Addenda to Academic Catalog 2018-19

The following revision has been made in the catalog (deleted items are ~~struck~~, new items are underlined)

Effective August, 2018

Catalog page 21
3.3.2 International Student – Graduate – English Proficiency revised to read as follows:

Two (2) years of teaching experience in an English-speaking country for M.Ed. programs; Two (2) years of teaching experience in a school where the primary language of instruction is English for M.Ed. programs; two (2) years of verified relevant work experience in the U.S for other master programs.

Effective October, 2018

Catalog page 74
7.2 General Education Program

In addition to the General Education requirements listed below, all incoming freshmen students are required to take FRSH 1311 Freshman Seminar and this will be considered as a required elective, part of Elective courses listed under each department.

Catalog page 75
7.2 Undergraduate Program

Students seeking a Bachelor of Science degree are required to complete 120 semester credit hours including 36 credits of general education courses. Freshman students are required to complete FRSH 1311 Freshman Seminar course in their first year. Undergraduate Students may take some elective courses (like SPAN 1311) offered at the University.

Catalog page 77
7.3.1.3 Degree Requirements

Electives

BUSI 4199 Internship

BUSI 4399 Internship

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7.3.2.3 Degree Requirements

Electives

COMP 4199 Internship

COMP 4398 Internship

COMP 4399 Special Topics

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7.4.1.3 Degree Requirements

Electives (3 credits)

MBA 5199 Internship

MBA 5399 Internship

Or any graduate level MBA course.

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7.4.2.3 Degree Requirements

Electives (6 credits – Any two courses below)

COMP 5198 Internship

COMP 5398 Internship

COMP 5399 Special Topics

Or any graduate level Computer Science courses.

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8. COURSE DESCRIPTIONS

BUSI 4199 Internship Cr. 1.

This course is designed to supplement coursework in Business Administration. 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: Junior or senior students only, and instructor approval.

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8. COURSE DESCRIPTIONS

COMP 4198 Internship Cr. 1.

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: Junior or senior students only, and instructor approval.

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8. COURSE DESCRIPTIONS

COMP 5198 Internship Cr. 1.

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

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8. COURSE DESCRIPTIONS

MBA 5199 Internship Cr. 1.

This course is designed to enable Master of Business Administration students to gain practical experience that supplements their coursework. 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: Completion of the first semester, and a minimum CGPA of 3.0, and MBA coordinator approval.

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9.1. University Administration

Dr. Serif Ali Tekalan, President

Day to day institutional operations, Coordination with Board of Trustees and University Advisory Board M.D. in School of Medicine, Ege University

Dr. Faruk Taban, Provost - Vice President for Academic Affairs

Academic Departments, <u>Institutional Effectiveness and Planning</u>, Library, Registrar's Office, Distance Education, <u>Office Student Services, Student Life, Success and Career Offices</u>

Ph.D. in Mechanical Engineering, University of Nevada, Reno

~~Dr. John C. Topuz, Senior Vice President~~

~~Compliance and Institutional Effectiveness~~

~~D.B.A. in Finance, Louisiana Tech University~~

Dr. Kadir Almus, Vice President <u>for</u> Administrative Affairs

Admission, Financial Aid, International Student Office, Marketing and Communications, Housing and Facilities, <u>Business Office, Human Resources, Information Technology and Bursar's Office</u>

Ed.D. in Educational Administration and Supervision, University of Houston

~~Dr. Osman Kanlioglu, Dean of Student Affairs~~

~~Student Services Office, Student Success Office, Alumni/Career Services Office~~

~~Ph.D. in Electrical Engineering, University of Houston~~

~~Mr. Dovran Ovezov Chief Financial Officer (CFO) - Director of Business Affairs~~

~~Business Office, Human Resources, Information Technology and Bursar's Office~~

~~M.B.A., Southeastern Louisiana University~~

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6.3. ~~Dining Hall~~ <u>Stallion Cafe</u>

<u>Located on the first floor, the Stallion Café features breakfast, lunch, and dinner meals. Choose from entrees, hamburgers or hotdogs, salads, and much more!</u>

The dining ~~facilities~~ <u>facility</u> is under the jurisdiction of the University. Students are responsible for following all ~~dining hall~~ <u>Stallion Café</u> regulations <u>either posted or published while using the</u>

facility. Students in violation may be referred to the Dean of Student Affairs Office for judicial action.

