (other than only for a claim of refund) with the individual's spouse under section 6013 for the taxable year

beginning in the calendar year in which the taxable year of the taxpayer begins.

(2) **Relationship**

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

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

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

(3) **Age requirements**

(A) **In general**

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

(i) has not attained the age of 19 as of the close of the calendar year in which the taxable year of the taxpayer begins, or

(ii) is a student who has not attained the age of 24 as of the close of such calendar year.

(iii) Authorized school personnel includes, but is not limited to, "faculty; administrator; board member; support or clerical staff; attorney; nurse and health staff; counselor; human resources staff; information systems specialist; school security personnel; and a contractor, consultant, volunteer or other party to whom the school has outsourced institutional services or functions."

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

Where are complaints filed?

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

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

Public Information

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

Transcript Requests

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

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

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

Review of Academic Records

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

the record for the student and remains present while the student reviews the records.

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

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

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

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

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

Academic Awards and Honors

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

President's Honor Roll

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

1. *President's Honor Roll with Distinction* is based on a 4.000 GPA.

2. *President's Honor Roll* is based on a GPA of 3.500-3.999.

3. *Honorable Mention* is based on a GPA of 3.300-3.499.

Eligibility:

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

Graduation with Latin Honors

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

1. *Summa Cum Laude* "With Highest Distinction" is awarded to candidates whose cumulative grade-point average is 3.800 or higher.

2. *Magna Cum Laude* "With Great Distinction" is awarded to candidates whose cumulative grade-point average is3.600-3.799.

3. *Cum Laude* "With Distinction" is awarded to candidates whose cumulative grade-point average is3.300-3.599.

Eligibility:

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

5.4. Degree Requirements

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

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

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

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

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

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

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

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

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

5.4.1. General Education Program

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

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

General Education Courses (36 credit hours)

<u>Communications (9 hours)</u>
- COMM 1311 Fundamentals of Communication
- ENGL 1311 Composition and Rhetoric I
- ENGL 1312 Composition and Rhetoric II

<u>Mathematics (3 hours)</u>
One of the following:
- MATH 1311 College Algebra
- MATH 1313 Pre-calculus
- MATH 2314 Calculus I

<u>Natural Sciences (4 hours)</u>
One of the following:
- GEOL 1411 Earth Science
- PHYS 2411 Principles of Physics I
- CHEM 2411 Principles of Chemistry
- BIOL 1411 General Biology

<u>Humanities and Fine Arts (8 hours)</u>
- PHIL 1311 Introduction to Logic and Critical Thinking
- ETHC 1211 Professional Ethics
- ARTS 1311 Art Appreciation

<u>Social and Behavioral Science (9 hours)</u>
One of the following:
- HIST 1311 U.S. History I
- HIST 2312 U.S. History II
- HIST 2313 Western Civilization
- HIST 3314 History of Texas

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

<u>Computer (3 hours)</u>
One of the following:
- TEAP 1311 Computer Literacy
- TEAP 1313 Office Applications

5.5. Remedial Courses

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

ENGL R300 Basic Writing
ENGL R301 Development of Reading Skills
MATH R300 Fundamentals of Mathematics

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

5.6. Concentrations

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

5.7. The Minor

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

6. STUDENT SERVICES

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

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

6.1. Student Orientation

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

6.2. Library and Resource Center

The North American University Library has numerous resources that include catalogued books, journals, newspapers, magazines, and electronically accessible books and periodicals. Students may find information about these resources as well as academic databases, archives, hours of operation, and borrowing policies on the library's website - www.northamerican.edu/academics/library.html. Electronic resources of the library may be accessed through the computer workstations in the library or any networked computer with a web browser. A

login ID and password is required for on and off-campus access to online databases. The librarian is available for scheduled information seminars.

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

6.3. Computer and Information Services

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

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

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

6.4. Counseling Services

Students are eligible for comprehensive counseling services most of which are free. If any student is struggling with an issue there are many outlets that may help with the problem(s). Students should contact the Student Services Office to obtain more detailed information about services and to schedule individual appointments. In case of imminent danger, call 911.

6.5. Career Services

The Student Services Office helps students pursue their academic and personal goals during and after university education.

The Career Service is established to help develop students to work in a professional and morally ethical work environment. We want our students to be happy and well gratified related to their professional and career oriented goals.

Life after graduation is extremely important to our students and to North American University. We strive to prepare our students for the "real world". Professional and personal development is our main responsibility in Student Services Office.

6.6. Services for Individuals with Disabilities

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

You must present a formal document stating that you are an individual student with disabilities and signed by your doctor.

Persons with disabilities who desire accommodations should contact the Dean of Students in the Student Services Office at (832) 230- 5555 by the third week of the beginning of each semester.

6.7. Testing Services

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

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

6.8. Health Services

North American University is equipped with staff members that have their CPR , First Aid and AED Certification. If an emergency arises please notify the closest

staff member and or security personnel. Please be advised that these staff members and security are equipped to handle minor emergencies and give health-related information or may be able to direct you to the appropriate person regarding health information. All international students taking one or more credit hours are required to purchase the University's health insurance. Failure to purchase the University's health insurance may subject the students to not be able to register for classes. 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.

6.9. International Student Office

The International Student Office (ISO) serves all incoming and currently enrolled international students at North American University. The ISO assists students in maintaining their legal status in the United States, provides support for their dependents, and promotes interaction with and integration into the North American University community.

6.10. Student Organizations

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

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

6.11. Student Activities and Events

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

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

6.12. Sports and Recreation

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

6.13. Parking and Shuttle Services

North American University has adopted a parking policy to create an orderly traffic flow and equitable parking conditions on campus. Students' personal safety, the recognition of others' needs, campus appearance, and applicable laws were prime considerations in the formulation of these regulations. Facility Management administers this policy.

Any persons in control of a motor vehicle, who wish to park on campus, are subject to the provisions outlined in the NAU Parking Policy (http://www.northamerican.edu/campus-life.html)

6.14. Posting Policy

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

6.15. Student Residential Life

The residential community is a tightly knit society, where every resident can learn to work, live, and learn together. The development of Community Living Standards (CLS) is intended to enable students to experience the educational advantages of residential living. CLS provides a recognition that the individual and the community can work together to create an environment that best meets everyone's needs. The CLS also challenges students to reach consensus agreements, support and challenge peers, and communicate within the context of a learning community. Residents will be asked to invest a significant amount of time getting know one another and developing lifelong friendships.

6.16. Bacterial Meningitis Policy

Effective May 2011, state law requires that students under the age of 30 entering a public or private institution of higher education in the state of Texas are required to provide evidence of vaccination against bacterial meningitis or meet certain criteria for declining such a vaccination before completion of enrollment.

Each enrolling student must provide evidence of vaccination against bacterial meningitis or a booster dose during the five-year period preceding, and at least 10 days prior to, the first day of the first semester in which the student initially enrolls at an institution. Evidence of the student having received the vaccination from an appropriate health practitioner must be received by the Admissions Office. Details and exceptions of the policy can be found in the following website (http://www.northamerican.edu/meningitis.html).

6.17. Emergency Response Policy

The occurrence of an emergency situation can never be predicted, but with proper information and foresight, can be managed effectively. This policy is intended to be used as a practical outline of what to do in the event of certain anticipated emergency situations. While it would be impossible to provide direction for each and every possible emergency situation, this guide provides general information on what should be done to help resolve anticipated emergencies. Knowing that unforeseen circumstances could still arise, keep in mind that there are times when a person would have to exercise independent

judgment, using their best knowledge and training to help resolve the circumstances surrounding them. Anytime an individual is involved in or witnesses an emergency situation, they may be required to provide needed information during the reporting and investigation phases. Please be prepared to provide any firsthand knowledge you may have of the incident when an officer requests it. Details of the policy can be found in the Emergency Response Manual document (http://www.northamerican.edu/emergency.html).

6.18. Student Code of Conduct

The student code of conduct supports certain standards by outlining and enforcing acceptable behaviors. Students must abide by the regulations described in the student code of conduct, which is part of the Student Handbook. The misconducts described in the Student Handbook include, but are not limited to:

- Smoking
- Hazing
- Sexual assault and harassment
- Firearms, weapons, explosives, and flammable materials
- Theft and property damage
- Fighting, intimidation, harassment and bullying
- Gambling, wagering, gaming and bookmaking
- Unauthorized entry, possession, or use
- Failure to comply with instructions
- False alarms
- Violation of published University policies, rules or regulations
- Providing false information or misuse of records
- Financial irresponsibility

Students are also required to follow all local, state and federal laws. Any student who violates the student code of conduct will be subject to disciplinary procedures as described in the Student Handbook.

Student Code of Conduct Sanctions

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.

6.19. Grievance/Complaint Procedure

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

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

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

6.19.1. Confidential Reporting Protocol

It is the policy of North American University to prevent illegal, unethical, and unprofessional conduct that deviate from law or from the guidelines published

in official institutional documents. Any student who is asked to participate in such activity, or is a witness to, or comes in contact with information related to an actual or attempted case of such activity should report this information as soon as possible without fear of reprisal and in full confidentiality within the boundaries of state and federal law.

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

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

7. DEGREE PROGRAMS

7.1. Undergraduate Programs

North American University offers three baccalaureate degrees
1. Bachelor of Science in Business Administration
2. Bachelor of Science in Computer Science
3. Bachelor of Science in Interdisciplinary Studies in Education

All students seeking a Bachelor's degree are required to complete 36 hours of General Education courses at NAU.

7.1.1. Business Administration

Business Administration department provides our 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.

7.1.1.1. Objectives:

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.

7.1.1.2. 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.

General education requirements are outlined in the general education section of the catalog. Specific general education courses required for the program are outlined below.

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 1311   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
    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 4318   Financial Management

International Business Concentration

BUSI 4318   Special Topics in International Business

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

MINOR DEGREE REQUIREMENTS

A Minor in Business Administration can be earned in conjunction with any major in the North American University.

