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2023-2024 STUDENT HANDBOOK

UNDERGRADUATE / GRADUATE

NORTH AMERICAN UNIVERSITY

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Student Handbook
2023-24

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1. President's Honor Roll and Dean's List

The President's Honor Roll contains the names of undergraduate students who have earned a GPA of 4.0.

The Dean's List contains the names of undergraduate students who have earned a GPA between 3.5 - 3.99.

To be eligible for the President's Honor and Dean's List, students must meet the following requirements:

1. Must be in academically good standing.

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

3. Excludes pass/fail and satisfactory/unsatisfactory grades.

4. All grades of "I" must be made up before the honor is given.

5. Must not have a grade of F.

Both recognitions will be published at the end of the fall and spring semesters. Honor recognitions are notated on student transcripts. The University Marketing, Communications and Relations (UMCR) Office will publish these recognitions through NAU's social media accounts, web page, and the NAU Newsletter.

2. Student Success and Career

The North American University Student Success Center is located on the 8th floor of the Main Building, room 830. The Success Center provides an open space that meets the academic needs of students to create a more conducive learning environment. The Student Success and Career Office offers the following educational enhancement initiatives:

- Peer Mentor Program
- Content Based Tutoring
- Academic Coaching
- Career Advising
- Academic Workshops
- Career counseling
- Career and Internship Fairs
- Interview Preparation Meeting (Mock Interviews)
- Resume / Cover letter development seminars

3. Testing Services

Mission Statement for Testing Services
It is the mission of the North American University Testing Services to maintain professional testing standards and practices, safeguarding confidentiality of student records, and creating an optimal testing environment in accordance with the National College Testing Association professional standards and guidelines.
North American University provides comprehensive testing services for students. The testing services staff are committed to providing a professional environment and a high quality of support services.

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

The ACCUPLACER test is conducted in Room 716 on the 7th floor. The ACCUPLACER testing schedule is available through the admissions office.

For more information on registration and test preparation, please contact:

Admissions Office,
admissions@na.edu or (832) 230-5555
Or visit the1st Floor: Rooms 101, 102, or 105

To take the ACCUPLACER test(s), please contact:
Records Office
records@na.edu or (832) 602-3546
Or visit the 7th Floor: Room 740

4. Disability Accommodation

North American University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, pertaining to the provision of reasonable academic adjustments/auxiliary aids for students with a disability. In accordance with Section 504 and ADA guidelines, NAU provides reasonable and appropriate accommodations to eligible students upon their request.
Persons with disabilities who desire accommodations are encouraged to contact the Student Services Office. This process begins with the student completing and submitting the Learning Disability Accommodation Request form, which can be found on the University website at
http://www.na.edu/documents/campus_life/Learning_Disability_Accommodation_Request_Form.pdf. Then the student/parents provide official supporting documentation from a physician. Once these items are submitted, the Student Services Office follows up with the student's instructors to update them about the student's pending accommodations. All information pertaining to the student is maintained with the Student Services Office.
Accommodations may include but are not limited to:

- Extended time for tests
- Separate/quiet testing environment

- Note taking assistance
- Enlarged written materials
- Books on Tape
- Preferential seating

5. Student Organizations

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

Student organizations regulate rules and responsibilities that enhance students' personal growth. The Student Affairs Office promotes the development of new organizations to encourage students' interests. All specific information concerning Student Organizations can be found on the website in the 'Student Guidebook for Organization' link: https://www.na.edu/campus-life/student-organizations/

5.1. Student Government Association (SGA)

The Student Government Association resides over all organizations which their Boards are required to follow all the policies and procedures set forth by the Student Government Association and Student Affairs Office.

The main governing organization is Student Government Association (SGA). All students enrolled in the university are automatic members of the Student Association (SA). Therefore, any student that is enrolled and registered with North American University can attend Student Association meetings. The Executive Board of Student Association is the Student Government Association; which of whom is in charge of conducting all Student Association meetings, developing budgets for activities, listening to the voice of the student body, encouraging involvement and much more.

SGA is committed to:

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

Any student currently enrolled at NAU may vote in SGA elections. The Student Government Association is elected by the student body for a two-year term. The elections are organized by the Student Affairs Office.

The five positions of SGA are as follows:

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

- **Vice President**
  The Vice President is essentially the internal manager of the student government. The position oversees the completion of the duties of the committee chairpersons. The Vice-President is the liaison to the organizations as well as aides the President in the official undertakings of SGA. The Student Association is co-managed by the Vice President as he/she ensures that the members know of the dates, times, and locations of all Student Association meetings and events. If the President resigns or is removed from office, the Vice President automatically assumes the position of President.

- **Vice President of Finance**
  The Treasurer handles all business in relation to the multiple accounts of SGA including the Student Activities Fee (SAF), Operating, and Student organizations accounts. The Treasurer keeps all of the accounts and receipts in order and signs off on all documents authorizing an allocation of budget. The Treasurer after all financial decisions, manages the paperwork subsequently. Additionally, the Treasurer composes the financial guidelines and to submit them to the SAO.

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

- **Parliamentarian**
  The Parliamentarian is in charge of keeping order at all SGA meetings and making sure that proper Meeting Procedure is followed by all members. The Parliamentarian must have extensive knowledge of the SGA Constitution. He/She teaches new members about Meeting Procedure at the beginning of each year, and also makes sure that the SGA constantly follows all laws and bylaws of the SGA Constitution. The Parliamentarian must understand Robert’s Rules of Order and how a meeting is run.

5.2. Rights of Registered Student Organizations

- Use of the name "North American University" in all information, publicity and references with the approval of the Student Affairs Office.
- Use of the services of the Student Affairs Office, including assistance in planning, implementing and evaluating activities and programs, and assistance in making the organization more effective and efficient.
- Funding support opportunity for approved activities.
- Publicity assistance through the NAU website, bulletin boards, mass emails, and SAO.
- Privilege to invite off-campus personnel for meetings or events with the approval of Student Affairs Office.
- Sponsorship of profit-making activities and fund-raising for organizational activities in accordance with university regulations.
- Representation in the Student Government Association.

5.3. Responsibilities of Student Organizations

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

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

- A roster with the names of students as well as the new officers for that semester
- Tentative meet schedule for that semester
- Must be in good standing with the Student Affairs Office and the school
- Must complete the organizations mandated events each semester

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

5.5. Student Activities and Events

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

5.6. On-Campus Events

The Student Affairs Office holds a minimum of 4 events per semester for the entire North American University Community. Each SAO event encourages all students, faculty and staff to participate in the main events. Some events have included: Spring Festival, Fall Festival, International Culture Day, Homecoming, Awards Banquet, New Student Orientation, and Commencement. Student Organizations are also required to do 2 events per semester that will promote their organization and encourage student involvement.

5.6.1. Events Policy and Procedure

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

The first step will be fill out an Events Request Form, which you can find with the Student Activities Coordinator in the SAO or on the website. After the form has been completed and submitted to the SAO, approval will be given with the signature of the Student Activities Coordinator. If the form is not approved the form will be signed as not approved and returned to the person who submitted the form.

If approval is granted and funds are needed for the event, a Budget Allocation Application are available for students needing the funding from the school. Requisition forms are available for staff and faculty members. For events that need transportation, Residential Operations and Facilities Management (ROFM) handles such requests, however a Vehicle Request Form is available on the website under Student Organizations link also. All other needs or services can be requested through the SAO

Approval of the Events Request Form does not mean the event will then be implemented by the SAO. Person(s) that requested the event are completely in charge of the event and is their responsibility to implement their event. https://www.na.edu/wp-content/uploads/2019/11/Event-Request-Form.pdf

https://www.na.edu/wp-content/uploads/2019/11/RoomReservationRequestForm.pdf

5.7. Sports, Games, and Recreation

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

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

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

Any club team that is not yet registered on campus can be created by visiting the SAO. All information specific to sports or recreation can be found in the Sports and Recreation Manual on the website under Student Organizations link.

5.8. Student Athlete Association (SAA)

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

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

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

6. 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 SAO or ROFM or visit our Residential Handbook Website at
http://www.na.edu/documents/campus_life/resident-handbook.pdf

6.1. Residential and Community Philosophy

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

Through the CLS, each resident has the opportunity to make a valuable contribution through their full participation in the development of the community and campus. Residents have the ability to make decisions in areas such as lifestyle and personal conduct. This process leads residents to develop standards for their respective communities. By defining mutual expectations for how the community will function on an interpersonal level, Community Living Standards provide a mechanism for the community to respond to behaviors that do not align with the agreements. Effectively, it is a tool to help students learn to communicate their needs, to be responsible for their actions, and to hold each other accountable.

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

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

6.2. Resident Rights and Responsibilities

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

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

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

1. The RIGHT to a safe and secure living environment.
2. The RESPONSIBILITY to keep living spaces secured, and to not allow in strangers or prop doors open. Students also have a responsibility to adhere to all security policies and procedures. Violating security policy and procedure puts members at risk.
3. The RIGHT to a reasonably peaceful and quiet space for study and sleep.
4. The RESPONSIBILITY to observe quiet hours; to keep televisions, computers, stereos, and voices at a reasonable volume, and to remind guests and others of these expectations.
5. The RIGHT to privacy and to the fair and equal use of the room in terms of space and time. Students also have the right to be free of unwanted guests in their rooms.
6. The RESPONSIBILITY to communicate preferences for hours of study, sleep, and visitation to roommates and to work through any differences in a calm and peaceful manner. Students also have a responsibility to ensure guests do not violate a roommate's rights or interfere with his/her use of living space.
7. The RIGHT to confront another person's behavior when it infringes on one's own rights.
8. The RESPONSIBILITY to examine one's own behavior when confronted by someone and to work sensibly to resolve the conflict.
9. The RIGHT to the assistance of a Resident Advisor, Housing Manager, Director, or other Department of ROFM staff member when needed.
10. The RESPONSIBILITY to notify a staff member of problems and request assistance in a timely manner, as well as to cooperate with those involved to resolve the problem.
11. The RIGHT to know what acceptable and/or inappropriate behavior in the living environment is.
12. The RESPONSIBILITY to read the information provided by North American University. This includes, but is not limited to, the Residential Housing Agreement and Student Code of Conduct. Any alleged violation may be reported regardless of whether the individual reporting was directly affected or involved.

7. Student Employment Policy and Procedure

Student employee status applies to those employees currently enrolled in North American University whose primary purpose for being at the University is to obtain an education. Student workers may not work during their scheduled class times. While school is in session, international students, F-1 students, cannot work more than 20 hours per week even if they work at multiple jobs on campus. F-1 students may work full-time during those periods when school is not in session or during the student's annual break, as long as they are enrolling full-time the next semester. Students who are transferring may work at the school that has control of their record – at "the transfer- out school" before the release date, and "the transfer-in school" after the release date. The IRS defines full-time on-campus employment as 40 hours per week for foreign students who are claiming an exemption from Social Security and Medicare taxes. F-1 student status permits an international student to work on campus at the university that issued student's I-20 while a student is enrolled in a full course of study. International students must maintain F-1 status to be eligible for this employment benefit; maintaining status means that international student is a full-time registered student in good academic standing with a valid I-20. All students who have been offered a job on campus must submit the forms required by the Human Resources Office prior their first day of employment. Students may not begin work or be paid until their forms are completed. For more details, please contact the Human Resources Office. See Student Employment Handbook.

8. Parking & Shuttle Services

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

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

8.1. Parking

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

8.2. Shuttle Service

Shuttle services are available to students living in residence halls, athletic teams and student organizations. The student involved can request a shuttle through the ROFM Office.

9. Mail Center

Only students living in the dorms may have mail, packages and magazines delivered to the University. Below are the procedures for mail distribution. Students will receive an email message from the University Secretary when they receive mail and/or packages. Students are required to have Student ID to receive any item. Other forms of ID that will be allowed are Driver's License or Passport. Photo of driver's license on cell phone will not be accepted. Students will be asked to sign for their items. On the Mail Sign In sheet, please fill out the following areas: date, print name (full name required), signature, form of ID. Hours of mail distribution are 10:00 am to 4:30 pm Monday through Friday. There is no mail distribution on the weekends and holiday breaks. If you receive an email/text from Amazon, FedEx or other carriers saying you have received a package please note until you receive an email from the University Secretary, your package has not arrived. Due to issues with the postal services and other carriers, mail and package deliveries vary from day to day. Please make sure you check you NAU email for messages from the University Secretary. This is the only communication system used by the University Secretary to communicate with students. If you have problems receiving messages, contact the NAU IT Support at support@na.edu or 832-230-5544. You must have photo ID to receive your item. Information from Student Handbook (page 53) 5.11. Liability Policy the University cannot be held liable for loss of or damage to personal property in any building or on campus grounds, regardless of how the loss occurs — whether it is by theft, fire, water, vandalism, or any other cause.

10. Sexual Harassment Policy

Sexual Harassment is defined unwelcome, sexual and/or gender-based verbal, written, online and/or physical conduct. Any form of conduct that has the purpose or effect of interfering with a student's performance or access to University programs or which creates an intimidating or hostile learning or living environment is also sexual harassment. Sexual harassment will not be tolerated at the University. If you believe that you have experienced an incident of sexual harassment, contact Human Resources immediately so that a proper investigation can be conducted.

11. Student Complaint Policy and Procedure

North American University is committed to treating all students fairly and respectfully. One of the methods NAU employs to achieve this outcome is the use of a student complaint system.

A formal complaint is a request for the resolution of a problem, conflict, concern or issue that negatively impacts a student(s). Student formal complaints may include (but are not limited to) issues regarding classroom instruction, policies, procedures, services and offices. Formal complaints must be filed using NAU's formal complaint form. A variety of channels exist at North American University to resolve problems that a student may encounter. Formal complaints that involve discrimination and sexual/sexual harassment are addressed under Title IX and are handled separately from the processes described below. Formal complaints involving grades where the final course grade is disputed and/or the student believes that the final grade is not indicative of his/her academic performance are addressed by the grade appeal process.
In an instance of perceived violation of a policy, a student may file a complaint. This policy provides two avenues for pursuing a complaint: 1. An Informal Resolution Procedure and 2. A Formal Resolution Procedure.

11.1. Formal Student Complaint Policy and Procedure

Students may utilize either or both procedures. The complaint can also be submitted on paper to the appropriate office:

- Academic complaints to the Registrar
- Student Affairs complaints to the Student Affairs Office
- Business Office complaints to the CFO.
- Registrar Office complaints to the Registrar
- A complaint against a Director, Vice-President, etc., is submitted to the direct supervisor, such as the Provost or President
- Other complaints to the Director of Human Resources

Level 1
Absent extraordinary circumstances, the person, normally a Director, to whom the complaint has been submitted conducts, within seven (7) business days of receiving the complaint, a formal conference with the student, permitting her or him to provide any necessary relevant information. The Director confers with the other person or persons involved and conducts an additional investigation as he or she deems necessary. Absent extraordinary circumstances, a written recommendation is sent within seven (7) business days of the first formal conference. The recommendation is sent to the student and the other involved person or persons. The written recommendation states the background information, the rationale for the recommendation, and the recommended remedy, if any. Copies of the original complaint and the written recommendation are kept in the Director's Office for a minimum of five years.

Level 2
If the complaint is not resolved in level 1, the student or one of the other involved parties may, with fourteen (14) business days of receipt of the level 1 recommendation, appeal to the direct supervisor of the person who wrote the recommendation. Absent extraordinary circumstances, the supervisor holds a hearing within fourteen (14) business days of receipt of the appeal or complaint. Absent extraordinary circumstances, a written recommendation is sent to the student and others within fourteen (14) business days of such hearing. In cases of appeals to level 2, copies of the original complaint and the level 1 and 2 written recommendations are kept in the supervisor's office for a minimum of five years.

Level 3
Except in the case of a complaint against the President, where the Board of Trustees has final authority, appeals of the level 2 recommendation are submitted to the President within fourteen (14) business days. The President makes the final decision. Absent extraordinary circumstances, the President's written decision is sent to the student and other parties within fourteen (14) business days of receiving the level 3 appeal. In cases of appeals to level 3, copies of the original complaint, the previous written recommendations, and the final decision are kept in the President's Office for a minimum of five years.