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

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

Catalog page 71
6.19. Disability Accommodation

~~Accommodations may include but are not limited to:~~

~~• Extended time for tests~~

~~• Separate/quiet testing environment~~

~~• Note taking assistance~~

~~• Enlarged written materials~~

~~• Books on tape~~

~~• Preferential seating~~

Catalog page 123
9.1 Board of Trustees

The Board of Trustees of the North American University functions as the University's major policy making body and planning unit. The interests of the major constituencies of the institution are represented by one or more board members. The voting members of the board do not receive any compensation from the institution. The president (CEO) of the University also serves on the

board as a non-voting member. North American University is a 501(c)(3) educational non-profit organization. The current governing board members of the North American University are Dr. Guner Arslan, Mr. Ruhi Ozgel, Mr. Orhan Kucukosman, ~~and~~ Mr. Abdullah Marulcu <u>and Mr. Hakan Barberson.</u>

Catalog page 55
5.3.1.2 Qualitative Standard: Required Cumulative Grade Point Average

Graduate students ~~must maintain~~ <u>are expected to maintain</u> a CGPA of 3.00 at the close of each semester. <u>If any student cannot comply with the CGPA requirement, s/he should follow an approved academic plan developed by the Academic Advisor. Graduate students are required to have a CGPA of 3.0 for graduation.</u>

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5.3.2.3. SAP Probation

A student whose appeal is approved by the SAP Appeals Committee may be placed on SAP Probation. Students on SAP Probation are eligible to receive federal financial aid.

SAP Probation is <u>for</u> one semester with the possibility of additional semesters if it is approved in the Academic Plan (not the same as a Degree Plan). The Academic Plan is ~~developed~~ <u>decided on</u> by the SAP Appeals Committee <u>but developed by the Academic Advisor.</u> ~~and the student, and~~ <u>It</u> is a written agreement between a student and the institution in order for the student to improve his/her academic performance. The Academic Plan includes a minimum GPA and a minimum completion rate that the student must achieve every semester during the probationary period. The student is also required to meet SAP standards at the end of the probationary period as a part of the Academic Plan. Registrar's Office will monitor the academic progress of the student at the end of each semester. Academic Plan may be made for students who attempted a less than of 144 credit hours.

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5.3.2.5. Appealing SAP Suspension

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

1. <u>Appeal Request Form</u>

2. Letter of appeal, explaining the mitigating circumstances that resulted in unsatisfactory academic progress, explanation on how the circumstances have been remedied or changed to ensure that the student will be able to meet SAP standards

3. Supporting documentation of the mitigating circumstances, and the remediation or change. Appeals are reviewed by a committee involving the Director of Financial Aid, Registrar, ~~and~~ Director of Student Success ~~Coordinator~~ and representatives from various departments. The SAP Appeals Committee may seek information from the students' advisor or related department chair, if necessary. The committee evaluates the appeals and determines whether the student is able to meet the SAP standards by a specific point in time and is deemed eligible to receive federal financial aid. The committee may

• reject the appeal; or

• approve the appeal and place the student on SAP Probation for one semester; or

• approve the appeal and place the student on SAP Probation with an academic plan; or

• approve the appeal and place the student on SAP Extended Enrollment.

Students placed on SAP Suspension due to failure to meet the qualitative standard at the end of the second academic year are not eligible for SAP Probation. ~~SAP Probation with an academic plan option is not applicable for graduate students.~~

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Catalog page 45
5.1.16.1 Leave of Absence

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. An approved LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal. If the LOA does not meet the conditions outlined in this policy, the student is considered to have ceased attendance and will be withdrawn from the university.

In order for an LOA to be granted, there must be reasonable expectation that the student will return from the leave. For the school to make such a determination the University must know the student's reason for requesting the leave. Students may request an LOA as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. Extenuating circumstances include but are not limited to: personal, medical, military obligations and jury duty. The LOA, together with any additional leaves of absence, must not exceed a total of 180 days in any 12-month period. This 12-month period begins on the first day of the student's initial LOA. The leave of absence return date must be at the start of a semester.