



INTERNATIONAL UNIVERSITY
WASHINGTON DC

*Concordia per
Eruditionem*

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 second home for the duration of your university experience. We trust that your time with us will be challenging, rewarding, and gratifying.

The primary aim of our university is to facilitate the intellectual, personal, and professional 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.

The education you receive at BAU will prepare you for your first job, for advancement in your chosen profession, or for continuing studies. Equally importantly, your time at BAU will equip you to meet all of life's challenges and take advantage of its opportunities as you grow as a person and develop intellectually.

We believe that BAU, 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 here at BAU International University.

Very truly yours,

Dr. Sinem Vatanartiran
President, BAU International University

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

BAU International University is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS), a national accreditor.



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PUBLIC DISCLOSURE

This publication cannot be construed as an irrevocable contract between BAU International University and the student and is subject to change. 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 the policies, regulations, procedures, and provisions contained herein, and may cancel, add, or modify educational courses and requirements listed herein.

This publication is effective May 19, 2017 – August 30, 2017.

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GENERAL INFORMATION

Mission Statement, Goals and Objectives

The mission of BAU International University (BAU) is to provide high quality education through a variety of career-related programs that (a) enable BAU students to enhance and achieve their academic potential; (b) provide them the necessary skills, experience and qualifications to advance their professional careers; and (c) cultivate among them the intellectual curiosity, critical thinking abilities, and creativity that are urgently needed in the global community.

An integral part of our mission is holistically supporting our students, providing them with opportunities, encouragement, mentoring, and scaffolding, and fostering peer interaction and a sense of community. 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's overall mission:

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

Objectives:

1. Offering career-oriented degree, diploma, and certificate programs
2. Ensuring relevant curricula through input from the governing board, industry advisory boards, academic partners, and graduates
3. Guaranteeing a quality learning experience by employing highly qualified faculty members who are committed to excellence in teaching and to their own continuous development and improvement as teachers
4. Periodically reviewing student learning outcomes to facilitate constant academic improvement
5. Conducting annual reviews of our programs to meet the needs of the changing business world
6. Hiring qualified and capable administrators with exceptional knowledge and skills
7. Providing an enabling physical environment to support students' professional and social development
8. Ensuring that the University has adequate physical and financial resources to provide continuous quality education

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

Objectives:

1. Respecting cultural differences in our classrooms and throughout the campus
2. Actively recruiting a diverse student population and hiring a diverse faculty and staff
3. Providing opportunities for and encouraging intercultural exchanges among faculty, staff, and students
4. Promoting a global awareness of social, economic, and environmental issues among the student body
5. Encouraging the expression of alternative viewpoints and perspectives on important issues
6. Providing placement assistance for diverse graduates in professional fields demanded by local employers

School Purpose & Instructional Philosophy

As an institution, we aim to provide students with the business skills necessary to excel in today's global business environment. Our MBA program does just that, by offering students a core selection of business courses and concentrations in the following three concentrations: Entrepreneurship, Global Affairs, and International Law & Economics. Our faculty, who have expertise working in government, non-profits, and in major international corporation, are able to impart their own technical expertise and personal experience on their students.

Our instructional philosophy includes employing both traditional and innovative teaching methods and strategies to make classes interesting, informative, and challenging to students. Committed to developing students as scholars, we cultivate as much informed participation by students as possible in every class meeting. We are a student-oriented institution, encouraging instruction that takes into account all kinds of learners. We use state-of-the-art instructional technologies. The long-term success of the University, as well as the establishment of a reputation for quality instruction, depends upon curriculum development, teacher learning, and outcomes measurement. The University's ability to attract and retain students, the ability of students to meet business and industry requirements, and the satisfaction level of graduates and employers are critical measures for success.

Core Values

BAU International University aspires to provide education and scholarship of the highest quality, to advance the frontiers of knowledge and to prepare individuals for life, work, and leadership. As BAU community members, 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 are, and wherever we work within BAU International University, we owe it to one another to uphold certain core community values.

At BAU, we have four main core values: Respect, Academic Achievement, Diversity, and Integrity, values which befit a globally-oriented institution of higher education. We expect members of the BAU community to treat one another with respect; to strive for high academic achievements; to express diverse ideas and reflect diverse backgrounds; and to approach their personal and academic lives with integrity.

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

Civil Rights Compliance

BAU is an academic community built on respect for all persons. The University has a strict policy of dignity, equality, and non-discrimination regarding the treatment of all individuals: faculty, staff, and students. 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 or ethnic origin, marital status, sexual orientation, medical condition, physical disability, or veteran status in its employment, student admissions (including scholarship award and loan programs), or in any aspect of any program or activity offered or sponsored by the University.

State Approval, Accreditation, and SEVP Certification

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

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



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

Accreditation: BAU International University is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS), a national accreditation agency. ACICS may be contacted at:



Accrediting Council for Independent Colleges and Schools
750 First St NE #980, Washington, DC 20002
Phone: (202) 336-6780

SEVP Certification: For its MBA program, BAU International has SEVP certification, which allows it to issue Forms I-20, "Certificate of Eligibility for Nonimmigrant Student Status," to prospective international students after admitting them for a course of study.

Organizational History

BAU International University (BAU) is an independent, American institution of higher education established in 2014 by BUEI, LLC. BUEI, LLC is a U.S. company and a wholly owned subsidiary of Bahcesehir Ugur Educational Services, a Turkish company (BUEI Turkey).

- 1974:** Mr. Enver Yucel initiated his first educational services in Turkey by establishing Ugur Dershaneleri, test prep centers offering after-school preparation for the two competitive, high-stakes tests used for placing students in Turkish high schools and universities. He has grown this institution to over 200 campuses throughout Turkey, with enrollment exceeding 130,000 students (20% of whom are disadvantaged students on full, academic-merit-based tuition scholarships).
- 1994:** BUEI Turkey began to invest in K-12 education. It now has over 20,000 students enrolled in a total of 64 early childhood schools (ages 3 to 5), 44 elementary and middle 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 University is a not-for-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 merit scholarships. 10% of its student population is international, coming from 68 different countries, the highest rate among all Turkish universities. Bahcesehir was the first university in Turkey to start an American Studies Center, and it has organized many events to improve bilateral relations between the U.S. and Turkey, hosting important guests from the 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), Stanford University (in the field of robotics), and others. 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 meet the demands of a multi-campus educational institution. Mr. Yucel also decided to test the U.S. market, opening a company in the District of Columbia named “UKNOW” to provide SAT preparation to disadvantaged students in the DC area. UKNOW also offered other language and cultural immersion opportunities via ESL and Test Prep training (TOEFL and GRE/GMAT), as well as admissions counseling for students applying to U.S. universities. UKNOW was opened on Connecticut Avenue at Dupont Circle, led by Paul Brunson (a former director of Kaplan, D.C.), and was honored by the Turkish Prime Minister at its opening ceremony.
- 2008:** To reach more ESL students from all around the world, BUEI, LLC opened a language school in Virginia, acquiring an existing ESL school with SEVIS certification. BUEI, LLC contracted with Ms. Harriet Fulbright, widow of the late Senator, and rebranded the school “Harriet Fulbright College.”
- 2012:** As BUEI, LLC, the school decided to move its campus to the nation’s capital, buying three (3) floors of a newly constructed building next to Lafayette Square, 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).

Separately, BUEI applied to the Department of Education of the State in Berlin, Germany to get a license to open a not-for-profit university in Berlin. With committee hearings successfully completed, the process ended in May, 2014. BAU International University in Berlin offers undergraduate 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. Through BAU, LLC, it created an American post-secondary degree-granting institution, separate from Bahcesehir University. BAU, LLC was formed as a for-profit venture to secure its financing and complete its startup operations, but in August 2016 it transitioned to not-for-profit status. Its application to the IRS for federal tax-exempt status is pending.

