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ACADEMIC CATALOG
UNDERGRADUATE | GRADUATE

NORTH AMERICAN UNIVERSITY

INSPIRATION | INNOVATION | GLOBAL COMPETENCE | INSPIRAT

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1. ACADEMIC CALENDAR

2015-2016 CALENDAR

FALL SEMESTER – 2015

Beginning & Ending: August 18- December 18

August 2015

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

September 2015

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

October 2015

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

November 2015

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

December 2015

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

SPRING SEMESTER – 2016

        Beginning & Ending: January 20- May 13

January 2016

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

February 2016

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

March 2016

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

April 2016

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

May 2016

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

SUMMER SEMESTER – 2016 (For Master Students only)

Summer I (1st 6-week session)
Beginning & Ending: May 23 - July 1

May 2016

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

June 2016

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

Summer II (2nd 6-week session)
Beginning & Ending: July 5 – August 12

July 2016

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

August 2016

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

Summer III (12-week session)
Beginning & Ending: May 23 – August 12

May 2016
May 23	First day of classes. Late registration
	Full payment is due for all students
May 25	Late registration ends. Last day to add a course
May 30	Memorial Day Holiday
May 31	Last day to drop a course without a fee

June 2016
June 8	Last day to drop a course with a fee

July 2016
July 4	Independence Day Holiday
July 14	Last day to drop a course with a "W"

August 2016
August 8	Last day of classes for Summer III
August 9	Make up day for classes officially cancelled by NAU (if necessary)
August 10-11	Final Examinations
August 12	Last day to submit final grades
	Official closing of Summer III

2. GENERAL INFORMATION

2.1. Mission Statement

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

2.2. Goals and Objectives

Goal 1: Academic and Career-related Learning

Objective 1.1   Foster academic and career-related student learning

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

Objective 1.3   Attract and nurture promising students

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

Goal 2: Professional Proficiency

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

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

Objective 2.3   Promote life-long learning skills

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

Goal 3: Student Centeredness and Personal Development

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

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

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

Goal 4: Engagement with Stakeholders

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

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

Goal 5: Good Stewardship

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

2.3. History

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

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

The TGI submitted an application for accreditation to the Accrediting Council for Independent Colleges and Schools (ACICS) on October 16, 2009. The ACICS council has awarded the TGI an initial grant of accreditation to offer certificate programs through December 31, 2013. On June 16, 2010, the TGI applied to the ACICS for inclusion of its bachelor's degree programs in accreditation. The application was approved on July 2, 2010.
With the addition of Bachelor of Science degree programs, the Texas Gulf Institute evolved into North American College. The name change was approved by the ACICS on August 16, 2010, and by the THECB on September 10, 2010.

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

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

2.4. Accreditation and Certifications

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

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

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

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

2.5. Statements

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

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

Equal Opportunity Statement

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

Americans with Disabilities Act (ADA) Statement

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

3. ADMISSIONS

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

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

Phone: 832-230-5555

E-mail: admissions@na.edu.

Application Deadline:

Fall 2014 Semester: August 14th (for domestic students),
                          July 24th (for international students)
Spring 2015 Semester: January 8th (for domestic students),
                          December 11th (for international students)

3.1.   Undergraduate Admissions

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

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

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

Students should also submit the following, if available:

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

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

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

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

3.2. Graduate Admissions

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

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

7. GRE/GMAT scores

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

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

3.3. International Student Admissions

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

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

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

Graduate Students
- TOEFL: 79 IBT, 550 PBT, 213 CBT
- IELTS: 6.0
- Composition and Rhetoric I and II with a grade of "B" or better from a U.S. based college or university.
- A bachelor's degree or higher from a U.S. institution
- 2 Years of verified work experience in the U.S
- Completion of 6 graduate credits with a minimum grade of B in a U.S. institution

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

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

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

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

3.4. College Readiness

College readiness is the combination of knowledge and skills in English and mathematics necessary to qualify for and succeed in college-level, for-credit coursework without the need for remediation. North American University requires students who are not college- ready to take the Accuplacer test to determine non-exempt students' current academic levels in mathematics, reading, and writing before course enrollment. Students who fail one or more sections of these exams will be required to take and successfully complete appropriate remedial courses in the subjects that they failed. International students who passed Developmental Reading and Writing course offered by Gulf Language School Intensive English Program at NAU.

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

(English encompasses both Reading and Writing)

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

3.5. Transfer Credits

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

3.5.1. Receiving Credit from another Institution of Higher Learning

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

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

3.5.2. Transferring Credits by Examination

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

Math Equivalency Chart for SAT, ACT and ACCUPLACER

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

English Equivalency Chart for SAT, ACT and ACCUPLACER

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

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

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

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

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

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

4. FINANCIAL INFORMATION

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

4.1. Tuition and Fees

4.1.1. Undergraduate Programs

Per Semester Tuition

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

Per Semester Fees

Departmental Fee	: $35
Course with Lab Fee	: $50
Library Fee	: $35
Student Service Fee	: $80
Computer and Internet Fee	: $75
Health Insurance Fee	: $775 *(International Students only)*

Other Fees

Late Registration Fee	: $150
Late Add/Drop Fee	: $30
Withdrawal Fee	: $30
Accuplacer Test Fee	: $45
Compass ESL Test Fee	: $55
Transcript Fee	: $10
Verification of Enrolment Fee	: $5
Notary Services Fee	: $15
Same Day Service Fee	: $40
Re-enrollment/Admission Fee	: $70
International Transcript Translation & Evaluation Fee	: $290
I-20 Processing/Transfer Fee	: $60
I-20 International Mailing Fee	: $100
I-20 Reinstatement Fee	: $190

One-time Student Fees

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

Sample Approximate Cost per Semester

Tuition (12-18 hours)	$5,725
Fees	$225
Room	$2,300
Meal Service	$2,000
Books & Supplies	$600
TOTAL	**$10,850**

4.1.2. Graduate Programs

Resident Students:

Master of Education (M.Ed.)
    Total tuition   (36 credits)   : $7,900.00
    Tuition per credit   : $219.44

Master of Business Administration (M.B.A.)
    Total tuition (36 credits)   : $9,900.00
    Tuition per credit   : $275.00

Master of Science in Computer Science (M.S. CS)
    Total tuition (36 credits)   : $9,900.00
    Tuition per credit   : $275.00

International Students:

Master of Education (M.Ed.)
    Total tuition   (36 credits)   : $13,900.00
    Tuition per credit   : $386.11

Master of Business Administration (M.B.A.)
    Total tuition (36 credits)   : $17,900.00
    Tuition per credit   : $497.22

Master of Science in Computer Science (M.S. CS)
    Total tuition (36 credits)   : $19,900.00
    Tuition per credit   : $552.77

Per Semester Fees

Departmental Fee	: $50
Library Fee	: $35
Student Service Fee	: $55
Computer and Internet Fee	: $110
Health Insurance Fee	: $775 *(International Students only)*

Other Fees

Late Registration Fee	: $150
Late Add/Drop Fee	: $30
Withdrawal Fee	: $30
Transcript Fee	: $10
Verification of Enrolment Fee	: $5
Notary Services Fee	: $15
Same Day Service Fee	: $40
Re-enrollment/Admission Fee	: $70
International Transcript Translation & Evaluation Fee	: $290
I-20 Processing/Transfer Fee	: $60
I-20 International Mailing Fee	: $100
I-20 Reinstatement Fee	: $190
Graduation Fee	: $110

One-Time Student Fee

Application Fee (Resident)	: $60
Application Fee (International)	: $250

4.2.Payment of Tuition and Fees

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

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

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

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

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

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

4.3. Cancellation and Refund Policies

4.3.1. Cancellation Policy

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

4.3.2. Refund Policy

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

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

SCHEDULE	PERCENTAGE REFUNDED
Prior to or on the first class day	100%
Between the second and 15th class days	70%
Between the 16th and 20th class days	25%
After the 20th class day	None

Refund checks will be sent to the student's permanent mailing address (as recorded with the Office of the Registrar) within 14 calendar days.

Those withdrawing students receiving any form of financial aid should also consult with the Return to Title IV policy. This policy provides information about how the students should return financial aid funds for unearned credit.

4.4. Financial Aid and Scholarships

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

4.4.1. Financial Aid Office

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

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

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

4.4.2. Federal Financial Aid

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

The Pell grant program provides up to $5,775 in the academic year 2015-2016 to students with need. In addition, subsidized and unsubsidized federal direct loans are available to students in varying amounts depending on student's dependency status and year in the undergraduate program he/she is enrolled in.

Federal financial aid is open for application throughout the academic year of 2015-2016. For more information about federal student aid, please contact the Office of Financial Aid. Currently NAU does not offer Financial Aid to graduate students.

4.4.3. University Scholarships

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

4.4.3.1. Application Procedure University Scholarships

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

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

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

University Scholarship Application Deadlines
- August 15 for Fall 2015
- January 10 for Spring 2016

4.4.3.2. Rules and Regulations that Govern the Institutional Scholarships

The following rules and regulations govern the scholarships offered by North American University.
1. Not all students are eligible for all of the scholarship programs offered at NAU. Please read the details of each scholarship program below.
2. The total amount of scholarship money awarded may vary.
3. Availability of scholarships may be limited and be awarded on a first-come, first- served basis. NAU has the right to terminate a student's scholarship at any time without prior

notice.