11.2. Filing a Formal complaint – Non-Faculty Related

Informal Resolution Procedure The student arranges a meeting with the person involved with the complaint and/or with the direct supervisor of the person involved. For example, a student who perceives that he or she has been graded unfairly on an assignment should meet with the faculty member who assigned the grade. In this example, the meeting with the faculty member may be followed up with a meeting with the director or the original meeting might be with the director. Another example would be a complaint in the Business Office involving the Bursar. The student would meet with the Bursar and/or the CFO. If the informal process does not resolve the complaint, the student may utilize the formal complaint procedure. Formal Resolution Procedure A formal complaint is a request for assistance with a problem, conflict, concern, or issue that negatively impacts students that could not be addressed by informal resolution with the staff member/administrator and his/her supervisor. The Student Formal Complaint will be forwarded to the appropriate administrator responsible for the individual, process or department involved. The complaint is normally submitted using a complaint form found on the website. Documentation of the formal complaint should include: • A detailed description of the issue and negative impact • The date, time, and place of the event(s) pertaining to the formal complaint. The name and contact information for any witnesses with knowledge of the formal complaint or subject of the formal complaint. • Specific details regarding the instance(s) of non-compliance with the policy or procedure applicable. • A proposed solution or action

11.3. Faculty-Related Formal complaints – Non-Grade Related

Initial Formal complaint/Informal Resolution. The student should discuss the formal complaint with the faculty member, or the faculty member's director. Should resolution not be reached, the student may file a formal complaint against the faculty member. Formal complaints must be filed using NAU's formal complaint form. Prompt reporting of all formal complaints is critical and necessary as it is often difficult to trace the facts of an incident or incidents long after they have occurred. Students are advised that a formal complaint will be most effectively addressed if the concern or formal complaint is brought forward within sixty (60) business days of the alleged incident. When discussing formal complaints with an instructor it is most effective to arrange a time when the instructor is available for a confidential conversation. It is important to note that breaks in a faculty member's instructional service time may affect the resolution timeline (i.e., spring break, and summer break). If the student does not agree with the initial discussion and suggested resolution, the student may file a formal complaint against the faculty member. Any formal complaint must refer to actions of the Faculty member within the scope of his/her employment. A grade change request based strictly upon academic considerations shall not be considered a formal complaint against a Faculty member.

11.4. Formal complaint against a Faculty Member

Formal complaints must be filed using NAU's formal complaint form. The formal complaint must be filed within ten (10) business days from the date of the initial formal complaint (Item A above). The formal complaint should be addressed to the faculty member's supervising Director. The Director will have fifteen (15) business days to investigate and respond to the student's formal complaint. The investigation by the Director shall include the faculty member, the student and/or any other person who has first-hand knowledge of the subject of the complaint. During the investigation, he or she shall meet separately with:

- The student who may, if desired, have an advisor present; and
- The faculty member and
- Any additional parties involved. During the Director's investigation, he/she shall meet separately with the different parties who may, if they desire, have an advisor with them, unless the faculty member is not available due to semester break and vacations. In those situations, the fifteen (15) business days allowed

for resolution will start and stop based on faculty contracts. The Director may address the formal complaint in one of the following ways:

- Offer a resolution to the formal complaint. • Dismiss the formal complaint. • Take appropriate action which may include training, counseling or corrective action with one or more parties to the formal complaint.

11.5. Appeal

The student may appeal to the Provost within five (5) business days. The Provost will review appeal documentation submitted by the student and the documentation produced by the Director's investigation and communicate an appeal decision within five (5) business days of receipt of the student's appeal. The appeal decision is sent to the Director and the student. The appealed formal complaint decision is not subject to further appeals.

11.6. Feedback

To gain feedback on the investigation process and help ensure continuous improvement, those who file formal complaints and parties who respond to the formal complaints will be forwarded a survey at the NAU Student Formal Complaint Processes conclusion of the investigation. Staff members shall review feedback surveys for trends and common themes on an annual basis; the information will be utilized to aid in policy and training development.

Complaint and Grievance form can be found at:
https://www.na.edu/wp-content/uploads/2019/11/student-grievance.pdf

12. General Immigration Information

International students are responsible for understanding and complying with U.S. immigration regulations while in the United States. Most international students at North American University will apply for and obtain either F or J student status.

The general steps to obtain a student visa are:

- Acceptance & Application Fee
- Completion of the Certificate of Finances (COF)
- Receipt of Certification of Eligibility (Form I-20 or Form DS-2019)
- Payment of SEVIS fee
- Application for visa at American Embassy
- Entry to the U.S.

Note: The information in this section is complex and subject to change. Please contact the International Student Office for the most up to date information.

12.1. SEVIS Fee Facts & Instructions

The Department of Homeland Security collects a congressionally mandated fee to cover the costs for the continued operation of the Student and Exchange Visitor Program (SEVP). International students and exchange visitors are subject to this fee, which is used to administer and maintain the Student and Exchange Visitor Information System (SEVIS). Below is a summary of SEVIS Fee information. For more detailed information please visit call 212-620- 3418 or visit https://www.ice.gov/sevis/i901#wcm-survey-target-id

Who pays the fee?

- Those who wish to enter the United States either as new students or exchange visitors with F-1 or J-1 status.
- Those who are in the United States in another immigration status and want to change to F-1 or J-1 status.
- Those who are continuing F-1 students…
    - filing an application for reinstatement when they have been out of status for more than 5 months;
    - applying for a new visa or returning to the United States after an absence of more than 5 months that did not involve authorized overseas study; or
    - applying for a change of status to an F or J classification except for changes between F-1 and F-2.
- Those who are continuing J-1 exchange visitors…
    - filing a reinstatement application after a substantive violation;
    - filing a reinstatement application after they have been out of status between 121 and 269 days; or
    - applying for a change of exchange visitor category unless the new exchange visitor category is fee exempt (federally sponsored programs with program codes that start with G-1, G-2, or G-3)

Exemptions from the fee:

- Continuing F-1 and J-1 students are not subject to the fee.
- Spouses and dependent children of F-1 Students and J-1 Exchange Visitors (F-2, J-2) are not subject to the fee.

How much is the fee?

For students (F 1)	$200.00
For spouses and dependent children F 2 or J 2	Not applicable
For exchange students (J 1)	$180.00

How do I pay the I-901 SEVIS Fee?

- A prospective F student with a country of citizenship or country of birth of Cameroon, Ghana, Kenya, Nigeria or Gambia must pay by money order, Western Union Quick Pay or certified check drawn from a U.S. bank. All other prospective F students also have the option to make a credit card payment on https://fmjfee.com/i901fee/index.html
- SEVP will accept third party payments, meaning someone else can pay your I-901 SEVIS Fee using the same method of payment. For students who cannot pay the fee by credit card, third party payers are also restricted from paying the fee by credit card.
- Visit SEVP's website for instructions on how to complete the Western Union Quick Pay/Quick Collect form.
- You can access the PDF version of the SEVIS Form I-901 on SEVP's website. Print and mail in your paper SEVIS Form I-901 with your check or money order, according to the instructions on the form.
- For detailed instructions or for assistance on how to make an I-901 SEVIS Fee payment, call the SEVP Response Center at 703-603-3400.
    - **PRINT AT LEAST TWO COPIES OF THE RECEIPT!**

12.2. Applying for a Visa

This information is for people who plan to enter the United States for the first time to study in F-1 or J-1 visa status. For information on returning to continue studies, renewing your visa, or for more details on how to apply for a student visa, refer to the U.S. Department of State website:

F-1 Student Visas: https://travel.state.gov/content/visas/en/study-exchange/student.html

J-1 Exchange Visitor Visas: https://travel.state.gov/content/visas/en/study-exchange/exchange.html

STEPS

1. **Contact your local U.S. Consulate or Embassy** to ask about how to get an F-1 international student visa or J-1 exchange visitor visa. A list of Consulates and Embassies can be found at https://www.usembassy.gov/.
2. After you receive a Form I-20 or Form DS-2019 from the school that you plan to attend, follow the U.S. Embassy/Consulate's instructions to **schedule an interview** for your student visa. It is important to apply for your student visa as far in advance as possible. Many consulates recommend that appointments be made no more than 90 days from the intended date of travel, but some can make earlier arrangements for interviews.
3. Pay the **SEVIS fee** at least 3 days before your scheduled interview *(see SEVIS fee section).*
4. Complete the following **forms**:
   - DS-156 Nonimmigrant Visa Application Form
   - DS-158 Contact Information and Work History for Nonimmigrant Visa Applicant
5. Pay the **visa application fee** by following instructions on your local U.S. embassy or consulate's web site.
6. Prepare and bring the following to your **visa interview**:
   (a) A passport valid for at least six months
   (b) Form I-20 (sign the form under *Item 11*) or Form DS-2019 (sign at the bottom of the form).
   (c) School admission letter
   (d) Completed visa applications (Form DS-156, Form DS-158, and, if applicable, Form DS-157)
   (e) Two 2x 2 photographs in the prescribed format (see http://travel.state.gov/visa/temp/info/info_1287.html)
   (f) A receipt for the visa application fee
   (g) A receipt for the SEVIS fee. If you have not received an official receipt in the mail showing payment and you paid the fee electronically, the consulate will accept the temporary receipt you printed from your computer. If you do not have a receipt, the consulate may be able to see your payment electronically if your fee payment was processed at least 3 business days before your interview.
   (h) Financial evidence that shows you have sufficient funds to cover your tuition and living expenses during the first year of your program.
   (i) Any information that proves that you will return to your home country after finishing your studies in the U.S. This may include proof of property, family, or other ties to your community.
7. **Remain calm** and answer all the Consular Officer's questions openly and honestly.

In addition to the information that is provided to you by International Student Office above, here is a list of some useful websites that may provide more information before your visa interview.

U.S. Visa and Immigration Information https://educationusa.state.gov/foreign-institutions-and-governments/understanding-us-higher-education/international-student

U.S. Department of State Visa Information https://travel.state.gov/content/visas/en.html

Tips for Applying for the Student Visa https://travel.state.gov/content/visas/en/study-exchange/student.html

Visa Wait Times https://travel.state.gov/content/visas/en/general/wait-times.html/

Visa Denials and Why They Happen https://travel.state.gov/content/visas/en/general/denials.html

12.2.1. Points to Remember When Applying for a Nonimmigrant Visa

1. **Ties to Home Country:** Under U.S. law, all applicants for nonimmigrant visas are viewed as intending immigrants until they can convince the consular officer that they are not. You must therefore be able to show that you have reasons for returning to your home country that are stronger than those for remaining in the United States. "Ties" to your home country are the things that bind you to your hometown, homeland, or current place of residence: job, family, financial prospects that you own or will inherit, investments, etc. If you are a prospective undergraduate, the interviewing officer may ask you about your specific intentions or promise of future employment, family or other relationships, educational objectives, grades, long-range plans, and career prospects in your home country. Each person's situation is different, of course, and there is no magic explanation or single document, certificate, or letter that can guarantee visa issuance.
2. **English:** Anticipate that the interview will be conducted in English and not in your native language. One suggestion is to practice English conversation with a native speaker before the interview. If you are coming to the United States solely to study intensive English, be prepared to explain how English will be useful for you in your home country.
3. **Speak for Yourself:** Do not bring parents or family members with you to the interview. The consular officer wants to interview you, not your family. A negative impression is created if you are not prepared to speak on your own behalf.
4. **Know the Program and How It Fits Your Career Plans:** If you are not able to articulate the reasons you will study in a particular program in the United States, you may not succeed in convincing the consular officer that you are indeed planning to study, rather than to immigrate. You should also be able to explain how studying in the United States relates to your future professional career when you return home.
5. **Be Concise:** Because of the volume of applications received, all consular officers are under considerable time pressure to conduct a quick and efficient interview. They must decide, for the most part, on the impressions they form during the first minute or two of the interview. Consequently, what you say first and the initial impression you create are critical to your success. Keep your answers to the officer's questions short and to the point.
6. **Supplemental Documentation:** It should be clear at a glance to the consular officer what written documents you are presenting and what they signify. Lengthy written explanations cannot be quickly read or evaluated. Remember that you will have 2-3 minutes of interview time, if you're lucky.
7. **Not All Countries are Equal:** Applicants from countries suffering economic problems or from countries where many students have remained in the United States as immigrants will have more difficulty getting visas. Statistically, applicants from those countries are more likely to be intending immigrants. They are also more likely to be asked about job opportunities at home after their study in the United States.
8. **Employment:** Your main purpose of coming to the United States should be to study, not for the chance to work before or after graduation. While many students who obtain work authorization can and do work off-campus during their studies, such employment is incidental to their main purpose of completing their US education. You must be able to clearly articulate your plan to return home at the end of your program.
9. **Maintain a Positive Attitude:** Do not engage the consular officer in an argument. If you are denied a student visa, ask the officer for a list of documents he or she would suggest you bring in order to overcome the refusal, and try to get the reason you were denied in writing.

12.3. Preparing for your Arrival at a U.S. Port of Entry

Careful planning and preparation by international students can ensure minimal confusion and smooth entry into the country at a U.S. port of entry. The Department of Homeland Security (DHS) has some points that you should remember:

Plan your arrival: As an international student in F-1 status or an exchange student in J-1 status, you may not enter the U.S. more than 30 days before the program start date listed on your Form I-20/DS-2019. Before leaving your country, make sure that your passport and nonimmigrant visa are valid for entry into the U.S. The passport should be valid for at least six months into the future at all times.

1. Documents you should **carry with you**:
   - Your passport with F-1 visa or J-1 visa ☐Form I-20/DS-2019 from North American University

   In addition, it is strongly recommended that you also have the following documentation:

   - Paper receipt for the SEVIS fee
   - Proof of financial support
   - Name and contact information for your International Student Advisor, including a 24-hour emergency contact number at the school *(North American University Campus Security: 713 703-1677.)*

2. Complete your entry paperwork: You will be provided with Customs Declaration Forms (CF-6059) to complete before you arrive at your initial point of entry to the U.S. When completing the Form I-94, please be sure to print clearly. The address portion should reflect the U.S. address where you will reside, not the address of the school or program. You should also use the exact name spelling and format that appears on your passport. ***Name consistency on all U.S. immigration documents will allow for a smooth entrance into the U.S. and easy access to any benefits you may be eligible from U.S. government agencies.***

3. At the port of entry:
   Present the following:

   - Your passport
   - Form I-20/DS-2019 from North American University.
   - Customs Declaration Form (CF-6059)

   All visitors entering the U.S. must state their reason for wishing to enter the country. You will also be asked to provide information about your final destination. **It is important that you tell the Officer that you will be a student/exchange visitor at North American University.**

Once your inspection is successfully completed, the Officer will:

- Stamp your Form I-20/DS-2019 for duration of status ("D/S") for F-1 and J-1 visa holders
- Stamp your passport

4. Following admission into the U.S.: Students/Exchange Visitors must report to their school within 30 days of the date that appears on the Form I-20/DS-2019 to register for courses or to validate their intended participation. Failure to do so may result in serious immigration consequences.

For comprehensive information on procedures for traveling and arriving in the United States, visit: https://educationusa.state.gov/your-5-steps-us-study/prepare-your-departure

Additional Information

12.3.1. Secondary Information Requirements

If the Officer at the port of entry cannot initially verify your information or you do not have all the required documentation, you may be directed to an interview area known as "secondary inspection." Secondary inspection allows inspectors to conduct additional research to verify information. If the Officer needs to verify information with your school or program, we strongly advise that you have the name and telephone number of an International Student Office at North American University. Failure to provide proper documentation and to comply with entry/exit procedures is cause to refuse the student or exchange visitor admission into the United States.

12.3.2. Temporary Entrance/Form I-515A

Under certain circumstances, if a scholar is mostly, but not fully in compliance, he/she may be issued a Form I515A, "Notice to Student or Exchange Visitor." This form authorizes temporary admission into the U.S. and requires the student/exchange visitor to take immediate action to submit proper documentation. **If you receive a Form I-515A, please report to International Student Office as soon as possible after you enter the U.S. to speak with an International Student & Scholar Advisor about the procedure for getting your documents corrected.**

12.3.3. US-VISIT

All nonimmigrant visitors holding visas – regardless of race, national origin, or religion – participate in the USVISIT program, a comprehensive registration system tracking entries to and exits from the U.S. For more information: https://www.immihelp.com/visas/usvisit.html

12.4. Maintaining Your Status

12.4.1. F-1 or J-Status

It is extremely important for international students to maintain their immigration status while in the United States. Failure to maintain the terms and conditions of F-1 or J-1 status may be grounds for removal from the United States and may cause difficulty re-entering the U.S. in the future.

Important Forms and Documents

The Form **I-20** shows that you are eligible for "F" status. The DS 2019 shows you "J" status. It is issued by the language school you are authorized to attend and shows how long you may remain in the United States. Students with F-1 status can enter up to 30 days before the start date and stay 60 days beyond the program completion date to gather their belongings and plan to return home.

You obtain a **visa** at a U.S. Embassy or Consulate outside of the U.S. You should have a visa in your passport upon entry to the U.S. *Note: Canadians do not require an F-1 visa to obtain F-1 status.* **The expiration date on your visa does not affect how long you may stay in the U.S. whereas the end date on your Form I-20 or DS 2019 does. The only reason to be concerned with an expired visa is if you wish to leave the U.S. and re-enter.**

How to Maintain Status

- Check-in with North American University for SEVIS registration within 30 days of the program start date indicated on your Form I-20 or DS 2019
- Attend the language school/college/university listed on the Form I-20 or DS 2019 used for entry
- Engage in a full course of study during normal academic periods (3 units or more)
- Make normal progress towards completing the course of study (Minimum 2.0 GPA)

- Maintain a valid passport always
- Follow transfer and change of educational level procedures
- Apply for program extension **prior** to the end date on your Form I-20 or DS 2019 if you are not able to complete your studies by this date
- Receive authorization before engaging in employment
- Report a change of address/residence to International Student Office within 10 days of the change

Full Course of Study

F-1 and J-1 student status is granted only to students who plan to study **full-time** at an approved institution in the United States. Immigration regulations define full-time study for English as Second Language learner as at least eighteen (18) hours per week.