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:

BUSI 3313 Business Information Management

BUSI 3314 Business Ethics

BUSI 3315 Business Law

BUSI 4316 International Business

And one upper-division course in accounting, finance, or management concentration.

7.1.2. Computer Science

The North American University Computer Science Department provides students with a high-quality education, which will 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.

7.1.2.1. Objectives

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

7.1.2.2. 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 Computer Science program focuses on two areas of specialization, including software engineering and computer networking.

General education requirements are outlined in the general education section of the catalog. Specific general education courses required for the program are outlined below.

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 4326 Web Application Development
      COMP 4393 Senior Design Project
      MATH 1312   Statistics
      MATH 2314 Calculus I
      MATH 2317 Discrete Mathematics

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

Software Engineering Concentration (12 Credits)
>COMP 4319   Object Oriented Software Development
>COMP 4323   Software Design
>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 4198   Internship for Curricular Practical Training
>COMP 4399   Special Topics

MINOR DEGREE REQUIREMENTS
A Minor in Computer Science can be earned in conjunction with any major in the North American University.

Course Requirements
The following courses are required:
>COMP 1411   Introduction to CS I
>COMP 1412   Introduction to CS II
>COMP 2313   Data Structures

And three upper-division COMP courses.

7.1.3. 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.

7.1.3.1. Objectives

Students will be able to:

1. compare/contrast and apply human development and learning theories.

2. a. design curriculum and instructional materials.

   b. implement them in their profession .

3. integrate relevant technologies into education.

4. create positive learning environment by demonstrating professional classroom management and communication skills.

5. recognize responsibilities and ethical issues related to their profession.

6. develop content knowledge in their concentration.

7. improve pedagogical content knowledge in their concentration.

7.1.3.2. 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.

The program offers students pursuing a B.S. degree in Interdisciplinary Studies in Education four concentrations to choose from: 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 2315 History of Mathematics
MATH 2317 Discrete Mathematics
MATH 2316 Linear Algebra
MATH 3319 Statistics and Probability
MATH 3318 Geometry and Trigonometry in Math Education
MATH 3327 Integrating Technology in Math Education
MATH 3320 Differential Equation
MATH 3326 Introduction to Number Theory
MATH 4324 Teaching Secondary School Math
MATH 3322 Teaching Problem Solving in Math

Physical Science Concentration (42 Credits)

MATH 2314 Calculus I
MATH 2315 Calculus II
CHEM 2411 Principles of Chemistry
CHEM 2414 Organic Chemistry
CHEM 3415 Analytical Chemistry
CHEM 3312 Physical Chemistry
CHEM 3313 Descriptive Inorganic Chemistry
PHYS 2411 Principles of Physics I
PHYS 2412 Principles of Physics II
PHYS 3413 Modern Physics
PSED 4312 Laboratory Techniques in Science Teaching
PSED 3311 Methods in Science Teaching

Social Studies Concentration (33 Credits)

        PSYC 2311 General Psychology
        SOCI 2311 Introduction to Sociology
        ECON 2362 Principles of Microeconomics
        GEOG 2311 Introduction to Human Geography
        GEOG 2312 Regional Geography of the World
        GEOG 3313 Geography of US and Canada
        GOVT 3312 U.S. Government II
        HIST 2312 U.S. History II
        HIST 2313 Western Civilization
        HIST 3314 History of Texas
        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 3321 Professional Report Writing
        ENGL 3322 Studies in Linguistics and History of the English Language
        ENGL 3320 Issues in Composition at Secondary schools
        ENGL 3323 Teaching Grammar, Composition, Spelling, and Listening
        ENGL 4324 Reading and Writing in the Secondary Schools

MINOR DEGREE REQUIREMENTS

A Minor can be earned in conjunction with any major in the North American University.

Minor in Physical Science Teaching Requirements

The following courses are required:

        CHEM 2411 Principles of Chemistry
        PHYS 2411   Principles of Physics I
        PHYS 2412   Principles of Physics II

And two upper-division courses in PHYS, CHEM, or PSED.

Minor in Math Education Requirements

Three courses from the following:

MATH 2314 Calculus I

MATH 2315 Calculus II

MATH 2315 History of Mathematics

MATH 2317 Discrete Mathematics

MATH 2316 Linear Algebra

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-level MATH courses.

Minor in Social Studies Education Requirements

Three courses from the following:

GEOG 3313 Geography of US and Canada

GOVT 3312 U.S. Government II

HIST 3314 History of Texas

SOCS 4311 Concepts for Teaching the Social Science

And three courses in social studies concentration.

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 courses in English language arts concentration.

7.1.3.3. Teacher Certification Program (TCP)

NAU-TCP offers teacher certification in the following areas:
- Mathematics Teaching (8-12)
- Physical Science (8-12)
- Social studies (8-12)
- English Language Arts and Reading (8-12)

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 #202

Admission requirements
- Completion of *NAU-TCP Application Form*
- *Junior Standing*: Students must have 60 hours completed
- *Minimum Grade Point Average (GPA):* The candidate must meet one of the following criteria in order to be eligible to enter the educator preparation program:
  - an overall GPA of at least 2.50 or higher (Overall, transfer and English core classes); or
  - at least 2.50 in the last 60 semester credit hours; or
  - demonstration of achievement equivalent to the academic achievement represented by GPA through the applicant's work, business, or career experience as evidenced by the applicant's portfolio. Demonstration by portfolio will be granted by the program director only in extraordinary circumstances and will not be used to admit more than 10% of any cohort of candidates.
- *College level Competency:* The applicants may use any one of the options below for meeting this requirement:
  - Texas Higher Education Assessment (THEA): Minimum scores: Reading 230; Math 230; Writing 220 with no time limit.
  - Accuplacer (Administered by College Board): Minimum scores: Reading 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 12 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;

- o 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.
- o 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:
  - o be at least 18 years of age;
  - o not be disqualified or the subject of a pending proceeding under Chapter 249 of Title 19 of Texas Administrative Code.
  - o not be disqualified by federal law;
  - o be willing to support and defend the constitutions of the United States and Texas;
  - o 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.

2. Indication 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).

7.2. Graduate Program

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.

7.2.1. Objectives

i. To provide educators prospects and extending their knowledge and skills into the leadership in curriculum, instruction and decision making as well as the management of resources.

ii. To provide training for potential school administrators and supervisors that will emphasize the development of skillful professional performance.

iii. To provide academic preparation for candidates who seek certification in school administration or supervision.

iv. To provide educational leaders with skills in the use of technology to make and implement informed decisions.

v. To provide an opportunity for students to learn within the environment of an educational group that will inspire collegiality and professional collaboration.

vi. To provide training to future leaders who inspire and become models for others exemplifying the best qualities of learning ethical conduct, and commitment to the educational development.

7.2.2. Degree requirements

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

The program requires completion of core and major courses;

Core Area Courses (9 Credits)

EDUC 5311 (Online)	Human Growth and Development
EDUC 5312	Curriculum and Instructional Design
EDUC 5313	Statistical Procedures and Measurement in Education

Major courses (27 Credits)

EDUC 5314	School Leadership
EDUC 5315	Instructional Leadership
EDUC 5316	Human Resource Management
EDUC 5317 (Online)	School Law
EDUC 5318 (Online)	Educational Planning and Policy
EDUC 5319	School Finance and Campus Business Management
EDUC 5320 (Online)	Communication and Public Relations for School Administrators
EDUC 5321 (Online)	Technology for School Administrators
EDUC 5322	Internship in Educational Leadership

7.2.3. Admission requirements

- A completed application form
- A nonrefundable application fee ($60)
- Letter of intent (Statement of Purpose)
- Curriculum Vitae
- Two letters of recommendations
- Official Bachelor Degree transcript
- A minimum GPA of 2.5 for full admission or conditional acceptance (3.0 GPA before the second semester begins)
- A minimum GRE general combined test score of 1000 for full admission or conditional acceptance (3.0 GPA before the second semester begins)
- For international students: Proof of English Language proficiency: TOEFL (paper-550, CBT-213, IBT-79). Exception for TOEFL: 2 years work experience in the US educational institutions

In addition to the requirements listed above, the following elements are used to calculate admission into the Educational Leadership program.

For international students:

- If a student meets all requirements above, including departmental and language proficiency admission requirements, he/she is eligible to start to the program.

- Conditional Admission 1: If a student meets all requirements above, including departmental admission requirements, but not yet satisfied the language proficiency requirement and TOEFL score is between 61/173/500 and 79/213/550, the student will be enrolled in academic courses in Educational Leadership program and courses in remedial reading and writing courses.

- Conditional Admission 2: At departmental discretion, conditional admission may be offered to a student, who has not yet satisfied the language proficiency requirement, having a TOEFL score below 61/173/500. Conditionally admitted student is required to enroll full time in the Intensive English Program (IEP) at North American University. Upon successfully completion of the IEP, if TOEFL score of the student is still below 79/213/550, the student will follow up the step in condition 1.

7.2.4. Transfer Policy

Transferable coursework with grades of "B" or above is accepted for transfer credit. North American University allows for a maximum of 9 credit hours to be transferred from other institutions into M.Ed. program. In addition, a credit from bachelor's degree is not accepted for transfer credit.

7.3. Course Descriptions

Courses numbered 3000 or above are considered to be upper-division courses.

