Academic Catalog

2020-2021 Academic Year

Revised Version
February 2020
Effective March 1, 2021 to August 19, 2021

Notices
Information in this handbook applies to the academic year 2020-2021. The American University of Iraq, Sulaimani (AUIS) reserves the right to repeal, change, or amend programs, course offerings, academic requirements, and teaching staff without prior notice and as the need arises.

The material contained in the American University of Iraq, Sulaimani Academic Catalog is for information only and does not constitute a contract. The University and its various units reserve the right to revise, amend, alter, and change from time to time its policies, rules, regulations, and financial charges including those relating to admissions, financial aid, instruction, and graduation, without notice. The University reserves the right to withdraw curricula and specific courses, alter course content, change the calendar, and withdraw or change programs and majors offered by the University without notice. While the University will make every effort to provide accurate information to students, it is the responsibility of students to know and understand degree requirements.

Non-discrimination Policy
The American University of Iraq, Sulaimani accepts students based on the record of their past academic performance and potential for success regardless of affiliation or origin.

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THE UNIVERSITY

Vision

The American University of Iraq, Sulaimani (AUIS) is a model for excellent, relevant and innovative higher education in the Middle East. It equips students for leadership roles, connects communities around the world, and provides visionary and strategic educational direction for the region.

Mission Statement

The University strives to educate men and women with the necessary knowledge and skills to serve as professional and national leaders and valued members of their communities. Rooted in the American liberal arts tradition, the University's academic and co-curricular programs prepare students for successful careers in a modern, pluralistic society and a global environment by developing strength in critical thinking, the ability to communicate well, a strong work ethic, good citizenship and personal integrity. This broad-based education, designed to develop mind, body and character, is achieved at AUIS through excellence in teaching, scholarship, and student services.

Core Values

The core values of the University are respect for the truth, freedom of academic inquiry and expression, tolerance of conflicting beliefs, fairness and impartiality, and honorable personal and professional behavior. These values apply equally to all members of the University community, including students, faculty, staff, administrators, visitors, and members of the Board of Trustees and advisory bodies. The University is, by design, an institution that is non-governmental, non-partisan, nonsectarian, independent, not-for-profit, and guided by the highest ethical standards. It is committed to personal and academic integrity and the rule of law in all of its dealings with public officials and private interests. In administering its policies, the University does not discriminate on the basis of gender, age, race, ethnicity, religion, occupation, politics, or social or economic standing.

Teaching Philosophy

At AUIS, our teaching philosophy is firmly rooted in the American liberal arts tradition. This means that, while the faculty is charged with facilitating the learning process by encouraging inquiry and providing guidance, it is ultimately the individual student

who is responsible for the direction and scope of his or her education and intellectual development.
Here students should be willing and able to go far beyond merely absorbing, memorizing, and reciting facts and information received passively from their professors, which has often been the case at other universities in Iraq and the region. We believe they should participate actively and meaningfully in the classroom. They are expected to be fully engaged, to ask questions in class, and to confer with their professors outside of class. Moreover, they should be ready to respectfully challenge the opinions of others and have their own views challenged in turn.

At AUIS you will find classes in which students work through problems together, discuss and debate with each other, and learn from one another. Here it is not unusual to walk into a classroom and see students sitting with their professor, talking about an issue, and picking it apart, with everyone—students and professor alike—contributing to a dynamic and lively exchange of thoughts and ideas. Some classes have fewer than fifteen students, while other classes demonstrate modern technologies and learning techniques. Directed study courses provide a privileged one-on-one learning experience with teachers for students committed to their academic work.

Members of the AUIS faculty bring to the classroom not only their experience and expertise, but also an approach to education that aims to help each student to become the master of his or her own learning. This approach, taken together with our comprehensive core curriculum and modern teaching and learning techniques, is intended to equip all AUIS students with the skills, insights, and confidence to make a positive contribution to Iraq.

This is why at AUIS we seek thoughtful and inquisitive students who understand and appreciate that a true education is a lifelong endeavor. We do not hesitate to say that we accept the most intelligent and promising students.

Ours is a teaching philosophy that emphasizes the necessity of free inquiry and debate, as well as the development of superior English communication skills, and a sense of civic and global awareness. We want our students to become leaders in their fields, as well as in their communities. Beyond this, we hope most of all to produce the next generation of leaders for a free and prosperous Iraq.

History

In 2006, the Board of Trustees of the American University of Iraq, Sulaimani set out to establish an institution dedicated to offering a truly comprehensive American-style education in Iraq.

They sought to create a university where talented students in Iraq and the region would come to learn, regardless of origin or affiliation. This new university, determined to provide an alternative to the "lecture-memorize-repeat" model of education so prevalent elsewhere in Iraq and the Middle East, opened its doors in 2007. Forty-five students from across Iraq were admitted to the first undergraduate class, and the University simultaneously launched an MBA program for students planning to study business and leadership at the graduate level.

Accreditation and Recognition

AUIS is the first private university to be recognized by the Republic of Iraq's Ministry of Higher Education and Scientific Research and also recognized and registered by Kurdistan Regional Government's Ministry of Higher Education and Scientific Research. The academic programs, taught in the English language by international faculty members, are designed to meet or exceed standards set by regional accreditation organizations in the United States.

The University's Academic Preparatory Program is the only English language program in Iraq to be accredited by the U.S. Commission on English Language Program Accreditation (CEA), recognized by the U.S. Secretary of Education as a national accrediting agency for English language programs and institutions in the U.S.

AUIS is the only university in Iraq and the Kurdistan Region that is a certified member of the Association of American International Colleges and Universities (AAICU). Other AAICU members include the American University in Cairo and the American University of Sharjah.

[Insert CEA and AAICU logos]

Learning Progression at the University

Before joining the undergraduate program, most students improve their English language and critical thinking skills by studying for one or more eleven-week terms in the University's Academic Preparatory Program (APP). Many students find the rapid pace of learning in this introductory program to be deeply rewarding, and excellent preparation for undergraduate study in the English language.

The undergraduate program awards Bachelor of Arts or Bachelor of Science degrees to students in their major field of study. By taking certain electives, students with an interest in more than one field may earn a "minor" in a second subject.

For postgraduate students, AUIS offers a master's degree in business. This is an executive degree granting program. The University's Professional Development

Institute (PDI) supports adult students, organizations and professional groups with courses and programs covering a wide range of subjects, including English language studies and management and business training.
Programs covering a wide range of subjects, including English language studies and management and business training.

ADMISSIONS

Admissions Rounds and Deadlines

AUIS has two main admissions rounds in 2020-2021: The Early Admissions Round and The Regular Admissions Round. Serious applicants to AUIS should apply to one of these rounds to ensure the consideration of an application. Space and acceptance criteria for these rounds depend on competitiveness and availability.

If you are interested in applying to AUIS, please carefully review the information below to ensure that you are selecting the optimal round for your admissions needs:

Early Admissions Round

The Early Admissions Round is meant for serious applicants that have AUIS as their first choice and are ready to legally commit to AUIS without reviewing other options.

1. Early Admissions Round applicants will receive admissions results in August.
2. The Early Admissions Round is not dependent on the competitiveness of the applicant pool and therefore the acceptance rate is generally more favorable.
3. Applicants accepted in the Early Admissions Round will be asked to legally commit to AUIS in August, before the KRG Zankoline and Iraqi university placement results are announced.

Application Requirements

1. Completed online application form
2. Completed Baccalaureate score or equalized equivalent (pending second-trial results are also acceptable)
3. Completed English Placement Test score (or equivalent)

Application and Testing Period

Monday, July 1	Online application period opens
Monday, July 8	English Placement test dates begin
Sunday, August 18	Application deadline for APP Early Round
Monday August 19	Testing deadline for APP Early Round
Sunday, August 25	Application deadline for Fall 2019 UG term

Monday, August 26	Testing deadline for Fall 2019 UG term

Applications not complete by the end of the Early Admissions Round can still be completed and considered for the Regular Admissions Round.

Admissions Results

Applicants not accepted for Early Admissions will be automatically considered in the Regular Admissions Round with higher priority unless withdrawn.

Accepted applicants can:
1. Enroll: Legally commit to AUIS
2. Defer to the Regular Admissions Round: Wait for public university placements
3. Decline: Cancel your spot at AUIS

Applicants who decline an acceptance for the Early Admissions Round but then change their decision can reactivate their account for the Regular Admissions Round by formally contacting the Admissions Office by email. Unclaimed acceptance letters (acceptances issued with no response before enrollment deadline) will be considered withdrawn applications.

Enrollment

Tuesday, August 20	APP & UG Fall 2019 enrollment date
Tuesday, August 27	UG Fall 2019 second enrollment date

Applicants who indicate their intent to enroll but then do not enroll by the enrollment deadline will be considered declined. Declined Early applicants can reactivate their application for the Regular Admissions Round by sending back a formal e-mail.

Orientation

Wednesday August 21 and Thursday August 22	APP Early R. orientation
Thursday August 29	UG Fall 2019 orientation

Orientation is mandatory; please plan in advance to attend. Newly enrolled students who miss orientation will lose their seat at AUIS.

Regular Admissions Round

The **Regular** Admissions Round is meant for serious applicants who want to review all of their admissions options, including the KRG Zankoline and Iraqi university placement results, before making a final decision about AUIS.

1. **Regular** Admissions Round applicants will, ideally, receive final admissions results in October after the KRG Zankoline and Iraqi university placement results are announced. Exact timing of public university placements is not guaranteed.
2. **Regular** Admissions Round accepted applicants will be asked to legally commit to AUIS and legally forfeit their spot in the public university system.

Application Requirements

1. Completed AUIS online application form
2. Completed baccalaureate score (or equalized equivalent)
3. English Placement Test score (or equivalent)

Application and Testing Period

Monday, July 1	Online application period opens
Monday, July 8	English Placement test dates begin
Tuesday October 1	APP Regular Round Application deadline
Wednesday, October 2	APP Regular Round Testing deadline

Enrollment

Thursday, October 3	APP Regular Round enrollment date

Applicants who indicate their intent to enroll but then do not enroll by the enrollment deadline will be considered declined. APP Declined Regular applicants can reactivate their application for the APP Late Admissions Round by sending back a formal e-mail.

Orientation

Sunday October 6 to Thursday October 10	APP Regular Round orientation

Late Admissions Round

The **Late** Admissions Round is meant for serious applicants who want to review all of their admissions options, including the KRG Zankoline and Iraqi university placement results, before making a final decision about AUIS.

Regular Admissions Round accepted applicants will be asked to legally commit to AUIS and legally forfeit their spot in the public university system.

Application Requirements

1. Completed AUIS online application form
2. Completed baccalaureate score (or equalized equivalent)
3. English Placement Test score (or equivalent)

Application and Testing Period

Monday, July 1	Online application period opens
Monday, July 8	English Placement test dates begin
Tuesday November 5	APP Late Round Application deadline
Wednesday, November 6	APP Late Round Testing deadline

Enrollment

Thursday, November 7	APP Late Round enrollment date

Applicants who indicate their intent to enroll but then do not enroll by the enrollment deadline will be considered declined. APP Declined Late applicants can reactivate their application for the APP Spring Admissions Round by sending back a formal e-mail.

Orientation

Sunday November 10 to Thursday November 14	APP Late Round orientation

Spring Admissions Round

Application Requirements

1. Completed AUIS online application form
2. Completed baccalaureate score (or equalized equivalent)
3. English Placement Test score (or equivalent)

Application and Testing Period

Monday, July 1	Online application period opens
Monday, July 8	English Placement test dates begin

Sunday February 2	UG Spring Round Application deadline
Monday, February 3	UG Spring Round Testing deadline
Sunday February 16	APP Spring Round Application deadline
Monday, February 17	APP Spring Round Testing deadline

Enrollment

Tuesday, February 4	APP & UG Spring 2020 enrollment date
Tuesday, February 18	APP Spring 2020 second enrollment date

Applicants who indicate their intent to enroll but then do not enroll by the enrollment deadline will be considered declined. APP Declined Late applicants can reactivate their application for the APP Spring Admissions Round by sending back a formal e-mail.

Orientation

Thursday February 6	UG Spring orientation
Wednesday February 19 and Thursday February 20	APP Spring orientation

Unclaimed acceptances will be considered withdrawn applications.

The UG and APP orientation is mandatory for newly enrolled students starting in the spring term. Missing orientation will result in the termination of the term.

English Admissions Requirements

In order to be admitted to the American University of Iraq, Sulaimani, applicants must demonstrate a minimum level of English proficiency.

NEW REQUIREMENTS FOR 2019-2020:
All English placement scores will result in a placement at AUIS.

AUIS Admissions Requirements:

AUIS Levels	CEF	AUIS iBT TOEFL	AUIS (ACTFL & CEFR)	APP Level advancement
Foundations	A1	0-29	Novice low- Novice mid	
APP 1	A2	30-42	Novice high, Intermediate low	Passing Foundations with 70+ grade
APP 2	B1	43-58	Intermediate Mid, Intermediate High	Or passing Level 1 with 70+ grade
APP 3	B1-B2	59-68	Intermediate high to Advanced low	Or passing Level 2 with 70+ grade
UG Concurrent Enrollment 2 ESL + 3 UG	B2+	69-71	Advanced low to Advance mid	Or passing Level 3 with 70+ grade
UG 5 UG credit classes	C1	72	Advanced mid to Advanced high	

*AUIS requires all applicants to complete the AUIS English Placement Test provided at the AUIS or an equivalent test. For applicants in Erbil, Baghdad and Basrah, AUIS will run English Placement Tests once or twice a month on a regular basis throughout the admission cycle. Since the Fall 2017, all English scores will earn an offer of admissions to AUIS, but English level placement will depend on exact score. **The AUIS English Placement Test is a diagnostic test to place a student in the proper level.**

*All applicants are assumed to take the AUIS English Placement Test at AUIS or at AUIS related venues in Erbil, Baghdad, Basrah unless (a) the applicant has already completed the TOEFL iBT or IELTS; or (b) the AUIS test waiver policy applies to the applicant.

Most new students at AUIS require some sort of English preparation before they are ready to handle the English level used in the Undergraduate Program.

The Academic Preparatory Program provides intensive English and general academic preparation for most students accepted to AUIS.

Waiver of English Language Placement Test

Any high school graduate may register for entry-level (Foundations) APP classes at AUIS without taking an English language placement examination.

To enroll in higher level APP classes, or in undergraduate classes. AUIS requires applicants to take an English language placement examination (TOEFL or AUIS test) to determine the level at which they should enter.

Placement Examination Waivers:

Students may register for undergraduate classes in the following circumstances without taking an English language placement exam:

1. Iraqi and Kurdistan Region students who have completed at least the final two years of study at, and graduated with at least a B average from, an AUIS Direct Entry Secondary School which teaches most courses in the English language. A list of such schools is available upon request.

2. Students who have achieved a score of at least 670 on the Critical Reading section of the SAT exam.

3. Students whose native language is English, or who have completed at least four years of secondary school in English in a country where English is an official language.

How to Register for AUIS English Placement Test

The registration instructions below apply only to new applicants to AUIS.

Step 1: Complete online application form

After you have submitted your official online application, your Admissions Adviser will review your application. If it is complete, then you are ready to take the English Placement Test:

- You will receive an email notification from the Admissions Office saying that you are eligible for a test

- Your name will be given to the testing section at the PDI department as a testing candidate.

Step 2: Select your desired testing location

On the online application form, indicate in which testing location you would like to complete the test:

Test	Testing Location	Address
AUIS English Placement Test	Sulaimani, AUIS	AUIS Campus, AUIS Testing Center, Sulaimani-Kirkuk Main Road, Raparin
	Erbil	TBA
	Baghdad	TBA
	Basrah	TBA

Step 3: Receive email confirmation of test date

Unless otherwise notified, your selected test date and location is final.

Step 4: Prepare for test, attend test date

After receiving confirmation of testing location and date, applicants should pay as follows:

1. Test-takers in Sulaimani shall pay at the AUIS on testing date.
   Test-takers in Erbil, Baghdad and Basrah shall pay at… TBA!

2. Bring civil status ID, national ID, passport or residency card on testing date.

Testing location	Payment and registration	Arrival time
Sulaimani, AUIS	TBA	9:00 a.m.
Erbil	TBA	9:00 a.m.
Baghdad	TBA	9:00 a.m.

Basrah	TBA	9:00 a.m.

If you are late or miss your registered date, you may choose a new date for a total fee consisting of the price of the missed test and the new test. To register a make-up, please visit or contact your Admission Adviser or the testing team at PDI.

Step 5: Receive print-out or e-mail of your online application for verification

This document must be verified by General Directorate of Education and High School then returned during enrollment session. See Admissions Step-by-Step Guide for more details.

- Sulaimani/AUIS test-takers will receive a verified print-out on their testing date
- Erbil, Baghdad and Basrah test-takers will be sent their application verification as a PDF by email after the testing date

Getting Your Scores

Step 6: Official scores will be reported within the following timeline:

- **AUIS English Placement Exam: 5 days to 1 week after the test date**

- Scores will be reported via e-mail
- Test results are only valid from July 2019 to January 1, 2020 (to ensure score is an accurate reflection of English ability)

Step 7: Applicants who passed the English Placement Test benchmark, can enter the UG program directly

Retaking the AUIS English Placement Test

All applicants have the right to retake the AUIS English Placement Test once per month (July, August, September, October, November and December – dependent of the chosen Admissions Round) and no more.

To retake the placement test, visit PDI or email pdi@auis.edu.krd

Retaking the test may affect your ability to complete your full application for the Early or Regular Admissions Rounds.

Other Placement Test Options

In order to apply to AUIS, students can also submit official score reports for the tests below instead of the AUIS English Placemen Test:

- TOEFL IBT (only official ETS providers)
- IELTS (only official British Council providers)

Test scores should be submitted in person or by email (pdi@auis.edu.krd) to PDI for verification of score.

Please note that AUIS no longer accepts the TOEFL PBT.

INTERNATIONAL STUDENTS

AUIS offers an American-style liberal arts education to students of any nationality. AUIS currently has students enrolled from all over Iraq, the Middle East, Europe and the world. In order to qualify for admissions, applicants must do the following:

1. Fill out the Information Form
2. Equalize high school degree into the Iraqi Baccalaureate system

Any applicant to AUIS who completed his or her high school degree outside of Iraq must equalize their score into the Iraqi system through the KRG Ministry of Education, Directorate of Exams.

AUIS can facilitate in the process of equalization but it is not responsible for the final outcome. The process and requirements vary by country and is the sole responsibility of the KRG Ministry of Education, Directorate of Exams.

General Process

1. AUIS will issue a support letter and Application form requesting high school degree equalization
2. Applicant prepares the following documents:
    - Copy of passport from home country (including visa and residency information, if necessary)
    - Official high school transcript from home country
    - Official high school tests from your home country (tests vary by country)
    - Applicants need to accomplish the last four years of high school in same country

3. Applicant submits documents to the Directorate of Exams in Erbil, KRG, Iraq in person or in some cases, an AUIS representative may be assigned to help in the processing of the equalization paperwork.

Example: United States

1. United States passport
2. Official high school transcript from US high school
3. Official high school Diploma from US high school
4. Official SAT I and SAT II test results

- Students wishing to study Engineering majors must obtain their overall score and preferred subject scores in physics and math.
- Students wishing to study English-Journalism and English-Literature must obtain their overall score and preferred subject score in English.
- Students wishing to study Medical Lab Sciences must obtain their overall score and preferred subject score in Biology.

TRANSFER CREDITS AND ADVANCED STANDING

New and current students may apply for external credits to be transferred to their AUIS records. (AUIS will not consider transfer credit unless an external institution has already formally issued credits.) Credits submitted for transfer will be evaluated based on the following guidelines:

AUIS accepts pre-collegiate, advanced standing such as AP, IB and A-Levels as equivalent to introductory level undergraduate transfer credits. Please see the advanced standing charts for specifics.

At the collegiate level AUIS accepts transfer credits from properly accredited institutions with convertible credit systems that have coursework exclusively in English. A final grade of 'C' (73% minimum) or higher must be attained in each individual course. A student may not transfer more than 60 credits (equivalent to four full-term terms) to AUIS.

Upon request for collegiate transfer credits, AUIS Registration and Records Office evaluate accreditation, credit system, language of instruction and grade. Relevant department chairs will evaluate level, scope and academic content of courses for approval of transferability and course equivalency.

New students should apply for advanced standing or transfer credits through the Admissions Office by submitting an Advanced Standing Transfer Credit Form prior to enrollment. Current students wishing to obtain credit from a study abroad, winter or summer program should complete the "Pre-Approval Form" before registering with an

external program. Credits will not be processed until the course is completed. All collegiate transfer credits must be finally approved by department chair(s) and the Registration and Records Office via the Credit Transfer Approval Form.

Advanced Standing Procedure

Applicants to AUIS may request advanced standing credit for certain Advanced Placement, International Baccalaureate or A-Level courses.

To receive advanced standing credits, new applicants should:

1. Review the table of acceptable AP, IB and A-Level coursework

2. Send a PDF of an official score report along with online application form and other official documents

3. Allow 1-5 business days for approval

4. Co-sign the Advanced Standing Approval Form during enrollment session

Collegiate Level Work Procedure

Applicants to AUIS may request the transfer of collegiate work, if the work was completed at international universities which have (a) appropriate accreditation, (b) comparable credit-systems (US, ECTS or CATS), (c) English as the language of instruction, and (d) comparable academic content (as determined by AUIS department chairs). To apply for transfer credit, applicant should:

1. Review the full 2014-2015 Transfer Credit Policy
2. Send a PDF of university transcript along with other official documents to the Admission office and complete the online application.
3. Complete the student section of the "Approved Credit Transfer Form"
4. Allow 1-2 work weeks to process with the department chair
5. Await final email with results of Approved Credit Transfer Credit Form

Collegiate Level Work within Iraq Procedure

AUIS does not accept public university credit from within Iraq. As of 2014, the credit system, language of instruction and curriculum is not sufficiently similar to justify transfer of credits.

AUIS only accepts private/independent transfer credit within Iraq from the University of Kurdistan, Hawler (UKH).

Limitations of Collegiate Transfer Credits

AUIS will not consider the following for potential transfer credits:

1. Internships, occupational or vocational work
2. Remedial / preparatory / pre-collegiate work (ESL work, for instance)
3. Credits already applied to a previously-obtained degree
4. Courses completed more than 5 years prior to enrollment at AUIS
5. Coursework graded as "Pass/Fail"
6. Coursework completed solely online (coursework must be at least partially residential)

Advanced Standing Chart:

IB course	Scores	AUIS Equivalent	AUIS
Biology HL	6, 7	SCI 101, BIO 301	6
Chemistry HL	6, 7	SCI 101, CHEM 232	6
English HL	6, 7	ENG 101	3
Economics HL	6, 7	ECO 220	3
Visual Arts HL	6, 7	ART 102	3
History HL	6, 7	CIV 201, CIV 202	3
Mathematics HL	6, 7	MTH 101, MTH 112, MTH 121	6
Philosophy HL	6, 7	PHI 202	3
Physics HL	6, 7	SCI 102, PHYS 201	3
Psychology HL	6, 7	PSY 101	3
AP course	**Scores**	**AUIS Equivalent**	**AUIS**
Biology	4, 5	SCI 101, BIO 301	6
Chemistry	4, 5	SCI 101, CHEM 232	6
English Lit and Comp	4, 5	ENG 101	3
Economics – Micro	4, 5	ECO 220	3
Economics – Macro	4, 5	ECO 221	3
Environmental Science	4, 5	ENV 201	3
History of Arts	4, 5	ART 102	6
US History	4, 5	HST 202	3
World History	4, 5	CIV 101, CIV 102	6

Calculus (AB)	4, 5	MTH 101, MTH 112, MTH 121 MTH133	9
Calculus (BC)	4, 5	MTH 101, MTH 112, MTH 121, MTH 133	9
Physics B	4, 5	SCI 102, PHYS 201	6
Physics C	4, 5	SCI 102, PHYS 201	6
Psychology	4, 5	PSY 101	3
A Levels (A-Levels only unless noted)	**Scores**	**AUIS Equivalent**	**AUIS**
Biology	A,B	SCI 101, BIO 301	6
Chemistry (AS – A2/6 units)	A,B	SCI 101, CHEM 232	6
Math (P1 + P2)	A,B	MTH 101	3
Math (P1 + P2+P3+P4+P5+P6)	A,B	MTH 101, MTH 112, MTH 121	6
Math (C1 + C2+C3)	A,B	MTH 101	3
Math (C1 + C2+C3+C4+ 2 app	A,B	MTH 101, MTH 112, TH 121	6
Physics	A,B	SCI 102, PHYS 201	6

TUITION AND SCHOLARSHIPS

AUIS is a nonprofit university for the public benefit of the Kurdistan Region of Iraq and Iraq. Over 80% of enrolled undergraduates receive some form of institutional or outside aid. AUIS strives to enroll the best students, regardless of income.

Scholarships

Scholarship terms and conditions vary by scholarship. Students should refer directly to the scholarship agreement for terms and conditions.

- AUIS Scholarship (2007-2009)
- 2013 KRG Academic Excellence Scholarship (Fall 2013 only)
- Mansour Bank Scholarship (Fall 2013 only)
- 2014 Academic Excellence Scholarship (Fall 2014 only)
- Basil Al-Rahim Scholarship (Fall 2014)
- Youth Engagement Scholarship 2016
- U.S. Embassy Merit Scholarship 2016-2017
- 2017 AUIS Academic Excellence Scholarship
- Youth Engagement Scholarship 2017

INVOICE AND PAYMENT CALENDAR

Invoice and Payment Process

1. Students actively enrolled on the listed invoice dates will be sent an invoice, to their AUIS email accounts, after the second week of the term.
2. Students should submit tuition payments to the Finance Office.
3. Prior to the start of a term or during the first week of a term, APP students can take a leave of absence or withdraw without financial obligation before the term drop deadline.
4. Prior to the start of a term or during the first two weeks of a term, UG students can take a leave of absence or withdraw without financial obligation before the course drop deadline.
5. After the end of the first week of the term, APP students owe full tuition for the term regardless of status.
6. After the end of the second week of the term, UG students owe full tuition for the term regardless of status
7. Students who miss payment deadlines will be blocked from adding courses, registering for future terms (via a Financial Hold on SONIS) or viewing final grades (account lock-out) until term payment is complete.
8. Unpaid tuition invoices remain indefinitely on student record until paid off; all future registrations, status changes or readmissions will be blocked until the debt is settled.

UNDERGRADUATE FALL 2020 PAYMENT CALENDAR		
	Deadline	**Fee**
First day of classes	Sunday, September 6, 2020	
Deadline to leave or withdraw	**Thursday, September 17, 2020**	
Invoices issued to all registered students	Sunday, September 20 Thursday, September 24, 2020	
Full Payment OR	Thursday, October 1, 2020	
First Installment (40%) Due	Thursday, October 1, 2020	$25
Second installment due (30%)	Thursday, October 22, 2020	$25
Winter 2020 registration opens (if no debts)	Sunday, November 1, 2020	
Third installment due (30%)	Thursday, November 19, 2020	$25
Final grades visible (only if no debts)	Wednesday, December 16,2020	

UNDERGRADUATE SPRING 2021 PAYMENT CALENDAR		
	Deadline	**Fee**
First day of classes	Sunday, February 7, 2021	
Deadline to leave or withdraw	**Thursday, February 18, 2021**	
Invoices issued to all registered students	Sunday, February 21, 2021 – Thursday, February 25, 2021	
Full Payment OR	Thursday, March 4, 2021	
First Installment (40%) Due	Thursday, March 4, 2021	$25
Second installment due (30%)	Thursday, March 25, 2021	$25
Summer 2020 registration opens (if no debts)	Sunday, March 28, 2021	
Third installment due (30%)	Thursday, April 22, 2021	$25
Final grades visible (only if no debts)	Sunday, June 6, 2021	

APP TERM 1 (Fall 2020) PAYMENT CALENDAR	
	Deadline
First day of classes	Tuesday, October. 13, 2020
Deadline to take leave or withdraw	Monday, October. 19, 2020 @ 5:00 pm
Invoices issued to all APP students	Tuesday, October 20, 2020 Thursday, October 22, 2020
Full Payment Deadline (@ 4:00 pm grades hidden if debts available)	Sunday, November 01, 2020
Final grades visible (only if no debts)	Tuesday, Tuesday, 15,2020

APP TERM 2 (Winter 2021) PAYMENT CALENDAR	
	Deadline
First day of classes	Sunday, January, 10,2021
Deadline to take leave or withdraw	**Thursday, January,14 2021 @ 5:00 pm**
Invoices issued to all APP students	Sunday, January 17, 2021 Thursday, January 21, 2021
Full Payment Deadline (@ 4:00 pm grades hidden if debts available)	Thursday, January 28, 2021

Final grades visible (only if no debts)	Thursday, March 17, 2021

APP TERM 3 (Spring 2021) PAYMENT CALENDAR	
	Deadline
First day of classes	Sunday, March 28, 2021
Deadline to take leave or withdraw	**Thursday, April 1, 2021 @ 5:00 pm**
Invoices issued to all APP students	Sunday, April 4, 2021 Thursday, April 8, 2021
Full Payment Deadline (@ 4:00 pm grades hidden if debts available)	Thursday, April 15, 2021
Final grades visible (only if no debts)	Thursday Jun 3, 2021

APP TERM 4 (Summer 2021) PAYMENT CALENDAR	
	Deadline
First day of classes	Sunday, Jun 13, 2021
Deadline to take leave or withdraw	**Thursday, Jun 17, 2021 @ 5:00 pm**
Invoices issued to all APP students	Sunday, Jun 20, 2021 Thursday, Jun 14, 2021
Full Payment Deadline (@ 04:00 pm grades hidden if debts available)	Thursday, July 1, 2021
Final grades visible (only if no debts)	Tuesday, August 31, 2021

ACADEMIC PREPARATORY PROGRAM

The Academic Preparatory Program (APP) at AUIS provides English-language and math instruction for students seeking to study in the undergraduate academic program.

APP offers different levels of instruction in reading and writing. All instructors are native English speakers with experience in teaching second-language learners. Classes are small to allow for one-on-one work with teachers and pair and group work with other students. Instruction varies depending on the subject. APP has four terms per year, running all year to allow students to progress quickly through the program.

Grades are important to students, but grades are only a partial measure of their mastery of English. Daily class work, especially oral participation, attendance, writing exercises, as well as attendance at university sponsored lectures, workshops and extracurricular activities are all integral to the development of students' English abilities.

APP holds two graduation ceremonies each year to honor students who have successfully completed the program. Students are awarded diplomas certifying them as prepared for undergraduate study in the English language.

APP MISSION

The mission of the American University of Iraq, Sulaimani (AUIS) Academic Preparatory Program is to prepare non-native English-speaking high school graduates to enter the AUIS undergraduate program by teaching them academic English, critical thinking skills and study habits, as well as math skills. Our goal is to insure that upon completion of the Program, students have the necessary proficiency in English reading, speaking and writing, university-level math skills and awareness of academic cultural norms and expectations to succeed in undergraduate studies at AUIS.

APP RECORDS

All student grades are recorded on Moodle, and are visible to students at various points throughout the semester. Final grades are reported on SONIS.

APP STUDENT POLICY IMPLEMENTATION

Attendance

Daily attendance at all APP classes is strongly encouraged. Nevertheless, circumstances arise which require a student to miss classes. This attendance policy has been created with the following points in mind.