In February 2014, BAU submitted its application to the Higher Education Licensure Commission (HELIC) of the Office of the State Superintendent of Education (OSSE) of the District of Columbia. After the Commission’s review, BAU was issued an approval on May 2, 2014 to operate as an institution of higher education to provide courses or instruction leading to the award of certificates, diplomas, and degrees in the District of Columbia.

Today: BAU International University, Washington, D.C., BAU International University, Berlin, and Bahcesehir University in Istanbul form the foundation of an international university system. These universities, along with the Ugur Test Prep Centers, Bahcesehir K-12 schools, Ugur K-12 schools, Bahcesehir Publishing, Bahcesehir IT and Consultancy, Mentora College, BAU International University in the Republic of Georgia, and BAU International University in Cyprus together comprise one of the world’s largest education groups.

Location, Facility, and Hours of Operation

BAU International University is located 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 offers an ideal setting for students who are looking to learn about the ins and outs of the cultural and political fabric of the United States. BAU is located in a safe and friendly community.

BAU International University is located on the first four floors of 1510 H Street NW, between Vermont and 15th Streets. The first floor has a reception area, and administrative offices. The second floor has classrooms, administrative offices, a cafe that serves hot and cold meals and snacks, and a computer room with 27 workstations. The third and fourth floors have classrooms and administrative offices. On the third floor, there is an auditorium.

All BAU classrooms have modern furnishings, with tables and single-seater desks, computers, and white boards with smart projectors.

BAU regular hours of operation are as follows:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:30am– 9:30pm	8:30am– 9:30pm	8:30am– 9:30pm	8:30am– 9:30pm	8:30am– 7:00pm	8:30am– 5:00pm	Closed

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 Trustees**. BAU LLC was initially founded as a for-profit venture to secure necessary financing for university startup operations, but it has transitioned to a not-for-profit entity. The main function of the Board of Trustees, as described in the bylaws, is twofold: to develop policies for the advancement of BAU International University, and to support the president of the University with the implementation of those policies. In addition, BAU International University’s Board of Trustees provides guidance, monitoring, and assistance to the President of the University in public affairs and in building key alliances to assist in and support the growth of the University.

Although the Board of Trustees is responsible for assuring that all university departments comply with the policies, procedures, and regulations of all state, federal, and accreditation agencies, it does not participate in the details of daily operations and institutional management, which are delegated to the University President. The President is the CEO of the University and delegates specific responsibilities to members of the executive team: the Chief Operating Officer

(COO), the Vice President, the Dean of Graduate Studies, and the Director of Institutional Research and Effectiveness. Each member of the administrative staff is fully accountable for the operation of the respective department(s) of the University.

The President, as the Chief Executive Officer of the University, is also a member of the Board of Trustees. The President is responsible to the Board for the execution of university policies and for the management and direction of the general policies determined by the Board for the organization. The President assumes general responsibility for operations and 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 has an understanding of and commitment to the University's mission, strategic goals, and objectives. He or she directs the administration of all colleges and schools and approves fiscal and physical planning, such as development of the University budget, program expansions, facility acquisition, etc. He or she also plays an active role as a leader in higher education administration and gives direction in all of the University's educational, research, and public service operations. He or she also acts as the campus representative to the Board of Trustees.

Board of Trustees

Enver Yucel, BS	Chairman of the Board of Trustees
Honorable Esther Coopersmith	Board Member
Paul Brunson, MBA	Board Member
William Hansen, BS	Board Member
Ekmel Anda, BS	Board Member
Sinem Vatanartiran, PhD	Board Member, BAU President

Administration

Sinem Vatanartiran, PhD	President
Walid Phares, PhD	Vice President
Ahmet Kose, MBA	Chief Operating Officer
Andrew Wyner, PhD, MBA	Dean of Graduate Studies
Melek Edib, MBA	Chief Financial Officer and PDSO
Melek Edib, MBA	Director of Human Resources
Yelda Caliskan, BS	Marketing Director
Ethan Sewall, Master of Education, MA	Director of Institutional Research and Effectiveness
Rosalind Rothwell, MA	Assistant Director of Institutional Research and Effectiveness
Mert Urel, BBA	Registrar
Inga Barkane, MPS	Admissions Officer
Alexander Wilson, Master of Research	Director of Student Services
Omar Akchurin, MLS	Librarian

Faculty

Faculty play an important role in BAU's institutional development. Faculty are members of the Program Oversight Committee (POC), which oversees and improves academic programming, and advises the President on academic affairs. One faculty member participates in the Grievance Committee each semester, alongside the Dean, a Student Government Association (SGA) member, the Registrar, and the Director of the Office of Institutional Research and Effectiveness.

Dr. Deborah Aiken currently serves as the Director of Regulatory Analysis in the Office of the Secretary at the U.S. Department of Transportation. Her prior positions include Supervisory Economist at the U.S. Consumer Product Safety Commission, Senior Economist at Navigant Consulting/LECG, and Economist with the U.S. Department of Labor and Occupational Safety and Health Administration (OSHA) at the U.S. Environmental Protection Agency. Dr. Aiken earned her Ph.D. in Economics from the University of Tennessee and a B.A. in Economics and Mathematics from the University of Northern Iowa.

Dr. Ali Gungor is a Senior Economist with the U.S. Coast Guard, where he ensures the quality of the economic research and analysis related to the management of national and international marine safety, marine security and environmental stewardship programs. Dr. Gungor has also taught microeconomics and macroeconomics at both the undergraduate and graduate levels at The George Washington University. Prior to joining academia, Dr. Gungor had a long professional career as an international consultant on land, development, and construction projects, and he managed several power and utility projects in the United States, Latin America, and Eurasia, working closely with national regulatory agencies. Dr. Gungor earned both a Ph.D. and a Master's degree in Economics from The George Washington University, and he holds a Bachelor's degree in Economics from The Bosphorus University in Istanbul.

Dr. Suk Lee started his professional career as a public auditor for an international consulting firm. He proceeded to serve various clients and organizations in the customer service industry, from small businesses to multi-billion dollar international companies. Dr. Lee has conducted professional workshops and public seminars and has advised businesses in the fields of Strategic Management, Business Policy, Business Law, Economics, Human Resources, Finance, Accounting, Small Business Management, and Organization & Management. He has worked for for-profit and not-for-profit, public and private organizations and at operational and management levels, serving as a Certified Public Account, Financial Reporter, Chief Financial Officer, faculty member, Academic Dean, Senior Vice President, Chief Operating Officer, and Independent Consultant. Dr. Lee has a Ph.D. in Organization and Management, an M.B.A. in Finance, and a B.S. in Accounting, and he is a Certified Public Accountant. Dr. Lee was born in Seoul, South Korea and currently resides in Bethesda, Maryland.

Dr. Tam Nguyen has twenty years of experience in corporate policy and strategy, sustainability, and public affairs. He is currently global head of sustainability for Bechtel Corporation and also serves as vice-chair of the corporate responsibility committee of the U.S. Council for International Business. Dr. Nguyen was previously the manager for global issues, policy and corporate responsibility at Chevron Corporation and concurrently chaired the social responsibility working group of IPIECA, a major oil and gas association in London. He has also worked for the Asian Development Bank, the Inter-American Development Bank in Washington, D.C., and the U.S. Agency for International Development, holding posts in Australia, Southeast Asia, Eurasia, West Africa, and Latin America. Dr. Nguyen was awarded visiting fellowships to the Research Institute of the Export-Import Bank of Japan (Tokyo) and the Center for Corporate Responsibility of the Asian Institute of Management (Manila). He co-edited *Regional Public Goods: From Theory to Practice* (IDB: 2004) and has authored a number of industry publications on social responsibility in the oil/gas sector. Educated in the United States, Europe, and Asia, he is a graduate of George Washington University, and holds a doctorate in business administration and two Master's degrees in International Business and International Development.

