



INTERNATIONAL UNIVERSITY
WASHINGTON DC

Academic Catalog

2016-2017

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

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



Table of Contents

MISSION STATEMENT, GOALS AND OBJECTIVES.....	5
INSTRUCTIONAL PHILOSOPHY.....	5
CORE VALUES	6
CIVIL RIGHTS COMPLIANCE	6
STATE APPROVAL AND ACCREDITATION	6
HISTORY OF DEVELOPMENT	6
LOCATION AND FACILITIES.....	8
STATEMENT OF LEGAL CONTROL AND GOVERNANCE	8
ACADEMIC CALENDAR FALL 2016 – SUMMER 2017.....	12
PROGRAMS OF STUDY.....	13
STUDENT SERVICES.....	14
LIBRARY SERVICES.....	14
NEW STUDENT ORIENTATION.....	14
CAREER PLACEMENT SERVICES.....	14
EXTRA-CURRICULAR ACTIVITIES.....	14
HEALTH INSURANCE.....	14
STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY	15
APPLICATION FOR ADMISSIONS.....	16
ADMISSIONS REQUIREMENTS	16
EXPLANATION OF ADMISSION MATERIALS.....	16
TUITION AND FEES.....	18
TUITION AND OTHER RELATED FEES.....	18
FINANCIAL AID / SCHOLARSHIP INFORMATION.....	19
PAYMENT INFORMATION	19
PAYMENT PLANS	19
CANCELLATION AND REFUND POLICIES	19
FINANCIAL PENALTIES	20
FAMILY DISCOUNT POLICY	ERROR! BOOKMARK NOT DEFINED.
ACADEMIC REGULATIONS.....	21
ENROLLMENT	21
ACADEMIC ADVISING & FACULTY ACCESSIBILITY	21
SEMESTER AND CREDIT SYSTEM	21
GRADING SYSTEM AND GRADE POINT AVERAGE	22
EXPLANATION OF GRADES	23
GRADUATION REQUIREMENTS.....	23
SATISFACTORY ACADEMIC PROGRESS POLICY	24
INCOMPLETES “I”	25
REPEAT OR RETAKE COURSES “R”	26
TRANSFER CREDITS POLICY “TC”	26
ADD/DROP A COURSE.....	26
WITHDRAWALS “W”	27
AUDITING COURSES “X”	27
ACADEMIC WARNING.....	27
ACADEMIC PROBATION	27
ACADEMIC DISMISSAL.....	28
REINSTATEMENT AS A REGULAR STUDENT	28
CHANGE OF PROGRAM OR CONCENTRATION	29
PROGRAM AND COURSE PREREQUISITE POLICY	29
ATTENDANCE POLICIES	29

LEAVE OF ABSENCE.....	30
MAKE-UP POLICY	30
GRADE APPEALS & GRADE CHANGE.....	30
HONOR STUDENT AWARD REQUIREMENTS	31
TRANSFERABILITY OF BAU INTERNATIONAL UNIVERSITY CREDITS	31
STUDENT RIGHTS & RESPONSIBILITIES	32
GROUNDS FOR WARNING, SUSPENSION, OR DISMISSAL.....	32
DISRUPTIVE STUDENTS.....	35
CIVIL RIGHTS AND SEXUAL HARASSMENT	35
SAFE AND DRUG-FREE SCHOOL POLICY	36
NON-SMOKING POLICY	36
COPYRIGHT & FAIR USE POLICIES.....	36
STUDENT’S RECORDS AND RELEASE OF INFORMATION-FERPA	36
DEFINITION OF STUDENT RECORDS	37
DOCUMENT RETENTION AND DESTRUCTION POLICY	37
PROGRAM AND POLICY CHANGES	40
HOLIDAYS	40
INCLEMENT WEATHER POLICY.....	40
DISCLOSURE OF PERFORMANCE INFORMATION	41
FORMAL GRIEVANCE PROCEDURE.....	42
ACADEMIC PROGRAMS	43
EXECUTIVE MBA PROGRAM	43
<i>Master of Business Administration (Executive MBA)</i>	43
COURSE DESCRIPTIONS	46

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 1, 2016.

2016 © BAU International University

GENERAL INFORMATION

Mission Statement, Goals and Objectives

The mission of BAU International University is to provide quality education through a variety of career-related programs that will stimulate intellectual curiosity, critical thinking, and creativity that are urgently needed in the global community.

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. As an institution of higher education, BAU strives to offer career oriented degree programs that engender intellectual curiosity, critical thinking, and creativity. We systematically encourage the development of a strong knowledge base, study skills, technical know-how, and the personal motivation necessary for competent scholarship.

We have established the following **goals** and **objectives** for the implementation of BAU overall mission:

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

Goal 1: To strive for academic quality while focusing on emerging trends in business world.

Objectives:

1. Offering career-oriented degree, diploma and certificate programs.
2. Periodically reviewing student learning outcomes that will result in continuous academic improvement.
3. Conducting annual reviews of our programs to meet the needs of changing of business world.
4. Providing enabling physical environment to support students' professional, and social development
5. Hiring qualified faculty and capable administrators with exceptional knowledge and skills.

Goal 2: To promote diversity in the University and in our community.

Objectives:

- Respecting cultural differences in our classrooms and throughout the campus.
- Actively recruiting a diverse student population and the hiring of a diverse faculty and staff.
- Providing opportunities for and encourage intercultural exchanges among faculty, staff, and students.
- Providing placement assistance for diverse graduates in professional fields demanded by local employers.

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, ability of students to meet business and industry requirements, and satisfaction level of graduates and employers are the critical measures for success.

Core Values

BAU International University aspires to provide education and scholarships of the highest quality — to advance the frontiers of knowledge and to prepare individuals for life, work, and leadership. Some of us make our contributions 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:

- Respecting rights, differences, and dignity of others
- Honesty and integrity in all situations
- 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, create and sustain an environment of trust, cooperation, lively inquiry, and mutual understanding — the better we can advance our commitment to education, which all of us share.

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 by BUEI, LLC, as an independent non-profit institution of higher education later in 2013. BUEI LLC is an holding company for Bahcesehir Ugur Educational services.

1974: Mr. Enver Yucel initiated his first educational services by establishing Ugur Dershaneleri, Test Prep Centers, offering after-school-preparation for the two competitive, high-stakes tests used for placing students for high schools and universities in Turkey. He has grown this institution to over 200 campuses throughout Turkey with enrollment exceeding 130,000 students, 20% of whom are from disadvantaged families and offered full tuition scholarship based on academic merit.

1994: The holding company, BUEI, began to invest in K-12 education, and now has over 20,000 students enrolled in a total of 64 early childhood schools (ages 3 to 5), 44 elementary and secondary schools (ages 6 to 14), and 17 high schools (ages 14 to 18) throughout Turkey.

