



INTERNATIONAL UNIVERSITY  
WASHINGTON DC

## Academic Catalog

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2015-2016

## President's Welcome Message

*Welcome! I am pleased that you have chosen to attend BAU International University. It is my hope that it will be not just your university, but also your home for the duration of your university experience. We trust that your time at our university will be challenging, rewarding, and gratifying.*

*The primary aim of our university is to provide for the intellectual and personal development of our students. To this end, we believe there is no substitute for the interaction between students and faculty to facilitate the learning process and assist students in the pursuit of their educational goals.*

*Throughout your matriculation at BAU International University, the education you receive will prepare you for your first job, for advancement in your chosen profession, or for continuing studies. Equally as important, your education and experience from BAU International University will help you meet all of life's opportunities and challenges as you grow as a person and develop intellectually.*

*We believe that BAU International University, with its diverse faculty, staff, and student body, is a big international family, reflecting the true colors of the world. We look forward to your success at BAU International University.*

*Very Truly Yours,*

*President*

*BAU International University  
Dr. Sinem Vatanartiran*

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## PUBLIC DISCLOSURE

*This publication cannot be construed as an irrevocable contract between BAU International University and the student and is subject to changes. It contains official information and academic standards for program offerings for the current academic year. BAU International University reserves the right to repeal, change, or amend its Policies, Regulations, Procedures, and provisions contained herein, and may cancel, add, or modify educational courses and requirements listed herein.*

*This publication is effective Aug 31, 2015.*

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## GENERAL INFORMATION

### Mission Statement, Goals and Objectives

BAU International University is aimed at providing a unique and invaluable opportunity to train world citizens who possess the necessary tools for living up to our global vision. It is an integral part of our mission to emphasize creativity and attentiveness in all endeavors of our students and to graduate them as highly desirable and universally employable individuals.

*“The mission of BAU International University is to provide quality education through a variety of market-driven programs that will stimulate the intellectual curiosity, critical thinking, and creativity that are urgently needed in the global community.”* (Board Meeting, Dec 2013)

**Goals:** In order to fulfill its mission, the university established the following strategic goals.

1. Offer a variety of degree and diploma programs in emerging and high demand fields
2. To provide education that balances technical, professional, and critical thinking components in an effort to meet the needs of a diverse community of learners

**Objectives:** In an effort to achieve its strategic goals, the university established the following objectives.

- To ensure a quality learning experience by employing qualified faculty members who are committed to excellent teaching
- To ensure relevant curricula through input from the governing board, industry advisory boards, academic partners, and graduates
- To ensure that the university has adequate physical and financial resources to provide continuous quality education

### Instructional Philosophy

We are a student-oriented institution with a global vision. Our philosophy is to prepare students with the skills and knowledge necessary to meet the challenges of the future global community using state-of-the-art instructional technologies and teaching methods to create market responsive programs. Long-term success for the university, as well as the establishment of a reputation for quality instruction, will depend upon curriculum development and outcomes measurement. The university's ability to attract and retain students, the ability of students to meet business and industry requirements, and the satisfaction level of graduates and employers are the critical measures for success.

### Core Values

BAU International University aspires to provide education and scholarship of the highest quality — to advance the frontiers of knowledge and to prepare individuals for life, work, and leadership. Some of us make our contribution by engaging directly in teaching, learning, and research, others, by supporting and enabling those core activities in essential ways. Whatever our individual roles, and wherever we work within BAU International University, we owe it to one another to uphold certain basic values of the community. These include:

- Respect for the rights, differences, and dignity of others
- Honesty and integrity in all dealings
- Conscientious pursuit of excellence in one's work
- Accountability for actions and conduct in the workplace

The more we embrace these values in our daily lives, the more we create and sustain an environment of trust, cooperation, lively inquiry, and mutual understanding — and advance a commitment to education and scholarship, which all of us share.

Furthermore, at BAU International University we believe that learning is not confined to formal instruction in traditional classrooms. The University deploys various distance learning and telecommunication methods to provide quality educational services worldwide especially for those who are unprivileged or traditionally underserved.

## Civil Rights Compliance

In compliance with Federal, State, and local government requirements and the Civil Rights Act of 1964 as amended, BAU International University will not discriminate against any individual on the basis of age, sex, race, color, religion, association, national and ethnic origin, marital status, sexual orientation, medical condition or physical disability, or qualified disabled veterans in the administration of its educational programs, university-administered programs, publications, admissions of students, award of scholarship and loan programs, or in its employment practices.

## State Approval and Accreditation

BAU International University is certified to operate by the Education Licensure Commission (ELC) under the Office of the State Superintendent of Education (OSSE) as an institution of higher education to offer degrees, certificates, or diplomas in Washington, DC.



*The Education Licensure Commission (ELC) under the Office of the State Superintendent of Education (OSSE) in Washington, DC.*

Any questions or problems concerning BAU International University which may have not been satisfactorily answered or resolved by the Administration may be directed to:

Office of the State Superintendent of Education  
810 1st Street NE, 9th Floor, Washington, DC 20002  
Phone: (202) 727-6436



Accreditation: Being a higher education institution recently certified by the OSSE of Washington, DC, BAU International University is not a member of any national accreditation agency yet; however, BAU International University is currently working toward attaining national accreditation at its earliest opportunity by ensuring compliance with all the criteria.

## History of Development

BAU International is a very young university, established as a non-profit institution of higher education later in 2013. In February 2014, we submitted our application to the District of Columbia Education Licensure Commission, and after a full board interview we were issued an approval on May 2, 2014 to operate as an institution of higher education to confer courses or instruction leading to the award of certificates, diplomas and degrees in the District of Columbia.

Currently BAU international university offers only one graduate program, executive MBA, and we are proud to announce that we graduated our first badge of students from executive MBA program by Aug 2015.

## Location and Facilities

BAU International University is in the nation's capital city, steps away from Lafayette Square and the White House. It is surrounded by businesses, restaurants, and shopping centers and a great place for students who are looking to learn about the ins and outs of the cultural and political fabric of the United States and the world in a safe and friendly community.

BAU International University classrooms have high definition projectors and Apple TVs. With high-tech educational tools and applications, lectures are innovative and modern. Students benefit from creative tools, interactive books, applications, and iTunes University. Apple TVs provide access for the current movies, TV shows, academic

publications, and broadcasts. In addition, each classroom has a high-tech Bose sound system, allowing students to easily follow the instructor and the teaching materials.

The campus is near K Street known as a center for numerous think tanks, lobbyists, and advocacy groups. Students who choose to study at BAU International University become part of a true global community in Washington, DC, which is home to 74 embassies, 14 universities, the headquarters of many international policy-making bodies, and the seat of the US federal government.

Students have access to Washington, DC's distinctive intellectual, political, and cultural life. Studying in the center of the city of Washington, DC includes the opportunity to enjoy numerous extracurricular activities. Many of these activities are available to students free.

## Governance

**Governance & Ownership:** BAU International University is a private but non-profit institution of higher education. The control of university operations rests with its governing **Board of Trustees**. The main function of the Board of Trustees, as described in the bylaws, is twofold: to develop policies for the advancement of BAU International University, and to support the president of the university with the implementation of those policies. In addition, BAU International University's Board provides guidance, monitoring, and assistance to the president of the university in public affairs, and building key alliances to assist in and support the growth of the university.

Although the Board of Trustees is responsible for assuring that all university departments comply with the policies, procedures, and regulation of all state, federal and accreditation agencies, it does not participate in the details of daily operation and institutional management, which are hereby delegated to the university president. The president is the CEO of the university, who delegates specific responsibilities to members of the executive team; The Vice President, Provost and Program Directors and Director of Operations. Each member of the administrative staff is fully accountable for the operation of the respective department of the university.

The President as the chief executive officer of the university is also a member of the Board of Directors. The President is responsible to the Board for the execution of University policies and for the management and direction of framework of the general policies determined by the Board for the organization. The President assumes general responsibility for its operation. He or she is deemed such powers, not otherwise prescribed by law, as are necessary and appropriate for the efficient administration of the institution and its programs. The President directs the establishment of, and has an understanding of and commitment to the University's Mission, strategic goals and objectives, and affirmative action. He or she directs the administration of five colleges and two schools and directs the administration of and approves fiscal and physical planning, such as development of the University budget, program expansions, etc. He or she also gives direction in administration in educational, research, and public service operations and policies of the institution. He or she also acts as the campus representative to the governing board and staff.

The President shall be accountable to the Board for performing the following duties within his or her designated areas of responsibility:

1. Providing general leadership for the university
2. Making recommendations concerning the mission, scope, and organization of the university and concerning plans and policies for the development and enhancement of university operations and activities
3. Making recommendations concerning the selection and appointment of such officers as may be designated by the Board
4. Adopting policies and regulations to insure the effective administration and management of the university and to encourage the highest quality of instruction, scholarship, and appropriate service by the faculty.
5. Reviewing and approving of educational goals and purposes, including statements of the mission and scope.

## Faculty and Staff

**Key Administrative Staff:** At this stage of establishment, BAU International University currently has the following administrative staff:

Full Name	Title/Position Held at BAUI
Dr. Sinem Vatanartiran	President & CEO
Dr. Hasan Karaburk	Vice President
Dr. Walid Phares	Chief Academic Officer / Provost
Mr. Ahmet Kose	Chief Operating Officer
Mrs. Melek Edib	Dir. of Human Resources and Finance
Mr. Ethan Sewall	Associate Dir. of Graduate Programs
Alicia Brau	Registrar
Hasan Altuntas	Director of Marketing
Selcuk Karaoglan	IT & Operations Manager

**Chief Academic Officer and Provost:** The Chief Academic Officer is directly responsible to the President for the development, coordination, and implementation of curricula and instruction at the University. He or she serves as advisor to the President on academic affairs and as spokesman for the faculty, departmental chairpersons, and academic Program Directors with regard to matters concerning the instructional program, budget proposals, and academic personnel policies.

**Chief Operating Officer:** The Chief Operating Officer is responsible from non-academic affairs of the university. His/her duties range from implementing and evaluating institutional short and long term strategic plans including but not limited financial, budgetary, enrollment, marketing, admissions and facility related activities.

**Director of Finance and Human Resources:** Director of Finance and Human Resources is accountable for the administrative, financial, and risk management operations of the company, to include the development of a financial and operational strategy, metrics tied to that strategy, and the ongoing development and monitoring of control systems designed to preserve company assets and report accurate financial results. The Chief financial officer also supervises accounting operations of the company including the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets, , and ensure that reported results comply with generally accepted accounting principles or international financial reporting standards.

**Associate Director of Academic Programs:** Associate Director of Academic Programs is responsible for the day-to-day operation of graduate programs and acts as a liaison between upper management and the faculty members. He or she interviews, recommends for hires, trains, and supervises faculty members and is responsible for identifying areas for development in the academic program and advising the Chief Academic Officer on curricular issues.