Centk Sidar is the President and CEO of Sidar Global Advisors, a Washington, D.C.-based global macro research and strategic advisory firm that has been assisting top financial institutions and multinational corporations investing in emerging markets since 2009. Sidar holds an M.A. in International Economics and International Relations from Johns Hopkins University's School of Advanced International Studies (SAIS) in Washington, a postgraduate degree in European Studies from SAIS's Bologna Center in Italy, and a B.A. in Business Administration and International Relations from the Istanbul Bilgi University. His academic awards include the Bank of Austria Scholarship, the Jean Monnet Scholarship, and the Johns Hopkins Scholarship. He is a member of Atlantik-Brücke e. V., the European Young Leaders Program, the Jean Monnet Program, the Project Interchange Alumni, and the American Academy of Achievement. He is fluent in English and German.

Paolo von Schirach is the founder and Editor of the Schirach Report, an online commentary and analysis of politics, economics, and international security. He is a frequent lecturer and TV and radio commentator on U.S. foreign and domestic politics and global issues. Mr. von Schirach holds degrees from the London School of Economics; Georgetown University, where he was a Fulbright Scholar and a Fellow in the Government Department; the University of Pisa, Italy; and the Scuola Universitaria Superiore Sant'Anna of Pisa. He worked as a Research Associate at the Center for Strategic and International Studies (CSIS). Previously he was Director of Communications and Senior Research Fellow at the Atlantic Council, and Deputy Director of the Global Security Project at Georgetown University. He was Adjunct Professor in the Graduate Program of the School of Foreign Service at Georgetown University and has been a frequent lecturer at the Foreign Service Institute. Mr. von Schirach has extensive experience in international economic development. For over 25 years, he led teams, mostly in Southeast Asia and sub-Saharan Africa, on development

projects on behalf of the United Nations, The World Bank, The African Development Bank, USAID, and The European Union Commission, among others. Mr. von Schirach is President of the Global Policy Institute (GPI), a think tank associated with BAU.

Kristi Ragan brings a robust professional and academic background in international affairs to BAU. After graduating from Georgetown University, Ms. Ragan joined the Peace Corps and served in the South Pacific and later in Tanzania. Thereafter, with the United Nations in Somalia she was engaged in assisting development through public-private partnerships. She joined DAI, a global development consultancy, in 2003 and quickly built relationships with Wal-Mart, Gap, Chevron, and other multinational corporations. She leveraged these relationships after being named to lead the core services team for the U.S. Agency for International Development's (USAID) Office of Global Development Alliances. As Chief of Party at the Center for Development Innovation at DAI, Ms. Ragan now leads an initiative for USAID that works to encourage innovative solutions to global problems such as illiteracy. Building on three decades of work in Africa, Asia, and the Pacific, Ms. Ragan remains committed to finding new ways to raise quality of life for the world's poor. Ms. Ragan holds an M.S. from Georgetown University and an M.A. from St. John's College. She is Co-Chair of the Society for International Development's Work Group on Corporate Responsibility.

Denise Willard is the Founder and Principal at 8X7 Marketing. She holds a B.S. in Marketing and Management of Information Systems from the University of Virginia and an International Executive M.B.A. from Georgetown University. With over 15 years of leadership experience in marketing, brand advocacy and public outreach, Ms. Willard has served as Director of Strategic Communications at LeapFrog Solutions in Fairfax, VA, and held senior marketing positions at Unisys and Lockheed Martin. Ms. Willard is the Director of Marketing, Branding and Giving for New Love Animal Rescue. She has been a Court Appointed Special Advocate (CASA) for children, redesigned a women's shelter for Bethany House, transported rescue animals for Rural Shelter Transports, and raised \$22,000 at 2014 Fashion for Paws to benefit the Washington Humane Society. An avid animal advocate, Denise is the proud mom of three sweet rescue dogs — Jake, Edward, and Duke.

Dr. Andrew Wyner holds a Ph.D. in Chemical Engineering from the University of Toronto and an M.B.A. with concentrations in Strategy and Marketing from York University. In a 27-year career with Eastman Kodak he held management positions in R&D, Engineering, Manufacturing, Regulatory Affairs, Competitive Intelligence, Marketing, and Global Strategy. He taught Business, Management, and Economics courses for 12 years at several colleges in the Rochester, New York, area. Dr. Wyner has worked in 10 countries and these experiences have informed his global perspective in teaching courses in International Business, International Management, International Economics, and International Marketing. Because of his great interest in travel, he has visited a total of 105 countries.

Dr. Mohamad Kamara earned his Ph.D. in IT Security and Assurance at Walden University. He also holds an MSc in Computer Information Sciences from Strayer University, and a BSc in Computer Information Sciences from the University of Stavanger, Norway. He has worked as an IT instructor in the Washington, D.C. area for over ten years.

James Moses has taught business at the graduate and undergraduate levels for twenty years. His teaching philosophy emphasizes creativity and collaboration, and grounding business education in real-world examples. As an instructor at Chaminade University of Honolulu, he served as the Assistant MBA Program Director. His courses have covered a wide range of business subjects, including Hospitality Marketing, Cost and Price Analysis, and Conflict Resolution. He holds a Master of Science in Japanese Business Studies from Chaminade University of Honolulu and a Master of Public Administration from Madras Christian College in Chennai, India.

Student Government Association (SGA)

The SGA plays an important role at BAU, acting as an intermediary between the student body and the University administration. It may raise concerns with or propose changes to current University policies, procedures, and resources. The SGA is in charge of approving and budgeting for student clubs and organizations. One SGA member is expected to sit on the University's Grievance Committee, alongside the Dean, a senior faculty member, the Registrar, and the Director of the Office of Institutional Research and Effectiveness.

Academic Calendar: Fall 2016 – Summer II 2017

BAU International University operates on a semester system. Each fall and spring semester provides 15 weeks of instruction, including final exams. Additionally, courses are offered during the summer in two optional 8-week sessions. The academic calendar is subject to change. If any changes are made, they will be published on 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 Classes	Aug 29
Labor Day; BAU is closed, No classes-Make up Needed	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
<i>Thanksgiving Break: BAU is closed.</i>	<i>Nov 24-26</i>
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-Apr 24, 2017)

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

SUMMER I

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-Make up Needed	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 II

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-Make up Needed	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	August 25
Last day of classes (including Final Exams)	August 26
Grades available on BAU OIS	August 28
Incomplete Grade Change is due to Registrar	August 31

The Academic Calendar is subject to change without prior notice.

Programs of Study

BAU International University is offering the following degree programs in the 2016-2017 academic year:

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

Mode of Instructional Delivery

All courses are offered through face-to-face, in-classroom instruction, requiring physical attendance. Although faculty members are allowed to use various online tools as supplements to classroom instruction, no course is offered fully online at this point at BAU.

Academic Program Review

The University regularly reviews its academic programs to improve student learning and better align the program with the University's mission. The Program Oversight Committee, which is composed of five faculty members, and the Director and Assistant Director of Institutional Research and Effectiveness, meets each semester to make these evaluations. During these meetings, the POC members consider their own experiences as educators and professionals, as well as data provided by the Office of Institutional Research and Effectiveness. Standards include student satisfaction, student placement rates, student retention rates, student academic progress, and trends in higher education and the business world.