1998: A foundation was created to establish a full university in Istanbul, Turkey named Bahcesehir University. In Turkey, universities can only be established with the approval of the parliament and the Board of Secretaries. The school is a non-profit entity and currently offers nine faculties of study: Medicine, Law, Business Administration and Economics, Communications, Education, Arts and Letters, Health Sciences, Engineering, and Architecture. The University currently has an enrollment of over 17,000 undergraduate and graduate students, 25% of whom are offered scholarships based on merit. 10% of its student population is international, coming from 68 different countries, the highest rate amongst all Turkish universities. This was the first university in Turkey to start an American Studies Center and it has organized many events to improve bilateral relations of the U.S. and Turkey by hosting important names in American government, think tanks, and NGOs. The university has strong partnerships with American universities like Harvard University (in the field of law), Yale University (in the field of medicine and genetics), Columbia University Teachers College, NYU (in the fields of education and psychology), Northeastern University (in the field of industrial engineering), and Stanford University (in the field of Robotics), etc. These partnerships with U.S. Universities include joint research projects, student and faculty exchanges, joint conferences, and joint degree programs.

2004: The trust created an affiliate organization to provide Information Technology and Consultancy Services to offer infrastructure and expertise to the demands of a multi-campus educational institution.

2004: Mr. Yucel decided to test the U.S. market and opened a company in the District of Columbia named "UKNOW" to provide SAT preparation for disadvantaged students in the DC area together with language and cultural immersion opportunities via ESL and Test Prep exams (TOEFL and GRE/GMAT) and admissions counseling for students applying to U.S. universities. UKNOW was opened at Connecticut Avenue, Dupont Circle, led by Paul Brunson (former Director of Kaplan, DC) and was honored by the Turkish Prime Minister at its opening ceremony.

2008: BUEI, LLC, a fully owned subsidiary of BUEI (Turkey) opened in Virginia acquiring an existing ESL school with SEVIS registration to reach more ESL students from all around the world. BUEI, LLC contracted with Ms. Harriet Fulbright, widow of the Late Senator, and rebranded the school "Harriet Fulbright College".

2012: The school decided to move its campus to the nation's capital as BUEI, LLC buying three (3) floors of a newly constructed building next to Lafayette Park, literally a stone's throw from the White House.

2013: In August, the school opened its doors in DC and ended its operations in Virginia. At the same time, Mr. Yucel started to open other ESL programs and schools in Europe and decided to brand all of his international ESL and prep schools "Mentora College." Operations in Canada and England started using the Mentora College logo and name, and BUEI, LLC registered the name with the U.S Patent and Trademark Office (USPTO).

2013: BUEI applied to the Department of Education of the State in Berlin, to get a license as a nonprofit university in Berlin. Committee hearings successfully completed, the process ended May, 2014. The university in Berlin is named BAU International University and offers undergraduate and graduate degree programs in architecture and design, communications, and business administration and economics.

2014: In February, BUEI, LLC decided to increase its footprint in the U.S. BAU, LLC was created as a non-profit post-secondary degree granting institution. The company was formed as a profit venture to secure its financing and complete its start operations, but is transitioning to a non-profit as it works to establish itself as an independent university separate from Bahcesehir University. With Berlin and Istanbul, the three schools are the foundation of an international university system.

All of these educational institutions (Ugur Testing Centers, Bahcesehir K-12s, Bahcesehir University, Bahcesehir Publishing, Bahcesehir IT and Consultancy, Mentora College, BAU International University in Berlin, and now BAU International University, DC) comprise one of the largest education groups in the world.

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.

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.

Statement of Legal Control and Governance

Governance & Ownership: BAU International University is a private institution of higher education. The control of university operations rests with its governing **Board of Directors**. BAU LLC was initially founded as a profit venture to secure necessary financing for university startup operation, and is currently transitioning to a non-profit entity. The main function of the Board of Directors, 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.

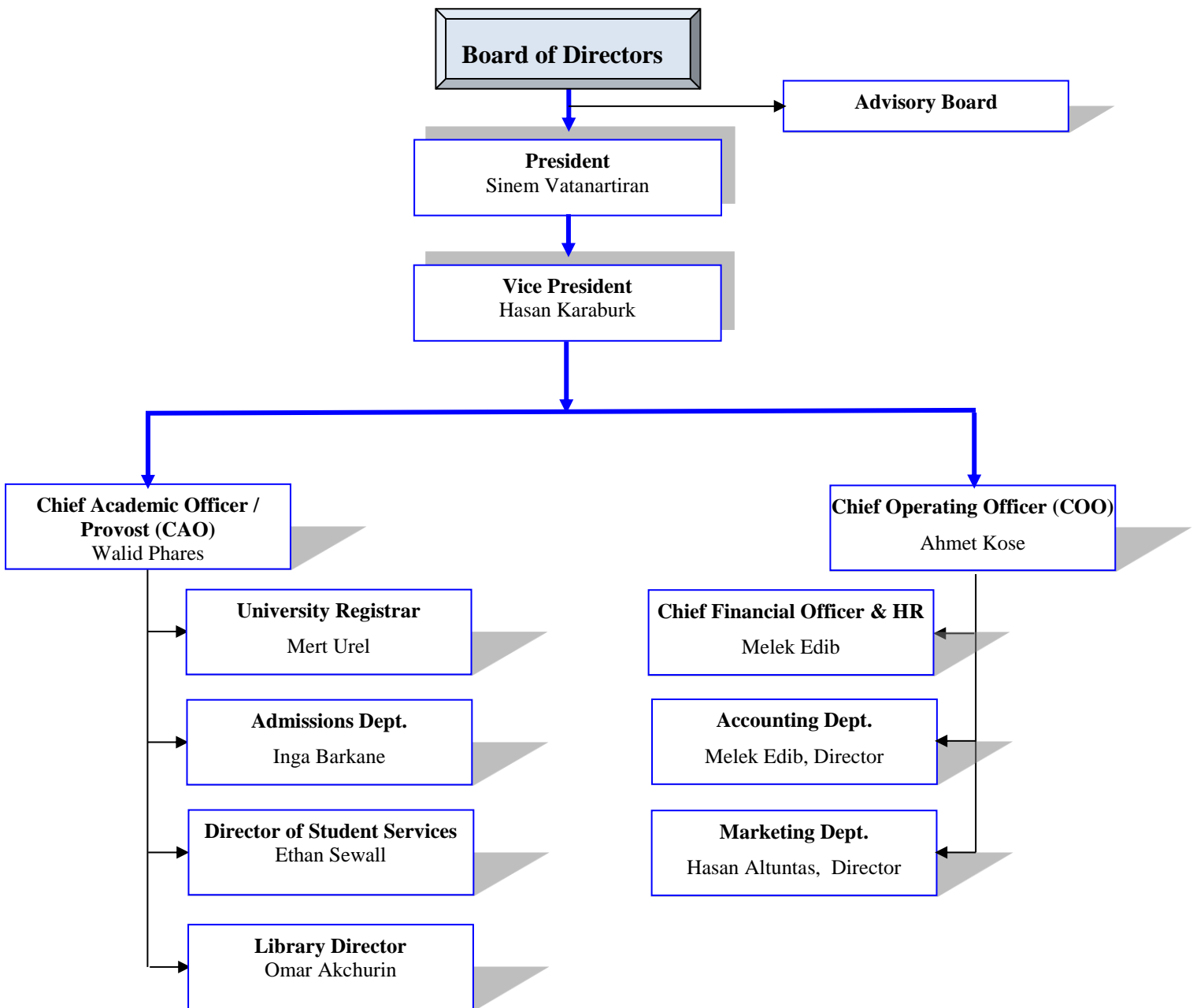
Although the Board of Directors are responsible for assuring that all university departments comply with the policies, procedures, and regulation of all state, federal and accreditation agencies, it does not participate in the details of daily operation and institutional management, which are hereby 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.