Students may be considered to be maintaining valid status despite being full-time in only a few circumstances. These include:

Annual Vacation
A student is considered to be in status during the annual or summer vacation if the student was in status the previous semester and intends to register for the next semester.

Medical
If a leave of absence or reduction in course load to less than full-time is needed for medical reasons, the student must notify the International Student Office (ISO) **prior** to withdrawing to less than full-time. The student will be required to provide the ISO with a letter from a health-care practitioner requiring or recommending the interruption or reduction in studies.

Language/Course Placement
During the first semester of study in the U.S., a student may be able to reduce his/her course load due to initial difficulty with the English language or reading requirements, unfamiliarity with American teaching methods, or improper course level placement. The student's instructor must provide a statement describing the problem to the ISO in advance of the reduction hours.

Students who do not fall into any of the categories above and who fail to complete at least 18 hours a week each session generally will not be able to benefit from certain privileges. These privileges include:

- DSO signature on the Form I-20 or DS 2019 for travel and re-entry to the U.S.
- On-campus employment
- Curricular or Optional Practical Training
- Immigration transfer to another U.S. institution

10.5.1.4. Address Reporting

International students must report their addresses to the International Students Office within 10 days of arrival. A student who changes his/her address must update the International Students Office within 10 days of the change.

ALL VIOLATIONS OF STATUS WILL BE REPORTED IN SEVIS PROMPTLY

12.5. Reduced Course Load (RCL)

12.5.1. Overview

International students in F-1 and J-1 status are required to maintain full-time enrollment during the school year. If you cannot or will not meet this requirement, you must request a reduced course load. Federal immigration regulations severely limit a student's ability to be less than full time, but it may be allowed in some circumstances explained below. If you drop below full time without authorization after the drop/add deadline, the International Student Office is required to report this to SEVIS and you will lose your F-1 or J-1 status.

According to 8 CFR (Code of Federal Regulations) § 214.2(f)(6)(iii), the Designated School Official (DSO) may allow an F-1 student to engage in less than a full course of study as provided below. A student who wishes to drop below full time must obtain the approval from a DSO in advance (before the first day of class), regardless what the reason might be. A student who drops below a full course of study (after the drop-add period) without prior approval of a DSO will be considered out of status. Please be advised that a lack of financial support does not constitute a valid reason to reduce course load according to immigration regulations.

NOTE: *If approved for reduced course load, you are still eligible for on-campus employment benefits.*

12.5.2. Definition of Full Time

Gulf language School English Language Program	18 hours
Undergraduate students	12 credit hours
Graduate students	9 credit hours

Note: *You must be registered full-time during your first term of admission. If admitted beginning spring/summer, you must be full-time during that first spring/summer term.*

12.5.3. Academic Difficulties (undergraduate and graduates only)

You may apply for reduced course load due to academic difficulties if an academic advisor to verifies your situation. Immigration regulations specify four academic difficulty reasons for which a reduced course load may be approved:

- Immigration regulations specify four academic difficulty reasons for which a reduced course load may be approved:
  - Initial difficulties with the English language (usable only in student's first year)
  - Initial difficulties with reading requirements (usable only in student's first year)
  - Unfamiliarity with American teaching methods
  - Improper course level placement
- A student may be authorized for an Academic Difficulties RCL basis **only for a single term during any one course of study at a particular program level** and must resume a full course of study at the next available term (excluding summer).
- A reduced course load for academic difficulties must consist of at least 6 credit hours for undergraduate students and at least 4 credit hours for graduate students.
  Source: [8 CFR § 214.2(f)(6)(iii)(A)]

12.5.4. Medical Conditions

A student must apply for RCL if, due to a temporary illness or medical condition, he/she is unable to be enrolled full time (or, if necessary, no course load).

- The student must provide medical documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist, to the DSO to substantiate the illness or medical condition.
- The letter from the medical provider cannot be dated more than 30 days before the start of the term for which the RCL is requested.
- The letter from the medical provider must recommend either that the student be part time or not enrolled due to medical circumstances.
- A reduced course load for a medical condition can be granted for a period of time not to exceed an aggregate of 12 months while the student is pursuing a course of study at a particular program level.
- The student must provide current medical documentation and the DSO must authorize the drop below full time for each new term.
  Source: [8 CFR § 214.2(f)(6)(iii)(B)]

12.5.5. Completion of Course of Study

A student must apply for RCL in his/her final term if fewer courses (i.e. less than full time) are needed and required to complete the course of study.

The student must obtain a letter from his/her academic advisor to verify that the current term will be the final term for the student to complete his/her academic program.

Source: [8 CFR § 214.2(f)(6)(iii)(C)]

12.5.6. How to Apply for a Reduced Course Load

1. Meet with your academic advisor or licensed medical professional physician (DO, MD or licensed clinical psychologist) and request a letter. The letter must be printed on official letterhead and contain contact information of the person who signed the letter.
2. Compile and submit the following documents:
   - F-1 Student Reduced Course Load (RCL) Request Form or J-1 Student Reduced Course Load (RCL) Request Form completed and signed by you.
   - Legible copy of your **current** I-20 (not including instruction page) or DS-2019.
   - Copy of paper or print-out of electronic Form I-94 (please click on the link for instructions).
   - Unofficial transcript.
   - RCL Recommendation Letter
   - Completion of Studies: A letter from your academic advisor confirming that you are expected to complete degree requirements by [date] and specifying the number of credits for which you need to be enrolled in the final term.
   - Academic Difficulties: A letter from your academic advisor recommending a Reduced Course Load on the basis of [insert one of four academic difficulty reasons] and elaborating on the circumstances.
   - Medical Conditions: A letter from a licensed medical physician, doctor of osteopathy or licensed clinical psychologist recommending a *Reduced Course Load* based on a medical condition for which you have and are receiving care (template below). The must specify whether the recommendation is for part-time study or no study (0 credits). The letter cannot be dated more than 30 days before the start of the term for which the RCL is requested.
3. If you are requesting RCL for "Completion of Course of Study" because this is your final semester of required courses, you may drop off your request form at the International Student Office desk. The International Student Office will determine your eligibility for RCL and report your RCL to SEVIS.
4. **If you are requesting RCL for "Academic Difficulties" or "Medical Condition", you must meet with an** International Student Office personnel**. Call (832) 230-5544 or meet with the DSO during**

business hours. If you are requesting an RCL for Completion of Studies, you do not need to meet with an International Center Advisor in person. Please bring your RCL application to International Student Office front desk during normal business hours.

5. The International Student Office will determine your eligibility for RCL, report your RCL to SEVIS, and generate a new I-20 for you. The documented RCL authorization will be printed on page 2 of the I-20. You will then be notified to pick up your new I-20.

Authorizing a Reduced Course Load Process at a Glance

For students to keep F-1 and J-1 status, a DSO must approve all RCLs. The DSO does this by entering the RCL reason and RCL start and end dates in the "Authorize to Drop Below Full Course" option on the student's SEVIS record. Once the DSO submits the information to SEVIS, the RCL is approved and the student may drop the requested courses.

Event	Steps
Student Has Problem	Visits doctor, or Speaks with teacher or academic advisor for all nonmedical reason
Student Requests RCL	Brings letter from doctor, or Explains academic problem to DSO
DSO Authorizes RCL	DSO authorizes RCL in SEVIS prior to the student commencing the reduction: o Selects reason, and o Enters start and end dates **Note**: For all academic reasons, including completion of studies, the RCL start and end dates should correspond with the current session start and end dates. For illness or medical conditions, the RCL start date should be the day the DSO approves the RCL. The end date should correspond with the current session end date
Student is on RCL	Student maintains F-1/J-1 status during the segment of RCL
DSO Updates Student Full-Time Study	At end of the authorized segment of RCL, student must resume full course load, unless further RCL is needed and the student has remaining eligibility DSO must update SEVIS registration to full course load within 21 days of the student's commencement of full course of study

12.5.7. Reminders

- Always sign your name on the I-20 and keep a record of all I-20s issued to you.
- Ensure that you have health insurance coverage. Your request for RCL will not be processed until the International Student Office verifies that you have health insurance.
- Update your address within 10 days of any change with the International Student Office and MyNAU.

12.5.7.1. Medical RCL Recommendation Letter Template

To the Medical Provider:
Please type a letter documenting the medical condition that necessitates the student taking a medical reduced course load using the template below and print on your practice's or organization's letterhead.

- The letter must be signed by a U-S.-licensed Medical Doctor, Doctor of Osteopathy, or Clinical Psychologist.
- Please provide the letter to the student (to submit to ISO) or submit the letter directly to ISO: International Student Office, North American University, 11929 West Airport Blvd, Stafford, TX 77477

Date:
To Whom it May Concern:
I hereby verify that I am treating [student's full name] for the following medical condition: [Please briefly describe the medical condition.].
This medical condition or treatment will affect the student physically or mentally by [Please briefly describe the impact on the student.].
The students' need for treatment and recuperation time is estimated to take [Please estimate the time needed in days/weeks/months. An estimated range of time is fine. It is understood that it is not possible to make an exact determination.].
The student's medical condition will affect his/her ability to be registered as a fulltime student because [Please describe how the medical condition impacts the student's academic success.].
[Indicate one or the other statements as follows:] "I recommend the student take a reduced course load this semester." OR "I recommend that the student take no courses this semester."
I base my recommendation on [Please briefly describe how you determined that the student would benefit from a reduced course load.].
The anticipated start date of the recommended reduced course load is [Please indicate month, day, and year].
Sincerely,

[Sign Your Name Print Your Name Your Full Medical Title Your Affiliation/Practice/Facility and Address Your Telephone (direct line please) Your Email Address]

13. Academic Advising

What is academic advising?

Academic advising will help you get the most out of your education. No matter what the concern is, advisors can help as you progress through completing your degree.

We can help you:

- Understand general education requirements.
- Learn about majors, minors, and their requirements.

- Guide you with your Major checklist.
- Use the appropriate information to help you achieve your future goals.

We promise to:

- Respect and discuss all your concerns.
- Encourage and guide you to gain ultimate academic success.
- Assist you in establishing long term academic goals.

Academic Advising Basics

- What is an Academic Advisor?
  An Academic Advisor is a person assigned to guide you through your academic life at NAU.

- Who is my advisor?
  If you are a freshman, someone in Student Affairs will help you. If you are declared you will be assigned to a Faculty advisor.

  (You call find this information on your MyNAU account on the home page under Advisor)

- Why do I need to see an advisor?
  An advisor can help you choose classes, plan your schedule, become aware of your major/minor requirements, refer you to helpful services, explain policies/ procedures, and establish long term academic goals.

- When do I go see my advisor?
  You should see your academic advisor during Advanced Advising & Advanced Registration periods before classes start, and anytime during the semester to discuss your plans for the upcoming year.

Effective Advising Requires Cooperation from Everyone

Your Responsibility as an Advisee:

- Come prepared to each appointment with questions and materials for discussion.
- Be an active learner by participating fully in the advising experience.
- Ask questions if you do not understand an issue or have a specific concern.
- Organize official documents in a way that enables you to access them when needed.
- Clarify personal values and goals and provide your advisor with accurate information regarding your interests and abilities.

Your Advisor's Responsibility:

- Understand and effectively communicate the curriculum, graduation requirements, and University policies and procedures.
- Encourage and support students as they gain the skills to develop clear and attainable educational plans.
- Provide students with information about and strategies for utilizing the available resources and services on campus.
- Monitor and accurately document students' progress toward meeting their goals.

- Become knowledgeable about NAU programs, policies, and procedures.
- Accept responsibility for your decisions.
- Be accessible for meeting with the advisees for advising via office hours, telephone, email, or web access.
- Maintain confidentiality.

Information derived from: Charlie L *Nutt. Academic Advising Syllabus. Kansas State University. NACADA.*

Useful Advising Tips

- Do not wait until it is time to register for the next semester to see your advisor.
- Use your planner for important dates, such as last day to withdraw or add/drop courses.
- Friends & family members are great resources but are not trained academic advisors.
- Make sure you know which catalog you are following so you do not take courses that will not help you graduate in a timely manner.
- Keep an open mind and try new subjects for your electives.
- Try to finish your pre-requisites and most of your general education courses within your first 2 years.
- Save your electives for a minor or another area of interest.
- Check double major requirements before deciding to declare a 2nd major.
- Make sure you understand the double dip policy before you assume you are fulfilling credit for two requirements.
- If your advisor is busy, make sure to see the faculty advisor during their posted advising hours or office hours, send your question by email, ask to schedule an appointment, or seek help from another academic advisor.

NAU Survival

Tips for Academic Success

How to be Successful In & Out of the Classroom

In the classroom:

- Buy all required books and materials and bring them to every lesson.
- Complete all reading assignments and homework before each class meeting so you know what's going on in the lecture.
- See the instructor during office hours (request an appointment) if you are having difficulties with the course or do not understand something (be specific - write down your questions).

- Participate in class discussions.
- Show genuine interest and involvement in the subject matter.
- Take comprehensive class notes. DON'T rely on classmates to do it for you.
- DON'T miss any classes.
- DON'T be late.
- DON'T leave class to use your phone, hang out with friends, or do anything unrelated to your class. Leave only IF you must.
- Classes are NOT for socializing. DON'T text message during class times.

Outside the classroom:

- Discussing the course work with other students in the class can be very helpful BUT ALWAYS MAKE SURE that ANY COURSE WORK submitted for a grade is the
- product of YOUR own efforts.
- In other words, NO PLAGARISIM ALLOWED IN NAU!
- DON'T leave term/research papers and assignments for the last minute. DON'T DELAY YOUR WORK!
- If you are having difficulties in a subject and need help seek PEER TUTORING!
- ALWAYS present neatly typed work.
- Time management: Manage your time/Plan your day/Use your calendar!

- Study efficiently
- Keep up with your classes ... READ!
- Learn to say NO! College is a priority.
- Get enough sleep!
- Eat balanced healthy meals ... brain food!

What Faculty expect from YOU!

Faculty expect YOU to:

- Attend class
- Be on time
- Read the syllabus
- Turn in assignments on time
- Participate
- Study
- Ask questions
- Be respectful of instructor and other students
- Do not use mobile phones during class
- Do your own work and don't cheat
- Talk to them outside of class
- Use the office hours, appointments, email
- Be more rational than emotional in interactions
- **Learn**
- Care about your progress
- Accept the challenge- it is not supposed to be easy or else everybody would have a degree!

It's all about your Attendance ... !

- Absences may affect YOUR grades
- Missing classes = fewer educational experiences!
- Be on time to class ... respect your faculty member and peer students
- Being late to class WILL not only detract from your learning experience, but from your classmates' experiences as well.
- In case of a serious illness, you must contact your faculty and MUST provide them with official documentation.

ACADEMIC DISHONESTY

What is Academic dishonesty?

In the broadest sense, it is any act that enhances a student's grade unethically and unfairly. Academic dishonesty is any act which interferes with evaluation of academic work, through the misrepresentation of the work being evaluated and the student's actual knowledge. A students' academic integrity is vital to the academic environment, as education involves the search for and acquisition of knowledge and understanding, which are, in themselves, intangible.
Citation:
https://www.wpi.edu/about/policies/academic-integrity/dishonesty

Academic Dishonesty includes, but is not limited to:

- Plagiarism.
- Submitting a homework, lab report, or research paper that is partially or entirely the work of someone else.
- Violations of Copyrights.
- Dishonesty in ANY coursework.
- Submitting, as original work, a term paper which has already been submitted in another course.
- Copying from any other student's paper or allowing a student to copy from your paper.
- Cheating.

- Bringing ANY unauthorized information into a quiz, test or examination
- Bringing a programmable calculator to an examination, unless specifically allowed by an instructor
- **Taking an examination in the name of** another student or asking a student to take an examination in your name (ill cards may be required to enter exam rooms).
- **Theft of examination materials.**
- Falsifying work, records, and transcripts.

BE ORIGINAL* AND *ALWAYS* DO *YOUR OWN WORK

***YOU HAVE TO GO TO CLASS; DON T BE LATE ***

What is Academic dishonesty?

	Action During the Writing Process	Appearance of the Finished Product
WHEN RESEARCHING, NOTE-TAKING, AND INTERVIEWING	• Mark everything that is someone else's words with a big Q (for quote) or with big quotation marks • Indicate in your notes which ideas are taken from sources (S) and which are your own insights (ME) • Record all relevant documentation information in your notes	Proofread and check with your notes (or photocopies of sources) to make sure that anything taken from your notes is acknowledged in some combination of ways listed below: • In-text citation • Footnotes • Bibliography • Quotation marks • Indirect quotation
WHEN PARAPHRASING AND SUMMARIZING	• First, write your paraphrase and summary without looking at the original text, so you rely only on your memory. • Next, check your version with the original for content accuracy, and mistakenly borrowed phrases	• Begin your summary with a statement giving credit to the source: *According to Jonathan Kozol…* • Put any unique words or phrases that you cannot change, or do not want to change, in quotation marks …"savage inequities" exist throughout our educational system (Kozol)
WHEN QUOTING DIRECTLY	• Keep the person's name near the quote in your notes and in your paper • Select those direct quotes that make the most impact in your paper –too many direct quotes may lessen your credibility and interfere with your style	• Mention the person's name either in the beginning of the quote, in the middle, or in the end • Put the quotation marks around the text you are quoting • Indicate added phrases in brackets ([ ]) and omitted text in ellipses (…)

WHEN QUOTING INDIRECTLY	• Keep the person's name near the text in your notes and in your paper • Rewrite the key ideas using different words and sentence structures than the original text	• Mention the person's name either in the beginning of the information, in the middle, or in the end • Double check to make sure that your words and sentence structures are different than the original text

Identifying Who You Are On Campus_ .. !