**Faculty:** The following faculties have been currently teaching at BAU University.

**Faculty / Instructional Staff**

Faculty Name	Degrees Earned with Institutions	Area of Teaching
Denise Willard	MBA, Georgetown University	Marketing and Branding
Shelton Williams	PhD in Foreign Policy, Johns Hopkins University	Int'l Relations, US Government, Foreign Affairs
Enis Dogan	EdD in Measurement and Evaluation, Teachers College, Columbia University	Research Methods
Walid Phares	PhD in International Studies, Miami University	Political Science and International Relations
Gonul Tol	PhD in Political Science, Florida International University	Political Science
Paolo Von Schirach	MS in International Relations, London School of Economics	International Relations
Bart Fisher	JD in International Law, Harvard Law School; PhD, Johns Hopkins University	International Law, Int'l Relations and Political Science
Cenk Sidar	MA in In'tl Relations & Economics, Johns Hopkins University	International Relations, Economics
Ethan Sewall	EdMA in Human Development and Psychology, Harvard Graduate School of Education; MA in Applied Linguistics, UMass Boston	Classics, Humanities, Comparative Literature
Sarosh Khan	MPA in International Development, Harvard University	Economics
Marketa Phares	MA in Politics, Brandeis University	Political Science
Sharif Salim	MA in Educational Leadership, Bowie State Univ	Leadership, communication, PR
Fuad Hasanov	PhD in Economics, University of Texas at Austin	Economics
Molly Williamson	MA in Foreign Policy, , University of Maryland	Foreign Policy, International Relations

## Academic Calendar Fall 2015 – Summer 2016

BAU International University is a traditional university where the academic year is divided into two main semesters, Fall and Spring. Each semester provides 15 weeks of instruction, including final exams. Additionally, courses are also offered during the summer in two optional concentrated 8-week sessions. The academic calendar is subjected to change. If any changes are made, they will be published in our website immediately indicating the effective date.

<b>FALL 2015: 15 weeks (Aug 31-Dec 20, 2015)</b>	
Advance payment plan for tuition available	May - Jul
Registration for Fall 2015 begins	July 1
Registration Closes	Aug 18
New Student Orientation	Aug 27-28
First Day of Class	Aug 31
Labor Day; BAUI is Closed	Sep 7
Last day to add/drop course(s)	Sep 11
Mid-Semester Progress Report due By Faculty	Oct 24
Last Day to Withdraw with a grade "W"	Oct 31
Make-Up Classes for Labor Day	Nov 23-24
Thanksgiving Break: BAUI is closed, No Classes	Nov 25-29
Last day to apply for graduation	Nov 30
Last day of classes (including Final Exams)	Dec 12
Grades available on BAUI OIS	Dec 14
Winter Break; BAUI is closed	Dec 24-Jan 1
Incomplete Grade Change is due to Registrar	Jan 4, 2016

<b>SPRING 2016: 15 weeks (Jan 18-April 30, 2016)</b>	
Registration for Spring 2015 begins	Nov 16, 2015
Registration Closes	Jan 4, 2016
New Student Orientation	Jan 6-8
<b>First Day of Class</b>	<b>Jan 11</b>
Martin Luther King Day: BAU is closed, No classes- <i>Make up Needed</i>	Jan 18
Last day to add/drop course(s)	Jan 22
Mid-Semester Progress Report due By Faculty	March 4
Last Day to Withdraw with a grade "W"	March 11
Last day to apply for Spring Graduation	April 8
<b>Last day of classes (including Final Exams)</b>	<b>April 23</b>
Grades available on BAUI OIS	April 25
Incomplete Grade Change is due to Registrar	May 7
Spring Commencement Ceremony	May 18

<b>SUMMER 1: 8 Weeks (May 2-Jun 25, 2016)</b>	
Registration for Summer 2016 begins	March 7
Registration Closes	April 25
New Student Orientation	April 27-28
First Day of Class	May 2
Last day to add/drop course(s)	May 13
Mid-Semester Progress Report due By Faculty	May 29
Memorial Day; BAUI is Closed.	May 30
Last Day to Withdraw with a grade "W"	May 31

Last day to apply for Summer I Graduation	June 10
Last day of classes (including Final Exams)	June 25
Grades available on BAUI OIS	June 27
Incomplete Grade Change is due to Registrar	July 10

<b>SUMMER 2: 8 Weeks (June 27-Aug 20, 2015)</b>	
Registration for Summer 2015 begins	April 4
Registration Closes	June 20
New Student Orientation	June 22-23
First Day of Class	June 27
Independence Day: BAUI is Closed	July 3-4
Last day to add/drop course(s)	July 9
Mid-Semester Progress Report due By Faculty	July 24
Last Day to Withdraw with a grade "W"	July 25
Last day to apply for Summer II Graduation	Aug 5
Last day of classes (including Final Exams)	Aug 20
Grades available on BAUI OIS	Aug 22
Incomplete Grade Change is due to Registrar	Sept 3

## Programs of Study

BAU International University currently offers the following degree during 2015-2016 academic years.

### A. Graduate Programs

<b>Name of the Program</b>	<b>Credential Level</b>	<b>Degree Requirement</b>
Master of Business Administration (Executive MBA) <b>Three Concentrations:</b> Entrepreneurship International Law and Economics Global Affairs	Master's	36 Credits

## **STUDENT SERVICES**

### **Library Services**

**Online Library:** BAU International University collaborates with BU to provide students with access to the Barbaros Online Library. It can be accessed from any computer and students may log into one of the 27 computers in BAU International's computer lab from 8:00am to 6:00pm every day. The Barbaros Online Library focuses on providing access to articles from thousands of periodicals, many of them peer-reviewed journals including 223,787 E-Books and 52,921 E-Journals. In addition to the Barbaros Library, the webpage has links to approximately 200 other websites in the areas of business, computer science, medical, general reference, biology, literature, history, mathematics, philosophy, psychology, and sociology. The links provide valuable resources for student study and research.

### **New Student Orientation**

BAU International University Student Services seeks to integrate students into the university community and to support and compliment student learning inside and outside of the classroom. To support the needs of our new students, a mandatory New Student Orientation program is held prior to the beginning of classes during each semester. During this program, students are introduced to university related policies and procedures, curricular advising, course loads, and standards of academic progress. This New Student Orientation program provides students with the opportunity to learn about daily life at BAU International University and to become acquainted with other BAUI students, staff, faculty, and administrators. Local transportation options, banking, and shopping opportunities are also highlighted with the goal of assisting new students with their acclimation to the DC metro area.

### **Career Placement Services**

BAU International University's Career Counselor is available to answer students' questions concerning their job search endeavors and career paths. Workshops in the areas of job search techniques and resume building are organized regularly. Some of the topics that may be covered during these workshops include:

1. Job and internship search tools
2. Student resume and cover letter building
3. Career counseling
4. Job related workshops and CPT/OPT counseling
5. Creating relationships with companies that would like to work with our students

Please contact our Career Counselor at [career@bauinternational.com](mailto:career@bauinternational.com) for more information.

### **Extra-Curricular Activities**

Extracurricular activities at BAU International University are designed to give students a chance to try something new, broaden their interests, and meet new people. Students are encouraged to participate in these social, recreational, and cultural activities as a means to gain a well-rounded education at BAU International University. Activities may include day-trips to popular site-seeing destinations in Washington, DC or longer excursions to destinations such as Shenandoah National Park in the Blue Ridge Mountains of Virginia or New York City.

### **Health Insurance**

Due to the high cost of health services in the states, all students at BAU International University are strongly advised to have health insurance. BAU International University students will be given the option of purchasing health insurance through BAU International University or an outside vendor of their choice.

### **Student Right-to-Know and Campus Security**

In compliance with Title I of the **Student Right-to-Know Act**, BAU International University will release the completion or graduation rate of certificate or degree-seeking, full-time students entering the University to any prospective or current student prior to the student's enrolling or entering into any financial obligation.

In compliance with the Title II of the Act, which is called "**Crime Awareness and Campus Security Act of 1990**," BAU International University will: (1) compile specified information on campus crime statistics and campus security policies; (2) make timely reports to the campus community on crimes considered to be a threat to other students and employees; (3) publish and distribute an annual report of campus security policies and crime statistics to all current students and employees; (4) provide copies of the annual report to any applicant for enrollment or employment upon request; and, (5) upon request, submit a copy of the annual report to the Secretary of Education.

## APPLICATION FOR ADMISSIONS

For the 2015-2016 academic year, all BAU International University applicants must provide the necessary documentation, as described below:

An application will not be considered complete, and thus, will not be reviewed, until all application documents have been received. Once the completed application and fees are received, the application is carefully reviewed. Applicants meeting our admission criteria are evaluated with respect to other qualified applicants, and are selected accordingly.

**Deadline:** Applications are processed on a first-come, first-serve basis. By submitting all necessary documents in one application package, applicants may receive faster notice of admission. Applications for admission to any of our programs for the Spring semester must be received by December 1. Applications for admission for the Fall semester must be received by July 1. Application forms can be filled out from our website at the following address: <http://www.bauinternational.com/application-for-admission/>

### Admissions Requirements

For admission to study at BAU International University, all applicants are required to submit a completed application package, as outlined below, with a nonrefundable \$80 application fee.

#	Admission Materials	Programs
		Graduate
1	Application Form	✓
2	Application Fee	✓
3	Previous Degree	Bachelor's
4	Official Transcripts	✓
5	English Proficiency <sup>1</sup>	✓
6	GRE/GMAT	Recommended
8	Health Insurance	Strongly Recommended

<sup>1</sup> For non-native English speakers only. See Explanation of Admission Materials below for more details.

### Explanation of Admission Materials

**NOTE:** ANY APPLICATION MATERIALS NOT IN ENGLISH MUST BE ACCOMPANIED BY A CERTIFIED ENGLISH TRANSLATION OF THE ORIGINALS.

- 1. Application Form:** All applicants must submit a fully completed application form. Incomplete applications will NOT be considered for admission until all necessary information has been received by the Admissions Office.
- 2. Application Fee:** Each applicant is required to pay a non-refundable \$80 application fee. Students who want to pay by credit card may do so separately by providing BAU International University with the Credit Card Authorization Form signed by the owner of the card. BAU International University accepts VISA, MasterCard, Discover, and American Express. Students may also pay in person at the Accounting Office or by sending a check or money order made out to BAU International University. This check or money order must be payable in US dollars with an intermediary bank in the United States.

This application fee is for regular paying students. Scholarship students are required to pay \$1500 one time as the application fee which also covers all other student services fees for the duration of study.

3. **Previous Degree:** Applicants already holding a degree from a foreign or domestic college or university must submit a notarized copy of their college or university diploma, accompanied by a certified translation if the original is not in English.
1. For Master's programs and graduate level certificate programs, a Bachelor's degree is required.

**For International Students:** Bachelor's degrees from foreign universities should be equivalent to the completion of a four-year program of study at a US college or university with a minimum of 120 semester credits. Those who obtained a Bachelor's degree from abroad with fewer than 120 semester credits will be conditionally accepted to graduate programs and required to make up the credit difference.

4. **Official Transcripts:** All applicants must submit official transcripts, or notarized (or otherwise certified) copies of transcripts, from all colleges or universities previously attended (whether or not a degree was earned from an institution).

**For International Students:** If you would like to have any college credits you have earned outside the US transferred to BAU International University, we will consider such requests on a case-by-case basis. We prepare credential evaluations for internal use only. For more general evaluations of your transcript and the US equivalency of your foreign diploma, which may be accepted by BAU International University and other US institutions of higher learning, please contact one of the credential evaluation services recognized by the National Association of Credential Evaluation Services at [www.naces.org](http://www.naces.org).

5. **Evidence of Sufficient English Language Proficiency:** All applicants whose first language is not English, whether enrolling in residential or online courses, must submit proof of language proficiency to BAU International University prior to enrollment. There are several ways to meet BAU International University's English language proficiency requirement. BAU International University accepts multiple standardized test scores as proof of English proficiency. The table below shows the tests and minimum scores accepted.

Name of Standardized Test	Minimum Scores Required
SAT II	English 600
IELTS	Overall band 6
TOEFL (PBT, CBT, IBT)	520, 190, 68
TOEIC	650

TOEFL is the most widely accepted English language proficiency test for admission to US colleges and universities. Students must submit original TOEFL results or have the results sent directly to BAU International University by the Educational Testing Service (ETS). Scores must be no more than two years old. Students who have been studying continuously at a US college or university may submit an older score that was accepted by their last US school.