BAU Board of Directors

	<p>Enver Yucel Chairman of the Board of Directors</p>
	<p>Hon. Esther Coopersmith Board Member</p>
	<p>Mr. Paul Brunson Board Member</p>
	<p>Mr. William Hansen Board Member</p>
	<p>Mr. Ekmel Anda Board Member</p>

Organizational Chart & Administrative Staff



Job Descriptions of Key Personnel

University President

President is the chief executive officer of the University and 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 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 represents the university in the Board of Directors.

Vice-President

Reporting directly to the President, the Vice President (VP) as the assistant chief executive officer, assists the president in every aspects of university operation including but not limited to academic administration, personnel administration, fiscal administration, and general operation. Together with the President S/he is in charge for planning, implementing and evaluating activities in all departments at the university. The VP provides leadership for all staff and is responsible from overall planning, governing and controlling of organizational activities. The VP at BAU also serves as the chief compliance officer and serves as the gatekeeper for the state, federal and accreditation agencies.

Chief Academic Officer (CAO)

Chief academic officer is directly responsible to report to the Vice 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 deans with regard to matters concerning the instructional program, budget proposals, and academic personnel policies.

Chief Operating Officer (COO)

Reporting to the Vice President and serving as an integral member of the senior management team, the Chief Operating Officer (COO) is responsible for the development of BAU's financial management strategy and contributes to the development of the organization's strategic goals. In addition to the strategic components, the COO is also charged with developing and implementing more sophisticated policies and procedures both in the finance and general operational realms. 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.

Chief Financial Officer (CFO)

Reporting to the COO, the Chief Financial Officer (CFO) will build and manage effective and streamlined administrative/financial systems, including: financial, accounting, legal, human resources (HR), and physical infrastructure. As a member of the senior management team, the CFO will be involved in strategic planning, budgeting, and administrative processes—including HR, payroll, and benefits functions—with an eye to continuously developing and improving systems. 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.

Director of Student Services-Career Counseling & Placement

Reporting directly to the Chief Academic Officer and working closely with all campus department faculty and staff, the Director of Student Services develops, implements, and directs all student service, career counseling, job placement activities, and programs. He or she oversees and directs administrative support for student relations activities such as: orientation, retention, placement, graduate and employer satisfactions and as well as student recognition, non-academic student advising, student satisfaction strategies and graduation ceremonies. They also provide assistance to students and other departments to ensure quality in all student services functions. Conducts on-going student satisfaction and employer surveys, makes recommendations on areas for improvement; and maintains current knowledge in the field of student affairs/student services. Coordinates and organizes student member organizations on campus.

Academic Calendar Fall 2016 – Summer 2017

BAU International University works as 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.

FALL 2016: 15 weeks (Aug 29-Dec 17, 2016)	
Registration for Fall 2016 begins	May 30
Registration closes without a late fee	Aug 19
New Student Orientation	Aug 26
First Day of Class	Aug 29
Labor Day; BAU is closed, No classes- <i>Make up Needed</i>	Sep 5
Last day to add/drop course(s)	Sep 6
Mid-Semester Progress Report due By Faculty	Oct 28
Last Day to Withdraw with a grade “W”	Nov 4
Make-Up Classes for Labor Day	Nov 22-23
Thanksgiving Break: BAU is closed, No Classes	Nov 24-26
Last day of classes (including Final Exams)	Dec 17
Grades available on BAU OIS	Dec 20
Winter Break; BAU is closed	Dec 24, 2016-Jan1, 2017
Changes to Incomplete Grade is due to Registrar	Jan 3, 2017

SPRING 2017: 15 weeks (Jan 9-April 24, 2017)	
Registration for Spring 2017 begins	Nov 7, 2016
New Student Orientation	Jan 4-5
Registration closes without a late fee	Jan 6
First Day of Class	Jan 9
Martin Luther King Day: BAU is closed, No classes- <i>Make up Needed</i>	Jan 16
Last day to add/drop course(s)	Jan 17
Mid-Semester Progress Report due By Faculty	March 6
Last Day to Withdraw with a grade “W”	March 17
Last day to apply for Spring Graduation	March 20
Make-Up for Martin Luther King Day	April 22
Last day of classes (including Final Exams)	April 24
Grades available on BAU OIS	April 28
Changes to Incomplete Grade is due to Registrar	May 3
Spring Commencement Ceremony	May 26

SUMMER 1: 8 Weeks (May 1-Jun 26, 2017)	
Registration for Summer I 2017 begins	April 3
New Student Orientation	April 28
Registration closes without a late fee	April 28
First Day of Class	May 1
Last day to add/drop course(s)	May 8
Memorial Day; BAU is closed. No classes- <i>Make up Needed</i>	May 29
Mid-Semester Progress Report due By Faculty	June 2
Last Day to Withdraw with a grade “W”	June 2

Make-Up day for Memorial Day	June 24
Last day of classes (including Final Exams)	June 26
Grades available on BAU OIS	June 28
Incomplete Grade Change is due to Registrar	June 30

SUMMER 2: 8 Weeks (July 3-Aug 26, 2017)	
Registration for Summer II 2017 begins	April 3
New Student Orientation	June 30
Registration closes without a late fee	June 30
First Day of Class	July 3
Independence Day: BAU is closed- <i>Make up Needed</i>	July 4
Last day to add/drop course(s)	July 10
Mid-Semester Progress Report due By Faculty	July 30
Last Day to Withdraw with a grade "W"	July 30
Last day to apply for Summer Graduation	July 30
Make-Up Day for Independence Day	Aug 25
Last day of classes (including Final Exams)	Aug 26
Grades available on BAU OIS	Aug 28
Incomplete Grade Change is due to Registrar	Aug 31

The Academic Calendar is subjected to change without prior notice.

Programs of Study

BAU International University currently offers the following degree during 2016-2017 academic years.

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

Mode of Instructional Delivery

All courses are offered as residential classroom instruction, which requires physical attendance. Although faculty members are allowed to use various online tools as supplementary to classroom instruction, no course is being offered fully online at this point at BAU.

STUDENT SERVICES

Library Services

Online Library: BAU International University collaborates with Bahcesehir University in Istanbul to provide students full and free access to the Barbaros Online Library. 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.

Physical Library: BAU has just started to establish a physical library which is planned to serve mainly as reference library for our faculty and students. This reference library will contain most recent publications, periodicals and journals in various fields related to the program of studies offered at BAU. We have a fully qualified librarian on board to provide necessary guidance and assistance to make a better use of library resources.

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 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 discussing 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 2016-2017 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 \$200 application fee.