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

5. Each year in July, the Scholarships and Grants Committee convenes to evaluate the scholarship status of each student.

    a. For those students who meet the minimum requirements to maintain their scholarship, their University scholarship is renewed for another year. In addition, depending on the students' end of year CGPA, they may be eligible to receive a higher level of academic achievement scholarship. Please check the table below to see the promotion CGPA requirements for academic achievement scholarships.

    b. Those students who do not meet the minimum requirements for maintaining their current University scholarship level is reduced to a lower level of University scholarship. The academic achievement scholarship level is also reduced simultaneously.

6. Students will be sent notification letters to their permanent address regarding the status of their scholarships in early August. Those students who would like to appeal to the decision of the Scholarships and Grants Committee should do so through the Financial Aid Office. If the problem is not solved by the Director of Financial Aid; the Dean of Enrollment Management will make the final decision.

4.4.3.3. Detailed list of Undergraduate Institutional Scholarships

Type:	Presidential $7000	Trustee $6000	Dean $5000	Stallion $4000	Texan $2000
Freshman (US)	*SAT: 1400 OR *ACT: 31	SAT: 1200 OR ACT: 26 OR 4.0 GPA OR Q1/Top 25% OR Top 100	SAT: 1000 OR ACT: 21 OR 3.50 GPA OR Q2/Top 50% OR Top 200	SAT: 800 OR ACT: 16 OR 3.00 GPA OR Q3/Top 75% OR Top 300	All US
Freshman (I-20 holders)	SAT: 1400 OR ACT: 31	SAT: 1300 OR ACT: 28	SAT: 1200 OR ACT: 26	SAT: 1100 OR ACT: 24	SAT: 1000 OR ACT: 21
Students with transfer credits (US)	3.50 **GPA & 60 credits	3.50 GPA & 24 credits OR 3.0 GPA & 40 credits	3.0 GPA & 24 credits OR 2.5 GPA & 40 credits	2.50 GPA & 10 credits OR 2.0 GPA & 30 credits	All US
Students with transfer credits (I-20 holders)	NA	3.50 GPA & 60 credits	3.0GPA & 40 credits	2.50 GPA & 30 credits	2.00 GPA & 10 credits

Freshman (I-20 holders)	Exemplary merit: ISO Gold Silver	Outstanding merit: ISweep Top Genius Top INEPO Top ISO Bronze NSO Gold	Remarkable merit: ISweep Gold Genius Gold INEPO Gold ISO Honorable NSO Silver NUET 1%	Noteworthy merit: ISweep Silver Genius Silver INEPO Silver NSO Bronze NUET 5%	Recognizable merit: ISweep Bronze Genius Bronze INEPO Bronze NSO Honorable NUET 10%

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

**Cumulative GPA

2015-16 Academic Achievement Scholarships

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

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

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

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

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

International Diversity Scholarship		
Award: $2,500	**# of awardees:**	:Under the discretion of the Dean of Enrollment Management
Eligibility Criteria:	**Freshmen & Transfer:**	Candidates from underrepresented countries can apply. A list of countries can be found in the ISO office; the list is continuously updated.
Requirement to Renew:		Scholarships are renewable based on a minimum GPA of 2.0 or above.

5. ACADEMIC POLICIES

5.1. Academic Policies

5.1.1. Academic Advising

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

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

5.1.2. Academic Regulations for International Students

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

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

5.1.3. Degree Plans

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

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

5.1.4. Course Registration

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

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

5.1.5. Course Load

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

Schedules for more than 19 hours may only be permitted if one or more of the following criteria are met:
- The student has a 3.0 GPA (B average) on all courses completed and for the immediately preceding semester
- The student is a senior in good standing.

If a student wants to register for more credits than the maximum course load and none of the above holds, the student should submit a petition to the Department Chair. A desire to meet a specific graduation date is not, in itself, sufficient reason to request the privilege of a greater than normal load.

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

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

5.1.6. Adding and Dropping Courses

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

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

5.1.7. Transfer of Credit for Registered Students

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

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

5.1.8. Attendance Policy

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

The university has no specific policy on number of excused or unexcused absences but faculty are responsible for maintaining the attendance records in the campus management system. Instructors may establish policies on attendance and making up missed work in their classes. Such policies should be clearly mentioned in the syllabus and announced at the beginning of the semester.

5.1.9. Grade Change Policy

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

5.1.10. Academic Honesty

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

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

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

5.1.11. Auditing Courses

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

5.1.12. Undergraduate Enrollment in Graduate Courses

Undergraduate seniors completing 90 credits with a CGPA 2.75 or better may enroll in graduate courses upon advisor's approval. Graduate courses can be taken either towards a graduate degree or as an elective toward an undergraduate degree. If applied toward an undergraduate degree, those courses cannot be applied to a graduate degree. If the courses are applied toward a graduate degree, the credits are subject to the same rules as transfer work.

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

5.1.13. Graduation Policy

Undergraduate students who are expecting to complete 120 or more hours at the conclusion of the term with a CGPA of 2.0, take all required courses as listed in their degree audit and have no holds on their account are eligible to apply for graduation. Graduate students who are expecting

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

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

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

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

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

5.1.14. Grade Appeal Policy

Students are allowed to appeal any individual course grade at the close of each semester. The Office of Academic Affairs is the only department which can process Academic Appeal requests and relay information to other university officials and/or departments of the Academic Appeals Committee findings. Students who wish to appeal a grade may fill out the Appeal Request Form, found on the Registrar's website, and email it with their letter of appeal to academicaffairs@na.edu.

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

5.1.15. Final Examinations

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

5.1.16. Withdrawal from University

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

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

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

5.1.17. Transcript Requests

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

Transcript requests may be processed as regular or expedited. Regularly processed transcript requests are finalized within four (4) business days from the date of request submission. Official transcripts can be requested from the Office of the Registrar for a cost of $10.00 per copy for domestic mailing or pickup only. Official transcript requests from overseas will be charged an additional mailing fee.

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

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

5.1.18. Academic Records and Release of Information

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

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

> Family Policy Compliance Office
> U.S. Department of Education
> 400 Maryland Avenue, S.W.
> Washington, D.C. 20202- 5920.
>
> ACICS
> 750 First Street, NE Suite 980
> Washington, DC 20002

Review and Amendment of Academic Records

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

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

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

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

Release of Information

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

Common Exceptions
a) School officials may access a student's file and records as long as they have a "legitimate educational interest".
b) Basic student information such as name, email address, etc. may be released in a directory. However, the student must be given ample opportunity to withhold their information from a public directory. NAU uses the census date for directory purposes which is 20 class days after classes have started.
c) School records may be released to another institution if the student is attempting to enroll in that institution. However, unless the student has initiated the release of information, attempts must be made to contact the student prior to releasing information.
d) Pertinent student information may be released to Financial Aid if the information will affect the student's eligibility.

Other Exceptions
a) Dependent Student Exemption - If a student is claimed on a parent's most recent federal tax return, they are viewed as a "dependent student". In this case, the school may non-consensually disclose the eligible student's education records to both parents. Dependent Student Exemption cannot be applied for international students.
b) Health and Safety Emergency - Under this provision, colleges and universities may notify parents when there is a health or safety emergency involving their son or daughter, even if the parents do not claim the student as a dependent.
c) Alcohol, Drugs and Criminal Acts - FERPA also permits the non-consensual release of information to parents if the student has been charged with a crime by any local, state or

federal law enforcement agencies in regards to the crime that the student has been charged with. If a student is in violation of school rules and faces disciplinary charges regarding alcohol and controlled substances AND they are under 21 at the time of disclosure, the parents may also be informed of the violations that have occurred.

d) Other Legal Exceptions - Release of information may occur in the following circumstances:

   i. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Secretary of Education, and State and local educational authorities for audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs;

   ii. To organizations conducting studies for or on behalf of the school making the disclosure for the purposes of administering predictive tests, administering student aid programs, or improving instruction;

   iii. To comply with a judicial order or a lawfully issued subpoena;

   iv. To the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense concerning the final results of a disciplinary hearing with respect to the alleged crime; and

   v. To any third party the final results of a disciplinary proceeding related to a crime of violence or non-forcible sex offense if the student who is the alleged perpetrator is found to have violated the school's rules or policies. The disclosure of the final results only includes: the name of the alleged perpetrator, the violation committed, and any sanction imposed against the alleged perpetrator. The disclosure must not include the name of any other student, including a victim or witness, without the written consent of that other student.