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 library contains over ninety-eight major databases, licensed from Proquest, EBSCO, ACM, and IEEE. It provides access to over 35,820 full text journals, reports and newspapers. Additionally, the library currently owns 46,374 electronic books, licenses publishers' e-Book databases, and subscribes to an additional 350,000 e-books. This design provides Library resources far greater than those of many institutions much larger than BAU International University.

Physical Library: BAU is establishing a physical library, which is planned to provide reference materials for our faculty and students. Keeping in mind that the Washington, D.C. metro area is an information-rich and library-rich environment, BAU maintains its physical collection to assist students in "discovering" material that faculty members themselves use in their areas of expertise. This concept allows students to build on their academic knowledge and creates a richer and more relaxing environment for discovery and learning. The BAU Library provides a comfortable space where students can find supplemental, not necessarily academic, material related to their courses. Periodicals include the *Economist*, *Foreign Policy*, *Bloomberg's Business Week*, *MIT's Technology Review*, *INC*, and *Fast Company*, plus some newspapers.

New Student Orientation

BAU International University's Student Services seeks to integrate students into the University community and to support and complement student learning both 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 start of classes 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 meet other BAU 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 D.C. metro area.

Career Services

BAU International University's Career Services department is available to answer students' questions concerning their job search endeavors and career paths. Workshops in the areas of job search techniques, resume building, effective oral communication skills, and successful interviewing are organized each semester. 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
5. CPT/OPT counseling

BAU's Career Services department also arranges visits to potential employers and brings potential employers to the BAU campus to meet students.

Please contact our Career Services department at careerservices@bauinternational.com for more information.

Student Organizations

Student Organizations make up a vibrant part of BAU's intercultural campus life. Our students have the opportunity to organize and participate in student-run clubs that reflect the diversity of their interests. Current clubs include the Student Government Association (SGA), the Women in Business club, and the Model United Nations club. Through these clubs, students can advance their personal and professional goals and socialize with others in the campus community. Institutional funds for clubs are distributed through the SGA.

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 Title II of the Act, which is called the "**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 ADMISSION

For the 2016-17 academic year, all BAU International University applicants must provide the necessary documentation described below. An application will not be considered complete, and thus will not be reviewed, until all application materials have been received. Once the completed application is received, the application is carefully reviewed. Applicants meeting our admission criteria are evaluated with respect to other qualified applicants, and are selected accordingly.

Application deadlines

Fall Semester: August 15 or next business day

Spring Semester: December 15 or next business day

Summer I: April 15 or next business day

Summer II: June 15 or next business day

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. The admissions team will notify students of their acceptance to the University by official letter. Students will thereafter sign an enrollment agreement with the University Registrar. In some cases, provisional acceptance may be offered to students who have not completed their final year of undergraduate study. In this case, students will be issued a paper letter of provisional acceptance, and will be required to send their final transcripts to the admissions team before signing an enrollment agreement. If the student's transcripts show an extreme drop in academic performance, they may be denied formal acceptance to the University.

Admissions Requirements

For admission to study at BAU International University, all applicants are required to submit a completed application package, as outlined below.

1. Apply online by visiting <http://www.bauinternational.com/apply/>.
2. Submit photocopy or scan of government-issued ID. (Passport only for international students.)
3. Provide an OFFICIAL transcript of qualifying degree and diploma (bachelor's).
4. Provide proof of English language proficiency.
5. Provide bank statement and/or sponsorship letter, if not in student's name (international students).
6. Provide passports of dependents and other necessary materials (international students).

Explanation of Admissions Materials

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

Identification: For domestic students, acceptable forms of identification include a passport, green card, driver's license, or other state-issued identification. For international students, only passports are acceptable.

Official transcripts:

- 1 - The issuing educational institution must issue and mail the transcript directly to BAU International University.
- 2 - If the diploma or degree was issued by a foreign institution of secondary or higher education, the applicant must provide an evaluation of the transcript by a NACES- (<http://www.naces.org/>) or NAFSA-member (<http://www.nafsa.org/>) credential evaluation service to establish U.S. equivalency. The evaluation must be a course-by-course evaluation of the transcript.
- 3 - If the transcript is not in English, the applicant must provide a certified English translation.
- 4 - If a bachelor's degree transcript does not clearly indicate the degree awarded, the applicant must provide a notarized copy of the college or university diploma.

Proof of English language proficiency: English proficiency is required of all international students. If an international student earned his or her qualifying degree in a program whose language of instruction was English, their transcripts satisfy the English proficiency requirement. The student's transcript must explicitly state that the language of instruction for the diploma or degree was English. Otherwise, English language proficiency can be established by providing an official score report for one of BAU's approved standardized English proficiency tests. The table below shows the tests and minimum scores accepted.

Name of Standardized Test	Minimum Scores Required for Graduate Programs
IELTS	7.0
TOEFL (PBT, CBT, IBT)	600, 250, 100
TOEIC	800
Oxford Online Placement Test	85

TOEFL is the most widely accepted English language proficiency test for admission to U.S. 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 U.S. college or university may submit an older score that was accepted by their last U.S. school.

Instead of using 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 has a pathway agreement with Mentora College, BAU's sister organization. Mentora College is accredited by CEA (<http://cea-accredit.org/>). Applicants who do not meet any of the above English proficiency requirements can take intensive English classes at Mentora and, when they meet a designated benchmark of English proficiency, they will be considered to have met BAU's English language proficiency requirement and will obtain admission to BAU.

For information about the application process, email admissions@bauinternational.com.

TUITION AND FEES (2016-2017)

Guaranteed Tuition Policy

According to the University's Guaranteed Tuition Policy, students are guaranteed a constant tuition rate throughout their anticipated period of study (defined as two years for MBA students). This tuition rate is determined by the rate in effect at the time of the student's enrollment.

Tuition

Cost per credit (for graduate programs): \$750

Fees

BAU's fee schedule for the 2016-17 academic year is as follows:

Description	Fee
<i>Mandatory fees</i>	
Student activities and services fee	\$75
Technology fee	\$25
Student ID card (renewal, each academic year)	\$10
Graduation application fee	\$100
<i>As-applicable fees</i>	
Late registration fee	\$25
English placement test fee	\$30
Student ID card (replacement) fee	\$10
Transcript processing fee	\$3 (per transcript)
Returned check fee	\$30
Late payment fee	\$25
Cancellation fee*	\$100
International postage of documents	\$100

*when students cancel their enrollment within 3 business days of the beginning of a semester

Books

BAU professors make every effort to keep the cost of books down by (a) using books, textbooks, and articles that are available through BAU's online library, (b) not necessarily using the newest edition of textbooks, and (c) providing students with links to readings through Schoology, BAU's Learning Management System (LMS), whenever possible. Nonetheless, the cost range of textbooks for the MBA program can reach or exceed \$200 per semester.

Financial Aid

BAU does not participate in any Federal Financial Aid program.

Scholarship Information

BAU does not offer any institutional scholarships. However, through an external scholarship fund (The Huseyin Yucel Private Scholarship), BAU is offering 50% tuition scholarships to all MBA students entering the University during the 2016-2017 academic year (a \$13,500 value). This is strictly a tuition scholarship that does not offer any financial assistance for living expenses. At their own discretion, members of the Board of Trustees also reserve the right to offer a limited number of 100% tuition scholarships to graduate students (a \$27,000 value). For information on how to apply for scholarships, please visit www.bauinternational.com.