#	Admission Materials	Program
		Graduate
1	Application Form	✓
2	Application Fee	✓
3	Previous Degree ¹	Bachelor's
4	Transcripts	✓
5	English Proficiency ²	✓

¹ Only for those applicants whose transcripts do not clearly indicate whether a degree is conferred or not.

² 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 \$200 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.
- 3. Previous Degree:** For the Master of Business Administration program, BAU requires a Bachelor's degree. International applicants whose transcripts do not clearly indicate whether a degree is conferred or not must submit a notarized copy of their college or university diploma, accompanied by a certified translation if the original is not in English.

For International Students: Bachelor’s degrees from international universities should be equivalent to the completion of a Bachelor’s degree at a US college or university. All international students are required to submit US-equivalency of their foreign credentials. In order to obtain US-equivalency of their foreign credentials, students are encouraged to contact one of the credential evaluation services agency recognized by the National Association of Credential Evaluation Services at www.naces.org. NACES® is an association of independent, private credential evaluation services, whose members serve persons who have completed part or all of their education outside of the United States and who are seeking further education, professional licensure, immigration to or employment in the United States.

- 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.

- 5. Evidence of Sufficient English Language Proficiency:** All applicants whose first language is not English, , 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. Currently BAU has articulation agreement with University of North America, ACCT, and Tysons’s Institute.

Applicants who do not meet any of the previous conditions must take Mentora’s English Placement Test. Mentora College is BAU’s sister organization, accredited by CEA, has been providing intensive English language instruction for more than 10 years. Based on the results of the Mentora’s Placement Test; students may be required to attend Mentora’s 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.

TUITION AND FEES

Tuition and Other Related Fees

This tuition and fee structure is effective for the 2016 -2017 academic year.

The range of cost of one textbook for MBA program is around \$100-200 per semester.

Tuition and Fees are subjected to change at the discretion of the university. However, a proper notification to all affected students will be sent. Funds for personal expenses (e.g., food, health, insurance, books, supplies, etc.) are not included. Some fees are 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**.

Services Provided	Explanation	Fee	
Application Fee*	For all Degree and Certificate Programs	\$200	
Postal Fee*	International	\$100	
	Domestic	\$25	
Student Activity & Services Fee*	Special lectures, seminar series, sports and festivals, registration process, student orientation, initial student ID, BAUI clubs, student association, computer lab usage, BAUI student e-mail, student events, movies and other activities.	\$75	
Health Insurance	Per academic year	\$550	
English Placement Test	Those who need to take the test only.	\$30	
Late Registration Fee	After the last day of registration before the end of the add/drop period.	\$50	
Returned Check Fee	If the check issued by the student is not honored by their bank.	\$30	
Student ID Card, and its Renewal*	If student ID card is lost or a replacement is needed. Student ID cards must be renewed every year.	\$10	
Transcript Processing Fee	Upon request by the student. It will take three business days to process transcript requests.	\$10	
Graduation Application /Diploma Processing Fee*	All students graduating must pay this fee when submitting the Graduation Application Form	Degree	\$100
		Graduate	\$50
Cap & Gown*	All degree program students that participate in the Commencement Ceremony must pay this fee	\$50	
Cancellation Fee	When students cancel their enrollment within 3 business days prior to beginning of semester.	\$100	

* These fees are already included in \$1500 payment collected from scholarship recipients.

Financial Aid / Scholarship Information

BAU does not participate in any Federal Financial Aid program at this time. Furthermore, we do not offer any institutional scholarship. However, there is a third-party scholarship available for all students. This program is called the Huseyin Yucel Private Scholarship. All students accepted to BAU, both domestic and international, qualify for a 50% tuition scholarship. This scholarship is strictly a tuition scholarship and does not offer any financial assistance for fees or living expenses.

Payment Information

Tuition and fees are to be fully paid 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 and other fees 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 0.1% 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 st day of the semester	100% of the semester tuition
Within three business days up to the 1 st day of the semester	100% of the semester tuition, minus a cancellation fee of \$100
2 nd 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

An Institutional Withdrawal Form 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.** Students may download the **Course Add/Drop/Withdrawal Form** and **Institutional Withdrawal Form** from our website or obtain a hard copy from the Registrar’s Office. 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. Tuition payments are subject to financial penalties.

Financial Penalties

1. **Late fee:** Failure to make any payment on or before the due date results 0.1% 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.

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 available 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 long.

Credit Hours: At BAU, 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. The amount of work required for what is stated in paragraph (1) of this section, and for other academic activities established by the institution including: laboratory work, internships, studio work, and other academic work that can be counted as credits.

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 a 3-credit course, a student must receive 45 contact hours of classroom instruction. **1 Credit Hour=15 Contact Hours=30 Lab Hours=45 Internship/Externship Hours.**

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	MRKT = Marketing
ACCT = Accounting	PHIL = Philosophical Studies
ANTR = Anthropology	PSCH = Psychology
ART = Art	SOCI = Sociology
BMGT = Business Management	STAT = Statistics
MANG = Management	TESL = Teaching English
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	

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 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. The grades of A, A-, B+, B, B-, C+, C, and C- are passing grades. C- is the lowest passing grade at BAU's MBA program. Grades of D+, D, D- and "F" and "U" are failing grades. Students should be advised that grades lower than "C" are not normally accepted for transfer.

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 ^a
79-75	B-	2.7		
74-70	C+	2.3		
69-65	C	2.0	2.0	Satisfactory-Lowest passing ^b
64-60	C-	1.7		
59-55	D+	1.3		
54-50	D	1.0		
49-45	D-	0.7	0.7	
44 and below	F	0	0.0	Failure
--	S*	--	--	Satisfactory (non-credit)
--	U*	--	--	Unsatisfactory (non-credit)
--	I	--	--	Incomplete (see below)

^a Satisfactory grade for graduate level programs

^b Lowest passing grade for graduate 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

Graduation Requirements

Students should meet the following minimum requirements to qualify for a Master's of Business Administration degree:

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, students cannot graduate. The student should consult with the program director to repeat one of the courses for which the earned a "C."

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, and the student will not be eligible to receive the original credential (e.g., bachelor’s degree.)

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**

* Normal Program Length is shortened when transfer credit is applied.

** Beyond the program prerequisites

2. Quantitative Standards: 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 25% 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 st warning.
At 50% of MTF	13-27 Credits	**60%	Student is Dismissed from the program.
At 75% of MTF	28-39 Credits	**65%	Student is Dismissed from the program.
At 100% of MTF	40-MTF Credits	**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 C or above in graduate program. 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 the MBA Program		
	# of Credits Attempted	Probation Point	Dismissal Point
At 25% of MTF	1-12 Credits	CGPA < 2.25	No dismissal is Necessary. 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 complete 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. She or he cannot receive the original credential.

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 no later than the end of the 2nd 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 2nd 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 on or prior to the deadline stipulated in Academic Calendar.

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. Under extenuating circumstances, and wholly at the discretion of the BAU administration, a maximum of one (1) 3-credit class for which a transferring student has earned a letter grade of (C) may be transferred to BAU.

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.

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 obtain 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 3rd and 8th week of the semester. The student will receive a failing grade if he or she withdraws after the 8th 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.