Public Information

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

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

5.2. Academic Standards

5.2.1. Minimum Class Enrollment

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

5.2.2. Credit Hours

The unit of measurement for academic work is the credit hour. One academic semester credit hour is equal to a minimum course time of:
     (A) 15 hours of classroom lecture;
     (B) 30 hours of laboratory experience;
     (C) 45 hours of internship/externship/practicum

5.2.3. Course Numbers

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

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

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

5.2.4. Student Classification

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

        Freshmen   0-29 earned credit hours

        Sophomores   30-59 earned credit hours

Juniors	60-89 earned credit hours
Seniors	90 or more earned credit hours

5.2.5. Incomplete Course Grades

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

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

5.2.6. Repeated Course

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

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

5.2.7. Grading and Point Equivalents

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

Letter	Description	Point
A	Excellent	4.00

A-		3.67
B+	Above average	3.33
B		3.00
B-		2.67
C+	Average	2.33
C		2.00
C-		1.67
D+	Below average	1.33
D		1.00
F	Fail	0.00
P	Pass	
T	Transfer credit	
I	Incomplete	
W	Withdrawal	

The following grade scale will be used for graduate students:

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

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

5.2.8. Degree Requirements

All candidates for a bachelor's degree must complete 120 credit hours of coursework including 36 credit hours of general education courses. If a course is a part of core or concentration courses of a degree program, the same course cannot be counted towards general education requirements for students in that degree program. Students must complete all course requirements of their

degree programs as specified in Degree Programs section of the catalog. Students must earn a minimum of 2.00 CGPA to be eligible for graduation.

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

5.2.9. Concentrations

Students pursue an area of concentration by taking a planned sequence of courses in their degree program. Students should consult their academic advisors to establish a plan that fulfills the necessary requirements. The area of concentration is officially noted on the student's transcript.

5.2.10. The Minor

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

5.2.11. Remedial Courses

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

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

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

5.2.12. Academic Honors

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

President's Honor Roll

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

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

Eligibility:

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

Graduation with Latin Honors

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

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

Eligibility:

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

5.3. Satisfactory Academic Progress (SAP) Policy

The Satisfactory Academic Progress (SAP) Policy monitors and measures whether the students are maintaining satisfactory academic progress in their educational programs.

Federal regulations require all schools participating in state and federal financial aid programs to monitor SAP. These standards are applicable to all full-time and part-time undergraduate and graduate students for all semesters of enrollment within an academic year, including those semesters for which no financial aid was granted.

5.3.1. Satisfactory Progress

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

SAP is measured by the following three criteria.
1. Maximum Time Frame for Program Completion (MTF)
2. Qualitative Standard: a required minimum cumulative grade point average (CGPA)
3. Quantitative Standard: a required minimum completion rate (CR)

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

5.3.1.1. Maximum Time Frame (MTF)

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

For an undergraduate degree program, the normal program length is 120 credits and a student should complete the program in 180 attempted credit hours (180 = 150% of 120 credit hours). For a graduate degree program, the normal program length is 36 credits and a student should complete the program in 54 attempted credit hours (54 = 150% of 36 credit hours).
All registered hours at the end of the add/drop period will be counted in the MTF determination. In addition, all transfer credits are included in the total amount attempted.
Students who do not complete the degree requirements within the maximum time frame allowed will be suspended from the school.

5.3.1.2. Required Minimum Cumulative Grade Point Average (CGPA)

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

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

Minimum CGPA requirement

0 – 23 credit hours: 1.60

24 – 47 credit hours: 1.80

> 47 credit hours: 2.00
</div>

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

5.3.1.3. Required Minimum Completion Rate (CR)

Students must meet the quantitative standard of a minimum completion rate (CR) requirement at the end of each academic year.
Undergraduate students must complete at least a certain percentage of attempted hours according to the table below:

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

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

5.3.2. Unsatisfactory Progress

5.3.2.1. Academic Warning

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

Students on Academic Warning may enroll for the subsequent semester and must work towards improving their CGPA and/or completion rate to meet the minimum SAP requirements by the end of next semester to be in good academic standing.
If a student fails to meet the SAP requirements at the end of the Academic Warning period, the student will be suspended from the university, with the option to appeal if mitigating circumstance(s) resulted in the suspension.

5.3.2.2. Academic Suspension

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

There are two other reasons that a student can be on Academic Suspension due to the SAP requirements:
1) Failure to meet the required SAP standards at the end of an Academic Probation period

2) Failure to comply with Academic Plan during or at the end of an Academic Probation period

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

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

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

5.3.2.3. Procedure for Appealing Academic Suspension

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

The following is a list of conditions that can be considered as mitigating circumstances which have negatively impacted academic progress.
- Student illness or injury that lead to hospitalization or documented serious illness or injury of the student (including mental health issues)
- Death of an immediate family member (a parent, spouse, sibling or child)
- Illness of an immediate family member where the student is the primary caretaker or the family member is the primary financial support
- Work-related major changes during the period (including Military deployment)
- Natural disaster
- Other extraordinary circumstances that affect the ability to meet SAP standards.

The student should submit an Appeal Request Form to the Financial Aid Office by the deadline indicated in the notification letter along with the following documents:
1. Letter of appeal, explaining the mitigating circumstances that resulted in the academic suspension, explanation on how the circumstances have been remedied or changed to ensure that the student will be able to meet SAP requirements
2. Supporting documentation of the mitigating circumstances, and its remediation or change.

The appeals committee evaluates the request and determines whether
- the appeal is rejected; or

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

If the student is given an academic plan, the student is also required to meet with his/her advisor to complete Academic Plan supplement. Registrar's Office will monitor the academic progress of the student at the end of each semester. If the student fails to meet the requirements of the Academic Plan during or at the end of the Academic Probation period, the student is suspended. The academic plan option is not applicable for graduate students.

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

5.3.2.4. Procedures for Reinstatement of Suspended Students

Students suspended from North American University will not be allowed to reenter the institution for at least one regular semester (fall or spring) except as provided in the suspension appeals process above.

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

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

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

The following criteria will apply to all students returning to North American University after serving at least one regular semester on academic suspension:
1. Suspended students will be re-enrolled or readmitted on probationary status and are expected to maintain satisfactory academic progress in the subsequent semester.

2. Suspended students may be re-enrolled or readmitted only once.
3. Should a student who has been reinstated be suspended a second time from North American University, s/he may not be eligible to return to NAU until such time as s/he has demonstrated, by attending another institution, the ability to succeed academically by raising his/her CGPA to meet minimum requirement.

5.3.2.5. Academic Probation

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

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

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

If the student on academic probation attains the minimum SAP requirement at the end of or during the probationary period, the Academic Probation status will be lifted and the student will be considered in a good academic standing.
If a student fails to meet the SAP requirements at the end of the probationary period, or fail to follow and meet the Academic Plan goals in any semester during probation, the student will be suspended from the university.

5.3.3. Term Course Completion Requirement and Regaining Financial Aid Eligibility

5.3.3.1. Term Course Completion Requirement

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

requirement. However, students are responsible for monitoring their own academic progress, whether or not they receive the notification.

5.3.3.2. Regaining Financial Aid Eligibility

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

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

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

Appeals received after the last day of add-drop period will not be reviewed unless the student is already enrolled for the term. Appeals must include a detailed description of the extenuating circumstances (such as personal illness, illness or death of immediate family, or financial obligations which require changes in employment that conflict with class schedules) that occurred during the semester in which the student failed to complete his/her coursework. The appeal must also include all necessary documentation to support the existence of the circumstances described and evidence that the circumstances have been resolved.

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

5.3.4. Additional SAP Information

Transfer Credits and SAP Evaluation

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

Withdrawals and SAP Evaluation

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

Incomplete Grades and SAP Evaluation

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

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

Repeated Course and SAP Evaluation

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

Non-punitive Grades and SAP Evaluation

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

Non-credit Remedial Courses and SAP Evaluation

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

Change of Program / Additional Credentials and SAP Evaluation

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

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

6. STUDENT SERVICES

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

6.1. Student Orientation

Orientation for all new incoming students is organized by the Dean of Students Office, in participation with the Office of the Registrar, faculty and staff members, and student volunteers. 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. Orientation encourages student involvement and school spirit, and provides an introduction to University life.

6.2. Library

The North American University Library has numerous resources that include catalogued books, journals, newspapers, magazines, and electronically accessible books and periodicals. Students may find information about these resources as well as academic databases, archives, hours of operation, and borrowing policies on the library's website.

6.3. Academic Lounge

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

6.4. Dining Hall

Dining facilities are under the jurisdiction of the University. Students are responsible for following all dining hall regulations while using these facilities.

6.5. Computer and Information Services

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

6.6. Testing Services

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

6.7. Health Services

North American University is equipped with staff members capable of handling minor emergencies, whom may be able to direct you to the appropriate person regarding health information.

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

6.8. Parking & Shuttle Services

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

Shuttle services are also available to North American University students. Shuttle schedules are available online as well as at the front desk.

6.9. Office of Ombudsman

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

Office of the Ombudsman
Student Center 221

832-230-5555 ext 188

6.10. International Student Office

The International Student Office (ISO) serves all incoming and currently enrolled international students at North American University. The ISO assists students in maintaining their legal status in the United States.

6.11. Dean of Students Office

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

6.11.1. Career & Alumni Services

The office of Career & Alumni Services provides resources and services necessary to help students be as successful as possible in their careers. The Career & Alumni Services Office supports students and alumni in defining, pursuing, and achieving career goals.

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

6.11.2. Services for Individuals with Disabilities

North American University is committed to providing equal opportunities and full participation for students with disabilities. Persons with disabilities who desire accommodations should contact the Dean of Students Office to register for accommodations.

Dean of Students Office
(832) 230- 5551

6.11.3. Student Organizations

The Dean of Students Office offers leadership, recreational, social, and cultural opportunities to enhance students' educational experiences. Students are encouraged to form and/or join student organizations.