Instead of the standardized test scores, English language proficiency may also be demonstrated by successful completion of four years of secondary education or higher in which the language of instruction was English or by completion of at least 12 semester hours with at least a C average at a U.S. postsecondary institution at which the language of instruction was English.

BAU International University holds several articulation agreements with local colleges and universities. For students coming from such colleges and universities, the English language proficiency requirement may be waived under certain conditions. Applicants from such schools should consult with the Admissions Office staff at BAU International University prior to applying.

Applicants who do not meet any of the previous conditions must take our English Placement Test. Based on the results of this test; students may be required to attend our ESL program for one or more semesters before taking academic classes. Successful graduation from our ESL program waives the TOEFL score requirement for admission to any of our academic programs.

BAU International University reserves the right to require a student to take BAU International University's English Placement Test when there are reasonable doubts in the authenticity of the submitted standardized test scores or in the degree of English proficiency evidenced by other documentation. Based on the results of the English Placement Test, the student may be placed in ESL classes before beginning his/her academic program.

6. **GMAT/GRE Scores:** There are two types of widely accepted graduate examination scores used by US universities for graduate admissions. The GMAT (Graduate Management Admission Test) is for admission to business programs such as our MBA programs. The GRE (Graduate Record Exam) is for admission to non-business graduate programs such as computer science. For more information about the GMAT or GRE, please visit [www.gmat.org](http://www.gmat.org), or [www.gre.org](http://www.gre.org). It is strongly recommended that all graduate study applicants coming from either national or international institutions of higher education submit either GRE or GMAT scores. However, BAU International University does not require a GRE or GMAT score for its graduate programs at this time.

### Tuition and Other Related Fees

**Graduate Level Programs:** (Executive MBA in Entrepreneurship, Global Affairs, Int'l Law & Economics)

Tuition and Fees are subject to change without notice. Funds for personal expenses (e.g., food, health, insurance, books, supplies, etc.) are not included. Some fees are mandatory and due at the time of application or enrollment. There are also service fees charged at BAU International University when necessary as a student progress through their program of study or required upon their request. All fees are **non-refundable**.

\* This application fee is for regular paying students. Scholarship students are required to pay \$1500 one time as the application fee which also covers all other student services fees for the duration of study.

## Payment Information

Tuition and fees are due in full at the first of each semester. Payments can be made using the following methods:

**Cash:** Cash is only received at the Accounting Office located inside the campus. Please do not send cash payments through the mail.

**Check:** Made payable to “BAU International University” with the student’s ID number written on the front. Already endorsed checks are not accepted. Checks must be payable in US dollars with an intermediary bank in the US.

**MasterCard, Visa, Amex, and Discover:** Credit card payments are accepted at the Accounting Office.

## Payment Plans

### 1. Installment Payment Plan

A payment plan is available for BAU International University students who cannot complete full tuition payments by the deadline and wish to finance their tuition in installments. Payments for other fees cannot be deferred. A Payment Plan Agreement is available at the Accounting Office. This agreement must be signed and submitted with the first installment. The installment fee is \$25 per installment and this fee is nonrefundable.

Any changes on the payment plan must be made before the due date. Failure to pay the outstanding balance will result in an academic hold, a late fee of 0.2% of the balance due per day, up to \$500 for the semester.

### 2. Advance Payment Plan

An advance payment plan is usually available for both individual semester or for entire school year. The Advance Payment Plan consists of paying tuition with up to 7 installments. Students must start paying one, two, or three months in advance of the regular payment plan.

## Cancellation and Refund Policies

If a student elects to withdraw from specific course(s) or completely from the university, the following refund schedule will be used to determine any outstanding financial obligation for which the student may be responsible:

Time of withdrawal Written notice	Tuition refund amount*
Up to three business days prior to 1 <sup>st</sup> day of the semester	100% of the semester tuition
Within three business days up to the 1 <sup>st</sup> day of the semester	100% of the semester tuition, minus a cancellation fee of \$200
2 <sup>nd</sup> day of the semester and through 25% of the semester	50% of the semester tuition
Through 50% of the semester	25% of the semester tuition
After 50% of the semester	No refund will be issued

\* Excludes all fees

A student applicant will be considered a student as of the first day of classes. If an international student accepts an I-20 from BAU International University, they are financially responsible according to the above schedule.

A written notice must be submitted to officially withdraw from BAU International University. **The official withdrawal date, for the purpose of a refund calculation, will be taken from the date the written notice is received by BAU International University.**

No refund will be honored without written notice. Students may download the **Institutional Withdrawal Form** from our website or obtain a hard copy from the Registrar's Office or the Office of International Student Services. Applicants must submit the **Refund Request & Application Cancellation Form** within 12 months of the initial application date.

BAU International University will issue refunds to individuals who have terminated their status as students within 15 days after receipt of a written request. If no payment was made, the University will bill the student for the due amount according to the schedule above. If a student is participating in a payment plan and the installment payment is insufficient to cover the student's obligation according to the schedule above, then the university will send the student a bill for the difference.

If a student's financial obligation is not fulfilled, BAU International University is authorized to do the following until the monies owed are paid:

1. Withhold the release of the student's academic records or any information based upon the records.
2. Withhold the issue of the student's transcripts.
3. If the student's account remains delinquent, BAU International University reserves the right to terminate enrollment and cancel F-1 visas of international students. Late tuition payments are subject to financial penalties.

## Financial Penalties

1. **Late fee:** Failure to make any payment on or before the due date results 0.2% of unpaid balances added per day. The late fee percentage will apply only to the tuition and installment fees. Other fees (for example activity fee, technology fee, etc.) will be deducted before applying payment for tuition.
2. **Return Check Fee:** A \$50 fee will be charged for each unpaid check returned by the bank. Moreover, BAU International University will recalculate the late fee daily until the balance is cleared.

**Special Cases:** In the *documented* event of prolonged illness, accident, or death in the immediate family (parents, siblings, children, or spouse) or other special circumstances that make it impractical to complete the program, BAU International University will work toward a settlement that is reasonable and fair to both parties.

## Family Discount Policy

BAU International University offers a 5% tuition discount per semester for family members concurrently studying at BAU International University. The discount is valid as long as the family members are enrolled and paying tuition.

Parents, children, brothers, sisters, and spouses of students are eligible for the discount when:

- Each member of the family is enrolled full-time.
- Family members are enrolled concurrently for each semester.

**When and how to apply:** The deadlines to apply for this discount is the last day of add/drop in every semester. Applications after this deadline will only be considered for the next semester.

Please complete the Application for Family Discount Form and submit it to the Accounting Office. Be sure to include the BAU International University student ID number of your relative.

**Family Discount Procedures:** The discount will be applied to tuition only. Scholarships, Work on Campus Discount, and Referral fees will be deducted first and the family discount will be applied to the remaining balance. The students must be enrolled on a full-time basis. The discount will also apply to extra credits.

## ACADEMIC REGULATIONS

### Enrollment

1. **Full-time Study:** Graduate students registered for nine (9) or more credit hours per semester are considered full-time students. Full-time students pay full-time tuition and fees. Certification by the Registrar's Office of any student as full-time requires that the student be engaged in full-time academic study. Certification will not be warranted merely by payment of full-time tuition. Students not attending classes full-time will not be certified as such.
2. **Part-Time Study:** All students who do not meet the criteria for full-time students (i.e., who enroll for fewer than the minimum number of credit hours per semester as prescribed above) are considered part-time. Part-time students pay tuition based upon the number of credit hours for which they are enrolled.
3. **Student Overloads:** Ordinarily, a student who is willing to register for an overload beyond the full-time course load must have a satisfactory GPA as required by the degree preceding the overload. For graduate study, a minimum GPA of 3.0 is required to become eligible. Students may not enroll in overload courses beyond 20 credit hours, except in extremely rare and compelling circumstances. Students requesting an overload should be aware that additional tuition charges will be incurred.

**Continuous Enrollment:** All students in degree-seeking programs (whether full-time or part-time) are required to maintain enrollment in consecutive semesters of consecutive academic years until the completion of their programs. Exceptions may be made only for an officially authorized leave of absence.

### Academic Advising & Faculty Accessibility

Academic advising includes, but is not limited to, assisting students in choosing a concentration, planning course selection and registration, tracking academic progress, developing an academic plan, advising on how to improve a GPA, and providing guidance on career planning. General academic advising procedures are to be followed by all BAU International University students. Some programs may require additional advising beyond what is prescribed here. All students are required to meet regularly with their academic advisors for discussion of their educational goals, career objectives, and academic progress. With their advisor's help, students design and maintain an academic program that will fulfill general and specific degree or certificate requirements. Students should note that it is their responsibility to understand and satisfy all academic requirements. Since individual programs may establish their own advising processes, students should check with their program director for any additional procedures. To assist students in the advising process, BAU International University provides computerized monitoring and analysis of the student's academic progress and of any approved modifications to the student's program.

Upon admission to a BAU International University program of study, but before the beginning of classes, students are encouraged to meet with an academic advisor. This initial advising session includes the following:

1. A review of the requirements for the student's intended program of study.
2. A review of the student's record-to-date to determine whether academic deficiencies exist that must be remedied.
3. A recommendation as to course selection for the upcoming semester/academic year.
4. A discussion of the career and/or graduate study options open to the student.
5. Further evaluation of the student's suitability to major in the chosen discipline.

Students returning for study at BAU International University must schedule a meeting with their advisors to take place no later than one week before the start of classes. The meeting should accomplish at least 1, 2, and 3 above (and 4 and 5 as needed).

### Semester and Credit System

BAU International University is a traditional university where the academic year is divided into two main semesters, Fall and Spring. Fall and Spring semesters are 15 weeks in duration.

**Credit Hours:** For BAU International University students to complete any program, they must complete a specified number of credit hours as required by their respective programs of study.

Federal regulation (§600.2 of the Department of Education Federal Code) defines a credit hour as the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours

**One credit hour** can be earned by the successful completion of **15 contact hours** of learning during the 15 week-long semester. **One contact hour** of learning is defined as a minimum of **50 minutes of supervised** or directed instruction and appropriate break(s). For example, for three graduate credit hours, a student must receive 45 contact hours of classroom instruction or a combination of lab and class work. Two hours of **lab** is equal to one hour of classroom teaching. Additionally, three hours of **internship or externship** is equal to one hour of classroom teaching.

### Course Codes and Levels:

A course is recognized by its prefix (e.g., “ACCT- 201”), and its full title (e.g. “Financial Accounting I”). The prefix is composed of two parts, a letter part indicating a field of study, and a numeric part indicating the level to which the course belongs. Thus,

EMBA = Executive MBA  
ACCT = Accounting  
ANTR = Anthropology  
ART = Art  
BMGT = Business Management  
MANG = Management  
CSCI = Computer Science  
ECON = Economics  
ENG = English (Academic)  
FINN = Finance  
GENS = General Sciences  
GOVT = Government & Political Science  
HIST = History  
HUMN = Humanities  
ISIT = Information Systems / I Technology  
MATH = Mathematics

MRKT = Marketing  
PHIL = Philosophical Studies  
PSCH = Psychology  
SOCL = Sociology  
STAT = Statistics  
TESL = Teaching English

Generally, the numbering system works as following:

001 – 099 Non-credit Courses  
101 – 199 Freshman Courses  
201 – 299 Sophomore Courses  
301 – 399 Junior Courses  
401 – 499 Senior Courses  
501 – 699 Master Courses  
701 – 899 Doctoral Courses

### Grading System and Grade Point Average

**Grade Point Average (GPA):** is the total grade earned divided by the total credits attempted at the end of each semester.