7.3.1. Accounting

ACCT 2311 Fundamentals of Financial Accounting
Cr. 3. (3-0). This course introduces students to the theory of accounting and financial reporting, and generally accepted accounting practices. The primary emphasis is on financial statements and accounting for assets, liabilities, equities, revenues and expenses.
Prerequisite: None

ACCT 2312 Fundamentals of Managerial Accounting
Cr. 3. (3-0). This course focuses on the development, interpretation and use of relevant cost behavior, control, and traceability concepts for management planning, controlling and decision making. Topics include product and direct costing, performance standards and variance analysis, accounting, profitability, and capital budgeting.
Prerequisite: ACCT 2311

ACCT 3314 Cost Accounting
Cr. 3. (3-0). This course examines the fundamentals of cost accounting within an organization. Topics covered in the course include standard costing, variance analysis, cost-volume-profit analysis, and budgeting.
Prerequisite: ACCT 2312

ACCT 3315 Intermediate Accounting I
Cr. 3. (3-0). This course focuses on accounting organizations, the conceptual framework of accounting, the accounting process, basic financial statements, and the time value of money. Issues discussed include the development of accounting standards, financial theory and practice in accounting for assets.
Prerequisite: ACCT 2311

ACCT 3316 Intermediate Accounting II
Cr. 3. (3-0). This course focuses on financial accounting issues including such essential topics as theory and practice in accounting for liabilities, shareholders' equity, earnings per share, and special disclosure topics, financial reporting.
Prerequisite: ACCT 3315

ACCT 4317 Governmental Accounting

Cr. 3. (3-0). This course provides a framework for understanding the special accounting and reporting requirements of government and nonprofit organizations. Topics include reporting concepts and budgeting principles for governmental and nonprofit economic entities.

Prerequisite: ACCT 2312

ACCT 4318 Auditing

Cr. 3. (3-0). This course covers the concepts, principles, and practical applications of auditing in business. It also stresses the concepts and practical applications that serve as a foundation for auditing skills.

Prerequisite: ACCT 3316

ACCT 4319 Taxation

Cr. 3. (3-0). This course provides a framework for understanding the special accounting and reporting requirements for federal income taxation. Topics include reporting concepts and budgeting principles for taxation of economic entities.

Prerequisite: ACCT 2312

7.3.2. Business

BUSI 1311 Business Statistics

Cr. 3. (3-0). This course focuses on statistical methods, their applications in business contexts and how to interpret analyses performed by others. Topics include data collection, frequency distributions, probability and probability distributions, sampling and sampling distributions, hypothesis testing, regression and correlation analysis.

Prerequisite: MATH 1311

BUSI 2312 Mathematical Applications in Business

Cr. 3. (3-0). This course overviews mathematical operations related to a variety of business disciplines. Students learn and apply the following skills: computation, fractions, decimals, percentages, bank transactions, trade/cash discounts, business statistics, payroll calculations, interest, notes and present value calculations.

Prerequisite: MATH 1311

BUSI 3313 Business Information Management

Cr. 3. (3-0). This interdisciplinary course focuses on computer-based information systems and explores the basic technical, behavioral, economic, and organizational concepts relevant to information, decision making, and systems in a business context.

Prerequisite: TEAP 1311 or TEAP 1313

BUSI 3314 Business Ethics

Cr. 3. (3-0). This course examines the role and importance of ethics in a complex business environment, as well as the relationships and social responsibilities of individuals, organizations and communities. Students will also discuss ethical philosophy and apply an ethical decision making process to practical ethical dilemmas confronting leaders and managers in the workplace.

Prerequisite: None

BUSI 3315 Business Law

Cr. 3. (3-0). This course provides an overview of the business law and legal environment. Topics for this course include the legal principles of business; dispute resolution and procedures; contract law; bankruptcy law; property law; internet law and e-commerce; security interests, negotiable instruments and sales.

Prerequisite: None

BUSI 4316 International Business

Cr. 3 (3-0). This course overviews financial, managerial, and marketing problems confronted by multinational firms. Worldwide patterns of trade and investments are also discussed.

Prerequisite: MNGT 2311, MRKT 2311,

Co-requisite: FINA 3312

BUSI 4317 Business Policy and Strategy

Cr. 3. (3-0). This course focuses on application of acquired knowledge and skills to real world business problems. Students utilize problem solving principles and techniques to evaluate case studies in a variety of business disciplines.

Prerequisite: MNGT 2311, MRKT 2311, ACCT 2312, FINA 3312, ECON 2311, BUSI 3314

BUSI 4318 Special Topics in International Business
Cr. 3. (3-0). This course focuses on current topics of concern in international business. Selected issues in the contemporary international business theory and practice are discussed and analyzed.
Prerequisite: BUSI 4316

7.3.3. Communication and Language Arts

ENGL R300: Basic Writing
Cr. 3. (3-0).This course will help students to develop and improve the writing skills needed for successful completion of university-level work. This course focuses on academic writing. It provides strategies for improving content, organization, voice, reading to write, and editing in analytical essays and reports.
Prerequisite: None

ENGL R301: Development of Reading Skills
Cr. 3. (3-0). This course offers intensive instruction in fundamental reading skills. This course focuses on improving reading and comprehension skills by developing university-level vocabulary and active reading strategies such as previewing, organizing information, analyzing structure, and identifying main ideas and supporting details.
Prerequisite: None

ENGL 1311 Composition and Rhetoric I
Cr. 3. (3-0). This course is designed to help students practice the fundamentals of the writing process in personal and expository writing. Emphasis is on developing essays, writing for a particular audience, evaluating, analyzing, revising and editing texts.
Prerequisite: ENGL R300 and ENGL R301 or placement by exam

ENGL 1312 Composition and Rhetoric II
Cr. 3. (3-0). This course offers continued development of writing skills and development of academic writing, with emphasis on literary analysis, expository and persuasive essays, study of research methods and materials, and preparation of research papers.
Prerequisite: ENGL 1311

ENGL 2313 Introduction to Writing

Cr. 3. (3-0). This course offers continued development of writing skills and development of academic writing, with emphasis on technical communications, various forms of business correspondence, basic procedures for research writing, creative and critical essay writing.

Prerequisite: ENGL 1312

ENGL 2314 Introduction to Literature

Cr. 3. (3-0). This course introduces poetry writing with emphasis on its forms and distinctive characteristics. The course will include poets from several different historical periods in which English verse has been composed, and poets from the diverse national/ethnic groups who have written in English. Students will be introduced to analyzing and writing about literature, focusing on the genres of fiction, non-fiction and drama. Students will learn techniques for reading analytically and critically and for writing critical/research papers on fiction, non-fiction and drama.

Prerequisite: ENGL 1312

ENGL 2315 Survey of British Literature I

Cr. 3. (3-0). This course focuses on the study of the literature of the Ancient, the Middle Ages and the longer English Renaissance, including the 17th century.

Prerequisite: ENGL 1312

ENGL 2316 Survey of American Literature

Cr. 3. (3-0). This course focuses on the study of the American literature from 1820 to 1865, including the birth of Romanticism, Transcendentalism, the slave narrative, and the abolitionist and woman's suffrage movement; from 1865 to 1914: an investigation of the ways in which mainstream and marginalized writers responded to post-Civil-War changes and conditions, including the literary movements of realism, naturalism, regionalism, and "local color." This course also introduces the American literature of the modern period (1914-1945): poetry and prose that range from the experimentalism of elitist art to immigrant stories to hardboiled detective fiction, as well as the developments in North American literature from the nineteen-fifties to the present.

Prerequisite: ENGL 1312

ENGL 2319 Survey of World Literature

Cr. 3. (3-0). This course focuses on a cross-cultural survey of 20th century

literature from Latin America, Africa, Asia, Europe, and the United States. It includes the reading and discussion of major modern novelists who have influenced the form and content of other writers. Analysis of the writing and sociological, political, and historical contexts of the authors.
Prerequisite: ENGL 1312

ENGL 3317 Survey of British Literature II
Cr. 3. (3-0). This course focuses on the study of the literature of the longer eighteenth century and nineteen century, from the Restoration to the French Revolution as well as the reign of Queen Victoria. This course also covers the period of the twentieth- and twenty-first centuries.
Prerequisite: ENGL 1312

ENGL 3318 Technical & Professional Writing
Cr. 3. (3-0). This course helps students develop additional academic writing skills such as writing reports, memoranda, proposals and other kinds of texts used in business, government, industry and academia.
Prerequisite: ENGL 1312

ENGL 3320 Issues in Composition Secondary Classroom
Cr. 3. (3-0). This course introduces students to the theoretical basis for and practical applications of cutting-edge instructional methods in Secondary School English Language Arts. The course focuses on how to plan curriculum units that integrate skills instruction in the areas of reading (both literature and non-fiction texts), writing (both expository and creative), speaking/listening, critical thinking, creative performance and media communications.
Prerequisite: ENGL 1312

ENGL 3321 Professional Report Writing
Cr. 3. (3-0). This course teaches advanced skills for short to mid-length informational and analytical reports common to the school place. Students learn to research, interpret, organize, and critically evaluate information. There is an emphasis on solving problems, using evidence, making carefully informed decisions and realistic recommendations as well as adapting the message to the audience. The importance of document design, accurate documentation of sources, responsible use of rhetoric, and clear and purposeful writing are strongly promoted.
Prerequisite: ENGL 1312

ENGL 3322 Studies in Linguistics and History of the English Language

Cr. 3. (3-0). This course examines the Linguistics and history of English from the prehistoric roots that bind it to other languages of Europe and Asia, through the period of its earliest attestation, and into the modern era. The course approaches the subject from the perspective of modern linguistics and also develops familiarity with the theory and analytical methods of this field.
Prerequisite: ENGL 1312

ENGL 3323 Teaching Grammar, Composition, Spelling, and Listening

Cr. 3. (3-0). This course focuses on the preparation for teaching grammar, usage, punctuation, composition, spelling, critical thinking, and listening in secondary schools.
Prerequisite: ENGL 1312

ENGL 4324 Reading and Writing in the Secondary Classroom

Cr. 3. (3-0). This course is designed to instruct students in the teaching of reading and writing in the secondary classroom, with an emphasis on principles, trends, methods, materials, approaches and strategies. Based on theories of interactive language and writing development, the course presents methodology designed to help teachers develop literacy and comprehension abilities in the English Language Arts.
Prerequisite: ENGL 1312

COMM 1311 Fundamentals of Communication

Cr. 3. (3-0). This course introduces students to the theory and practice of interpersonal, small group, and public communication.
Prerequisite: None

COMM 1312 Business and Professional Speaking

Cr. 3. (3-0). This course develops students' critical thinking, analytical and oral communication skills. It focuses on the effective organization and delivery of presentations and the construction of creative arguments in a business context.
Prerequisite: None