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 and 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:

Evaluation Points (% of MTF attempted*)	<u>CGPA Falling in Probation Period</u> For the MBA Program
At 25% of MTF	CGPA < 2.25
At 50% of MTF	2.25 < CGPA < 2.50
At 75% of MTF	2.50 < CGPA < 2.75
At 100% 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.

Evaluation Points (% of MTF attempted*)	<u>Dismissal Points</u> For the MBA Program
At 25% of MTF	No dismissal is required.
At 50% of MTF	CGPA < 2.25
At 75% of MTF	CGPA < 2.50
At 100% 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.

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 of the student or 2) a family emergency. In former cases, 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 instructors but they 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.

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.

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 makeup 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.

Honor Student Award Requirements

The President'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)	3.90 & Up
2	Minimum credits attempted	9
3	Min grade	B+
4	Other requirements	<ul style="list-style-type: none">• No I, U or F• Grades are for the courses required for the intended program only.

A letter from the Office of the President is sent to students noting their accomplishments and placement on the list. Each semester the lists are published on BAU International University's website.

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.

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

Academic Misconduct Policy and Procedures

*"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."*

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.

Reporting and Resolving Academic Misconduct

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.

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 Grievance 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 Grievance Committee (GC).

The Grievance Committee (GC) is composed of the following members: Program Director, a senior faculty member, a Student Government Association (SGA) member, the Registrar, and the Chief Academic Officer as the chair of the committee. The GC 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 GC 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 GC, 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 GC's decision is **final** and may not be appealed unless compelling evidence is submitted to the committee.

A. 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, motion 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

BAU 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 harassment 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 on and off property owned by or under the control of BAU International University.
3. Students and employees who violate this policy may be subjected to arrest and prosecution and will be subjected 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 strong 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 are available, including the loss of computer use privileges, dismissal from the university, and legal action.

Student's Records and Release of Information-FERPA

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.

Document retention and Destruction Policy

According to the Sarbanes Act of 2002, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the systematic review, retention and destruction of documents received or created in connection with the transaction of organization business. This policy covers all records and documents, contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations.

Record and Descriptions	File Numbers	Retention Period	Disposition Method
Human Resource Records			
[300]-001-999			
Employee Records: Employment Contracts Promotion, Demotion, or Discharge Grievance Records Exit Interviews Retirement & Pension Plan Faculty Transcripts		Permanent. All hard-copy documents are to be converted into soft-copy after 10 years.	Not Disposed. In HR Office

Foreign Credential Evolutions Employee Handbook Consents / Assurances			
Trademark / Copyright Registration		Permanent. All hard-copy documents are to be converted into soft-copy after 10 years	Not Disposed. In HR Office
Legal, Insurance and Safety Records		10 Years After Expiration	Non-Confidential Destruction
Lease Contracts		10 Years After Expiration	Non-Confidential Destruction
OSHA Documents: Inspection Reports, OSHA Correspondences, Accident Reports and Worker's Compensation Records		5 Years	Confidential Destruction
Lease Contracts		5 Years	Non-Confidential Destruction
Employment Application and Supporting Documents		3 Years	Non-Confidential Destruction
I-9 Forms		3 Years After Termination	Non-Confidential Destruction
Salary Schedule		3 Years	Non-Confidential Destruction
Professional Development Docs		3 Years	Non-Confidential Destruction
Performance Evaluations		3 Years	Non-Confidential Destruction

Academic Records		[500*]-001-999	
Course/ Curricular Records: Academic Catalog Thesis and Dissertation Student Transcripts Issued Faculty Transcripts Received		Permanent. All hard-copy documents are to be converted into soft-copy after 10 years.	Not Disposed. In Provost Office
Accreditation Records Academic Licensures and Certificates		Permanent. All hard-copy documents are to be converted into soft-copy after 10 years.	Not Disposed. In Provost Office
Accreditation Supporting Documents		5 Years After Last Action	Non-Confidential Destruction
Academic Counseling		3 Year after the end of academic year	Confidential Destruction
Academic Honors and Scholarships		3 Year after the end of academic year	Non-Confidential Destruction
Class Rolls and Grade Sheets		3 Year after the end of academic year	Confidential Destruction

Student Sponsorship Information		3 Years after graduation	Non-Confidential Destruction
Faculty Activity Records		3 Years after graduation	Non-Confidential Destruction
Application/Admission Records: Passport Information Visa Information Previous Transcripts & Diploma Financial Information Foreign Credential Evaluations Admission Tests Scores		7 Years after the graduation/leave	Confidential Destruction

* Note: File Number series [400] has been reserved for University Advancement.

Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.

Emergency Planning

BAU’s records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping BAU operating in an emergency will be duplicated or backed up at least every week and maintained off site.

Document Destruction

BAU’s Accounting Director is responsible for the ongoing process of identifying its records, which have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding. The Director will designate a person in Accounting responsible for maintaining a filing system.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

Compliance

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against BAU and its employees and possible disciplinary action against responsible individuals. The Accounting Director and the finance committee will periodically review these procedures with legal counsel or the organization’s certified public accountant to ensure that they are in compliance with new or revised regulations.

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 acknowledges the following holidays. These days there will be no classes and administrative offices will be closed:

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

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.

Disclosure of Performance Information

Federal requirements relating to student achievement disclosures are derived from several legislative acts and regulations:

The Student-Right-to-Know Act (P.L. 101-542), enacted in 1990, requires institutions participating in Title IV programs to calculate completion or graduation rates of certificate or degree-seeking full time students and to disclose this information to all students and prospective students (Title 1, Section 103).

The Higher Education Opportunity Act, reauthorized in 2008, requires institutions participating in Title IV programs to make general institutional disclosures to students, including retention, graduation and placement data (Section 485). This section also requires the disclosure of certain demographic information, including the percentage of males and female students, Pell Grant recipients, and racial and ethnic minorities.

The Gainful Employment (GE) regulation 34 CFR 668.6, part of the Department of Education's Program Integrity Rules, imposes a series of GE program disclosures:

- Occupations (by name and SOC codes) that the program prepares the student to enter;
- Normal time to complete the program;
- On-time graduation rate for completers;
- Tuition and fees for completing the program in the normal time, costs for books and supplies, and costs for room and board, if applicable;
- Placement rate for completers **if required by state or accreditor**;
- Median educational loan debt incurred by completers in three categories: Title IV loans, private loans and institutional debt.

The regulation requires this disclosure of information to be incorporated into an institution's promotional materials whenever feasible. A URL may be substituted in cases where size or format makes including the information unfeasible.

Although BAU does not yet participate in any Title IV programs, in order to meet ACICS' expectation of transparency and integrity in all information shared by the member institution, we decided to release the following information obtained 2-14-2015 completed CAR report:

Information	Source	Value
Institutional Retention Rate	2014-2015 CAR Report	90%
Institutional Placement Rate	2014-2015 CAR Report	65%
Graduation Rate	2014-2015 CAR Report	90.9%
Student-Faculty Ratio	2014-2015 CAR Report	12:1

These are the data reported to ACICS by the institution in its most recent Campus Accountability Report.

Consistent with the ACICS guidelines, BAU applies the following definitions of Placement. Any graduate is "placed" when the graduate meets one or more of the following criteria.