1. The absence policy remains in effect for the entirety of the semester.

2. If a student misses 5 minutes or less of class, that student will be marked as tardy. This counts if a student arrives late, or leaves early. Two tardies equal one absence.

3. Both blocks are considered a single class with one absence allowed per day (2 possible tardies). The maximum number of absences in double-block classes is 9. If a student is absent from one block, they incur 1 absence, but are strongly encouraged to attend the second block if possible.

    - When a student has accumulated 4-7 absences in Reading or Writing, he or she will be sent a warning email by the APP Registrar. At 7.5-8.5 absences in Reading or Writing, he or she will be sent a second warning email.

4. English Course Attendance: When any APP student accumulates 9 absences in a Reading or Writing class during a semester, that student will fail that class, and should only repeat the failed class. . He or she will be sent an email notification of level failure by the APP Student Records Coordinator. The assigned class grades will be 0. Students who have failed on absences for a class, cannot attend the class for the remainder of the semester. Students cannot audit failed classes. * Please see the chart below regarding written warning and final notice of class failure.

APP and Dual Enrollment Attendance	Consequences
4-7 Absences in Reading or Writing	Required 1st written warning
7.5-8.5 Absences in Reading or Writing	Required 2nd written warning
9< Absences in Reading or Writing	Required notice of class failure

5. Math Course Attendance: The Math course follows the same attendance policy as the UG programs. The number of absences in a UG class depends on the number of class meetings per week per semester. Students can expect to get written warnings and notice of class failure from the APP Student Records Coordinator. When students exceed the number of absences, they may no longer attend the math class for the remainder of the semester.

   *Please see chart below regarding math absences depending on the length per semester/ course.

Math Attendance Length of Course	**Math Attendance 4 Weeks**	**Math Attendance 10 Weeks**	**Math Attendance 13 Weeks**
1st Written Warnings	1- 3 absences	3-4 absences	3-4 absences
2nd Written Warnings	3 absences	5-6 absences	5-6 absences
Required notice of course failure	4 < absences	7 < absences	6< absences

Steps for students

Attend every class. Be on time.

- If you need to miss a day, inform your teachers. It is the student's responsibility to get any missed work.
- If you are not in class, you will be counted as absent. No excuses will be accepted.

Attend every exam.

- Exams are given on Thursdays. Missing one of the major exams makes it difficult to pass a level.
- If you need to miss an exam, you must notify your teacher and the Deputy Director in advance.

Change of Status for APP Students

Students who need to leave APP for one or more semesters must complete an APP Program Status Update form. Students who are not studying will change to one of the following statuses:

- **Leave of Absence (LOA)**: Students inform the university before the semester starts that they will not study for one or two semesters. APP will accept LOAs for students who have not attended classes in a semester through the end of Week 1. Students are allowed to take an LOA for up to two consecutive semesters. Students will be notified by the Student Records Coordinator about their LOA. If students do not return after their second LOA expires, they will be permanently dropped from AUIS at the start of the following term.

- **Fail on Attendance**: This means students have attended classes in a semester and have decided not to complete the semester. Students will receive zero on Moodle and on SONIS. This counts as a level fail and may affect a student's scholarship. Students who take a level drop after Week 1 will be financially responsible for the semester.

- **Withdrawal**: This option is for students who are leaving the university permanently. Upon completing the APP Program Status Update form, students may take back their high school certificates from the Registrar's office. Students who withdraw and want to return to the university in the future must reapply through the Admissions Office.

Students who leave APP without completing an APP Program Status Update form will be permanently dropped from AUIS. This means they lose their seat at the university and must reapply if they want to return.

Steps for Students

1. Any student who plans to leave APP visits the Deputy Director's office to fill out the APP Program Status Update form.

2. The student gets the form signed by the Director of Student Services, who ensures there are no outstanding dorm issues.

3. The student gets the form signed by the Bursar in the Finance Office, who ensures there are no outstanding financial holds.

4. The student gets the form signed by the Director of Registration and Records office, who collects the student's AUIS ID card and keeps the form in the student's permanent AUIS file.

Academic Dishonesty

Academic integrity is honest behavior in a school setting. Students agree to maintain academic integrity when they enter AUIS by signing the AUIS Student Honor Code:

Student Honor Code of the American University of Iraq, Sulaimani

(Written (2010) and revised (2014) by AUIS Undergraduate Students)

The motto of the American University of Iraq, Sulaimani is "Learn today, lead tomorrow." The core values of the University are freedom and responsibility, democracy, free expression and inquiry, equal opportunity, individual rights, tolerance, and honorable personal and professional behavior.

In order to create a healthy educational environment and to help us achieve our mission of educating future leaders, students are encouraged to follow the guidelines below. These

guidelines are the Honor Code of the University. Any act that violates these guidelines will result in serious consequences, which may include dismissal from the University.

1. Each student's work will be the result of his or her own honest academic efforts.
2. Students will use English during all educational pursuits at AUIS. No other languages should be used during class discussions and examinations.
3. Students will neither give nor receive any assistance from their classmates during examinations, homework, assignments, et cetera (unless permitted by the professor).
4. Students will neither lie nor steal.
5. Students will respect University property and the private property of others.
6. Students will abide by the rules set down in the AUIS Academic Catalogue.
7. Students will respect one another and University staff and faculty members, regardless of their ethnicity, religion or philosophy, gender, age, economic standing, occupation, or political affiliation.

"On my honor, I will follow these guidelines."

Students who violate the AUIS Honor Code by engaging in academically dishonest behavior, such as cheating or plagiarizing, will follow these steps:

Procedures for Academic Integrity Offenses

First offense: APP teacher documents the offense and decides the grade penalty for the student.
Second offense: APP teacher documents the offense and decides the grade penalty for the student.
Third offense: APP teacher documents the offense and decides the grade penalty for the student. The Integrity Review Committee (IRC) will meet to discuss action.

Options for the IRC

1. The offenses do not warrant additional action at this time.
2. Student immediately fails the level.

Fourth offense: APP teacher documents the offense and decides the grade penalty for the student. The Integrity Review Committee (IRC) will meet to discuss action.

Options for the IRC:

1. The offenses do not warrant additional action at this time.
2. Student immediately fails the level.
3. Student will be dismissed from the university.

Steps for students

1. Students who commit an academic integrity offense will be notified by their teacher. Their teacher will explain why the incident is an academic integrity offense and will inform the student of the consequences. Their teacher will file an Integrity Offense form with the Deputy Director.

2. Students can appeal an academic integrity offense decision by completing the Academic Integrity Offense Appeal form. To complete the form, the student must

explain in writing what happened. The student should also include any email correspondence with the instructor or other relevant documentation to support the appeal. The student should submit the completed form and supporting documentation to the Deputy Director.

3. If students have three or more offenses, the Deputy Director will notify them that their case is up for review by the Integrity Review Committee (IRC). Students will have one week to prepare an optional written statement for the IRC. The IRC will review all of the student's offenses and rule on the student's status. The Deputy Director will notify the students of the IRC's ruling.

Behavioral Guidelines

AUIS students must at all times be careful, responsible, and respectful in their dealings with others. Violations of the behavioral standards may be considered Behavioral Violations. This applies to students inside classrooms, on campus (including the dorms), and, in some cases, off campus. Students are reminded that social media are considered to be public.

If a teacher removes a student from the classroom for violation of classroom policies, the student will be marked tardy as a consequence. Teachers reserve the right to lower the student's participation in such cases. All removals will be reported directly to the Deputy Director of APP via the Classroom Violation Form or Behavioral Strike.

If a student refuses to leave class when a teacher removes them for a violation of classroom policies, the teacher will refer the student directly to the Deputy Director of APP for a behavioral strike.

For more information about behavioral standards and consequences for violating these standards, please see the AUIS Academic Catalog on the AUIS website (www.auis.edu.krd).

Student Complaints

Students are strongly encouraged to resolve any class-related problems directly with their teacher. If they are unable to find a solution with their teacher, APP students can file a formal complaint using the following procedures. The Student Complaint form is available on Moodle.

Steps for Students

1. Students who have a complaint against an instructor should contact the instructor to attempt to resolve this issue.
2. If the issue is not resolved, the student may submit a formal complaint using the APP complaint form. To complete the form, the student must explain in writing what happened. The student should also include any email correspondence with the instructor or other relevant documentation to support the complaint. The student should submit the completed form and supporting documentation to the Deputy Director. The student complaint form can be found in APP class's Moodle page.

3. The Deputy Director will review the complaint and arrange a meeting with the student and instructor to resolve the issue. The complaint form will be signed by the student, instructor, Deputy Director, and Director, and will be kept in the instructor's file.

Grading

APP teachers record all grades in Moodle throughout the semester. Students have the ability to check and review these grades at multiple times during the semester. APP reserves the right to cancel any assessment that is deemed inaccurate due to questions of academic integrity or validity.
On the last day of classes, all Moodle grades are hidden from APP students. Teachers grade final exams and enter final grades in Moodle and SONIS. Once the grades are finalized on SONIS, they will be available to students who do not have a financial hold on their account.

Grade	**Definition**
80-100	Superior
75-80	Above Average
71-74	Passing/ Satisfactory
70	Passing
0- 69	Failing. Must repeat
WF	Withdraw Failing

Requirements for passing APP Program

In order to pass Levels Foundations, Level 1 and 2, a student must earn at least 70% in each of the two classes. Any student who does not earn this grade in each class must repeat the level. If a student fails one course, he/she must repeat only the course they have failed in order to proceed to the next level.
In order to pass Level 3, a student must earn at least 70% in each of the two English classes and receive at least a 60% in Math. Any student who does not earn this grade in all of their course, he/she must repeat the failed course in order to move to UG.

Requirements for passing Concurrent Enrollment Program

For the Concurrent Enrollment program, students need to earn the required pass grade of 60% for each of their classes. Students need to pass all of their classes (Reading 100, Writing 100, and Math 100) in order to graduate from APP. For Math 100, a student needs to pass with 60% in order to advance to Math 101.

*Please see below of the UG grade scale that will be applied for our Concurrent Enrollment Program.

Grade	Definition	Percentage
A+	Superior	93-100
A-	Superior	90-93
B+	Above Average	87-89
B	Above Average	83-86
B-	Above Average	80-82
C+	Satisfactory	77-79
C	Satisfactory	73-76
C-	Satisfactory	70-72
D+	Passing	67-69
D	Passing	60-66
F	Failing	59- below
W	Withdraw	n/a
WF	Withdraw Failing	n/a
I	Incomplete	n/a

APP Math- Policy

Math skills are a required part of all undergraduate majors and especially crucial for success in engineering. AUIS wants all students to succeed.

At the end of APP level 1, all students take the Math Placement Exam. They are placed in their math level depending on their scores

- Missing the Math Placement Exam will place the student into Math 100.
- Students are only allowed to take the Math Placement Exam one time.
- The placement exam will be available in the first week of each semester.

In APP level 2 and 3, all APP students are required to take Math 100 or Math 101, depending on where they placed on the Math Placement Exam.

Completion of Math 100 (or its equivalent on the placement test) is required to graduate from APP.

Failing in attendance is not tied across the level. Failing in attendance for one of your courses (Reading, Writing, or Math) will cause you to only repeat the course that you have failed.

APP Math	Final grade	Result
Math 100	60-100	Move to APP Math 101
Math 100	0-59	Repeat APP Math 100
Math 101	60-100	Pass Math 101
Math 101	0-59	Must repeat Math 101 in the UG program

Note for intended ENGR students:
Passing Math 100 and Math 101 with 60% or higher means that a student can get into his undergraduate courses faster.
ENGR students start at MTH 133 (a 4-credit course) after passing APP MATH 101.

- ENGR students who do not begin UG program with Math 133 will take longer than 4 years to graduate.

Non ENGR students start with Math 121 (Business Major) or Math 112 (Math concepts).
Steps for Students

1. Prior to enrolling into APP level 2 courses, students are given the Math placement exam and placed into APP Math 100 or APP Math 101. This exam can be taken at the beginning of each semester.

2. APP students enroll in SONIS for their math class.

*Note: All APP Policies are followed in math class.

Math Placement Exam:

1. All APP students take the Math exam one time after APP level 1.
2. New APP level 2 students will take the Math placement exam during APP orientation at the beginning of each semester.
3. New UG direct entry students will take the math placement exam with the UG Math department prior to class registration.

College credit by Advanced Placement

Policy

AUIS acknowledges that some students admitted to AUIS, have the basic knowledge of Mathematics, which is equivalent to MTH 101, and are capable of using skills otherwise learned in MTH 101, to pass higher Math courses offered in AUIS. AUIS students who test beyond MTH 101 through the AUIS Math Placement exam are required to take either of the following:
MTH 112 - MTH 121 - MTH 133
With the successful completion of either of these courses with a minimum grade of C, AUIS students will be issued credits for MTH 101, because they have demonstrated the ability to pass courses such as MTH 112, MTH 121, and MTH 133 by applying MTH 101 concepts. Similarly, students with Advanced Placement courses that meet the admissions scores requirements, are also able to place into higher Math courses, and will earn credits as mentioned in the Advanced Standing Procedure and chart in the Transfer Policy.
Students who test and are placed above MTH 101, but earn a grade below C, will not be issued MTH 101 credits. Instead, they will be required to take another three-credit, Math and Natural Sciences course.

Student Academic Support

Attending Faculty Office hours

APP students are encouraged to keep an average grade of 70 % at midterm. If a student does not accomplish this grade, he/she is strongly encouraged to go to office hours and to sign up for extra tutoring sessions. It is the students' responsibility to keep track of their performance and to seek help immediately when necessary.

APP Tutoring Program

Tutoring is an APP service run by the administration and the Student Records Coordinator. APP ex graduate students offer their tutoring services to students who need extra academic support. Students that are struggling are encouraged to sign up for a tutor who has background knowledge in the subject. A student and tutor can determine the frequency and the appropriate time for their lessons to take place, which occurs in the Math and/or Writing center. The tutor sign-up sheet is available and should be signed whenever a meeting has taken place. A tutor MUST inform Student Records Coordinator and administration if a student asks the tutor to violate any of the integrity offenses.
Steps for Students

1. Attend office hours for extra help.

2. Try to keep midterm and final grades above 70. If your grades drop below 70 at midterm, you have the ability to bring up your grade by doing either Step 3 or 4 as stated below.

3. Visit the Student Records coordinator to sign up for tutoring sessions after classes.

4. Talk to your teachers about how to improve.

Graduating from APP into the Undergraduate Program

APP students advance to the UG program and receive the APP Graduation Certification by completing the following:

1. Passing Concurrent Enrollment program (Reading 100, Writing 100, Math 100)
2. Scoring a 72 on the TOEFL iBT exam and completing Math 100.

A student who scores a 72% on the TOEFL iBT exam or has completed the English requirements but hasn't completed the Math requirement may participate in the graduation ceremony, but will not be eligible for a certificate until they pass Math 100.

Grade Appeals

APP students who believe there is a mistake in their final grade can appeal the grade by using the following procedures.
Steps for Students

1. Students who disagree with a final grade must contact the instructor within two days of receiving the grade, and the instructor and student should attempt to resolve the problem.
2. If the issue is not resolved, the student can obtain the grade appeal form (available on student page on Moodle or the director's office) and email an appeal to the Deputy Director, explaining the nature of the complaint. The student must meet with the Deputy Director and provide all graded papers from the course to demonstrate that a calculation error by the instructor or the failure to record one or more grades resulted in the incorrect final grade in the course. Providing all graded material to support the appeal is a requirement of the process.
This letter and meeting with the Deputy Director should be completed within one week of grades being posted on SONIS.
3. The Deputy Director will review the case and email a response to the student with a copy to the instructor and Registrar to be placed in the student's file. The Deputy Director's decision is final and may not be appealed.

English language placement exam/testing policy

AUIS and APP admit students of all ages, cultures and backgrounds. Each student's level of English proficiency is tested (using the TOEFL exam) prior to the start of his or her time on campus. The AUIS admissions policies ensure that all students get the instruction that they need into order to thrive in an American-style education system. The TOEFL iBT exam (or equivalent English test) is used in order to determine which level (Foundations, APP Level 1, 2, 3 or the undergraduate program) a student is qualified to enter. By using the TOEFL to determine the English-competency levels of all of our applicants, we have created an objective and fair method of determining the proper placement of each student, either within APP, the Dual Enrollment, or in the AUIS undergraduate program.

AUIS Prospects (New Students):

AUIS shall use the APP placement exam or the TOEFL iBT as its primary English placement exam for AUIS admission and APP level placement. TOEFL iBT is used for enrolled students who wish to skip their current English level. TOEFL results for new students are final and determine placement into APP levels.

APP Enrolled Students: Currently enrolled, Withdrawn or LOA:

Once enrolled, if students want to change their APP level, they are allowed to participate in an official TOEFL iBT during a scheduled date with the AUIS testing center.

AUIS Testing Center offers the TOEFL iBT for enrolled APP students.

- A higher score on the exam can advance their level in APP.
- A lower score on the exam will not affect their APP level.
- Any type of academic dishonesty (using a cell phone, looking at your neighbors answers, talking during the exam) will result in an Integrity Strike in the UG program.

To test directly into the Undergraduate Program from APP, students must pass the TOEFL iBT. These are more comprehensive exams that test all academic skills. This will increase the rigor and security of direct testing to the UG program.

TOEFL PLACEMENT LEVELS

AUIS Levels	CEF	AUIS iBT TOEFL	AUIS (ACTFL & CEFR)	APP Level advanceme

				nt
Foundations	A1	0-29	Novice low- Novice mid	
APP 1	A2	30-42	Novice high, Intermediate low	Passing Foundations with 70+ grade
APP 2	B1	43-58	Intermediate Mid, Intermediate High	Or passing Level 1 with 70+ grade
APP 3	B1-B2	59-68	Intermediate high to Advanced low	Or passing Level 2 with 70+ grade
UG Concurrent Enrollment 2 ESL + 3 UG	B2+	69-71	Advanced low to Advance mid	Or passing Level 3 with 70+ grade
UG 5 UG credit classes	C1	72	Advanced mid to Advanced high	

APP Academic Dismissal Policy

Students can be dismissed from APP for the following reasons:

1. Failing the same level 3 times.
2. Failing to return to classes after a student's LOA is expired.
3. Behavior that violates AUIS's code of conduct.
4. Multiple Integrity offenses that have been reviewed by the IRC (Integrity Review Committee)

*Important: A student whose second LOA has expired can be dismissed from APP and has to reapply.

- Dismissals are issued on the 2nd day of each term, after all TOEFL iBT results have been submitted to APP Admin.
- A letter will be emailed and placed into the student permanent file.
- The change of Enrollment status will be made in SONIS.

Students who are dismissed may re-apply to AUIS after one full semester, as long as they present a TOEFL iBT score to place them in the next APP level. When students re-apply, they have to adhere to the tuition and policies of the year they apply in.

To reapply, please visit the AUIS Registrar's office to request a readmission application.

- The readmission (admissions, registrar, representative from finance, APP Director and deputy director)

APP Readmission Policy

Students dismissed from APP due to academic integrity or behavioral issues are not eligible for readmission to APP.

By applying for readmission, a candidate understands that he/she will be viewed as a new student with a new enrollment contract. Readmitted students are responsible for the graduation requirements, tuition, and academic policies that exist at the time of re-entrance.

- Readmitted students must take the TOEFL iBT within one month of their readmission application.
- If granted readmission, the results from the TOEFL iBT will determine their new level of entry.

The Director of Admissions and the Director of APP require an applicant for readmission to file a letter containing such supplementary information as is needed for proper consideration:

- Submit a personal statement explaining the reasons for your withdrawal, how those reasons have been addressed, and why you are applying for readmission now.
- Submit a letter from your physician stating the status of your health if you withdrew for medical reasons.

Students under academic dismissal are eligible for readmission after one full APP term off. They should present evidence of successful changes as part of their application for readmission. Applications for readmission are reviewed individually. Decisions are based upon such factors as previous level of achievement, reasons for withdrawal, the candidate's potential for successfully completing a degree program, positive social review, and institutional capacity.

DEADLINES:

For students that wish to apply or re-apply to AUIS, need to do so three days before the start of the terms (excluding summer).

PROCESS OF READMISSION

The Steps for readmission:

1. Students will fill out an application form to be readmitted at the admission's office.
2. The admissions deputy director, emails APP to find out the following about the concerned candidate:
   -That there are no outstanding financial fees
   -That there are no outstanding documentations
   -That there are no problems of being readmitted

3. APP also verifies, if the student can return to the previous level or need to retake the placement.

*If the student has been gone longer than one academic year, the student needs to take the placement test.

Note: The above steps must be completed before action can be taken on your application. Completion of all admissions procedures is the responsibility of the applicant.

APP ADMIN PROCESS FOR READMISSION:
Once a student has submitted his readmission application form, the following steps occur:

1. APP Director and Deputy Director review the application to see if the student is eligible for readmission.
2. The APP DRC (made up of APP Director, Deputy Director, APP Student Records Coordinator, Deputy of Finance and the Registrar) meets to review each case.

3. If readmitted, the APP Director emails the AUIS Admissions office to inform them about the readmission case.

a) the APP DRC determines if the student needs to take the English placement test or not
b) the student should sign the readmission contract and pay $500 as tuition deposit in order to be officially readmitted

4. Admission e-mails the AUIS Registrar to notify them to change the status, and complete the process for readmission.

*If a student has been gone longer than one academic year, the student needs to take the placement test.

UNDERGRADUATE PROGRAM

The Undergraduate Academic Program
The undergraduate program at AUIS is organized into six academic departments by subject, plus a separate unit to administer the AUIS Core Program. The departments, along with the majors and minors offered by each department, are listed below.

The Department of Business Administration
Bachelor of Science in Business Administration
Concentration in Business Management
Concentration in Accounting
Concentration in Finance
Concentration in Marketing
Concentration in Economics
Minor in Business Administration
Minor in Business Management
Minor in Economics

The Department of Engineering
Bachelor of Science in Civil Engineering
Bachelor of Science in Construction Engineering
Bachelor of Science in Energy Engineering
Bachelor of Science in Mechanical Engineering

The Department of English
Bachelor of Arts in English Journalism
Bachelor of Arts in English
Minor in English--Journalism
Minor in English

The Department of Information Technology (IT)
Bachelor of Science in Information Technology
Concentration in Web Systems
Minor in Information Technology

The Department of Social Sciences
Bachelor of Arts in International Studies
Minor in Political Science
Minor in International Studies
Minor in History
Minor in Middle East Studies
The Department of Mathematics and Natural Science
Bachelor of Medical Laboratory Sciences
Majors

A student's major is his or her primary program of study, and it defines the degree earned by each student upon graduation. Each student must declare his or her major degree program in the third semester of the Academic Program. Students must consult with their academic adviser before they can change their major field of study.

Concentrations
A concentration at AUIS is a 5 course program that allows students to explore a subject within their major field of study in more depth. Concentrations are optional, and only students in the major are eligible to take the accompanying concentrations (for example, concentrations in the IT program are only open to IT majors). Students may only declare one concentration, and this may be declared to the Registration and Records Office at any time before graduation from the Academic Program.

Minors
A minor at AUIS is a 5 course program of study in a specific subject that supplements a student's major study. Minors are optional, and a student's minor must be in a subject which is different from his or her major. Students may declare a maximum of two minors, and they may be declared to the Registration and Records Office at any time before graduation from the Academic Program.

Upon admissions to the Academic Program, undergraduate students will be assigned faculty advisers. Each academic student should meet with her or his faculty adviser at least once per semester to discuss their academic plan and to ensure they will fulfill all necessary credits for graduation. Advisers are responsible for maintaining a schedule that allows them to be accessible to their students.

Students must meet with their adviser before they are eligible to register for courses for the following semester.

Although advisers are available for help and guidance, students must assume the ultimate responsibility for the course of their educational careers. Students should become familiar with university policies, procedures, and program requirements; recognize the necessity of getting timely assistance with academic issues; and schedule meetings with their advisers in advance so that both parties have time to prepare.

It is important to note that while students have only one adviser, advisers often have many advisees, in addition to teaching, research, and committee responsibilities.

Course Registration
After meeting with their advisers, students are eligible to register for classes. The registration schedule is announced with the Academic Calendar, and it typically takes place after one or two weeks of finalizing grades of a semester (fall or spring) for courses in the following semester.

Fall 2020 and Spring 2021 Advising and Registration Procedures

Step 1: Ensure your SONIS account is active, accessible

Go to https://www.auis-sonis.org/ and ensure that you have access to SONIS. This online registration system contains your academic record and the portal for registering for classes. Before viewing your academic record and preparing for the registration process, please ensure that your portal works.

For other log-in problems, please contact itd.help@auis.edu.krd

Step 2: Review your academic history and degree requirements

Please prepare for your advising session by reviewing your academic record, curriculum and the current semester's schedule.

- **Review your advising assignment** - Advising assignments will be sent by email.
- **Review the Course Schedule** - Course Schedule will be released via Google Drive, available in your AUIS e-mail account.
- Review unofficial transcript / academic history – Available via https://www.auis-sonis.org/
- Bring a printed copy of your unofficial transcript for your adviser to review during the session.
- **Review your degree requirements –**
    - Degree Progress Forms – These forms list your course-by-course requirements for Core and Major. These forms are available on the AUIS website: http://auis.edu.krd/undergraduate-registration
    - Bring your degree progress form based on your major and academic start term from AUIS website.
- **Check your major, concentration and declaration statuses**

    - Make sure that you have formally declared your academic program
    - Forms for declaring are available in the AUIS page/ Register/ Forms.

Step 3: Prepare list of desired courses

Prepare a list of courses you need or want to take, based on the above information. This list is not official until approved by your adviser. Fill in the Approved Schedule Form and bring it to your advising appointment.

Be prepared to discuss your desired courses and possible alternatives.

Curricula Exceptions Forms

In exceptional cases, Department Chairs, VPAA and the Director of Registration and Records Office may authorize students to override course pre-requisites and catalog requirements. To request such an exception, a student should fill out a Curricula Exceptions Form and submit it on the date of registration.

The form must be approved by the department chair, VPAA and the Director Registration and Records Office. Examples of exception justifications include but are not limited to:

1. Discontinued or unpredictably offered courses due to curricula changes
2. Grossly unclear historical requirements (for instance, changes to curricula)
3. Misaligned course sequencing due to a department decision that threatens timely graduation

Approved form will be manually updated in the system on the date of student's registration.

An approved form will be put in the student's file and will be reviewed during degree audits and in particular the application to graduate period.

Step 4: Make appointment with adviser, complete and submit form

Meet with adviser

Meet with your adviser during the advising week, any time and date from Sunday to Thursday.

Contact your adviser to arrange an appointment; the exact time, date and location of the appointment are at the discretion of your adviser.

At the advising appointments, discuss your course selections. Once your desired schedule is approved, the adviser should sign the form and write in your registration code. Two identical copies should be completed.

Submit the Approved Schedule form to the Registration and Records Office before 5 pm on Thursday of Advising Week. Students who do not submit a form cannot register for courses until Thursday.

Leave of Absence Advising
If you are a student on leave of absence and you want to register online for courses, please follow the following steps:

1. Complete the electronic version of Approved Schedule form or come to the Registration and Records Office on campus.
2. Contact the Registration Office at registration.office@auis.edu.krd during advising week. She may ask follow-up questions about your intended schedule.
3. Students who submit forms by email during advising week will be able to register for courses on their approved registration dates.

Step 5: Clear holds

Clear finance holds
In order to successfully register online, you must clear all financial holds by paying off tuition or fees that you owe to the University. The financial holds that may appear in SONIS are the following:

- Financial Hold - missed full payment
- Financial Hold - missed second installment
- Financial Hold - missed third installment
- Financial Hold - missed dorm fee
- Financial Hold – damage

To pay off any outstanding debts to AUIS, visit the Bursar (Finance Office, Ground Floor, Building A). Only the bursar may lift a financial hold – advisers and other officers may not alter or update financial holds. Please make sure that your hold is lifted immediately by Finance. Any delays in the lifting of your finance hold may impact your ability to obtain a schedule.

- Students who pay off debts before Thursday of advising week at 3 pm will have full access to online registration.
- Students who pay off debts during registration week may register on late registration day.
- Students who pay off debts after Thursday of registration week may register for courses at the beginning of the semester.

For pending sponsorships issues, please talk to Dr. Aso Salih. A "Financial Status Amendment Form" may be submitted to document a new or finalized sponsorship case.

Clear major declaration hold

For full major declaration policy, please refer to the "Declaring a Major – Policies and Procedures" form.

- Registration hold – Major not declared by deadline
- Students in the fourth semester must submit a **Major Declaration Form** by the end of the semester, to be eligible for online registration
    - Major declaration will be audited by the Registration and Records Office to ensure that students meet all Ministry of Higher Education requirements (referring to official Enrollment Agreement signed by student).

Step 6: Register online on designated date

Ensure that you have access to your SONIS portal. Go to https://www.auis-sonis.org/

Online Registration Dates	Priority (earned credits)
Sunday, 9:00 am to 4:00 pm	Open to students 105 credits earned and up
Monday, 9:00 am to 4:00 pm	Open to students 90 – 104 credits earned
Tuesday, 9:00 am to 4:00 pm	Open to students 75 – 89 credits earned
Wednesday, 9:00 am to 4:00 pm	Open to students 60 – 74 credits earned
Thursday, 9:00 am to 4:00 pm	Open to students 45 – 59 credits earned
Sunday, 9:00 am to 4:00 pm	Open to students 30 – 44 credits earned
Monday, 9:00 am to 4:00 pm	Open to students 15 – 29 credits earned
Tuesday, 9:00 am to 4:00 pm	Open to students 0 – 14 credits earned
Wednesday, 9:00 am to 4:00 pm	Open only for late registration

Eligibility for online registration on above dates:

1. Submitted signed, coded advising form on or before **Thursday of advising week, 5 p.m.**
    - Late advising forms will register on Wednesday (late registration date)
        - Leave of Absence students may submit electronically
2. Earned credit count in specified range (not attempted, not including current schedule)
3. No financial or major declaration holds on account

Implementation

- SONIS registration accounts are unlocked around 8:30 am, only if the proper form (signed, coded) is submitted by the deadline.

- SONIS registration accounts are unlocked only for your eligible date and times, then closed at 5 p.m. The Registration and Records Office reserves the right to cancel any registration made before or after that time (due to system error, for instance). Only registrations that meet normal criteria will be approved.

- SONIS registration accounts are unlocked at 8:30 a.m. only for students without financial or major declaration holds. Holds may be lifted later in the day if they are cleared.

- Pre-requisite and grade rules are enforced automatically by the system; the Registration and Records Office reserves the right to manually correct any registrations that do not reflect proper pre-requisites.

- Students must complete the Course Overload Form to be eligible for a schedule of more than 5 courses. All students with more than 15 registered credits will be audited for this form and, if the form has not been submitted, the most recent registration will be cancelled.

- All registrations close on Wednesday of the second week of online registration and will not reopen until the add and drop period of the semester.

Step 7: Review schedule results

Final schedule results may vary from advising course list

Final responsibility of schedule is that of the student, not the adviser or AUIS. Seats are limited and are allocated on a first-come, first-served basis, favoring seniors first and freshmen last. Registration for particular courses, sections or professors is never guaranteed. Please craft your schedule carefully, adhering as closely as possible to the adviser-approved schedule but allowing for some variation based on availability.

Some variation is allowed and common, but significant deviation from approved schedule may result in follow-up questioning and arrangement of different schedule.