**Cumulative GPA (CGPA):** is the overall GPA attained so far in an ongoing education period.

The GPA is determined by dividing the total number of grade points earned in courses by the total number of credits attempted. The GPA is carried out to three digits past the decimal point (example 1.000). No rounding up or down shall be done to arrive at the GPA. When a course is repeated, only the highest grade earned is counted in the computation of the GPA and the CGPA for graduation.

## Explanation of Grades

The grades of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and S are passing grades. Grades of “F” and “U” are failing grades. The grade of “I” (Incomplete) is given to a student whose work has been of passing quality but who has, for compelling reasons, been unable to complete all of his or her required course work by the end of the semester. Students should be advised that grades lower than “C” are not normally accepted for transfer. The quality of performance in any academic course is reported by a letter grade. These grades denote the character of work and are assigned grade points as follows:

Percentage	Letter Grade	Grade Points	CGPA	Academic Standing
100-95	A	4.0	4.0	Honors
94-90	A-	3.7		
89-85	B+	3.3		
84-80	B	3.0	3.0	Excellent-Satisfactory <sup>a</sup>
79-75	B-	2.7		
74-70	C+	2.3		
69-65	C	2.0	2.0	Satisfactory-Lowest passing <sup>b</sup>
64-60	C-	1.7		
59-55	D+	1.3		
54-50	D	1.0		
49-45	D-	0.7	0.7	Lowest passing grade <sup>c</sup>
44 and below	F	0	0.0	Failure
--	S*	--	--	Satisfactory (non-credit)
--	U*	--	--	Unsatisfactory (non-credit)
--	I	--	--	Incomplete (see below)

<sup>a</sup> Satisfactory grade for graduate level programs

<sup>b</sup> Lowest passing grade for graduate level programs

<sup>c</sup> Lowest passing grade for undergraduate level programs

\*For non-credit courses such as ESL

**Symbols:** The following symbols may appear next to a grade or in the grade column:

**X:** Audited Course

**R:** Repeat Course

**TC:** Transfer-in Credits

**W:** Withdrawn

**I:** Incomplete Course

**IP:** In-Progress

**(\*):** Course not applicable to current degree

## Incompletes “I”

The grade of “I” (Incomplete) is given to a student whose work has been of passing quality but who has, for compelling reasons, been unable to complete all of his or her required course work by the end of the semester. Students receiving a grade of “I” will be evaluated at the end of the sixth week of the following semester according to the minimum

standards for academic progress. At this time, all work from the previous semester must be completed and submitted to the instructor.

A grade of “I” is not included in the calculation of the CGPA, but will count as credit hours attempted for the purposes of calculating the successful course completion percentage. Courses that remain as an “I” at the end of the six-week period will automatically become an “F” and will be calculated in the CGPA.

Incompletes are also counted in the calculation of the successful course completion percentage if the student was charged for any portion of the course. Incompletes and withdrawals may have an adverse effect on the successful course completion percentage of a student if he/she has been charged tuition for any part of the course. The “I” grade is issued for verifiable, unavoidable reasons. Since the “I” grade extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation and documented on the student’s transcript. The instructor may complete a **Grade Change Form** to change a grade and must submit the form to the Registrar’s Office.

### **Repeat or Retake Courses “R”**

If a student repeats a course and completes it with any grade other than the grade of “F”, the following rules will apply in posting the student’s cumulative record:

1. The original grade, credit hours, and subsequent repetitions must be calculated as credits attempted in the successful course completion percentage for the purpose of satisfactory academic progress. As a general rule, all of the credit hours for which the university has collected any tuition, whether for a first time or repeated course, will be included in the computation of the successful course completion percentage.
2. The GPA will be based only upon the higher grade for the repeated course attempted.
3. The original grade for the course repeated under this rule will remain on the student’s academic record. The lower attempt will be flagged for exclusion in the GPA calculation and the higher attempt will be flagged for inclusion in the GPA calculation.
4. Course repetition does not extend the maximum time frame for completing a program of study. (Maximum Time Frame is the time allowed for a student to complete a course of study. This requirement is discussed in more detail in other sections.) The student must complete the program within the original Maximum Time Frame allowed for their program.

### **Transfer Credits Policy “TC”**

When a student brings credits from other institutions, these credits will be noted with a grade of “TC”, meaning *Transfer Credits*. Since these courses will not carry grades, they will have no effect on GPA calculations. These courses meet graduation requirements only. The student’s new normal program length will be shortened to reflect the transfer courses and the maximum time frame will be recalculated. Normally, a transfer student would start with a 0.0 CGPA and 0% courses attempted and successfully completed for the purpose of satisfactory academic progress.

As a general rule, a transfer student must complete at least 50% of the credit hours required by their program of study in residence at BAU International University. For example, a transfer student in BAU International University’s MBA program would have to complete at least 18 of the required 36 credit hours at BAU International University. This means that prior to enrollment, a graduate student may bring up to 18 semester hours of graduate credits from other institutions and apply them towards a graduate program at BAU International University (with the Program Director’s and Registrar’s approval). A minimum of a 3.0 grade point average (B) out of 4.0 must have been earned on all graduate-level transferable credits.

Transferable credit is considered upon the request of the student at the time of initial registration. An official copy of all transcripts from higher education institutions must be submitted to the Admissions Office to be forwarded to the Registrar for evaluation. Additional documentation such as course descriptions, syllabi, and academic catalogs may be necessary to assure that the transferred course is equivalent to one of the courses required for completion of the degree program at BAU International University.

### **Transferability of BAU International University Credits**

Transfer of BAU International University credits to another institution is at the discretion of the receiving institution and no guarantee of credit transfer can be made by the university.

## Graduation Requirements

Students should meet the following minimum requirements to qualify for a degree:

	Master's
Minimum Passing Grade Per Course	C
CGPA*	3.00
Total Required Credits	36

*\* In the event a student's CGPA is less than 3.0, he or she cannot graduate. The student should consult with the program director to repeat one of the courses for which the earned a "C."*

## Honor Student Award Requirements

The President's and Program Director's lists are compiled at the end of the Fall and Spring semesters to recognize BAU International University's high academic achieving students. The list consists of names of students who meet the following criteria for that semester.

### President's List

#	Requirements	Graduate students
1	GPA (minimum)	4.00
2	Minimum credits attempted	9
3	Min grade	B+
4	Other requirements	<ul style="list-style-type: none"><li>• No I, U or F</li><li>• Grades are for the courses required for the intended program only.</li></ul>

### Provost's List

#	Requirements	Graduate students
1	GPA (minimum)	3.90
2	Minimum credits attempted	9
3	Min grade	B+
4	Other requirements	<ul style="list-style-type: none"><li>• No I, U or F</li><li>• Grades are for the courses required for the intended program only.</li></ul>

A letter from each office (the Office of the President or the Program Director's Offices) is sent to students noting their accomplishments and placement on the list. Each semester the lists are published on BAU International University's website.

## Add/Drop a Course

After registration, a student may add a course at any time before the deadline specified in the Academic Calendar. Adding a course after the last day to add a course requires proof of extenuating circumstances and the written approval of both the course instructor and the Program Director. Under no circumstances may a course be added after three (3) calendar days beyond the last day to add a course. Students wishing to drop a course must do so before the last day to drop a course. A course that is dropped before the specified date will not appear in the student's academic record. To add or drop a course, the student must fill out a **Course Add/Drop/Withdrawal Form** (available from the Registrar's Office and on our website at [www.bauinternational.com](http://www.bauinternational.com)), obtain the Program Director's or the academic advisor's signature, and submit the completed form to the Registrar's Office.

## Withdrawals “W”

### 1. Withdrawals after the Add/Drop Period

A student who wishes to change his/her schedule by dropping a course may do so only within the first two weeks of each semester by filing a Course Add/Drop/Withdrawal Form. From the third week to the end of the eighth week of classes, students may withdraw only after obtaining the Program Director or academic advisor’s signature on the **Course Add/Drop/Withdrawal Form**, available from the Registrar’s Office. A “W”, indicating official withdrawal, will be recorded on transcripts. After a “W” is issued, the course may be repeated once. The grade of “W” will not be assigned to any student who has taken the final examination in the course.

Course Length	Withdrawal Submission Window
15 Week Semester	From Week 2 thru the end of Week 8

“W” grades are not calculated in the CGPA. However, they will be considered credits attempted if the student has incurred a financial obligation for the course. “W” grades affect the successful course completion percentage. A student who does not withdraw from a course before the last day to do so will receive a letter grade based upon his/her performance in the course. To withdraw from a course, the student must complete the relevant section of the **Course Add/Drop/Withdrawal Form**, obtain his or her Program Director’s signature, and submit the completed form to the Registrar’s Office.

### 2. Withdrawals from the University

A student may withdraw from the university only when circumstances beyond the student’s control make it impossible for him or her to complete coursework for the semester. A student wishing to withdraw from the university must complete the relevant section of the **Course/Institutional Withdrawal Form** (available from the Registrar’s Office), obtain the Program Director’s signature, and submit the completed form to the Registrar’s Office. The student will receive a withdrawal grade if he or she withdraws between the 3<sup>rd</sup> and 8<sup>th</sup> week of the semester. The student will receive a failing grade if he or she withdraws after the 8<sup>th</sup> week of the semester. The institutional refund policy is applied to determine if the institution is required to provide a refund to the student. Students who fail to register by the end of add/drop periods are automatically considered to be officially withdrawn from the university.

## Auditing Courses “X”

Students taking one or more courses for credit may also register to audit one additional course with the written approval of the instructor and the Program Director. Students may not change status in a class from audit after the eighth week of the semester. An auditing student is not required to take an active part in classroom activities or to complete or pass exams, quizzes, or projects. Classes taken for audit may be repeated for credit. Audit courses are subjected to all regular tuition and fees. Audit courses do not count as credits attempted for the purpose of determining satisfactory academic progress. Therefore, they have no effect on the student’s GPA computation.

## Program and Course Prerequisite Policy

The primary purpose of the program and course prerequisite policy is to enhance the student’s success. Program and course prerequisites are designed to ensure that students registered for a course have the required minimum background for study of the course content. This background may be obtained through courses equivalent to the listed prerequisites or through other educational and/or professional experiences. In such cases, students should consult with Program Director for advice and guidance. In those cases, a prerequisite may be waived with the appropriate approval. The approval of the waiver, to include documentation, will be maintained in the Registrar’s Office and respective Program Director’s office.

## Attendance Policies

Good academic standing requires the presence of students at all class and lab meetings. Therefore, course attendance at BAU International University is mandatory. There are only two acceptable reasons for absence from class or lab: 1) serious illness on the part of the student or 2) a family emergency. In the former case, the student must submit a doctor’s or clinic note explaining the reason for the absence to the instructor(s) and the Registrar’s Office. In the latter case, the student must submit a note to his/her instructor explaining the reason for the absence. Explanations for excused absences must be

received no later than one week after the last missed class. However, exceptions can be made by the instructor for prolonged emergencies when a student does not have means or opportunity to inform the University of his or her situation.

Students are required to e-mail instructors for absences prior to the missed class. If prior contact is not possible, the student must contact each instructor and arrange to make-up work immediately upon returning to the university. All make-up work is assigned by the instructor. Instructors are not obligated to provide make-up work for unexcused absences.

Absence for unexcused reasons may negatively affect the student's final course grade. More importantly, under faculty discretion, unexcused absences in excess of 25% of total class and lab time may result in failure of the course.