7.3.4. Computer Science

COMP 1411 Introduction to CS I
Cr. 4. (3-2). This course introduces fundamental concepts of structured procedural programming, data types, control structures, algorithm development; program design and implementation using C programming language; and software development tools. It includes a lab component.
Prerequisite: None

COMP 1412 Introduction to CS II
Cr. 4. (3-2). This course reviews structured programming and data types. It then introduces the object-oriented programming paradigm using JAVA programming language, focusing on the definition and use of classes, along with the fundamentals of object-oriented design. It includes a lab component.
Prerequisite: COMP 1411

COMP 2313 Data Structures
Cr. 3. (3-0). This course introduces the fundamental concepts of data structures and algorithms. Topics include fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), sorting, searching, and recursion.
Prerequisite: COMP 1412

COMP 2415 Systems Programming
Cr. 4. (3-2). This course examines interaction with a multi-user, multi-tasking operating system (e.g. Unix, Linux) via systems programs. Topics include the details of the file system and I/O, multi-tasking, inter-process communication, process control and shell scripting. It includes a lab component.
Prerequisite: COMP 1412

COMP 2316 Computer Organization
Cr. 3. (3-0). This course covers basic computer organization including the CPU, memory and peripherals; digital representation of data and instructions; and assembly language programming, assembler, loader, macros, subroutines, and program linkages.
Prerequisite: MATH 2317, COMP 1411

COMP 3317 Algorithms

Cr. 3. (3-0). This course focuses on the design and analysis of algorithm; heuristics; advanced tree structures; advanced hashing techniques; advanced sorting and searching; graphs and sets; NP-Completeness; and time and space complexities.
Prerequisite: COMP 2313

COMP 3318 Operating Systems

Cr. 3. (3-0). This course focuses on operating system structure and design techniques; process management, CPU and disk scheduling; process synchronization, concurrency, and memory and file management, device management, virtual memory; mass storage and I/O systems; and OS security.
Prerequisite: COMP 2316

COMP 3320 Programming Languages

Cr. 3. (3-0). This course is designed to supplement coursework in Computer Science. It helps students apply their knowledge into real-world problems in professional settings. Students recognize the need for continuous learning and experience the challenges of workplace environment.
Prerequisite: COMP 2313

COMP 3321 Database Systems

Cr. 3. (3-0). This course teaches the fundamentals of database systems, including relational and other data models, database design, data description and query languages, file organization, index structures, database integrity and security, access control, interfacing with database systems, transaction programming, and design and implementation of database applications.
Prerequisite: None

COMP 3322 Software Engineering

Cr. 3. (3-0). This course introduces basic concepts of software engineering, including software requirement analysis, design representation, programming methodologies, verification, validation, maintenance and software planning.
Prerequisite: COMP 1412

COMP 3324 Computer Networks

Cr. 3. (3-0). This course introduces the fundamental concepts and principles of modern computer networks with an emphasis on protocols, architectures, and

implementation issues of application, transport, network, data link and physical layers.
Prerequisite: None

COMP 3325 Computer & Network Security
Cr. 3. (3-0). This course teaches the fundamentals of computer and network security, including cryptography, authentication, and authorization; attack types, detection and defense techniques at the OS and network level; security in modern operating systems and virtual machines.
Prerequisite: COMP 3324

COMP 3326 Web Application Development
Cr. 3. (3-0). This course covers the fundamentals of Web Application development: markup languages, layout design, client and server side programming using HTML, XHTML, XML, Ajax, JavaScript, DHTML; database and Web integration.
Prerequisite: COMP 1412

COMP 4319 Object Oriented Software Development
Cr. 3. (3-0). This course introduces object-oriented paradigm, including encapsulation, inheritance, abstraction and polymorphism, as well as the implementation of these concepts using an object-oriented programming language.
Prerequisite: COMP 1412

COMP 4323 Software Design
Cr. 3. (3-0). This course introduces techniques and notations with formal (mathematical) underpinnings for specifying the structural and behavioral properties of software systems. Students analyze, synthesize, and express software designs using a variety of special-purpose design notations, and obtain practical experience with a team project. Topics include software architecture, architectural styles, module interconnection languages, modularity and information hiding principles, object-oriented design patterns (structural and behavioral), Petri nets, state charts, state transition diagrams, and Z notation.
Prerequisite: COMP 3322

COMP 4331 Cloud Computing
Cr. 3. (3-0). This course is a tour through various topics and technologies related to Cloud Computing. Topics include distributed system models and enabling

technologies, computer clusters for scalable Computing, virtual machines and virtualization of clusters and datacenters, design of cloud computing platforms, cloud programming and software environments, grid computing and resource management, P2P computing with overlay networks, ubiquitous computing with clouds and the Internet of things, and data-intensive distributed computing.
Prerequisite: COMP 3324

COMP 4351 Network Administration
Cr. 3. (3-0). This course focuses on the administration of networked operating systems such as Windows Server and Linux. It includes, monitoring, managing and troubleshooting of network resources such as files, folder access, printing devices, device drivers, backup devices, recovery as well as protocols and system services.
Prerequisite: COMP 3324, COMP 3318

COMP 4352 Internetworking Technology
Cr. 3. (3-0). This course shows students how to plan and design a network using various internetworking technologies to meet performance, security, capacity, and scalability requirements. This includes the fundamental, technical, and design issues associated with campus LANs.
Prerequisite: COMP 3324

COMP 4353 Data Mining
Cr. 3. (3-0). This course introduces fundamental topics of data mining and knowledge discovery, including statistical foundations, database support, data preprocessing, data warehousing, association discovery, classification, clustering, and mining complex data types.
Prerequisite: COMP 3321

COMP 4356 Software Project Management
Cr. 3. (3-0). This course focuses on first-line management of software system development. It covers major themes, including estimation (software cost factors, estimation models, and risk management), planning (work breakdown, scheduling, staffing, resource allocation, and creation of a project plan), and execution (team building, leadership, motivation, process tracking, control recovery, and communication within and outside the project).
Prerequisite: COMP 3322

COMP 4358 Wireless Networking

Cr. 3. (3-0). This course will examine the area of wireless networking, looking at the unique network protocol challenges and opportunities presented by wireless communication and host or router mobility. Although it will touch on some of the important physical layer properties of wireless communications, focus will be on network protocols above the physical layer, with an emphasis on the media access control, network, and transport protocol layers.
Prerequisite: COMP 3324

COMP 4393 Senior Design Project

Cr. 3. (3-0). This is a capstone course intended to facilitate the integration and application of knowledge and skills gained in various courses within the computer science curriculum. The project involves teamwork; modeling of real world problems; design, development and testing of a software-based solution; and its documentation.
Prerequisite: Consent of the Instructor

COMP 4198 Independent Study/Internship

Cr. 1. (1-0). This course is designed to supplement coursework in Computer Science. It helps students apply their knowledge into real-world problems in professional settings. Students recognize the need for continuous learning and experience the challenges of workplace environment.
Prerequisite: None

COMP 4399 Special Topics

Cr. 3. (3-0). Special topics courses with different titles offered occasionally to cover emerging issues or specialized, in depth content not available in the core curriculum. A specific title may be used for each course, which will appear on the student's transcript. Several different topics may be taught in one year or semester. May be repeated for credit for total of 6 credits.
Prerequisite: Advanced standing and consent of instructor or department chair.

7.3.5. Education

EDUC 2311 Introduction to Teaching Profession

Cr. 3. (3-0). This course introduces prospective teachers as well as other education students to the teaching profession. Presenting both historical and current views of teaching and education, this course encourages students to

think more deeply, broadly, and systematically about what teaching is, what teachers do, and whether teaching is an appropriate career choice for them. In the course students will develop research and theory-based views of educational history, teaching practices, various contexts of teaching and teachers, and contemporary issues related to teacher education.
Prerequisite: None

EDUC 2312 Learning Theories and Development

Cr. 3. (3-0). This course analyzes learning and development theories and their implications for learning and teaching. It examines factors that impact and facilitate learning, as well as instructional strategies that support the cognitive, social, and emotional development of learners
Prerequisite: None

EDUC 3314 Classroom Management

Cr. 3. (3-0). This course teaches effective classroom management with an emphasis on helping students become self-regulated learners; i.e. the application of various management techniques to help students become more responsible for their behaviors and choices. Theories and diverse strategies related to effective classroom management will be discussed.
Prerequisite: None

EDUC 3315 Curriculum and Instructional Design

Cr. 3. (3-0). This course focuses on the design of instruction, in particular on the theory and method of design based on congruence between identified needs and approaches to curriculum development. Topics include curricular design models and the integral connection between curriculum, assessment, and instruction; strategies for curriculum alignment; investigation and application of research-based instructional strategies; and the use of technology to enhance instruction.
Prerequisite: None

EDUC 3316 Integrating Technology into the Curriculum

Cr. 3. (3-0). This course examines the use of computers in the classroom and their impact on the learning environment. Topics include selection of resources, materials, and strategies for systemic achievement of curriculum goals; investigation of innovative and effective technological advances; and practices for use in teaching and learning.
Prerequisite: None

EDUC 3317 Education in Culturally Diverse Environments

Cr. 3. (3-0). This course offers perspectives on multicultural education in our schools today; on the appreciation of differences based on race, culture, ethnicity, and gender; and on how classroom practices can reflect a mature understanding of culturally diverse environments.

Prerequisite: None

EDUC 4318 Education of Exceptional Children

Cr. 3. (3-0). This course examines educators' responses to the needs of students with disabilities, those who are Limited English Proficient, and those who are academically or intellectually gifted. The focus is on differentiating and individualizing instruction for each student's mental, physical, emotional, and vocational development in the least restrictive environment.

Prerequisite: None

EDUC 4320 Issues Education - Reform, Law and Ethics

Cr. 3. (3-0). This course examines the key areas of educators' legal and ethical responsibilities, such as equity in education, documentation, intellectual property, accommodations for the disabled, student privacy, confidentiality, and personal relations between teachers and students. Specific legal cases will be discussed.