Payment Information

Students may pay tuition choose from payment plan options. Students may not register for classes for an upcoming semester until they have made their first installment. Payments can be made using the following methods:

Cash: Cash is only received at the Bursar's 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. Previously endorsed checks are not accepted. Checks must be payable in US dollars with an intermediary bank in the U.S. Checks may be mailed to BAU International University or hand delivered to the Bursar's Office.

MasterCard, Visa, Amex, and Discover: Debit and credit card payments are accepted at the Bursar's Office and online.

Payment Plans

Installment Payment Plans: BAU offers three monthly payment plans (e.g., 16-, 20-, and 24-month plans). All students must sign an agreement and make their first installment upon enrollment to the University. All payments are interest-free and equal in amount. The installment amount will be determined by the total anticipated tuition (based on the Guaranteed Tuition policy) divided by the number of installments a student wishes to make. After the first installment is made, all other installments must be made within the last three business days of each month.

Payment plans do not apply to fees. All fees must be paid before students begin classes at BAU or as they become applicable. Any changes to payment plans must be approved by the University. Failure to pay an outstanding balance will result in an academic hold, during which students will not be able to register for classes or obtain transcripts or a diploma. When students miss payments, in addition to the late payment fee, amounts overdue will be subject to a late fee of 0.1% of the balance due per day, up to \$500 for the semester.

Cancellation and Refund Policies

If a student elects to withdraw from specific course(s) or withdraw 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 written notice of withdrawal	Tuition refund amount*
Up until three business days prior to 1 st day of the semester	100% of tuition paid
From within three business days of the start of the semester through 25% of the semester	50% of tuition paid
From 25% through 50% of the semester	25% of tuition paid
After 50% of the semester	No refund

* Excludes all fees, which are non-refundable

An Institutional Withdrawal Form must be submitted to the Registrar's Office 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 money is due to the University, the University will bill the student for the remaining 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 money owed is paid:

1. Withhold the release of the student's academic records or any information on the records.
2. Withhold the issuance 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, technology fee) will be deducted before applying payment for tuition.
2. **Return Check Fee:** A \$30 fee will be charged for each unpaid check returned by the bank. 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. 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 graduate students who do not meet the criteria for full-time students (i.e., those who enroll in fewer than the minimum number of credit hours per semester 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 wished to register for an overload beyond the full-time course load must have a satisfactory GPA preceding the overload. A minimum GPA of 3.0 is required to become eligible. Except in extremely rare and compelling circumstances, graduate students may not enroll in overload courses beyond 15 credits.

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 student 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 recommendation as to course selection for the upcoming semester/academic year.
3. A discussion of the student's personal interests and goals and opportunities that may be available to the student through the University.

Students returning for study at BAU International University must schedule a meeting with an academic advisor to take place no later than one week before the start of classes. The meeting should accomplish the objectives above and also focus on the particular needs the student has to complete the program of study.

Semester and Credit System

BAU International University is a traditional university where the academic year is divided into two main semesters, Fall and Spring, which are 15 weeks long, and two optional summer sessions, which are 8 weeks long.

Credit Hours: At BAU, for 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 a 3-credit course, a student must receive 45 contact hours of classroom instruction.

Contact hours are hours of direct, in-class instruction. Students can also earn credits through lab hours and internship/externship hours, but at a different rate from the contact hour rate. Credit hours can be earned through contact hours, lab hours, and internship/externship hours in the following proportions: **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,

ACCT = Accounting	ISIT = Information Systems/Information Technology
ANTH = Anthropology	MATH = Mathematics
BUSN = Business	MGMT = Management
CPSC = Computer Science	MKTG = Marketing
ECON = Economics	PHIL = Philosophical Studies
ENGL = English	POLS = Political Science
FINC = Finance	PSYC = Psychology
FREN = French	RELG = Religious Studies
GERM = German	SOCI = Sociology
GOVT = Government	SPAN = Spanish
HIST = History	STAT = Statistics
INTL = International Relations	TURK = Turkish

The first digit of the course number refers to the academic level of the course.

001 – 009 Non-credit Courses
101 – 199 Freshman Courses
201 – 299 Sophomore Courses
301 – 399 Junior Courses
401 – 499 Senior Courses
501 – 699 Master’s Courses
701 – 899 Doctoral Courses

The second digit of the course number indicates the nature of the course and whether there are prerequisites.

Nature of Course Content	Prerequisites Required	Range of Course Numbers
Preparatory (non-credit)	no prerequisites	001 - 009
Introductory	no prerequisites	101 - 119
Intermediate	prerequisites	220 - 229
Advanced	prerequisites	330 - 339
International	no prerequisites	340 - 349
	prerequisites	350 - 359
Historical	no prerequisites	360 - 369
	prerequisites	370 - 379
Capstone/Thesis	prerequisites	480 - 489
Internships/Independent Studies	n/a	490 - 499

The third digit of the course number is assigned by the department.

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.

Grades are due approximately one week after final examinations close for the semester, in accordance to the Academic Calendar. Faculty are obligated to upload their grades onto OIS, BAU's student information system, but may also notify students personally or through Schoology at an earlier date. Faculty may only share grades with the student in question, and with relevant administrative figures.

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

Letter Grade		Qualitative Description	GPA Value	Attempted credit	Earned credit	Academic standing
A	93-100	Superior	4.0	Yes	Yes	Satisfactory
A-	90-93	Excellent	3.7	Yes	Yes	Satisfactory
B+	87-89	Very good	3.3	Yes	Yes	Satisfactory
B	83-86	Fair	3.0	Yes	Yes	Satisfactory
B-	80-82	Marginal	2.7	Yes	Yes	Lowest passing
C+	77-79	Failure	2.3	Yes	Yes	Unsatisfactory
C	73-76	Failure	2.0	Yes	Yes	Unsatisfactory
C-	70-72	Failure	1.7	Yes	No	Unsatisfactory
D+	67-69	Failure	1.3	Yes	No	Unsatisfactory
D	63-66	Failure	1.0	Yes	No	Unsatisfactory
D-	60-62	Failure	0.7	Yes	No	Unsatisfactory
F	0-59	Failure	0.0	Yes	No	Unsatisfactory
S*		Satisfactory (non-credit)	--	--	Yes	
U*		Unsatisfactory (non-credit)	--	--	No	
I		Incomplete (see below)	--	Yes	No	

**For non-credit courses such as MATH 099*

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 of Business Administration degree:

Description	Minimum Requirements
Minimum Passing Grade Per Course	B-
CGPA*	3.00
Total Required Credits	36

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

Satisfactory Academic Progress (SAP) 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 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.

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 formulated 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 of Business Administration	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 performance standards 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.

The minimum grade acceptable in BAU's completion rate policy is a B- for graduate programs.

Evaluation Points (% of MTF)	# of Credits Attempted	Required Minimum Completion Rate (% from all courses attempted)	Result if SAP Policy Is Not Met
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attempted)			
At 25% of MTF	1-12 credits (MBA)	50%	Academic probation is issued.
At 50% of MTF	13-27 credits (MBA)	60%	Student is dismissed from program.
At 75% of MTF	28-39 credits (MBA)	65%	Student is dismissed from program.
At 100% of MTF	40-MTF credits (MBA)	70%	Student is Dismissed from program.