The Registration and Records Office will audit the final results of registration and flag any serious issues. Issues that may result in follow-up:

1. Registering for many courses outside of your major (for instance, a 5th semester business student registering for engineering courses)

2. Registering for many courses you have already taken (for instance, a second year student registering for first semester courses)
3. Registering (perhaps by glitch of the system) for advanced courses that you do not qualify for

Scheduling changes or course cancellations after completion of registration
AUIS will make every effort to avoid the changing of course and scheduling information after students have registered for a course. However, the University reserves the right to alter course scheduling information as is needed, including section size, section instructor, and section time and section location.

For fall and spring terms, AUIS employs the following criteria for course cancellations:

- 0 – 9 students – section and/or course runs at the discretion of department chair (revised May 2014)
- 10 or more students – section and/or course runs

In the event of a cancellation or schedule change after student registration (any changes made before the end of add/drop period in a semester/term), the following steps will be taken:

1. Affected students will be notified in a timely manner via email and/or text of a change. The change will be visible in SONIS.

2. After notification to affected students:

    - Every effort will be made to get a student into an alternate section of the same course, but this is not guaranteed. Students not approaching graduation may have to wait until a future semester to complete the intended course.

    - A schedule change cannot affect graduating seniors' ability to graduate; in this case, an alternative solution is guaranteed with help of department and Registration and Records Office.

Full sections and courses
AUIS sets a limit on the number of students in each course or section. Once a course or section is filled, students may not be added by the Registration and Records Office or instructor.

Special requests from students or instructors will not be honored.

Only department chairs, under very special circumstances, have the final authority to increase the size of a course or section. These special exceptions are limited only to:

1. Gross underestimation of course/section enrollment need (cap raised to accommodate 5 or more enrollments) and therefore departmental need to raise cap
2. Unworkable scheduling conflicts for key requirements (not for electives, particular instructors or particular times)
3. The need of a graduating senior to take Core or Major requirements (electives do not count)

Step 8: Updating course schedule (add/drop period)

Additional information about the add/drop period may be circulated prior to the term.

Adding a course / revising schedule
Online registration will reopen at the beginning of each term. No scheduling adjustments may be made between registration and add periods.

Adviser approval is not needed for revision of schedule.

The add/drop schedule can be found in the Academic Calendar.

Dropping a course
After add period, SONIS online registration will be closed.

To drop a course, student might drop any course through SONIS portal during the drop period.

Not attending AUIS during a semester
Students who have registered for spring or fall courses, but then decide not to attend AUIS, must update their enrollment status. Such students have the following options:

- Leave of Absence
  - This means not attending AUIS for up to 2 semesters
  - If students do not return after their second LOA expires, they will be permanently dropped from AUIS at the start of the following term.

- Submission of official Leave of Absence form before the deadline
  - No tuition debt owed
  - Courses dropped

- Submission of official Leave of Absence form after the deadline
  - Tuition owed for term
  - Withdrawal from all courses
  - Possible failure of courses (if registered but not attending)

- Permanent withdrawal from the University
    - This means permanently and officially leaving AUIS. This includes taking back your official high school certificate.

- Submission of official withdrawal form before the course drop deadline:
    - No tuition debt owed
    - Courses dropped
    - Original high school certificate returned

- Submission of withdrawal forms after the course drop deadline
    - Tuition owed for term
    - Withdrawal from all courses
    - Possible failure of courses (if registered but not attending)

- Permanent Drop – disappearance from AUIS without clear notification of any kind (No form submitted)
    - Students who disappear from AUIS without notification, they will be permanently dropped from AUIS at the start of the following term.
    - Tuition debt owed (if applicable)
    - Courses "withdrawn" or failed (failed if "F" reported by professor for excessive absences)
    - Original high school certificate will remain in the possession of AUIS until form completed and debts cleared
    - Student must reapply to AUIS; no guarantee of readmissions

Declaring a Major

Policy and Procedure

- Students indicate a major preference to the AUIS Admissions Office upon application to the University.
    - Prior to official declaration of a major, undergraduates will be categorized in AUIS records by this initial preference (Major Name) and "Enrolled – Undeclared".
    - This admissions preference is non-binding and is used purely for planning purposes within the undergraduate program.

- Students may declare a major anytime in their second or third semester of the undergraduate program.
    - Students must consult with their academic adviser during declaration process. Students are encouraged to learn as much about their major as

possible by visiting the AUIS website, reading the Academic Catalog, and meeting with their department chair or more.

- AUIS recommends declaring a major by the end of the third semester; most majors have a study plan that begins in the 3rd semester.
    - Students not taking a full schedule of pre-engineering and engineering courses by the third semester are off track for the prescribed study plan.

- Students must declare a major by the end of their fourth semester before online registration week begins.
    - Major declaration will be audited by the Registration and Records Office to ensure that students meet all Ministry of Higher Education requirements (referring to official Enrollment Agreement signed by student).

- Students who have not declared a major by this time will have a registration block (Major Declaration Hold) put on their AUIS accounts, preventing any course registrations until the form is filed.
    - Lack of a major declaration will result in an indefinite registration and services hold on the student account.
    - The ability to register for classes will only be regained after the successful declaration of a major.

- After a major is declared, an adviser from that relevant department will be assigned at the beginning the following term.

- Students may complete a "Change of Major Petition" in the fifth semester or higher to change their major. Late changes risk delay of graduation.
    - Students may not declare Engineering major after the 4th semester. They must (a) meet the requirements and (b) formally declare the major by the end of their 4th semester or they lose the opportunity.

Forms

- Major Declaration Form (must be submitted by end of 4th semester)
- Engineering Declaration and Eligibility Form (must be submitted by the end of the 4th semester, it cannot be submitted any later)
    - Declaration
        i. Specialty
    - Audit of GPA, baccalaureate score
    - Official approval
- Change of Major Petition (must be submitted after 4th term to formally change majors)

Course Load Policy

1.1. Regular Course Load

1.1.1. Independently from the requirements of their specific degree plan, students in good academic standing may register for up to 1 course (or the equivalent of three credit hours) in the Winter semester, for up to 5 courses (or the equivalent of fifteen credit hours) in the Fall and Spring semesters, and for up to 2 courses (or the equivalent of six credit hours) in the Summer semester.

1.2. Overload

1.2.1. In addition to the above, the following overload provisions apply:

1.2.1.1. Students at freshmen, sophomore, or junior level in any major may register for a 1-course overload (or the equivalent of three credit hours) in any semester if they have earned a cumulative GPA (CGPA) of 3.0 or higher.

1.2.1.2. Students at senior level in any major may register for a 1-course overload (or the equivalent of three credit hours) in any of their remaining semesters if they have earned a cumulative GPA (CGPA) of
2.5 or higher. Provision 1.2.1.4. applies to senior-level students in their final two semesters of coursework.

1.2.1.3. Students at senior level in a major administered by the Engineering Department may register for a 1-course overload (or the equivalent of three credit hours) in their remaining Spring and Fall semesters if they have earned a cumulative GPA (CGPA) of 2.0 or higher. This provision does not apply to Winter and Summer semesters unless those are part of the final two semesters (see Provision 1.2.1.4.).

1.2.1.4. Students in any major in their final two semesters of coursework

towards the completion of all of their degree requirements may register for a 1-course overload (or the equivalent of three credit hours) in each of those two final semesters if they have earned a cumulative GPA (CGPA) of 2.0 or higher. This provision applies to Winter and Summer semesters if they are part of the final two semesters.

1.2.1.5. Students who do not meet the above CGPA requirements may request written Department Chair and VPAA permission for a 1-course overload (or the equivalent of three credit hours) if they have earned a semester GPA of 3.0 or higher in their most recent semester prior to the semester for which an overload is requested.

1.2.1.6. Students at senior level who do not meet the above CGPA and GPA requirements may request written Department Chair and VPAA permission for a 1-course overload (or the equivalent of three credit

hours) if a documented unique, individual, long-term, extenuating circumstance such as a prolonged illness or other continuous adverse condition verifiably affected their past performance.

1.2.2. Students cannot combine the privileges from the above overload provisions in any given semester; the maximum permitted overload under any circumstances is one course per semester (or the equivalent of three credit hours).

1.2.3. For the purpose of implementation of the above policy, a 10 % (ten percent) window policy applies to "senior level" standing; under the window policy, for this course load policy only, a student may benefit from a listed senior-level provision if they have earned a minimum of 81 hours prior to the semester for which they request an overload.

Class Standing

Class Standing	**Earned Credits**
Senior standing	90 credits earned and up
Junior standing	60 – 89 credits earned

Sophomore standing	30 – 59 credits earned
Freshman standing	0 – 29 credits earned

Course Cross-Listing Policy

Some courses have the potential to count for more than one curricular program (major/minor/concentration). Microeconomics, for example, may count for the business major, the international studies major, and the economics minor.

Any individual course may count toward up an unlimited number of curricular programs (e.g. a student who has passed microeconomics can have that one course count toward a business major and both an IS minor and an economics minor).

However, such overlaps can make up a maximum of two courses toward the award of any one program. Departments have control over how many overlaps they will accept for each of their programs of study: they may choose to allow fewer than two. The Faculty Senate agreed by majority that the award of each major, minor, or concentration should always represent substantial work beyond a student's other programs. The two-course overlap maximum establishes that even the smallest certified programs the university offers—minors, at five courses—require at least half their courses (in this case, 3 of 5) to be unique to them.

Classes that fulfill a student's core (whether requirement or option) cannot be cross-counted toward any other curricular program (major, minor, certificate, or concentration). Classes offered as core options may count toward other programs where eligible, but only if a student has fulfilled their core option requirement with another class.

In addition to the present language (which only sets a university-wide maximum), departments must clarify the degree of overlap allowed for each program of study on the page of the academic catalogue that establishes that program's requirements. Each program entry should list this information on its own line in the format "Maximum overlap: X courses."

This policy replaces both the previous ban on overlaps, and the previous leeway for "the appropriate department chair(s) to find suitable alternatives." There is no further flexibility beyond the two-course maximum: the catalogue-stipulated maximum overlap for each course of study applies without exception, even in cases of delayed graduation.

Add/Drop Courses

Registration for all courses is open during the first two days of each full semester, and students may add courses to their schedule during this time. Students may drop courses from their schedule during the first two weeks of the semester without incurring a notation on their transcript.

Course Cancellation Policy

After Registration Week

Any section with five or fewer officially enrolled students by the end of Registration Week will be automatically cancelled. The only exception may be if a graduating senior must take the course to graduate that semester and this only in cases in which the University is culpable for bringing the students to this situation. If only one or two graduating seniors need a particular course for graduation, the course may be offered through an arrangement of direct study with a professor. This will be designed to fulfill the requirements of the official degree audit.

Any section with six to ten officially enrolled students by the end of Registration Week can either be cancelled or run, depending on the judgment of the department chair. Factors to be considered include graduating seniors, professor course loads, level of the course and other criteria that varies by department.

Any course with 11 or more students officially enrolled will automatically go forward.

After the Add Period

Any section with five or fewer students enrolled by the end of the add period will be automatically cancelled. Students will be redistributed to other sections/courses after cancellation.

Any section with six to ten enrolled students by the end of the add period can either be cancelled or run, depending on the judgment of the department chair. Factors to be considered include graduating seniors, professor course loads, level of the course and other criteria that varies by department.

Any course with 11 or more students officially enrolled will automatically go forward. The VPAA reserves the right to cancel a course at any time in the event of exceptional circumstances.

Course Withdrawal Policy

For any 13-week semester

Weeks 1-2: Students may drop a course, for any reason, without any notation on their transcript. To drop a class during this time students must make an appointment with their adviser. This is also described in the add/drop policy.

Weeks 3-7: Students may withdraw from a course for any reason. The course will be notated on the student transcript with a grade of "W." To withdraw from a course during this time students must complete the course withdrawal form, available in the

Registration and Records Office, and obtain signatures from both the course instructor and the Dean of Students.

Weeks 8-9: Students may withdraw from a course. Withdrawals during this time will be notated as "WF" (Withdraw Fail) on the transcript. If the student is doing well in the course, and the withdrawal is due to other factors outside of the student's control, the instructor may petition that the grade be notated as "W". The process for withdrawing during this time is the same as above; the student must complete the course withdrawal form and obtain the requisite signatures.

Weeks 10-13: Students may not withdraw from a course.

For any four-week term

Students may drop a course for any reason without any notation on their transcript by the end of the second day of the term. To drop a course during this time students must go to the Registration and Records Office.

Students may withdraw from a course with a "W" notated on their transcript by the end of the second week of the term. To withdraw from a course during this time students must go to the Registration and Records Office.

Students may withdraw from a course with a "WF" by the end of the third week of the term. If the student is doing well in the course, and the withdrawal is due to other factors outside of the student's control, the instructor may petition that the grade be notated as "W". To withdraw from a course during this time students must go to the Registration and Records Office.

Students may not withdraw after the third week of the term.

Independent Studies

Independent study allows students to study subjects of interest or curiosity that fall outside of the normal academic curriculum. This study is done under the guidance of a faculty member who has particular expertise in the area of interest, and who has agreed to help design and structure the study experience. Students may receive one course credit for successfully completing an independent study.

Independent study is available to students after they have completed their 5th semester at AUIS. They must have a GPA of 3.0 or higher, and they must have evidence of an appropriate knowledge base through pre-requisite courses. Furthermore, both the student and the instructor must demonstrate that they are capable, time wise, of completing the course at the scheduled end date. Independent studies will not be

granted for subjects of established courses. The GPA requirement may be waived in extreme circumstances by the department chair.

The course of study is to be defined by the student and instructor in a precisely drawn contract, similar to a syllabus, which is to be completed before the beginning of class. The contract must be approved by the instructor and the relevant department chair. The contract must include:

- A statement of purpose, written by the student, stating why he/she is pursuing this independent study.
- A statement of the learning goals of the study.
- An outline of proposed study which indicates a course of work equivalent to that of a regular one-credit class. This should include a schedule of meeting times between the instructor and the student.
- A list of major assessments to be conducted throughout the course and their submission dates. These can be exams, papers, physical products, or other assessment projects. The course must have, at a minimum, a mid-term assessment and a final assessment.
- A list of the bibliographic references and other resources (interviews, software, etc.) which will be used as part of the study.
- A statement of consequences for the student in the case of underperformance.

Students interested in conducting an independent study should identify and approach an appropriate professor to study with. With the professor's consent, the student and professor should write the contract described above and submit it to their department chair for approval. Criteria for approval include:

- Accountability, both for student and professor, on the requirements and academic rigor of the proposed course.
- Consultation with the student's adviser as to how this course will affect the student's progress toward a degree.

Once approved, the student, professor, and department chair should sign the contract, complete and attach the independent study form, make copies for each party involved, and submit the original to the Registration and Records Office to complete registration.

Direct Study

A Directed Study Course is a substitute of a regular course that is not offered in the semester. Courses with labs and courses included in the core requirements - such as core courses, core options, and core electives - cannot be taken as Directed Study Courses. The material covered in such a course is essentially the same as that covered in

the traditional course. Credit assigned for a directed study course will be set equal to the credit value of the traditional course for which it is to be substituted.
Since a directed study is a substitute for a regular class, a student enrolled in a directed study needs to cover sufficient course content and achieve student learning outcomes of the equivalent course, through self-study guided by the instructor. Therefore, the instructor's assessments--exams, quizzes, homework, and papers—have to show that the student learned what was intended to be learned in the class.
The instructor should provide the student with a course syllabus that includes learning outcomes and maintains the assessments given to the student as evidences that the student achieved the learning outcomes.
A student is eligible for taking a Directed Study course if and only if all of the following conditions apply:
1. The student has a senior status (within 36 credits remaining for graduation)
2. The student has a cumulative GPA of at least 2.7
3. The student is not repeating the course to raise his/her grade

The GPA requirement in the second condition may be dropped for capstone courses and English Thesis Workshops.
In general, opening a directed study course requires the approval of the Chair of the corresponding department. This should also be approved by the VPAA to be added to the general schedule.

Study Abroad Policy

1. Eligibility, Pre-enrollment, and Procedures[1]
    a. Enrolled students with good academic standing, who have earned 30 credits or more, and have a cumulative GPA of 2.5 or higher, may apply for credits earned as part of a study-abroad course at other collegiate-level institutions
    b. A maximum of 30 credits may be transferred from other institutions.
    c. The credits submitted for transfer will be evaluated based on the below guidelines:
        i. Study abroad programs must be evaluated by the chair of the department housing the course, before enrolling at the institution abroad
        ii. Students are responsible for obtaining two copies of the pre-approval form and collecting signatures. One copy should remain with the registrar's office, and one with the student

[1] Pre-enrollment does not guarantee credit transfer, items in section 4 need to be fulfilled for this.

iii. Students must also provide the department chair with the course description when filling out the pre-approval form
iv. When not directly equivalent but approved, the course can be counted as an elective

d. If the student hasn't declared his/her major, the credit transfer will be evaluated by their advisor according to the items (i) through (iv), listed above
e. Students on academic or disciplinary probation will only be eligible for study-abroad program credit transfer if approved by the Dean of Students
f. If the study abroad program is during the Fall or Spring semester, the student is also required to obtain a Leave of Absence form and submit to the registrar's office
g. During the study abroad program, students must inform the registrar's office of any changes such as course extension or withdrawal
h. Upon completion of the external course, students must submit the approved credit transfer form along with an original copy of their transcript received abroad, to the registrar's office, after obtaining all relevant signatures
i. If a student wishes to extend their summer/winter program, they must immediately contact the department chair and registrar's office. Similarly, in case of withdrawal from a study-abroad program, the student must immediately contact and notify the department chair or advisor, as well as the registrar's office

2. Post-enrollment and end of program
    a. An official transcript from the abroad institution must be submitted when submitting the Credit Transfer Approval form
    b. Grade
        i. The grade obtained at the institution abroad must be a C or above in order to be eligible for credit transfer. If the institution abroad uses a different grade system, a sheet of grade equivalencies must be attached to the credit transfer pre-approval form
        ii. While the credits can be submitted for transfer, the grade will not contribute to the cumulative GPA
3. Limitations of transfer credits (as per transfer credit policy)
    a. Internships, occupational or vocational work
    b. Remedial / preparatory / pre-collegiate work (ESL work, for instance)
    c. Credits already applied to a previously-obtained degree

d. Course completed more than 5 years prior to enrollment at AUIS
e. Coursework graded as "Pass/Fail"
f. Coursework completed solely online (coursework must be at least partially residential)

Attendance
Students at AUIS are expected to participate fully in all scheduled classes.

Students are allowed a maximum number of absences per class; if this number is exceeded, the student will fail the course. A student will fail a course if she or he misses six classes for courses that meet twice a week, eight classes for courses that meet three times a week, and ten classes for courses that meet four times a week. Professors may penalize students for poor attendance prior to these thresholds. Professors will record absences. Professors (or the Dean of Students, if the professor requests) will issue warnings at the penultimate absence. The Dean of Students will notify students if they fail a course due to absences.

Students wishing to contest a decision of dismissal can submit a written appeal to the Dean of Students within one week of the notification.

These thresholds do not apply to undergraduate winter or summer terms.

Attendance will be recorded at the beginning of class with the following guidelines:

- Each time a class meets, every student will be marked as present or absent.
- Each professor will determine when attendance is to be taken in his or her class. Students who arrive after that point will be marked as absent. The professor will make his or her attendance policy clear in the course syllabus.
- Academic students who do not attend the class or arrive after the time set by the professor will be marked as absent.
- Academic students are expected to attend classes to their completion. Students who leave class before completion will be marked as absent if the departure is sufficiently premature.
- Academic students who are dismissed from a class for the entire semester due to absences will receive the grade F.
- A student may not take an examination in a section other than the one to which he or she is assigned.
- Professors will begin taking attendance on the first day of classes.

Grading System
Grades are reported as letters. The 4.0 grade point system is used to calculate student grade point averages (GPAs). The GPA is calculated by adding the total number of grade points earned and dividing by the total number of applicable credits. Letter

grades are awarded according to percentage grades averaged from course assessments as described in each course syllabus. Grades, definitions, grade points and percentages are listed below:

Grade	Definition	Grade Points	Percentage
A	Superior	4.0	93-100
A-	Superior	3.7	90-93
B+	Above Average	3.3	87-89
B	Above Average	3.0	83-86
B-	Above Average	2.7	80-82
C+	Satisfactory	2.3	77-79
C	Satisfactory	2.0	73-76
C-	Satisfactory	1.7	70-72
D+	Passing	1.3	67-69
D	Passing	1.0	60-66
F	Failing	0	59 and below
W	Withdraw	n/a	n/a
WF	Withdraw Failing	n/a	n/a
I	Incomplete	n/a	n/a

Calculating Grades

All percentages should be rounded up or down to the nearest whole percentage using the following rules:

- 0.5 and above must be rounded **up** to the nearest whole percentage (i.e. 87.52% = 88%).
- 0.49 and below must be rounded **down** to the nearest whole percentage (87.43% = 87%).

Semester grade point average (SGPA) and cumulative grade point average (CGPA) will use the same rules for rounding up and down, but will be carried to two decimal places. Students can calculate their GPA through using AUIS online GPA Calculator: http://auis.edu.krd/gpa-calculator

Incomplete Grades

In exceptional circumstances it is sometimes appropriate for professors to submit "I" for "Incomplete" as a student's final grade. These typically occur when students have an excusable reason for missing a final assessment – death in the family, debilitating illness etc. If an incomplete grade is submitted, the grade must be completed before the 30th

day of the next semester. When submitting "I" for a final grade, professors indicate to the Registration and Records Office which grade to assign if the student work is not completed by the deadline. It is the student's responsibility to complete the course-work necessary to earn a complete grade.

Receiving an "Incomplete" for a prerequisite course is not satisfactory for taking the next course in the sequence. If a student needs the course in order to take the next course during the next semester, it is the student's responsibility to complete the work before the start of the next semester. If the student completes and submits the incomplete work to the professor on the first day of the next semester, it is the responsibility of the professor to submit a complete grade by the end of the course-add period.

Prerequisites

Prerequisites for each course are listed in this catalog with the course descriptions. If a course is specified as a prerequisite, students must complete that course with a satisfactory grade before they may enroll in the next course. Unless otherwise specified, a satisfactory grade is a D or better. F, W, WF, and I are not satisfactory grades for prerequisite courses. For some prerequisites the minimum satisfactory grade may be higher than a D, and these are notated explicitly in the course descriptions.

Grade Appeals

Students can appeal final grades using the following procedures:

1. Students who disagree with a final grade should contact the professor within one week of receiving the grade. The instructor and student should attempt to resolve the issue at this level.
2. If the issue is not resolved or the instructor does not respond, the student has one additional week to write a letter of appeal to the Department Chair for the course in question, and complete and submit a grade appeal form to the Registration and Records Office. The student should explain the nature of the complaint and the specific request, and to provide all returned graded material from the course. Providing all graded material for the course in question is a requirement of the appeals process. The letter of appeal should be written within two weeks of receiving the grade.
3. The department chair will review the case, make a decision, and send a written response to the student before the start of the next semester. A copy of the letter will be sent to the instructor and to the Registration and Records Office to be placed in the student's file. The decision made by department chair is final and may not be appealed.

Grade Replacements

All students pursuing an undergraduate degree may repeat a course for the purpose of replacing a poor grade with a higher one for GPA calculations. All course repeats must be done at AUIS. The course being retaken must be the same course first taken, unless the course is no longer offered at AUIS, or during the two-year period. In such a case, only the department that offered the same course may substitute another course with the approval of the major department. All attempts of a given course will appear on the official transcript with the grade(s) earned. The transcript will have an explanation that the GPA is calculated using all grades earned in a course except the initial attempt when a course has been repeated.

Academic Probation

AUIS requires students to maintain a minimum cumulative GPA or be placed on academic probation. Please consult the table below for the relevant thresholds.

Number of Credits Attempted	**Threshold for Academic Probation** (Cumulative GPA at the end of semester)	**Referral to Dismissal and Readmissions Committee (DRC) for possible dismissal**
0-15	1.00 – 1.59	Less than 1.00
16-30	1.40 – 1.79	Less than 1.40
31-60	1.70 – 1.89	Less than 1.70
Greater than 60	--	Less than 2.00

The Registration and Records Office will notify students in writing of their probationary before the start of fall and spring semester, with a copy to the Dean of Students.

Students placed on academic probation are subject to the following measures during their probationary period:

- Undergraduate students are required to meet with their academic adviser at least once every two weeks.
- With their advisers, each student on probation will produce an action plan aimed at improving the student's performance.
- All students on probation are prohibited from leadership in extracurricular activities for the semester.
- Students are prohibited from participating in AUIS sports teams while on probation and from any extracurricular activity that meets more than six hours a week. To determine eligibility, please visit the Director of Student Services.
- Students on probation cannot register for more than four courses, new policy effective Fall 2017 term. All students with more than 4 registered courses will be audited the most recent registered course will be dropped. Students on Probation must complete an Action Plan and attend at least 2 Academic Success

Workshops. The Dean of Students will share more details with all students on Probation at the start of the Fall semester

Academic Dismissal

Students who have been found guilty of three Academic Integrity Offenses will be dismissed from the university without the option to re-apply.

If a student's cumulative GPA meets the thresholds above, the student will be automatically referred to the Dismissal and Readmissions Committee (DRC). The DRC is comprised of the department chairs with the Dean of Students and the Director of Student Services as nonvoting ex officio members. The Committee may dismiss a student if the student has a GPA below the thresholds above. If a student is not dismissed, he or she will be placed on probation. Students may only be dismissed for academic reasons by the DRC. A student dismissed from the university for reasons of academic integrity may not apply to the DRC for readmissions. In rendering a decision, the Committee will take into account the student's academic performance, attitude, and history of integrity offenses, if any. Decisions of the DRC are final and may not be appealed.

If a student is dismissed, the Registration and Records Office will send a letter notifying the student of academic dismissal, with a copy to the Dean of Students and the Director of Student Services.

A student dismissed for academic reasons may apply for readmissions after the student has been outside of the university for at least one semester. To apply for readmissions a student should complete and submit an application form to the Registration and Records Office, and complete and submit a personal essay indicating why the student would like to be readmitted and outlining a plan for academic success. This should be submitted at least one week before the start of the semester of readmissions.

The DRC will review readmissions applications and decide whether or not to readmit the students. Students may only be readmitted during full semesters (fall or spring). If readmitted, students will be put on academic probation during their first semester back. If not readmitted, students may apply for readmissions for following semesters.

A re-admitted student must re-apply for any scholarships, awards, housing or financial assistance previously awarded. Readmitted students will receive credit for courses previously passed at AUIS as pass/fail grades. Students may not be reinstated at AUIS more than once.

Students may not reapply to AUIS if dismissed for reasons of academic integrity or for behavioral violations.

UG Readmissions Policy

A candidate for readmissions to the undergraduate program is an individual who was admitted and attended UG previously. A readmissions applicant is defined as one who failed to enroll for a semester (term dropped), withdrew or was academically dismissed.

By applying for readmissions, a candidate understands that he/she will be viewed as a new student with a new enrollment contract. Readmitted students are responsible for the graduation requirements, tuition, and academic policies that exist at the time of re-entrance.

A student dismissed for academic reasons may apply for readmissions after the student has been outside of the university for at least one semester. To apply for readmissions a student should complete and submit an application form to the Admissions Office, and complete and submit a personal essay indicating why the student would like to be readmitted and outlining a plan for academic success. This should be submitted at least one week before the start of the semester of readmissions.

The DRC will review readmissions applications and decide whether or not to readmit the students. Students may only be readmitted during full semesters (fall or spring). If readmitted, students will be put on academic probation during their first semester back. If not readmitted, students may apply for readmissions for following semesters.

Students may not reapply to AUIS if dismissed for reasons of academic integrity or for behavioral violations.

A re-admitted student must re-apply for any scholarships, awards, housing, or financial assistance previously awarded. Readmitted students will receive credit for courses previously passed at AUIS as pass/fail grades. Students may not be reinstated at AUIS more than once.

Deadline

The above materials must be submitted to the Registrar and DRC one week before the start of a full semester.

Leave of Absence from the University

- Students can request a leave of absence from the university for up to one year (two consecutive semesters). If students do not return after their second LOA expires, they will be permanently dropped from AUIS at the start of the following term. To be eligible for a leave of absence, students must be in good academic standing and show some type of personal hardship that prevents them

from successfully completing the academic year. Students requesting a leave of absence must complete and submit a Leave of Absence form to the Registration and Records Office, available on the AUIS website.

Students who take a leave of absence for one year must reapply for financial aid and housing. Students who take a leave of absence for one semester or less will receive the adjusted portion of their aid allocation for the following semester; however, they must reapply for housing.

Students who did not successfully completed one semester cannot take a leave of absence from the university.

Withdrawal from the University

If students need to withdraw from the university, they must complete and submit a Withdrawal form to the Registration and Records Office, available on the AUIS website. When such conditions as severe illness or absence from the area prevent students from filing the Withdrawal form in person, they can submit a letter first to their adviser and second to the Dean of Students, stating the reasons for withdrawal. The date recorded by the Dean of Students is considered to be the date of withdrawal.

Transcripts

A transcript of a student's academic record may be requested by the student from the Registration and Records Office. The transcript will be available within one business day. The transcript will include the matriculation date, all courses attempted for each semester, the grade and credits earned for each course, the semester grade point average, and the cumulative grade point average. Minor/s, concentration/s, Dean's List and Provost's List designations will be noted if appropriate after graduation.

Note: A student may request official transcript before graduation. Each copy will cost $10.

Alumni will receive one verified transcript after graduation. Additional copies may be requested for $10 each.

Contact Hour Requirements

Courses must meet the following number of contact hours per semester or term to fulfill the requirements for awarding credit:

Credits Awarded	Contact Hours
1	13
2	26
3	39
4	52

Class Meeting Cancellations
If a professor cancels class meetings during the semester he or she must schedule sufficient make-up classes to achieve the minimum number of contact hours for credit. The reading period between the last day of scheduled classes and final exams may be used for this purpose.

Reading Period
The reading period refers to the days between the end of scheduled classes for the semester and the beginning of final exams. This time should be used for preparing for final exams. Professors may schedule make-up classes for classes cancelled during the semester, and they may host review sessions during this time. If a class has already met for the regular 39 hours during the semester, a professor may not introduce new course material during the reading period. Students may make appointments to meet with professors in their office during the reading period.

Final Exams
Final exams constitute the final student assessment for semester or term courses. Every course is required to have a final assessment. The format of the final assessment should be appropriate to the course, and may include a final test, a final project, a final performance or presentation, or a final paper.

Final exams begin between 2-7 days after the final day of classes, and are conducted over the period of one week. The final exam schedule is published by the Registration and Records Office.

Students are not expected to take more than two final exams in one day. If a student is scheduled for three or more finals in one day, he or she may take the third exam during the make-up exam period scheduled at the end of the final exam week.

Graduation and Commencement Policy

<u>Undergraduate Requirements to Graduate</u>
These are non-negotiable requirements to receive a degree from the American University of Iraq, Sulaimani (AUIS);

1. Completed Application to Graduate by announced deadline

2. Waives of debts and obligations from all relevant departments
    a. Tuition debts, deposits etc.
    b. Residence hall related processes

3. 2.0 cumulative GPA

4. Completion of all Core credits

5. Completion of all Major requirements
    a. Major requirements are assigned at point of entrance to UG program, but may vary slightly during time at AUIS
    b. Major requirements that change during the pursuit of a degree should not affect a student's ability to graduate after eight full-time semesters

6. A minimum of 120 credits
    a. Students may graduate with more than 120 credits

Requirements for Annual Commencement participation

Commencement runs only once per year. As such, AUIS allows for some flexibility with participation in the public ceremony. Participation in the annual Commencement does not necessarily constitute formal graduation; formal graduation from AUIS only results from an official, approved Application to Graduate (see above for policy).