Prerequisite: None

EDUC 4321 Measurement and Assessment in Education

Cr. 3. (3-0). This course examines principles of educational measurement and evaluation in secondary schools. Topics include test construction, test reliability and validity, item analysis, interpretation of test results, grading and reporting of educational achievement.

Prerequisite: None

EDUC 4323 Reading in Content Areas

Cr. 3. (3-0). This course focuses on the development of reading skills and the interaction of readers with the text. Topics include the readability of curriculum materials, accommodating learning in light of students' diverse reading abilities, and assessment of student learning. Prerequisite: None

EDUC 4699 – Student Teaching

Cr. 6. (0-0-6). During practicum, student put into practice the skills they have gained in the Interdisciplinary Studies in Education program. Students will be

able to manage the real problems of the school successfully; understand the needs of school administrators, teachers, students, and parents; apply technology in the classroom; and create lesson plans and other documentation based on the needs of the schools.

Prerequisite: completion of all coursework

EDUC 5311 Human Growth and Development

Cr. 3. (3-0). This course is designed to examine the human development through the life span. The physiological, social, emotional, cognitive, language and cultural influences on the human development will be discussed. The theories of childhood, adolescent and young adult development and learning will be studied. This course is offered online.

Prerequisite: None

EDUC 5312 Curriculum and Instructional Design

Cr. 3. (3-0). This course focuses on the design of the instruction, in particular on theory and method of design as it relates to school administration. The main topics include curriculum design, instructional strategies, lesson planning, and assessment. This course is designed to be a practical course where school administrators will be equipped with the core skills needed for the successful administration of school curriculum. The mission of this course is not only building a required skills set to succeed as a future school administrator, but also extending the interest of students by introducing the concepts that are commonly used by today's teachers along with new applications providing students with the confidence, knowledge, and ability to easily learn the fundamentals of teaching.

Prerequisite: None

EDUC 5313 Statistical Procedures and Measurement in Education

Cr. 3. (3-0). This graduate-level course is intended to provide students in Educational Leadership with a conceptual introduction to basic inferential statistics and statistical hypothesis testing in the behavioral sciences. Emphasis is placed on understanding the underlying concepts and assumptions of statistical procedures, and on the correct application and interpretation of each procedure.

Prerequisite: None

EDUC 5314 School Leadership

Cr. 3. (3-0). This course focuses on preparing successful principals in various public schools that comprise the principal's work. It examines educational management and leadership from an interdisciplinary perspective. Special emphasis is placed upon organizational learning, school transformation, and the critical role assumed by school leaders as they enable others to develop self-managing schools.

Prerequisite: None

EDUC 5315 Instructional Leadership

Cr. 3. (3-0). This course is designed to acquaint educators with theories and current research that supports innovative practices and effective teaching strategies in K-12 school settings. The implications of current school improvement efforts, issues, and trends in K-12 education will be covered in the class. The role of teachers as instructional leaders will be emphasized as this role leads to improving classroom performance and student achievement.

Prerequisite: EDUC 5312, EDUC 5313

EDUC 5316 Human Resource Management

Cr. 3. (3-0). This course investigates how to manage human resources effectively in the dynamic legal, social, and economic environment currently impacting educational institutions. Covered topics are: formulation and implementation of human resource strategy; job analysis; methods of recruitment and selection; techniques for training and development; performance appraisal; compensation and benefits; and the evaluation of the effectiveness of human resource management frameworks and practices.

Prerequisite: None

EDUC 5317 School Law

Cr. 3. (3-0). This course examines key legal issues that govern daily and long-range decisions of educational leaders. In addition, this course focuses on the laws that govern America's public school system including student rights regarding discipline, suspension, personal grooming, testing and grading, and drug testing. Topics such as segregation, integration, dress codes and drug testing are essential not only for paralegals seeking full or part-time law office employment, but also for teachers, school counselors, and administrators working in the American education system. Furthermore, the course focuses on understanding of Texas and Federal codes, case law, policies, and significant

precedents and it will emphasize on the analysis of key legal concepts and application of law to the major areas including finance, personnel, risk management, curriculum, student services, teacher rights, torts, students' rights, and access. This course is offered online.
Prerequisite: None

EDUC 5318 Educational Planning and Policy
Cr. 3. (3-0). It provides an introduction to the field of educational politics with special emphasis on theoretical and conceptual analysis of the political behavior of education's stakeholders and the policy performance of educational systems. This course is offered online.
Prerequisite: EDUC 5317

EDUC 5319 School Finance and Campus Business Management
Cr. 3. (3-0). This course emphases on the role of the principal in the planning, development and implementation of the financial aspect of a campus including budgeting, purchasing, human resources, and business office management. Emphasis is placed on processes and procedures that most effectively and equitably meet the identified instructional needs of the building and specifically support increased student achievement as specified in the campus improvement plan. Scheduling, discipline, and facility management will be addressed as the management component of the course. This course also includes theory and practices of business management, internal accounting procedures, and the Texas public school finance.
Prerequisite: EDUC 5317

EDUC 5320 Communication and Public Relations for School Administrators
Cr. 3. (3-0). This course is designed to examine the communication and public relations in K-12 schools as a part of the educational leadership program. The following concepts will be discussed: principles underlying public relations in public agencies, development of school and community understanding, the role of the public in planning and implementing school programs and services, and cooperation among the various public agencies to maximize the educational services. This course is offered online.
Prerequisite: None

EDUC 5321 Technology for School Administrators

Cr. 3. (3-0). The course is designed to help enhance the skills of school administrators in the area of technology leadership. The course covers an overview of the utilization of technology to enhance decision-making, institute long-term planning, and regulate the day-to-day operations of the organization. Additional topics include the infusion of technology in the school curriculum, supervision and professional development of teachers who use technology in the classroom, distance education, and provisions for technology funding and infrastructure. This course is offered online.
Prerequisite: None

EDUC 5322 Internship in Educational Leadership

Cr. 3. (3-0). The internship is an opportunity for candidates of school administrator to have authentic field experience in administrative leadership positions. This is a time when candidates work closely with school administrators and supervisors at their school or other educational settings.
Prerequisite: EDUC 5311, EDUC 5312, EDUC 5314, EDUC 5316, EDUC 5318

7.3.6. Finance

FINA 1311 Personal Finance

Cr. 3. (3-0). This course provides students with skills to solve real world problems. It focuses on problems and applications related to personal finance, including financial planning, personal investing, budgeting, tax planning, real estate financing, credit management, insurance protection, and retirement and estate planning.
Prerequisite: None

FINA 3312 Business Finance

Cr. 3. (3-0). This course examines financial principles applicable to the business organization. Topics include risk return trade off, the time value of money, fundamentals of stocks and bonds and their valuation, capital budgeting, dividend and debt policy.
Prerequisite: ACCT 2311, ECON 2311, BUSI 1311

FINA 3313 Financial Markets and Institutions

Cr. 3. (3-0). This course analyzes asset and liability management for financial institutions. Topics include financial markets such as stocks, bonds, mortgages, derivatives and foreign exchange.
Prerequisite: FINA 3312

FINA 4314 Investments
Cr. 3. (3-0). This course focuses on investment theories and their application in terms of selecting assets and securities such as stocks, bonds, and mutual funds. Modern portfolio theory, leverage, and portfolio diversification is also discussed.
Prerequisite: FINA 3312

FINA 4315 Financial Analysis and Valuation
Cr. 3. (3-0). This course analyzes the financial statements of corporations, using analytical tools and methods ranging from ratio computation and cash flow measures to equity valuation. Topics include cash flow analysis, profitability analysis, credit analysis, short-term and long-term forecasting, and equity analysis and valuation.
Prerequisite: FINA 3312

FINA 4316 International Finance
Cr. 3. (3-0). This course focuses on the financial operations of corporations in international financial markets. Topics include forecasting exchange rates in foreign exchange markets, the components of international monetary systems, currency risk management techniques, and global financial decisions.
Prerequisite: FINA 3312

FINA 4317 Risk Management
Cr. 3. (3-0). This course focuses on ways to measure and properly price risk. It introduces basic concepts in insurance and the derivatives necessary for risk management and control. It also discusses contemporary risk measurement techniques and methods such as VaR in assessing credit and market risk that financial institutions are exposed to.
Prerequisite: FINA 3312

FINA 4318 Financial Management
Cr. 3. (3-0). This course provides an in-depth study of capital budgeting, financing, dividends, and related issues in the context of risk, return, and creation of value in a corporation and other business organizations.
Prerequisite: FINA 3312

7.3.7. Fine Arts & Humanities

ARTS 1311 Art Appreciation
Cr. 3. (3-0). This course surveys the purposes and processes of arts from a variety of different backgrounds, as well as that of various cultures from the prehistoric to the 20th century. It also examines the visual elements and principles of design.
Prerequisite: None

PHIL 1311 Introduction to Logic and Critical Thinking
Cr. 3. (3-0). This course introduces success strategies for university, career, and lifelong learning. The coursework explores methods of critical thinking and problem-solving, techniques for effective learning, and the foundations for working productively in diverse groups. Also addressed are strategies for locating, evaluating, and using information. Special emphasis is given to the significance of individual accountability as a factor of personal, academic, and professional success.
Prerequisite: None

ETHC 1211 Professional Ethics
Cr.2. (2-0). This course, as an introduction to ethical decision-making in professional life, examines individual, organizational, and macro-level issues in different professions. Both descriptive and normative models of unethical and ethical decision making are analyzed to help students make more informed ethical decisions.
Prerequisite: None

7.3.8. Management

MNGT 2311 Management & Organizational Behavior
Cr. 3. (3-0). This course examines tools for understanding the management process, organizational structure and corporate culture. It also relates theory and research to organizational problems by reviewing concepts in individual behavior, motivation and performance, communication, conflict and negotiation, teamwork dynamics and decision-making.
Prerequisite: None