- Undergraduate Regular: Can register up to a maximum of 18 credit hours per semester.
- Transfer Student: Can register up to 18 credit hours per semester. Make the right course choices in order to not repeat any transferred courses completed. See your Student Affairs or Major advisor ASAP!
- Non-Degree Student: Can register up to a maximum of 13 credit hours only. To become an Undergraduate Regular student, you will need to finish 24 credit hours at NAU. After completion of the required 24 hours, students most apply for degree seeking status in the Office of Admissions.
- Probation Student: Can register up to 12 credit hours only. To be removed from the Probation status you will need to have a cumulative GPA of a 2.0 or above. Must see the Retention Specialist at the Student Affairs for support and guidance especially if you are a Final Probation student.
- Part-Time Students: Usually register for 3-11 hours' worth of credits. To become an Undergraduate Regular, you will need to register for at least 12 credit hours each semester.

Calculate Your GPA and Understand Graduation Requirements

How to calculate your GPA

To calculate your GPA you have to divide the total quality points by the total credits taken. The tables below are guides to help you calculate your semester GPA.

How to determine your Quality Points

If you got an A in ENGL1311 which is a 3-credit course the quality points will be 12.00.

GRADE	1 CREDIT	2 CREDITS	3 CREDITS	4 CREDITS
A	4.0	8.0	12.0	16.0
A-	3.7	7.4	11.1	14.8
B+	3.3	6.6	9.9	13.2
B	3.0	6.0	9.0	12.0
B-	2.7	5.4	8.1	10.8
C+	2.3	4.6	6.9	9.2
C	2.0	4.0	6.0	8.0
C-	1.7	3.4	5.1	6.8
D+	1.3	2.6	3.9	5.2
D	1.0	2.0	3.0	4.0
D-	0.7	1.4	2.1	2.8
F	0.0	0.0	0.0	0.0

THE BOTTOM LINE:

If it's more credits; it's more points.

TRY IT! CALCULATE YOUR GPA!

- **Step 1**

First list the courses you have completed, then the grade earned. Identify the quality point for each grade using the quality points table above and then list the credit hours per course.

Course	Credit Hours	Grade	Total Points for Course (*use table on previous page, or your transcript*)
Total Points =		Total Credits =	

- **Step 2**

☐ Total Quality Points for the Semester

÷

☐ Total Credits Taken for the Semester

= ◯ **Your GPA**

Sample GPA Calculation

Course	Grade	Grade Points	Hours	Grade Points x Hours = Total Points
MATH 1311	D	1.0	3	3.0
ENGL 1311	B+	3.3	3	9.9
FRSH 1311	C-	1.7	3	5.1
GEOL 1311	A	4.0	3	12.0

HIST 1311	C+	2.3	3	6.9
Total			**15**	**36.9**
GPA				**2.46**

Graduation Requirements:

GRADUATION REQUIREMENT	STANDARD	REMARKS
Credit hours	120 credit hours	Minimum: More may be required, depending on the Degree Program, Major and/or Minor(s) Graduate
Credit hours	30 to 36 credit hours	Depending on the Graduate Degree Program
General Education	36 credit hours	See Catalog for distribution
Core credit hours	Business: 42 credit hours and 18 credits hours in concentration Computer science 51 credit hours and 18 credit hours in concentration Education: 36 credit hours and 24 credit hours in concentration	Numbered 2XXX or above, or the highest numbered course in the major
Grades	D or better in courses in the Major or Degree Program	Courses in the Major or the Degree Program with grades of F must be repeated
GPA	2.00 cumulative GPA	Earned NAU GPA
Residence requirement	60 credit hours, the last 30 of which must be at NAU	Senior year must be spent at NAU or in NAU-approved exchange programs.
Maximum number of credits that can be transferred	66 credit hours from community college 90 credit hours for 4-year college	Only grades of C- or better transfer, all previous colleges attended must be declared at the time of application.

Maximum number of transfer credits by examination	30 credit hours	Toward the 120 semester hours required for graduation.
Application for graduation	Must be made by deadline (see Registrar's web page)	Reminder sent to all students with ≥ 90 credit hours
Eligibility for participation in ceremony.	Completion of all requirements. Exception: Two courses (6 to 7 credits) remaining.	Must be completed in summer session immediately following the ceremony. Failure to do so will result in delay of degree conferral
Graduation Fee	A graduation fee applies	The fee must be paid in full in order to graduate regardless of whether participating in ceremony

What Do I Use These Forms For?

NAU STUDENT FORMS	USAGE
Application for Graduation	Use this form to apply for graduation at the beginning of your last semester at NAU: Fee - $110.00
Add/Drop	Use this form to Drop a course you registered for or Add a course to your schedule
Consent to Disclosure of Academic Information	Use this form to release academic information
Change of Major Form	Use this form to change your major or minor
Change of Name Correction Form	Use this form to amend your name for your academic records
Course Registration Form	Use this form to register in your classes. This form may be used to request an increase of your maximum credit hours, must be signed by advisor
Declaration of Concentration	Use this form to declare your concentration
Grade Appeal	Use this form to appeal a grade you feel you do not deserve
Leave of Absence	Use this form to request a leave of absence from NAU
Official Withdrawal from NAU	Use this form to request permission to withdraw from NAU
Override Form	Use this form to request registration in courses that have the following restrictions: Permission to Enroll, Prerequisites or Course Capacity

Re-Enrollment form	Use this form for reenrollment to the university after an absent of no less than two semesters: Fee - $70.00
Transcript Request Form	Use this form to request an official transcript: Fee-- $10.00 (Students who have a financial hold cannot order a transcript)
Verification of Enrollment (VOE)	Use this form to request a verification of enrollment. VOE request take 4 business days. (Students who have a financial hold cannot order a VOE). Fee; $5 or $20 for expedited VOE

You can access these forms by going to: www.na.edu

1. Click on Students
2. Click on Registrar
3. Click on forms

13.1. Help Us Help You

Let's Brainstorm

- **Step 1: Acknowledge your academic level at NAU,**

Are you a:

Freshman: Up to 30 credit hours completed ☐
Sophomore: Up to 60 credit hours completed ☐
Junior: Up to 90 credit hours completed ☐
Senior: Up to 120 credit hours completed ☐

- **Step 2: Organize your thoughts-brainstorm!**

Answer the following questions below:

What were your favorite subjects in high school and/or college and/or university?

What subjects did you dislike in high school and/ or college and/or university?

Do you consider yourself a Math or an English person?

What are your special interests or hobbies?

List majors you are considering in order. List your most wanted major first to least wanted last.

Where do you see yourself working 5 to 10 years after graduating from NAU?

Reviewing your list of majors, try to identify what interests you most.

Items to Consider Before Deciding on Your Major:

Check the items you have completed to help you explore your major selections (if you haven't done most of these, now would be a great time to start, before declaring your major! Please tick where appropriate/ applicable:

☐ Haven't really thought about it at all! (If you didn't then it is strongly recommended you begin ... NOW!)

☐ Reviewed a variety of major's checklists

☐ Researched the major requirements course descriptions

☐ Talked to my Academic Advisor

☐ Talked to faculty members in the intended major field(s)

☐ Met with a professional in the intended major field(s)

☐ Explored websites with information on majors

☐ Talked to the Career Counselor about possible future jobs with my intended major(s)

☐ Completed a Career Assessment with my Career Counselor

☐ Talked to my family for advice

- **DON'T** register for all your favorite subjects early in your academic career.
- **DO** have some fun each semester! Look for an interesting class to take, especially when you have several challenging ones.
- **DON'T** take less than 30 credits per academic year
- **DON'T** take classes in the morning if you are not an early bird.
- **DON'T** take classes in the evening if you know you can't attend.
- **DON'T** waste your electives in case you change your major or decide to have a minor.
- **DON'T** take Math, Science, and/ or Statistics all in the same semester if you do not excel in these subjects.

DOS AND DON'TS OF COURSE SELECTION

- **DON'T** take all your courses on the same 2 days (ex: MW or TRU).
- **DO** include a break time if you have several courses on the same set of days.
- **DO** take a variety of general education courses each semester.
- **DO** keep in mind what type of courses you are taking in a semester. Several reading and/or writing intensive courses together will cause a long semester.

General Advice About Course Selection

- In the first year, it is recommended to take general education, prerequisites, and introductory courses that are required for your major/ minor.
- In your second year, continue to take the courses mentioned above and some of your core courses as long as you meet the prerequisites for those courses.
- In your third year, you should be in mostly major courses and may still be taking prerequisites for your upper division courses (300-400 level).
- In your fourth year, make sure all major courses are taken in addition to the internship and capstone courses. If necessary.
- Bottom line ... Always pay attention to prerequisites for the courses you are trying to register so that you graduate on time.
- One last general piece of advice: Each student has different requirements towards their major. **Make sure to check the catalog and with your academic advisor if you have doubts, questions, or concerns!**

13.2. Maintaining Lawful F-1/J-1 Status

13.2.1. F-1/J-1 Status Overview

North American University is required by U.S. law to maintain accurate and up-to-date records regarding the enrollment status, address, employment authorizations and other information for each international student in F-1 and J-1 status. This information is reported via the Student and Exchange Visitor Information System (SEVIS) to the Department of Homeland Security and/or Department of State. Every F-1 and J-1 student and their dependent(s) have a SEVIS record, from which the form I-20 or DS-2019 is created. It is crucial that all information contained in the SEVIS record and printed on the I-20 or DS-2019 is accurate at all times. The International Student Office (ISO)

staff members have the authority to verify, sign and process immigration documents for North American University and its international students. ISO staff members are responsible for advising and assisting international students to properly maintain their F-1/J-1 status.

The ISO provides information to students which assists them in maintaining their status. Ultimately, students are responsible for their status - a student's eligibility to remain in the U.S. is contingent upon knowledge of and compliance with immigration laws.

There are several requirements for maintaining your legal status. It is your responsibility to be aware of these requirements to ensure you are in compliance.

13.2.2. Three Most Important Requirements to Maintain Status

The following are the most important requirements every F-1 and J-1 student must follow in order to maintain legal status while in the U.S. Failure to comply with these requirements may have severe consequences for your ability to study, seek employment, or remain in the U.S. legally.

1. Full-Time Enrollment*

Undergraduate Students: full-time enrollment is a minimum of 12 credits during the fall and spring semesters.

Graduate Students: full time is a minimum of 9 credits during the fall and spring semesters.

Students are not required to enroll during the summer.

Any change of enrollment status must be reported within 10 days to the ISO.

On-line classes: Immigration regulations stipulate that only one online class may count towards full time course load towards a bachelor's degree in any fall or spring semester. Failure to comply with this regulation may have extremely severe consequences including losing your legal F-1/J-1 status.

If you need to register on a part-time basis or take a semester off and have a valid reason, you must obtain ISO approval for a Reduced Course Load (RCL) BEFORE your registration is finalized. Contact ISO to learn more about RCL.

2. Valid Immigration Documents

Keep the following immigration documents valid (unexpired) at all times:

- Passport must be valid at least 6 months into the future
- **I-94 arrival/departure record** should be annotated with D/S (Duration of Status).
- Unexpired I-20 or DS-2019
- Valid F-1/J-1 visa stamp if you plan to travel outside of the U.S. Your visa may be expired while remaining in the U.S., but has no effect on your legal stay, as long as you maintain status.

3. Employment Authorization

Do not begin off-campus employment/internship without obtaining authorization in writing. Prior to the start date of off-campus employment, your SEVIS record must be annotated for such and a new I-20/ DS-2019 will be processed for employment. If you are planning to work, get more information on employment eligibility and application procedure from ISO.

13.3. PLACEMENT TEST SCORES

• ENGLISH

Course Placement	Score
ENGL R301 Development of Reading Skills	Total Reading Comprehension Native English ACCUPLACER Score 60 ≤ 79 Total Reading Comprehension Next Generation ACCUPLACER 240 ≤ 252
ENGL R300 Basic Writing	Total ACCUPLACER Essay Score ≤ 5
ENGL 1311 Composition & Rhetoric	Total Reading Comprehension Native English ACCUPLACER Score ≥ 80 Total Reading Comprehension Next Generation ACCUPLACER ≥ 253
	Total ACCUPLACER Essay Score ≥ 6

• MATH

Course Placement	Score
MATH R300 Mathematics	Total ACCUPLACER Elementary Algebra Score < 80 Total Next Generation ACCUPLACER Quantitative Reasoning, Algebra, and Statistics < 256
MATH 1311 College Algebra	Total ACCUPLACER Elementary Algebra Score ≥ 80 Total Next Generation ACCUPLACER Quantitative Reasoning, Algebra, and Statistics ≥ 256
MATH 1311 College Algebra	Total ACCUPLACER College Level Math Score < 100 Total Next Generation ACCUPLACER Advanced Algebra and Functions < 265
MATH 1313 Pre-calculus	Total ACCUPLACER College Level Math Score ≥ 100 Total Next Generation ACCUPLACER Advanced Algebra and Functions ≥ 265

• COMPUTER

Course Placement and Proficiency Exam	Score
COMP 1314 Computer Literacy and Application*	Computer Literacy and Application < 60
COMP 3318 Operating Systems or	Computer Literacy and Application ≥ 60
COMP 3321 Database Systems	

** Student who score ≥ 60 on the Computer test will be awarded 3 transfer credits for the COMP 1314 Computer Literacy and Application.*

13.4. Making Sure You Are Prepared for Registration!

- **PLAN AHEAD! LOOK OUT FOR ADVANCED ADVISING DATES:**
  Have your schedules planned and alternate classes pre-selected with your Academic Advisor in case any of your primary selections are not available. If you are a freshman student, the Student Affairs will advertise the dates. If you are a declared student schedule an appointment with your Faculty Advisor or find out their office hours.

- **LOOK OUT FOR YOUR EARLY REGISTRATION DATE:**
  Early Registration a special **registration** (as for returning students) prior to an official **registration** period. View the academic calendar located at www.na.edu under "Academics" for registration periods.

- **CHECK FOR OPEN CLASSES:**
  Check for class availability BEFORE attempting to register for a course. Also, be sure to check the course DESCRIPTION, which provides you with important information on the courses.

- **LOOK OUT FOR PRE-REQUISITES:**
  Read course descriptions to look out for DETAILS, which will specify the course prerequisites.

- **HAVE FORMS HANDY:**
  Forms such as the Course Registration and Add/Drop form are very useful during registration week. These forms are found at http://www.na.edu/students/registrar/. Keep them close by!

- **COMPLETED FORMS:**
  Make sure your forms are correctly filled out and completed. Double check that you have the correct signatures needed on those forms. Incomplete forms will not be processed by the Registrar's Office!

- **CHECK FOR HOLDS:**
  Visit your MyNAU account, and select the "holds" link to view any holds prior to the registration period. If you have a hold, be sure to clear it before you register.

- **VIEW YOUR ACCOUNT SUMMARY:**
  This is another way to check that you are registered for the correct number of hours, and lets you know how much you owe at any time.

- **CHECK DEADLINES:**
  In the NAU website under the Academics for the Academic Calendar. It provides you with an extensive calendar stating all the deadlines for add/drop/withdrawal. Don't say you didn't know it ...