To qualify for Commencement participation, students should fill out "Confirmation of Commencement" form before the deadline.

Students must meet the following criteria to participate in the AUIS Commencement Ceremony:

1. Fall graduates - The degree earned must have already been conferred after the fall semester (and the Application to Graduate must have been approved, and available in the student's file).

2. Spring graduates – Final results will not be clear until about two days before the Commencement. As such, spring term Commencement participants are allowed additional flexibility.

    a. Commencement participation does not necessarily constitute official graduation. No diploma will be awarded at the ceremony.

    b. Students may take part in the Commencement if a maximum of 2 courses (a regular load on Summer term) are remaining for them to satisfy the graduation requirements. In this case those students are expected to finish their remaining courses by the end of summer term.

        i. If the degree requirements are not completed at the end of the spring semester, they must be completed at the end of the summer term. Students must have registered for the remaining course or

courses before the Commencement day (graduation application will be reviewed before the new academic year).

ii. A student returning for fall semester may not participate in the Commencement. Fall semester enrolled students should wait for the annual Commencement in the next spring.

c. Students with a minimum CGPA of 1.96 are allowed to walk in the commencement under the condition of fulfilling the conditions of part (i) above.

Undergraduate Student Speaker Selection Guidelines
Voted on and approved by AUIS Graduation Committee.

1. Student speakers need at least several weeks to prepare a speech for the Commencement ceremony.
2. As such, AUIS cannot wait for the submission of final grades, two days before the Ceremony.
3. As such, the student speaker shall be chosen based on the highest cumulative GPA for the fall and spring cohorts – as of fall term (spring term will not be factored in).

MBA Graduate

Minimum Requirements for Commencement Participation:

- Completion of all required courses by end of the Summer;
- Cumulative GPA of 3.00 or higher
- Thesis completed, submitted
- If, in the extraordinary case that thesis is pending review at time of Commencement, students will not formally graduate (no diploma issued) but ceremonial participation is allowed

MBA Student Speaker Selection Guidelines
The student speaker shall be chosen based on the highest cumulative GPA for the graduated cohorts. If the student doesn't agree to participate, then the students shall nominate their speaker.

Graduation Honors

Latin Honors

AUIS employs the classic American "Latin Honors" for graduates. Honors are awarded based on GPA, including spring semester:

- Cum Laude – 3.40 – 3.59 cumulative GPA
- Magna Cum Laude – 3.60 – 3.79 cumulative GPA
- Summa Cum Laude – 3.80 – 4.0 cumulative GPA

Undergraduate Department Honors

A new policy approved by Council of Chairs in 2014. The highest GPA from each major, for each cohort of graduates, shall be awarded Department Honors upon graduation.

INTEGRITY, BEHAVIOR AND DISCIPLINE

Supporting students at risk of harming themselves or others
The health– mental and physical – of all members of our community is a priority. The following is the protocol which will be followed when there are concerns that a student poses an elevated risk to him/herself or others. AUIS does not currently have a counselor on staff, and so this protocol relies on referrals to outside professionals.

1. A member of the AUIS Community (student, faculty or staff member) becomes concerned that a student poses a danger to him/herself or others.

2. The member of the AUIS Community immediately notifies the Dean of Students.

3. The Dean of Students notifies the VPAA.

4. The Dean of Students ensures that the student is evaluated by a licensed psychiatrist or clinical psychologist affiliated with a local hospital.

5. If the psychiatrist/clinical psychologist determines that the student's mental health is intact, she or he may continue to attend courses. Otherwise, the student will automatically receive a Medical Leave of Absence. The student will no longer be allowed to reside on-campus.

6. The student cannot return to AUIS as a student until he or she has been cleared to do so by a licensed psychiatrist or clinical psychologist affiliated with a local hospital.

The confidentiality of the student is of utmost importance and will be respected by all staff members at all stages of the process. The smallest number of staff members should be informed about the situation.

Student Code of Conduct

In order for the free exchange of ideas to take place, students must conduct themselves both inside and outside the classroom in certain ways. Below are the AUIS guidelines for that conduct. Abiding by these guidelines and all other university policies will help students become better learners, develop as whole persons, and contribute to the perpetuation of a healthy university life here at AUIS.

The following rules and procedures apply to two domains: Academic Integrity and Behavior. The Behavior content applies to both Undergraduate and the Academic Preparatory Program (APP).

1. Academic Integrity

Academic integrity is honest behavior in a school setting. Integrity in speech, research, and writing is an essential part of teaching and learning at AUIS. The University expects students to adhere to accepted standards of academic honesty and integrity. Academic Integrity is guided by the AUIS Honor Code, which was written by AUIS students and is available on the school website, www.auis.edu.krd.

Academic dishonesty ("cheating") is defined as any form of deceit, fraud, or misrepresentation in academic work. Plagiarism is one form of academic dishonesty. Plagiarism is using other peoples' idea and/or words without clearly acknowledging the source of the information. Any outside source used in a student's writing must be cited, whether used as a direct quotation or a paraphrase. Any form of academic dishonesty will lead to failure of the assignment, then course, and, if repeated, to dismissal from the University (Please see below.). A student must have instructor permission to reuse material that he or she produced in a previous course.

In the event of an academic integrity offense, both the student and students who provided inappropriate assistance and the student or students who received the assistance will be held responsible. Students aware of cheating who fail to report it to the Dean of Students may receive an academic integrity offense.

The primary means of communication between the Dean of Students and students is university e-mail. As young professionals, students are expected to check their

university e-mail accounts regularly. A student who fails to respond to an invitation to meet with the Dean of Students may receive an academic integrity offense.

App Procedure for Integrity (plagiarism or cheating) Offenses

Academic Integrity Offenses
Academic integrity is honest behavior in a school setting. Students agree to maintain academic integrity when they enter AUIS by signing the AUIS Honor Code (see below).

First offense: APP teacher documents the offense and decides the grade penalty for the student.

Second offense: APP teacher documents the offense and decides the grade penalty for the student.

Third offense: APP teacher documents the offense and decides the grade penalty for the student. The Integrity Review Committee (IRC) will meet to discuss action.
Options for the IRC:

- Student immediately fails the level.
- The offenses do not warrant additional action at this time.

Fourth offense:

1. APP faculty citing the offense rules. Penalty is decided by the teacher.
2. The Integrity Review Committee (IRC) will meet to discuss action.
   Options for the IRC:
   - Student immediately fails the level.
   - Student will be dismissed from the university.
   - The offenses do not warrant additional action at this time.

Steps for APP Faculty

1. APP faculty documents the offense and decides the grade penalty for the student.
2. Explains why the incident is an academic integrity offense, inform the student of the consequences, and fill out the teacher Plagiarism form (found on the APP teacher Moodle page).
3. Fill out the APP faculty form for student integrity offenses, including the evidence.
   - Forms are emailed or hand delivered to the APP Deputy Director.
   - The Deputy Director files it in the student's APP record.
   - The Deputy Director will not meet with the students to discuss the strikes.

Steps for Students

1. Students who commit an academic integrity offense will be notified by their teacher. Their teacher will explain why the incident is an academic integrity offense and will inform the student of the consequences. Their teacher will file an Integrity Offense form with the Deputy Director.
2. Students can appeal an academic integrity offense decision by completing the Academic Integrity Offense Appeal form. To complete the form, the student must explain in writing what happened. The student should also include any email correspondence with the instructor or other relevant documentation to support the appeal. The student should submit the completed form and supporting documentation to the Deputy Director.
3. If students have three or more offenses, the Deputy Director will notify them that their case is up for review by the Integrity Review Committee (IRC). Students will have one week to prepare an optional written statement for the IRC. The IRC will review all of the student's offenses and rule on the student's status. The Deputy Director will notify the students of the IRC's ruling.

Steps for the Deputy Director

Track all APP plagiarism on the data base excel sheet. Record the date, name of student, name of teacher citing the offense, and ruling.

1. File the paperwork.
2. The Deputy Director emails the students that the offense has happened, and that it is in the student's file.
3. The student may email an appeal for the file. No decision is changed at that point.

Steps for the Integrity Review Committee (IRC)

1. Meet at least twice per semester, at midterm and end of semester, or as needed on a case-by-case basis.
2. Review the cases of any student with three or more offenses.
    - Students are notified by email beforehand by the Deputy Director.
    - The student can write an appeal letter for the committee to review.
3. The Committee reviews all cases for the student AND all appeal letters from the student.
4. The Committee is chaired by the Deputy Director.

    Options for the IRC:
    - Student immediately fails the level.
    - Student will be dismissed from the University.
    - The offenses do not warrant additional action at this time.

    Voting members: Plurality vote wins.
        - Level coordinators

- Deputy Director
- Director (if even number of members, will not vote)
- Voting members involved in the case must excuse themselves from the vote.

5. Decision is then emailed to the student by the Deputy Director.
6. If the case involves AUIS UG students, the Dean of Students is present.
7. APP assistant takes minutes.

Undergraduate Procedure for Integrity Offenses

1. A professor or student informs the Dean of Students of a possible cheating incident, providing relevant material and information.

2. The Dean of Students conducts an investigation of the case, in consultation with the professor and the student(s) involved, and determines if an Academic Integrity Offense has occurred.

3. If the student is found responsible for an academic integrity offense, the Dean of Students applies appropriate penalties (see below). The student, the student's adviser, the professor of the course in which the cheating occurred, and the Registration and Records Office are informed. Copies of relevant paperwork are placed in the student's permanent file.

4. In the case of a third Academic Integrity Offense (which results in the student's dismissal from AUIS), the student has the opportunity to appeal the decision. The appeal of an Academic Integrity Offense must be made in writing to the VPAA/Provost within one week of the decision by the Dean of Students to record the incident as an offense. The student must provide a rationale and evidence for the appeal beyond an assertion of innocence.

Deception during the investigation of a possible academic integrity offense may result in the student receiving an academic integrity offense (in addition to the original incident).

The privacy of all those involved will be respected to the greatest extent possible throughout the course of all investigations.

The cultivation of a culture of academic integrity and the application of these policies are under the domain of Dean of Students. All issues pertaining to academic integrity in the Undergraduate program should be directed to his office.

Academic Integrity: Disciplinary Guidelines for Academic Dishonesty
The AUIS Academic Catalog and the AUIS Honor Code provide guidance in cases of academic dishonesty. The following disciplinary measures will be taken to address acts of academic dishonesty, including but not limited to plagiarism:

First offense: Student will receive a grade of 0 on the assessment in question, with no option to re-submit the assessment.

Second offense: Student will fail the course (i.e. ENG 101) in which the cheating occurred. The grade will be recorded as an F and will factor into the GPA.

Third offense: Student will be dismissed from the university without the possibility of readmissions. In the case of a third Academic Integrity Offense resulting in dismissal, (which results in the student's dismissal from AUIS) students may appeal to the VPAA.

2. **Behavior**

AUIS students must at all times exercise care and responsibility in their dealings with others. Violations of the following standards may be considered Behavioral Violations. This applies to students inside classrooms, on campus (including the dorms), and, in some cases, off campus. Students are reminded that social media (e.g. Facebook) are considered to be public.

Inside the Classroom

Attendance: Students' success at AUIS requires strong attendance in all classes. All absences are recorded as part of the AUIS Attendance Policy (see Attendance Policy). Professors may, at their discretion, exclude a student from class if the student arrives late.

Classroom Etiquette: Student conduct in class should be respectful to all. Faculty members will caution students who do not conduct themselves in a respectful manner. If inappropriate behavior continues, a teacher may request to have a student leave the class, and the appropriate disciplinary measures will be taken. Students must leave the classroom if asked to do so by professors or administrators.

Compliance: Students are expected to follow reasonable instructions by faculty members so that classes proceed in an orderly manner.

English: Students are to speak English only in class.

Use of electronics in the classroom: Students will be allowed to use electronic devices (e.g. laptops, smart phones) at the discretion of the professor. If allowed, electronic devices should be used only for class-related purposes. Mobile phones should be silenced during class time, if not deactivated.

On Campus (including AUIS Housing, i.e. "the dorms")

Alcohol and drugs: Drugs of abuse, including alcohol, are forbidden at AUIS. Students found in possession of alcohol or drugs on campus may be issued a behavioral violation. This applies to the private rooms in the dormitories.

Assault: Physically attacking another member of the AUIS community will result in a behavioral violation, possibly including suspension or dismissal from the University without the possibility of reapplying (expulsion).

Conduct between men and women: AUIS students must show respect for others and be sensitive to the surrounding cultural context. Relations between women and men should observe conventions pertaining to appropriate language and limits on physical contact.

Disruptive Behavior. Events and activities that require use of University facilities, or that interfere with classes, lectures, meetings, athletic events, meals, travel, administration, research, conferences, study, dormitory use, or other University activities and functions, ("disruptive behavior"), should receive prior written permission from Student Services. Facilities should be returned to their original condition upon completion. Disruptive behavior that fails to comply with conditions that may be established in terms of time, noise, location, food and drink, or other considerations, or that has not been approved by Student Services, may lead to disciplinary action.

English: While at AUIS, students are expected to speak English.

Harassment: To harass is to repeatedly annoy or bother another person in spite of being asked to stop. The harassment of others by AUIS students will not be tolerated.

Identification cards: The university requires ID cards be carried at all times and presented when requested by faculty and staff.

Language: Student language must at all times be appropriate for an educational community. Lewd, obscene, vulgar, sexually suggestive language or gestures are not acceptable.

Personal Hygiene: Students are expected to pay attention to personal hygiene.

Smoking: Smoking is only allowed in designated areas. Smoking outside of designated areas on campus is considered a behavioral violation.

Stalking: Stalking is defined as repeated, unwanted contact between one student and another individual. This may take the form of physical proximity, physically following, phone calls, or contact on social media (e.g. Facebook). Stalking is not tolerated.

Threats: A threat is an expression of a desire to harm another person. Threats are not tolerated.

Weapons: Possession or use of firearms, explosives, other weapons, incendiary devices, firecrackers, or dangerous chemicals is not allowed on university premises.

Off Campus Student Conduct

AUIS students are reminded that they represent their university at all times and must behave appropriately and respectfully as a public person and as a private person. Social media such as Facebook, Instagram, and Snapchat are considered to be public. The following may be considered behavioral violations, even if they occur off campus:

- To defame without evidence AUIS or other members of the AUIS community in a public forum
- To make statements that may lead to violence in a public forum
- To harass or threaten others in a public forum
- Attacking others based on ethnicity, religion, sect, gender
- Attacking others, or sowing discord, based on ethnicity, religion, sect, nationality, language or gender
- Knowingly making materially false statements about matters of fact

Disciplinary Guidelines for Behavior Violations
Serious violations of the code of conduct above are considered to be behavioral violations.

Behavior Committees
In the case of possible behavioral violation involving an undergraduate student, the Dean of Students, the Director of Student Services, and the Registration and Records Office constitute the Undergraduate Behavior Committee. The Undergraduate Behavior Committee will investigate possible behavior violations, determine if a behavioral violation has occurred, and apply the appropriate penalty.

In the case of a student enrolled in APP, the Director of APP, the Dean of Students, the Director of Student Services, and the Registration and Records Office constitute the APP

Behavior Committee. The APP Behavior Committee will investigate possible behavior violations, determine if a behavioral violation has occurred, and apply the appropriate penalty.

The University Liaison will contribute to the investigation of possible behavioral violations if necessary.

Investigation of Possible Behavioral Violations

The Behavior Committee is responsible for the investigation of possible behavior violations and the application of the appropriate penalty, if necessary. Investigations of possible behavioral offenses will include physical evidence (e.g. video recordings, screen captures, written documents) as well as eye-witness accounts. Students have the right to produce their own account of the events for inclusion in their permanent files. All steps in a student disciplinary investigation and appeal will be confidential and respectful of all involved.

Consequences of Behavioral Violations

University students are considered adults and will be held accountable for their actions. The consequences for a student found guilty of a behavior violation include the following:

A student found guilty of a behavioral violation will have a written report placed in the student's permanent record. The student's adviser will also be informed.

In addition, a student found guilty of a behavioral violation for the first time may be suspended from classes. Classes missed due to a suspension will be recorded as absences. Dormitory residents whose suspensions last longer than seven days are required to leave the dormitory for the duration of the suspension. Exceptions due to extraordinary circumstances may be made at the discretion of AUIS housing staff.

A student found guilty of a second behavioral violation may be suspended from classes, dismissed from the university, or dismissed from the university without the possibility of readmissions (expulsion), depending on the severity of the offense and other factors.

Immediate Dismissal: Serious transgressions such as violence against others, stealing, willful damage to school property, overt threats, or similar matters may result in immediate dismissal or immediate dismissal without the possibility of reapplying (expulsion).

Appeals

For behavioral violations that result in no suspension or a suspension of no greater than one week, the Behavior Committee's decision is final and may not be appealed. For

behavioral violations that result in a suspension of greater than one week, or dismissal, students may make an appeal to the VPAA will review the case and has the option of reversing the decision of the Behavior Committee.

Notes
The University Liaison will contribute to the investigation of possible behavioral violations if necessary.
Deception during the investigation of a possible behavioral violation may result in the student receiving a behavioral violation (in addition to the original incident). Failure to respond to an invitation to meet with the Dean of Students may result in the student receiving a behavioral violation.

Behavioral violations which occur during a student's time in APP will remain in the student's file and be considered during the student's undergraduate career.

3. Other Considerations

Confidentiality
All steps in a student disciplinary investigation and appeal will be confidential and respectful of all involved.

Parental Notification
The university releases student records and other information only upon written consent of the student. This consent must specify the information to be disclosed, state the purpose of the disclosure, and provide the contact information of the person or institution where disclosure is to be made. However, the university may disclose information or academic records without prior consent of the student in the following circumstances:

- To academic officers, advisers, and other faculty members of the university as necessary.
- To the parents of a dependent student.
- In compliance with a judicial order.

Finally, the university may disclose the following routine student directory information without written consent from the student regarding student directory information: student's name, degrees received, major/minor, awards received, and participation in officially recognized organizations and/or sports.

Professors must receive a student's written consent before discussing the student's performance and/or grades with his or her parent(s).

Statement on Harassment

The American University of Iraq, Sulaimani is committed to maintaining a learning environment free of any form of intimidation, abuse, harassment, or physical violence. This applies to everyone in the university community. Serious or repeated incidents of such behavior will result in dismissal from the university.

Complaints against Professors
Students are encouraged to resolve problems with a professor by speaking with that professor. If this is not satisfactory or possible, students are encouraged to speak with the professor's department chair or with the Dean of Students. The student's confidentiality will be respected throughout this process. Students may not be penalized by professors for addressing their complaints in this way.

AUIS Student Honor Code
(Written (2010) and revised (2014) by AUIS Undergraduate Students)

The motto of the American University of Iraq, Sulaimani is "Learn today, lead tomorrow." The core values of the University are freedom and responsibility, democracy, free expression and inquiry, equal opportunity, individual rights, tolerance, and honorable personal and professional behavior.

In order to create a healthy educational environment and to help us achieve our mission of educating future leaders, students are encouraged to follow the guidelines below. These guidelines are the Honor Code of the University. Any act that violates these guidelines will result in serious consequences, which may include dismissal from the University.

1. Each student's work will be the result of his or her own honest academic efforts.
2. Students will use English during all educational pursuits at AUIS. No other languages should be used during class discussions and examinations.
3. Students will neither give nor receive any assistance from their classmates during examinations, homework, assignments, et cetera (unless permitted by the professor).
4. Students will neither lie nor steal.
5. Students will respect University property and the private property of others.
6. Students will abide by the rules set down in the AUIS Academic Catalog.
7. Students will respect one another and University staff and faculty members, regardless of their ethnicity, religion or philosophy, gender, age, economic standing, occupation, or political affiliation.

"On my honor, I will follow these guidelines."

STUDENT SERVICES & FACILITIES

Moulakis Library
Moulakis Library plays a vital role in connecting students, faculty, and scholars across the American university of Iraq, Sulaimani.

Our collections of print and electronic resources support the teaching and research activities of the University. Our printed collections consist of around 12000 books in English, Arabic and Kurdish language along with multidisciplinary licensed electronic journal such: EBSCOhost, Project Muse, Jstor, and Statista. Furthermore, the library also maintains computers and printers for student and faculty use. Reading and writing centers are located in the library too.

Moulakis Library services aim to provide the highest quality information and resources to support research activities of students and faculty by integrating information literacy into the curriculum program to support the learning goals of AUIS students and faculty. The Information Literacy Program includes walk-in classes, face to face sessions

with students, curriculum-integrated sessions, workshops, games and online learning modules.

Moulakis library is staffed by a librarian, Library assistant and AUIS students, who are able to give advice on library and information resources. For more information on the library and its facilities, see the official website: library.auis.edu.krd.

Hours during the spring and fall semesters:
Sunday - Thursday: 8 a.m. to 6 p.m.
Friday and Saturday: Closed

Summer hours:
Sunday – Thursday: 8 a.m. to 5 p.m.
Friday – Saturday: Closed

Writing Center
The Writing Center is staffed with AUIS students who have completed a training seminar and continue to learn through staff education workshops. These qualified peer consultants are tutors, not teachers, trained to coach and guide you as you talk with them about your writing.

Please see the AUIS website for up-to-date location and hours of operation.
Policies

1. While the Writing Center accepts both appointments and walk-in conferences, students are encouraged to make appointments in advance, especially around midterms and finals. Appointments will always be given priority over walk-ins.

2. Be on time: If a student arrives more than five minutes late for an appointment and there are other students waiting, the student will lose their spot.

3. Students who are repeat no-shows may lose their writing center privileges.

4. Students should bring assignments with them and have a clear idea of what they want to work on.

5. Students may schedule an appointment for either 30 or 60 minutes. However, during peak periods, appointments may be limited to 30 minutes.

6. Students may not schedule an appointment on the day an assignment is due. There will be no exceptions to this policy.

Math and Science Center

The Math and Science Center (MSC), located in A-B1-45, operates under the Mathematics and Sciences department in coordination with the Student Services Student Employment Program. It offers student-led review sessions and tutoring for all mathematics and science courses. Each semester, students submit applications to work up to 10 hours a week at the MSC. The center is overseen by a coordinator who also works with MNS faculty to stay up-to-date with current course material and assignments. Tutoring is offered to students on a walk-in basis or by appointment. Schedules and tutoring hours are posted outside the Math and Science Center and on the AUIS website. Apart from tutoring, the MSC also organizes the Math Fest event and recruits and trains the AUIS Math Team. For enquiries, contact mns.center@auis.edu.krd.

Faculty Open Door Hours

Undergraduate teaching faculty is expected to hold fixed open-door hours and to be available to students by appointment. These hours should be posted on faculty office doors and printed in course syllabi. To meet with a staff or faculty member, students should attend these hours or make an appointment.

Computer Facilities

Computer Lab Policy

Like all university facilities, AUIS computers and computer networks are to be used only by persons authorized by the university, and only for university purposes. University purposes include the educational programs of the university, as well as all research and administrative activities. Use of AUIS computers and network facilities is a privilege, not a right; improper use can result in suspension or revocation of those privileges. Use of university facilities for other purposes requires prior authorization.

- No person may give a computer password to anyone without proper authority.
- No person may engage in, encourage, or conceal from authorities any unauthorized use, tampering with, or deliberate disruption of computers.

- No person may read, delete, or attempt to read, alter, or delete any other person's computer files or electronic mail.

- No student is permitted to copy or use software or data in violation of copyright laws and license agreements, engage in plagiarism, or violate the basic requirements of academic honesty.

Users must take full responsibility for messages that they transmit through the university's computers and network facilities and must obey the policies of discussion forums in which they participate. No one may use the university's computers to transmit fraudulent, defamatory, harassing, obscene, indecent, or threatening messages, any communications prohibited by law, or which violate university practice, policy, or the spirit of the mission of AUIS. Viewing or accessing indecent or pornographic materials using university equipment, network, or internet access is prohibited and will be severely punished.

Those who administer computers and network facilities will refer all disciplinary matters to appropriate authorities.

Rules for Computer Labs

When using the computer labs students must abide by the following rules:

- Do not move laptops from their proper place to another table.
- Do not move the tables. This can cause the power and network connections to fail.
- Do not disconnect laptops from their docking stations.
- Do not change connectivity or alter cabling arrangements.
- Do not bring food or drinks into computer labs.
- Do not connect personal laptops to the AUIS network.
- Do not abuse the allotted amount of network bandwidth by downloading large amounts of Internet material.
- Return chairs to their proper place after using computers.
- Do not print images on Computer Lab printers.
- Do not download any video or audio from the Internet.
- Do not use excessive amounts of printing paper.

Computer Lab Software

The laptops and PCs in the AUIS computer labs are furnished with the following software and applications:

- Microsoft Office 2007
- Avast Anti-Virus

- K-Lite Codec Pack (Audio and Video Codec)
- XP Codec Pack (Audio and Video Codec)
- CutePDF Writer
- Adobe Reader 8
- Adobe Flash Player
- Note Tab Light
- WS_FTP LE
- Paint.NET
- Audacity and Lame for Audacity
- Longman
- Printer Drivers

AUIS Bookstore
To purchase textbooks, students should visit the AUIS Bookstore. Textbooks are sold based on individual book prices, so total semester book fees vary by student schedule. Book prices and bookstore hours of operation will be announced at the beginning of each semester.

Medical and Emergency Care Services
In case of a medical emergency that cannot be treated on campus, a medical facility close to the university will be contacted. Students will bear the cost of any professional service or emergency treatment. In addition, the cost of hospitalization or treatment in the emergency room or as an outpatient is the responsibility of the student. A university official may provide escort service on campus when a sudden illness or injury occurs.

Student E-mail Accounts
A university assigned student email account is the university's official means of communication with all students on the AUIS campus. The American University of Iraq, Sulaimani provides students with an official email account in the auis.edu.krd domain upon the student's matriculation to the institution. The account is free of charge and is active as long as the student remains enrolled at the university.

Students can expect to receive official information regarding deadlines, policy/procedure changes, and changes in degree requirements, special events, course schedule changes, regulatory changes, emergency notices, as well as other useful information from the Registration and Records Office, the VPAA, and the Dean of Students. Additionally, faculty members may require email for course content delivery, class discussion, and instructor conferencing and may specify course-related email policies in their syllabi. Faculty may also require students to confirm their subscription to university-provided mailing lists.

Ultimately, students are responsible for all information sent to them via their university assigned email account and are expected to check it daily. If a student chooses to forward the university email account, he or she is responsible for all information, including attachments, sent to any other email account. Emails lost because of forwarding do not absolve students from the responsibilities associated with communication sent to his or her official email address. The university is not responsible for handling of AUIS email by outside vendors or unofficial servers.

Student Organizations

Students are the foundation of the University community and their learning and development outside of the classroom is an important part of the University experience. AUIS welcomes student organizations that are formed to promote student involvement and learning and meet the guidelines included in this document. Student organizations must also abide by all other AUIS student guidelines. Student organization status must be affirmed annually with the Student Services Office.

Students are free to belong to and to form any organizations to promote and develop student wellbeing consistent with the below criteria. To be considered for formal recognition by the University, a student organization must, at minimum:

- Register with Student Services
- Have a clear purpose that is consistent with the educational mandate of the University as an institution of higher learning
- Not discriminate on the basis of race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability
- Not be based on ethnicity, religion or political party
- Conduct all activities openly, including meetings open to all students
- Not have a fixed or restrictive membership list
- Have a faculty/senior staff adviser
- Consult the Director of Student Services to determine which medium and spaces at the University are appropriate for promoting the organization

<u>Funding</u>

Registered student organizations are eligible for modest institutional funding. General criteria for funding include:

- Community service projects
- Educational activities
- Social activities
- Printing for promotional materials (banners, guidebooks, etc.)
- Transportation

<u>Funding Requests</u>

In order to receive institutional funding, organizations are required to submit the following information to the Director of Student Services in writing at least a week prior to the event:

- Activity and purpose
- Proposed date and time
- Location
- Benefiting parties
- Amount request including proposed budget items

Transportation Requests

Requests for transportation for specific events (e.g. hiking trips, site visits, museum tours, conferences, etc.) must be sent to the Director of Student Services in writing at least a week prior to the event with the following information included:

- Activity and purpose
- Destination
- Date
- Departure and return times
- Number of participants (may be required to provide a list of names and contact information for all participants)
- Names of faculty advisers

Requests for External Funding

AUIS allows student organizations to request funding from outside sources as long as they follow the procedure outlined below:

1. Funding source must be approved by the Director of Student Services, the Director of Finance and the student organization's Faculty Adviser. These three parties will meet to discuss the source of funding and how the funds will be allocated. We request that student groups have preliminary program plans and a potential donor(s) in mind.

2. Upon approval, student organizations will be asked to prepare a detailed program plan including budget with specific line items. This plan must be submitted to the Director of Student Services for approval before requesting any funds from potential donors.

3. Upon approval of detailed plan and budget, the student organization may approach potential donors with the support and guidance of the faculty adviser.

4. The student organization will prepare a Memorandum of Understanding with the donor which will outline in detail the responsibilities of both parties. This MoU must be approved and signed by the AUIS President or CFAO and the outside donor.

5. All funds will be administered through the AUIS Finance Department and earmarked in the Student Services budget for the express purposes of the student organization's program proposal.

Fundraising

AUIS allows student organizations to conduct fundraising campaigns on campus in support of their organization or outside non-profit organizations. All activities must be approved by the Director of Student Services. For more information, refer to AUIS Guidelines for on campus student-led activities.

The University reserves the right to suspend or revoke student organization status at any time for non- compliance with these guidelines, violation of any other University policy, procedure or guideline, or violation of any law.

Student-led Activities on Campus

Students and/or student organizations who wish to organize student-led activities on campus must follow guidelines below:

Securing University Approval

1. Students and/or student organizations must contact the Director of Student Services for approval of a proposed activity a minimum of **one week** prior to the event.
2. The following information must be provided to the Director of Student Services at this time:
   - Activity name
   - Purpose
   - Benefiting parties
   - Date and time
   - Duration/anticipated timeframe of activity (e.g. 12 p.m. to 12:45 p.m.)
3. Upon approval, the Director of Student Services will make arrangements with the necessary University departments to support the activity.
4. The Director of Student Services will determine and approve the location for the activity.

Promotion of Events on Campus

Students will often see certain events advertised on campus. Please see below the type of events that AUIS permits to be advertised on campus:

1. **University Events:** The Student Services Department hosts events for AUIS students that are official AUIS events, for which transportation and supervision is provided by the university. Students should assume that if there are large advertisements for an event, then it is an AUIS sponsored event. For example, the Graduation party every May is a University Event.

2. **Student Organization Events:** Student organizations host picnics and parties for the benefit of AUIS students. No financial profit can be made by these events. All students are expected to follow the AUIS Student Code of Conduct, and all students should have the opportunity to attend. AUIS does not provide supervision and cannot guarantee transportation for these events. Students are allowed some advertising (A4 and A3 posters) for these events, but starting in May banners will not be permitted. For example, the Unity Picnic in April was a Student Organization Event.

3. **Private Student Events:** Individual students are encouraged to host picnics and parties, but may not advertise on campus. Access to the campus for ticket sales is not guaranteed. Signage must be limited to no more than three A4 signs that can be placed at the table after permission has been granted by the Department of Student Services. These events must clearly display that this is not a university event. Because these events are not sponsored by either a university department or by a registered student organization, AUIS will not be responsible for transportation or supervision for these events. For example, a Nawroz party organized to which tickets is sold for a profit is an example of a private student event.