MNGT 3312 Operations Management

Cr. 3. (3-0). This course focuses on principles and applications of process and resource management in manufacturing and service operations. Topics include forecasting, capacity planning, process selection, facility layout, quality control and management, scheduling, inventory control, MRP and ERP, and supply chain management.
Prerequisite: MNGT 2311

MNGT 4313 Management Science

Cr. 3. (3-0). This course introduces quantitative and analytical methods for modeling to solve business problems. Tools such as linear programming, integer programming, network flow models and decision analysis are examined.
Prerequisite: MNGT 2311, MATH 1311

MNGT 4314 Small Business Management

Cr. 3. (3-0). This course examines the economic and social environment in which small businesses function, and the critical role of entrepreneurship in fostering business growth and development. Topics include facts about going into business, conducting a feasibility study, financing a business, essential management skills, marketing strategies and legal issues.
Prerequisite: MNGT 2311

MNGT 4315 Leadership

Cr. 3. (3-0). This course provides students with in-depth knowledge on the various leadership theories and insight into effective leadership practices. Topics include management versus leadership, traits and characteristics of leaders, leadership attitudes and styles, situational leadership theories, power and influence, and motivation and coaching skills for leaders.
Prerequisite: MNGT 2311

MNGT 4316 Human Resource Management

Cr. 3. (3-0). This course focuses on theories, principles, and practices of human resources management in organizations. Topics include human resource management functions such as recruitment, selection, training, performance management, benefits and compensation.
Prerequisite: MNGT 2311

MNGT 4317 International Management

Cr. 3. (3-0). This course examines different aspects of international management and organization of multinational corporations. Topics include organizational problems in international operations, cross-cultural negotiations and decision making, formulating and implementing strategy for international and global operations, and international personnel management.

Prerequisite: MNGT 2311

MNGT 4318 Project Management

Cr. 3. (3-0). This course introduces the basic concepts of project management and tools and techniques to effectively manage projects. Topics include project selection, project planning, budgeting, scheduling, resource allocation, project control and project termination. Tools such as work breakdown structures, network diagrams, project crashing will also be covered.

Prerequisite: MNGT 2311

7.3.9. Marketing

MRKT 2311 Principles of Marketing

Cr. 3. (3-0). This course introduces marketing concepts and their application in the marketing of products, services, ideas, and organizations. Topics include consumer behavior; market segmentation and target market selection, and management of marketing mix variables such as product, price, placement, and promotion.

Prerequisite: None

MRKT 4312 International Marketing

Cr. 3. (3-0). This course introduces characteristics of global marketing and the strategic marketing decisions for effective competition in the global environment. Topics include planning and organizing for international marketing operations, distinctive characteristics, environmental influences, and emerging trends in overseas markets.

Prerequisite: MRKT 2311

7.3.10. Mathematics

MATH R300 Fundamentals of Mathematics
Cr. 3. (3-0). This course reviews basic arithmetic skills and pre-algebra, and elementary algebra topics that are required for the College Algebra course.
Prerequisite: None

MATH 1311 College Algebra
Cr. 3. (3-0). This course involves the study of linear, polynomial, rational, exponential, logarithmic and inverse functions; the theory and system of equations; complex numbers.
Prerequisite: MATH R300 or placement by exam

MATH 1312 Statistics
Cr. 3. (3-0). This course covers data collection, frequency distributions, probability and probability distributions, sampling and sampling distributions, hypothesis testing with applications in various fields, regression and correlation analysis.
Prerequisite: Math 1311

MATH 1313 Pre-Calculus
Cr. 3. (3-0). With this course students will be prepared for Calculus I. Topics included are functions and models including powers, exponentials, logarithms, rational functions, analytical geometry, and a detailed study on trigonometric functions, an introduction to matrix operations, determinants, two dimensional vector analysis, and an introduction to series and limits that are necessary.
Prerequisites: MATH 1311

MATH 2314 Calculus I
Cr. 3. (3-0). This course teaches Calculus of rational functions: limits, derivatives, applications of the derivative, indefinite integrals, definite integrals, mean value theorem, fundamental theorem of calculus, applications, and problem solving.
Prerequisite: MATH 1314

MATH 2315 Calculus II
Cr. 3. (3-0). This course teaches Calculus of transcendental functions: methods of integration and applications of integration, indeterminate forms, improper integrals, infinite series, parametric equations, and polar coordinates.
Prerequisite: MATH 2314

MATH 2316 Linear Algebra

Cr. 3. (3-0). This course focuses on systems of linear equations, vector spaces, linear transformations, matrices, and determinants.
Prerequisite: MATH 1311

MATH 2317 Discrete Mathematics

This course introduces basic concepts of mathematics and mathematical reasoning and provides an introduction to discrete concepts such as finite sets and structures, and their properties and applications. Topics include, but are not restricted to principals of counting, combinatorics, logic, sets, relations, functions, induction and other methods of proof, recursion, and graph theory.
Prerequisite: MATH 1311

MATH 3318 Geometry and Trigonometry in Math Education

Cr. 3. (3-0). This course delves into Euclidean geometry-axioms and proofs, lines and triangles; trigonometric functions and the study of transformations-translations, rotations, reflections, dilations and symmetry. The curriculum also covers coordinate geometry, vectors and matrices, non-Euclidean geometry and problem solving.
Prerequisite: MATH 1311

MATH 3319 Statistics and Probability

Cr. 3. (3-0). This course is an overview of probability and statistics. Topics included are probability theory, random variables, discrete and continuous random variables, the central limit theorem, sampling, estimation, hypothesis testing, confidence intervals, and analysis of variance.
Prerequisite: MATH 2315

MATH 3320 Differential Equation

Cr. 3. (3-0). This course is an introduction to ordinary differential equations of first order, higher order linear equations, Laplace transform methods. There are three main aspects we will be concerned with: 1) how to solve them, 2) how to interpret the solutions, and 3) how to apply them to solve real world problems.
Prerequisite: MATH 2315

MATH 3322 Teaching Problem Solving in Math

Cr. 3. (3-0) This course introduces techniques of teaching mathematics to produce deeper levels of conceptual and procedural understanding. Topics include the methodology of absorbing new ideas, efficient and accurate calculation, the

formulation of alternate solutions; and addressing the five critical mathematical processes, which include communication and problem solving.
Prerequisite: MATH 2315

MATH 4324 Teaching Secondary School Math

Cr. 3. (3-0). This course focuses on methods, techniques and evaluative instruments applicable to the teaching of secondary school mathematics.
Prerequisite: MATH 2315

MATH 2325 History of Mathematics

Cr. 3. (3-0). This course provides a university-level experience in mathematics and its history. Students will discover the development of important mathematical topics such as algebra, calculus and probability; be familiar with the contribution of famous mathematicians to mathematics and recognize the impact of their discoveries on history; understand the mathematical influences on the sciences; apply ancient techniques of problem solving to gain an appreciation for the current state of mathematics and to discover how different cultures have affected the development of mathematics.
Prerequisite: MATH 1311

MATH 3326 Introduction to Number Theory

Cr. 3. (3-0). This course introduces prime numbers and the fundamental theorem of arithmetic. Topics include, but are not limited to induction, well-ordering, division algorithm, Euclidean algorithm, number theoretic functions and congruences.
Prerequisite: MATH 1311

MATH 3327 Integrating Technology in Math Education

Cr. 3. (3-0). An introduction to technology appropriate for the mathematics classroom, including calculators, CAS systems, handhelds, computer software and multimedia. This course is intended for pre-service mathematics teachers at the middle/high school level.
Prerequisite: MATH 1311

7.3.11. Natural Sciences

CHEM 2411 Principles of Chemistry
Cr. 4. (3-2). This course introduces students to scientific method, measurements, the structure and properties of atoms and molecules and the states of matter, relationship of electronic structures to the properties of elements and simple compounds, properties of solutions, acid-base and redox reactions in solution. A lab component is included.
Prerequisite: None

CHEM 2414 Organic Chemistry
Cr. 4. (3-2). This course introduces students to the chemistry of the compounds of carbon with emphasis on the relation of molecular structure to chemical and physical behavior. This is a one-semester organic chemistry course that will expose students to a series of topics in organic chemistry, including (but not limited to) structure, bonding, functional groups, acid/base theory, reactions, and stereochemistry. A lab component is included.
Prerequisite: CHEM 2411

CHEM 3312 Physical Chemistry
Cr. 3. (3-0). This course introduces students to thermodynamics, theory of chemical kinetics and quantum chemistry. Laws of thermodynamics presented with applications to phase equilibria, chemical equilibria, and solutions. Theory of quantum mechanics presented at an elementary level and applied to the electronic structure of atoms and molecules.
Prerequisite: CHEM 2411

CHEM 3313 Descriptive Inorganic Chemistry
Cr. 3. (3-0). This course introduces students to the molecular structures and properties of inorganic complexes and compounds. We will study concepts in bonding, trends in periodic properties, molecular symmetry and its relationship to spectra, solid-state, reaction mechanisms, coordination chemistry, and descriptive chemistry of selected elements.
Prerequisite: CHEM 2411

CHEM 3415 Analytical Chemistry
Cr. 4. (3-2). This course introduces students to theoretical and practical aspects of quantitative analysis; Primary analyses, error analyses, data handling, solution

equilibria, acid base titrations, and spectrophotometry. A lab component is included.
Prerequisite: CHEM 2411

GEOL 1411 Earth Science
Cr. 4. (3-2). This course introduces students to physical geography/earth science. It includes study of physical systems and processes demonstrating the basic principles of physical and historical geology, astronomy, meteorology, and oceanography. A lab component is included.
Prerequisite: None

PHYS 2411 Principles of Physics I
Cr. 4. (3-2). This is an algebra-based physics course for introductory mechanics. Topics include motion in one and two dimensions, Newton's laws of motion and their applications, work and energy, linear momentum and collisions, rotational motion, gravity, oscillations, fluids and mechanical waves. Lab component is added. A lab component is included.
Prerequisites: MATH 1311