14. Undergraduate Degree Plans: 2023-24

14.1. General Education

14.1.1. Courses

COMPOSITION, COMMUNICATIONS AND FOREIGN LANGUAGE (9+ hours) ***At least three of the following:***

COMM 1311 Fundamentals of Communication*
ENGL 1311 Composition and Rhetoric I*
ENGL 1312 Composition and Rhetoric II*
SPAN 1311 Elementary Spanish

Non-Credit Hour(s): ENGL R300 Basic Writing and ENGL R301 Development of Reading Skills must be successfully completed before enrollment into COMM 1311/ENGL 1311/ENGL 1312 if a student places in it. **All undergraduate students must take COMM 1311, ENGL 1311 and ENGL 1312.*

NATURAL SCIENCES AND MATHEMATICS (6+ hours) ***At least two of the following:***

BIOL 1311 Introductory Biology*
BIOL 1312 Nutrition*
GEOG 2312 Regional Geography in the World*
GEOL 1311 Earth Science*
MATH 1311 College Algebra*
MATH 1313 Pre-calculus*
MATH 2314 Calculus I*

Non-Credit Hour(s): MATH R300 Fundamentals of Mathematics must be successfully completed before enrollment into MATH 1311 if a student places in it. **All undergraduate students are required to take one MATH course and one natural science (BIOL 1311, BIOL 1312, GEOG 2312 or GEOL 1311) course from this category.*

HUMANITIES AND FINE ARTS (6+ hours) ***At least two of the following*****:**

ARTS 1311 Art Appreciation
ENGL 2315 Survey of British Literature I
ENGL 2316 Survey of American Literature I
ENGL 2317 Survey of British Literature II
ENGL 2318 Survey of American Literature II
ENGL 2319 Survey of World Literature
HIST 1311 U.S. History I*
HIST 1312 U.S. History II*
HIST 2314 History of Texas*
PHIL 1311 Introduction to Logic and Critical Thinking
PHIL 1312 Professional Ethics
PHIL 1313 Introduction to Philosophy

Students in ELA concentration can't count these courses in the General Education area since they are required to take these courses in their concentration area. **All undergraduate students are required to take one HIST course from this category.*

SOCIAL AND BEHAVIORAL SCIENCES (6+ hours) ***At least two of the following*****:**

ECON 2311 Principles of Macroeconomics
ECON 2312 Principles of Microeconomics
GOVT 2311 U.S. Government I
GOVT 2312 U.S. Government II
PSYC 2311 General Psychology
SOCI 2311 Introduction to Sociology

Undergraduate Business Administration students must take ECON 2311. **All undergraduates must take one GOVT course.*

14.1.2. Worksheet

REMEDIAL (*Noncredit- does not apply to degree program*)	
ENGL R300 Basic Writing	
ENGL R301 Development of Reading Skills	
MATH R300 Mathematics	

COMPOSITION, COMMUNICATIONS AND FOREIGN LANGUAGE (9+ hours)	
ENGL 1311 Composition and Rhetoric I	
ENGL 1312 Composition and Rhetoric II	
COMM 1311 Fundamentals of Communication	
NATURAL SCIENCES AND MATHEMATICS (6+ hours)	
MATH _____	
HUMANITIES AND FINE ARTS (6+ hours)	
HIST _____	
SOCIAL AND BEHAVIORAL SCIENCES (6+ hours)	
GOVT _____	
Total	36 credit hours

Notes:

Department Coordinator: Mrs. Gul Musavi
Email: gened@na.edu
Office: Room 819 on the 8th Floor

14.2. Business Administration 4-Year Degree Plan

(Concentrations: Finance, International Business, and Management)

14.2.1. Finance - Sample Degree Plan

	FIRST SEMESTER (FALL)	Cr	SECOND SEMESTER (SPRING)	Cr
Year 1	BA Elective I: FRSH 1311 Freshman Seminar	3	*GenEd Humanities & Fine Arts II*	3
	GenEd Humanities & Fine Arts I	3	*GenEd Natural Science and Math II*	3
	GenEd Natural Science and Math II (Math)	3	*GenEd ENGL 1312 Composition and Rhetoric II*	3
	GenEd ENGL 1311 Composition and Rhetoric I	3	*GenEd COMM 1311 Fundamentals of Communication*	3
	FINA 1311 Personal Finance	3	BA Elective II: COMP 1314 Computer Literacy and Apps.	3
	TOTAL SEMESTER CREDIT HOURS	**15**	**TOTAL SEMESTER CREDIT HOURS**	**15**
Year 2	ACCT 2311 Fundamentals of Financial Accounting	3	ACCT 2312 Fundamentals of Managerial Accounting	3
	MNGT 2311 Management & Organizational Behavior	3	ECON 2312 Principles of Microeconomics	3
	MRKT 2311 Principles of Marketing	3	BUSI 2312 Mathematical Applications in Business	3
	BUSI 2311 Business Statistics	3	COMM 2312 Business Communication	3
	GenEd ECON 2311 Principles of Macroeconomics	3	*GenEd Social and Behavioral Science (Government)*	3
	TOTAL SEMESTER CREDIT HOURS	**15**	**TOTAL SEMESTER CREDIT HOURS**	**15**
Year 3	FINA 3312 Business Finance	3	FINA 3313 Financial Markets and Institutions	3
	BUSI 3313 Business Information Management	3	FINA 3314 Personal Financial Planning	3
	BUSI 3314 Business Ethics	3	BUSI 3315 Business Law	3
	GenEd	3	BA Elective III	3
	GenEd	3	*GenEd*	3
	TOTAL SEMESTER CREDIT HOURS	**15**	**TOTAL SEMESTER CREDIT HOURS**	**15**
Year 4	FINA 4314 Investments	3	BUSI 4317 Business Policy and Strategy	3
	FINA 4315 Financial Analysis and Valuation	3	FINA 4319 Financial Management	3
	FINA 4316 International Finance	3	BA Elective VI	3
	BA Elective III	3	BA Elective VII	3
	BA Elective IV	3	BA Elective VIII	3
	TOTAL SEMESTER CREDIT HOURS	**15**	**TOTAL SEMESTER CREDIT HOURS**	**15**

14.2.2. International Business - Sample Degree Plan

	FIRST SEMESTER (FALL)	Cr	SECOND SEMESTER (SPRING)	Cr
Year 1	BA Elective I: FRSH 1311 Freshman Seminar	3	*GenEd Humanities & Fine Arts II*	3
	GenEd Humanities & Fine Arts I	3	*GenEd Natural Science and Math II (Science)*	3
	GenEd Natural Science and Math II (Math)	3	*GenEd ENGL 1312 Composition and Rhetoric II*	3
	GenEd ENGL 1311 Composition and Rhetoric I	3	*GenEd COMM 1311 Fundamentals of Communication*	3
	FINA 1311 Personal Finance	3	BA Elective II: COMP 1314 Computer Literacy and Apps.	3
	TOTAL SEMESTER CREDIT HOURS	**15**	**TOTAL SEMESTER CREDIT HOURS**	**15**
Year 2	ACCT 2311 Fundamentals of Financial Accounting	3	ACCT 2312 Fundamentals of Managerial Accounting	3
	MNGT 2311 Management & Organizational Behavior	3	ECON 2312 Principles of Microeconomics	3
	MRKT 2311 Principles of Marketing	3	BUSI 2312 Mathematical Applications in Business	3
	BUSI 2311 Business Statistics	3	COMM 2312 Business Communication	3
	GenEd ECON 2311 Principles of Macroeconomics	3	*GenEd Social and Behavioral Science (Government)*	3
	TOTAL SEMESTER CREDIT HOURS	**15**	**TOTAL SEMESTER CREDIT HOURS**	**15**
Year 3	FINA 3312 Business Finance	3	BUSI 4316 International Business	3
	BUSI 3313 Business Information Management	3	ECON 3313 Global Economics	3
	BUSI 3314 Business Ethics	3	BUSI 3315 Business Law	3
	GenEd (SPAN 1311 Elementary Spanish)	3	BA Elective III	3
	GenEd (GEOG 2312 Regional Geography of World)	3	*GenEd*	3
	TOTAL SEMESTER CREDIT HOURS	**15**	**TOTAL SEMESTER CREDIT HOURS**	**15**
Year 4	MNGT 4318 Project Management	3	BUSI 4317 Business Policy and Strategy	3
	FINA 4316 International Finance	3	MNGT 4320 Global Supply Chain Management	3
	MRKT 4312 International Marketing	3	BA Elective VI	3
	BA Elective IV	3	BA Elective VII	3
	BA Elective V	3	BA Elective VIII	3
	TOTAL SEMESTER CREDIT HOURS	**15**	**TOTAL SEMESTER CREDIT HOURS**	**15**

14.2.3. Management - Sample Degree Plan

	FIRST SEMESTER (FALL)	Cr	SECOND SEMESTER (SPRING)	Cr
Year 1	BA Elective I: FRSH 1311 Freshman Seminar	3	*GenEd Humanities & Fine Arts II*	3
	GenEd Humanities & Fine Arts I	3	*GenEd Natural Science and Math II (Science)*	3
	GenEd Natural Science and Math II (Math)	3	*GenEd ENGL 1312 Composition and Rhetoric II*	3
	GenEd ENGL 1311 Composition and Rhetoric I	3	*GenEd COMM 1311 Fundamentals of Communication*	3
	FINA 1311 Personal Finance	3	BA Elective II: COMP 1314 Computer Literacy and Apps.	3
	TOTAL SEMESTER CREDIT HOURS	**15**	**TOTAL SEMESTER CREDIT HOURS**	**15**
Year 2	ACCT 2311 Fundamentals of Financial Accounting	3	ACCT 2312 Fundamentals of Managerial Accounting	3
	MNGT 2311 Management & Organizational Behavior	3	ECON 2312 Principles of Microeconomics	3
	MRKT 2311 Principles of Marketing	3	BUSI 2312 Mathematical Applications in Business	3
	BUSI 2311 Business Statistics	3	COMM 2312 Business Communication	3
	GenEd ECON 2311 Principles of Macroeconomics	3	*GenEd Social and Behavioral Science (Government)*	3
	TOTAL SEMESTER CREDIT HOURS	**15**	**TOTAL SEMESTER CREDIT HOURS**	**15**
Year 3	FINA 3312 Business Finance	3	MNGT 4316 Human Resource Management	3
	BUSI 3313 Business Information Management	3	MNGT 4319 Managerial Decision Models	3
	BUSI 3314 Business Ethics	3	BUSI 3315 Business Law	3
	GenEd	3	BA Elective III	3
	GenEd	3	*GenEd*	3
	TOTAL SEMESTER CREDIT HOURS	**15**	**TOTAL SEMESTER CREDIT HOURS**	**15**
Year 4	MNGT 4314 Small Business Management	3	BUSI 4317 Business Policy and Strategy	3
	MNGT 4315 Leadership in Organizations	3	MNGT 4320 Global Supply Chain Management	3
	MNGT 4318 Project Management	3	BA Elective VI	3
	BA Elective IV	3	BA Elective VII	3
	BA Elective V	3	BA Elective VIII	3
	TOTAL SEMESTER CREDIT HOURS	**15**	**TOTAL SEMESTER CREDIT HOURS**	**15**

Notes:

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14.2.4. **Finance - Worksheet**

General Education Requirements (36 hrs)	**Business Administration: FINANCE concentration**
Compostion, Comm & Foreign Lang. (9 hrs)	*Prerequisites are in italics*
1. ENGL 1311	Business Core (42 hrs)
2. ENGL 1312	1. ACCT 2311
3. COMM 1311	2. ACCT 2312 *(ACCT 2311)*
	3. BUSI 2311 *(MATH 1311 or higher)*
Natural Science & Mathematics (6 hrs)	4. BUSI 2312 *(MATH 1311 or higher)*
Natural Science:	5. BUSI 3313
1.	6. BUSI 3314
Mathematics:	7. BUSI 3315
2. MATH 1311	8. BUSI 4317 *(MNGT 2311, MRKT 2311, ACCT 2312, FINA 3312 or concurrent enrollment, BUSI 3314 or concurrent enrollment)*
Humanities and Fine Arts (6 hrs)	9. COMM 2312
1.	10. ECON 2312
2.	11. FINA 1311
	12. FINA 3312 *(ACCT 2311, ECON 2311, either BUSI 2311 or MATH 1312)*
Social and Behavioral Sciences (6 hrs)	13. MNGT 2311
1. ECON 2311	14. MRKT 2311
2.	
	Concentration Electives (18 hrs)
Gen Ed courses (9 hrs)	1. FINA 3313 *(FINA 3312)*
1.	2. FINA 3314 *(FINA 3312)*
2.	3. FINA 4314 *(FINA 3312)*
3.	4. FINA 4315 *(FINA 3312)*
	5. FINA 4316 *(FINA 3312)*
	6. FINA 4319 *(FINA 3312)*
BA Electives (24 hrs)	
1. FRSH 1311	5.
2. COMP 1314	6.
3.	7.
4.	8.

14.2.5. **International Business – Worksheet**

General Education Requirements (36 hrs)	**Business Administration: INTERNATIONAL BUSINESS concentration**
Composition, Comm & Foreign Lang. (9 hrs)	*Prerequisites are in italics*
1. ENGL 1311	Business Core (42 hrs)
2. ENGL 1312	1. ACCT 2311
3. COMM 1311	2. ACCT 2312 *(ACCT 2311)*
	3. BUSI 2311 *(MATH 1311 or higher)*
Natural Science & Mathematics (6 hrs)	4. BUSI 2312 *(MATH 1311 or higher)*
Natural Science:	5. BUSI 3313
1.	6. BUSI 3314
Mathematics:	7. BUSI 3315
2. MATH 1311	8. BUSI 4317 *(MNGT 2311, MRKT 2311, ACCT 2312, FINA 3312 or concurrent enrollment, BUSI 3314 or concurrent enrollment)*
Humanities and Fine Arts (6 hrs)	9. COMM 2312
1.	10. ECON 2312
2.	11. FINA 1311
	12. FINA 3312 *(ACCT 2311, ECON 2311, either BUSI 2311 or MATH 1312)*
Social and Behavioral Sciences (6 hrs)	13. MNGT 2311
1. ECON 2311	14. MRKT 2311
2.	
	Concentration Electives (18 hrs)
Gen Ed courses (9 hrs)	1. ECON 3313 *(ECON 2311 or ECON 2312, FINA 3312)*
1.	2. FINA 4316 *(FINA 3312)*
	3. BUSI 4316 *(MNGT 2311, MRKT 2311, FINA 3312 or concurrent enrollment)*
2.	4. MNGT 4318 *(MNGT 2311)*
3.	5. MNGT 4320 *(MNGT 2311)*
	6. MRKT 4312 *(MRKT 2311)*

BA Electives (24 hrs)	
1. FRSH 1311	5.
2. COMP 1314	6.
3.	7.
4.	8.

14.2.6. **Management – Worksheet**

General Education Requirements (36 hrs)	**Business Administration: MANAGEMENT concentration**
Compostion, Comm & Foreign Lang. (9 hrs)	*Prerequisites are in italics*
1. ENGL 1311	Business Core (42 hrs)
2. ENGL 1312	1. ACCT 2311
3. COMM 1311	2. ACCT 2312 *(ACCT 2311)*
	3. BUSI 2311 *(MATH 1311 or higher)*
Natural Science & Mathematics (6 hrs)	4. BUSI 2312 *(MATH 1311 or higher)*
Natural Science:	5. BUSI 3313
1.	6. BUSI 3314
Mathematics:	7. BUSI 3315
2. MATH 1311	8. BUSI 4317 *(MNGT 2311, MRKT 2311, ACCT 2312, FINA 3312 or concurrent enrollment, BUSI 3314 or concurrent enrollment)*
Humanities and Fine Arts (6 hrs)	9. COMM 2312
1.	10. ECON 2312
2.	11. FINA 1311
	12. FINA 3312 *(ACCT 2311, ECON 2311, either BUSI 2311 or MATH 1312)*
Social and Behavioral Sciences (6 hrs)	13. MNGT 2311
1. ECON 2311	14. MRKT 2311
2.	
	Concentration Electives (18 hrs)
Gen Ed courses (9 hrs)	1. MNGT 4314 *(MNGT 2311)*
1.	2. MNGT 4315 *(MNGT 2311)*
2.	3. MNGT 4316 *(MNGT 2311)*
3.	4. MNGT 4318 *(MNGT 2311)*
	5. MNGT 4319 *(MNGT 2311, MATH 1311)*
	6. MNGT 4320 (MNGT 2311)

BA Electives (24 hrs)	
1. FRSH 1311	5.
2. COMP 1314	6.
3.	7.
4.	8.