All students are expected to arrive to class on time. Late attendance is disruptive to both the instructor and students. If a student is tardy for a class more than the instructor deems advisable, the instructor will report the issue to the student's Program Director for appropriate action

### **Make-up policy**

It is the instructors' responsibility to arrange make-up classes which will best fit the schedule of the majority of students in his/her class. Instructors are NOT allowed to schedule a make-up solely based on their own availability, without discussing and forming a consensus among the students. At least half of the class should agree and sign-up for the make up class.

- a. Make-up classes must be scheduled at least 15 days in advance during regular teaching session, so that timely notices and reminders can be posted on student bulletin boards, and timely e-mail reminders can be sent. At the minimum an e-mail reminder must be sent out to all students three (3) days before the make up session.
- b. Instructors may NOT plan for future make-up classes during a current make-up class.
- c. Teachers must take attendance.
- d. If less than 3 students happen to show up the make-up class, the instructor then should consult with the department chair as to how to handle the case. The department chair must keep a copy of the make-up documentation in the form of a case study, and file this information with supportive documentation.

### **Grade Appeals & Grade Change**

BAU International University's faculty members strive to conduct fair and just performance evaluations of students' academic work and scholarly success.

The following are examples of appropriate reasons for grade appeals:

- Arithmetical errors, typos, or incorrect calculations in the grade book
- Coursework submitted was excluded in grade calculation
- Grade appears to be based on impermissible factors such as discrimination, bias, or retaliation

A student who believes that his/her efforts and achievement have not been reflected by the final grade obtained may file a grade appeal in writing with the faculty member within two weeks of receiving the grade. A grade can be changed by the faculty regardless of whether the change was requested by a student. Faculty should complete "Grade Change Form", and submit it to the Registrar's office with the supporting documents.

If the issue remains unresolved after receiving the faculty member's decision of the appeal, then the student may appeal in writing to the Program Director within seven (7) days after receiving the decision.

The Program Director will call a meeting with the Academic Committee and both the student and faculty member will be invited to present their sides of the issue. The Academic Committee will then vote for a resolution and both the student and faculty member will be notified about the decision within seven (7) days. The decision made by the Academic Committee is **final** and cannot be appealed further.

## Satisfactory Academic Progress Policy

The following standards and requirements of satisfactory academic progress apply to all enrolled students. The satisfactory academic progress (SAP) standards are measured after the final grades are recorded at the end of Fall, Spring, Summer I and Summer II, which are called “evaluation points.” SAP is measured by the following three criteria.

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

Students who fail to meet any of the above mentioned criteria will be considered not meeting the SAP requirements and will be put on Academic Warning or Academic Dismissal.

### 1. Maximum Time Frame (MTF) Allowed

The Maximum Time Frame (MTF) is the time allowed for a student to complete a course of study. According to Appendix D, Requirement 4 of the ACICS’s Accreditation Criteria, “The Maximum Time Frame is not to exceed 150% of the normal program length”. In practice, this means all students at BAU International University must complete their programs of study within 1.5 times the program length as measured in semester credit hours attempted. If a student cannot complete the program within the MTF, the student will be dismissed from the university.

A credit hour attempted also is defined as any clock or credit hour for which a student has incurred a financial obligation. All registered hours, at the end of the add/drop period will be counted in the MTF determination. In addition, all transfer credit hours accepted from other institutions will be counted in the Maximum Time Frame.

The MTF is 1.5 times the Normal Program Length (NPL) which can be formulized as  $MTF = 1.5 \times NPL$ . For example: **MTF = 36 credits x 1.5 = 54 credits** (maximum time allowed for a Master’s Degree program).

Program of Study	NPL in credits	MTF Allowed in credits*
Master’s Degree Programs	36**	54**

\* MTF includes credits attempted at BAU International University and transferred to BAU International University from other institutions

\*\* Beyond the program prerequisites

### 2. Quantity Standard: Required Minimum Completion Rate

BAU International University will evaluate the successful course completion percentages for all enrolled students at 25%, 50%, 75%, and 100% of the Maximum Time Frame above to determine whether the student is maintaining specific qualitative and quantitative minimums in order to avoid probation or dismissal.

**Hour Attempted (HA):** An Hour Attempted is defined in terms of the semester credit hour. An example of an hour attempted is any credit hour (or the equivalent) for which the student has incurred a financial obligation.

Evaluation Points (% of MTF attempted)	# of Credits Attempted	Required Minimum Completion Rate % (all credits attempted)	Result if SAP Policy Is Not Met
At <b>25%</b> of MTF	1-12 Credits	*50% (Min “Grade “C” or above from all courses attempted)	Academic Probation is issued. Student cannot be dismissed at 1 <sup>st</sup> warning.
At <b>50%</b> of MTF	13-27 Credits	**60%	Student is Dismissed from the program.
At <b>75%</b> of MTF	28-39 Credits	**65%	Student is Dismissed from the program.
At <b>100%</b> of MTF	40-MTF	**70%	Student is Dismissed from the program.

In practice, this means that when the attempted credits are 25% of the MTF, the student must successfully complete 55% of all credits attempted with a grade of D- or above in undergraduate programs or with a grade of C or above in graduate programs. Failure to meet this requirement will result in academic probation. Academic probation is permitted at this point only. Failure to meet the minimum completion percentages at 50%, 75%, or 100% renders the student ineligible for probation and the student must be dismissed. All courses, including withdrawals and retakes, will be included in credit hours attempted. Therefore, withdrawals and retakes will have an impact on the minimum completion percentage. The completion percentage is calculated at the end of each semester.

### 3. Qualitative Standard: Required Minimum CGPA

The third requirement of acceptable satisfactory academic progress is to meet the minimum CGPA requirement at each evaluation point of the MTF.

BAU International University uses a 4.0 scale grading system and GPAs are calculated at the end of each semester. Withdrawals are not included in GPA calculations. However, in the case of retakes, only the highest grade is included in the GPA calculation.

Evaluation Points (% of MTF attempted*)	Required <u>Minimum CGPA</u> For Graduate Level Programs		
	# of Credits Attempted	Probation Point	Dismissal Point
At 25% of MTF	1-12 Credits	CGPA < 2.25	No dismissal is allowed. Probation is required.
At 50% of MTF	13-27 Credits	CGPA < 2.50	CGPA < 2.25
At 75% of MTF	28-39 Credits	CGPA < 2.75	CGPA < 2.50
At 100% of MTF	40-MTF	No probation is allowed. Dismissal is required.	CGPA < 3.00

*\* If these evaluation points fall during the middle of a semester, the evaluation will be conducted at the end of the previous semester. The university will not wait until the end of the next semester to monitor the satisfactory academic progress of its students.*

In practice, this means that, for a graduate student, when attempted credits are 50% of the MTF, a CGPA below 2.50 but greater than or equal to 2.25 will result in probation and below 2.25 in dismissal.

At 100% of the MTF, or graduation, whichever occurs sooner, the student must have completed all of the program requirements with a CGPA of 3.0 or higher in a master's degree program. The student who falls below the statutory minimum is not considered to be maintaining satisfactory progress, no probation is allowed at this point, and student will be dismissed from the program. S/he cannot receive the original credential.

### Academic Warning

Any student who:

1. Fails to maintain a minimum GPA of 3.0 in a master's degree program or a graduate certificate program for any semester; or
2. Receives an "F" or incomplete "I" grade; or
3. Engages in academic dishonesty as defined in the Academic Catalog below will receive an academic warning at the end of that semester. The student will continue to receive warnings until the situation improves. The Registrar has the authority to place on academic probation any student who receives warning letters for three consecutive semesters.

## Academic Probation

Students who fail to maintain the required CGPA and successful course completion percentage minimums at 25%, 50%, and 75% of the Maximum Time Frame (MTF) at the end of each academic year (for those programs equal to one year in length or longer) will be placed on academic probation as shown in the table below:

<b>Evaluation Points</b> <b>(% of MTF attempted*)</b>	<b><u>CGPA Falling in Probation Period</u></b> <b>for Graduate Programs</b>
At <b>25%</b> of MTF	CGPA < 2.25
At <b>50%</b> of MTF	2.25 < CGPA < 2.50
At <b>75%</b> of MTF	2.50 < CGPA < 2.75
At <b>100%</b> of MTF	No probation is allowed. Dismissal is required.

Students who do not maintain satisfactory academic progress will be placed on academic probation for one semester. The student on academic probation will be counseled and given assistance, if needed, in order to improve his/her CGPA. The statement “Placed on Academic Probation” will be entered into the student’s permanent record. The academic probationary period is normally one semester, except under mitigating circumstances. The student is considered to be maintaining satisfactory academic progress while on probation.

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

If a student fails to meet the SAP requirement at the end of the academic probationary period, the student will be dismissed and the statement “Academic Dismissal” will be entered into the student’s permanent record.

## Academic Dismissal

Students who do not maintain at least a 2.0 GPA at the end of the academic probationary period, and who cannot meet the minimum CGPA requirement at the evaluation points shown in the table below, will be dismissed from the university.

<b>Evaluation Points</b> <b>(% of MTF attempted*)</b>	<b><u>Dismissal Points</u></b> <b>for Graduate Level Programs</b>
At <b>25%</b> of MTF	No dismissal is required.
At <b>50%</b> of MTF	CGPA < 2.25
At <b>75%</b> of MTF	CGPA < 2.50
At <b>100%</b> of MTF	CGPA < 3.00

The statement “Academic Dismissal” will be entered into the student’s permanent record. Academic dismissal normally is permanent unless, with good cause, students reapply and are accepted under special consideration for readmission by the university. (See “**Reinstatement as a Regular Student**” policy below.)

## Reinstatement as a Regular Student

A student who has been dismissed from the university may petition to be readmitted. In order to be considered for readmission, the student must submit a written petition which describes the changes in behavior or circumstance that will result in improved academic performance. The readmission petition must be forwarded to the Program Director at least two weeks before the beginning of the semester in which the student requests readmission. The Program Director, in coordination with the Registrar, will determine if the student has demonstrated likelihood for future success in the program of study. If the University determines that there is a likelihood of future success, the student will be placed on academic probation for a period of one semester. The student may then be permitted to retake previously failed, incomplete, or withdrawn courses in order to improve his or her CGPA and course completion percentage and to re-establish satisfactory academic progress. During the academic probationary period, these students may not be eligible to receive loans and they will be responsible for all costs incurred during this semester.

At the completion of this academic probationary semester, a student who has established satisfactory progress according to the tables above will return to regular student status.

## Change of Program or Concentration

A student who is pursuing an academic program and who decides to change his or her program of study may apply only those courses that count towards the *new* degree program in the CGPA calculations and course completion percentages. The student's normal program length will be recalculated. He or she will start with the recalculated CGPA and credits attempted and completed for the purpose of determining satisfactory academic progress. BAU International University limits the number of times a student can change programs to two maximum. That means that the student must fully complete and graduate from his or her third program of study.

To change a program or concentration, a student must:

1. Submit a **Declaration/Change of Concentration Form** available both from the Registrar's Office and on BAU International University's website.
2. Meet with the new Program Director for advising.
3. Meet with the Registrar for transfer credit issues. (The transfer credit policy above applies.)
4. Meet with a representative of BAU International University's Admissions Office to determine if extra documentation is required and to request for a transfer credit re-evaluation if applicable.

## Leave of Absence

Students who plan to be absent from the University must fill out a **Leave of Absence Form** and have it approved by the Program Director. If a leave of absence is unavoidable, it is best to finish the current semester before taking a leave. Students who begin a leave of absence during a semester prior to the eighth week will be assigned a grade of "W." If a student takes a leave of absence after the eighth week of the semester, he or she will receive a failing grade. The maximum permitted duration of an approved leave of absence is normally one academic year; however, students must file a leave of absence each semester. The leave of absence is not counted as part of the student's period of residence or for any other requirement of the student's program. Students desiring a leave of absence must submit a completed **Leave of Absence Form** (available from the Registrar's Office). A leave of absence has no effect on satisfactory academic progress if, during the leave period, no credits are attempted.