PHYS 2412 Principles of Physics II
Cr. 4. (3-2). This is the second part of the algebra-based physics course introducing electricity, magnetism, optics and thermal physics. Topics include electric charges, forces, and field, electric potential and potential energy, magnetism, magnetic flux, electromagnetic waves, geometrical and physical optics, heat and laws of thermodynamic. A lab component is included.
Prerequisites: PHYS 2411

PHYS 3413 Modern Physics
Cr. 4. (3-2). This is an introductory modern physics course. It covers special relativity, quantum mechanics, and selected topics in nuclear and particle physics. This course requires differential and integral calculus knowledge. A lab component is included.
Prerequisites: PHYS 2412, MATH 2314

PSED 3311 Methods in Science Teaching
Cr. 3. (3-0). This course is designed to develop pedagogical content knowledge for teaching science. Materials, methods and strategies necessary to teach science in secondary schools will be presented.
Prerequisites: CHEM 2411, PHYS 2412

PSED 4312 Lab Techniques in Science Teaching
Cr. 3. (3-0). This course is designed to develop skills to master the science laboratory in secondary schools. The techniques to conduct experiments and demonstrations in areas of chemistry and physics will be presented. Process of scientific inquiry and its role in science instruction will be overviewed. Laboratory safety will also be addressed.
Prerequisites: CHEM 2411, PHYS 2412

7.3.12.   Social & Behavioral Sciences

ECON 2311 Principles of Macroeconomics
Cr. 3. (3-0). This course provides an introduction to decision-making in the public sector; competing economic theories; economic analysis of inflation, unemployment, and economic growth; money and banking; monetary and fiscal policy; national income measurements; and international economics.
Prerequisite: None

ECON 2312 Principles of Microeconomics
Cr. 3. (3-0). This course provides an introduction to how markets function in the allocation scarce resources. Common analytical tools are used to examine the behavior of individual consumers and firms, and a framework to determine the efficiency of various market outcomes is developed. Topics include consumer theory, the behavior of firms, competition, monopoly, market equilibrium, and the role of government in the economy.
Prerequisite: None

GEOG 2311 Introduction to Human Geography
Cr.3. (3-0). This course aims to provide a broad introduction to the field of geography as a social science. The concepts and methods of geography will be employed to examine the following topics: the relationship between people and their environments; the importance of culture in influencing activities; the factors affecting spatial interaction and location; and global patterns of economic development. The relevance of the geographic approach in understanding a range of contemporary problems will also be considered.
Prerequisite: GEOL 1411 for social studies major students

GEOG 2312 Regional Geography of the World
Cr.3. (3-0). This course introduces the survey course that emphasizes the

human and physical geography of the world's major regions. Each region is surveyed as to its location and component countries and peoples, world importance, distinctive physical and cultural characteristics, relations to other areas of the world, and the major problems and potentialities associated with each.
Prerequisite: GEOL 1411 for social studies major students

GEOG 3313 Geography of US and Canada
Cr.3. (3-0). This course provides a systematic and regional analysis of the United States and Canada with emphasis on contemporary economic, environmental, political and social issues.
Prerequisite: GEOL 1411 for social studies major students

GOVT 2311 U.S. Government I
Cr. 3. (3-0). This course on the Constitution and Government of the United States examines the institutional structures of government at national and state levels, including the legislative process, executive and bureaucratic structures, and the judiciary systems.
Prerequisite: None

GOVT 3312 U.S. Government II
Cr. 3. (3-0). This course on the constitution of Texas and state, county, and municipal governments examines the constitutions of the State of Texas and the United States, federalism and intergovernmental relations, local government, and the political process. Note: Students transferring their government course work from out-of-state must enroll in this course to complete the Texas legislative requirement.
Prerequisite: GOVT 2311 for social studies major students

HIST 1311 U.S. History I
Cr. 3. (3-0). This course is a general survey of United States history from the discovery of the continent to the end of Reconstruction in 1877.
Prerequisite: None

HIST 2312 U.S. History II
Cr. 3. (3-0). This course is a general survey of United States history from 1877 to the present.
Prerequisite: HIST 1311 for social studies major students

HIST 2313 Western Civilization

Cr. 3. (3-0). This course is an overview of the origins and development of what is known as Western Civilization, from its ancient beginnings up to the era of the Renaissance and Reformation. Western Civilization refers to the civilization that began in the ancient Near East and then developed primarily in Europe, northern Africa and the westernmost edges of Asia. The cultural and political legacy of this civilization is vast and has become predominant in much of the world.
Prerequisite: HIST 1311 for social studies major students

HIST 3314 History of Texas

Cr. 3. (3-0). This course is a survey of the political, economic, social, cultural, and intellectual development of Texas from the period of Spanish discovery to the present.
Prerequisite: HIST 1311 for social studies major students

PSYC 2311 General Psychology

Cr. 3. (3-0). This course focuses on the nature of psychology with emphases on the study of personality development, decision making, reactions to frustration, mental health, and how the individual interacts with and is influenced by others.
Prerequisite: None

SOCI 2313 Introduction to Sociology

Cr. 3. (3-0). This course focuses on sociological perspectives including concepts and methods; social class and social status, the family, minorities, crime, religion, power, urbanization and population.
Prerequisite: None

SOCS 4311 Concepts for Teaching the Social Science

Cr. 3. (3-0). This course aims to prepare students for the secondary social studies, the awareness of the importance of professionalism, exploring and practicing a variety of teaching strategies and activities, and the skills of planning, questioning, classroom management and assessment. The course will help students to develop skills and procedures to create positive learning opportunities that reflect understanding of the unique characteristics of young adolescents.
Prerequisite: None

7.3.13.   Technology Applications

TEAP 1311 Computer Literacy

Cr. 3. (3-0) This course examines the role of computers in today's society, including the use of basic hardware, software, operating systems, and current applications in various segments of society. It introduces students to the Internet, word processing, spreadsheets, databases, and programming concepts with an emphasis on critical thinking and problem solving.

Prerequisite: None

TEAP 1313 Office Applications

Cr. 3. (3-0). This course introduces the Microsoft Office Family and covers the core features of MS Word, MS Excel, MS Outlook, and MS PowerPoint. Topics include installing Microsoft Office; editing, formatting, and saving documents; working with styles and templates, and advanced functionalities of MS Office products.

Prerequisite: None.

8. BOARD OF TRUSTEES

The Board of Trustees of the Texas Gulf Foundation (TGF) 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. Texas Gulf Foundation is a 501(c)(3) educational non-profit organization. The current governing board members of the TGF are Cahit Gezgin, Ph.D., Serkan Erdin, Ph.D., Murat Torlak, Ph.D., 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, and Enrollment Management	D.B.A. in Finance, Louisiana Tech University
Dr. Charles Green	Administrative Consultant	Adviser, Legal Affairs, College Administration	Ph.D. in Educational Administration, University of Texas at Austin
Dr. Can Dogan	Vice President - Administrative Affairs & CFO	Business Office, Human Resources, Information Technology and Residential Operations and Facility Management	Ph.D. in Economics, University of Houston
Dr. Sean Namli	Interim Dean of Enrollment Management and Director of Admissions	Office of the Registrar, Financial Aid, Admission, International Student Office (ISO)	Ph.D. in Mathematics, Louisiana State University

Dr. Osman Kanlioglu	Dean of Students	Student Services, Freshmen Coordination and Retention	Ph.D. in Electrical Engineering, University of Houston
Ms. Nicole Temple	Director of Intensive English Program (IEP)	Day to day operation of IEP	M.A. in TESOL
Mr. Gokay Besli	Director of the Dept of Residential Operations & Facility Management	Residential Operations and Facility Management	M.S. in Electrical Engineering, UT Tyler
Ms. Amy Giap	Director of Financial Aid	Financial Aid and Scholarships	M.B.A , Roosevelt University
Ms. Diane Ward	Director of International Office and DSO	Visa issues of F-1 students	B.A. in Communications and Spanish, Marist University
Ms. Antera Schultz	University Registrar	Office of the Registrar	B.S. in Communication, University of Texas at Austin
Ms. Stacey Johnson	Librarian	University Library Day to Day Operation	Masters in Library and Information Science, University of North Texas
Ms. Britany Lovett	Executive Assistant to the Office of President and VPs	Assisting to President, VPs, and Director of ROFM for daily operation	Bachelors of Music, 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:

Dorothy Miller	Vice President & Owner	Commercial Equipment & Sales Company Inc., Houston, TX
John Roberts, Ph.D.	Dean of College of Liberal Arts and Social Sciences	University of Houston, Main Campus
Mike Jiang	Vice President, Business Banker	Chase Bank, Houston, TX
Brian Flores	Director Educational Talent Search	LoneStar College, North Harris
Samantha Gonzalez	Community Engagement Administrator	Houston Independent School District
Linda Vega	Immigration Attorney	The Vega Law Firm, Houston, TX
Melvin Houston	Business/Entertainment Lawyer	Melvin Houston & Associates
Cherry Steinwender	Executive Director	The Center for the Healing of Racism
Kim Stoilis	President and CEO	Houston International Festival
John Danielson, III	Accounts Manager	TransCanada, Corp.
David Evans	VP for Academic Affairs & Dean of Faculty	Buena Vista University Storm Lake, Iowa

9. FACULTY

Kudbettin Aksoy
— **Area of teaching specialization:** Learning and Development Theories, Research Design, Measurement
— **Rank:** Assistant Professor
— **Degrees:**
Ph.D., Educational Psychology - Individual Differences, University of Houston
M.Ed., Curriculum and Instruction, University of Houston
B.S., Mathematics Education, Bosphorus University

Kadir Almus
— **Area of teaching specialization:** Educational Leadership, Research Design, Statistical Analysis in Education
— **Rank:** Assistant Professor
— **Degrees:**
Ed.D., Educational Leadership- Admin. and Supervision, University of Houston
M.Ed., Educational Leadership- Admin. and Supervision, University of Houston
B.S., Chemistry Education, Bosphorus University

Kemal Aydin
— **Area of teaching specialization:** Software Engineering, Programming Languages, Networking, Computational Thinking, Biomedical Signal Processing
— **Rank:** Assistant Professor
— **Degrees:**
Ph.D., Computer Science, University of Arkansas at Little Rock
B.S., Computer Science, Dokuz Eylul University