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

6.11.4. Student Government Association (SGA)

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

6.11.5. Student Organization Registration

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

6.11.6. Student Activities and Events

North American University provides students with diverse events and activities to stimulate cultural competence and unite students across campus.

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

6.11.7. Sports and Recreation

The University promotes activities that improve the physical, social and emotional health of students within a safe and respectful environment. All information specific to sports or recreation can be found in the Sports Manual in the Dean of Students Office.

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

6.11.8. Student Residential and Community Life

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

6.12. Emergency Response Policy

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

6.13. 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 a part of the Student Handbook. The misconducts described in the Student Handbook include, but are not limited to:
- Smoking
- Hazing
- Sexual assault and harassment
- Substance Abuse and Drug Free Campus
- 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.

6.14. Disciplinary Procedures

Violations of University Academic Policies, Student Life Policies, and Student Code of Conduct should be reported to the Dean of Students Office within 30 days of the incident. Reports can be made using the Student Complaint Form (http://www.na.edu/student-forms.html) and should describe the incident including when, where, and how it happened. Further information on disciplinary procedures can be found in Student Handbook.

6.15. Grievance/Complaint Procedure

North American University has established a grievance procedure to ensure students their right to due process. Students who wish to file a grievance are encouraged to do so without fear of retaliation, consequences, or repercussions. Students should submit grievances or complaints to a related party such as a faculty member, program director, Dean of Students or the Vice President for Academic Affairs within 30 days of the incident. Failure to file a grievance petition within the specified time period shall be deemed a waiver thereof. In the event that the grievance remains

unresolved, the grievance can be taken to the Board President of Texas Gulf Foundation. The contact information for the Board President can be obtained from the administrative office.

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

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

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

6.15.1. Confidential Reporting Protocol

It is the policy of North American University to prevent illegal, unethical, and unprofessional conduct that deviates from laws or from the guidelines published in official institutional documents. Any student who is asked to participate in such an activity, is witness to the activity, or comes in contact with information related to an actual or attempted case of such activity should report this information as soon as possible in within the boundaries of full confidentiality of state and federal law.

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

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

7. DEGREE PROGRAMS

North American University offers three bachelor and four master degree programs:
1. Bachelor of Science in Business Administration
2. Bachelor of Science in Computer Science
3. Bachelor of Science in Interdisciplinary Studies in Education
4. Master of Education in Educational Leadership
5. Master of Education in Curriculum and Instruction
6. Master of Science in Computer Science
7. Master of Business Administration

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

7.1. General Education Program

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

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

General Education Courses (36 credit hours)

Communications (6 hours)
- ENGL 1311   Composition and Rhetoric I
- ENGL 1312   Composition and Rhetoric II

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

Life and Physical Sciences (3 hours)
One of the following:
- GEOL 1311   Earth Science
- PHYS 1311   Introductory Physics
- CHEM 1311   Introduction to Modern Chemistry
- BIOL 1311   Introductory Biology
- BIOL 1312   Nutrition

Language, Philosophy and Arts (6 hours)
Two of the following:
- PHIL 1311   Introduction to Logic and Critical Thinking
- PHIL 1312   Professional Ethics
- ARTS 1311   Art Appreciation
- PHIL   1313   Introduction to Philosophy
- ENGL 2314   Introduction to Literature
- ENGL 2315   Survey of British Literature I
- ENGL 2316   Survey of American Literature
- ENGL 2319   Survey of World Literature
- ENGL 3317   Survey of British Literature II

History (6 hours)
Two of the following:
- HIST 1311   U.S. History I
- HIST 2312   U.S. History II
- HIST 2313   Western Civilization
- HIST 3314   History of Texas

Government, Social and Behavioral Science (9 hours)
Three of the following:
- GOVT 2311   U.S. Government I
- GOVT 2312   U.S. Government II
- ECON 2311   Principles of Macroeconomics
- ECON 2312   Principles of Microeconomics
- PSYC 2311   General Psychology
- SOCI 2311   Introduction to Sociology
- GEOG 2312   Regional Geography of the World

Component Area Option (3 hours)
One of the following:

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

7.2. Undergraduate Programs

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

7.2.1. Business Administration

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

7.2.1.1. Objectives

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

7.2.1.2. Degree Requirements

For a B.S. degree in Business Administration, students must complete 120 semester credit hours: 36 credits of general education, 54 credits of core courses, and 30 credits of electives, 12 of which must be departmental elective courses.

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

Specified General Education Requirements

      ECON 2311   Principles of Macroeconomics

Core Courses (54 hours)

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

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

Accounting Concentration

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

* Courses required for Accounting concentration

Finance Concentration

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

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

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

Electives
BUSI 4399 Internship

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

Course Requirements
The following courses are required:
ACCT 2311   Fundamentals of Financial Accounting
FINA 3312   Business Finance
MNGT 2311   Management and Organizational Behavior
MRKT 2311   Principles of Marketing
One course from the following needs to be taken by the student:
BUSI 3313 Business Information Management
BUSI 3314 Business Ethics
BUSI 3315 Business Law
BUSI 4316 International Business

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

7.2.2. Computer Science

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

7.2.2.1. Objectives

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

7.2.2.2. Degree Requirements

For a B.S. degree in Computer Science, students must complete 120 semester credit hours: 36 credits of general education, 54 credits of core courses, and 30 credits of electives 12 of which must be departmental elective courses.

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

Specified General Education Requirement
> MATH 1313 Pre-Calculus

Core Courses (54 Credits)
> COMP 1411   Introduction to CS I
> COMP 1412   Introduction to CS II
> COMP 2313   Data Structures

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

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

Software Engineering Concentration (12 Credits)
COMP 4339 Software Analysis and Design
COMP 4342 Advanced Web Application Development
COMP 4353 Data Mining
COMP 4356 Software Project Management

Computer Networking Concentration (12 Credits)
COMP 4331 Cloud Computing
COMP 4351 Network Administration
COMP 4352 Internetworking Technology
COMP 4358 Wireless Networking

Electives
COMP 4398 Internship
COMP 4399 Special Topics

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

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

COMP 2313   Data Structures

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

7.2.3. Interdisciplinary Studies in Education

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

7.2.3.1.   Objectives

Students will be able to:

  i. Compare/contrast and apply human development and learning theories
  ii. a. Design curriculum and instructional materials, and

  b. Implement them in their profession
  iii. Integrate relevant technologies into education
  iv. Create positive learning environment by demonstrating professional classroom management and communication skills
  v. Recognize responsibilities and ethical issues related to their profession
  vi. Develop content knowledge in their concentration
  vii. Improve pedagogical content knowledge in their concentration

7.2.3.2.   Degree Requirements

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

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

Program Core Courses (36 credits)
   EDUC 2311 Introduction to Teaching Profession
   EDUC 2312 Learning Theories and Development

EDUC 3314 Classroom Management

EDUC 3315 Curriculum and Instructional Design

EDUC 3316 Integrating Technology into the Curriculum

EDUC 3317 Education in Culturally Diverse Environments

EDUC 4318 Education of the Exceptional Children

EDUC 4320 Issues in Secondary Schools - Reform, Law and Ethics

EDUC 4321 Measurement and Assessment in Education

EDUC 4323 Reading in Content Areas

EDUC 4699 Student Teaching

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

Mathematics Concentration (39 credits)

MATH 1313 Pre-Calculus

MATH 2314 Calculus I

MATH 2315 Calculus II

MATH 2316 Linear Algebra

MATH 2317 Discrete Mathematics

MATH 2325 History of Mathematics

MATH 3318 Geometry and Trigonometry in Math Education

MATH 3319 Statistics and Probability

MATH 3320 Differential Equation

MATH 3326 Introduction to Number Theory

MATH 3327 Integrating Technology in Math Education

MATH 4322 Teaching Problem Solving in Math

MATH 4324 Teaching Secondary School Math

Physical Science Concentration (42 Credits)

MATH 2314 Calculus I

MATH 2315 Calculus II

CHEM 2411 Principles of Chemistry

CHEM 2414 Organic Chemistry

CHEM 3312 Physical Chemistry

CHEM 3313 Descriptive Inorganic Chemistry

CHEM 3415 Analytical Chemistry

PHYS 2411 Principles of Physics I

PHYS 2412 Principles of Physics II

PHYS 3413 Modern Physics

PSED 3311 Methods in Science Teaching

PSED 4312 Laboratory Techniques in Science Teaching

Social Studies Concentration (33 Credits)
ECON 2312 Principles of Microeconomics
GEOG 2311 Introduction to Human Geography
GEOG 2312 Regional Geography of the World
GEOG 3313 Geography of US and Canada
GOVT 2312 U.S. Government II
HIST 2312 U.S. History II
HIST 2313 Western Civilization
HIST 3314 History of Texas
PSYC 2311 General Psychology
SOCI 2311 Introduction to Sociology
SOCS 4311 Concepts for Teaching the Social Science

English Language Arts Concentration (33 Credits)
ENGL 2313 Introduction to Writing
ENGL 2314 Introduction to Literature
ENGL 2315 Survey of British Literature I
ENGL 2316 Survey of American Literature
ENGL 2319 Survey of World Literature
ENGL 3317 Survey of British Literature II
ENGL 3320 Issues in Composition at Secondary Schools
ENGL 3321 Professional Report Writing
ENGL 3322 Studies in Linguistics and History of the English Language
ENGL 3323 Teaching Grammar, Composition, Spelling, and Listening
ENGL 4324 Reading and Writing in the Secondary Schools