<u>On-Campus Participation</u>
Only AUIS students, faculty, and staff may participate in student and/or student organization activities on campus. The Director of Student Services and University officials must approve special guests who may be invited to speak at an activity, **prior** to the invitation being extended.

<u>Third-Party Sponsorships</u>
Students and/or student organizations may not co-sponsor events with third-party outside organizations or entities. Additionally, students and/or student organizations may not serve as a substitute for outside entities to operate on campus.

<u>Noise Level</u>
All noise should be kept at a reasonable level and University officials may direct event organizers to reduce the volume associated of any activity.

<u>News Media</u>

Students and/or student organizations are **not** allowed to contact news media regarding on-campus activities, per University policy. All media on campus must be invited and escorted by the Communications Department. Visit the Communications Department for the AUIS policy on media relations.

Outside Access

Visit the Security Department for the AUIS policy on Outside Access.

Conduct

While the University supports freedom of expression, it does not support the engagement of activities which disrupt the operations of the University. All activities on campus must be conducted in a peaceful manner. They must be open to all students. All activities must be conducted in English, the official language of AUIS.

AUIS reserves the right to stop an event from proceeding if it is not conducted as stipulated by the Director of Student Services. Violation of these guidelines may lead to disciplinary action. See the student discipline policy in this catalog for more information.

DEPARTMENTS AND CURRICULUM

The AUIS Core Program

The AUIS Core Program is the common curriculum in the Liberal Arts that all AUIS students take. Students take courses in the Core Program during their first few semesters at AUIS, and this provides a foundation of knowledge and reasoning to help students as they proceed with their major studies, their careers, and the rest of their lives.

As a university devoted to liberal education in the American tradition, AUIS cultivates the strengths of the educated mind. Educated minds know more clearly what they think and why they think it. They know how this matches up, or does not, with the opinions of others, profound or popular, old or fresh. Educated minds can say what they mean, so as to be understood, or to inspire. Those minds touch the deeper, more sober and humane sources of enthusiasm in the arts and religion. The Core Program at AUIS nurtures students in these virtues.

Accordingly, The Core Program rejects some things. It is against teaching that conflates remembering with understanding and teachers who compel assent with the authority of a grade. It is against the demand for a comfortable right answer. The Core Program is against academic credentials as ends in themselves.

So, too, The Core Program promotes some things. It is for broad learning and for teaching that crosses the borders between disciplines. No one knows where these borders will shift; the recent past suggests they will change in the near future. Knowing what one is talking about is so complex—mathematicians do it one way, and historians another—that one can only learn the general habit by studying particular cases. The Core Program is for the art of dialogue. Without knowing the language and methods of the disciplines to a critical minimum, one cannot join or even follow the best conversations. The Core Program is for the mental fitness that comes from assimilating, organizing, and displaying complex information—and doing this over and over. The Core Program is for enthusiasm of the soul. Universities keep, make, and teach knowledge, but not everything they do counts as careful, deliberate understanding. The Core Program engages the mind's bolder leaps, celebrates beauty, and cherishes authentic self-expression. The Core Program is for academic adventure. In a land of many pressing practical difficulties, the liberty of liberal education is especially sweet. One course of study, done for its own sake, can inaugurate a life-long habit of learning.

No one perfects the strengths of the educated mind, but no progress toward those strengths is wasted. This progress builds true self-reliance and is the ultimate aim of The Core Program.

The Core Program Mission

The Core Program at the American University of Iraq, Sulaimani aims to cultivate self-reliant educated minds.

The Core Program Goals

Students who are self-reliant have a foundation of knowledge to support their thinking and creativity. AUIS students know

- The epochs of human history, and the human action, thought, spirituality, and creativity that set each apart;
- The fundamentals of scientific knowledge of the physical, living, and social worlds; and,
- Human creation and expression in the arts, sciences, and humanities.

Students who are self-reliant can reason. AUIS students

- Comprehend the difference between opinion and knowledge, description and judgment;
- Understand and analyze arguments, and make sound arguments of their own;
- Join cause to effect in the physical, living, and social worlds;
- Relate the past to the present and to the future;
- Understand things through quantities and the techniques of mathematics; and,
- Understand and employ the scientific method.

Students who are self-reliant possess skills. AUIS students

- Translate their reasoning into speaking and writing;
- Fit their words to audience and circumstance;
- Speak confidently and persuasively in public;
- Do research directly and through the work of others;
- Employ mathematics as a means of solving problems;
- Use the scientific method—from observation, through hypothesis and testing, to conclusion; and,
- Use appropriate techniques and technology to further their intellectual and creative endeavors.

The Core Program, General Education, And Course Eligibility

All core classes are designed to give students skills that are generally applicable across a wide variety of fields and careers; these are general education classes whose value is not restricted to particular programs of study or focused on particular career paths.

To be eligible for core credit, a course has to be general education according to the following practical criteria:

1) Enrolment in the course cannot be limited to students in particular programs of study.
2) A general education class must fulfil at least one of the Core Program Goals listed above.
3) The course is not on the core committee's list of core-ineligible classes.
   The core committee has an ongoing responsibility to determine whether particular courses are or are not general education courses, based on the course's curriculum. For example, the content of the class may be judged too narrow for general education eligibility, or its focus may be professional rather than liberal-arts. The core committee will maintain a central list of non-general classes, which may include even those for which enrolment is not restricted. Any faculty member who wishes to propose that a class currently considered core-eligible should be added to the list of non-general-education classes, based on its curriculum, should contact the chair of the core committee, who is responsible for maintaining the list of eligible and ineligible classes. Students and faculty who are unsure whether a course is currently eligible for the core should, again, contact the core committee chair and registrar for clarification.
4) In Maths and Science, all classes at levels up to and including calculus 1 in maths, and physics 1, chemistry 1, and biology 1 in science, can count toward the core. Higher-level classes in each sequence are not core-eligible.

Transition from Core to Major Courses

Students may take courses in their major if they have successfully completed at least 30 hours in the core. If students have less than 30 hours they may take courses in their major if they simultaneously take the requisite courses in the core to bring the core hours total to 30 hours. Students are expected to have completed all of their core requirements by the end of their fifth semester.

Core Program Curriculum

Students registered in or after the Fall 2018 semester
45 credits

IT (3 credits)

1 general-education-eligible class offered by the IT department - 3 credits

English/Writing (9 credits)

ENG 101, ENG 102 required.

ENG213 required for students majoring in medical lab sciences or any engineering field

ENG 203 required for all other majors.

Social Sciences/Civilization (12 credits)

CIV 101, 102, 203, 204 required.

Social Sciences / Humanities General Education (3 credits)

1 general-education-eligible 3-credit class at the 100-, 200-, or 300-level, in either Humanities (offered by the English department) or Social Sciences (offered by the Social Sciences department).

Math and Sciences (at least 18 credits combined)*

At least 7 credits of science.

At least 3 of these 7 credits must be in life science, at least 3 in physical science, and at least 3 from a class that includes a laboratory section, which must be passed along with the class.

At least 7 credits of maths.

At least 3 of these 7 credits must be in statistics.

* In any situation where a course's categorization as either maths or science is unclear, the chair of the Department of Mathematics and Natural Sciences decides, and is responsible for communicating their decision to students and the registrar.

Students registered in or before the Summer 2018 semester
48 credits

Semester	Course Code	Course Title	Credit Hours	Prerequisites
1st semester	CIV 101	The Ancient World – History	3	No Prerequisite
	CSC 101	Computer Science and IT Applications	3	No Prerequisite
	ENG 101	Argument	3	No Prerequisite
	MTH 101	College Algebra	3	Placement in MTH 101
	SCI 101	Life Science	3	No Prerequisite
2nd semester	CIV 102	The Modern World – History	3	CIV 101
	MTH 112 or	Mathematical Concepts	3	MTH 101
	MTH 121 Or	Business Math	3	MTH 101
	MTH 133	Pre-calculus	3	MTH 101
	SCI 102	Physical Science	3	MTH 101
	ENG 102	Critical Reading and Writing	3	ENG 101
	Core Option	Core Option (Humanities, Social Science, or Math and Science)	3	See current course offerings
3rd semester	CIV 203	Civilization III: The Ancient World (Humanities)	3	CIV 102
	ENG 203	Research	3	ENG 102
	STT 201	Statistics	3	MTH 101
	Core Option	Core Option (Humanities, Social Science, or Math and Science)	3	See current course offerings
4th semester	CIV 204	Civilization IV: The Modern World (Humanities)	3	CIV 203
	Core Option	Core Option (Humanities, Social Science, or Math and Science)	3	See current course offerings

The Department of Business Administration

Vision
Our vision is to develop future business leaders for the area, region and globe. To accomplish this we aim to transform students into dreamers, doers and leaders capable of propelling this region into the forefront of the business world.

Mission
To equip students with the tools necessary to excel in private sector enterprises by effectively conveying the core discipline-specific knowledge of economics, accounting, finance, management, and marketing, augmented with applicable knowledge of ethics, law, and information systems, coupled with developing critical and strategic thinking, analysis, synthesis and problem-solving abilities.

Goals
- Create an atmosphere where students are encouraged to dream about their possibilities and to reach for their dreams
- Transform our students into the next generation of business leaders for the area, region and globe
- Utilize best practices of American-style business education
- Engage in outreach programs with regional business and education communities to promote collaboration
- Serve as a model and resource for business programs and a resource for businesses in the region

Learning Outcomes (LO)
We aim for our graduates to achieve the following learning outcomes:

1. **Breadth of knowledge across business.** Students will be able to apply the basic principles of entrepreneurship, financial management, organizational management, economics, marketing and accounting in the context of the national, regional and global economies.

2. **Critical thinking, analytical and problem-solving skills.** Students will evaluate business situations and analyze managerial decisions, using financial statements, statistical tools, and other appropriate methods to organize, analyze and present data.

3. **Interpersonal, communication, teamwork and leadership skills.** Students will demonstrate competency in interpersonal, communication (oral and written), teamwork, and leadership skills through participation in individual and group projects involving company and industry analyses.

4. **Understanding of ethical and social responsibility.** Students will apply concepts and theories of business law, ethics and social responsibility to business situations, taking

into consideration the implications of management decisions impacting the interests of key internal and external stakeholders.

5. **Information and technology skills.** Students will employ the latest concepts in information technology to research, facilitate, analyze, communicate and present on all aspects of business operations.

6. **Depth of knowledge.** Students will demonstrate appropriate knowledge of a specific business discipline, applying concepts, theories and models appropriate to their field of study.

Bachelor of Science in Business Administration

The Bachelor of Science (BS) degree in Business Administration is designed to equip students with the tools necessary to excel in private sector enterprises. The specific knowledge covered in this major includes accounting, finance, and economics. These areas are augmented with courses in management, law and ethics, quantitative analysis and information technology. Throughout the curriculum, an emphasis is placed on critical thinking and problem solving that enables students to add value in a variety of commercial settings. This comprehensive blend of skills prepares students for a variety of careers in commerce.

Curriculum: Business Major

Suggested Semester	Course Code	Course Title	Credit Hours	Prerequisites
2nd semester	BUS 202	Introduction to Business	3	12 core credits
3rd semester	ACC 221	Financial Accounting	3	MTH 101 or placement in MTH 133
	ECO 220	Principles of Microeconomics	3	MTH 101 or placement in MTH 133
4th semester	ECO 221	Principles of Macroeconomics	3	ECO 220 or ECO 210
	ACC 222	Managerial Accounting	3	ACC 221
	MGT 201	Principles of Management	3	At least 21 core credits completed
5th semester	BUS 303	Quantitative Business Analysis	3	ECO 220, STT 201 or ENGR 442
	FIN 301	Principles of Finance	3	ACC 222, MTH 121 or MTH 133
	MKT 301	Principles of Marketing	3	MGT 201

6th semester	BLW 301 or LGS 225	Business Law Or Introduction to the Commercial Laws of Iraq and Iraqi Kurdistan for Business	3	ACC 221, ECO 220, MGT 201
	ITE 302	Management Information Systems	3	CSC 101
	MGT 405	Production Operations Management	3	BUS 303, ACC 222
7th semester	BUS 401	Business Ethics	3	BLW 301 or LGS 225
	MGT 402	Entrepreneurship	3	Either [FIN 301 and MKT 301] or [75 credits completed
8th semester	MGT 404	Strategic Management	3	FIN 301, MKT 301, final year in the major
	TOTAL		42 credits	

Concentration in Business Management

This concentration is for business students who wish to study management in more depth. Project management, human resources management, supply chain management, and organizational behavior are all topics that students may explore in detail if they elect to concentrate in business management.

To complete the concentration, students must take four of the six classes listed below. They are then required to take the Management Concentration Capstone course.

Take four of the following:

Course Code	Course Title	Credit Hours	Prerequisites
MGT 301	Organizational Behavior	3	MGT 201
MGT 302	Human Resource Management	3	MGT 201
MGT 360	International Management	3	MGT 201
MGT 380	Project Management	3	Either [MGT 201, FIN 301] or [a 300 level MGT course]
MGT 403	Operations and Supply Chain Management	3	ACC 221, BUS 303
MGT 407	Leadership	3	One MGT 300 or 400 class completed

Required course:

MGT 490	Management Concentration Capstone	3	Final year of the concentration

Concentration in Accounting

Course Code	Course Title	Credit Hours	Prerequisites
ACC 321	Intermediate Accounting I	3	ACC 222
ACC 322	Intermediate Accounting II	3	ACC 321, FIN 301
ACC 325	Cost Accounting	3	ACC 222
ACC 401	Advanced Accounting	3	ACC 322
ACC 405	Auditing	3	ACC 322, ACC 325
TOTAL		15 Credits	

Concentration in Finance

Course Code	Course Title	Credits	Prerequisites
FIN 310	Financial Analysis and Forecasting	3	FIN 301
FIN 320	Money and Banking	3	FIN 301
FIN 330	Investments	3	FIN 301
FIN 401	International Finance	3	FIN 320
FIN 410	Case Studies in Corporate Finance	3	FIN 320; FIN 330
TOTAL		15 Credits	

Concentration in Marketing

Take five of the following:

Course Code	Course Title	Credits	Prerequisites
MKT 350*	Consumer Behavior	3	MKT 301
MKT 360*	Marketing Research	3	MKT 301
MKT 410	Integrated Marketing Communications	3	MKT 301
MKT 430	Product and Brand Management	3	MKT 301
MKT 460	Sales Force Management	3	MKT 301
MKT 470*	Marketing Strategy	3	MKT 350, MKT 360, MKT 410
MKT 499	Special Topics in Marketing	3	MKT 301

*Required courses

Concentration in Economics

Take five of the following:

Course Code	Course Title	Credits	Prerequisites
ECO 320*	Intermediate Microeconomics	3	ECO 220
ECO 321*	Intermediate Macroeconomics	3	ECO 221
ECO 401	Economic Development	3	ECO 221 or ECO 321
ECO 403	International Political Economy	3	ECO 221 or ECO 210
ECO 404	Public Choice	3	ECO 221 or ECO 321
ECO 406	Industrial Organization	3	ECO 221 or ECO 321
ECO 499	Special Topic in Economics	3	ECO 221, or ECO 320, or ECO 321

*Required courses

Minor in Business Administration

Students in other majors who are interested in getting a general overview of business topics and analytical tools are encouraged to take the Minor in Business Administration.

Course Code	Course Title	Credit Hours	Prerequisites
ACC 221	Principles of Financial Accounting	3	MTH 101 or placement in MTH 133
MGT 201	Principles of Management	3	At least 21 core credits completed
BUS 303	Quantitative Business Analysis	3	ECO 220, STT 201 or ENGR 442
ECO 220	Principles of Microeconomics	3	MTH 101 or placement in MTH 133
-	Business Elective	3	-
TOTAL		15 Credits	

Minor in Economics

Students in other majors who are interested in the topics and techniques of economics are encouraged to take the Minor in Economics.

Take five of the following:

Course Code	Course Title	Credit Hours	Prerequisites
ECO 220	Principles of Microeconomics	3	MTH 101 or placement in MTH 133
ECO 221	Principles of Macroeconomics	3	ECO 220 or ECO 210
ECO 320	Intermediate Microeconomics	3	ECO 220
ECO 321	Intermediate Macroeconomics	3	ECO 221
ECO 401	Economic Development	3	ECO 221 or ECO 210
ECO 403	International Political Economy	3	ECO 221 or ECO 210
ECO 404	Public Choice	3	ECO 221 or ECO 210
ECO 406	Industrial Organization	3	ECO 221 or ECO 210
ECO 499	Special Topics in Economics	3	ECO 221, or ECO 320, or ECO 321
TOTAL		15 Credits	

Minor in Business Management

Students in other majors who would like to study the techniques and ideas of business management are encouraged to take the Minor in Business Management.

To complete the minor, students should take five out of the eight courses listed below:

Course Code	Course Title	Credit Hours	Prerequisites
MGT 201	Principles of Management	3	At least 21 core credits completed
MGT 301	Organizational Behavior	3	MGT 201
MGT 302	Human Resource Management	3	MGT 201
MGT 360	International Management	3	MGT 201
MGT 380	Project Management	3	Either [MGT 201, FIN 301] or [a 300 level MGT course]
MGT 402	Entrepreneurship	3	Either [FIN 301 and MKT

			301] or [75 credits
MGT 407	Leadership	3	One MGT 300 or 400 class completed
ENT 302	Creativity and Innovation	3	60 credits completed
BLW 301 Or LGS 225	Business Law Or Introduction to the Commercial Laws of Iraq and Iraqi Kurdistan for Business	3	MGT 201, ACC 221, ECO 220

Master of Business Administration

A Brief History of the AUIS – MBA Program

The American University of Iraq, Sulaimani (AUIS) initiated its Master of Business Administration Program (MBA) by signing a Memorandum of Understanding on September 7, 2007, with the Furtwangen School of International Management of Hochschule Furtwangen University of Applied Sciences, Furtwangen, Germany. The curriculum consisted of 17 courses and resulted in an MBA in International Management and Leadership. Classes began in December 2007. All courses were taught at AUIS by professors from both AUIS and FSIM. Five cohorts of students graduated from this program; the latest graduated on May 31, 2014.

The partnership with FSIM officially ended on October 1, 2012, and a new Memorandum of Understanding was signed with Steinbeis Hochschule Berlin, Berlin, Germany (SHB), continuing the identical MBA curriculum and providing an MBA in International Management. Classes for cohort 6 began in October, 2012 and concluded in June, 2014. All courses were taught by professors from AUIS and SHB. The official partnership with SHB concluded in October 2013.

After 6 years of partnering with other universities to provide an MBA program, AUIS had the history, institutional knowledge and human resource skills to provide its own program. In October of 2013, AUIS began its 7th MBA cohort while temporarily maintaining the curriculum from its previously partnered programs. Cohort 7 MBA students completed their program of study in February 2015.

In April 2014, AUIS began classes for cohort 8 and in September 2014 cohort 9 started, using a revised Executive Master of Business Administration (EMBA) curriculum, requiring 17 courses of study, but providing for concentrations in Leadership and Finance and Project Management. Students in these cohorts completed coursework in October 2015. Subsequently, AUIS cohort 10 started in September 2015 and completed its coursework in April 2017, and cohort 11 started in September 2016 and completed its coursework in February 2018. In the meantime, two more concentrations in Marketing cohort 12 completed its coursework in April 2019 and the current cohort 13 started in September 2018 and will complete its coursework in April 2020. A new cohort 14 will start in September 2019.

Our "fast track" MBA program is designed for professionals and recent graduates looking to strengthen their business skill sets and increase their career opportunities. The program offers flexible evening classes so that students with demanding professional careers can still learn the advanced business management and leadership skills they need to earn an MBA.

AUIS' MBA students build a strong foundation in every key business discipline as well as deeper expertise in areas critical to their success. The program allows students to customize their MBA experience and offers rigor and flexibility, with a foundation of broad management skills in the core and an array of electives and specializations to help develop one or more areas of expertise. In addition to the general MBA, students can now pursue an MBA with specializations in Leadership, Project Management, Finance, Marketing, and Human Resources Management.

MBA Application Requirements and Program Expectations

AUIS encourages all prospective students with an undergraduate (bachelors) degree and sufficient fluency in English to apply. Work experience is preferred. Students are expected to demonstrate an exceptional commitment to academic, personal, and professional development. AUIS has a selective admissions process and requires high standards of integrity from its students.

Application Process and Program Expectations

Prospective students seeking admissions to AUIS's MBA program have to complete the application process before the application deadline. To complete the application, applicants have to:

1. Contact the Admissions Office by visiting or by emailing admissions@auis.edu.krd to receive the login credentials needed to fill out the application form.
2. Fill out the online application form at https://www.auis-sonis.org/
3. Email a personal statement to the admissions adviser. This letter needs to be in English, no more than 700 words, and state the reasons for applying to the MBA program. Applicants should also mention professional work experiences and how the program can enhance their career. This letter should reflect applicants' own thoughts and writing skills.
4. Submit the original copies of university and high school transcripts to the Admissions Office along with official translated versions (to English). However, for the early stages of the application, applicants can provide copies. Students who can't provide the original copy of their certificate by the time determined by the Admissions Office will not be allowed to continue the program.
5. Submit a colored photocopy of these documents to the Admissions Office:
    - Civil Status ID
    - Food Ration card
    - Passport
    - Nationality ID
    - One passport-sized photo
6. Submit personal resume (CV) by email to your admissions adviser.
7. Provide a valid score in one of the English competency tests acceptable by AUIS (TOEFL iBT, TOEFL ITP, or IELTS). If the applicant does not have a score, he/she

can participate in one of the tests offered by AUIS's Testing Center. Applicants can select the test type and the desired date while filling out the online application form. For more information about available tests, applicants are advised to check with their admissions adviser.

8. Pay a non-refundable application fee of $100, which must be paid before the interview appointment.

AUIS is now accepting applications for its MBA program on a rolling basis; space is limited. The anticipated requirements and detailed information is available online at: http://www.auis.edu.krd/MBA/application-information

If you have any questions regarding the MBA program or application process, please call +964 (0) 770 461 7555 or email bahar.bahrami@auis.edu.krd, or visit the Admissions Office at AUIS from Sunday to Wednesday from 9:00 AM to 4:00 PM.

AUIS Undergraduates Direct Admissions Criteria

1. To have graduated with, preferably, a cumulative GPA of 3.0 or higher.
2. To provide a written recommendation from one professor in their area of undergraduate concentration.
3. To demonstrate participation in 30 hours of internship training or equivalent, provide a written report on their experience and provide a letter of recommendation from the supervisor.
4. AUIS undergraduates are exempt from the TOEFL/ILETS requirement.

Tuition and Fee Policy

1. Tuition for the MBA program is paid by course and currently the tuition for each of the 17 courses is USD $1,375 (including textbook fees).
2. On the day of enrollment, accepted students should pay a $500 non-refundable deposit. This amount will be deducted from the first course's tuition.
3. Students will normally be invoiced 3 weeks prior to the starting of each course.
4. The tuition fee must be paid in advance of attending the course.

Accreditation and Recognition

AUIS is recognized by the Kurdistan Regional Government's Ministry of Higher Education and Scientific Research and provisionally recognized by The Republic of Iraq's Ministry of Higher Education and Scientific Research. The Master of Business Administration (MBA) program is recognized by the Kurdistan Regional Government's Ministry of Higher Education and Scientific Research. All programs are taught in the English language by international faculty members and are designed to meet or exceed standards set by regional accreditation organizations in the United States.

Study and Attendance Mode
Normally, one course is scheduled per month. For each course, students attend lectures for one week (Sunday – Thursday) from 4.00 pm to 10.00 pm. Final exams are normally scheduled on a Saturday, three weeks after finishing the course. Please consult the Cohort Schedule for specific times and dates.

Withdrawal Policy
Students wishing to withdraw from the program must complete the withdrawal document stating their reason. Upon acceptance of the withdrawal, students must clear any outstanding payments to the university and return the student ID card.

Degree Requirements:
The passing grade for all courses is 73%. Students must pass all their courses and maintain a cumulative Grade Point Average (GPA) of 3.00 (overall average of 83) in order to earn the MBA degree. Students can view their current cumulative GPA on SONIS at any time.

AUIS MBA Curriculum
The AUIS MBA curriculum is taught by faculty members committed to excellence in their professions and with real-world business experience, providing knowledge delivered through a coordinated and integrated curriculum. Students learn to build productive organizations through stimulating classroom discussions, research projects and case studies covering a broad range of subjects. AUIS MBA students are contributing to the social and economic transformation of the region, and taking their rightful place as business leaders.

The AUIS MBA is a 17 course program meeting the accrediting standards of both American and KRG accrediting institutions. Students are required to take 14 core courses (including MBA Thesis) and can choose among nine electives or select a three-course specialization to build a comprehensive knowledge base in a specific area of interest.

MBA Core Courses

BUS 501: Business, Law and Society
This course helps students understand how business decisions affect and reflect society. Because the decisions of managers not only influence but are also influenced by public policy concerns and moral issues, students learn how to integrate economic, social, legal and regulatory, and moral considerations in decision making. Topics include contracts, agency agreements, partnerships, corporations, the role of law in society, business regulations and antitrust policy in the global environment, and ethical and social values in different cultures, and employment and labor relations

MGT 515: Human Resources Management
This course provides students with the knowledge of typical personnel management decisions faced by managers, including job analysis, selection development, disciplinary actions, appraisal and compensation issues, and global human resource issues.

BUS 502: Quantitative Analysis for Decision-making
The focus of this course is on the application of quantitative analysis techniques for strategic business decision making. Topics will include probability and descriptive statistics, survey construction, project management tools, forecasting methods and statistical process control. These quantitative decision support techniques assist managerial decision making in the world of business, including applications to finance, marketing, engineering, manufacturing, and quality, service and human resources problems.

MGT 502: Organizational Theory and Behavior
This course is a study of individuals and groups and their behaviors in organizations. The interaction of human, technological and structural factors in organizations will be examined. Important issues to be considered include theories of communication, motivation and decision making. Students also study organizations for key design variables and reward systems aimed at improved performance and organizational efficiency through employee motivational programs, participative management and cooperative decision making.

MGT 510: Leadership
This course focuses on developing students' knowledge and skill set for teamwork and leadership. The course provides a critical review of key concepts, models, theories, and practitioner approaches relating to leadership in organizations. Illustrations and

application of leadership principles will be demonstrated through experiential exercises and skill development exercises. Translational work between theory and practice is applied as students examine current leadership theories in complex work environments.

MBA 502: Global Economic Environment
This course considers the domestic and global economic environment of business and its impact on management planning and decision making. This subject has two broad areas: Microeconomics focuses on how individual decision-makers behave and interact in markets. Macroeconomics sees the economy as composed of several broad groups of decision-makers, particularly households, firms, and governments, and studies how the interaction of these groups affects the aggregate performance of the economy. These two approaches are complementary, illuminating different aspects of economic behavior. By the end of the class, students will gain a basic understanding of the main principles of economics, as well as international trade and financial institutions and systems.

QSO 510: Project Management
Addressing the culture, principles, and basic techniques of project management, this course provides a comprehensive overview of project management. This course develops a foundation of concepts and solutions that supports the planning, scheduling, controlling, resource allocation, and performance measurement activities required for successful completion of a project. Tools and concepts such as project charter, scope statement, work breakdown structure, project estimating, and scheduling methodologies are studied.

FIN 501: Principles of Financial Analysis and Management
This course provides the student with context through which s/he will be able to gain an understanding of the subject of financial management that is covered in depth in later courses, and delivers the tools to perform various types of financial analysis utilized in those courses. As an overview of corporate finance, the course introduces: the roles of the financial manager; the major financial markets and institutions, and their functions; and corporate financial statements and their uses. The course then introduces students to techniques of financial statement analysis to assess corporate performance. It concludes with an introduction to the concept of the time value of money and its application.

ACC 501: Managerial Accounting
The course focuses on the use of accounting information in reporting managerial performance and making business decisions. The course covers the preparation and

use of managerial accounting information for use in planning, budgeting, control, break-even analysis and pricing, including the impact of taxes. Completion of the course will enhance the student's ability to understand managerial accounting reports and use this information in making decisions.

FIN 510: Financial Assets Management
The goal of the course is to learn how a corporate financial manager can evaluate prospective investments in financial instruments. As the key to asset valuation, the course begins with a study of interest; how rates are formulated based on an assessment of risk and macroeconomic policy. The course proceeds to study the valuation of the most basic forms of marketable debt and equity assets: bonds and stocks. In studying the valuation of stocks, the course introduces the risk vs. reward and dividend vs. growth trade-offs, and basic portfolio theory.

MKT 501: Marketing Management
This course is designed to provide students with a systematic approach for making marketing decisions and to give students practice in the analysis, design, implementation, and control of marketing strategies. Topics include how individual and organizational consumers make decisions, segmenting markets, positioning the firm's offering, effective marketing research, new product development, pricing strategies, communicating with consumers, estimating advertising's effectiveness, and managing relationships with sales force and distribution partners. The course also studies how firms must coordinate these different elements of the marketing mix to ensure that all marketing activities collectively forge a coherent strategy.

ITE 501: Information Systems for Management
This course focuses on the many ways information technology is incorporated within contemporary organizations and used to achieve a competitive advantage in the national and international marketplace. It focuses on the basic principles of Information Technology: hardware and software components, database technology, telecommunications and networking, e-commerce and e-business, Enterprise Resource Planning (ERP), Decision Support Systems (DSS), Artificial Intelligence (AI) and Expert Systems (ES), systems development and implementation, and the ethical and societal issues involved in IT.

MGT 580: Corporate Strategy and Organization
This penultimate course focuses on the perspective and skills of the general manager. Its purpose is to provide practice in diagnosing and identifying realistic solutions to complex strategic and organizational problems. The course builds on previous

coursework by providing an opportunity to integrate various functional areas and by providing a total business perspective. Since the focus is on pragmatic, action-oriented general management skills, the course will be taught primarily through the case method and will require both written analyses and case presentations.

MGT 690: MBA Thesis
In this capstone course, students will individually prepare a thesis which requires preparation of a case study and analysis report based on their company. The case study will focus on a description of events in the company surrounding a specific decision made by the firm. Writing the case will allow the student to explore the situation in depth, looking at such issues as linkages and causality. The analysis report will provide an analysis of the key issues, recommendations and relevant theoretical linkages.

Copies of completed cases and analysis notes would be maintained by AUIS for faculty consideration for adoption in subsequent offerings of their courses. Top ranked cases may be submitted to case conferences such as the North American Case Research Association's (NACRA) annual meeting or for publication in case journals such as the Case Research Journal or the Business Case Journal.

MBA Concentration Courses / Electives

Leadership Concentration:

The AUIS MBA degree in Leadership program was specifically designed for professionals who are currently leading or plan to lead their organizations as they build new markets, services, products, and innovations. The Leadership curriculum is designed for those who want to lead organizational change amid the challenges of an increasingly changing business landscape.

Participants in the AUIS MBA degree in Leadership program will evaluate themselves as leaders and discuss new models for leadership. Participants will look at research, case studies and real-world situations to learn proven strategies and tactics that can inspire individuals, teams and organizations to reach their full potential.

Courses:

MGT 620: Leading Change
The course will allow students to become familiar with theories and models which focus on effective change, innovation and organizational alignment. Students will cultivate the multiple capabilities required for ongoing, long-run strategic change. Illustrations and applications of organizational change principles will be demonstrated through skill development exercises, experiential exercises and cases analyses.