- The graduate is deemed placed when the graduate's job TITLE is published by the institution within the program the graduate completed. Job titles are published on each campus website in compliance with USDOE Title IV regulations and are identified in the Department's CIP-to-SOC Crosswalk (Standard Occupational Classification, U.S. Department of Labor) with the Classification of Instructional Programs (CIP) code of this program. Or,
- The graduate is deemed placed when the graduate's predominant component of the job requires use of SKILLS learned in the program. The skills list are published on each campuses website and/or College Catalog. The majority of skills are documented in the job description. Or,
- The graduate is deemed placed when the graduate was placed based upon the benefit of the campus's TRAINING, maintained a current job, supported a promotion, or improved job related skills.

BAU follows ACICS's calculation methods to report the placement rates as follows:

(Placed by job title + Placed by skills + Placed by benefit of training)

((Completers + Graduates) - (Exemptions*))

** Exemptions are: pregnancy, death or other health-related issues, continuing education, military service, visa restrictions, enrollment in English as a Second Language (ESL) program, and incarceration.*

Formal Grievance Procedure

BAU International University faculty and staff attempt to create, in all areas, an atmosphere that is conducive to learning. The president, and all other administrative team members, maintains an open-door policy. Students may freely express concerns to any administrator. 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. If the problem is not resolved at that level, the student is then advised to contact to the program director with a written request. Student should fully complete and submit BAU's **General Grievance Form** available at the Registrar's office.

The program director, within 5 days after receiving the Grievance Form, shall contact to the party against whom the grievance is being submitted. The director, after collecting testimonials, and other related artifacts, including the eyewitness accounts, will forward the dossier to the office of the Provost. The provost, within 10 days after receiving the compliant file, will form an Ad-Hoc Grievance Committee to address concerns which remained unresolved. The **Grievance Committee** is comprised of the Provost, one senior faculty member, the program director, a student rep and an HR officer. 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 still feels that his or her concerns have not been resolved, he or she may escalate the issue to the Vice President or the President of the university. At his discretion, the Vice-President vice-might choose to listen to the student and other related parties. The decision made by the Vice President is final and cannot be further appealed. If the grievant student still remains unsatisfied, s/he can address these concerns in writing to the following organizations:

OSSE
OSSE Education and Licensure Commission 810 First Street, N.E., 2 nd Floor Washington, DC 20002

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.

Internships

BAU's MBA program is planning to offer an internship program and it will provide an opportunity for students to gain practical experience. 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 would be 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.

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 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.

The program provides students with high quality, professional education in business administration, thereby qualifying them for more diverse job opportunities, including the following occupational titles: Marketing Manager, Operation Manager, Small Business Manager, Financial Analyst, Risk Manager, Accountant, Financial Manager, Account Executive, Office Manager, Administrative Assistant, Entrepreneur, Project Manager, Cost Analyst, Customer Relationship Manager, Sales Manager, Business Consultant, Business consultant in multinational corporation, International Specialist, Transnational Security Analyst, Risk Analyst, International Energy Expert, Conflict Resolution Specialist, International Economics Specialist, International Securities Specialist, Business Developer, International Relations Specialist, International Arbitration Specialist, Intellectual Property Specialist.

Structure of the Executive MBA

Executive MBA

The BAU 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

Core Courses			
Course Code	Course Name	Prerequisites	Credit
<i>Core requirements</i>			
EMBA 510	Research Methods		3
EMBA 512	Leadership & Organizational Behavior		3
EMBA 530	Managerial Accounting and Economics		3
EMBA 532	Financial Management		3
<i>Core electives (students must take at least 2 of the 5)</i>			
EMBA 550	Operations Management		3
EMBA 552	Marketing Management		3
EMBA 554	Management Information Systems		3
EMBA 570	Effective Negotiations		3
EMBA 572	Strategic Management		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 Code	Course Name	Prerequisites	Credit
EMBA 611	The Art of Entrepreneurship		3
EMBA 621	The Entrepreneurial Manager	EMBA 611	3
EMBA 631	Managing Innovation		3
EMBA 641	Brand Management		3
EMBA 643	How to Develop Breakthrough Products and Services		3
EMBA 645	Pricing	EMBA 552	3
EMBA 651	Intrapreneurship		3
EMBA 661	Survey of Innovations around the World		3

2. Global Affairs Concentration			
Course Code	Course Name	Prerequisites	Credit
EMBA 613	Globalization and Business Strategy		3
EMBA 623	Emerging Markets		3
EMBA 633	World Energy Politics		3
EMBA 635	Economics of International Development		3
EMBA 647	International Financial Institutions	EMBA 532	3
EMBA 653	Transnational Security		3
EMBA 655	Corporate and National Trade and Investment Security Issues		3
EMBA 663	Risk Assessment in Conflict Regions	EMBA 653	3

3. International Law & Economics Concentration			
Course Code	Course Name	Prerequisites	Credit
EMBA 615	International Economics		3
EMBA 617	International Law		3
EMBA 625	International Trade Law and Regulations		3
EMBA 637	Intellectual Property in International Business		3
EMBA 649	International Courts Tribunal, Commercial Arbitrations, and the WTO	EMBA 617	3
EMBA 657	Cross-Border Commercial Regulations	EMBA 625	3
EMBA 665	Competition Policy Across Nations		3
EMBA 667	Global Securities and International Finance		3

COURSE DESCRIPTIONS

EMBA 510: Research Methods (3 credits)

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 and develop an understanding of various research designs and their use. Students will develop the ability to identify a problem and formulate research questions; conduct a literature review and design a study; create a data collection tool; understand basic statistical concepts and their applications; collect and analyze data; read, understand and critically evaluate others' research; and write a research paper. Students will have a chance to gain hands on experience in "reading" and analyzing data from various sources. At the end of the course, students will be educated consumers of social science data.

EMBA 512: Leadership and Organizational Behavior (3 credits)

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? This course explores a framework for competing and winning in a world of constant turbulence and disruption. It also delves 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 affect people's *behavior*. And that is never easy. To bring theory to life, the course utilizes real-life stories of how successful organizations were able to connect with people's emotions, help them to think and *feel* differently, and inspire them to achieve shared goals.

EMBA 530: Managerial Accounting and Economics (3 credits)

This course helps students learn to boost the profitability of their companies through the use of economic and accounting analysis to address business problems. It uses a problem-solving approach to achieve this goal and focuses not just on theory but on the practical *application* of economic and accounting tools. The theoretical foundation of this class includes two elements: first, that the Rational Actor Paradigm (which maintains that people behave rationally, optimally and self-interestedly) sufficiently explains human behavior; second, that the art of business involves moving assets from lower-valued uses to higher-valued uses. Using these ideas, the class develops students' ability to perform accounting and economic analysis and to approach business problems from a management point of view.

EMBA 532: Financial Management (3 credits)

Knowledge of financial principles is beneficial to managers in nearly all business settings. This course combines both conceptual and mathematical information. It analyzes and discusses cases, comprehensive problems, and current events to give students experience using and applying financial tools. Attention is given to the functioning of capital markets, different securities and financing instruments, and the management of cash flow. The course also focuses on the topics of risk, working capital management, leverage, forecasting, and the analysis of financial statements and ratios. Through this course, students will obtain basic financial math skills and a thorough introduction to financial management concepts.