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

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

Minor in Math Education Requirements
Three courses from the following:
MATH 2314 Calculus I
MATH 2315 Calculus II
MATH 2316 Linear Algebra
MATH 2317 Discrete Mathematics

MATH 2325 History of Mathematics

One course from the following:
MATH 3327 Integrating Technology into Math Education
MATH 4322 Teaching Problem Solving in Math
MATH 4324 Teaching Secondary School Math

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

Minor in English Language Arts and Reading Education Requirements
Two courses from the following:
ENGL 3317 Survey of British Literature II
ENGL 3321 Professional Report Writing
ENGL 3322 Studies in Linguistics and History of the English Language

One course from the following:
ENGL 3320 Issues in Composition Secondary Schools
ENGL 3323 Teaching Grammar, Composition, Spelling, and Listening
ENGL 4324 Reading and Writing in the Secondary Schools

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

7.2.3.3.   Teacher Certification Program (TCP)

NAU-TCP offers teacher certification in the following areas:
- Mathematics Teaching (7-12)
- Physical Science (7-12)
- Social studies (7-12)
- English Language Arts and Reading (7-12)

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

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

Admission requirements

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

- *An interview* to determine the educator preparation candidate's appropriateness for the certification sought.
- *Official degree plan:* Candidate must have an official degree plan on file.
- *English Language Proficiency***:** Proof of English language proficiency must be provided to the NAU-TCP office before an applicant will be considered for admission to the program. English proficiency can be demonstrated in any one of the following ways:
  - o completion of an undergraduate or graduate degree at an institution of higher education in the United States;
  - o 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;
  - o 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.

7.3. Graduate Programs

North American University offers four master's degrees
1. Master of Business Administration
2. Master of Computer Science
3. Master of Education in Curriculum and Instruction
4. Master of Education in Educational Leadership

All students seeking a master's degree are required to complete 36 credit hours of graduate courses at NAU. M.Ed. in Educational Leadership program requires 3-semester credit hours of 160-clock hours internship. M.Ed. in Curriculum and Instruction and Master of Business Administration programs also include 3-semester credit hours of 135-clock hours internship, but it is an elective course for students.

DELIVERY METHODS FOR ONLINE COURSES

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

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

For login issues and account problems, please contact the IT department via one of the following methods:

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

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

7.3.1. Master of Business Administration

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

7.3.1.1. Program Objectives

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

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

2. Develop and enrich students' oral and written communication skills necessary in professional business environments.

3. Enhance students' appreciation of challenges facing businesses and the importance of ethical principles.

4. Provide students with the analytical and managerial skills required to analyze data to address business problems, manage risk, and also to identify and create new business opportunities (Business Analytics Concentration).

5. Provide students with the knowledge and skills related to leadership, creating a vision, developing innovative solutions and implementing change in organizations (Leadership and Change Management Concentration).

7.3.1.2. Student Learning Outcomes

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

1. **Core Business Knowledge**: Acquire integrative knowledge across business disciplines, specifically in core areas of accounting, finance, marketing, management and economics, and apply knowledge to real-world business situations.

2. **Analytical Skills**: Demonstrate the ability to employ analytical models and critical thinking to identify, evaluate, generate and select and prioritize appropriate alternatives to solve business problems.

3. **Interpersonal Skills:**
   a. Practice building teamwork skills by working on team projects with group members from diverse backgrounds.
   b. Demonstrate effective business communication skills through preparing written reports and professional correspondence and develop oral presentation skills.
   c. Identify ethical dilemmas challenging business leaders and recommend ethical solutions.

4. **Business Analytics Concentration:**
   a. Recognize meaningfulness and applicability of observed data patterns and determine their business implications.
   b. Provide solutions to complex organizational issues and make decisions through the design and implementation of business analytics methods.

5. **Leadership and Change Management Concentration:**

a. Demonstrate the ability to use theories and best practices in developing and leading people and projects.

b. Acquire skills and strategies to enable innovation and implement change.

7.3.1.3. Degree Requirements

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

Core Course Requirements

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

Concentration Requirements
Student should select one of the following concentrations.

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

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

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

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

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

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

MBA 5315	Leadership in Organizations
MBA 5318	Project Management
MBA 5331	Leading Organizational Change
MBA 5332	Creativity, Innovation and Design
MBA 5333	Conflict and Negotiations
MBA 5399	Internship
EDUC 5316	Human Resource Management
COMP 5331	Cloud Computing
COMP 5337	Machine Learning

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

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

7.3.1.4.   Transfer Policy

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

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

7.3.2. Master of Science in Computer Science

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

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

7.3.2.1. Student Learning Outcomes

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

1. Demonstrate advanced skills of computing theory and algorithms (Core).

2. Develop sophisticated knowledge of operating systems and hardware (Core).

3. Apply advanced practices of software design and development cycle (Software Engineering).

4. Analyze data using advanced computing tools (Data analytics).

5. Develop state-of-the-art skills of computer networks (Networking).

6. Engage and apply secure practices in various digital environments (Cyber Security).

7.3.2.2. Degree Requirements

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

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

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

Leveling Courses:

        COMP 1412   Introduction to CS II
        COMP 2313   Data Structures
        COMP 3324   Computer Networks
        COMP 3325   Computer & Network Security*
        COMP 3322   Software Engineering**
        * Required only for Cyber Security and Networking concentrations

** Required only for Software Engineering and Data Analytics concentrations

Core Courses (15 credits)

COMP 5327   Advanced Algorithms

COMP 5328   Computer Architecture

COMP 5329   Advanced Operating Systems

COMP 5332   Theory of Computation

COMP 5393   Capstone Project

Networking Concentration Courses (12 Credits)

COMP 5352   Internetworking Technology

COMP 5351   Network Administration

COMP 5358   Wireless Networking

COMP 5331   Cloud Computing

Cyber Security Concentration Courses (12 Credits)

COMP 5334   Advanced Network and Computer Security

COMP 5333   Cyber Crime Investigation

COMP 5335   Web Security

COMP 5336   Computer Forensics

Software Engineering Concentration Courses (12 Credits)

COMP 5339   Software Analysis and Design

COMP 5356   Software Project Management

COMP 5342   Advanced Web Application Development

COMP 5353   Data Mining

Data Analytics Concentration Courses (12 Credits)

COMP 5354   Business Intelligence

COMP 5337   Machine Learning

COMP 5355   Data Analysis for Decision Making

COMP 5353   Data Mining

Elective Courses (9 credits)

Elective I (One course from the following)

EDUC 5313   Statistical Procedures and Measurement in Education

MBA 5313   Quantitative Methods

Elective II and III (Two courses from the following)

Any Computer science concentration course other than the student's concentration

CUIN 5331   Web Design and Web 2.0 Applications

CUIN 5332	Digital Graphics and Animation
CUIN 5333	Educational Media and Video Applications
CUIN 5334	Mobile application design and development
CUIN 5335	Teaching Programming to Students
MBA 5356	Social Media Analytics

7.3.2.3. Transfer Policy

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

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

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

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

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

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

7.3.3.1. Objectives

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

1. Give students a sound foundational knowledge of human development, learning environments, and cognitive and behavioral models.

2. Equip students with skills to develop curricula and design/deliver superior instruction using technology.

3. Provide students with knowledge of current educational research and research methods to improve instruction

4. Help students develop pedagogical content and subject matter knowledge in STEM fields

5. Prepare students to design project-based learning experiences and develop a framework to thinking about the role of STEM subjects in all aspects of the society.

7.3.3.2. Student Learning Outcomes

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

2. Design and implement curriculum and instructional materials

3. Integrate relevant technologies into curriculum and instruction

4. Recognize and apply current educational research and methods to improve instruction

5. Develop pedagogical content and subject matter knowledge in their concentration

7.3.3.3. Degree Requirements

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

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

Core Courses (15 credits)
    EDUC 5311   Human Growth and Development
    EDUC 5312   Curriculum and Instructional Design
    EDUC 5313   Statistical Procedures and Measurement
    EDUC 5324   Integrating Technology into Education
    EDUC 5325   Research Methods in Education

Math Education Concentration Courses (15 credits)
    CUIN 5311   Teaching Secondary School Math
    CUIN 5312   Geometry and Trigonometry for Teachers
    CUIN 5313   History of Mathematics
    CUIN 5314   Teaching Problem Solving in Math and Science
    CUIN 5315   Innovative teaching methods in STEM education

Science Education Concentration Courses (15 credits)
    CUIN 5321   Methods in Science Teaching
    CUIN 5322   Teaching the Nature of Science
    CUIN 5323   Teaching science lab
    CUIN 5314   Teaching Problem Solving in Math and Science

CUIN 5315   Innovative teaching methods in STEM education

Educational Technology Education Concentration Courses (15 credits)

CUIN 5331   Web Design and Web 2.0 Applications
CUIN 5332   Digital Graphics and Animation
CUIN 5333   Educational Media and Video Applications
CUIN 5334   Mobile application design and development
CUIN 5335   Teaching Programming to Students

Elective Courses (6 credits)

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

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

7.3.3.4.   Transfer Policy

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

7.3.4. Master of Education in Educational Leadership

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

The goal of the Masters of Education in Educational Leadership program is to prepare and educate exemplary practitioners; as school leaders who are capable of communicating and collaborating with school community members; as ethical leaders by adhering to legal principles to enrich the school's climate, culture, and diverse learning infrastructure; as instructional leaders who promote

the success of all students by designing curriculum, supervising the instruction, and facilitating the integration of technology; and as school leaders who possess administrative skills in managing personnel, finance, and facilities.