As a general rule, F-1 visa students must go back to their home country when applying for a leave of absence, as their primary goal in the U.S. is to obtain an academic degree. If a student is on a leave of absence due to a medical reason, a doctor's notes must be submitted together with a Leave of Absence Form.

## STUDENT RIGHTS & RESPONSIBILITIES

Students at BAU International University enjoy certain rights and have certain responsibilities. The submission of an application for admission to BAU International University represents a voluntary decision on the student's part to participate in the programs offered by the institution pursuant to the policies, rules, and regulations of BAU International University. University approval of that application, in turn, represents the extension of a privilege to join BAU International University and remain a part of it so long as the student meets the required academic and social standards of BAU International University.

BAU International University is a learning community with specific expectations concerning the conduct of its students. The university strongly believes that students are adults who are expected to take personal responsibility for their own conduct.

Acceptance into any of the university's programs means that the student has the following rights and responsibilities:

1. To pursue the student's educational goals through the resources and the opportunities made available to him or her by the university.
2. To challenge any university ruling or other sanction by appealing to due process, except as hereinafter provided.
3. To inquire, express views, and assemble with others as long as the student does not interfere with the rights of others or the university's effective operation.
4. To receive a professional and non-biased review of the student's academic ability and performance.
5. To recognize the safety and protection of property and the continuity of the educational process.
6. To help the university maintain good relations with its neighbors and the surrounding community by, among other things, obeying all traffic regulations, not littering or causing any disturbance, and respecting private property.

### Grounds for Warning, Suspension, or Dismissal

The following may be considered as cause for probation, suspension, or dismissal:

1. Academic dishonesty of any kind
2. Failure to maintain satisfactory academic progress
3. Violation of institutional rules and regulations
4. Failure to maintain financial obligations

#### A. Academic Misconduct Policy and Procedures

Those students who engage in academic dishonesty are subject to possible disciplinary actions ranging from admonition to dismissal, along with any grade penalty the instructor might impose. Academic dishonesty, as a general rule, involves one of the following acts:

1. Cheating on an examination or quiz, including the giving, receiving, or soliciting of information and the unauthorized use of notes or other materials during the examination or quiz.
2. Buying, selling, stealing, or soliciting any material purported to be the unreleased contents of a forthcoming examination, or the use of such material.
3. Substituting for another person during an examination or allowing such substitution for oneself.
4. Plagiarizing: This is the act of appropriating passages from the work of another individual, either word for word or in substance, and representing them as one's own work.
5. Colluding with another person in the preparation or editing of assignments submitted for credit, unless such collaboration has been approved in advance by the instructor.
6. Other Forms: Other forms of academic dishonesty include selling or purchasing examinations, papers or other assignments and submitting or resubmitting the same paper for two different classes without explicit authorization.

When an instructor suspects cheating, plagiarism, and/or other forms of academic or non-academic dishonesty, the faculty member exercises her/his academic judgment in light of the particular circumstances and the student's academic history. Consultation with the Chief Academic Officer and/or the Program Director throughout the process is encouraged.

*“All BAU International University students are expected to perform with integrity and respect for the high rigors of academic excellence espoused by BAU International University. Academic integrity includes the maintenance of a learning environment where everyone is given an opportunity to succeed through their own efforts and violations to the Code of Academic Excellence are not tolerated by the learning community.”*

There are two levels of academic and non-academic misconduct: A) misconduct resulting from an honest mistake and B) intentional breach of the rules.

**A. Unintentional Breach of Dishonesty Policy:** When a faculty member determines that an instance of academic dishonesty/misconduct resulted from insufficient academic skills, the faculty member (in consultation and close cooperation with the Program Director) uses his/her discretion to determine appropriate action. Examples of possible disciplinary actions are listed below:

1. The faculty member may advise the student on the nature of the student's breach of academic expectations.
2. The faculty member may allow the student to redo the assignment.
3. The faculty member may require that the student complete one or more additional assignments that meet the standards of academic honesty.
4. The faculty member may lower the grade for the work in question.
5. The faculty member may assign a failing grade for the work in question.
6. The faculty member may give the student a failing grade for the course.

Once an action(s) is taken, after close consultation with the faculty member, the Program Director will inform the student in writing about the decision and instruct the student regarding the next steps and timeline of future tasks.

The student has the right to appeal the action taken at the departmental level. To do so, the student must appeal to the Chief Academic Officer in writing within five (5) working days and provide substantial evidence for his/her appeal. The Chief Academic Officer will then send the case back to the Program Director with his/her recommendation. The final decision will be reached by the School (instructor and the Program Director).

If the school decides to refer the student to the Discipline Committee, then the misconduct will be treated as an intentional breach (see below).

**B. Intentional Breach of Dishonesty Policy:** Having provided guidance to the student, the faculty member remains alert to the possibility of further breaches. If the faculty member discovers instances of problematic behavior, he/she determines whether the breach is an intentional/knowing act or if it resulted from a need for further skills development. If the faculty member concludes that these instances are intentional and/or knowing acts of dishonesty, he/she proceeds as follows:

1. The faculty member will meet with the student to present and discuss evidence for the particular violation, giving the student an opportunity to refute or deny the charge(s).
2. The instructor informs the Program Director of the breach and may schedule an appointment with the student to discuss the matter further.
3. If the faculty member and the Program Director both confirm that the breach is fully intentional, then the student is referred to the Discipline Committee (DC).

The Discipline Committee (DC) is composed of the following members: Program Directors, a senior faculty member, a Student Government Association member, the Registrar, and the Chief Academic Officer as the chair of the committee. The DC must meet at least once in a semester to review policies and procedures. However, it may meet more frequently when necessary.

At a written request of an academic school, the Chief Academic Officer will call the DC for a meeting within ten (10) working days. The committee will review all aspects of the case to ensure fair treatment. During the hearing process, which should not last more than five (5) working days, the student may be called for a short defense and presentation of his/her side of the story only if the majority of the committee members decide to do so. After a careful review and

thorough discussion of the breach committed, the DC, with a simple single majority vote, may choose to impose one or more of the following possible penalties:

1. **Reprimand:** A reprimand is a formal written notice from the Chief Academic Officer to the student expressing disapproval of the behavior. It describes the nature of the breach of academic honesty standards, expectations for future behavior, and any specific educational requirements. The letter of reprimand is not included in the student's official university record.
2. **Academic Warning:** An academic warning for academic dishonesty is a formal written notice from the Chief Academic Officer to the student setting forth conditions for continued enrollment in the university. The academic warning for academic dishonesty is included in the student's official university record. A breach of academic honesty expectations after an academic warning for academic dishonesty normally leads to dismissal. An academic warning for academic dishonesty remains active on the student's academic record until graduation. While the university retains information about the academic warning after graduation for internal purposes, the university clears the official record. If the student pursues additional study with the university, the information is available to university personnel who may consider it if the student breaches academic honesty expectations again.
3. **Academic Dismissal:** An academic dismissal for academic dishonesty is an indefinite separation from the university. The formal written notice describes the nature of the breach of academic honesty expectations. The academic dismissal for academic dishonesty is included in the student's official university record (transcript).

The student will be notified in writing about the committee's decision within three days of the meeting. Copies of the notification letter will be placed in the student's file and forwarded to the Program Director and to the Registrar. The DC's decision is **final** and may not be appealed unless compelling evidence is submitted to the committee.

## **B. Non-Academic Dishonesty/Misconduct**

By enrolling in the university, the student recognizes that the following types of behavior are prohibited and that being found guilty of engaging in them can serve as grounds for certain sanctions, including expulsion or involvement of the local police department.

1. Violation of any federal, state, and local laws and any published or decreed university policies will be reported to the proper authorities.
2. Copyright: Most printed materials, photographs, motions pictures, sound recordings, and computer software are protected by copyright. Copyrighted works may not be reproduced, distributed, performed, or adapted by students without the copyright owner's permission. For more information please see the Copyright & Fair Use Policies for Software & Other Materials section in this catalog.
3. Computer Use: Software is protected by copyright. Students may not copy the institution's software without permission of the copyright holder. Additionally, students may not place personal software on the institution's computers or damage or destroy either software or computers. For more information please see the Copyright & Fair Use Policies for Software & Other Materials section in this catalog.
4. The manufacture, sale, dispensation, possession, or use of any controlled substances or illegal drug paraphernalia on university premises or at university sponsored events is considered an illegal activity and is prohibited on all university property.
5. Use, possession, or sale of any alcoholic beverage, regardless of its potency or lack thereof, is prohibited on all university property.
6. Use, possession, or sale of firearms or other weapons or any dangerous explosives or explosive elements or component parts on university property is strictly prohibited.
7. Any form of physical and/or psychological abuse, threat, or harassment of another person or fighting on university property will result in sanctions. If the abuse is judged severe enough, the local police department may be consulted.
8. Littering, defacing, destroying, stealing, or damaging university property (or attempting to do so), initiation of, or causing to be initiated, any false report, warning or threat of fire, explosion, or other emergency under the University's jurisdiction, is prohibited.
9. Gambling or holding a raffle or lottery at the university without proper approval is forbidden.
10. Use of profanity and disorderly obscene conduct is strictly prohibited.

11. Students are expected to familiarize themselves with the university's policies on the following activities: unauthorized entry or presence in any university building or facility; solicitation and sales; smoking; sexual harassment; physical or psychological assault/abuse of others; and unauthorized or disorderly assemblies that hamper the effective functioning of the university, its students, staff, and visitors, and its daily routine operations.
12. The university does not excuse any violation of its policies on the basis that the student was not aware of these policies and their subsequent penalties and sanctions.
13. The university reserves the right to expel any student for illegal activity and/or for any action outlined above.

## **Disruptive Students**

In general, classroom management is the responsibility of the instructor. The learning environment of the entire class should not be jeopardized for the sake of a single student or group of students. Inappropriate classroom behavior may include, but is not limited to:

1. Disruption of the classroom atmosphere;
2. Engaging in non-class activities, for instance, talking to another student, talking on a cell phone, or working on an assignment for another class;
3. Use of profanity in classroom discussion; or
4. Use of abusive or disrespectful language toward the instructor or a student in the class, or about other individuals or groups.

Instructors have the right to dismiss a student temporarily from class when the student's behavior distracts or disrupts the other students' learning.

## **Civil Rights and Sexual Harassment**

Bahcesehir International University does not and will not tolerate sexual harassment of students, faculty, and/or staff. This policy is part of the university's effort to maintain a learning, and working, environment free from sexual harassment, exploitation, or intimidation. Violation of this policy will subject individuals to disciplinary actions, up to and including dismissal for employees and students. Sexual harassment is a form of sex discrimination that is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. In keeping with the guidelines provided by the US Equal Employment Opportunity Commission on sexual harassment in employment, BAU International University defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed at an individual, or action taken in retaliation for reporting such behavior, regardless of where such conduct may occur. Sexual harassment is deemed to have occurred when:

1. Submission to the conduct is either explicitly or implicitly a term or condition of an individual's employment or academic performance; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions, including, but not limited to, promotion, transfer, selection for training or performance evaluation, or used as the basis for academic evaluation; or
3. The conduct has the purpose or effect of unreasonably interfering with an affected employee's work performance or an affected student's academic performance or participation in educational pursuits; or
4. The conduct has the purpose or effect of creating an intimidating, hostile, or offensive work or study environment.