Barbara J. Baethe
— **Area of teaching specialization:** Guidance and Counseling, Behavioral Sciences, and Curriculum and Instruction
— **Rank:** Adjunct Professor
— **Degrees:**
Ed.D., Curriculum & Instruction / Educational Administration, Texas A&M University

M.Ed., Guidance & Counseling, University of Houston

B.S., Elementary Education / Sociology, University of Houston

Ali Boztas
— **Area of Teaching Specialization:** Analytical Chemistry
— **Rank:** Assistant Professor
— **Degrees:**
Ph.D., Chemical and Process Engineering, University of Surrey

M.S., Material Science and Engineering, Gwangju Institute of Science and Technology

B.S., Chemical Engineering, Middle East Technical University

Sirin Budak
— **Area of Teaching Specialization:** Mathematics Education
— **Rank:** Assistant Professor
— **Degrees:**
Ph.D., Mathematics Education, University of Central Florida

M.S., Mathematics Education, Bosphorus University

B.S., Mathematics Education, Bosphorus University

Stancey B. Chamberlain
— **Area of Teaching Specialization:** Basics of Writing, Reading, ESL
— **Rank:** Adjunct Professor
— **Degrees:**
J.D., Doctor of Jurisprudence, South Texas College of Law

M.L.A., Liberal Arts, Houston Baptist University

M. Ed., Educational Leadership, University of Houston

B. Ed., Business Education, University of Houston

Lawrence Clark
— **Area of Teaching Specialization:** English Language Arts/Reading and Communication
— **Rank:** Associate Professor
— **Degrees:**
Ph.D., English, Texas A&M University

M.A., English, University of Texas-Pan American

B.A. Communications, William Carey College

Bulent Dogan
— **Area of teaching specialization:** Educational Technology
— **Rank:** Assistant Professor
— **Degrees:**
Ed.D., Curriculum and Instruction, University of Houston
B.S., Electrical and Computer Engineering, Seljuk University

Elife Dogan
— **Area of teaching specialization:** Mathematics
— **Rank:** Assistant Professor
— **Degrees:**
Ph.D., Mathematics, Texas Tech University
M.S., Mathematics, Texas Tech University
B.S., Mathematics, Bilkent University

Ayse Durukan-Sonmez
— **Area of teaching specialization:** Operations Management, Management Science
— **Rank:** Assistant Professor
— **Degrees:**
Ph.D., Industrial Engineering, University of Houston
B.S., Industrial Engineering, Fatih University

Tolee Hanke
— **Area of teaching specialization:** General Psychology, Sociology
— **Rank:** Adjunct Professor
— **Degrees:**
M.A., Sociology, Sam Houston State University
B.A., Sociology and Psychology, Sam Houston State University

Janice K. Harder
— **Area of teaching specialization:** Political Science
— **Rank:** Adjunct Professor
— **Degrees:**
Ph.D., Government and Politics, University of Maryland
M.S., Political Science, Texas A&M University
B.S.L., Theology, Ozark Christian University

Charles Hart
- **Area of teaching specialization:** Taxation, Financial and Managerial Accounting
- **Rank:** Adjunct Lecturer
- **Degrees:**
  C.P.A., Texas State Board of Public Accountancy
  M.B.A., Finance, The Wharton School, University of Pennsylvania
  B.A., Economics, Rice University

Hui Liang
- **Area of Teaching Specialization:** Corporate Finance
- **Rank:** Assistant Professor
- **Degrees:**
  D.B.A, Finance, Louisiana Tech University
  M.S., Industrial Engineering, Louisiana Tech University
  B.M., Industrial Engineering, Xidian University

Cristen Martin
- **Area of teaching specialization:** English
- **Rank:** Lecturer
- **Degrees:**
  M.A., English, University of Louisiana at Monroe
  B.A., Mass Communication, Grambling State University

Jamie A. McCleskey
- **Area of Teaching Specialization:** Marketing, Organizational Leadership
- **Rank:** Adjunct Professor
- **Degrees:**
  M.B.A., Marketing, University of Houston
  B.B.A., Marketing, University of Texas at Austin

Heidi Mullins
- **Area of Teaching Specialization:** Curriculum and Instruction in Education
- **Rank:** Adjunct Professor
- **Degrees:**
  Ed.D., Curriculum and Instruction, University of Houston
  M.A., Art Education, University of Houston

B.A., Music Performance and Music Education, Houston Baptist
University

Osman Nal
— **Area of Teaching Specialization:** Economics, Financial Markets and
Institutions, Quantitative Risk Management
— **Rank:** Associate Professor
— **Degrees:**
Ph.D., Economics, Rice University
M.A., Economics, Rice University
B.S., Mathematics, Bilkent University

Ayse Namli
— **Area of teaching specialization:** Macroeconomics, Microeconomics
— **Rank:** Assistant Professor
— **Degrees:**
Ph.D., Economics, Anadolu University
M.A., Economics, Dumlupinar University
B.A., Banking and Finance, Bilkent University

Ibrahim Ozturk
— **Area of teaching specialization:** Development economics and
international trade, Institutional economics
— **Rank:** Professor
— **Degrees:**
Ph.D., Economics, Marmara University
M.A., History, Bosphorus University
B.S., Economics, Bosphorus University

Carol Pianzola
— **Area of teaching specialization:** Basics of Writing, Reading, ESL
— **Rank:** Adjunct Professor
— **Degrees:**
M.Ed., Comprehensive Masters in Adult Education, Second Language
Acquisition and Theory, and Instructional Design, University of
Saskatchewan
B.A., Latin American Studies and Spanish, University of Wisconsin - Eau
Claire

Kathleen S. Ramsey
- — **Area of teaching specialization:** Ethics, Philosophy, General Studies, Biology
- — **Rank:** Adjunct Professor
- — **Degrees:**
  Ph.D., Biochemistry, University of Iowa
  M.A., Divinity, Houston Graduate School of Theology
  B.A., Biology and Chemistry, Ripon College

Ihsan Said
- — **Area of teaching specialization:** Software Engineering, Programming Languages
- — **Rank:** Instructor
- — **Degrees:**
  M.S. in Software Engineering, University of Houston, Clear Lake
  B.S., Computer Engineering, University of Balamand

Antoinette Smith
- — **Area of teaching specialization:** Business Ethics
- — **Rank:** Adjunct Professor
- — **Degrees:**
  M.B.A, Management and Strategy, Western Governors University
  B.S., Business Management, Western Governors University

Ahmet E. Sonmez
- — **Area of teaching specialization:** Hardware Engineering, Digital Design
- — **Rank:** Assistant Professor
- — **Degrees:**
  Ph.D., Computer Science, University of Houston
  M.E.E., Electrical & Computer Engineering, University of Houston
  B.S., Electronics Engineering, Fatih University

Ibrahim H. Suslu
- — **Area of teaching specialization:** Networking, Cloud Computing, Programming Languages, System Programming
- — **Rank:** Assistant Professor
- — **Degrees:**
  Ph.D., Computer Science, Louisiana State University
  M.S., Computer Science, Southern University and A&M University

B.S., Electrical and Computer Technology, Marmara University

David Strong
— **Area of teaching specialization:** Business Information Management
— **Rank:** Adjunct Professor
— **Degrees:**
Ph.D., Applied Management and Decision Sciences, Walden University
M.B.A., Marketing, Amberton University
B.B.A., Business Management, University of Texas at Austin

Halil Tas
— **Area of teaching specialization:** Education, Geography Teaching
— **Rank:** Associate Professor
— **Degrees:**
Ed.D., Higher Education, Oklahoma State University
M.Sc., Geography, Oklahoma State University
B.S., Geography Teaching, Black Sea Technical University

Deandra Travis
— **Area of Teaching Specialization:** Leadership and Organizational Behavior, Human Resources Management
— **Rank:** Assistant Professor
— **Degrees:**
Ph.D., Organization and Management Studies, University of Texas at San Antonio
M.B.A., International Business, University of Saint Francis
B.A., Sociology and Spanish, University of Notre Dame

Filiz Tumel
— **Area of teaching specialization:** Mathematics
— **Rank:** Lecturer
— **Degrees:**
Ph.D., Mathematics, University of Houston
M.S., Mathematics, Bosphorus University
B.S., Mathematics, Bosphorus University

Kate Van Cleef
— **Area of Teaching Specialization:** US History, Public History
— **Rank:** Adjunct Professor

— **Degrees:**
M.A., History, New Mexico State University
B.A., Anthropology, New Mexico State University

Zafer Ugur
— **Area of Teaching Specialization:** Physical Science/Chemistry
— **Rank:** Assistant Professor
— **Degrees:**
Ph.D., Chemistry, Virginia Commonwealth University
B.S., Chemistry, Zonguldak University

Chandra West-Fort
— **Area of Teaching Specialization:** English Language Arts Education
— **Rank:** Assistant Professor
— **Degrees:**
Ph.D., English Language Arts Education, Auburn University, Auburn, AL
M.Ed., Secondary Education English, Georgia Southwestern State
University, Americus, GA
B.S. English Language Arts Education, Auburn University, Auburn, AL

James A. Wise
— **Area of teaching specialization:** Financial Accounting, Auditing
— **Rank:** Adjunct Professor
— **Degrees:**
C.P.A., Texas State Board of Public Accountancy
B.S., Business Administration, University of Arizona

Sharon Worley
— **Area of Teaching Specialization:** Humanities
— **Rank:** Adjunct Professor
— **Degrees:**
Ph.D., Humanities, University of Texas at Dallas
M.A., Art History, Tufts University
B.S., Business Administration (Finance major), Ohio State University

Kamile Yagci
- — **Area of Teaching Specialization:** Physical Science/Physics
- — **Rank:** Assistant Professor
- — **Degrees:**

  Ph.D., Physics, Southern Methodist University

  M.S., Physics, Bosphorus University

  B.S., Physics, Bosphorus University