7.3.4.1. Objectives

The objectives of Master of Education in Educational Leadership are to;
1. Provide educators prospects and extending their knowledge and skills into leadership in curriculum, instruction and decision making as well as the management of resources.

2. Provide training for potential school administrators and supervisors that will emphasize the development of skillful professional performance.

3. Provide academic preparation for candidates who seek certification in school administration or supervision.

4. Provide educational leaders with skills in the use of technology to make and implement informed decisions.

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

6. Provide training to future leaders to inspire and become models for others exemplifying the best qualities of learning, ethical conduct, and commitment to educational development.

7.3.4.2. Student Learning Outcomes

Students who successfully complete the M.Ed. in Educational Leadership will be able to:
1. Demonstrate knowledge and skills in development and implementation of a shared vision of learning within the school community, and communication and collaboration with school community members (School Community Leadership).

2. Demonstrate the knowledge of ethical and legal principles in an institutional framework to enrich the school's climate, culture, and diverse learning infrastructure (Ethics and Legal Responsibilities).

3. Develop knowledge and skills in the design and implementation of curriculum and instructional strategies, supervise staff evaluation and professional development, and facilitate the use and integration of technology to enhance learning (Instructional Leadership).

4. Develop effective leadership skills in managing personnel, planning school finance, enabling campus physical plant and support systems (Administrative Leadership).

7.3.4.3. Degree Requirements

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

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

Core Area Courses (15 credits)
EDUC 5311	Human Growth and Development
EDUC 5312	Curriculum and Instructional Design
EDUC 5313	Statistical Procedures and Measurement in Education
EDUC 5324	Integrating Technology into Education
EDUC 5325	Research Methods in Education

Concentration Courses (21 Credits)
EDUC 5314	School Leadership
EDUC 5315	Instructional Leadership
EDUC 5316	Human Resource Management
EDUC 5319	School Finance and Campus Business Management
EDUC 5320	Communication and Public Relations for School Administrators
EDUC 5322/5323	Internship in Educational Leadership
EDUC 5326	Law and Policy for School Leaders

7.3.4.4. Transfer Policy

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

8. COURSE DESCRIPTIONS

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

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

BIOL 1311   Introductory Biology
Cr. 3. (3-0). This course introduces the principles and basic concepts of life science and biology. Lecture will cover the scientific method, chemical context of life, metabolism and energy transportation, cell structure and function, viruses, cellular energy, photosynthesis, control of cellular activity, cell reproduction, genetic basis of life and theories on the origin of life.
Prerequisite: None

BIOL 1312   Nutrition
Cr. 3. (3-0). Fundamental principles of normal nutrition and the importance of nutrition in promoting growth and health. Emphasis will be given to the basic food constituents and their physiological relationships within the body. Consideration will also be given to family and community needs. This course will not fulfill a laboratory science requirement.
Prerequisite: None

BUSI 2311   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 or higher

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 or higher

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 or COMP 1314

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, FINA 3312 or concurrent enrollment

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 or concurrent enrollment, BUSI 3314 or concurrent enrollment

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 or approval of instructor and department chair

BUSI 4399   Internship

Cr. 3. 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

CHEM 1311   Introduction to Modern Chemistry

Cr. 3. (3-0). Fundamental principles of chemistry. Physical and chemical discoveries and properties of matter are presented along with their application and their impact on our way of life. Topics include atomic and molecular structure, nuclear chemistry, chemistry in the earth and atmosphere. No previous knowledge of chemistry is assumed or required.
Prerequisite: None

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

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

COMP 1314 Computer Literacy and Applications

Cr. 3. (3-0). This course examines the role of computers in today's society, including the knowledge and ability to efficiently utilize computers, related technology and basic application software with an emphasis on basic operating system knowledge, office applications, and the use of the Internet. Applications include word processing, spreadsheets and presentation software.
Prerequisite: None

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 1411

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: 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, MATH 1312, and MATH 2317

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 and 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 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 4339   Software Analysis and Design

Cr. 3. (3-0). This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.
Prerequisite: COMP 3322

COMP 4342   Advanced Web Application Development
Cr. 3. (3-0). This course emphasizes server-side development of enterprise applications. Topics include web servers, distributed network-based computing, handling client requests, server-side services, transmitting data using HTTP, database connectivity, security, and e-commerce. Programming languages and tools will be among the most significant such as Java, servlets, JavaServer Pages, Active Server Pages, .NET, XML, among others.
Prerequisite: COMP 3326

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, MATH 2314

COMP 4398   Internship
Cr. 3. 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

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.

COMP 5327   Advanced Algorithms
Cr. 3. (3-0). This course focuses on the advanced design and analysis of algorithms. Several algorithm design and analysis techniques will be discussed in detail which include solutions to practical problems in graph theory, networks, optimization via divide and conquer algorithms,

dynamic programming algorithms and greedy algorithms. Complexity theory, distributed algorithms, and encryption algorithms will be examined.
Prerequisite: None

COMP 5328   Computer Architecture
Cr. 3. (3-0). This course covers advanced computer architecture topics including the Instruction set architectures, computer performance-meaning and metrics, processor control, superscalar architectures, cache memory and virtual memory, input/output devices, processor-level parallelism.
Prerequisite: None

COMP 5329   Advanced Operating Systems
Cr. 3. (3-0). This course studies the concepts, theories and components that serve as the bases for the design of classical and modern operating systems. The lectures discuss the classical internal algorithms and structures of operating systems, including advanced topics in Linux/Unix, Mac OS, and Windows Operating Systems.
Prerequisite: None

COMP 5331   Cloud Computing
Cr. 3. (3-0). This course is an advanced level 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: None

COMP 5332   Theory of Computation
Cr. 3. (3-0). This course identifies the limitations of the computers through formalizing computation (by introducing several models including Turing Machines) and applying mathematical techniques to the formal models obtained. It applies the complex theory and designing code. This is a theoretical computer science graduate course.
Prerequisite: None

COMP 5333   Cyber Crime Investigation
Cr. 3. (3-0). This course provides students intensive hands on investigation of computer related crime designed for the profession as an electronic crime investigator. Students will identify, evaluate, classify, and demonstrate proficiency in investigating computer related crimes.
Prerequisite: None

COMP 5334   Advanced Computer and Network Security

Cr. 3. (3-0). Given the security concepts and building blocks developed in the former course, this course both explores these previous topics in greater depth and covers additional topics. Topics will include advanced cryptography, security protocols, network, firewalls, intrusion detection and prevention systems, vulnerability assessment, and other security technologies. There is special emphasis on application and software security issues. In addition, this course includes hands-on exercises using a Linux virtual machine that reinforce the material, and covers weekly current events in computer security.

Prerequisite: None

COMP 5335   Web Security

Cr. 3. (3-0). This course covers Web safety and browser vulnerabilities, privacy concerns, issues with Java, JavaScript, ActiveX, and all things Web and security related. Various protocols, and approaches to provide web services in as secure a manner as possible will be investigated, to include: digital certificates SSL (Secure Socket Layer), TLS (Transport Layer Security), host security, server access methods, and secure CGI/API.

Prerequisite: None

COMP 5336   Computer Forensics

Cr. 3. (3-0). This course will provide a foundation in the field of Computer Forensics. The student will learn how to obtain and analyze digital information for possible use as evidence in civil, criminal or administrative cases. Topics include applications of hardware and software to computer forensics, computer forensics law, volume and file system analysis, computer forensics investigations, and computer forensics in the laboratory. Hands-on exercises guide discussions and reinforce the subject matter.

Prerequisite: None

COMP 5337   Machine Learning

Cr. 3. (3-0). This course examines several fundamental concepts and methods for machine learning. The emphasis will be on machine learning algorithms and applications, with some broad explanation of the underlying principles. The course will also discuss recent applications of machine learning, such as to robotic control, autonomous navigation, bioinformatics, speech recognition, and text and web data processing.

Prerequisite: None

COMP 5339   Software Analysis and Design

Cr. 3. (3-0). This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases.

Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.
Prerequisite: None

COMP 5342   Advanced Web Application Development

Cr. 3. (3-0). This course emphasizes server-side development of enterprise applications. Topics include web servers, distributed network-based computing, handling client requests, server-side services, transmitting data using HTTP, database connectivity, security, and e-commerce. Programming languages and tools will be among the most significant such as Java, servlets, JavaServer Pages, Active Server Pages, .NET, XML, among others.
Prerequisite: None

COMP 5351   Network Administration

Cr. 3. (3-0). This course focuses on advanced level 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: None

COMP 5352   Internetworking Technology

Cr. 3. (3-0). This course provides 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: None

COMP 5353   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: None

COMP 5354   Business Intelligence

Cr. 3. (3-0). This course focuses on Data Warehousing and its applications to business intelligence. Course will concentrate on introduction to business intelligence, design and development of business intelligence applications, expansion and support of a data warehouse; in addition to topics like: requirements gathering for data warehousing, data warehouse architecture, dimensional model design for data warehousing, physical database design for data warehousing, extracting, transforming, and loading strategies.
Prerequisite: None

COMP 5355   Data Analysis for Decision Making
Cr. 3. (3-0). This course investigates data scraping/sampling/cleaning in order to get an informative, manageable data set; data storage and management in order to be able to access data - especially big data - quickly and reliably during - subsequent analysis; exploratory data analysis to generate hypotheses and intuition about the data; prediction based on statistical tools such as regression, classification, and clustering and communication of results through visualization, and interpretable summaries.
Prerequisite: None

COMP 5356   Software Project Management
Cr. 3. (3-0). This course focuses on first-line management of software system development. 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: None

COMP 5358   Wireless Networking
Cr. 3. (3-0). This course will examine advance level 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 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: None

COMP 5393   Capstone 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 master curriculum. The project involves teamwork; modeling of real world problems; design, development and testing of a software-based solution; and its documentation.
Prerequisite: None

CUIN 5311   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: None

CUIN 5312   Geometry and Trigonometry for Teachers
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. Dynamic mathematics software is used to construct activities related to previously mentioned topics.
Prerequisite: None

CUIN 5313   History of Mathematics

Cr. 3. (3-0). This course introduces the history of mathematics from ancient times to the twentieth century with emphasis on three aspects: the development of mathematics throughout the centuries, mathematics as a human endeavor, and the history of mathematics as an educational tool.
Prerequisite: None

CUIN 5314   Teaching Problem Solving in Math and Science

Cr. 3. (3-0). This course provides students with opportunities for reflection on aspects of inquiry/problem solving, and nature of science/mathematics. Provides background for student development of instructional materials focusing on inquiry/problem solving and nature of science/mathematics.
Prerequisite: None

CUIN 5315   Innovative teaching methods in STEM education

Cr. 3. (3-0). Through a dynamic process of investigation and collaboration, students aim to master techniques for project-based investigations in STEM classrooms, and teach project-based lessons in the secondary classroom. Students work to formulate questions, make predictions, design investigations, collect and analyze data, make products and share ideas. The use of assessments to improve student learning is emphasized in the course.
Prerequisite: None

CUIN 5316   Selected Topics in Math Education

Cr. 3. (3-0). This course is the study of the selected topics in mathematics education like the recent developments and the current research. The selected topics from secondary school mathematics content will also be reviewed.
Prerequisite: None

CUIN 5321   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.
Prerequisite: None

CUIN 5322   Teaching the Nature of Science

Cr. 3. (3-0). This course overviews the history of scientific thought from the philosophical perspective. It discusses the nature of science, the history of science, the philosophy of science and the sociology of science for issues in science education.

Prerequisite: None

CUIN 5323   Teaching Science Lab

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 science laboratory will be presented. Process of scientific inquiry and its role in science instruction will be overviewed. Laboratory safety will also be addressed.

Prerequisite: None

CUIN 5324   Selected Topics in Science Education

Cr. 3. (3-0). This course is the study of the selected topics in science education like the recent developments and the current research. The selected topics from secondary school science content will also be reviewed.

Prerequisite: None

CUIN 5331   Web Design and Web 2.0 Applications

Cr. 3. (3-0).This course explores advanced graphical editing methods in current Digital Graphics and Animation software. Both traditional and cloud-based alternatives of latest Digital graphics and Animation software will be covered with special emphasis in educational applications. Practical aspects of this course include creating educational website and materials by using Wordpress and various Web 2.0 tools.

Prerequisite: None

CUIN 5332   Digital Graphics and Animation

Cr. 3. (3-0). This course explores advanced graphical editing methods in current Digital Graphics and Animation software. Both traditional and cloud-based alternatives of latest Digital graphics and Animation software will be covered with special emphasis in educational applications. Practical aspects of this course include creating educational materials by using Adobe Photoshop and Adobe Edge (HTML5 based animation).

Prerequisite: None

CUIN 5333   Educational Media and Video Applications

Cr. 3. (3-0). This course explores advanced video editing methods in current software. Both traditional and cloud-based alternatives of latest video editing software will be covered with special emphasis in educational applications. Students acquire knowledge of visual design guidelines and principles for creating effective multimedia and hypermedia learning materials.

Prerequisite: None

CUIN 5334   Mobile application design and development
Cr. 3. (3-0). This course improves students' understanding of mobile learning and its educational uses. Special focus will be on mobile learning and developing mobile applications. Mobile learning topics include computer programming concepts and development of mobile applications.
Prerequisite: None

CUIN 5335   Teaching Programming to Students
Cr. 3. (3-0). This course will be covering various programming tools and platforms designed to teach learners in K-12 programming concepts. Programming tools will be discovered and projects will be created to understand the basics of programming at various level including elementary, middle and high school levels.
Prerequisite: None

CUIN 5391   Practicum
Cr. 3. The practicum is an opportunity for candidates of Master of Education in Curriculum and Instruction to have authentic field experience in various school positions. During practicum, students put the skills they have gained in the program into practice. Students will be able to manage the real problems of the school successfully; understand the need of school administrators, teachers, student and parents; and apply technology in the classroom.
Prerequisite: None

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

ECON 3313   Global Economics
Cr. 3. (3-0). This course focuses on international trade in goods, services, and capital. It serves as an introduction to international economic issues and related policies. The issues discussed in the course include gains from trade and their distribution; analysis of protectionism; strategic trade barriers; the trade deficit; exchange rate determination; and government intervention in foreign exchange markets.
Prerequisite: ECON 2311 or ECON 2312

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 in Secondary Schools - 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. 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 lifespan. 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 on University's website.

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 this class. The role of teachers as instructional leaders will be emphasized as this role leads to improving classroom performance and student achievement.
Prerequisite: None

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 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: None

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 educational services.
Prerequisite: None

EDUC 5322   Internship in Educational Leadership
Cr. 3. 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

EDUC 5323   Internship in Educational Leadership
Cr. 3. The internship is an opportunity for candidates of school administrator to have authentic field experience in administrative leadership positions. This course replaces EDUC 5322 for the candidates who are not planning to enroll Texas Principal Certification Program. 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

EDUC 5324   Integrating Technology into Education
Cr. 3. (3-0). The course is designed to help enhance the skills of teacher and 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.
Prerequisite: None

EDUC 5325   Research Methods in Education
Cr. 3. (3-0). This graduate-level course provides an introduction to research methods in education. The class will take place online, consisting of readings, discussions, and a variety of learning activities. The procedures commonly used in educational research and conceptual, procedural and analysis issues from a wide variety of areas will be covered. By the end of the course, students will have a good awareness of the range of procedures that may be applied to different types of research studies and the guidelines that should be used in selecting a set of appropriate research methods.
Prerequisite: EDUC 5313

EDUC 5326   Law and Policy for School Leaders
Cr. 3. (3-0). This course examines key legal issues that govern daily and long-range decisions of educational leaders. This also 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. In addition, 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.
Prerequisite: None

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

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, either BUSI 2311 or MATH 1312

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 4319   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

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 1311 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 1311 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 1311 for social studies major students

GEOL 1311   Earth Science
Cr. 3. (3-0). 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.
Prerequisite: None

FRSH 1311   Student Success Seminar
Cr. 3. (3-0). This course introduces success strategies for college, career, and lifelong learning. The coursework explores methods of critical thinking, problem-solving, techniques for effective learning, the foundations for working productively in diverse groups/teams, time management,

setting goals, test taking strategies and learning about individual strengths. The course will also provide opportunities for students to learn about campus life, activities and available resources. Prerequisite: None

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 2312   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

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 1313

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 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 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 2314

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 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

MATH 4322   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 1311

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 1311

MBA 5311   Managerial Economics
Cr. 3. (3-0). Managerial Economics is the application of economic theory and methodology to formulating rational managerial decisions. Topics include a thorough supply and demand analysis and forecasting demand, the theory of individual behavior, production process and cost, profit maximization under various market structures and game theory. The course will offer a comprehensive treatment of economic theory and analysis, using both qualitative and quantitative tools and techniques.
Prerequisite: None.

MBA 5312   Managerial Accounting and Budgeting
Cr. 3. (3-0). This course is an introduction to the accounting principles, concepts, procedures and techniques underlying financial and managerial accounting and budgeting. The emphasis of the course is on business and economic information generated in the accounting process and a study of their behavior for planning and control decisions.
Prerequisite: None.

MBA 5313   Quantitative Methods

Cr. 3. (3-0).   The course will provide an in-depth study of descriptive statistics, statistical sampling and estimation, exponential families and sufficient statistics, maximum likelihood estimators, confidence intervals and hypothesis testing, regression and linear models, multiple examples of applied statistics. Computing assignments using a prescribed software package will also be given.