Sexual harassment is a serious offense. As a consequence, any faculty or staff member who engages in such conduct or encourages such behavior by others shall be subject to disciplinary action that may include dismissal. A student who engages or assists in such conduct shall be subject to disciplinary measures, including reprimands, suspensions, or dismissal, when justified, to remedy violations of this policy. Students accused of sexual harassment will have the right to a fair due process hearing.

## **Safe and Drug-Free School Policy**

In compliance with the US Department of Education and the Drug Free Schools and Communities Act Amendment of 1989, PL 101-226 20 USC's 1145g, Higher Education Act of 1965, Section 1213, BAU International University has adopted the following safe and drug-free school policy for the protection and welfare of all students and staff:

1. BAU International University will not tolerate the unlawful possession and use of alcohol or controlled substances (drugs) on its premises.
2. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol and controlled substances is prohibited in and on property owned by or under the control of BAU International University.
3. Students and employees who violate this policy may be subject to arrest and prosecution and will be subject to the disciplinary procedures provided by the various negotiated agreements or such other corrective action as the president or the president's designee may deem appropriate. Other corrective action may include satisfactory participation in an approved alcohol or drug rehabilitation program.
4. Students and employees should be aware that the legal sanctions that may be imposed under current laws regarding the unlawful manufacture, distribution, dispensation, possession, use, or sale of alcohol or controlled substances include fines and prison terms ranging from one year to life in prison upon conviction.
5. Students and employees should also be aware that the health risks associated with the abuse of alcohol and the unlawful use of controlled substances include, but are not limited to, memory loss, depression, seizures, falls, accidents, heart and lung diseases, frequent infection, and sudden death.
6. BAU International University will make a good-faith effort to maintain an alcohol-free and drug-free workplace.

### **Non-Smoking Policy**

Smoking is not permitted within facilities owned or leased by the university nor in university-owned vehicles. Smoking is not permitted within 50 feet of any university facility.

### **Copyright & Fair Use Policies**

BAU International University, its students, faculty, and employees must comply with the provisions of the United States Copyright Act (Title 17 of the United States Code). Copyright is the right of the creator of a work of authorship to control the use of that work by others. Copyrighted work may not be reproduced, distributed, performed, or adapted by others without the copyright owner's permission. Works protected by copyright include, but are not limited to: literary, musical, and pictorial works; sound recordings, motion pictures, and other audiovisual works; and computer software. International University

BAU International University employees shall use computer software only in accordance with the terms of the BAU International University Computer Software Policy and the licensing agreement for the software. The university does not condone or support the use of any unauthorized copies of software. All software used by university employees to perform their responsibilities shall be purchased through appropriate procedures.

Violation of copyright law may subject the guilty party to severe civil and criminal penalties. There are some exceptions in United States copyright law such as the fair use doctrine. The fair use doctrine allows limited use of copyrighted material without the permission of the copyright owner for several purposes, including teaching and scholarship. It is the responsibility of each student, faculty, and staff to inform oneself about what is and what is not permissible use of copyrighted material. Copyright and fair use guidelines for students, faculty, and staff can be found on the BAU International University Library website and are posted in the BAU International University Library as well as at all photocopy machines at BAU International University. For additional assistance with copyright and fair use issues, please consult the BAU International University Librarian.

Violations of BAU International University's copyright and fair use policies will be dealt with in the same manner as violations of other university policies and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available, including the loss of computer use privileges, dismissal from the university, and legal action.

### **Student's Records and Release of Information**

In compliance with Public Law 93-380, "The Family Educational Rights and Privacy Act", which is Section 438 of the General Education Provision Act, BAU International University has adopted policies and procedures that permit the student the opportunity to view his or her educational records upon request. Educational records mean those records, files, documents, and other materials that contain information directly related to a student. The institution will not permit access to or release of confidential information from a student's records to any individual or agency without the written consent of the student, except for the following situations:

1. Name, address, telephone number, date and place of birth, program undertaken, dates of attendance, and certificates, diplomas and degrees awarded may be provided to third parties unless the request to omit such information is presented in writing.
2. Records are required by BAU International University officials in the proper performance of their duties.
3. Organizations are conducting studies for educational and governmental agencies.
4. US government agencies as listed in Public Law 93-380 request information for specific purposes
5. At the request of any Accrediting agencies.
6. Parents of dependent children as defined in the Internal Revenue Code of 1954.
7. Appropriate persons in connection with an emergency.
8. For the purposes of awarding financial aid.
9. In response to legal court orders.

### **Definition of Student Records**

A student file) is maintained by the Registrar's and Admissions Offices, which includes the following student information:

- Enrollment Agreement Form at the time of initial enrollment for each program, which includes the enrollment contract and other information relating to the payment for educational services
- Copy of passport or ID card that indicates the student name
- Permanent (home) and/or local addresses - Admission-related documents as well as an acceptance letter issued by the university
- Copy of diploma/certificate
- Copy of transcript which shows the graduation date and the degree/certificate obtained at BAU International University
- Record of warning, probation, dismissal, or termination, if applicable

These additional records are kept in a student file when applicable:

- Copy of I-20 for F-1 visa students
- Copy of non-immigrant visa for foreign students - Veterans Administration records for veterans

BAU International University has the right to keep all documents that a student submits to the university.

### **Record Keeping Period**

All student academic records including transcripts are required to be maintained by the Registrar's Office. Effective the Fall 2015 semester, all new student files are kept electronically in the student file server. The individual hard copy student files for the students enrolled prior to the Spring 2012 are kept for specific durations of time depending on their status:

- 10 years following a student's graduation from BAU International University
- 7 years following a student's withdrawal from BAU International University (including those who transferred out, those terminated by SEVIS, and unauthorized withdrawal cases)

Before being destroyed, all documents will be converted to soft copies, including documents for students who have studied only one semester at BAU International University.

The following records are kept in electronic format in the university database permanently unless otherwise stated to be able to be released upon request by the organizations listed above:

- Transcripts showing the name of student, the program title, the semesters enrolled, and grades and credit hours
- Grades
- Attendance records
- Course descriptions
- Records relating to financial payments and refunds
- Correspondence or other records relating to enrollment and placement of the student

All admission related documents and records for applicants who do not enroll in the university are maintained by the Admissions Office electronically in the student file server for the period of time mentioned below:

- 2 years following the applied semester or session
- 2 years following the denial of a student's visa request and a completed refund, if applicable
- Incomplete application files will be kept for 2 years

### **FERPA and Directory Information Withheld/Released**

The Family Educational Rights and Privacy Act (FERPA) is also known as the "Buckley Amendment." FERPA is a federal law enacted in 1974 which enables students certain rights with respect to their education records. Specifically, it enables students the right to:

1. Inspect and review their education records;
2. Request the amendment of inaccurate or misleading records;
3. Consent to disclosure of personally identifiable information contained in their education record; and
4. File a complaint with the US Department of Education concerning alleged failures by BAU International University to comply with this law.

BAU International University strives to fully comply with this law by protecting the privacy of student records and judiciously evaluating requests for release of information from those records. FERPA authorizes the release of "Directory Information" without the student's prior consent under certain conditions which are set forth in the Act. Students who wish to withhold their directory information must submit a Directory Information Withhold Form to the Registrar's Office.

### **Program and Policy Changes**

This Academic Catalog is current as of the time of printing. From time to time, it may be necessary or desirable for BAU International University to make changes to the Academic Catalog due to the requirements and standards of the university's accrediting body, state licensing agencies, the US Department of Education, market conditions, and employer needs, among other reasons. BAU International University reserves the rights to make changes to any provision of the Academic Catalog, including the amount of tuition and fees, academic programs and courses, university policies and procedures, faculty and administrative staff, the Academic Calendar and other dates, and other provisions. BAU International University also reserves the right to make changes in equipment, instructional materials, modify curriculum, and when size, and curriculum permit, to combine classes. The Registrar should be contacted for information concerning any such changes. Changes will be added as an addendum to the Catalog and will be published on BAU International University's website.

### **Holidays**

The university observes the following holidays, on which there are no classes and administrative offices will be closed:

- New Year's Day (January 1<sup>st</sup>)
- Martin Luther King Day (the third Monday in January)
- Memorial Day (the last Monday in May)
- Independence Day (July 4<sup>th</sup>)
- Labor Day (the first Monday in September)
- Thanksgiving Day (the fourth Thursday in November)
- The day after Thanksgiving
- Christmas Day (December 25<sup>th</sup>)
- Winter Break (BAU International University is closed from December 25<sup>th</sup> through January 2<sup>nd</sup>. BAU International University will reopen on Monday, January 3<sup>rd</sup>.)

Conversely, the university does not observe the following holidays, on which classes are held:

- Presidents Day (the third Monday in February)
- Columbus Day (the second Monday in October)
- Veterans Day (the second Tuesday in November)

## Inclement Weather Policy

- a. **Day Classes:** If inclement weather forces the cancellation of daytime classes or requires a delay in the opening of the university, announcements will be made on all major local television and radio networks and on the school's website. A makeup class will be scheduled by the instructor.
- b. **Midday Closing:** A decision to close the university during the day will be made when conditions include a forecast that would make travel to and from campus unreasonably dangerous. Classes underway at the time of a closing announcement is made will be dismissed. If students are engaged in important test-taking or other time-sensitive activities, a class may continue until its scheduled end, if doing so will be fairer to the students. In all cases, the instructor's good sense should prevail. A makeup class will be scheduled by the instructor.

## Formal Complaint Procedure

BAU International University faculty and staff attempt to create, in all areas, an atmosphere that is conducive to learning. For this reason, we have established a procedure that we hope will address any school-related problem, concern, or complaint. Most academic concerns will be handled by the instructors. Students should first discuss the problem with the instructor and the head of the School, if necessary. If the problem is not resolved at that level, the student should contact the Chancellor of the university.

The Chancellor, and all other administrative team members, maintains an open-door policy. Students may express concerns to any administrator. Complaints, however, are best handled by following the above-stated procedure. At the written request of the student, an ad hoc Grievance Committee comprised of the Chancellor, one senior faculty member, the head of the School, and a staff member will be convened to address concerns which remain unresolved. The ad hoc Grievance Committee will convene within 10 days of a written request. The student will be notified of the committee's decision within three days of the meeting. If after following the above stated procedure, the student feels that his or her concerns have not been resolved, he or she may address these concerns in writing to the following organizations:

OSSE	ACICS
OSSE Education and Licensure Commission 810 First Street, N.E., 2 <sup>nd</sup> Floor Washington, DC 20002	Joseph E. Gurubatham, Ed.D., <i>Senior Vice President of Accreditation</i> 750 First Street, N.E., Suite 980 Washington, DC 20002-4223 Tel: 202.336.6780. Fax: 202.842.2593

BAU International University ensures that a student will not be subjected to unfair action as a result of initiating a complaint proceeding.

## ACADEMIC PROGRAMS

### Executive MBA Program

BAU International University currently offers a Master of Business Administration Degree in its Executive MBA program.

The Master of Business Administration (Executive MBA) has three concentrations:

1. Entrepreneurship
2. Global Affairs
3. International Law and Economics

BAU International University's Executive MBA program provides a high level of professional education in Global Business administration, Law and Economics. The curriculum covers a broad range of subjects, thereby qualifying students for more diverse job opportunities. For admission requirements and a list of materials required for admission to the graduate programs, please refer to the **Application for Admissions** section of the Academic Catalog.

### Graduation Requirements for Executive MBA

All of these degrees are earned by completing the program course requirements of 36 credit hours, 3 credit hours per course, beyond the prerequisite courses. To qualify for the MBA degree, students must meet all credit requirements, as described below.