14.3. Computer Science 4-Year Degree Plan

(Concentrations: Software Engineering and Computer Networking)

14.3.1. Software Engineering: Sample Degree Plan

	FIRST SEMESTER (FALL)	Cr	SECOND SEMESTER (SPRING)	Cr
YEAR 1	COMP 1411 Introduction to CS I	4	MATH 1313 Pre-Calculus	3
	MATH 1311 College Algebra	3	MATH 1312 Statistics	3
	COMP 1314 Computer Literacy and App.	3	COMP 1412 Introduction to CS II	4
	ENGL 1311 Composition and Rhetoric I	3	ENGL 1312 Composition and Rhetoric II	3
	FRSH 1311 Freshmen Seminar	3	HIST 1311 U.S. History 1	3
	TOTAL CREDIT HOURS	**16**	**TOTAL CREDIT HOURS**	**16**
YEAR 2	MATH 2314 Calculus I	3	COMP 2415 Systems Programming	4
	COMP 2313 Data Structures	3	COMP 2316 Computer Organization	3
	MATH 2317 Discrete Mathematics	3	GEOL 1311 Earth Science	3
	PHIL 1311 Introduction to Logic & Critical Thinking	3	COMM 1311 Fundamentals of Comm.	3
	ECON 2361 Principals of Macroeconomics	3	GOVT 2311 U.S. Government I	3
	TOTAL CREDIT HOURS	**15**	**TOTAL CREDIT HOURS**	**16**
YEAR 3	COMP 3317 Algorithms	3	COMP 3326 Web Application Development	3
	COMP 3322 Software Engineering	3	COMP 3320 Programming Languages	3
	COMP 3318 Operating Systems	3	COMP 3321 Database Systems	3
	COMP 3324 Computer Networks	3	COMP Elective I	3
	SOCI 2311 Introduction to Sociology	3	HIST 2312 U.S. History II	3
	TOTAL CREDIT HOURS	**15**	**TOTAL CREDIT HOURS**	**15**
YEAR 4	COMP 4339 Software Analysis and Design	3	COMP 4393 Senior Design Project	3
	COMP 4356 Software Project Management	3	COMP 4353 Data Mining	3
	COMP Elective II	3	COMP 4342 Advanced Web Application Development	3
	COMP Elective III	3	COMP Elective V	3
	COMP Elective VI	3		
	TOTAL CREDIT HOURS	**15**	**TOTAL CREDIT HOURS**	**12**

14.3.2. Computer Networking: Sample Degree Plan

	FIRST SEMESTER (FALL)	Cr	SECOND SEMESTER (SPRING)	Cr
YEAR 1	COMP 1411 Introduction to CS I	4	MATH 1313 Pre-Calculus	3
	MATH 1311 College Algebra	3	MATH 1312 Statistics	3
	COMP 1314 Computer Literacy and App.	3	COMP 1412 Introduction to CS II	4
	ENGL 1311 Composition and Rhetoric I	3	ENGL 1312 Composition and Rhetoric II	3
	FRSH 1311 Freshmen Seminar	3	HIST 1311 U.S. History 1	3
	TOTAL CREDIT HOURS	**16**	**TOTAL CREDIT HOURS**	**16**
YEAR 2	MATH 2314 Calculus I	3	COMP 2415 Systems Programming	4
	COMP 2313 Data Structures	3	COMP 2316 Computer Organization	3
	MATH 2317 Discrete Mathematics	3	GEOL 1311 Earth Science	3
	PHIL 1311 Introduction to Logic & Critical Thinking	3	COMM 1311 Fundamentals of Comm.	3
	ECON 2361 Principals of Macroeconomics	3	GOVT 2311 U.S. Government I	3
	TOTAL CREDIT HOURS	**15**	**TOTAL CREDIT HOURS**	**16**
YEAR 3	COMP 3317 Algorithms	3	COMP Elective I	3
	COMP 3322 Software Engineering	3	COMP 3320 Programming Languages	3
	COMP 3318 Operating Systems	3	COMP 3321 Database Systems	3
	COMP 3324 Computer Networks	3	COMP 3325 Computer & Network Security	3
	SOCI 2311 Introduction to Sociology	3	HIST 2312 U.S. History II	3
	TOTAL CREDIT HOURS	**15**	**TOTAL CREDIT HOURS**	**15**
YEAR 4	COMP 4351 Network Administration	3	COMP 4393 Senior Design Project	3
	COMP 4352 Internetworking Technology	3	COMP 4331 Cloud Computing	3
	COMP Elective II	3	COMP 4358 Wireless Networking	3
	COMP Elective III	3	COMP Elective V	3
	COMP Elective IV	3		
	TOTAL CREDIT HOURS	**15**	**TOTAL CREDIT HOURS**	**12**

Notes:

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14.3.3. Software Engineering – Worksheet

All computer science majors are required to demonstrate computer competency. A passing grade in the proficiency exam is awarded credit for COMP 1314 Computer Literacy and Applications.

Special Note: Computer Science majors— Any course that is a prerequisite to any other course will be offered both Spring and Fall. Any course that is not a prerequisite to any other course will be offered once annually either Spring or Fall

GenEd Requirements		**Computer Science – Software Engineering**	
Communications (9 hours)			
ENGL 1311		IMPORTANT PREREQUISITES	
ENGL 1312		*MATH 1311, COMP 1314, COMP 1411, COMP 1412*	
COMM 1311		**Computer Science Core (51 hours)**	
		Perquisites are in italics	
Mathematics (3 Hours)		COMP 1314	
MATH 1311		COMP 1411	
		COMP 1412 *(COMP 1411)*	
Life & Physical Sciences (3 hours)			
		COMP 2313 *(COMP 1412)*	
		COMP 2316 *(COMP 1411)*	
		COMP 2415 *(COMP 1411)*	
		COMP 3317 (*COMP 2313, MATH 1312 and MATH*	
Lang., Philosophy & Arts (6 hours)			
		2317)	
		COMP 3318 *(COMP 1314, COMP 2316)*	
		COMP 3320 *(COMP 2313)*	
		COMP 3321	
History (6 hours)		COMP 3322 *(COMP 1412)*	
		COMP 3324	
		MATH 1312 *(MATH 1311)*	
		MATH 1313 *(MATH 1311)*	
Govt., Social &Behavioral Science			
		MATH 2314 *(MATH 1313)*	
(9 hours)		MATH 2317 *(MATH 1311)*	
		Concentration Option:	
		Software Engineering - (18 credits)-	
		Perquisites are in italics	
		COMP 3326 *(COMP 1412 and COMP 3322)*	
		COMP 4339 *(COMP 3322)*	
		COMP 4342 *(COMP 3326)*	
		COMP 4353 *(COMP 3321)*	
		COMP 4356 *(COMP 3322)*	
		COMP 4393 *(Consent of Instructor, MATH 2314)*	
Electives (15 hours)			
COMP 4398			
COMP 4399			

14.3.4. Computer Networking – Worksheet

All computer science majors are required to demonstrate computer competency. A passing grade in the proficiency exam is awarded credit for COMP 1314 Computer Literacy and Applications.

Special Note: Any course that is a prerequisite to any other course will be offered both Spring and Fall. Any course that is not a prerequisite to any other course will be offered once annually either Spring or Fall.

GenEd Requirements	**Computer Science – Computer Networking**
Communications (9 hours)	
ENGL 1311 _____	IMPORTANT PREREQUISITES
ENGL 1312 _____	*MATH 1311, COMP 1314, COMP 1411, COMP 1412*
COMM 1311 _____	**Computer Science Core (51 hours)**
	Perquisites are in italics _____
Mathematics (3 Hours)	COMP 1314 _____
MATH 1311 _____	COMP 1411 _____
	COMP 1412 *(COMP 1411)* _____
Life & Physical Sciences (3 hours)	COMP 2313 *(COMP 1412)* _____
_____ _____	COMP 2316 *(COMP 1411)* _____
_____ _____	COMP 2415 *(COMP 1411)* _____
	COMP 3317 (*COMP 2313, MATH 1312 and MATH* _____
Lang., Philosophy & Arts (6 hours)	*2317)*
_____ _____	COMP 3318 *(COMP 1314, COMP 2316)* _____
_____ _____	COMP 3320 *(COMP 2313)* _____
	COMP 3321 _____
History (6 hours)	COMP 3322 *(COMP 1412)* _____
_____ _____	COMP 3324 _____
_____ _____	MATH 1312 *(MATH 1311)* _____
	MATH 1313 *(MATH 1311)* _____
Govt., Social &Behavioral Science	MATH 2314 *(MATH 1313)* _____
(9 hours)	MATH 2317 *(MATH 1311)*
_____ _____	
_____ _____	**Concentration Option:**
_____ _____	**Computer Networking - (18 credits)-**
	Perquisites are in italics _____
	COMP 3325 *(COMP 3324)* _____
	COMP 4331 *(COMP 3324)* _____
	COMP 4351 *(COMP 3324)* _____
	COMP 4352 *(COMP 3324)* _____
	COMP 4358 *(COMP 3324)* _____
	COMP 4393 *(Consent of Instructor, MATH 2314)*
Electives (15 hours)	
COMP 4398 _____ _____ _____ _____ _____	
COMP 4399 _____ _____ _____ _____ _____	

14.4. Interdisciplinary Studies in Education 4-Year Degree Plan

(Concentrations: Mathematics, English Language Arts, Elementary Education, Physical Education)

14.4.1. Elementary Education – Worksheet

Teacher Certification: N/A

General Education Courses (Required 36 Credit hours)
Composition, Communications and Foreign Language ((9+ credit hours) At least three of the following:)
COMM 1311 Fundamentals of Communication*
ENGL 1311 Composition and Rhetoric I*
ENGL 1312 Composition and Rhetoric II*
SPAN 1311 Elementary Spanish
Non-Credit Hour(s): ENGL R300 Basic Writing and ENGL R301 Development of Reading Skills must be successfully completed before enrollment into COMM 1311/ENGL 1311/ENGL 1312. *All undergraduate students must take COMM 1311, ENGL 1311 and ENGL 1312.
Natural Science and Mathematics (6+ hours) At least two of the following:
BIOL 1311 Introductory Biology*
BIOL 1312 Nutrition*
GEOG 2312 Regional Geography in the World*
GEOL 1311 Earth Science*
MATH 1311 College Algebra*
MATH 1313 Pre-calculus*
MATH 2314 Calculus I*
Non-Credit Hour(s): MATH R300 Fundamentals of Mathematics must be successfully completed before enrollment into MATH 1311 if a student places in it. **All undergraduate students are required to take one MATH course and one natural science (BIOL 1311, BIOL 1312, GEOG 2312 or GEOL 1311) course from this category.*
***Humanities and Fine Arts (6+ credit hours) At least two of the following*:**
ARTS 1311 Art Appreciation
ENGL 2314 Introduction to Literature
ENGL 2315 Survey of British Literature I
ENGL 2316 Survey of American Literature I
ENGL 2317 Survey of British Literature II
ENGL 2318 Survey of American Literature II
ENGL 2319 Survey of World Literature
HIST 1311 U.S. History I*
HIST 1312 U.S. History II*

Core Education Courses (Required 36 credit hours)
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 4314 Reading in Content Areas
COMP 1314 Computer Literacy and Application
ENGL 3330 Literacy Assessment and Intervention
Core Elementary Education Courses (Required 30 credit hours)
BIOL 1311 Introductory Biology
GEOG 2312 Regional Geography of the World
HIST 2314 History of Texas
MATH 3328 Teaching Elementary School Mathematics I
MATH 3329 Teaching Elementary School Mathematics II
ENGL 3328 Literacy Instruction in Elementary Grades
ENGL 3329 Principles in Reading and Writing
SOCS 4311 Concepts for Teaching the Social Science
ARTS 3312 Essentials of Children's Art and Music
PHED 3311 Health and Physical Education for Children
Electives (Required 18 credit hours)
Elective 1
Elective 2
Elective 3
Elective 4
Elective 5

HIST 2314 History of Texas*
PHIL 1311 Introduction to Logic and Critical Thinking
PHIL 1312 Professional Ethics
PHIL 1313 Introduction to Philosophy
Students in ELA concentration can't count these courses in the General Education area since they are required to take these courses in their concentration area. **All undergraduate students are required to take one HIST course from this category.*
***Social and Behavioral Science (6+ credit hours) At least two of the following*:**
ECON 2311 Principles of Macroeconomics
ECON 2312 Principles of Microeconomics
GOVT 2311 U.S. Government I
GOVT 2312 U.S. Government II
PSYC 2311 General Psychology
SOCI 2311 Introduction to Sociology
Undergraduate Business Administration students must take ECON 2311. **All undergraduates must take one GOVT course.*

Elective 6

Teacher Certification Program (TCP) requirements (Outline)*
Junior Standing (minimum 60 credit hours)
2.5 CGPA
30 clock hours Field-Based Observation
Passing PPR and Content Content Exams
Finishing Student Teaching (14 weeks full time teaching)
* All course-work must be completed and TExES Exams passed (PPR and Content Exams) before student Teaching.
** Check the details from your advisor or TCP office

Notes:

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14.4.2. English Language Arts – Worksheet

Teacher Certification: ELA 7-12

General Education Courses (Required 36 Credit hours)
Composition, Communications and Foreign Language ((9+ credit hours) At least three of the following:)
COMM 1311 Fundamentals of Communication*
ENGL 1311 Composition and Rhetoric I*
ENGL 1312 Composition and Rhetoric II*
SPAN 1311 Elementary Spanish
Non-Credit Hour(s): ENGL R300 Basic Writing and ENGL R301 Development of Reading Skills must be successfully completed before enrollment into COMM 1311/ENGL 1311/ENGL 1312. *All undergraduate students must take COMM 1311, ENGL 1311 and ENGL 1312.
Natural Science and Mathematics (6+ hours) At least two of the following:
BIOL 1311 Introductory Biology*
BIOL 1312 Nutrition*
GEOG 2312 Regional Geography in the World*
GEOL 1311 Earth Science*
MATH 1311 College Algebra*
MATH 1313 Pre-calculus*
MATH 2314 Calculus I*
Non-Credit Hour(s): MATH R300 Fundamentals of Mathematics must be successfully completed before enrollment into MATH 1311 if a student places in it. **All undergraduate students are required to take one MATH course and one natural science (BIOL 1311, BIOL 1312, GEOG 2312 or GEOL 1311) course from this category.*
***Humanities and Fine Arts (6+ credit hours) At least two of the following*:**
ARTS 1311 Art Appreciation
ENGL 2314 Introduction to Literature
ENGL 2315 Survey of British Literature I
ENGL 2316 Survey of American Literature I
ENGL 2317 Survey of British Literature II
ENGL 2318 Survey of American Literature II
ENGL 2319 Survey of World Literature
HIST 1311 U.S. History I*
HIST 1312 U.S. History II*
HIST 2314 History of Texas*

Core Education Courses (Required 36 credit hours)
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 4314 Reading in Content Areas
COMP 1314 Computer Literacy and Application
ENGL 3330 Literacy Assessment and Intervention
Core ELA Education Courses (Required 33 credit hours)
ENGL 2315 Survey of British Literature I
ENGL 2316 Survey of American Literature I
ENGL 2318 Survey of American Literature II
ENGL 2319 Survey of World Literature
ENGL 2325 Young Adult Literature
ENGL 3317 Survey of British Literature II
ENGL 3320 Composition Theory and Pedagogy
ENGL 3322 Studies in Linguistics and History of the English Language
ENGL 3323 English Grammar and Syntax
ENGL 3326 Literary Theory and Criticism
ENGL 4324 Methods of Teaching English in Secondary Schools

Electives (Required 15 credit hours)
Elective 1
Elective 2
Elective 3
Elective 4
Elective 5

PHIL 1311 Introduction to Logic and Critical Thinking
PHIL 1312 Professional Ethics
PHIL 1313 Introduction to Philosophy
Students in ELA concentration can't count these courses in the General Education area since they are required to take these courses in their concentration area. **All undergraduate students are required to take one HIST course from this category.*
***Social and Behavioral Science (6+ credit hours) At least two of the following*:**
ECON 2311 Principles of Macroeconomics
ECON 2312 Principles of Microeconomics
GOVT 2311 U.S. Government I
GOVT 2312 U.S. Government II
PSYC 2311 General Psychology
SOCI 2311 Introduction to Sociology
Undergraduate Business Administration students must take ECON 2311. **All undergraduates must take one GOVT course.*

Teacher Certification Program (TCP) requirements (Outline)*
Junior Standing (minimum 60 credit hours)
2.5 CGPA
30 clock hours Field-Based Observation
Passing PPR and Content Content Exams
Finishing Student Teaching (14 weeks full time teaching)
* All course-work must be completed and TExES Exams passed (PPR and Content Exams) before student Teaching.
** Check the details from your advisor or TCP office

14.4.3. Mathematics – Worksheet

Teacher Certification: Mathematics 7-12

General Education Courses (Required 36 Credit hours)
Composition, Communications and Foreign Language ((9+ credit hours) At least three of the following:)
COMM 1311 Fundamentals of Communication*
ENGL 1311 Composition and Rhetoric I*
ENGL 1312 Composition and Rhetoric II*
SPAN 1311 Elementary Spanish
Non-Credit Hour(s): ENGL R300 Basic Writing and ENGL R301 Development of Reading Skills must be successfully completed before enrollment into COMM 1311/ENGL 1311/ENGL 1312. *All undergraduate students must take COMM 1311, ENGL 1311 and ENGL 1312.
Natural Science and Mathematics (6+ hours) At least two of the following:
BIOL 1311 Introductory Biology*
BIOL 1312 Nutrition*
GEOG 2312 Regional Geography in the World*
GEOL 1311 Earth Science*
MATH 1311 College Algebra*
MATH 1313 Pre-calculus*
MATH 2314 Calculus I*
Non-Credit Hour(s): MATH R300 Fundamentals of Mathematics must be successfully completed before enrollment into MATH 1311 if a student places in it. **All undergraduate students are required to take one MATH course and one natural science (BIOL 1311, BIOL 1312, GEOG 2312 or GEOL 1311) course from this category.*
***Humanities and Fine Arts (6+ credit hours) At least two of the following*:**
ARTS 1311 Art Appreciation
ENGL 2314 Introduction to Literature
ENGL 2315 Survey of British Literature I
ENGL 2316 Survey of American Literature I
ENGL 2317 Survey of British Literature II
ENGL 2318 Survey of American Literature II
ENGL 2319 Survey of World Literature
HIST 1311 U.S. History I*
HIST 1312 U.S. History II*
HIST 2314 History of Texas*