MGT 630: Leading Effective Teams
This course provides an experiential approach to application of the skills and attitudes necessary for building and leading effective teams. In today's global marketplace the organizations that thrive are the ones that anticipate change and create new adaptations to their business model. Creativity is the key to finding new opportunities and establishing a competitive advantage through collaborative teams and the use of organizational alliances and strategic partnerships. Topics include: understanding the dimensions along which individuals differ, identifying the key principles that foster high individual performance, learning when to structure work using teams, recognizing common pitfalls associated with working in teams.

MGT 640: Conflict Resolution
This course is designed to increase students' awareness of issues in negotiation and resolving conflicts, and to develop skills for negotiating more effectively with others. Most sessions include negotiations between pairs or groups of students. Students will come to better understand their own preferred negotiation styles, improve those styles, and strengthen those areas where they are weak. Special emphasis will be placed on conflict assessment, resolution, and conflict management techniques, negotiation theory, tactics, and practice as well as contingency theories of management and leadership.

Project Management Concentration:

The AUIS MBA in Project Management introduces students to an increasingly popular profession as more companies move to project team-based business models.
Particularly helpful for professionals in industries such as construction, IT development, manufacturing and consulting, the AUIS MBA in Project Management provides a foundation for successfully planning, monitoring, measuring and adapting a project from start to finish.

Students are provided with the content knowledge and organizational skills in project management methodologies that are critical in business environments. Students will develop an in-depth knowledge base of the Project Management Institute's (PMI)® ten **Project Management Body of Knowledge** (**PMBOK**)® areas and activities associated with each of the stages of the project management lifecycle. The AUIS MBA in Project Management degree is based on the standards of the **Project Management Professional (PMP)** certification, which helps align the skills learned with market needs.

Courses:

QSO 620: Project Cost and Scheduling

This course teaches the skills needed to effectively establish and manage a realistic schedule and detailed budget. Through hands-on exercises, students learn to develop a work breakdown schedule, grasp diagramming techniques, identify task relationships, determine the critical path, employ estimating techniques, and analyze resource utilization. Following schedule completion, a budget will be created that includes all direct and indirect costs associated with the project. The importance of base lining project schedules and budgets to make reporting and tracking progress easier is emphasized. Students will use value analysis and other reporting techniques to ensure project progress is clearly identified and communicated to stakeholders. Students will be introduced to Microsoft Project software to be able to manage a project.

QSO 630: Project Scope and Risk Management

Accurately defining project scope is a critical factor of a successful project. This course provides participants with tools and techniques to help them determine and deliver products, services, and results that meet requirements, expectations, and deadlines. At course completion, students will be able to gather requirements, create a project scope statement, create a WBS, determine sign-off processes, and control scope. Risk management, as an integrated component of successful project management, allows students to understand the uncertainty that is part of all project work and plan how to effectively manage that uncertainty. Project Risk Management provides students with an organized approach for managing the uncertainties that can lead to undesirable project outcomes. The course provides a systematic method for identifying the risks that can result in cost overruns, delayed schedules, or failure to meet performance standards.

QSO 640: Project Management Capstone

In this course students must demonstrate the ability to integrate their accumulated learning experience and educational knowledge as well as to produce new information by applying their skills to the creation of a project management handbook; by evaluating and suggesting improvements in specific project environments; and through a case study or by analyzing some project management practices to determine the best. This course is suitable for all program directors, project managers and project leaders who are seeking PMP certification. This course can be also be attended by candidates seeking CAPM certification.

Finance Concentration:

Business leaders with the ability to apply accounting and financial concepts in decision making are in great demand. Managerial decisions, as well as timely analyses of investment alternatives, require input from financially educated professionals.

The AUIS Executive MBA in Finance is designed to provide students with a broad understanding of financial management, financial institutions, and investment strategies. The Finance specialization includes study and application in: portfolio

theory, risk management, capital budgeting, capital structure, working capital management, and an assortment of other important financial management topics.

Courses:

FIN 620: Capital Budgeting
This course is intended to provide a market-oriented framework for analyzing the major types of investment decisions made by corporations. It introduces capital budgeting principles and problems, and project valuation. This course builds an understanding of value-based management – what tools can a manager use to estimate the effects of alternative strategies for creating enterprise value. The course applies the concepts of: risk and return, projected cash flows, the cost of capital, and the time value of money, to major investment decisions and project analysis and evaluation.

FIN 630: Capital Structure and Working Capital Management
This course delves into several important financial management topics: 1. Selecting sources of funding to maximize enterprise value (Capital Structure), 2. Choosing the optimal policy regarding cash flows to common shareholders (Dividend Policy), 3. Managing short-term (current) assets and liabilities (working capital) for optimal operating performance, and 4. Financial planning and forecasting techniques for financial managers.

FIN 640: Special Topics in Financial Management
This course covers more advanced applications of the concepts introduced in the preceding finance courses to: 1. Corporate risk management and the use of derivative financial instruments, 2. Financial management impacts of operating in a global environment, 3. The use of hybrid financial securities in funding a corporation, and 4. The special and very significant capital budgeting problem of corporate acquisitions.

Marketing Concentration:

This concentration of the AUIS MBA program was created to meet the aspirations of students who desire to deepen their marketing knowledge for the benefit of their businesses or professional careers. After taking the MBA's core marketing class, students who choose this concentration will go on to enhance their knowledge of market research and analysis, marketing communications, and strategic marketing.
Students on this track will learn: how to use market research for launching new products or services and to improve the market share of existing products or services, how to communicate with target markets and prospective customers, and how to

design an effective strategic marketing plan, all of which are critical to creating and maintaining a sustainable competitive enterprise.

Courses:

MKT 620: Market Research and Analysis

This course provides an in-depth study of market research in order to provide students with necessary tools and techniques for collecting and analyzing information used in determining whether there is a market for a proposed product or service, to specify target markets and customers, and to select the optimal marketing processes and methods. It includes the design and conduct of market research, which includes both quantitative and qualitative methods, as well as analysis of the results. Such research and analysis helps entrepreneurs to make wise and profitable decisions regarding products or services, ultimately maintaining competitiveness.

MKT 630: Marketing Communications

This course is complementary to Market Research and Analysis. It includes how to communicate with target markets and customers by deploying various messages and media. It covers various communications strategies and techniques such as: advertising, public relations, product placement, personal selling, promotion, sponsorship, and direct marketing. It also introduces how to create an effective marketing mix that will lead to the enterprise achieving its short and long-term goals.

MKT 640: Strategic Marketing

This capstone course of the marketing concentration focuses on combining all the marketing goals of an enterprise into a comprehensive strategic marketing plan that effectively distinguishes it from its competitors and improves its market share. It builds on the previous marketing courses, utilizing the knowledge gained to form a comprehensive plan aimed at optimizing the competitive position of the enterprise by overcoming the challenges and taking full advantage of the opportunities presented by its environment. It covers how to utilize the enterprise's inherent strengths via strategic marketing plans to achieve a sustainable competitive advantage. Various marketing simulation techniques may be utilized in the course.

Human Resource Management Concentration:

Professional management of human resources is critical for creating and maintaining high performance organizations. This concentration will enable MBA students to learn more in-depth knowledge of human resources management. It focuses on best practices in: creating a positive employee relations climate, human resource development, and strategic human resource management.

This concentration will enhance the effectiveness of career human resource managers and provide prospective human resource managers with the knowledge and skills they need to enter the field. Students will learn techniques for: fostering good employee relations that are beneficial to both employees and employers, human resources development that will increase the capabilities of employees and the performance of the organization, and to integrate human resources management with the overall business strategy.

Courses:

HRM 620: Managing Employment Relations in the Global Context

A positive employment relations climate is essential for the success of an enterprise. Building on the first HRM course, this course dives deeper into the relations between employers and employees and how to foster a successful climate. Employment relations involves matters such as: employment contracts, pay and benefits, safe-working conditions, work-life balance, performance management, avoiding problems, diversity, and prevention of discrimination and harassment. Good employment relations begins with clearly written policies that aim to create a productive work environment with lasting employee satisfaction.

HRM 630: Human Resource Development

Successful enterprises not only aim at having positive employment relations, but also at helping employees develop their knowledge, skills and abilities. Developing employee capabilities benefits the enterprise by increasing human resources productivity and performance. This course introduces best practices in human resources development using various methods such as: training, coaching, mentoring, and supporting continuing education by providing tuition assistance or sponsorship. Human resource development is essential for creating and maintaining high performance organizations.

HRM 640: Strategic Human Resource Management

Strategic thinking and planning in human resources management is essential for long-term success. Strategic human resources management involves attracting, developing, rewarding, and retaining quality employees for the mutual benefit of employee and employer. This course teaches how to develop a strategic approach to human resource management in consideration of the mission, vision, and strategic goals of the enterprise. It covers various theories and models for integrating the functions of human resources management into the overall business strategy to achieve long-term business goals.

The Department of Engineering

The Engineering Department provides students with a strong analytical basis in engineering science, reinforced with engineering fundamental courses, and connected to a hands-on practical experience.

Objectives: The educational objectives of the Engineering program are for graduates to (1) become engineers who have the ability to practice the design, service, and/or operation of engineering systems, and (2) display the potential to take professional leadership positions that require an extensive engineering background.

Student Outcomes

- An ability to apply knowledge of mathematics, science and engineering
- An ability to design and conduct experiments, as well as to analyze and interpret data
- An ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability
- An ability to function on multidisciplinary teams
- An ability to identify, formulate, and solve engineering problems
- An understanding of professional and ethical responsibility
- An ability to communicate effectively (orally and written)
- The broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context
- A recognition of the need for, and an ability to engage in life-long learning
- A knowledge of contemporary issues
- An ability to use the techniques, skills, and modern engineering tools necessary for engineering practice.

Admissions Requirements for the Engineering Department

Students intending to pursue an engineering degree at AUIS must meet the following requirements:

- 80% or higher on the baccalaureate exam (taken before admissions to AUIS)
- 160 combined score in math and physics

Once admitted to the program, students must maintain an overall GPA of 2.0 or higher. Students who fall below this mark are put on academic probation. Students who remain below this mark are dismissed from the program.

Core Requirements for Engineering Majors

Because of the extended amount of courses required for the engineering degree, engineering majors have an adjusted set of Core Program requirements.

Curriculum: Core Program for Engineering Majors

Suggested Semester	Course Code & Title	Prerequisites	Credits
1st	SCI 101 (Life Science)	No Prerequisites	2
	SCIL 101 (Life Science Lab)	No Prerequisites	1
	CIV 101 (The Ancient World-History)	No Prerequisites	3
	MTH 133 (Pre-calculus)	MTH 101 or Placement in MTH 133	4
	CSC 101 (Computer Science and IT Applications)	No Prerequisites	3
	ENG 101 (Argument)	No Prerequisites	3
2nd	ENG 102 (Critical Reading)	ENG 101	3
	CIV 102 (The Modern World-History)	CIV 101	3
	MTH 232 (Calculus I)	MTH 133	4
	SCI 102 (Physical Science)	MTH 101 or Placement in MTH 133	3
3rd	PHYS 232 (Calculus Based Physics I)	SCI 102, MTH 232	4
	CIV 203 (Civilization III: The Ancient World (Humanities))	CIV 102	3
4th	CIV 204 (Civilization IV: The Modern World (Humanities))	CIV 203	3
5th	Core Option: Humanities, Social Science	See Course Descriptions	3
6th	ENG 213 (Technical Writing)	ENG 102	3
	TOTAL /		**45 Credits**

Bachelor of Science in Civil Engineering

Suggested Semester	Course Code & Title	Prerequisites	Credits
2nd	ENGR 230 (Engineering Drawing)	CSC 101	3
3rd	CHEM 232 (Chemistry I)	MTH 133, SCI 102	4
	MTH 233 (Calculus II)	MTH 232	4
	ENGR 244 (Engineering Computing)	CSC 101, MTH 133	3
4th	PHYS 233 (Calculus Based Physics II)	PHYS 232, PHYSL 232, MTH 232	4
	MTH 331 (Calculus III)	MTH 233	4
	ENGR 231 (Fabrication Shop)	No Prerequisite	2
	ENGR 248 (Engineering Geology)	PHYS 232, PHYSL 232	3
	ENGR 344 (Mechanics I)	PHYS 232, PHYSL 232	3
5th	MTH 332 (Differential Equations and Linear Algebra)	MTH 233	4
	ENGR 348 (Mechanics II)	ENGR 344, Co-requisite: MTH 332	4
	ENGR 358 (Mechanics of Materials)	ENGR 344	3
	ENGR 370 (Surveying)	MTH 133	2
	ENGR 373 (Materials of Construction)	CHEM 232, CHEML 232, Co-requisite: PHYS 233, PHYSL 233	3
6th	ENGR 356 (Fluids)	ENGR 344, MTH 331, MTH 332	4
	ENGR 390 (Circuits)	PHYS 233, PHYSL 233, MTH 233	4
	ENGR 444 (Engineering Economics)	MTH 232	3
	ENGR 475 (Soil Mechanics)	ENGR 248, ENGR 358	3
7th	ENGR 442 (Engineering Statistics)	MTH 332	3
	ENGR 471 (Construction Engineering)	ENGR 444	3

	ENGR 473 (Structural Analysis)	ENGR 358	3
	ENGR 476 (Concrete Design)	ENGR 358, ENGR 373	3
	ENGR 477 (Foundation Design)	ENGR 358, ENGR 475	3
	ENGR 491 (Design I)	7th Semester or higher	3
8th	ENGR 474 (Steel Design)	ENGR 358	3
	ENGR 484 (Engineering Laboratory)	ENGR 442, ENG 213	3
	ENGR 490 (Engineering Internship)	Senior Standing	3
	ENGR 492 (Design II)	ENGR 491	2
	Engineering Elective	Senior Standing	3
9th	ENGR 493 (Highway Engineering and Design)	Senior Standing	3
	ENGR 494 (Water Supply and Sewerage)	Senior Standing	3
	ENGR 495 (Water Resources Engineering)	Senior Standing	3
	ENGR 496 (Urban Planning and Design)	Senior Standing	3
	Engineering Elective	Senior Standing	3
	TOTAL /		**107 Credits**

Bachelor of Science in Construction Engineering

Suggested Semester	Course Code & Title	Prerequisites	Credits
2nd	ENGR 230 (Engineering Drawing)	CSC 101	3
3rd	CHEM 232 (Chemistry I)	MTH 133, SCI 102	4
	MTH 233 (Calculus II)	MTH 232	4
	ENGR 244 (Engineering Computing)	CSC 101, MTH 133	3
4th	ENGR 231 (Fabrication Shop)	No Prerequisite	2
	PHYS 233 (Calculus Based Physics II)	PHYS 232, PHYSL 232, MTH 232	4
	MTH 331 (Calculus III)	MTH 233	4
	ENGR 248 (Engineering Geology)	PHYS 232, PHYSL 232	3
	ENGR 344 (Mechanics I)	PHYS 232, PHYSL 232	3
5th	MTH 332 (Differential Equations and Linear Algebra)	MTH 233	4
	ENGR 370 (Surveying)	MTH 133	2
	ENGR 373 (Materials of Construction)	CHEM 232, CHEML 232 Co-requisite: PHYS 233,	3

		PHYSL 233	
	ENGR 358 (Mechanics of Materials)	ENGR 344	3
	ENGR 348 (Mechanics II)	ENGR 344, Co-requisite: MTH 332	4
6th	ENGR 356 (Fluids)	ENGR 344, MTH 331, MTH 332	4
	ENGR 390 (Circuits)	PHYS 233, PHYSL 233, MTH 233	4
	ENGR 475 (Soil Mechanics)	ENGR 248, ENGR 358	3
	ENGR 444 (Engineering Economics)	MTH 232	3
7th	ENGR 442 (Engineering Statistics)	MTH 332	3
	ENGR 471 (Construction Engineering)	ENGR 444	3
	ENGR 473 (Structural Analysis)	ENGR 358	3
	ENGR 491 (Design I)	7th Semester or higher	3
	ENGR 476 (Concrete Design)	ENGR 358, ENGR 373	3
	ENGR 477 (Foundation Design)	ENGR 358, ENGR 475	3
8th	ENGR 484 (Engineering Laboratory)	ENGR 442, ENG 213	3
	ENGR 492 (Design II)	ENGR 491	2
	ENGR 474 (Steel Design)	ENGR 358	3
	ENGR 490 (Engineering Internship)	Senior Standing	3
	Engineering Elective	Senior Standing	3
	Engineering Elective	Senior Standing	3
	TOTAL /		**98 Credits**

Bachelor of Science in Energy Engineering

Energy Engineering Major

Suggested Semester	Course Code & Title	Prerequisites	Credits
2nd	ENGR 230 (Engineering Drawing)	CSC 101	3
3rd	CHEM 232 (Chemistry I)	MTH 133, SCI 102	4
	MTH 233 (Calculus II)	MTH 232	4
	ENGR 244 (Engineering Computing)	CSC 101, MTH 133	3
4th	PHYS 233 (Calculus Based Physics II)	PHYS 232, PHYSL 232, MTH 232	4
	ENGR 344 (Mechanics I)	PHYS 232, PHYSL 232	3

	MTH 331 (Calculus III)	MTH 233	4
	ENGR 352 (Thermodynamics)	PHYS 232, PHYSL 232, CHEM 232, CHEML 232 CSC 101	3
5th	MTH 332 (Differential Equations and Linear Algebra)	MTH 233	4
	ENGR 354 (Materials Science)	CHEM 232, CHEML 232 Co-requisites: PHYS 233, PHYSL 233	3
	ENGR 231 (Fabrication Shop)	No Prerequisite	2
	ENGR 358 (Mechanics of Materials)	ENGR 344	3
	ENGR 348 (Mechanics II)	ENGR 344, Co-requisite: MTH 332	4
6th	ENGR 356 (Fluids)	ENGR 344, MTH 331, MTH 332	4
	ENGR 390 (Circuits)	PHYS 233, PHYSL 233, MTH 233	4
	ENGR 313 (Measurements Laboratory)	PHYS 233, PHYSL 233	2
	ENGR 453 (Application of Thermodynamics)	ENGR 352	3
	ENGR 444 (Engineering Economics)	MTH 232	3
7th	ENGR 442 (Engineering Statistics)	MTH 332	3
	ENGR 454 (Process Engineering)	ENGR 352, ENGR 356	3
	ENGR 455 (Introduction to Petroleum)	Senior Standing	3
	ENGR 491 (Design I)	7th Semester or higher	3
	ENGR 452 (Transport Phenomena)	ENGR 356	3
	ENGR 457 (Renewable Energy)	ENGR 352, ENGR 390	3
8th	ENGR 484 (Engineering Laboratory)	ENGR 442, ENG 213	3
	ENGR 492 (Design II)	ENGR 491	2
	ENGR 461 (Control Systems and Automation)	ENGR 313, ENGR 390, ENGR 332	3
	ENGR 490 (Engineering Internship)	Senior Standing	3
	Engineering Elective	Senior Standing	3
	Engineering Elective	Senior Standing	3
	TOTAL /		**95 Credits**

Bachelor of Science in Mechanical Engineering

Mechanical Engineering Major

Suggested Semester	Course Code & Title	Prerequisites	Credits
2nd	ENGR 230 (Engineering Drawing)	CSC 101	3
3rd	CHEM 232 (Chemistry I)	MTH 133, SCI 102	4
	MTH 233 (Calculus II)	MTH 232	4
	ENGR 244 (Engineering Computing)	CSC 101, MTH 133	3
4th	ENGR 344 (Mechanics I)	PHYS 232, PHYSL 232	3
	PHYS 233 (Calculus Based Physics II)	PHYS 232, PHYSL 232, MTH 232	4
	MTH 331 (Calculus III)	MTH 233	4
	ENGR 352 (Thermodynamics)	PHYS 232, PHYSL 232, CHEM 232, CHEML 232 CSC 101	3
5th	MTH 332 (Differential Equations and Linear Algebra)	MTH 233	4
	ENGR 354 (Materials Science)	CHEM 232, CHEML 232 Co-requisite: PHYS 233, PHYSL 233	3
	ENGR 231 (Fabrication Shop)	No Prerequisite	2
	ENGR 358 (Mechanics of Materials)	ENGR 344	3
	ENGR 348 (Mechanics II)	ENGR 344, Co-requisite: MTH 332	4
6th	ENGR 356 (Fluids)	ENGR 344, MTH 331, MTH 332	4
	ENGR 390 (Circuits)	PHYS 233, PHYSL 233, MTH 233	4
	ENGR 313 (Measurements Laboratory)	PHYS 233, PHYSL 233	2

	ENGR 432 (Component Design)	ENGR 230, ENGR 354, ENGR 358	3
	ENGR 444 (Engineering Economics)	MTH 232	3
7th	ENGR 442 (Engineering Statistics)	MTH 332	3
	ENGR 433 (Machine Design)	ENGR 358	3
	ENGR 452 (Transport Phenomena)	ENGR 356	3
	ENGR 491 (Design I)	7th Semester or higher	3
	ENGR 453 (Application of Thermodynamics)	ENGR 352	3
	ENGR 413 (Manufacturing Systems)	ENGR 230, ENGR 354	3
8th	ENGR 484 (Engineering Laboratory)	ENGR 442, ENG 213	3
	ENGR 492 (Design II)	ENGR 491	2
	ENGR 461 (Control Systems and Automation)	ENGR 313, ENGR 390, ENGR 332	3
	ENGR 490 (Engineering Internship)	Senior Standing	3
	Engineering Elective	Senior Standing	3
	Engineering Elective	Senior Standing	3
	TOTAL/		**95 Credits**

The Department of English

The AUIS English Department offers students the opportunity to explore – and participate in the rich tradition of the written word in English. All students learn to approach texts and ideas critically, to consider them thoughtfully, and to write about them clearly. The enhanced fluency in English majors and minors gain will prepare them to compete in the domestic and international job markets for careers in teaching, journalism, government, marketing, communications, publishing, and business as well as for graduate study.

Learning outcomes

English Major
Students who successfully complete the English Major will be able to:

- Write cogent essays with a clear awareness of audience, constructing arguments with appropriate and thoughtfully analyzed evidence.
- Read text critically, engaging with it based on its own context and conventions, and uncovering its assumptions, excluded voices, or subtext.
- Communicate creatively through critical prose, original fiction, poetry, or non-fiction.
- Develop the ability to research using primary and secondary sources, producing scholarly work.
- Practice processes pertaining to invention, revision and organization through multiple drafts, editing, and adjusting for academic purposes.
- Demonstrate general familiarity with both English and world literature, developing broad knowledge of the history and variety of literature in the English language.
- Apply interpretative strategies to literary texts to enrich their understanding of reality, employing these strategies to analyze non-literary narratives and discourses.

English Journalism Major

Upon successful completion of the English-Journalism Major, students will be able to:

- Explore the world with a critical mind, suspending subjective biases and seeking the highest standard of truth; understand the fundamental distinction between facts and opinions.

- Discover newsworthy stories of people, places, events, and issues that have relevance within and beyond the borders of Iraqi society; understand the central role that journalism plays in informing local and global culture, politics, and business.

- Respect every subject equally, regardless of race, religion, or status, and cultivate an experience-based understanding of the ethical responsibility of journalists with regard to their subjects and their audiences.

- Ask thoughtful leading questions that generate new information and add complexity and human perspective to stories.

- Challenge stereotypes and simplistic assumptions about people, places, and issues; use journalistic techniques as tools to disassemble prejudices, flawed logic, and misinformation; promote, raise awareness and defend the "public good."

- Report well-organized and carefully written and visual stories that present multiple dimensions of stories, and makes a complex set of information, from interviews to primary source documents, accessible to a general audience.

Bachelor of Arts in English Journalism

Students who choose the English-Journalism major will acquire dexterity in traditional and emerging media. All good writers begin as good readers: student-journalists will steep themselves in literature so that they may begin to intuitively understand the standards to which they aspire. Our program emphasizes individual field-work as a primary vehicle, allowing students to cultivate their own interests as they learn all the necessary skills. The English-Journalism Major balances theory with practice.

Required Courses: 21 credits

Category	Code	Title	Credits	Pre-Reqs
Reporting (x2)	JRL 301 + JRL 302	Reporting AND Advanced Reporting	3 each	Eng 203

Language Knowledge	ENG 303	Origins and Structures of English Language	3	Eng 102
Journalistic Ethics	JRL 400	Journalism Ethics, Practice and Law	3	JRL 301
Literary Foundations	LIT 300 or LIT 310	Traditions and Themes OR Theory and Methods	3	Eng 102
Literature Surveys (1 of 3)	LIT 301 LIT 302, or LIT 304	British Literature, American Literature, and World Literature	3	Eng 102
Thesis	ETW 400	English Thesis Workshop	3	Instructor permission

Multi-discipline Electives: 21 credits

Category	Code	Title	Credits	Pre-Reqs
Literature and Writing Electives (x2 or x3)	LIT or ENG (300- or 400-level)	Elective (see course offerings)	3 each	See course description
Social Science Electives (x2)	POL, LGS, or ECO (300- or 400-level)	Elective (see course offerings)	3 each	See course description
Journalism Electives (x2 or x3)	JRL (300- or 400-level)	Elective (see course offerings)	3 each	See course description

Total: 42 credits

Bachelor of Arts in Translation

The BA in Translation equips students with the practical skills and theoretical background to work at a professional level in translation either within Iraq or internationally. Students practice English language proficiency to a high level, gain skills in practical translation and interpreting technique in situations as closely matched to professional conditions as possible, and cover a wide variety of linguistic sources, cultural contexts, and registers of language. The degree allows students to specialize in particular fields of translation by making their own selections of upper-level elective classes.

Mandatory classes: 24 credits

Category	Code	Title	Credits	Pre-Reqs
English Language	ENG 303	Origins and Structures of English Language	3	Eng 102
Linguistics	LNG 305	Concepts, Principles, and Current Debates in Linguistics	3	Eng 102
Translation Theory	TRN 300	Theories of Translation	3	Eng 102
Translation Technique	TRN 310	Beginning Consecutive Translation Technique	3	Eng 102
Translation Technique	TRN 311	Advanced Consecutive Translation Technique	3	TRN 310
Interpreting Technique	TRN 330	Consecutive Interpreting Technique	3	TRN 311
Project	TRN 499	Practical Translation Project	3	TRN 330
Thesis	ETW 400	English Thesis Workshop	3	At least 2 400-level TRN, plus Instructor permission

Constrained Options: 30 credits

Category	Code	Title	Credits	Pre-Reqs
Array of Literary English (2 of 3)	LIT 301 LIT 302 LIT 404	British Literature, American Literature, Shakespeare	3 each	See Course Description
Genres of Translation (2 of 4)	TRN 400 TRN 410 TRN 420 TRN 430	Literary Translation, Medical Translation, Legal Translation, Simultaneous Interpreting	3 each	See course description
Open Language, Linguistics, and Translation Options (x3)	LNG or TRN courses (any level)	Electives (see course offerings)	3 each	See Course Description

Advanced Language-Use and Writing Options (x3)	LIT, ENG, or JRL courses (300 or 400 level)	Electives (see course offerings)	3 each	See Course Description

Bachelor of Arts in English

The Bachelor of Arts in English provides students with an opportunity to read and think deeply about a range of literature written in the English language, not just as critics and theoreticians, but also as educators. Not only will students explore and enjoy various texts, they will develop powerful analytical and theoretical tools that can help prepare them for a variety of careers. Moving out from a foundation in the discipline, students will begin to understand English literature and language through electives, guided in their choices by a designated faculty adviser. The program offers an array of elective courses in creative writing, translation, journalism, and drama, as well as literature. Finally, students will write a senior thesis, which may take the form of an investigation of a critical topic or a creative writing project. All these are approved and directed by a member of the English faculty. English Majors can become publishers, copywriters, critics, editors, authors, and teachers.

Required Courses: 18 credits

Category	Code	Title	Credits	Pre-Reqs
Literary Foundations (x2)	LIT 300 + LIT 310	Traditions and Themes + Theory and Methods	3 each	Eng 102
Literature Surveys (2 of 3)	LIT 301 LIT 302 LIT 304	British Literature, American Literature, and World Literature	3 each	Eng 102
Language Knowledge	ENG 303	Origins and Structures of English Language	3	Eng 102
Thesis	ETW 400	English Thesis Workshop	3	Instructor permission

Constrained Options: 24 credits

Category	Code	Title	Credits	Pre-Reqs
Interdisciplinary One	PDG 300 or POL 310 or HST 301	Pedagogy, Research Methods in SS, OR Research Methods in History	3	See course description
Interdisciplinary Two	PDG 300 or POL 303 or Any PHI	Pedagogy, Political Philosophy, OR any philosophy	3	See course description
Literature (x2)	LIT (300- or 400-level)	Elective (see course offerings)	3 each	See course description
Language and Writing (x2)	LNG, TRN, JRL, or ENG (300- or 400-level)	Elective (see course offerings)	3 each	See course description
Upper-level Literature (x2)	400-level LIT	Electives (see course offerings)	3 each	See course description

Departmental Free Reign: 6 credits

Category	Code	Title	Credits	Pre-Reqs
Department Electives (x2)	LIT, JRL, or ENG (300- or 400-level)	Electives (see course offerings)	3 each	See Course Description

Total: 48 credits

Minor in English Journalism

The English-Journalism Minor provides a condensed version of the major: a foundation in English literature and language, essential coursework in written journalism, and a choice of courses in visual or new-media journalism.

Code	Title	Credits	Pre-Reqs
JRL 301	Reporting	3	ENG 203
ENG 303, LIT 300 or LIT 310	Literary Foundations: Traditions and Themes OR Literary Foundations: Theory and Methods OR Origins and Structures of the English Language	3	ENG 102
JRL 302, JRL 303, or ENG 350	Advanced Reporting OR Creative Nonfiction OR Creative Writing	3	see course description
JRL Elective (300- or 400-level JRL)	Elective: see current course offerings	3	see course description
JRL (elective 400-level)	See current course offerings	3	see course description

Minor in English Literature

The English Minor offers students an opportunity to hone their English language and analytical skills through the study of literature. Coursework combines a foundation in major literary texts and critical approaches with a range of electives in English literature, journalism, and/or creative writing.

Course Code	Course Title	Credit Hours	Prerequisites
LIT 310	Literary Foundations: Theory and Methods	3	ENG 102
LIT 300 or 304	Literary Foundations: Traditions and Themes OR World Literature	3	ENG 102
LIT 301 or LIT 302	British Literature	3	

	OR American Literature		ENG 102
LIT, ENG, or JRL (elective 300- or 400- level)	See current course offerings	3	See course description
LIT (elective 400-level)	See current course offerings	3	See course description

Minor in Translation

The Translation Minor equips students with linguistic, literacy, cultural, and technical skills necessary for basic work in translating into and out of English. Students take courses on practical translation skills alongside classes that cultivate linguistic understanding and the ability to read and write complex material on culturally=specific topics.

Category	Code	Title	Credits	Pre-Reqs
Translation Technique	TRN 310	Beginning Consecutive Translation Technique	3	Eng 102
Translation Technique	TRN 311	Advanced Consecutive Translation Technique	3	TRN 310
Linguistic Background	TRN 300 or ENG 303 or any 300- or 400-level LNG	Theories of Translation or Origins and Structures of English Language or (any advanced linguistics class)	3	See Course Description
Advanced Language-Use and Writing Option	Any 300- or 400-level LIT, ENG, or JRL	Elective (see course offerings)	3	See Course Description

Specialized Translation	TRN 300 or TRN 330 or Any 400-level TRN	Theories of Translation or Consecutive Interpreting Technique or (any translation genre/project class)	3	See Course Description

Minor in Gender Studies

The Gender Studies Minor allows students to study issues relating to gender across a variety of fields. Coursework requires students to take courses that approach different fields in which gender is relevant, from both humanistic and social-scientific methodological approaches.