1. Students enrolled in the graduate program must maintain a Cumulative Grade Point Average (CGPA) of at least 3.0 (B), out of 4.0, and a minimum grade of not less than 2.0 (C), out of 4.0, in all courses to qualify for the MBA degree, to remain in good standing and to graduate.
2. The Maximum Time Frame (MTF) permitted for the completion of any graduate program is 54 semester credits.
3. Only graduate-level courses may be applied toward the degree. A master's student may transfer up to 18 credit hours of graduate credit earned at other accredited institutions.
4. Beyond the prerequisites, the student must have completed 36 semester credit hours.
5. No degree credit is earned by a graduate student for any grade below 2.0 (C), out of 4.0, received in a graduate-level course. However, any grades lower than 2.0 (C), out of 4.0, will be calculated in the Grade Point Average.
6. Credit earned with undergraduate courses taken as required prerequisite courses by the graduate student will not be counted toward the total credit requirement for degree completion.

### BAU International University Thesis Guide

The BAU International University Thesis Guide is designed to assist BAU International University's graduate students at all stages of the thesis or project process. Students are advised to consult the guide as early into their work as possible as it will help facilitate the process of submitting a thesis or project that conforms to BAU International University regulations. The thesis must be bound, cataloged, archived, and made available to the university academic community. The downloadable BAU International University Thesis Guide (available online at [www.bauinternational.com](http://www.bauinternational.com) under the graduate programs section) provides an overview of the thesis or project process and includes a checklist of procedures to guide students during the writing of their thesis or project.

### Internships

Graduate programs offer an internship program in which students are eligible to participate. An internship provides an opportunity for students to gain practical experience. There are separate internship courses where a student can earn 3 credits in each program. In some cases, internships can be completed in conjunction with specific courses and the student can earn a portion of the course credit with their internship program. Those courses are marked as "Internship/CPT qualified" in the course lists, as well as in the course descriptions. There are no guarantees that all interested students will be able to participate in internships, as they are based solely on the student's academic credentials, the internship interview, and internship availability. International students must complete the Curricular Practical Training (CPT) authorization process in order to participate in the internship program.

## 1. Master of Business Administration (Executive MBA)

Consistent with the BAU International University's mission, the mission of BAU International University's Executive MBA program is to prepare tomorrow's leaders who will be equipped with necessary intellectual and social capital to effectively tackle the problems of tomorrow's business world.

Our program enables students to gain knowledge in the core business areas of global affairs, law and international economics, and decision-making process related to all venue of business administration. The program provides students with high quality, professional education in business administration, thereby, qualifying students for more diverse job opportunities. The program aims to:

- Provide a background in the concepts of international business, law and economics
- Provide a foundation in the methods for decision-making and information technology
- Develop management practitioners who embrace change creatively for the benefit of business
- Provide individuals the capacity and the discipline necessary for continuous learning

### Structure of the Executive MBA

The BAU International University Executive MBA program has three components: core, concentrations, and electives. In order to graduate with an MBA degree, students must successfully complete a minimum of 36 credits, of which 18 credits are from core courses, 12 credits from concentrations, and 6 credits are electives.

#### A. Core Courses: 18 Credits

Executive MBA Core Courses		
Course Title & Code	Course Name	Credit
<b><i>Core requirements</i></b>		
EMBA 510	Research Methods	3
EMBA 512	Leadership & Organizational Behavior	3
EMBA 530	Managerial Accounting and Economics	3
EMBA 532	Financial Management	3
<b><i>Core electives (students must take at least 2 of the 4)</i></b>		
EMBA 550	Operations Management	3
EMBA 552	Marketing	3
EMBA 570	Strategic Management	3
EMBA 572	Effective Negotiations	3

#### B. Concentrations: 12 Credits

The BAU Executive MBA program has three concentrations: 1. Entrepreneurship, 2. Global Affairs, and 3. Law & Economics. Students must choose at least four courses from their concentration to satisfy the concentration requirement.

1. Entrepreneurship Concentration		
Course Title & Code	Course Name	Credit
EMBA 600	The Entrepreneurial Manager	3
EMBA 602	Managing Innovation	3
EMBA 610	International Trade Law and Regulations	3
EMBA 612	Cross-Border Commercial Regulations	3
EMBA 630	The Art of Entrepreneurship	3
EMBA 632	Intrapreneurship	3
EMBA 670	Intellectual Property in International Business	3
EMBA 676	Emerging Markets	3
EMBA 680	Globalization and Business Strategy	3
EMBA 686	World Energy Politics	3

EMBA 690	Survey of Innovations around the World	3
EMBA 696	Advanced Research Project	3

2. Global Affairs Concentration		
Course Title & Code	Course Name	Credit
EMBA 602	Managing Innovation	3
EMBA 610	International Trade Law and Regulations	3
EMBA 612	Cross-Border Commercial Regulations	3
EMBA 620	International Economics	3
EMBA 622	International Law	3
EMBA 624	International Financial Institutions	3
EMBA 632	Intrapreneurship	3
EMBA 640	International Courts Tribunal, Commercial Arbitrations, and the WTO	3
EMBA 650	World Politics in the Post-Cold War Era	3
EMBA 652	Middle East Politics and Society	3
EMBA 654	Eurasian Politics	3
EMBA 656	Latin American Politics	3
EMBA 658	Public Opinion and Foreign Policy	3
EMBA 670	Intellectual Property in International Business	3
EMBA 674	Global Securities and International Finance	3
EMBA 676	Emerging Markets	3
EMBA 680	Globalization and Business Strategy	3
EMBA 682	Transnational Security	3
EMBA 684	Media and Global Affairs	3
EMBA 686	World Energy Politics	3
EMBA 692	Competition Policy Across Nations	3
EMBA 694	Contemporary Issues in World Affairs	3
EMBA 696	Advanced Research Project	3

3. International Law & Economics Concentration		
Course Title & Code	Course Name	Credit
EMBA 610	International Trade Law and Regulations	3
EMBA 612	Cross-Border Commercial Regulations	3
EMBA 620	International Economics	3
EMBA 622	International Law	3
EMBA 624	International Financial Institutions	3
EMBA 640	International Courts Tribunal, Commercial Arbitrations, and the WTO	3
EMBA 650	World Politics in the Post-Cold War Era	3
EMBA 670	Intellectual Property in International Business	3
EMBA 674	Global Securities and International Finance	3
EMBA 680	Globalization and Business Strategy	3
EMBA 682	Transnational Security	3
EMBA 686	World Energy Politics	3
EMBA 692	Competition Policy Across Nations	3
EMBA 696	Advanced Research Project	3

### C. Elective Courses: 6 Credits

Students choose two courses from any core or concentration electives. *\*Internship / CPT qualified course.*

### D. Course Descriptions

#### EMBA 510: Research Methods

The main purpose of this is to introduce students to commonly-used quantitative and qualitative research methods in social sciences. Through the course, students will

- gain an appreciation for the scientific method and principles,
- develop an understanding of various research designs and their use,
- build the ability to formulate testable hypotheses, and
- familiarize themselves with basic statistical concepts and their applications.

Students will have a chance to gain hands-on experience in “reading” and analyzing data from various sources including the World Bank Indicators database. At the end of the course, students will have become educated consumers of social science data.

### **EMBA 512: Leadership and Organizational Change**

It’s a familiar scene in organizations today: a new competitive threat or a big opportunity emerges. You quickly create a strategic initiative in response and appoint your best people to make change happen. And it does—but not fast enough. Or effectively enough. Real value gets lost and, ultimately, things drift back to the default status.

Why is this scenario so frequently repeated in industries and organizations across the world? In this 15-week Leadership and Organizational Change course we will explore a groundbreaking new framework from John Kotter – renowned leadership and change management expert – for competing and winning in a world of constant turbulence and disruption.

In addition, we will delve into understanding why change is so hard. Modifying an organization’s structure and operations is difficult enough, but to bring about real change you need to also change people’s *behavior*. And that is never easy.

In the second half of the course, we will explore how to help people think and *feel* differently in order to meet your shared goals. To bring theory to life, we will delve into real life stories of how successful organizations were able to connect with people’s emotions and inspire them to spring into action.

### **EMBA 610: International Trade Law and Regulations**

While this is not a law class, students will learn of the origins, evolution, complexities and trends in international trade law. This necessarily requires understanding of trade theory, international institutions, and trends in globalization. Students will utilize case studies to examine both nations and institutions.

### **EMBA 676: Emerging Markets**

In today's global environment, as companies seek sustainable competitive advantage, they need to develop effective strategies to deal with emerging markets. This course is centered on the challenges and opportunities associated with business strategy in emerging economies. Business cases in emerging economies from diverse geographical regions such as Asia, Latin America, Middle East and Eastern Europe will be discussed. The course will do so primarily through the lens of a potential investor. What does it mean to work in markets with limited infrastructure? What common mistakes are made - whether in business model design, in supply chains, or in dealing with government - and how can we avoid them? The course is a good match for students interested in working or investing in emerging markets.

### **EMBA 680: Globalization and Business Strategy**

Globalization creates the political, economic and technological context for business in 2015. This course examines the effects of globalization, how governments and institutions address both positive and negative effects of globalization, how businesses organize to operate in the world, and how growth and development can be sustainable.

### **EMBA 686: World Energy Politics**

This course will address the economics and politics of energy globally. Using case studies, students will look at both national energy resources, policies and trends but also regional and international policies and trends that affect energy supply and demand. The course will pay particular attention to traditional energy supplies, renewables, and uses of

energy supplies politically. Molly Williamson, former Assistant Secretary of the US DOE and Scholar at the Middle East Institute will be a featured lecturer.

**EMBA 696: Advanced Research Project** is a capstone course that provides MBA students with the opportunity to integrate and build upon what they have learned in their various fields of business study and to utilize this knowledge in the analysis of complex business problems. The course allows students to apply the knowledge gained in earlier courses through actual business cases, preferably with Washington Metropolitan area based companies.



### **Administrative Notice**

The purpose of this Academic Catalog is to present academic programs and services, and those policies, procedures, and regulations, which may be altered from time to time. The provisions of the BAU International University Catalog do not constitute an irrevocable contract between the university and its students. Nevertheless, this catalog serves as an official document of the BAU International University, and is usually reviewed semi-annually and appropriate changes are recorded as addendums and posted on the university website until the next print cycle. Students are encouraged routinely to check the site for new or supplemental information and also contact Registrar's office to obtain a print version.

The course offerings and requirements of the university are continually under examination and subject to revision. This catalog presents the offerings and requirements in effect at the time of publication. It is the sole responsibility of student to be aware of the information in this catalog and to keep informed of additions and/or corrections when they are deemed necessary by the University.

The course descriptions provided in this catalog may occasionally differ from actual content. This is due to advancements in the discipline, interests of individual professors, or decisions to change the scope of the course. Thus, the descriptions that follow do not constitute a contractual obligation. Students should consult academic advisors and refer to the class schedule and appropriate syllabi for the offerings in any given academic session.

BAU International University encourages its faculty, staff, and student body to read, understand, and familiarize themselves with the policies, and procedures contained in this catalog. If you have found any error, mistake, or any clear discrepancy with state and federal laws, please feel free to report it to us as we certainly welcome any suggestions regarding how to improve institutional policies and procedures to conform to recognized educational standards. Please direct your comments and recommendations directly to Dr. Hasan Karaburk, Vice President at 1-202-644-7207 x 5071, or e-mail him at "hkaraburk@bauinternational.com."

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A blue-tinted photograph of graduates in gowns celebrating on a hill under a blue sky with a rainbow.

# BAU International University

[www.bauinternational.com](http://www.bauinternational.com)