Core Education Courses (Required 36 credit hours)
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 4314 Reading in Content Areas
COMP 1314 Computer Literacy and Application
ENGL 3330 Literacy Assessment and Intervention

Core Mathematics Education Courses (Required 33 credit hours)
MATH 1313 Pre-Calculus
MATH 2314 Calculus I
MATH 2315 Calculus II
MATH 2316 Linear Algebra
MATH 2317 Discrete Mathematics
MATH 3318 Geometry and Trigonometry in Mathematics Education
MATH 3319 Statistics and Probability
MATH 3320 Differential Equation
MATH 3326 Introduction to Number Theory
MATH 4322 Teaching Problem Solving in Mathematics
MATH 4324 Teaching Secondary School Mathematics

Electives (Required 15 credit hours)
Elective 1
Elective 2
Elective 3
Elective 4
Elective 5

PHIL 1311 Introduction to Logic and Critical Thinking
PHIL 1312 Professional Ethics
PHIL 1313 Introduction to Philosophy
Students in ELA concentration can't count these courses in the General Education area since they are required to take these courses in their concentration area. **All undergraduate students are required to take one HIST course from this category.*
***Social and Behavioral Science (6+ credit hours) At least two of the following*:**
ECON 2311 Principles of Macroeconomics
ECON 2312 Principles of Microeconomics
GOVT 2311 U.S. Government I
GOVT 2312 U.S. Government II
PSYC 2311 General Psychology
SOCI 2311 Introduction to Sociology
Undergraduate Business Administration students must take ECON 2311. **All undergraduates must take one GOVT course.*

Teacher Certification Program (TCP) requirements (Outline)*
Junior Standing (minimum 60 credit hours)
2.5 CGPA
30 clock hours Field-Based Observation
Passing PPR and Content Content Exams
Finishing Student Teaching (14 weeks full time teaching)
* All course-work must be completed and TExES Exams passed (PPR and Content Exams) before student Teaching.
** Check the details from your advisor or TCP office

14.4.4. Physical Education – Worksheet

Teacher Certification: N/A

General Education Courses (Required 36 Credit hours)
Composition, Communications and Foreign Language ((9+ credit hours) At least three of the following:)
COMM 1311 Fundamentals of Communication*
ENGL 1311 Composition and Rhetoric I*
ENGL 1312 Composition and Rhetoric II*
SPAN 1311 Elementary Spanish
Non-Credit Hour(s): ENGL R300 Basic Writing and ENGL R301 Development of Reading Skills must be successfully completed before enrollment into COMM 1311/ENGL 1311/ENGL 1312. *All undergraduate students must take COMM 1311, ENGL 1311 and ENGL 1312.
Natural Science and Mathematics (6+ hours) At least two of the following:
BIOL 1311 Introductory Biology*
BIOL 1312 Nutrition*
GEOG 2312 Regional Geography in the World*
GEOL 1311 Earth Science*
MATH 1311 College Algebra*
MATH 1313 Pre-calculus*
MATH 2314 Calculus I*
Non-Credit Hour(s): MATH R300 Fundamentals of Mathematics must be successfully completed before enrollment into MATH 1311 if a student places in it. **All undergraduate students are required to take one MATH course and one natural science (BIOL 1311, BIOL 1312, GEOG 2312 or GEOL 1311) course from this category.*
***Humanities and Fine Arts (6+ credit hours) At least two of the following*:**
ARTS 1311 Art Appreciation
ENGL 2314 Introduction to Literature
ENGL 2315 Survey of British Literature I
ENGL 2316 Survey of American Literature I
ENGL 2317 Survey of British Literature II
ENGL 2318 Survey of American Literature II
ENGL 2319 Survey of World Literature
HIST 1311 U.S. History I*
HIST 1312 U.S. History II*
HIST 2314 History of Texas*
PHIL 1311 Introduction to Logic and Critical Thinking
PHIL 1312 Professional Ethics

Core Education Courses (Required 36 credit hours)
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 4314 Reading in Content Areas
COMP 1314 Computer Literacy and Application
ENGL 3330 Literacy Assessment and Intervention
Core Physical Education Courses (Required 30 credit hours)
PHED 2311 Foundation of Kinesiology
PHED 2312 The concepts of Health, Fitness and Wellness
PHED 2313 Physiology of Exercise
PHED 2314 Motor Learning and Development
PHED 2315 Physical Activity Skills: Conditioning, Individual and team Sports
PHED 3316 Care and Prevention of Athletic Injuries
PHED 3317 Health, Emergency Care and First Aid
PHED 3318 Scientific Principles of Physical activity
PHED 3319 Strategies & Principles of Coaching
PHED 4320 Physical Education Teaching Methods

Electives (Required 18 credit hours)
Elective 1-BIOL 1311 Introductory Biology
Elective 2-BIOL 1312 Nutrition
Elective 3-MATH 1312 Statistics
Elective 4
Elective 5
Elective 6

PHIL 1313 Introduction to Philosophy
Students in ELA concentration can't count these courses in the General Education area since they are required to take these courses in their concentration area. **All undergraduate students are required to take one HIST course from this category.*
***Social and Behavioral Science (6+ credit hours) At least two of the following*:**
ECON 2311 Principles of Macroeconomics
ECON 2312 Principles of Microeconomics
GOVT 2311 U.S. Government I
GOVT 2312 U.S. Government II
PSYC 2311 General Psychology
SOCI 2311 Introduction to Sociology
Undergraduate Business Administration students must take ECON 2311. **All undergraduates must take one GOVT course.*

Teacher Certification Program (TCP) requirements (Outline)*
Junior Standing (minimum 60 credit hours)
2.5 CGPA
30 clock hours Field-Based Observation
Passing PPR and Content Exams
Finishing Student Teaching (14 weeks full time teaching)
* All course-work must be completed and TExES Exams passed (PPR and Content Exams) before student Teaching.
** Check the details from your advisor or TCP office

14.6. Criminal Justice with concentration in Forensic Science 4-Year Degree Plan

14.6.1. Criminal Justice – Sample Plan

FIRST YEAR			
FIRST SEMESTER		**SECOND SEMESTER**	
COURSE #	**COURSE NAME**	**COURSE #**	**COURSE NAME**
FRSH 1311	Freshman Seminar (unrestricted elective 1)	ENGL 1312	Composition & Rhetoric II (required, Gen Ed, Comp/Comm)
MATH 1311	College Algebra (required, Gen Ed, Math and Nat Sci)	HIST 1311	U.S. History I
ENGL 1311	Composition & Rhetoric I (required, Gen Ed, Comp/Comm)	BIOL 1311	Introduction to Biology (required, Gen Ed, Humanities/Fine Arts)
COMM 1311	Fundamentals of Communication (required, Gen Ed, Comp/Comm)	GOVT 2311	U.S. Government I (required, Gen Ed, Soci/Beh Sci)
CRJS 1301	Introduction to Criminal Justice System	CRJS 2302	Policing System and Practices in America
SECOND YEAR			
THIRD SEMESTER		**FOURTH SEMESTER**	
COURSE #	**COURSE NAME**	**COURSE #**	**COURSE NAME**
PHIL 1311	Introduction to Logic and Critical Thinking (Gen Ed, Humanities/Fine Arts)	PSYC 2311	General Psychology (Gen Ed, elective)
SOCI 2311	Introduction to Sociology (Gen Ed, elective)	ARTS 1311	Art Appreciation (Gen Ed, elective)
GOVT 2312	U.S. Government II (Gen Ed, Soci/Beh Sci)	CRJS 2305	Criminal Trial and Court
CRJS 2303	Criminal Law	CRJS 3306	Correctional System and Practices in America
CRJS 2304	Constitutional Law	CRJS 3307	Criminology
THIRD YEAR			
FIFTH SEMESTER		**SIXTH SEMESTER**	
COURSE #	**COURSE NAME**	**COURSE #**	**COURSE NAME**
CRJS 3308	Criminal Procedure and Evidence	CRJS 3311	Criminal Justice Research
CRJS 3309	Technical Writing	CRJS 3313	Diversity and Multiculturalism
CRJS 3310	Criminal Investigations	FORS 2329	Forensic Science and Criminal Justice
	Unrestricted Elective 2	FORS 3330	Forensic Investigations
	Unrestricted Elective 3		Unrestricted Elective 4
FOURTH YEAR			
SEVENTH SEMESTER		**EIGHTH SEMESTER**	
COURSE #	**COURSE NAME**	**COURSE #**	**COURSE NAME**
CRJS 3312	Criminal Psychology	FORS 4333	Digital Forensic
CRJS 3314	Statistics in Criminal Justice	FORS 4334	Forensic Studies Experience
FORS 3331	Forensic Psychology		Unrestricted Elective 6
FORS 3332	Forensic Biology		Unrestricted Elective 7
	Unrestricted Elective 5		Unrestricted Elective 8

Notes:

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Email: palvarado@na.edu
Office: Room 830 on the 8th Floor

14.6.2. Criminal Justice – Worksheet

Degree Program: Criminal Justice, Forensic Science

General Education Requirements		Criminal Justice, Forensic Science	
Composition, Communications and Foreign Language (9 hours)			
ENGL 1311			
ENGL 1312			
COMM 1311			
		Criminal Justice Core (42 hours)	
Natural Science and mathematics (9 Hours)			
MATH 1311			
BIOL 1311			
Unrestricted Elective Course			
		CRJS 1301	
		CRJS 2302	
Humanities and Fine Arts (9 hours)			
HIST 1311			
ARTS 1311			
Unrestricted Elective Course		CRJS 2303	
		CRJS 2304	
		CRJS 2305	
		CRJS 3306	
Social and Behavioral Science (9 hours)			
GOVT 2311			
PSYC 2311			
SOCI 2311			
		CRJS 3307	
		CRJS 3308	
		CRJS3309	
		CRJS 3310	
		CRJS 3311	
		CRJS 3312	
		CRJS 3313	
		CRJS 3314	
		Forensic Science Concentration Core:	

		Finance (18 hours)			
		FORS 2329			
		FORS 3330			
		FORS 3331			
		FORS 3332			
		FORS 4333			
		FORS 4334			
Unrestricted Electives (24 hours)					

14.7. Business Administration Minor - Worksheet

Minor in Business Administration (18 credits)

Must complete the following:

ACCT 2311 Fundamentals of Financial Accounting _____

FINA 3312 Business Finance _____

MNGT 2311 Management and Organizational Behavior _____

MRKT 2311 Principles of Marketing _____

_____

One (1) course from the following:

BUSI 3313 Business Information Management _____

BUSI 3314 Business Ethics _____

BUSI 3315 Business Law _____

One (1) upper division 3XXX or 4XXX course in ECONOMICS, FINANCE, MANAGEMENT, or MARKETING

_____ _____

14.8. Computer Science Minor - Worksheet

Minor Computer Science (18 credits)

Must complete the following:

COMP 1411 Introduction CS I _____

COMP 1412 Introduction to CS II _____

COMP 2313 Data Structures _____

_____

Three (3) upper division 3XXX or 4XXX course in COMPUTER SCIENCE:

_____ _____

_____ _____

_____ _____

14.9. Interdisciplinary Studies in Education Minor - Worksheet

Minor in Mathematics Education (18 credits)

Three (3) of the following courses:

MATH 2314 Calculus I _____

MATH 2315 Calculus II _____

MATH 2316 Linear Algebra _____

MATH 2317 Discrete Mathematics _____

_____

One (1) course from the following:

_____

MATH 4322 Teaching Problem Solving in Math _____

MATH 4324 Teaching Secondary School Math _____

Two (2) upper division 3XXX or 4XXX course in MATH

_____ _____

_____ _____

Minor in English Language Arts and Reading Education (18 credits)

Two (2) of the following courses:

ENGL 2316 Survey of American Literature I _____

ENGL 3317 Survey of British Literature I _____

ENGL 3322 Studies in Linguistics and History of the English Language _____

One (1) course from the following:

ENGL 3320 Composition Theory and Pedagogy _____

ENGL 3323 English Grammar and Syntax _____

ENGL 4324 Methods of Teaching English in Secondary School _____

Three (3) upper division 3XXX or 4XXX course in ENGLISH LANGUAGE ARTS

_____ _____

_____ _____

_____ _____

14.10.My 4 Year Degree Plan

Year	Fall Semester	Spring Semester	
Freshman (15/15)	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.	Summer TOTAL
Sophomore (15/15)	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.	Summer TOTAL
Junior (15/15)	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.	Summer TOTAL
Senior (15/15)	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.	Summer TOTAL

* Approved courses to be transferred from other institution(s)

Program Prerequisites:

_____ _____ _____ _____

_____ _____ _____ _____

Notes:

_____

_____

15. Graduate Degree Plans: 2023-24

15.1. Master of Business Administration 2 Year Degree Plan

Concentrations: Business Analytics, Health Care Management, Leadership and Change Management, Operations Management

15.1.1. Business Analytics- Sample Degree Plan

			Cr
Year 1	**Fall**	MBA 5312 Managerial Accounting and Budgeting	3
		MBA 5316 Management and Organization Theory	3
		MBA 5318 Project Management	3
	Spring	MBA 5311 Managerial Economics	3
		MBA 5314 Marketing Management	3
		MBA 5352 or COMP 5353	3
	Summer	MBA 5313 Statistics for Business Decision Making	3
Year 2	**Fall**	MBA 5317 Business Policy and Strategy	3
		MBA 5319 Financial Management	3
		MBA 5355 Data Analysis and Forecasting	3

15.1.2. Health Care Management - Sample Degree Plan

			Cr
Year 1	**Fall**	MBA 5312 Managerial Accounting and Budgeting	3
		MBA 5316 Management and Organization Theory	3
		MBA 5318 Project Management	3
	Spring	MBA 5311 Managerial Economics	3
		MBA 5314 Marketing Management	3
		MBA 5341 Health Care Systems	3
	Summer	MBA 5313 Statistics for Business Decision Making	3
Year 2	**Fall**	MBA 5317 Business Policy and Strategy	3
		MBA 5319 Financial Management	3
		MBA 5342 or MBA 5343	3

15.1.3. Leadership and Change Management - Sample Degree Plan

			Cr
Year 1	**Fall**	MBA 5312 Managerial Accounting and Budgeting	3
		MBA 5316 Management and Organization Theory	3
		MBA 5318 Project Management	3
	Spring	MBA 5311 Managerial Economics	3
		MBA 5314 Marketing Management	3
		MBA 5315 Leadership in Organizations	3
	Summer	MBA 5313 Statistics for Business Decision Making	3
Year 2	**Fall**	MBA 5317 Business Policy and Strategy	3
		MBA 5319 Financial Management	3
		MBA 5331 or MBA 5332	3

15.1.4. Operations Management - Sample Degree Plan

			Cr
Year 1	**Fall**	MBA 5312 Managerial Accounting and Budgeting	3
		MBA 5316 Management and Organization Theory	3
		MBA 5318 Project Management	3
	Spring	MBA 5311 Managerial Economics	3
		MBA 5314 Marketing Management	3
		MBA 5361 Production and Supply Chain Management	3
	Summer	MBA 5313 Statistics for Business Decision Making	3
Year 2	**Fall**	MBA 5317 Business Policy and Strategy	3
		MBA 5319 Financial Management	3
		MBA 5362 or MBA 5363	3

Notes:

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15.1.5. Business Analytics – Worksheet

CORE COURSES (24 credit hrs.)	Credit Hrs	Semester
MBA 5311	3	
MBA 5312	3	
MBA 5313	3	
MBA 5314	3	
MBA 5316	3	
MBA 5317	3	
MBA 5318 or MBA 5399	3	
MBA 5319	3	
CONCENTRATION COURSES (6 credit hrs.)		
MBA 5355 (required)	3	
MBA 5352 or COMP 5353	3	
Total Credit Hours	30	

15.1.6. Health Care Management – Worksheet

CORE COURSES (24 credit hrs.)	Credit Hrs	Semester
MBA 5311	3	
MBA 5312	3	
MBA 5313	3	
MBA 5314	3	
MBA 5316	3	
MBA 5317	3	
MBA 5318 or MBA 5399	3	
MBA 5319	3	
CONCENTRATION COURSES (6 credit hrs.)		
MBA 5341 (required)	3	
MBA 5342 or MBA 5343	3	
Total Credit Hours	30	

15.1.7. : Leadership and Change Management – Worksheet

CORE COURSES (24 credit hrs.)	Credit Hrs	Semester
MBA 5311	3	
MBA 5312	3	
MBA 5313	3	
MBA 5314	3	
MBA 5316	3	
MBA 5317	3	
MBA 5318 or MBA 5399	3	
MBA 5319	3	
CONCENTRATION COURSES (6 credit hrs.)		
MBA 5315 (required)	3	
MBA 5331 or MBA 5332	3	
Total Credit Hours	30	

15.1.8. Operations Management – Worksheet

CORE COURSES (24 credit hrs.)	Credit Hrs	Semester
MBA 5311	3	
MBA 5312	3	
MBA 5313	3	
MBA 5314	3	
MBA 5316	3	
MBA 5317	3	
MBA 5318 or MBA 5399	3	
MBA 5319	3	
CONCENTRATION COURSES (6 credit hrs.)		
MBA 5361 (required)	3	
MBA 5362 or MBA 5363	3	
Total Credit Hours	30	