EMBA 550: Operations Management (3 credits)

Operations Management involves the management of resources and activities that produce and deliver goods and services for customers. Organizations can derive substantial competitive advantages from efficient and effective operations. It is extremely important to be able to respond rapidly and appropriately, at little expense, to the demands of customers and markets in order to enhance profitability and increase market share. As globalization leads to more intense competition, companies must be able to run its operations efficiently and to exploit its resources productively. This course addresses the basic concepts, issues, and techniques for efficient and effective operations, emphasizing process improvement and supply chain management. Topics include operations strategy, product and service design, process design and analysis, capacity planning, lean production systems, materials and inventory management, quality management and six sigma, project management, and supply chain management.

EMBA 552: Marketing Management (3 credits)

This course is designed to introduce students to the principles and practices of marketing. After completing this course students will be to: assess market opportunities by analyzing customers, competitors, collaborators, context, and the strengths and weaknesses of a company; develop effective marketing strategies to achieve organizational objectives; and design a strategy implementation program to maximize success.

EMBA 554: Management Information Systems (3 credits)

This course studies systems used by companies to accumulate, classify, and organize information to aid managerial decision making. It emphasizes the considerations of upper-level management concerning the development, deployment, and use of information systems.

EMBA 570: Effective Negotiations (3 credits)

In business, government, and everyday life, effective negotiations are a part of human interactions. In international politics, it is the essential part of “managing interdependence,” according to Joseph Nye of Harvard. In today’s global business environment, the layers of decision-makers have proliferated: within the company, between partners’ companies, interactions with a host and a parent government, through intergovernmental organizations, and, of course, with the business client and its multiple layers of decision-making. Managing cultural differences, assuming proper body language, and overcoming jet lag are just the beginning. A negotiator also needs comprehensive preparation, a flexible strategy, infinite patience, and a willingness to accept a win-win outcome. This course will prepare the student to hone skills for and to anticipate the challenges of effective negotiations through simulations.

EMBA 572: Strategic Management (3 credits)

The performance of firms is rarely uniform. Some do better than others. Strategy differences help explain this phenomenon. The scope of a firm’s operations (that is, its product and service markets) and how it competes within that scope are two issues relating to its strategy. This course is a theoretical, quantitative exploration of industry structure, industry dynamics, and business and corporate strategy. It evaluates firm competition, strategy, and performance from a firm-centric perspective, and it assumes a familiarity with finance, accounting, information technology, and marketing. Grounded in economics and quantitative analysis, this course uses concepts such as supply and demand curves, equilibrium points, and marginal, average, and total costs and revenues as a conceptual framework for understanding strategy in modern, for-profit firms.

EMBA 611: The Art of Entrepreneurship (3 credits)

This course provides insight into the vital role played by entrepreneurs and entrepreneurship in today’s global economy. Students will assess, explore, critique, and celebrate the phenomenon of entrepreneurship. The course approaches entrepreneurship as an attitude and as a way that people think, act, and behave. It stresses how entrepreneurship is a workable process, enactable in almost any organizational setting, and it highlights how entrepreneurial behaviors can be sustained throughout the careers of individuals and the development of organizations and societies. The course focuses on new ventures, how they get started and what makes them successful. It encourages the generation of ideas and inquiry and supports students’ efforts to develop and support their ideas on these matters. Finally, it approaches entrepreneurship from both theoretical and practical viewpoints and draws from several academic disciplines, including sociology, psychology, and economics.

EMBA 613: Globalization and Business Strategy (3 credits)

This course 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 615: International Economics (3 credits)

This course is an introduction to the field of international economics. It is designed to familiarize students with basic concepts about the international dimensions of economics in today’s world. It affords a strong foundation for more advanced courses, addressing a variety of topics in international economics, including analysis of modern trade theories and issues concerning international competitive strategy. It also investigates the effect of trade patterns and commercial policy on domestic business activity and the influence of macroeconomic policies across nations. Other topics include gains from trade and their distribution; analysis of protectionism; strategic trade barriers; trade deficits vs. surpluses; exchange rate determination; and government intervention in foreign exchange markets.

EMBA 617: International Law (3 credits)

This course is an introduction to the field of international law. It is designed to familiarize students with basic concepts about the international dimensions of law in today’s world. It affords a strong foundation for more advanced courses, addressing a variety of topics in public international law, private international law, and comparative law. Students learn about the sources of international law and issues relating to the use of force and international human rights. The course

also investigates the matters of international business transactions, international economic and environmental law, and how issues of international law play out in domestic courts.

EMBA 621: The Entrepreneurial Manager (3 credits)

(Prerequisite: EMBA 611)

This course helps students increase their understanding of entrepreneurship and small business management. It investigates the management of startups and small companies. Particularly useful to those seeking to start a new business, work within an entrepreneurial firm, or invest in or advise entrepreneurial endeavors, it addresses aspects of entrepreneurship such as identifying strong business opportunities, obtaining funding for and starting a new endeavor, growing a company and maximizing rewards. The course also investigates how entrepreneurial endeavors can benefit society.

EMBA 623: Emerging Markets (3 credits)

This class provides an introduction to doing business in emerging markets. The unique aspects of emerging markets and challenges for businesses will be assessed. Having explored and examined common issues in global emerging markets, students apply and analyze these issues in different country contexts.

EMBA 625: International Trade Law and Regulations (3 credits)

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 631: Managing Innovation (3 credits)

This course introduces students to the dynamics of industries driven by technological innovation. It enables students to think strategically about technological innovation and new product development and deployment. The course addresses topics such as fiercely competitive industries; choosing optimal innovation projects; choosing between remaining independent or forming partnerships, along with considerations for developing the best strategies for collaboration; choosing between protecting proprietary technologies or promoting rapid dissemination in order to take advantage of potential accompanying benefits; the advantages and limitations of increasing flexibility and, thereby, responsiveness; and improvement of new product development capabilities.

EMBA 633: World Energy Politics (3 credits)

This course addresses 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.

EMBA 635: Economics of International Development (3 credits)

The course investigates macro models of development. It explains disparities in income across countries. It explores various markets in developing countries, with an emphasis on understanding market failures and potential corrective policies. It also focuses on the role of the state in processes of development.

EMBA 637: Intellectual Property in International Business (3 credits)

This course introduces students to the basic principles and legal instruments of international intellectual property law, including examination of the Paris Convention for the Protection of Industrial Property, the Berne Convention for the Protection of Literary and Artistic Property and the WTO Agreement on Trade-Related Aspects of Intellectual Property (TRIPS). The course serves as a basic introduction to the field of intellectual property, as well as to the international dimension of the field.

EMBA 641: Brand Management (3 credits)

This class provides students a fundamental understanding of how to build, measure, and manage a brand. After completing this course students will be able to overcome the situations and challenges frequently encountered by brand managers, they will be informed about the concepts and analytical techniques commonly used by brand managers, and they will be able to develop and implement new brand strategies effectively.