Prerequisite: None

MBA 5314   Marketing Management

Cr. 3. (3-0).   This course develops the marketing principles by which products and services are designed to meet customer needs, priced, promoted, and distributed to the end user. The focus is on the application of these marketing principles to a wide range of customers, both internal and external.   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

MBA 5315   Leadership in Organizations

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: None

MBA 5316   Management and Organizational Theory

Cr. 3. (3-0).   This course examines the four functions of management - planning, organizing, leading, and controlling - with emphasis on the application of management concepts and theories to achieve organizational goals. It also provides tools for understanding how organizations form, survive and grow, interact with each other, recruit and process members, gain and manage resources, and deal with both internal and external problems.

Prerequisite: None

MBA 5317   Business Policy and Strategy

Cr. 3. (3-0). This course focuses on how managers formulate strategic decisions and manage the strategy implementation process. Using integrative analysis (from other core course, such as accounting, finance and marketing) and case studies this course will explore the process of developing and managing business strategies. Topics will include development of corporate goals and objectives, competitive analysis, business and corporate level strategies, and organizational systems design for plan implementation.

Prerequisite: Last semester of study, or approval of graduate director.

MBA 5318   Project Management

Cr. 3. (3-0). This course covers the tools and techniques required for project management. Topics include project selection, project planning, budgeting, scheduling, resource allocation, project control, project crashing, and project termination and tools such as work breakdown structures, network diagrams, and performance measurement. Students will also acquire soft skills to become effective project managers and apply both soft and technical skills in real projects.

Prerequisite: None

MBA 5319   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: MBA 5311, MBA 5312, MBA 5313 or concurrent enrollment, or approval of graduate director

MBA 5331   Leading Organizational Change

Cr. 3. (3-0). This course will focus on advanced theoretical concepts and applications in the areas of organizational development and change management. The concepts of organizational culture and leading organizational change initiatives will be of particular importance. Students will explore the application of specific tools for conducting organizational development initiatives, such as process contracting, data gathering, and feedback. The course will also cover individual, team and multiple organization interventions.

Prerequisite: None

MBA 5332   Creativity, Innovation and Design

Cr. 3. (3-0). This course will focus on developing new ways of design thinking, the most important element of a creative culture in a dynamic business world. The course helps students to recognize the method and application of design as an alternative management approach for business leaders in a competitive environment. Also, new ways of design thinking through class exercises and a course project will be developed, where students will develop creative concepts for an assigned topic.

Prerequisite: None

MBA 5333   Conflict and Negotiation

Cr. 3. (3-0). This course explores the ways that people negotiate to create value and resolve disputes. This course introduces negotiation theory and helps build negotiation skills among students. The curriculum combines negotiation research and experiential learning activities. Some of the topics taught in the course include bargaining, value creation and distribution, the dynamics of coalitions, multi-party negotiations with a focus on organized preparation, dispute resolution, and process analysis.

Prerequisite: None

MBA 5351   Economic Strategy and Forecasting
Cr. 3. (3-0). This course is fundamental in developing a framework for business and economic strategies as well as applying various econometric tools and methods to analyze economic and financial data to forecasting in practice. The first part of the course introduces market forces such as supply and demand, the organization of the firm and the industry competitive structure. Game theory will be a very useful tool/method in understanding various competitive environments as they relate to the firm's strategic choices. The second part of the course deals with the more technical aspect of forecasting important economic and business variables. Some examples would include forecasting housing price movements; volatility in the market; growth and inflation prospects related to the macro economy.
Prerequisite: MBA 5311, MBA 5313, or approval of graduate director

MBA 5352   Managerial Decision Models and Simulation
Cr. 3. (3-0). This course examines the tools and techniques to solve managerial decision models that represent real-world business problems and identify their managerial implications. The course focuses on the use of Excel to apply tools including optimization modeling, simulation, and decision trees.
Prerequisite: None

MBA 5353   Data Mining
Cr. 3. (3-0). This course introduces fundamental topics of data mining and knowledge discovery, and their applications in solving real life problems. Topics will include statistical foundations, database support, data preprocessing, data warehousing, association discovery, classification, clustering, and mining complex data types.
Prerequisite: None

MBA 5354   Business Intelligence
Cr. 3. (3-0). This course focuses on data warehousing and its applications to business intelligence. Course will concentrate on introduction to business intelligence, design and development of business intelligence applications, expansion and support of a data warehouse; in addition to topics like: requirements gathering for data warehousing, data warehouse architecture, dimensional model design for data warehousing, physical database design for data warehousing, extracting, transforming, and loading strategies.
Prerequisite: None

MBA 5355   Data Analysis for Decision Making
Cr. 3. (3-0).   This course investigates data scraping/sampling/cleaning in order to get an informative, manageable data set; data storage and management in order to be able to access data

- especially big data - quickly and reliably during - subsequent analysis; exploratory data analysis to generate hypotheses and intuition about the data; prediction based on statistical tools such as regression, classification, and clustering and communication of results through visualization, and interpretable summaries.
Prerequisite: MBA 5313, or approval of graduate director

MBA 5356   Social Media Analytics
Cr. 3. (3-0). This course displays the vast opportunities that exist today to leverage the power of social media. It focuses on a range of questions from strategic to operational matters pertaining to a firm's social media initiatives, metrics to apprehend relevant outcomes, and predictive analytics to link social media conversation to business performance.
Prerequisite: None

MBA 5399   Internship
Cr. 3. 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

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

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

PHYS 1311   Introductory Physics

Cr. 3. (3-0). General introduction to basic and fundamental principles in physics including: motion, energy, momentum, gravity,, relativity, thermodynamics, waves and sound.
Prerequisites: 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

PHIL 1311   Introduction to Logic and Critical Thinking

Cr. 3. (3-0). This course in critical thinking and informal logic focuses on developing the critical and creative thinking skills necessary to analyze and solve problems, make decisions, implement strategies, and formulate well-supported points of view on key academic, social, and professional issues. It includes an introduction to the disciplines of inductive and deductive logic, fallacious reasoning, and perception process, use of assumptions, emotional influences, and language in various forms of business communication. Students will learn how to evaluate their ideas and how to communicate their points of view persuasively.

Prerequisite: None

PHIL 1312   Professional Ethics

Cr. 3. (3-0). 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

PHIL 1313   Introduction to Philosophy

Cr. 3. (3-0). This course is an introduction to philosophical thought with practical applications. It includes the nature of philosophy and metaphysics, Socratic examination of life, epistemology, ethics, critical thinking, mature of reality, moral philosophy, consciousness, free will, determinism and self-actualization.
Prerequisite: None

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: PHYS 2411 or CHEM 2411 or GEOL 1411 or BIOL 1411

PSED 3312   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: PHYS 2411 or CHEM 2411 or GEOL 1411 or BIOL 1411

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

SPAN 1311   Elementary Spanish

Cr. 3. (3-0). It is an introductory course intended for students with little or no knowledge of the language. Its aim is to present essential vocabulary and grammar, and to develop the pronunciation, reading, and writing skills necessary for basic communication and comprehension.

9. BOARD OF TRUSTEES

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

9.1. University Administration

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

9.2.University Advisory Board

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

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

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

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

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

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

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

10.FACULTY

Kudbettin Aksoy
— **Area of teaching specialization:** Learning and Development Theories, Research Design, Measurement
— **Rank:** Associate 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:** Associate Professor
— **Degrees:**
Ph.D., Computer Science, University of Arkansas at Little Rock
B.S., Computer Science, Dokuz Eylul 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

Bulent Dogan
— **Area of teaching specialization:** Educational Technology
— **Rank:** Associate Professor
— **Degrees:**
Ed.D., Curriculum and Instruction, University of Houston

B.S., Electrical and Computer Engineering, Seljuk University

Can Dogan
- — **Area of Teaching Specialization:** Micro/Macro Economics, International Business
- — **Rank:** Associate Professor
- — **Degrees:**
  Ph.D., Economics, University of Houston
  M.A., Economics, University of Houston
  B.S., Industrial Engineering, Bogazici 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

Mohin Faisal
- — **Area of Teaching Specialization:** Financial Accounting, Managerial Accounting
- — **Rank:** Instructor
- — **Degrees:**
  M.S., Accounting, University of New Orleans.
  M.B.A., Management Information Systems, University of New Orleans
  B.S., Accounting, University of Dhaka

Hakan Haberdar
- — **Area of Teaching Specialization:** Networking, Operating Systems, Security, Programming
- — **Rank:** Assistant Professor
- — **Degrees:**
  Ph.D., Computer Science, University of Houston
  M.S., Computer Engineering, Yildiz Technical University
  B.S., Electronic and Telecommunication Engineering, Istanbul Technical University

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

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

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:** Associate Professor
- — **Degrees:**
    Ph.D., Computer Science, Louisiana State University
    M.S., Computer Science, Southern University and A&M University
    B.S., Electronic and Computer Education, Marmara University

Zeliha Ozdogan
- — **Area of teaching specialization:** Economics, International Finance, Quantitative Research Methods
- — **Rank:** Assistant Professor
- — **Degrees:**
  Ph.D., Economics, University of Delaware
  M.A., Economics, University of Delaware
  B.S., Mathematics, Middle East Technical University

Halil Tas
- — **Area of teaching specialization:** Education, Geography Teaching
- — **Rank:** 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:** Assistant Professor
- — **Degrees:**
  Ph.D., Mathematics, University of Houston
  M.S., Mathematics, Bosphorus University
  B.S., Mathematics, Bosphorus 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