15.2. Master of Computer Science 2 Year Plan

(Concentrations: Cyber Security, Data Analytics, Networking, and Software Engineering)

15.2.1. Sample Degree Plans

MS in CS - **Cyber Security** Course Outline by Semester			
YEAR	Fall Semester	COMP 5336 Computer Forensics	3
		COMP 5356 Advanced Software Project Management	3
		COMP 5322 Advanced Software Engineering	3
		TOTAL CREDIT HOURS	**9**
YEAR	Spring Semester	COMP 5331 Advanced Cloud Computing	3
		COMP 5333 Cyber Crime Investigation	3
		COMP 5327 Advanced Algorithms	3
		COMP 5353 Advanced Data Mining	3
		TOTAL CREDIT HOURS	**12**
YEAR	Summer Semester	COMP 5334 Advanced Network and Computer Security	3
		COMP 5329 Advanced Operating Systems	3
		COMP 5393 Capstone Project	3
		TOTAL CREDIT HOURS	**9**
MS in CS – **Data Analytics** Course Outline by Semester			
YEAR	Fall Semester	COMP 5337 Machine Learning	3
		COMP 5356 Advanced Software Project Management	3
		COMP 5322 Advanced Software Engineering	3
		TOTAL CREDIT HOURS	**9**
YEAR	Spring Semester	COMP 5331 Advanced Cloud Computing	3
		COMP 5355 Data Analysis	3
		COMP 5327 Advanced Algorithms	3
		COMP 5353 Advanced Data Mining	3
		TOTAL CREDIT HOURS	**12**
YEAR	Summer Semester	COMP 5334 Advanced Network and Computer Security	3
		COMP 5329 Advanced Operating Systems	3
		COMP 5393 Capstone Project	3
		TOTAL CREDIT HOURS	**9**
MS in CS – **Networking** Course Outline by Semester			
YEAR	Fall Semester	COMP 5351 Advanced Network Administration	3
		COMP 5356 Advanced Software Project Management	3
		COMP 5322 Advanced Software Engineering	3
		TOTAL CREDIT HOURS	**9**
YEAR	Spring Semester	COMP 5331 Advanced Cloud Computing	3
		COMP 5352 Advanced Internetworking Technology	3
		COMP 5327 Advanced Algorithms	3
		COMP 5353 Advanced Data Mining	3

		TOTAL CREDIT HOURS	**12**
YEAR	Summer Semester	COMP 5334 Advanced Network and Computer Security	3
		COMP 5329 Advanced Operating Systems	3
		COMP 5393 Capstone Project	3
		TOTAL CREDIT HOURS	**9**
MS in CS – **Software Engineering** Course Outline by Semester			
YEAR	Fall Semester	COMP 5339 Advanced Software Analysis and Design	3
		COMP 5356 Advanced Software Project Management	3
		COMP 5322 Advanced Software Engineering	3
		TOTAL CREDIT HOURS	**9**
YEAR	Spring Semester	COMP 5331 Advanced Cloud Computing	3
		COMP 5344 Software Testing, Verification and Validation	3
		COMP 5327 Advanced Algorithms	3
		COMP 5353 Advanced Data Mining	3
		TOTAL CREDIT HOURS	**12**
YEAR	Summer Semester	COMP 5334 Advanced Network and Computer Security	3
		COMP 5329 Advanced Operating Systems	3
		COMP 5393 Capstone Project	3
		TOTAL CREDIT HOURS	**9**

Notes:

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15.2.2. Degree Plan Worksheet

Requirement for applicants who do not have a background in computer science (Courses taken to remedy deficiencies will not be counted in the total number of credit hours required for the graduate degree. Courses in italics are prerequisites):

LEVELING COURSES	**HOURS**	**SEMESTER**
COMP 1412 Introduction to CS II	3	
COMP 2313 Data Structures *(COMP 1412)*	3	
COMP 3322 Software Engineering *(COMP 1412)*	3	
COMP 3324 Computer Networks	3	

15.2.3. Cyber Security Worksheet

CORE COURSES (24 CREDITS)	**HOURS**	**SEMESTER**
COMP 5322 Advanced Software Engineering	3	
COMP 5327 Advanced Algorithms	3	
COMP 5329 Advanced Operating Systems	3	
COMP 5331 Advanced Cloud Computing	3	
COMP 5334 Advanced Computer & Network Security	3	
COMP 5353 Advanced Data Mining	3	
COMP 5356 Advanced Software Project Management	3	
COMP 5393 Capstone Project	3	
CYBER SECURITY (6 CREDITS)		
COMP 5333 Cyber Crime Investigation	3	
COMP 5336 Computer Forensics	3	
TOTAL CREDITS	**30**	

15.2.4. Data Analytics Worksheet

CORE COURSES (24 CREDITS)	**HOURS**	**SEMESTER**
COMP 5322 Advanced Software Engineering	3	
COMP 5327 Advanced Algorithms	3	
COMP 5329 Advanced Operating Systems	3	
COMP 5331 Advanced Cloud Computing	3	
COMP 5334 Advanced Computer & Network Security	3	
COMP 5353 Advanced Data Mining	3	
COMP 5356 Advanced Software Project Management	3	
COMP 5393 Capstone Project	3	
DATA ANALTICS (6 CREDITS)		
COMP 5337 Machine Learning	3	
COMP 5355 Data Analysis	3	
TOTAL CREDITS	**30**	

15.2.5. Networking Worksheet

CORE COURSES (24 CREDITS)	HOURS	SEMESTER
COMP 5322 Advanced Software Engineering	3	
COMP 5327 Advanced Algorithms	3	
COMP 5329 Advanced Operating Systems	3	
COMP 5331 Advanced Cloud Computing	3	
COMP 5334 Advanced Computer & Network Security	3	
COMP 5353 Advanced Data Mining	3	
COMP 5356 Advanced Software Project Management	3	
COMP 5393 Capstone Project	3	
NETWORKING (6 CREDITS)		
COMP 5351 Advanced Network Administration	3	
COMP 5352 Advanced Internetworking Technology	3	
TOTAL CREDITS	**30**	

15.2.6. Software Engineering Worksheet

CORE COURSES (24 CREDITS)	HOURS	SEMESTER
COMP 5322 Advanced Software Engineering	3	
COMP 5327 Advanced Algorithms	3	
COMP 5329 Advanced Operating Systems	3	
COMP 5331 Advanced Cloud Computing	3	
COMP 5334 Advanced Computer & Network Security	3	
COMP 5353 Advanced Data Mining	3	
COMP 5356 Advanced Software Project Management	3	
COMP 5393 Capstone Project	3	
SOFTWARE ENGINEERING (6 CREDITS)		
COMP 5339 Advanced Software Analysis and Design	3	
COMP 5344 Software Testing, Verification and Validation	3	
TOTAL CREDITS	**30**	

15.3. Master of Education in Curriculum and Instruction 2 Year Plan

Concentrations: Educational Technology, English Language Arts Education, Mathematics Education, Science Education,

15.3.1. Degree Plan – Core Courses

EDUC 5311 Human Growth & Development
EDUC 5312 Curriculum & Instructional Design
EDUC 5313 Statistical Procedures & Measurement
EDUC 5324 Integrating Technology into Education
EDUC 5325 Research Methods in Education
CUIN 5341 Seminar in Curriculum and Instruction 1
CUIN 5342 Seminar in Curriculum and Instruction 2
CUIN 5343 Seminar in Curriculum and Instruction 3

15.3.2. Educational Technology Concentration Courses

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

15.3.3. English Language Arts Education Concentration Courses

ENGL 5314 Literary Theory and Criticism
ENGL 5315 Literature for Young Adults

15.3.4. Mathematics Education Concentration Courses

MATH 5312 Geometry and Trigonometry for Teachers
MATH 5313 Advanced Calculus

15.3.5. Science Education Concentration Courses

CUIN 5321 Teaching the Nature of Science
CUIN 5323 Teaching Science Lab

Notes:

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Email: kkurman@na.edu
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15.3.6. Educational Technology Concentration - Sample Degree Plan

Semester	Duration	Course 1	Course 2
Fall 1	(8 weeks)	EDUC 5311	EDUC 5313
Fall 2	(8 weeks)	EDUC 5324	CUIN 5331
Spring 1	(8 weeks)	EDUC 5325	EDUC 5312
Spring 2	(8 weeks)	CUIN 5341	CUIN 5342
Summer 1	(6 weeks)	CUIN 5343	-
Summer 2	(6 weeks)	CUIN 5332	–

15.3.7. English Language Art Education Concentration - Sample Degree Plan

Semester	Duration	Course 1	Course 2
Fall 1	(8 weeks)	EDUC 5311	EDUC 5313
Fall 2	(8 weeks)	EDUC 5324	ENGL 5314
Spring 1	(8 weeks)	EDUC 5325	EDUC 5312
Spring 2	(8 weeks)	CUIN 5341	CUIN 5342
Summer 1	(6 weeks)	CUIN 5343	-
Summer 2	(6 weeks)	ENGL 5315	–

15.3.8. Mathematics Education Concentration - Sample Degree Plan

Semester	Duration	Course 1	Course 2
Fall 1	(8 weeks)	EDUC 5311	EDUC 5313
Fall 2	(8 weeks)	EDUC 5324	MATH 5312
Spring 1	(8 weeks)	EDUC 5325	EDUC 5312
Spring 2	(8 weeks)	CUIN 5341	CUIN 5342
Summer 1	(6 weeks)	CUIN 5343	-
Summer 2	(6 weeks)	MATH 5313	–

15.3.9. Science Education Concentration - Sample Degree Plan

Semester	Duration	Course 1	Course 2
Fall 1	(8 weeks)	EDUC 5311	EDUC 5313
Fall 2	(8 weeks)	EDUC 5324	CUIN 5321
Spring 1	(8 weeks)	EDUC 5325	EDUC 5312
Spring 2	(8 weeks)	CUIN 5341	CUIN 5342
Summer 1	(6 weeks)	CUIN 5343	-
Summer 2	(6 weeks)	CUIN 5323	–

15.4. Master of Education in Educational Leadership 2 Year Plan

15.4.1. Core Courses

EDUC 5314 Instructional Coaching for School Leaders (personnel)
EDUC 5315 Instructional Leadership (curriculum)
EDUC 5319 School Budgeting and Resource Management
EDUC 5320 Communication for School Leaders
EDUC 5324 Integrating Technology into Education
EDUC 5327 Ethical, Legal, and Professional Issues in Education
EDUC 5328 Action Research
EDUC 5329 Organizational Management
EDUC 5322 Internship 1
EDUC 5323 Internship 2

15.4.2. Sample Degree Plan

Semester		Course 1	Course 2
Fall	(15 weeks)	EDUC 5322 Internship-1	
Fall 1	(8 weeks)	EDUC 5314-Instructional Leadership	
Fall 2	(8 weeks)	EDUC 5320-Communication for School Leaders	
Spring	(15 weeks)	EDUC 5323 Internship-2	
Spring 1	(8 weeks)	EDUC 5315- Instructional Coaching for School Leaders (personnel)	EDUC 5328-Action Research
Spring 2	(8 weeks)	EDUC 5329 – Organizational Management	
Summer 1	(6 weeks)	EDUC 5324-Integrating Technology into Education	
Summer 2	(6 weeks)	EDUC 5319– School Budgeting and Resource Management	
Summer 3	(6 weeks)	EDUC 5327 -Ethical, Legal, and Professional Issues in Education	EDUC 5328 -Action Research

15.5. Master of Education in School Counseling 2 Year Plan

15.5.1. Core Area 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 5328 Action Research

15.5.2. Major Area Courses (33 credits)

COUN 5311 Foundation of School Counseling
COUN 5312 Individual Counseling Theories and Techniques
COUN 5313 Counseling Children and Adolescents
COUN 5314 Multicultural Counseling
COUN 5315 Developmental Guidance and Counseling
COUN 5316 Career development and Counseling
COUN 5317 Practicum for School Counseling **
COUN 5318 Group and Family Counseling Theories and Techniques
COUN 5319 Mental Health & Community Counseling
COUN 5320 Counseling for Special Population
COUN 5327 Ethical, Legal, and Professional Issues in Education

15.5.3. Sample Degree Plan

Semester	Duration	Course 1	Course 2
Fall 1	(8 weeks)	EDUC 5311- Human Growth and Development	EDUC 5313- Statistical Procedures and Measurement
Fall 2	(8 weeks)	EDUC 5324 – Integrating Technology into Education	COUN 5311-Foundation of School Counseling
Spring	(15 weeks)	COUN 5317- Practicum for School Counseling	
Spring 1	(8 weeks)	EDUC 5328-Action Research	EDUC 5312- Curriculum and Instructional Design
Spring 2	(8 weeks)	COUN 5312- Individual Counseling Theories and Techniques	COUN 5313- Counseling Children and Adolescents
Summer 1	(6 weeks)	EDUC 5327– Ethical, Legal, and Professional Issues in Education	COUN 5314- Multicultural Counseling
Summer 2	(6 weeks)	COUN 5315- Developmental Guidance and Counseling	COUN 5316- Career Development and Counseling
Fall	(15 weeks)	COUN 5317- Practicum for School Counseling	
Fall 1	(8 weeks)	COUN 5318- Group and Family Counseling Theories and Techniques	COUN 5319- Mental Health & Community Counseling
Fall 2	(8 weeks)	COUN 5320- Counseling for Special Population	

15.6. My 2 Year Plan

Year	Fall Semester	Spring Semester	
First Year (9/9 or 6)	* 1. 2. 3.	1. 2. 3.	Summer TOTAL
Second Year (9/9 or 6)	1. 2. 3.	1. 2. 3.	Summer TOTAL

* Approved courses to be transferred from other institution(s)

Notes:

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16. HELPFUL INFORMATION

16.1. Free textbook access instructions

Course Instructors inform students about the textbooks for their courses. If the Instructor informs students that the textbook is available in NAU Library's online databases, here are the instructions on how to access them.

Log in to **Office 365** with NAU email and password
Go to **All Apps**
Select **EBSCO** (If you don't see EBSCO in your All Apps, contact IT at support@na.edu)
Select **Research Databases**
Select one, more than one or all databases and click **Continue**
This will open EBSCO's search interface and using your search terms (textbook title and/or authors last name), you can search for relevant results
Use limiters from the left side of your search screen to refine your search

For further help, please consider viewing video tutorials at NAU Library's website at https://www.na.edu/library/library-databases/.

16.2. Delivery Methods for Online Courses

Online courses are delivered entirely using distance education tools through j1 eLearning course management system. To access online courses, students need internet connection 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 are delivered via this system. j1 eLearning is also used for communication purposes such as online forums facilitating class discussions. Asynchronous electronic communication such as email is 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.

16.3. Add/Drop a Course

Add/Drop form is used by Academic Advisors and students when a student wish to add and/or drop a course. This form is under NAU Registrar webpage at
https://www.na.edu/students/registrar/
Direct link is https://www.na.edu/documents/students/Registrar/courseadddropRR.pdf

A student may add or drop a course at any time before the deadlines specified in the Academic Calendar. A course can be dropped without appearing on the student's academic record, or it can be dropped with a grade of 'W' (withdrawal). The deadline for dropping a course with a 'W' and without a 'W' is specified in the Academic Calendar. Students who intend to drop all courses in a semester are considered as withdrawing from the university and must fill out the Official Withdrawal form. Students cannot withdraw from the university after the last day to drop a course with a "W".

During registration periods a student can add or drop courses from the MyNAU Student Portal. After the registration periods close, requests to add or drop a course must be submitted to the Registrar's Office, using the Course Add/Drop form (available on the Registrar's web page) by the published deadline. Any forms submitted outside business hours, during weekends or holidays will be processed and effective the next business day. Students are responsible for verifying their schedule changes by logging into the MyNAU Student Portal.

16.4. Registration

Please email your **ACADEMIC ADVISOR** for registration advising, not the Registrar's Office. The name of your academic advisor can be found on the student portal at https://portal.na.edu/ under ***Students*** > ***Home*** scroll down to ***Advising***. Click the ***Advisors*** link, then their name. A screen will open allowing you to email your advisor. If you have not been assigned an academic advisor yet, please contact your department chair.

Register your courses online through the student portal at https://portal.na.edu/. There is a registration tutorial below to guide you through the process. ***Course registration approval*** is discussed on pages *13* and *15* of the attached tutorial. ***Dropping a course*** is discussed on page 16.

If there is a course you cannot register for due to a prerequisite, you will need to complete the prerequisite before registering for the course or email your department chair. ***You must clear any holds on your account before you can register for classes***. If you have a hold click on the **RED HOLD button** to see which department to contact to clear your hold.
Courses may show as 'full', still proceed with the attached registration instructions. When you get to the course registration page, you will see which sections are open.
The ***Course List*** is located on the student portal under ***Registration > Course Search***.

See the university's ***Academic Calendar*** for semester **registration periods, drop periods** and **payment deadlines** located at www.na.edu under ***Academics***.