Category	Code	Title	Credits	Pre-Reqs
Introduction to gender (1 of 2)	Either ART 102 or HUM 255	Gender, Media and Society OR Social Justice in Theory and Practice	3	ENG 102
Gender and Cultural Production (1 or 2 eligible humanities classes)	At least one (maximum two) of ART 102, LIT 311 and/or LIT 350	Gender, Media and Society AND/OR Literature of the Oppressed: Race and Gender AND/OR Gendered Representations of Genocide	3 each (up to 6)	See Course Description
Gender in Society (1 or 2 eligible social-science classes)	At least one (maximum two) of SCI 280, REL 421 and/or HIS 451	Gender and Health in the Developing World AND/OR Gender in Islamic History AND/OR Women and Gender in Ancient Greece	3 each (up to 6)	See Course Description

Upper level Theory Requirement	LIT 400	Feminist Criticism and Women's Writing	3	ENG 203 or any 300-level LIT

The Department of Information Technology

Bachelor of Science in Information Technology

The Bachelor of Science degree in Information Technology is a technical degree program that prepares students in the core competencies of the IT discipline, including problem-solving and programming, networking, database systems, internet and web technologies and information security. The IT major is a suitable choice for students interested in future employment in the areas such as software development and application support, network operations, database management, technical liaison and sales and IT services. Students majoring in IT have the flexibility to add a minor concentration in another degree program, such as business. Or they may take additional courses in the discipline beyond those required for the major, in pursuit of a particular IT program concentration.

Students who successfully complete the IT degree program must demonstrate the following core and advanced learning outcomes, which have been adapted from the Association for Computing Machinery's 2008 Curriculum Guidelines for Undergraduate Degree Programs in Information Technology.

IT major requirements are: 48 credits IT major courses, and 9 credits IT electives. Students can take 18 credits as a minor, concentration, or general elective courses.

Core Learning Outcomes (Knowledge, Comprehension, Application, Analysis)

- IT Core 1 - Classify a problem and define computing requirements appropriate to its solution. [Knowledge],[Comprehension]
- IT Core 2 - Apply knowledge of current techniques, skills, and tools necessary to support best computing practices within the Information Technology field. [Application]
- IT Core 3 – Define and articulate the ethical, legal, security, and social issues and responsibilities in the context of Information Technology. [Knowledge],[Application]
- IT Core 4 - Identify and recognize user needs in the selection, creation, evaluation and administration of computer-based systems. [Knowledge], [Analysis]

Advanced Learning Outcomes (Synthesis, Evaluation, Affective Domain)

- IT Adv 1 – Appreciate the local and global impact of computing on individuals, organizations, and society. [Affective Domain]
- IT Adv 2 – Recognition and appreciation for the need to engage in continuing professional development. [Analysis],[Affective Domain]
- IT Adv 3 - Collaborate effectively on teams to complete a common goal. [Synthesis]
- IT Adv 4 – Communicate effectively, using verbal and/or written mediums, with a range of audiences. [Synthesis]

Curriculum: IT Major

Suggested Semester	Course Code	Course Title	Credit Hours	Prerequisites
3rd semester	ITE 202	IT Systems	3	CSC 101

4th semester	ITE 301	Data Communications and Networks	3	ITE 202
	ITE 304	Fundamentals of Web Systems	3	ITE 202
	ITE 306	Computing Platforms	3	ITE 202
5th semester	ITE 303	Introduction to Programming	3	ITE 202 & MTH 235
	ITE 305	Database Management Systems	3	ITE 202 & MTH 235
	ITE 308	IT Project Management	3	ITE 301
6th or 7th semester	ITE 401	Advanced Computer Networks	3	ITE 301
	ITE 404	Web Application Programming	3	ITE 303 & ITE 304 & ITE 305
	ITE 406	Professional Ethics and Communications	3	ITE 308
	ITE408	Interaction Design	3	ITE 304 & ITE 308
6th or 7th semester	ITE 403	Information Security	3	ITE 301 & ITE 308
	ITE 407	Advanced Database Management Systems	3	ITE 303 & ITE 305
	ITE 409	Advanced Programming	3	ITE 303
	ITE 411	IT Capstone Project I	3	ITE 308
8th semester	ITE 412	IT Capstone Project II	3	Final semester
TOTAL			48 Credits	

Concentration in Web Systems

Students majoring in IT may take a concentration in Web Systems. This concentration is driven by a widespread move towards web-based business and information exchange in the local community and the high needs in the local market for web developers with solid academic qualifications. The required courses for the concentration are usually offered over two semesters and not all three courses are going to be offered in one semester.

Course Code	Course Title	Credit Hours	Prerequisites
ITW 401	Front-End Web Development	3	ITE 304
ITW 404	Web Application Security	3	ITW 401 & ITE 404
ITW 405	Advanced Web Technologies	3	ITW 401 & ITE 404
TBD	IT Special Topic	3	TBD
TBD	IT Special Topic	3	TBD
TOTAL		15 Credits	

Minor in Information Technology

Students in other majors who are interested in learning fundamentals of Information Technology are encouraged to take the IT minor.

The table below illustrates the structure of the IT minor. The listed courses are already approved; however, new courses will be added in the future

Course Code	Course Title	Credit Hours	Prerequisites
Category-1: One 200-level algorithm and problem-solving course			
CSC201	Creative Coding and Computing	3	Any core IT course
ITE202	IT Systems	3	Any core IT course
Category-2: One 300-level Web development course			
ITE304	Fundamentals of Web Systems	3	ITE202
Category-3: One 300-level networks course			
ITE301	Data Communications and Networks	3	ITE202
Category-4: Two (300 or 400-level) IT courses that are not in category-1, category-2, or category-3			

Bachelor of Science in Software Engineering

The Bachelor of Science in Software Engineering prepares a generation of students who can develop and solve industrial, governmental, educational, and organizational problems with contemporary programming and designing tools. The AUIS Software Engineering program focuses on engraving engineering principles onto prospective software engineers that can contribute to the public, local and regional sectors in the best possible engineering methods and practices. Not only students are expected to create an impact with the obtained knowledge in the program, but also they discover new findings in their technological, practical and professional endeavor.

SE major requirements are: 48 credits IT major courses, and 9 credits IT electives. Students can take 18 credits as a minor, concentration, or general elective courses.

Objectives and Expected Outcomes of Program

The software engineering program prepares graduates for a variety of careers in the information technology domain as well as for graduate study in closely related disciplines. Within a few years after graduation, graduates are expected to:

- Demonstrate an understanding of engineering principles and an ability to solve unstructured engineering problems through the successful entrance into and advancement in the software engineering profession.
- Demonstrate an appreciation for lifelong learning and for the value of continuing professional development through participation in graduate education,

professional education or continuing education opportunities, attainment of professional licensure, or membership in professional societies.
- Demonstrate an understanding of professional and ethical responsibilities to the profession, society and the environment incumbent on an engineering professional.
- Successfully interact with others of different backgrounds, educations, and cultures.
- Demonstrate effective communication skills in their profession.

The software engineering program enables students to attain, by the time of graduation:
- an ability to design and conduct experiments, as well as to analyze and interpret data
- an ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability
- an ability to function on multidisciplinary teams
- an ability to identify, formulate, and solve engineering problems
- an understanding of professional and ethical responsibility
- an ability to communicate effectively the broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context
- a recognition of the need for, and an ability to engage in lifelong learning
- a knowledge of contemporary issues
- an ability to use the techniques, skills, and modern engineering tools necessary for engineering practice.

Curriculum: SE Major

Suggested Semester	Course Code	Course Title	Credit Hours	Prerequisites
2nd semester	ITE 202	IT Systems	3	CSC 101
3rd semester	SE 301	Software Engineering Principles	3	ITE 202
	ITE 303	Introduction to Programming	3	ITE 202
4th semester	SE 311	System Analysis and Design	3	SE 301 co-req
	ITE 301	Data Communications and Networks	3	ITE 202
	ITE 305	Database Management Systems	3	ITE 202
5th semester	SE 421	Software Modeling And Design	3	SE311, ITE303, ITE305
	ITS 350	Introduction to Data Structures and Algorithms	3	ITE 303
	ITE 308	IT Project Management	3	ITE 301

6th semester	SE 422	Software Architecture	3	SE311
	ITE 409	Advanced Programming	3	ITE303
	SE 450	Distributed Computing	3	ITS350, ITE409 co-req
7th semester	SE 423	Enterprise Software Architecture	3	SE422, ITE409
	SE 455	Performance Engineering	3	ITS350, ITE409
	SE 490	SE Capstone Project I	3	All 300 SE Courses
8th semester	SE 491	SE Capstone Project II	3	Last Semester
TOTAL			48 Credits	

The Department of Mathematics and Natural Sciences

In the Mathematics and Natural Sciences Department, we are committed to teaching students the quantitative, scientific, and rational reasoning skills that are integral to a liberal arts education. These skills provide a foundation for further study in various scientific and technological fields. Our courses compose a significant part of the AUIS core curriculum, and we work closely with degree-granting departments to address the quantitative and scientific needs of their students.

Department Goals

- Provide all AUIS students with an education in mathematics and sciences which will serve as part of a foundation for long-life learning of science and math.
- Offer a high-quality course of study in mathematics and the natural sciences that integrate with and responds to the needs of other academic departments.
- Support and engage students in scientific research.
- Increase the students' appreciation of mathematics and sciences, and develop quantitative and scientific reasoning skills.
- Build students' confidence in their abilities to understand and apply mathematics.
- Provide new interdisciplinary programs, and increase the availability of math and science courses for AUIS students.
- Integrate more technology into each and every math and science course taught at AUIS.

Bachelor of Medical Laboratory Science

Mission of the Major

The primary mission of the AUIS Medical Laboratory Science (MLS) Program is to educate and equip students with the knowledge, critical thinking, scientific literacy, problem-solving and practical skills that are essential for a professional clinical laboratory scientist. The program aims to train highly competent and socially responsible professionals who contribute to the improvement of public health and well-being, as well as the development of the medical sciences practice and research in Iraq and the Middle Eastern region. Besides preparing students to perform and interpret laboratory results in various physical, chemical, and biological specialties, the AUIS MLS program emphasizes the principles of ethical and pluralistic practices in the medical fields.

Vision of the major

The vision of the AUIS MLS program is to become a local and regional model in medical laboratory education and research. To accomplish this, AUIS will develop and implement a curriculum of international standards, establish modern state-of-the-art laboratory infrastructure, congregate faculty experts from around the world, adhere to national and international health and safety standards, seek international accreditation,

and address public health problems of high relevance to Iraq and the Middle Eastern region.

Program Objectives

The AUIS Medical Laboratory Science Program prepares students to perform medical laboratory tests reliably, and interpret and judge the validity of the results.

After successful completion of the AUIS MLS Program, graduates will be able to:

- Collect, prepare, store and transport human samples for analysis using appropriate preservation and handling methods.
- Follow prescribed procedures, and with adequate orientation, perform routine testing in chemistry, microbiology, immunology, immunohematology, hematology, hemostasis, and molecular diagnostics.
- Operate and calibrate clinical laboratory instruments or equipment after proper orientation.
- Recognize and correct basic instrument malfunctions. Refer serious instrument problems to a senior laboratorian or a supervisor when necessary.
- Prepare reagents or media from a prescribed procedure, including calculating necessary computations, using an analytical balance, and adjusting the pH if necessary.
- Evaluate media, reagents, and standards according to established criteria.
- Conduct established quality control procedures on analytical tests, equipment, reagents, media, and products; evaluate results of quality control and implement corrective action when indicated.
- Establish basic quality control procedures, confidence limits, and normal ranges for new procedures or methods.
- Perform comparison studies on new or existing procedures and report results according to conventional scientific formats.
- Assess the reliability of laboratory results through correlation of data with common physiological conditions.
- In prescribed instances indicate the need for additional laboratory tests for definitive diagnostic information.
- Provide clinical orientation and supervision for students and new or less skilled laboratory personnel. Lecture or provide class demonstrations.
- Practice established safety measures.

- Inform superiors of activities including unusual patient data or results.
- Recognize and act on the need for continuing education to maintain and grow in professional competencies.
- Present effective in-service continuing education sessions when asked.
- Apply managerial/supervisory skills for completion of projects as assigned.
- Comply with applicable regulatory statutes.
- Practice quality assurance and performance improvement techniques for optimum laboratory analysis.
- Manage laboratory operations and human resources to ensure cost-effective, high-quality laboratory services.
- Communicate effectively with members of the healthcare team, external relations, and patients.
- Evaluate research and published studies to remain informed of new techniques and procedures.
- Utilize information management systems to provide timely and accurate reporting of laboratory data.
- Behave in a professional and ethical manner.
- Maintain focus on the patient to provide quality laboratory services.

Required Core-Program Courses for the MLS Major

Course Code	Course Title	Prerequisites	Credits
ENG 101	Argumentation	None	3
CIV 101	Civilization I: The Ancient World	None	3
SCI 102	Physical Science	MTH 101 or Placement Test in MTH 133	4
BIO 102* + BIOL 102	General Biology I + Lab	SCI 101 and SCIL 101 or placement test in BIO 102	4
MTH 133	Pre-Calculus	MTH 101 or Placement Test in	4

		MTH 133	
ENG 102	Critical Reading and Writing	ENG 101	3
CIV 102	Civilization II: The Modern World	CIV 101	3
STT 201	General Statistics	MTH 101	3
CIV 203	Civilization III: The Ancient World	CIV 102	3
CSC 101	Computer Science and IT Applications	None	3
MTH 232	Calculus I	MTH 133	4
CIV 204	Civilization IV: The Modern World	CIV 203	3
ENG 213	Technical Writing	ENG 102	3
HS or SS Core Opt.	Humanities or Social Sciences General Elective	Depends on Elective	3

Required Major Courses for the MLS Major

Course Code	Course Code	Pre-requisite	Credits
BIO 203 + BIOL 203	General Biology II + Lab	BIO/L 102	4
CHEM 232 + CHEML 232	Chemistry I +Lab	SCI 102, MTH 133	4
CHEM 233 + CHEML 233	Chemistry II + Lab	CHEM/L 232	4
HSCI 201	Clinical Laboratory Science Methods & Techniques	MLS Major Declaration	2
PHYS 232 + PHYSL 232	Physics I + Lab	SCI 102, MTH 232	4
CHEM 241 + CHEML 241	Organic Chemistry + Lab	CHEM 233	4

BIO 231 + BIOL 231	Human Anatomy + Lab	BIO/L 203	4
CHEM 332 + CHEML 332	Biochemistry + Lab	CHEM/L 241	4
BIO 341 +BIOL 341	Physiology + Lab	CHEM/L 232 PHYSL 232 CHEM/L 233	4
BIO 351 +BIOL 351	Microbiology + Lab	BIOL 232	4
BIOL 331	Principles of Microbiology	BIO/L 203 CHEM/L 233	4
BIOE 301	Bioethics	BIO/L 203	1
BIO 362 + BIOL 362	Genetics & Molecular Biology + Lab	STT 201 BIO/L 203 CHEM/L 241	4
HSCI 322 +HSCIL 322	Medical Immunology + Lab	BIO/L 341 BIO/L 352 HSCI 201	4
HSCI 332 + HSCIL 332	Medical Hematology + Lab	Co: BIO/L 362 BIO/L 341 HSCI 201	4
HSCI 342 + HSCIL 342	Medical Microbiology + Lab	BIO/L 351 HSCI 201	4

The Department of Social Sciences

Bachelor of Arts in International Studies

The International Studies major offers students humane learning, practically applied. We study culture, politics, government, and development, past and present. Countries, nations and states, peoples and individuals are our subjects, in themselves and as they interact. We think beyond the clash of black and white and explore alternative futures for Iraq and the KRG. We bring intellectual rigor to what cannot be brought into the pristine environment of the laboratory. Our majors learn how to think and act with respect to human things – in both the public and private sectors.

International Studies majors prepare for a wide range of careers: local and national government, administration, diplomacy, international business, non-governmental organizations, as well as teaching and journalism. They pursue graduate degrees all over the world in fields such as law, business, economics, political science, and history. When they complete their degrees, they receive competitive job offers and do work that makes a difference.

Students begin with general introductory courses in International Studies, Economics and World Geography. Through elective courses, both practical and theoretical, students acquire more advanced knowledge of:

- Political Science: Ways of organizing power locally and nationally understood through an examination of political behaviour, culture, and systems;
- History: The examination of continuity, change, and causation in past societies and the use of historical evidence to question, interpret and build arguments about the past;
- Political Philosophy: Persistent questions — Who should rule? What is the value of justice?— and traditional strong answers;
- Area Studies: The religion, culture, philosophy, and literature of particular areas of the world.

Students apply the knowledge and skills acquired in these classes in a research project in the International Studies Capstone in their senior year.

Learning Outcomes

Skills

1. **Critical Reading:** Analyze, interpret, and synthesize diverse sources of information.
2. **Critical Thinking:** Consider problems in a clear, reasoned manner that is informed by evidence and recognizes bias.
3. **Communication:** Engage in intellectual debate and present ideas and arguments in a clear, logical manner in writing and speech.
4. **Research:** Define and execute original research projects based on a solid understanding of social scientific theories and methods.
5. **Regions:** Understand worldviews, experiences, and power structures from a variety of societies, cultures, and time periods.
6. **Contexts:** Analyze the impact of regional or global economic, political, geographic, and historical developments on specific regions.
7. **Theory:** Evaluate theoretical approaches and research methods from various social science disciplines.
8. **Practice:** Apply theoretical approaches to the analysis of social phenomena and to problems in the contemporary world, such as issues of governance, policy, and international relations.

Requirements: International Studies Major

Students must complete 14 total courses (42 credits) in the major. This includes:

- Four (Option One) or five (Option Two) required courses;
- One five-course track in either Political Science or History;
- At least three International Studies major courses outside their chosen track;
- And, at least two International Studies major courses at the 400-level (in addition to track requirements and the capstone).

International Studies Required Courses (Option One)

Code	Title	Prerequisites	Credits
ECO 210	Introduction to Economics	None	3
GEO 303	World Geography	None	3
IST 301	An Introduction to International Studies	None	3
IST 410	International Studies Capstone	IS Major, Senior Standing	3

International Studies Required Courses (Option Two)

Code	Title	Prerequisites	Credits
ECO 220	Macro Economics	None	3
ECO 221	Micro Economics	ECO 220	3
GEO 303	World Geography	None	3
IST 301	An Introduction to International Studies	None	3
IST 410	International Studies Capstone	IS Major, Senior Standing	3

Tracks

Political Science Track

Type	Code	Title	Prerequisites	Credits
Methodology Requirement	POL 310	Research Methods in Social Sciences	None	3
Foundation Course	POL 303	Political Philosophy	None	3
Subject Elective	Any POL/GOV at 300/400 level			3
Subject Elective	Any POL/GOV at 300/400 level			3
Subject Elective	Any POL/GOV at 400 level			3
Full Degree Requirements	Five Courses: two or more must be at the 400 level and three or more must be outside the Political Science Track			15

History Track

Type	Code	Title	Prerequisites	Credits
Methodology Requirement	HST 301	Research Methods in History	None	3
Foundation Course	HST 320	Middle East History	None	3
Subject Elective	Any HST at 300/400 level			3
Subject Elective	Any HST at 300/400 level			3
Subject Elective	Any HST at 400 level			3

Full Degree Requirements	Five Courses: two or more must be at the 400 level and three or more must be outside the History track	15

Plan for completing the International Studies Major by Semester

Suggested Semester	Political Science Track	History Track
3rd	ECO 210 (OR ECO 220)	ECO 210 (OR ECO 220)
	IST 301	IST 301
	POL 310	HST 301
4th	GEO 303	GEO 303
	POL 303	HST 320
	IS Elective 300/400 (OR ECO 221)	IS Elective 300/400 (OR ECO 221)
5th	POL/GOV 300/400	HST 300/400
	IS Elective 300/400	IS Elective 300/400
6th	POL/GOV 300/400	HST 300/400
	IS Elective 300/400	IS Elective 300/400
	IS Elective 300/400	IS Elective 300/400
7th	POL/GOV 400	HST 400
	IS Elective 400	IS Elective 400
8th	IST 410	IST 410

Minor in History

The History minor introduces students to the varieties of human experience, including historical actors, events, belief systems, material realities, and cultural values, and how these change over time. This minor is not available to International Studies majors, who can instead complete a track in History.

In order to obtain a Minor in History, students must meet the following requirements:

Type	Code	Title	Prerequisites	Credits
Methodology Requirement	HST 301	Research Methods in History	None	3
Foundation Course	HST 320	Middle East History	None	3
Subject Elective	Any HST at 300/400 level			3

Subject Elective	Any HST at 300/400 level	3
Subject Elective	Any HST at 400 level	3

Minor in Political Science

The Political Science minor introduces students to the empirically based study of government and politics. At the same time, it also seeks to engage with theoretical paradigms in the field as well as the normative questions arising from the exercise of political power. This minor is not available to International Studies majors, who can instead complete a track in Political Science.

In order to obtain a minor in Political Science, student must meet the following requirements:

Type	Code	Title	Prerequisites	Credits
Methodology Requirement	POL 310	Research Methods in Social Sciences	None	3
Foundation Course	POL 303	Political Philosophy	None	3
Subject Elective	Any POL/GOV at 300/400 level			3
Subject Elective	Any POL/GOV at 300/400 level			3
Subject Elective	Any POL/GOV at 400 level			3

Minor in Middle Eastern Studies

Middle East Studies is an interdisciplinary minor offering courses in the politics, economics, history, literature, and religion of Iraq and the Middle East from antiquity to the present. This minor is not available to International Studies majors.

Type	Code	Title	Prerequisites	Credits
Methodology Requirement	POL 310 OR HST 301	Research Methods in Social Sciences OR Research Methods in History	None	3
Subject Elective	Any Middle East Related Course at 300/400 level			3
Subject Elective	Any Middle East Related Course at 300/400 level			3

Subject Elective	Any Middle East Related Course at 300/400 level	3
Subject Elective	Any Middle East Related Course at 300/400 level	3

Minor in International Studies

This minor is inherently interdisciplinary. Students can study the fundamental concepts of the Social Sciences and then explore a broad range of historical, cultural, and political questions.

Type	Code	Title	Prerequisites	Credits
Methodology Requirement	IST 301	An Introduction to International Studies	None	3
Methodology Requirement	POL 310 OR HST 301	Research Methods in Social Sciences OR Research Methods in History	None	3
Foundation Course	GEO 303	World Geography	None	3
Subject Elective	Any HST/POL/GOV/PHI/LIT/GEO at 300/400 level			3
Subject Elective	Any HST/POL/GOV/PHI/LIT/GEO at 400 level			3

Course Descriptions

The Department of Business Administration

ACC 221: Principles of Financial Accounting
This is an introductory course on the basics of accounting principles and practices. It covers the complete accounting cycle from analyzing accounting transactions to preparing and interpreting financial statements.
Prerequisites: MTH 101 or placement in MTH 133
Credits: 3

ACC 222: Principles of Managerial Accounting
This course introduces the basic principles of managerial accounting, including manufacturing and cost accounting, budgeting, accounting for management decision-making, the use of accounting information for planning and control, and cash flow and financial statement analysis.
Prerequisites: ACC 221
Credits: 3

ACC 321: Intermediate Accounting I
This course begins a two course sequence providing an in-depth study of principles and elements associated with financial statements. Includes financial statement analysis, income measurement, valuation of assets and equities, and generally accepted accounting principles.
Prerequisites: ACC 222
Credits: 3

ACC 322: Intermediate Accounting II
Continuation of Intermediate Accounting I; focuses on accounting for the long-term liabilities, stockholder's equity, cash flow analysis and international financial statements.
Prerequisites: ACC 321 and FIN 301
Credits: 3

ACC 325: Cost Accounting
Course covers the uses of accounting data for planning control and decision-making. Topics include budgets and cost concepts, techniques and behaviors.
Prerequisites: ACC 222
Credits: 3

ACC 401: Advanced Accounting
This course covers theory and practices of accounting for partnerships, business combinations and consolidated financial statements, and advanced topics in financial accounting.
Prerequisites: ACC 322
Credits: 3

ACC 405: Auditing
Covers auditing theory, generally accepted auditing standards, audit procedures, audit reports and the responsibilities and ethics of the auditing profession. The course includes these topics: risk, evidence, internal controls, sampling, audit testing, subsequent events, professional liability, reporting statutory provisions, compilation and review services, and reporting under government auditing standards.
Prerequisites: ACC 322, ACC 325.
Credits: 3

BUS 202: Introduction to Business
This course is the first step in business learning and covers various business-related topics at an introductory level. The topics covered include entrepreneurship, business ethics, businesses' legal, economic, financial, and global environments, business management and organization, marketing, the role of information technologies, accounting information, and financial management. This course uses an integrated approach to help students appreciate the interrelationships of various business functions and, more generally, the role of business in society.
Prerequisites: 12 core credits.
Credits: 3

BLW 301: Business Law
This course examines business legal issues such as legal concepts, philosophy and functions of court systems. It covers a survey of contracts, sales, agents, legal form of business and the regulation of businesses. The course is focused on US law but also considers international and global legal perspectives.
Prerequisites: MGT 201, ACC 221, ECO 220.
Credits: 3

BUS 303: Quantitative Business Analysis
This course examines the application of mathematical and statistical techniques for business and management analysis and decision-making. Topics include statistical techniques (building on the content of the core statistics course), project management tools, time series analysis forecasting methods, quality control and decision making techniques in applied settings.
Prerequisites: ECO 220 and [STT 201 or ENGR 442] , Credits: 3
BUS 401: Business Ethics

This course provides a comprehensive overview of business ethics in both theory and practice and examines the major ethical issues that challenge business managers in the global marketplace. Business practitioners need to be increasingly knowledgeable and aware of the ethical issues arising in accounting, finance, marketing, human resource management and management generally. The course is intended to teach students to recognize the existence and implications of ethical difficulties in business decision-making, to think independently in this area and to encourage the ability and initiative to develop arguments in support of their own conclusions.
Prerequisites: BLW 301 or LGS 225
Credits: 3

ECO 220: Principles of Microeconomics
This course is the foundational course in economics. It introduces students to the economic way of thinking, the means of understanding systems of social coordination, of understanding phenomenon of human action but not human design. It begins with such concepts as marginal and average, opportunity cost, sunk cost, economic and accounting profit, and tradeoffs. These concepts culminate in the tools of supply and demand curves, and emphasis in this class is placed upon the use of these tools to gain insight into real world examples. The tools and analysis presented in this class will help to illuminate a wide range of social issues, from pollution to the pricing decisions of firms. This class is required for all business students and does not count toward the concentration.
Prerequisite: MTH 101 or placement in MTH 133
Credits: 3

ECO 221: Principles of Macroeconomics
This course applies the principles introduced in ECO 220 to examine the performance, structure, and behavior and of the entire economy, be that a national, regional, or the global economy with an emphasis placed upon using micro-foundations to understand macroeconomic behavior. The course introduces concepts of national accounting (GDP, employment rates, etc.) and delves more deeply into what wealth actually is and what government can and cannot do to raise standards of living. This class is required for all business students and does not count toward the concentration.
Prerequisite: ECO 220 or ECO 210
Credits: 3

ECO 320: Intermediate Microeconomics
This course, as an intermediate level study of microeconomics, is designed to extend and build on students' knowledge of basic microeconomic theories & principles. It covers microeconomics topics such as consumer theory, theory of the firm (including production & cost), market structures, and resources markets in depth. Various economic models are developed and analyzed in order to help explain and predict a wide variety of economic phenomena. It teaches how microeconomics models can help

one to think about important real world phenomena. Topics include but are not limited to theory of market structures, supply and demand interactions, utility maximization, profit maximization, elasticity, perfect competition, imperfect competition, monopoly power, game theory, and market failures.
Prerequisite: ECO 220
Credits: 3

ECO 321: Intermediate Macroeconomics
This course, as an intermediate macroeconomics course, is designed to enhance and build on students' knowledge on classic macroeconomic topics such as inflation, unemployment, and economic growth as well as appropriate fiscal and monetary policies for achieving macroeconomic goals set by governments. The course will provide analytical / theoretical frameworks, such as the aggregate demand & supply model, to study the behavior of macroeconomic variables such as output measured as real GDP, real GDP growth, price level, employment, consumption, and investment in both short and long runs. Effects of technological progress, productivity, and international economic relations on overall macroeconomic performance, including economic growth and development, will also be examined.
Prerequisite: ECO 221
Credits: 3

ECO 401: Economic Development
Economic development refers to the qualitative and quantitative changes in the economy of a country or a region that lead to a higher standard of living. It is not limited to economic growth, which mainly refers to rise of real GDP due to factors, such as productivity, efficiency, and aggregate supply & demand conditions in the economy. Few regions of the world achieved high standard of living; other regions of the world are either developing or remaining as less developed. This course asks why there are these differences and how can developing and less developed countries also increase their standard of livings. Multiple factors - from geography to political stability, from concerted actions of economic policy makers to social and political institutions, from economic system to policies of international organizations, such as the International Monetary Fund, the World Bank, and the UN - affect a country's economic development. This course introduces students to theories of economic development and surveys a wide range of economic development issues.
Prerequisites: ECO 210 or ECO 221 or ECO 321
Credits: 3

ECO 403: International Political Economy
This course surveys the important and contemporary issues and institutions of international trade and finance, and discusses the effects of economic / financial globalization from the International Political Economy (IPE) standpoint without going into the details of economic theories. It illustrates how international trade and financial

matters are political as well as economic and financial in nature, and how trade and finance policies as outcomes of political competition create winners and losers. The range of topics covered include the WTO and the world trade system, trade politics and trade blocks, trade and development, politics of multinational corporations, the international monetary system and IMF, effects of foreign exchange rate policies on trade and finance, as well as financial crises. The class also teaches IPE analytical tools and theoretical explanations that help to analyze and explain international trade and economic relations.
Prerequisites: ECO 210 or ECO 221
Credits: 3

ECO 404: Public Choice
Public Choice Economics uses economic tools and methods to analyze how politics and government work. The course questions how individuals make collective choices, why do we have a government, how do voters, politicians, and bureaucrats behave in the public sphere. It demonstrates that voters, politicians, and government officials respond to the incentives they face. The course examines how these players' actions, as responses to the incentives that they face, lead to political, economic, and social outcomes in the democratic political process. These outcomes vary depending upon the rule structures and constitutions within which politicians and bureaucrats operate. Therefore, these outcomes and structures are compared with one another and emphasis is placed on real world outcomes. The class covers topics such as difficulties of collective action by large groups, rent-seeking activities of interest groups (or concentrated groups), voters' behavior under different voting systems, collective choice within government, effects of legislative structures on policy outcomes, behavior of bureaucracy, and regulation.
Prerequisites: ECO 210 or ECO 221 or ECO 321
Credits: 3

ECO 406: Industrial Organization
Industrial Organization is the branch of economics that analyzes the behavior of firms under different industrial structures - competitive, monopolistic, and oligopolistic. It is the study of the structure of firms and markets and of their interactions. The course surveys a range of IO topics such as firm costs, cartels, competition, oligopoly, strategic behavior, price discrimination, affects of government policies, regulation or deregulation, antitrust laws, and international trade. It teaches various analytical tools to help students analyze and understand these topics, including transaction cost analysis, game theory, contestability, and information economics. Because the behavior of business directly affects the welfare of a nation, understanding industrial organization is also important for public policy analysis.
Prerequisites: ECO 221 or ECO 321, or ECO 210
Credits: 3
ECO 499: Special Topics in Economics