In practice, this means that when the attempted credits are 25% of the MTF, the student must successfully complete a minimum of 50% of all credits attempted with a grade of C or above. 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 Minimum CGPA		
	# of Credits Attempted	Probation Point	Dismissal Point
At 25% of MTF	1-12 credits (MBA)	Graduate - CGPA < 2.25	No dismissal is permitted. Probation is required.
At 50% of MTF	13-27 credits (MBA)	Graduate- 2.25 < CGPA < 2.50	Graduate - CGPA < 2.25
At 75% of MTF	28-39 credits (MBA)	Graduate - 2.50 < CGPA < 2.75	Graduate - CGPA < 2.50
At 100% of MTF	40-MTF credits (MBA)	No probation is allowed. Dismissal is required.	Graduate - 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 academic 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 coursework by the end of the semester. Students receiving a grade of “I” will have a grace period of one calendar year from the end of the semester the course was taken to satisfactorily complete all requirements of the course and receive a letter grade. At that time, all work for the course must have been 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 but not completed for the purposes of calculating the successful course completion percentage. Courses that remain as an “I” at the end of the grace period will automatically become an “F” and will be calculated in the CGPA.

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. The instructor must 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 grade will be flagged for exclusion in the CGPA calculation and the higher attempt will be flagged for inclusion in the CGPA calculation.
4. Course repetition does not extend the maximum time frame (MTF) for completing a program of study. (The MTF requirement is discussed in more detail in other sections.) The student must complete the program within the original MTF allowed for his or her 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-in 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 his or her 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 approval of the Dean of Graduate Students and the Registrar).

In general, a minimum grade of B- (2.7 grade points) must have been earned on all graduate-level transferable credits. Under extenuating circumstances, and wholly at the discretion of the BAU administration, at the graduate level, 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 equivalency certification, course descriptions, syllabi, and academic catalogs may be required 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 on the student's academic record. To add or drop a course, the student must fill out a **Course Add/Drop/Withdrawal Form** (available online and from the Registrar's Office), obtain their academic advisor's signature, and submit the completed form to the Registrar's Office.

Withdrawals "W"

Withdrawals from a course after the Add/Drop Period

A student who wishes to change his/her schedule by dropping a course after the add/drop period has ended may do so only by selecting the "withdrawal" option on a Course Add/Drop/Withdrawal Form. To withdraw from a class after the add/drop period, students must obtain the approval of the Program Director or their academic advisor. A "W", indicating official withdrawal, will be recorded on the student's transcript. 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 through the end of Week 8
8-Week Session	From Week 1 through the end of Week 4

"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 on his/her performance in the course.

Withdrawals from the University

A student may withdraw from the University between semesters or, when circumstances beyond the student's control make it impossible for him or her to complete coursework for the semester, in the middle of a semester. A student wishing to withdraw from the University must complete the **Institutional Withdrawal Form** (available online and from the Registrar's Office), obtain the Dean's signature, and submit the completed form to the Registrar's Office. The student will receive a withdrawal grade (W) for all "in-progress" courses if he or she withdraws from the University between the 3rd and 8th week of the semester. The student will receive a failing grade (F) for all "in-progress" courses if he or she withdraws from the University 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, or if the student still owes money to the University. Students who (a) fail to register for classes for a semester and (b) do not submit a **Leave of Absence Form** (available online and from the Registrar's Office) will be contacted by the Registrar's Office. If unresponsive, the students will automatically be considered to have 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 Dean. Students may not change status in a class from audit after the eighth week or a 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. Audited courses are subject to regular tuition fees. Audited 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 does any of the following will receive an academic warning at the end of the semester:

1. Fails to maintain a minimum GPA of 3.0 in a master's degree program for any semester; or
2. Receives a failing or incomplete "I" grade; or
3. Engages in academic dishonesty as defined in the Academic Catalog below

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

At the end of each regular semester and summer session, students who fail to maintain the required CGPA and successful course completion percentage minimums at the 25%, 50%, and 75% MTF evaluation points will be placed on academic probation as shown in the table below:

Evaluation Points (% of MTF attempted*)	Required Minimum CGPA
	Probation Point
At 25% of MTF	Graduate - CGPA < 2.25
At 50% of MTF	Graduate - 2.25 < CGPA < 2.50
At 75% of MTF	Graduate - 2.50 < CGPA < 2.75

At the end of each regular semester and summer session, students who fail to achieve course completion percentage minimums at the 25% MTF evaluation point will be placed on academic probation as shown in the table below:

Evaluation Points (% of MTF attempted)	Required Minimum Completion Rate (% from all courses attempted)	Result if SAP Policy Is Not Met
At 25% of MTF	50%	Academic probation is issued.

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" noting the relevant semester/year 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, depending on the completion rate and CGPA the student achieves, the student will continue on academic probation for another semester or be dismissed from the University. If a student remains on academic probation for two semesters in a row and does not achieve satisfactory academic progress in the second semester on probation, the student will be dismissed from the University. In cases of academic dismissal, the statement "Academic Dismissal" will be entered into the student's permanent record.

Academic Dismissal

Students who do not achieve satisfactory academic progress after two semesters on probation or whose CGPA or course completion rate fall below specified thresholds in any given semester, according to the evaluation points shown in the tables below, will be dismissed from the University.

Evaluation Points (% of MTF attempted*)	Required Minimum CGPA
	Dismissal Point
At 50% of MTF	Graduate - CGPA < 2.25
At 75% of MTF	Graduate - CGPA < 2.50
At 100% of MTF	Graduate - CGPA < 3.00

Evaluation Points (% of MTF attempted)	Required Minimum Completion Rate (% from all courses attempted)	Result if SAP Policy Is Not Met
At 50% of MTF	60%	Student is dismissed from program.
At 75% of MTF	65%	Student is dismissed from program.
At 100% of MTF	70%	Student is dismissed from program.

The statement “Academic Dismissal” will be entered into the student’s permanent record. Academic dismissal is normally permanent, unless, with good cause, the student re-applies and is 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 Dean at least two weeks before the beginning of the semester for which the student requests readmission. The Dean and the Registrar will determine if the student has demonstrated likelihood for future success in the program of study. If not, the student will not be readmitted. 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 financial assistance, 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 must apply for the new program as a regular applicant. If the student is admitted, the student may transfer only those courses taken at BAU that count towards the *new* degree program, and may apply grades received only from those courses 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 a maximum of two. That means that the student must fully complete and graduate from his or her third program of study. In addition to the above, a student changing academic programs must meet with the Registrar to request a transfer credit

re-evaluation if applicable.

If a student wishes to remain in the same program of study but change a concentration or major, the student must:

1. Submit a **Change of Major/Concentration Form** (available online or from the Registrar's Office).
2. Meet with the Dean for advising.

Program and Course Prerequisite Policy

The primary purpose of the program and course prerequisite policy is to enhance students' 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. If a student wishes to use professional experience to satisfy prerequisites, the student should consult with the Director of the Office of Institutional Research and Effectiveness for advice and guidance, and a prerequisite may be waived with the appropriate approval. The approval of the waiver, including documentation, will be maintained in the student's file in the Registrar'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 cases of the former, the student must submit a doctor's or clinic note explaining the reason for the absence to the appropriate instructor(s). Once proper documentation is provided, instructors will mark the student's absence(s) as excused. In cases of the latter, 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. If students are absent for more than one (1) class meeting time, the instructor may require them to complete an extra make-up assignment.

Students are requested to e-mail instructors regarding absences prior to the class session to be missed. If prior contact is not possible, the student must contact each instructor and arrange to make up work immediately upon returning to the University. All make-up work is assigned by the instructor(s). Instructors are not obligated to provide make-up work for unexcused absences.

Unexcused absences may negatively affect the student's final course grade. More importantly, at faculty members' discretion, unexcused absences in excess of 25% of total class and lab time may result in failure of the course. If a student does not attend any of his/her classes for twenty calendar days (including holidays and weekends), he/she will receive a warning from the University and a request for an explanation. The student and the University may then discuss the student's circumstances and establish a course of action. However, if the student still does not return to his/her classes or respond to the University warning within an additional seven (7) calendar days, he/she will be put on academic probation. After thirty-five (35) total calendar days without attending courses or contacting the University, the student will automatically receive failing grades for his/her courses. If the student does not return by the end of the semester, he/she may be suspended or terminated from the program. Students may appeal the University's decision in extreme cases of medical or family emergency, and may be re-admitted to the program at a future date.