EMBA 643: How to Develop Breakthrough Products and Services (3 credits)

In order to prosper, firms must develop major innovations. Developing such innovations, however, is challenging. There has, however, recently been progress into determining how it may be possible to develop breakthroughs in a systematic fashion. Though cases and expert guest speakers, *this course* explores several practical idea generation development methods and conveys the art required to implement each of them.

EMBA 645: Pricing (3 credits)

(Prerequisite: EMBA 552)

Smart pricing is a critical aspect of a company's efforts to create value for the customer. It is a matter of significant importance to marketing executives. A thorough understanding of pricing strategies constitutes critical knowledge for anyone interested in running their own business or pursuing a career in product management, financial management, or various other areas. Through case analysis and real-world pricing problems, this course addresses the practical needs of the marketing manager.

EMBA 647: International Financial Institutions (3 credits)

(Prerequisite: EMBA 532)

This course international financial institutions and dynamics between the public and private sectors. It begins with an overview of the role, mechanics and main channels of financial intermediation. It then turns to developing students' understanding of inherent risks and fragilities of international financial institutions, along with the safeguards that have been established to mitigate them, both nationally and internationally. It reviews the development of and interaction between international and domestic financial markets, as well as the evolving relationship between the public and private sectors. It examines how several financial crises, particularly that of 2007, have made people rethink macroeconomics and modify the system of international financial institutions.

EMBA 649: International Courts Tribunal, Commercial Arbitrations, and the WTO (3 credits)

(Prerequisite: EMBA 617)

This course explores the rules, practice, and jurisprudence of various international courts and tribunals. It reviews key commonalities and differences with a view to better understanding and evaluating current and possible future courts and tribunals. It also focuses on the legal obligations and policy underpinnings of the World Trade Organization and its agreements. It concentrates on the substance of WTO agreements while examining the context in which they were negotiated and discussing cases in which WTO provisions have been interpreted and applied.

EMBA 651: Intrapreneurship (3 credits)

This course considers the rising practice of *Intrapreneurship*, which, in general terms, is the application of entrepreneurship to developing new ventures within an existing firm. Examining Intrapreneurship as a corporate strategy, the course relates Intrapreneurship to other functions such as Corporate Venturing, New Product Development (NPD), Research & Development (R&D) and Corporate Labs; examines Entrepreneurship for clues to the successful practice of Intrapreneurship; explores actual Intrapreneurial ventures with practicing executives; and helps students develop an "Intrapreneurial Toolset."

EMBA 653: Transnational Security (3 credits)

What sorts of transnational security challenges do states face in the information age, and how do they manage these threats? Global threats such as nuclear proliferation, climate change, environmental degradation, refugee streams, or infectious diseases do not stop at national borders. Terrorist and criminal networks not only transcend international borders, but also go beyond traditional state jurisdictions and stove-piped hierarchies. This course will analyze the nature of the challenges and look at the policy, legal, and institutional mechanisms the United States and other countries have found/must find to manage and counter these threats.

EMBA 655: Corporate and National Trade and Investment Security Issues (3 credits)

Corporate and National Trade and Security Investment Issues analyzes and addresses the evolving nature of national trade and the current investment security issues for MBA students. In this current globalized economy, trade and investment has several challenges and lessons both students and practitioners need to learn to navigate successfully. Students will study in-depth business and country-specific case-studies for improved analysis and understanding of Corporate and National Trade and Security Investment Issues. Students will learn the importance of trade, trade negotiations, challenges in the globalized business economy, and solutions to globalized business (in)security. Students will effectively assess quantitative and qualitative information in the global business world and improved understanding of key Corporate and National Security Trade and Security Investment Challenges.

EMBA 657: Cross-Border Commercial Regulations (3 credits)

(Prerequisite: EMBA 625)

This course covers the transactional approach to legal problems encountered in commercial and financial business ventures that cross national borders. Topics include form of doing business, including formation of contracts and the range of issues presented—such as choice of law, choice of forum, commercial terms, force majeure, sales, distribution and agency law, franchise, licensing arrangements, and foreign direct investments; the operations of the institutions of the World Trade Organization; investment in free trade areas such as the European Union and NAFTA; and issues of transfer of intellectual property and international dispute resolution. Students will gain exposure to analyzing various international business agreements and documents including global joint venture agreements and privatization provisions, sales and letters of credit, distribution and franchise agreements, international development and investment agreements, letters of intent for mergers and acquisitions, and technology licensing agreements.

EMBA 661: Survey of Innovations around the World (3 credits)

This course introduces students to a variety of innovations occurring around the world. It examines how science, technology and innovation can support economic growth in emerging economies, and how they can help those economies augment participation in the global economy. The course focuses on the phenomena of technological catch-up and leapfrogging. It is divided into four units. The first unit provides a conceptual foundation for understanding the role of technological innovation and the associated institutional innovation in the process of economic transformation. The second unit presents country experiences of technological catch-up and leapfrogging. The third unit analyzes the technological opportunities and challenges open to developing countries. The final section assesses the policy and institutional innovations needed to foster technological catch-up and leapfrogging.

EMBA 663: Risk Assessment in Conflict Regions (3 credits)

(Prerequisite: EMBA 653)

This course is a specially designed, interactive seminar to introduce students in the field of Business Management to the impact of geopolitics on economic and financial interests and strategic investments. The seminar focuses on several regions experiencing conflicts to project the major trends to expect in the coming year and decade. It covers areas such as the Greater Middle East, North Africa, Sahel, Europe, Russia and the Caucasus as well as parts of Latin America. The seminar will bring input and information from the field of comparative conflict to the field of economic strategic planning. A unique offering of BAUI, Washington D.C., the seminar is comprised of lectures, interactive exercises and guest speakers.

EMBA 665: Competition Policy Across Nations (3 credits)

This course introduces students to competition policy in a global context. Over 90 countries have competition policies. The focus here will be on Canada, the U.S., the E.U., China, Japan, and South Korea. Students will learn which business practices are apt to get their company in trouble in domestic and international markets. The economic rationale for prohibiting such practices will be explained to enhance understanding of the policies that they will encounter. Strategies for avoiding antitrust violations will be discussed and evaluated. In order for students to get a good appreciation for international antitrust law and the economic analysis that drives it, reading includes some case excerpts as well as some economic analyses of market structure and business practices.

EMBA 667: Global Securities in International Finance (3 credits)

The purpose of this course is to extend the principles of finance from a single-country setting to a multinational setting. This includes capital allocation and tax management within a multinational firm, foreign exchange (spot and future), swaps, synthetic securities, and parity relationships. Regarding parity, we will examine the impact of government intervention on interest rate and purchasing power parities, explore parity relationships along the yield curve, and consider quality spreads arising from differences in default risk. The role of the global financial markets in accomplishing an optimal allocation of economic resources around the world is a central issue.



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."

BAU International University is non-discriminatory equal opportunity employer.

All rights reserved, no part of this catalog may be reproduced in any form or by any electronic or mechanical means including information storage and retrieval systems without permission in writing from the BAU International University.

© BAU International University 2016



BAU International University

www.bauinternational.com