All students are expected to arrive at class on time. Tardiness is disruptive to both the instructor and to other students. Instructors are responsible for determining the tardiness of policy of their own classes. Any student who is more than one (1) minute late for class may be marked tardy. However, instructors must mark a student tardy if he/she arrives after 10% of class time has passed. Should the instructor deem a student's tardiness unreasonable, such to the extent that the student is unable to reasonably complete the course, the instructor will report the issue to the relevant Dean for appropriate action.

All instructors are required to record attendance and tardiness at each class meeting. Overall student attendance will be tracked in OIS, the University's Student Information System.

Leave of Absence

Students who, for whatever reason, plan to be absent from the University, must fill out a **Leave of Absence Form** and have it approved by the Dean. 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. Students may not take leave of absence for more than a cumulative two years (four regular semesters). 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 online or 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.

After the leave of absence is completed, students are expected to return to school on the day of their first class the semester immediately following their leave of absence. If a student does not return within the first two weeks of classes, the student will be subject to disciplinary action such as academic probation or suspension. The student is entitled to a fair hearing.

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 note must be submitted together with a Leave of Absence Form.

Make-up policy

If a regularly scheduled class meeting is cancelled, it is the instructor's responsibility to arrange a make-up class which will best fit the schedule of the majority of students in his/her class. Instructors are NOT allowed to schedule a make-up class 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 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. Instructors must take attendance.
- d. If fewer than 3 students show up for a make-up class, the instructor should consult with the Dean regarding how to handle the case. The Dean must keep a copy of materials documenting the make-up class and file that information in a program folder designed for that specific purpose.

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
- Grading 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 a “Grade Change Form” and submit it to the Registrar’s office with supporting documentation.

If the issue remains unresolved after the faculty member’s review of the appeal, then the student may appeal in writing to the Dean within seven (7) days of the faculty member’s decision.

The Dean will convene an academic committee meeting with faculty and staff members, and both the student and faculty member involved in the dispute will be invited to present their sides of the issue. The academic committee will then vote for a resolution, and both the student and the faculty member will be notified of its decision within seven (7) days. The decision made by the academic committee is final and cannot be appealed further.

Academic Honor Roll (President’s List)

President’s lists are compiled at the end of each fall and spring semester 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.

#	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 enrolled 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 other institutions is at the discretion of the receiving institution, and no guarantee of credit transfer can be made by BAU International 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. 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 on one's self, 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 of academic dishonesty include selling or purchasing examinations, papers or other assignments and submitting or resubmitting the same paper for two different classes.

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 Dean of Graduate Studies 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 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 Dean) 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 Dean 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. To do so, the student must appeal in writing to the Director of Institutional Research and Effectiveness within five (5) working days and provide substantial evidence for his/her appeal. The Director will then send the case back to the relevant Dean with his/her recommendation. The final decision will then be reached by the instructor and the Dean.

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 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 or 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 the instance or instances are intentional and/or knowing acts of dishonesty, he or 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 Dean of the breach and may schedule an appointment with the student to discuss the matter further.
3. If the faculty member and the Dean 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: the Dean of Graduate Studies, a senior faculty member, a Student Government Association (SGA) member, the Registrar, and the Director of Institutional Research and Effectiveness 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.

Upon written request, the Director of Institutional Research and Effectiveness 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 the student may 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 Director of Institutional Research and Effectiveness 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 Director of the Office of Institutional Research and Effectiveness 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 (including transcript).

The student will be notified in writing about the committee's decision within three (3) days of the meeting. Copies of the notification letter will be placed in the student's file and forwarded to the Dean and to the Registrar. The GC's decision is **final** and may not be appealed unless compelling evidence is submitted to the committee.

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 are strictly prohibited.

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.

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.

If a student is suspected of violating any of the above student conduct policies, a formal report must be submitted to the Director of Institutional Research and Effectiveness. Following the filing of a report, the Grievance Committee (GC) will meet with the student in question and then discuss possible penalties. The University reserves the right to expel any student for illegal activity and/or for any action outlined above. Throughout this process, the student may communicate directly with the Director of Institutional Research and Effectiveness to request information, either through email, phone, or in person.

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 includes, but is not limited to:

1. Disruption of the classroom atmosphere;
2. Engaging in non-class activities, for instance, talking to another student, using 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, faculty, or staff accused of sexual harassment will meet with the Grievance Committee, who will then make a decision on which penalties, if any, to impose. Throughout this process, the student, faculty, or staff may communicate directly with the Director of Institutional Research and

Effectiveness to request information, either through email, phone, or in person.

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 make a strong effort to maintain an alcohol-free and drug-free workplace.
2. BAU International University will not tolerate the unlawful possession or use of alcohol or controlled substances (drugs) on its premises.
3. 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.
4. 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.
5. 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.
6. 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.

Non-Smoking Policy

Smoking is not permitted within facilities owned or leased by the University or 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.

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 all student, faculty, and staff to inform themselves about what is and what is not permissible use of copyrighted material. Copyright and fair use guidelines for students, faculty, and staff are posted on the BAU Library website and at all photocopy machines at BAU. For additional assistance with copyright and fair use issues, please consult the BAU Librarian.

Violations of BAU'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 by the Grievance Committee. In such a review, the full range of disciplinary sanctions is available, including the loss of computer use privileges, dismissal from the University, and legal action.

Student Records and Release of Information - FERPA

The Family Educational Rights and Privacy Act (FERPA), Public Law 93-380, Section 438 of the General Education Provision Act, 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 U.S. 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.

In compliance with FERPA, BAU International University has adopted policies and procedures that permit students the opportunity to view their educational records upon request. Student may do so by contacting the Registrar's Office via email, phone, or in person. 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 required by BAU International University officials in the proper performance of their duties.
3. Organizations conducting studies for educational and governmental agencies.
4. U.S. government agencies as listed in Public Law 93-380 requesting 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

Student files are maintained by the Registrar's and Admissions Offices and include 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
- Records 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 and 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 Foreign Credential Evaluations Employee Handbook Consents / Assurances		Permanent. All hard-copy documents are to be converted into soft-copy after 10 years.	Not Disposed. In HR Office
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		Permanent. All hard-copy documents are to	Not Disposed. In President's Office

Thesis and Dissertation Student Transcripts Issued Faculty Transcripts Received		be converted into soft-copy after 10 years.	
Accreditation Records Academic Licensures and Certificates		Permanent. All hard-copy documents are to be converted into soft-copy after 10 years.	Not Disposed. In President's 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 graduation/leaving	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 in 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 Chief Financial Officer 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 CFO designates a person in the Accounting Office who is 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 Office and CFO will periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that it is in compliance with new or revised regulations.

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, or 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 (as specified on Academic Calendar)
- Spring Break (as specified on Academic Calendar)

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 by email to all concerned students and faculty, on the University's website, and through BAU's LMS. 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 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 male 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 students 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 infeasible.

Although BAU does not yet participate in any Title IV programs, in order to meet ACICS’s expectation of transparency and integrity in all information shared by the member institution, is releasing the following information from the 2-14-2015 completed Campus Accountability 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 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 BAU publishes his/her job title as one that the degree program prepares students for. Job titles are published on each program 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 predominant component of the graduate's job requires use of SKILLS learned in the program. The skills list is published on the program website and/or in the Academic Catalog. The majority of skills are documented in the job description; or,
- The graduate is deemed “placed” when the graduate was hired based upon the benefit of the campus's TRAINING, when the graduate maintained a current job, received 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 include 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 maintain 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 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 the relevant Dean with a written request. Student should fully complete and submit BAU's **General Grievance Form**, which is available online and at the Registrar's office.

The Dean, within 5 days after receiving the Grievance Form, shall contact the party against whom the grievance is being submitted. The Dean, after collecting testimonials and other relevant artifacts, including any eyewitness accounts, will forward the dossier to the office of the Director of Institutional Research and Effectiveness. The Director, within 10 days of receiving the complaint file, will form an Ad-Hoc Grievance Committee to address concerns which remain unresolved. The **Grievance Committee** will be comprised of the Dean, one senior faculty member, the Director of Institutional Research and Effectiveness, one SGA member, and one 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 elevate the issue to the Vice President or the President of the University. At their discretion, the Vice President or President may choose to listen to the student and other related parties. Any decision made by the Vice President or President is final and cannot be further appealed. If the grievant student still remains unsatisfied, she or he can address these concerns in writing, as last resort, to the following Higher Education Licensure Commission of the District of Columbia:

HELC
Higher Education Licensure Commission Office of the State Superintendent of Education 810 First Street, N.E., 2 nd Floor Washington, DC 20002

BAU International University will ensure that no student will be subjected to unfair action as a result of initiating a complaint proceeding.

ACADEMIC PROGRAMS

Master of Business Administration (MBA) Program

BAU International University offers a Master of Business Administration (MBA) degree with three concentrations:

1. **Entrepreneurship**
2. **Global Affairs**
3. **International Law & Economics**

The MBA program provides a high level of professional education in these areas, and the curriculum covers a broad range of subjects, qualifying students for diverse job opportunities.

The **Entrepreneurship** program provides students with the necessary knowledge and experience to excel as entrepreneurs in today's highly competitive global business environment. Students acquire critical skills associated with understanding and managing innovation, branding, and intrapreneurship; in addition, students learn how to develop and commercialize their own entrepreneurial projects.

The **Global Affairs** curriculum empowers students to think critically about the various interconnected components of the global economy. From the information technology revolution to the restructuring of supply chains, from monopolistic practices to sustainable development, students gain in-depth knowledge concerning the basic dynamics that have transformed the worldwide economy.

The **International Law & Economics** curriculum offers students specialized courses in international law, trade law, and national competition law statutes. Students learn how legal systems affect the broader economic and trade environment with respect to critical decisions about investments, outsourcing, and the development of new trade patterns.

Graduation Requirements for the MBA

The MBA degree is earned by completing the program course requirements of 36 credit hours (12 courses of 3 credit hours). To qualify for the MBA degree, students must meet all core, concentration, and elective 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 on 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 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 received in a graduate-level course that is below 2.0 (C) out of 4.0. 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 offers an internship program that provides opportunities for students to gain practical experience. 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.

Structure of the MBA

The BAU Executive MBA program has two coursework components: core requirements and concentration electives. In order to graduate with an MBA degree, students must successfully complete a minimum of 36 credit hours, of which 24 credit hours are core courses and 12 credit hours are concentration electives.

A. Core Courses: 24 Credits

Core Requirements			
Course Code	Course Name	Prerequisites	Credit
ACCT 507	Managerial Accounting		3
CMPS 514	Management Information Systems		3
ECON 505	Economics		3
FINC 509	Financial Management		3
MATH 501	Research Methods		3
MGMT 502	Leadership & Organizational Behavior		3
MGMT 532	Strategic Management	505, 507,512	3
MKTG 512	Marketing Management		3

B. Concentration Electives: 12 Credits

1. Entrepreneurship Concentration			
Course Code	Course Name	Prerequisites	Credit
BUSN 601	The Art of Entrepreneurship		3
BUSN 616	Developing Breakthrough Products		3
BUSN 641	Survey of Innovations around the World		3
MGMT 611	The Entrepreneurial Manager		3
MGMT 614	Managing Innovation		3
MGMT 615	Intrapreneurship		3
MKTG 614	Brand Management		3
MKTG 622	Pricing	MKTG 512	3

2. Global Affairs Concentration			
Course Code	Course Name	Prerequisites	Credit
BUSN 642	Corporate & National Trade & Investment Security Issues		3
BUSN 647	Emerging Markets		3
BUSN 654	Globalization and Business Strategy	MGMT 532	3
BUSN 659	Risk Assessment in Conflict Regions	MGMT 532	3
ECON 655	Economics of International Development	POLS 645	3
FINC 647	International Financial Institutions		3

POLS 643	World Energy Politics		3
POLS 645	Transnational Security		3

3. International Law & Economics Concentration			
Course Code	Course Name	Prerequisites	Credit
BUSN 644	Intellectual Property in International Business		3
BUSN 645	Regional Trade Issues		3
BUSN 646	Competition Policy Across Nations		3
ECON 657	International Economics	ECON 505	3
FINC 649	Global Securities and International Finance		3
POLS 642	International Trade Law and Regulations		3
POLS 647	International Law		3
POLS 659	International Courts Tribunal, Commercial Arbitrations, & the WTO	POLS 647	3

MBA Course Descriptions

ACCT 507: Managerial Accounting (3 credits)

This course helps students learn to boost the profitability of their companies through the use of 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 accounting tools. The theoretical foundation of this class is that the art of business involves moving assets from lower-valued uses to higher-valued uses. Using this concept, the class develops students' ability to perform accounting analysis and to approach business problems from a management point of view.

BUSN 601: 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, applicable 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.

BUSN 616: Developing Breakthrough Products (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.

BUSN 641: 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.

BUSN 642: 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.

BUSN 644: 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.

BUSN 645: Regional Trade Issues (3 credits)

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.

BUSN 646: 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.

BUSN 647: 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.

BUSN 654: Globalization and Business Strategy (3 credits)

Prerequisite: MGMT 532

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.

BUSN 659: Risk Assessment in Conflict Regions (3 credits)

Prerequisite: POLS 645

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 BAU, the seminar is comprised of lectures, interactive exercises and guest speakers.

CMPS 514: 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.

ECON 505: Economics (3 credits)

This course encompasses both Microeconomics (the impact of economic decisions made by individuals and firms) and Macroeconomics (the study of large-scale economic factors). As such, the course examines (a) the concepts of supply, demand, market equilibrium, and competition and the impact that external forces such as taxation, government policy, and globalization have on them; and (b) economic growth, inflation, unemployment, savings, and investment to understand how these factors interact to impact the business cycle and overall national income.

ECON 655: Economics of International Development (3 credits)

Prerequisite: ECON 505

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.

ECON 657: International Economics (3 credits)

Prerequisite: ECON 505

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.

FINC 509: 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.

FINC 647: International Financial Institutions (3 credits)

This course examines 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.

FINC 649: 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.

MATH 501: 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.

MGMT 502: 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.

MGMT 532: Strategic Management (3 credits)

Prerequisites: ECON 505, ACCT 507, MKTG 512

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.

MGMT 611: The Entrepreneurial Manager (3 credits)

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.

MGMT 614: 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.

MGMT 615: 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.”

MKTG 512: 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.

MKTG 614: 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.

MKTG 622: Pricing (3 credits)

(Prerequisite: MKTG 512)

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.

POLS 642: 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

POLS 643: 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.

POLS 645: 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.

POLS 647: 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.

POL 659: International Courts Tribunal, Commercial Arbitrations, and the WTO (3 credits)

(Prerequisite: POLS 647)

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.



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Effective May 19, 2017-August 30, 2017