This course is intended for economics concentration or minor students and it provides a comprehensive and in-depth treatment of a major topic in economics. Potential topics include but are not limited to industrial organization, oil and economic development, international trade, economic and financial globalization, political economy, money and banking, and financial crises. The subject matter will vary from term to term and be determined by the instructor.
Prerequisites: ECO 221, or ECO 320, or ECO 321
Credits: 3

FIN 301: Principles of Finance
This course covers the basic concepts of finance including the time value of money, capital budgeting, cost of capital, tradeoffs between risk and return, basic portfolio models, and the capital asset pricing model. Other topics include debt and equity markets, valuation of securities, capital structure, dividend policy, working capital management, and capital restructuring.
Prerequisites: ACC 221 and MTH 121 or MTH 133
Credits: 3

FIN 310: Financial Analysis and Forecasting
Provides students with the skills needed to read, analyze, and interpret the information contained in a company's financial statements and related publicly available information, and to develop projection for use in company valuation. Integrates accounting and financial principles and discusses the ethics of both professions.
Pre-requisites: FIN 301
Credits: 3

FIN 320: Money and Banking
The course provides an overview of the banking industry with an emphasis on commercial bank management. Specific topics include the duration and term structure of interest rates, asset/liability management, and risk and credit management.
Pre-requisites: FIN 301
Credits: 3

FIN 330: Investments
Covers investment objectives, mechanics of buying and selling financial assets, and portfolio management. Focuses on risk versus return in investment theory, but students also construct and manage real-time hypothetical investment portfolios.
Pre-requisites: FIN 301
Credits: 3

FIN 401: International Finance

Covers financing of international trade and investment, foreign exchange markets and exchange rate determination, and balance of payments. Focuses on international financial management within the firm.
Prerequisites: FIN 320
Credits: 3

FIN 410: Case Studies in Corporate Finance
Emphasizes the case study approach to intermediate financial management (corporate finance). Includes the following topics: capital budgeting, corporate governance, mergers, capital structure, dividend policy and short-term financial management.
Prerequisites: FIN 320 and FIN 330
Credits: 3

MIS 301 (formerly ITE 302): Introduction to Management Information Systems
This course is an examination of the integration of computing technologies, systems analysis, system design practices, and management criteria in the design of large-scale information management and decision-support systems, includes case studies and computing lab. This course also examines how managerial and analytic functions in public and private organizations can be performed via various computer-based applications, and provides in-depth coverage of selected decision support package.
Prerequisites: CSC 101
Credits: 3

MGT 201: Principles of Management
This course focuses on the concepts and methods of managing an organization. The overall course objective is to identify, apply, and evaluate techniques for structuring and resolving managerial problems in public and private organizations. Topics include: culture and change; strategic planning and implementation; organization structure; human resource management; groups, teams and motivation; leadership; and operational management.
Prerequisites: At least 21 core credits completed.
Credits: 3

MGT 301: Organizational Behavior
This course takes an in-depth look at human behavior in organizations. Incorporating current management theory and research, the course looks into the factors that influence individual and group performance. Topics may include perception, personality, attitudes, values, motivation, decision making, leaderships, power and politics, conflict and negotiation, groups and culture.
Prerequisites: MGT 201

Credits: 3

MGT 302: Human Resource Management
The purpose of the course is to introduce students to HRM and its key concepts, understanding the main functions and responsibilities of the HR Manager. The course examines and places emphasis on recruitment, selection, training, compensation and evaluation. This course is designed to help students understand the organizational view of HRM.
Prerequisites: MGT 201
Credits: 3

MGT 360: International Management
This course is an introduction to international management. Building on what students learned in Principles of Management, students will learn how to manage a business within an international setting, coping with the attendant organizational and environmental complexities, and exploiting these for the strategic advantage of the firm.
Prerequisite: MGT 201
Credits: 3

MGT 380: Project Management
This course examines the concepts and techniques of managing projects in service and manufacturing settings. Topics may include project selection and evaluation, dynamics, motivation and evaluation of team members, scheduling, budgeting and closure.
Prerequisites: [MGT 201, FIN 301], or [a 300 level MGT course].
Credits: 3

MGT 402: Entrepreneurship
Entrepreneurship focuses on the creation of new ventures: the people, the process and the dynamics. Topics include identifying and evaluating opportunities, success and failure factors, attitudes and characteristics of entrepreneurs, stand-alone and internal corporate ventures, and local and global issues in entrepreneurship. Students can expect to develop a viable business plan in the course.
Prerequisites: Either [FIN 301 and MKT 301] or [75 credits completed].
Credits: 3

MGT 403: Operations and Supply Chain Management
This course focuses on the theory, tools and techniques associated with the planning, design, control and improvement of business operations. Key overarching themes that are addressed in the course relate to productivity, quality and logistics management. Topics include operations strategy, product and service design, process design, job design and work organization, capacity planning and control, inventory management, supply chain management, lean operations and quality management.
Prerequisites: ACC 221 and BUS 303

Credits: 3

MGT 404: Strategic Management

This course shall introduce students to the process of strategic thinking and managerial processes through the use of case study analysis and industry evaluations.
Prerequisites: FIN 301, MKT 301, final year in the major.
Credits: 3

MGT 405: Production Operations Management (POM)

This course provides an introduction to the concepts, principles, problems and practices of operations management. Emphasis is on managerial processes for effective operations in both goods-producing and service-rendering organization. Topics include operations strategy, process design, capacity planning, facilities location and design, forecasting, production scheduling, inventory control, quality assurance, and project management. The topics are integrated using a systems model of the operations for an organization.
Prerequisite: BUS 303, ACC 222.
Credits: 3

MGT 407: Leadership

This course builds on MGT 201 by focusing on the necessary skills and abilities of the successful leader and manager and the appropriate motivational techniques they use to achieve high performance levels. Students are not only introduced to these success factors, but are challenged to both assess and develop their own leadership skills throughout the course.
Prerequisites: One MGT 300 or 400 class completed
Credits: 3

MKT 301: Principles of Marketing

This course is an introduction to the concept of marketing and its impact in both society and individual businesses. The course begins with considering marketing from a broad, societal perspective and a focus is put on the concepts of corporate social responsibility and marketing ethics. From there, an organizational focus is stressed and topics include: marketing planning, creating and managing brands, segmentation, product distribution, pricing strategies and an exploration of creating customer value. Also considered is a study of consumer behavior and the factors that influence consumer decisions.
Prerequisites: MGT 201
Credits: 3

MKT 350: Consumer Behavior

This course deals with consumer-buyer decision processes, including models of individual and group aggregate behavior. Emphasis is placed on consumer decision-

making, buyer satisfaction, and the influence of perception, learning, and groups. Basic implications are drawn for marketing strategy.
Prerequisites: MKT 301
Credits: 3

Additional Business Elective Courses

ACC 240: Accounting Information Systems
This course is designed to introduce different accounting information systems to business students and all interested students. In today's world, all businesses and organizations use various types of accounting information systems. The course will teach overall accounting/ finance related data/information flows and how these computerized accounting systems are used to manage and analyze these data.
Prerequisite: ACC221 for business students, 6th semester of above status for all other majors
Credits: 3

ENT 302: Creativity and Innovation
This course is designed to introduce students to creativity and innovation in a variety of domains with an emphasis on practical application. Students will develop their own creative and innovative capacities and study the practices of successful innovation leaders and organizations. Additionally, students will learn how to establish structures and processes for others in order to create more innovative environments. Topics include the design thinking methodology, tools for individual and group creativity and problem-solving, analyzing and evaluating trends in innovation across multiple disciplines, and creating an innovative organizational culture.
Prerequisite: 60 credits completed
Credits: 3

MGT 299: Small Business Management
This course is open to business and non-business majors. This course provides theoretical and practical knowledge to set up and manage a small business. Key topics include characteristics and forms of small business; the key decisions required of the entrepreneur/manager, opportunity identification, planning, marketing, team building and location decisions. It provides a comprehensive coverage of critical small business issues; numerous real-world examples to help students understand how to apply the business management concepts presented in the text, and incorporate material to help them explore the small business issues in real-world.
Prerequisites: none, recommended 4th semester or above
Credits: 3

The Department of Engineering

ENGR 230: Engineering Drawing
This course will introduce graphical communication as a tool in documenting the results of an engineering design. This will be achieved through the ability to visualize and understand spatial relationships, and the competence to select and use appropriate graphical methods for representing design concepts. Students combine the practice of hand sketching along with computer-based solid modeling (AutoCAD and SolidWorks) to produce a parametric design. At the end of the course, students will be able to prepare working drawings, with appropriate views, dimensions and title blocks.
Prerequisite: CSC 101
Credits: 3

ENGR 231: Fabrication Shop
This course covers: Construction elements preparation, drilling and cutting wood, construction and internal design, forms description and preparation, Types of lathe machine, description of lathe machine, types of welding, techniques of welding, drilling and cutting of steel, types of pipework, pipe fitting.
Prerequisites: None
Credits: 2

ENGR 244: Engineering Computing
This course is an introduction to using computers in engineering problem solving and elementary numerical methods. The course introduces programming fundamentals, including data structures and algorithms. Numerical methods covered include solving single, nonlinear equations, fixed-point iteration, Gaussian elimination, and linear and nonlinear regression analysis. Excel/VBA and MATLAB (Matrix Laboratory) computing environment and programming language are covered.
Prerequisite: CSC 101, MTH 133
Credits: 3

ENGR 248: Engineering Geology
This course covers an introduction on engineering geology, maps, weathering and soil-forming processes, rock mechanics, soil mechanics, mass wasting, ground water, fluvial processes, land subsidence, engineering geology of coastal regions, earthquakes, geophysical techniques, and geological hazards. The course will also discuss the engineering properties of Earth materials and their effects on the civil engineering works. Also, the course will consider the geotechnical evaluation of soil and rocks, the mitigation of geological hazards like earthquake, landslides, resource evaluation. There will be supplemental field trip and lab visits to explain the physical and chemical properties, which helps in the identification of the mineral.
Prerequisite: PHYS 232, PHYSL 232- Calculus-Based Physics I
Credits: 3

ENGR 313: Measurements Laboratory

Measurement Laboratory provides the opportunity to understand the principle of every physical phenomenon in the real world. Physical behavior of systems can be measured, modelled or simulated by the means of standard analysis methods and configurations. Topics include: measurement fundamentals and instruments used for common engineering measurements, such as displacement, velocity, acceleration, strain, pressure, temperature, fluid flow rate, and chemical composition. Experimental planning and analysis methods are covered. The American Society for Testing and Materials (ASTM) standard methods are introduced. Data acquisition means are studied.
Prerequisites: PHYS 233, PHYSL 233
Credits: 2

ENGR 344: Mechanics I – Engineering Statics
Introduction, forces, couple, moment, equilibrium of forces in two dimensions, equilibrium of forces in three dimensions, free body diagrams, rigid bodies and applications. Analysis of trusses. Centroid of area. Friction, Area moment of inertia.
Prerequisite: PHYS 232, PHYSL 232
Credits: 3

ENGR 348: Mechanics II – Engineering Dynamics
The course mainly focuses on the importance of the Dynamics in our life and deals with the fundamentals of it. It covers the types of motion of the moving bodies by simplifying the model on particles. Then it covers the dragging force behind the motion interpreting those motion forces using Newton's Second Law of motion. Finally, it covers the dynamic properties of the rigid bodies and vibrating object both (Free and Forced vibration) in both (undamped and damped) cases.
Prerequisite: ENGR 344; co-requisite: MTH 332
Credits: 4

ENGR 352: Thermodynamics
Introduction to thermal sciences with an emphasis on the first and second law of thermodynamics; irreversibility and availability; thermodynamic properties and cycles and entropy production; ideal gas processes, steady state, steady flow processes; power and refrigeration cycles; real gases and equations of state.
Prerequisite: PHYS 232, PHYSL 232, CHEM 232, CHEML 232 and CSC 101
Credits: 3

ENGR 354: Materials Science
Materials Science course covers processing, structure, properties, performance of engineering materials, the effect of atomic bonding and crystalline structure on the mechanical properties of metals, polymers, frequent measurement, testing and comparison techniques to aid in selection of materials. Experiments include compressive and tensile strength testing, toughness, Nondestructive tests, hardness and

micro-structure, the effects of heat upon strength, the effects of combining certain materials in a composite to improve overall mechanical properties.
Prerequisite: CHEM 232, CHEML 232
Co-requisite PHYS 233, PHYSL 233
Credits: 3

ENGR 356: Fluids
Covers the fundamental of fluid mechanics, including fluid statics and dynamics, equations of motion, dimensional analysis, boundary layer theory, flow in pipes, turbulence, fluid machinery, potential flow, CFD and aerodynamics. Laboratory work to illustrate the concepts learned in this course and Thermodynamics. Experiments include fluid statics, forces on a submerged surface, center of pressure, manometers, surface tension, flow visualization, Bernoulli's equation, control volume analysis, viscous flow in pipes, flow over bodies, turbomachinery, and thermodynamic cycles.
Prerequisite: ENGR 344, MTH 331, MTH 332
Credits: 4

ENGR 358: Mechanics of Materials
Introductory course in mechanics of materials that covers material, load-stress-strain relationships, axial load, deformations, torsion, bending and shearing stresses, and deflections of beams, shafts and transverse shear.
Prerequisite: ENGR 344
Credits: 3

ENGR 370: Surveying
Measurement of distances and angles. Theory of errors. Study of leveling, traversing, topographic mapping, route surveying, earthwork computation, photometry, and boundary surveys. Practice in the use of tapes, levels, total stations, and PC-based methodology.
Prerequisites: MTH 133
Credits: 2

ENGR 372: Transportation Engineering and Design
Highway functions, design controls and criteria, element of design, cross-section elements, local roads and streets, at-grade intersections, grade separation and interchanges, highway capacity analysis, and introduction to pavement management.
Prerequisites: Junior Standing.
Credits: 3

ENGR 373: Materials of Construction
This course includes physical description of elastic and plastic deformation of constructions. Mechanical testing methods including tensile, compressive, toughness, creep and fatigue. Importantly, properties of cement, mortar, concrete and its additives

will be considered. In addition, other construction materials such as wood, iron, steel, lime, gypsum, polymer and composites will also be covered.
Prerequisites CHEM 232, CHEML 232, Co- PHYS 233, PHYSL 233
Credits: 4

ENGR 390: Circuits
The course has been designed to introduce fundamental principles of circuit theory commonly used in engineering research and science applications. Techniques and principles of electrical circuit analysis including basic concepts such as voltage, current, resistance, impedance, Ohm's and Kirchoff's law; basic electric circuit analysis techniques, resistive circuits, transient and steady-state responses of RLC circuits; circuits with DC and sinusoidal sources, steady-state power and three-phase balanced systems.
Prerequisite: PHYS 233, PHYSL 233 and MTH 233
Credits: 4

ENGR 411: Computer-aided Design and Fabrication
This course extends the concepts learned in Engineering Drawing. Topics introduced include 3-D design and automated fabrication including computer-controlled machining. Students complete a design project that requires rapid prototyping.
Prerequisite: ENGR 230
Credits: 3

ENGR 413: Manufacturing Systems
This course emphasizes the materials and processes used in manufacturing. Fundamentals include the properties, structure and nature of materials for manufactured goods, such as ferrous and nonferrous metals and alloys, plastics, composites and ceramics, and the selection of materials for various functions. Topics include casting and form casting processes, mold castings, forming, forging ,rolling ,extrusion, drawing, machining and machining operations, cutting tool technology, computerized numerical control (CNC) machining centers are also covered, abrasive machining. Additional assembly and joining processes include integrated electronic circuits, gas flame, arc, resistance, welding, brazing and soldering, adhesive bonding, and surface treatment and finishing. Manufacturing production and process, product planning and control, product line, manufacturing engineering, quality control are integrated throughout the course.
Prerequisites: ENGR 230, ENGR 354
Credits: 3

ENGR 414: Numerical Methods
Students study the numerical techniques required for the solution of commonly-encountered engineering problems. Topics include methods for linear and nonlinear

algebraic equations, numerical integration and differentiation, and numerical solution of ordinary and partial differential equations. Computer tools used in the course are Excel with VBA and Matlab.
Prerequisites: ENGR 244 and MTH 332
Credits: 3

ENGR 432: Component Design
Failure analysis and design of machine components: The purpose of this course is to teach student the basic science, engineering, analytical tools and art required to build useful machines. Insofar as mechanical engineering is the design and construction of machines and mechanical devices, this course is truly the core of mechanical engineering. The first part of the course will review and build upon material from Statics, Mechanics of Solids and Material Science to determine how materials bend and fail and to ensure that parts of our machines do not deform excessively or fail prematurely. The second part of the course surveys common machine elements and introduces a process for effectively incorporating them into mechanical designs.
Prerequisites: ENGR 230, ENGR 354, and ENGR 358
Credits: 3

ENGR 433: Machine Design
Machine Design is one of the most important subjects in Mechanical Engineering. It includes the interrelationships between the properties of the material, the manufacturing process and the design of components. This course introduces the general design theory and method of cutting machine tool. It also includes overall design, transmission design, machine tool spindle, bearing and the guide rail, operating mechanism and machine tools.
Prerequisites: ENGR 358
Credits: 3

ENGR 442: Engineering Statistics
This course introduces the student to the use of basic discrete and continuous probability models, simple functions of random variables, statistical inference, construction of statistical models, and basic experimental design techniques including the use of modern statistical computational tools. This course is an introduction to the probabilistic and statistical methods that are part of the modern engineer's toolbox. The course also introduces the student with the single and multiple linear and polynomial regression analysis, as well as the built-in statistical function in Microsoft excel and SAS program.
Prerequisite: MTH 332
Credits: 3

ENGR 444: Engineering Economics
This course will introduce the engineering students to the world of Economics. The key economic concepts associated with the justification and evaluation of engineering

projects and processes are introduced in this course. There are emphases on business plans, cost estimation, price and output decisions, cash flow analysis, and profitability determination, choosing among alternative inputs, production processes, evaluating alternative investments, and equipment service life and depreciation. The course will explain the overall economic context in which the engineer must practice, either in a company or as an entrepreneur. The course then covers the principles and applications of Engineering Economics, illustrating these using a range of practical engineering-oriented examples and exercises. The competent and successful engineers must have an improved understanding of the principles of science, engineering and economics, coupled with relevant design experience that is associated with an exposure to tools that will enable them to do this precisely.
Prerequisite: MTH 232
Credits: 3

ENGR 452: Transport Phenomena
This course extends the fundamentals of fluid mechanics in a unified framework for the transfer of momentum, heat and mass. There is an emphasis on steady and transient heat conduction, forced convection, and natural convection and radiation accompanied by an introduction to heat exchangers design and mass transfer.
Prerequisite: ENGR 356
Credits: 3

ENGR 453: Application of Thermodynamics
This course is intended to prepare engineering students to use thermodynamics in professional practice with emphasis on design. It will introduce better use of energy for heat and power, application of thermodynamic laws, complex systems, applications of steam power plants, heating, ventilation, air-conditioning principles and some combustion theories.
Prerequisites: ENGR 352
Credits: 3

ENGR 455: Introduction to Petroleum Engineering
This is an introductory course to petroleum engineering which covers exploration and production. Topics include drilling, nature of oil and gas reservoirs, reservoir mechanics, formation evaluation, transportation and refining, marketing, and improved oil recovery.
Prerequisite: Senior Standing
Credits: 3

ENGR 456 Refrigeration Technology
This course discusses refrigeration processes, including vapor-compression refrigeration, ab- sorption refrigeration, cryogenic processes and heat pumps, as well as air conditioning processes, with a focus on capturing the thermodynamic characteristics

of these processes and their efficiency on the basis of the formulation of the second law of thermodynamics in terms of exergy. The required thermodynamic concepts, concerning exergy and the thermodynamic properties of mix- trues, in particular of moist air, are recapitulated and further developed.
Prerequisites: ENGR 352 and ENGR 356
Credits: 3

ENGR 457: Renewable Energy Systems
Renewable Energy Systems course introduces principles, technology, and hardware details of various renewable energy technologies (solar, wind, biomass, hydroelectric, geothermal, tidal, and wave energy) used for conversion into electric power, hot water/space heating, motor fuels, and rural energy services. The course will cover the process design, energy analysis, engineering economics and environmental assessment of renewable energy systems.
Prerequisites: ENGR 352 and ENGR 390.
Credits: 3

ENGR 459: Molecular Engineering
Introduction to the molecular theory of fluids oriented toward applications in energy and mechanical engineering. The major aspects of molecular methods are discussed, with a focus on molecular modeling (intermolecular interactions and effective pair potentials), molecular dynamics and Monte Carlo simulation, and molecular equations of state (from the virial equation to the SAFT family of equations of state). Basics of statistical mechanics are included as a theoretical foundation, relating microscopic phenomena, at the molecular level, to macroscopic properties from phenomenological thermodynamics including vapor-liquid equilibrium data.
Prerequisites: ENGR 352.
Credits: 3

ENGR 461: Control Systems and Automation
The course has been designed to introduce fundamental principles of control theory commonly used in engineering research and science applications, Techniques and principles of control system analysis including basic concepts such as, block diagrams, Transfer functions, types of control systems, and control systems stability, also the course introduce an introductory to Automation in industrial process and Robotics.
Prerequisites: ENGR 313, ENGR 390, MTH 332
Credits: 3

ENGR 471: Construction Engineering
This course includes a detailed introduction about construction engineering and all the expected issues and their management. The course introduces all types of earthwork in construction projects sites. All types of existing equipment used for construction and

emphasis on heavy equipment. Construction estimating and methods of construction work management will be also considered. Network Theory and Critical Path methods in addition to the supervisor engineer responsibilities, building construction types and the modern building materials also will be considered.
Prerequisites: ENGR 444.
Credits: 3

ENGR 473: Structural Analysis
This course covers the analysis of statically determinate and indeterminate beams, trusses and rigid frames; determination of internal forces, illustration of shear and moment diagrams, calculation of deflections; and application of flexibility and force methods, slope-deflection methods, and moment distribution method.
Prerequisites: ENGR 358.
Credits: 3

ENGR 474: Steel Design
Steel Design is an area of knowledge of structural engineering used to design steel structures. The structure can range from a simple portal frame to a multi-story building or a highway bridge. The Steel Design course is an introduction to steel as a construction material with its mechanical properties, advantages and disadvantages. The topics included in this course are Design of Tension and Compression Members, Beams, Columns, Bolted and Welded Connections, Plate Girders, Trusses, and Portal Frames.
Prerequisites: ENGR 358.
Credits: 3

ENGR 475: Soil Mechanics
This course includes the methods of classification, description, understanding the typical geotechnical properties of natural soils in addition to an accurate understanding and analysis of existing mechanical problems with their components. Therefore, a significant set of subjects supported by laboratory tests will be considered in order to simulate as much as the real world situations exhibiting Engineers in the construction field regarding specifically soil layers.
Prerequisites: ENGR 248 and ENGR 358.
Credits: 3

ENGR 476: Concrete Design
The Concrete Design course is an introduction to concrete as a construction material with its mechanical properties, advantages and disadvantages. This course covers the fundamentals of structural concrete design. The topics included in this course include the design of building frames and continuous structures, rectangular beams, slabs, columns, girders, foundations, and retaining walls.
Prerequisites: ENGR 358, ENGR 373

Credits: 3

ENGR 477: Foundation Design
This course includes detailed information on types and uses of foundations of various structures, site investigation methods and equipments, soil and rock sampling included disturbed and undisturbed samples, determination and understanding bearing capacity for shallow foundations, the typical geotechnical properties of natural soils in addition to an accurate understanding and analysis of existing mechanical problems with their components. Therefore, a significant set of examples supported by useful information on soil settlement and bearing capacity calculations will be considered in order to select the right foundation type.
Prerequisites: ENGR 358, ENGR 475.
Credits: 3

ENGR 478: Fuel Cell Technology
Fuel cell technology is an emerging technology for electric power generation for stationary, mobile and portable power applications. Fuel cell, the heart of this technology, is an electrochemical device in which hydrogen and oxygen react in the presence of catalyst and produces electricity, heat and water. The major advantages of fuel cell systems are higher energy conversion efficiencies, low emissions and negligible noise. In this course, after fuel cell technology basics and operating principles, fuel cell performance will be briefly described from energy and thermodynamic viewpoints. Subsequently, the following major types of fuel cells will be discussed: polymer electrolyte membrane fuel cell (PEMFC), Direct methanol Fuel Cells (DMFC), Alkaline Fuel Cells (AFC), phosphoric acid fuel cell (PAFC), molten carbonate fuel cell (MCFC) and solid oxide fuel cell (SOFC). The emphasis will be the performance behavior, analysis and modeling. Subsequently, the balance of the fuel cell power plant, thermal system design and analysis will be discussed that affect the power generation. Finally, the components needed, issues related, and pertinent analysis will be covered to delivering electric power generated from the fuel cell.
Prerequisites: ENGR 352
Credits: 3

ENGR 479: Electromechanical Conversion
This course covers: Operating principle of DC generators, self-excited shunt, three phase alternators, single phase transformers, three phase transformers, instrument transformers.
Prerequisites: ENGR 352 and ENGR 390.
Credits: 3

ENGR 480: Engineering Vibrations
Free and forced vibrations, degrees of freedom, energy methods, transients, harmonic analysis, damping.

Prerequisites: MTH 332 and ENGR 348

ENGR 481: Power Electronics
This course covers: Switch realization, switching losses, controlled rectifiers, DC converters, output filter design, design of diode rectifier, design of converters and chopper circuits, control and analysis of choppers.
Prerequisites: ENGR 352 and ENGR 390.
Credits: 3

ENGR 482: Power Systems Engineering
This course covers: the mechanical design of overhead lines and underground cables, the performance of transmission lines, power system stability, power distribution systems, steam power plants, gas turbine power plants, and nuclear power plants.
Prerequisites: ENGR 352 and ENGR 390.
Credits: 3

ENGR 484: Engineering Laboratory
This course is an engineering laboratory course where introduces the plan fundamentals for students in order to work in teams using knowledge acquired in earlier courses to solve real design, manufacturing and operational problems relevant to industry including a design-and-build project. Oral and written communications with participating companies as well as teamwork are also addressed. Other topics include patents, standards, product liability, safety, ethics and design for manufacturing and testing also will be introduced in the course and used as tools to understand and the real properties of various types of materials (focus more on construction materials). In focus on construction materials, such as: soils; rocks; concrete; mortar; cement; clay brick; concrete block, some mechanical testing experiments will be introduce also in this course.
Prerequisite: ENG 213 and ENGR 442
Credits: 3

ENGR 488: Special Problems
Individual solution of selected problems in engineering conducted under direct supervision of a faculty member.
Prerequisite: senior standing.
Credit: 3

ENGR 489: Selected Topics
This course covers one or more topics of engineering. May be repeated when topic changes.
Prerequisite: Senior standing
Credit: 3

ENGR 490: Internship in Engineering
Internships in industry, government or consulting companies, designed to broaden the skills obtained through curricular education.
Prerequisite: senior standing.
Credit: 3

ENGR 491: Design I (Energy/Mechanical)
This course is the first part of a two-course capstone design project for engineering students in Bachelor of Mechanical or Energy programs. It is the introductory part for Design II, Engineering Capstone project. It combines students' theoretical and practical knowledge gained in advanced engineering and basic science courses, to study, analyze and understand design techniques and approaches used in proven and published research in the field of Mechanical or Energy Engineering. Topics in this course include problem definition, determination of design requirements, and evaluation of alternative design concepts, engineering analysis, and proof-of-concept prototypes. In addition, the course helps the students to develop their team work and individual skills on writing discussions, public speaking and presentation techniques.
Prerequisites: 7th semester or higher
Credits: 3

ENGR 491: Design I (Civil/Construction)
This course is the first part of a two-course capstone design project for engineering students in Bachelor of Civil or Construction programs. It is the introductory part for Design II, Engineering Capstone project. It combines students' theoretical and practical knowledge gained in advanced engineering and basic science courses, to study, analyze and understand design techniques and approaches used in proven and published research in the field of Civil and/or Construction Engineering. This course helps students to develop a broad based engineering foundation in their field. Students work in groups to select and work on a recent published research topic, which they will use and build up on for their Design II. In addition, the course helps the students to develop their team work and individual skills on writing discussions, public speaking and presentation techniques.
Prerequisites: 7th semester or higher
Credits: 3

ENGR 492: Design II (Energy/Mechanical)
This is the second part of a two-course capstone design project for engineering students in Bachelor of Mechanical or Energy programs. It combines students' theoretical and practical knowledge and skills gained in Design I and in advanced engineering courses in a practical application. Students continue their research topic from Design I, applying their understanding and theoretical knowledge of it to design and possibly build a prototype of the engineering system. Building on the results from Design I, students complete the following steps: refinement of prototype, design optimization, fabrication,

testing, and evaluation. The final project includes a functioning prototype (or scientific research), oral presentation, written report, and operating manual for the product.
Prerequisites: ENGR 491
Credits: 2

ENGR 492: Design II (Civil/Construction)
This is the second part of a two-course capstone design project for engineering students in Bachelor of Civil or Construction programs. It combines students' theoretical and practical knowledge and skills gained in Design I and in advanced engineering courses in a practical application. Students continue their research topic from Design I, applying their understanding and theoretical knowledge of it to design and simulate the real-world issues of the engineering projects. Building on the results from Design I, students complete the following steps: refinement of simulated issues, design optimization, fabrication, testing, and evaluation. The final project includes a or scientific research, oral presentation, written capstone dissertation.
Prerequisites: ENGR 491
Credits: 2

ENGR 493: Highway Engineering and Design
Highway functions, design controls and criteria, element of design, cross-section elements, local roads and streets, at-grade intersections, grade separation and interchanges, highway capacity analysis, and introduction to pavement management.
Prerequisites: Senior Standing
Credits: 3

ENGR 494: Water Supply and Sewerage
This course covers: Design of water distribution system, analysis of water quality, design of pipe network, analysis of sewerage system and storm water flow, sewer design, waste water treatment.
Prerequisites: Senior Standing
Credits: 3

ENGR 495: Water Resources Engineering
This course covers: Analysis of reservoir and dams, reservoir planning, analysis of water resources planning, analysis of water power, Design of canals, Design of flood control, analysis of water resources in Kurdistan, analysis of flow of water through soils.
Prerequisites: Senior standing.
Credits: 3

ENGR 496: Urban Planning and Design

This course covers: City planning, linear city and neighbourhood unit, town planning, land use planning process, population study, employment study, urban activity studies. Plan of settlements.
Prerequisites: Senior standing.
Credits: 3

The Department of English

Core Requirements

ENG 101: Argumentation
In this course, students will develop their ability to recognize, analyze, invent, and present arguments. As students read and respond to texts, they will come to understand and, in their own writing and thinking, avoid logical fallacies. Students will also learn and develop the fundamentals of public speaking, including clear annunciation, debate, pacing, and posture, among others. Through this course students will receive an introduction to academic citation and formatting. Each of the requisite composition courses, through written and oral assessments, measures each student's continued progress as an academic writer and thinker.
Prerequisite: None
Credits: 3

ENG 102: Critical Reading and Writing
This course aims to equip students with the ability to read and write from a critical stance. Using their understanding of argumentation, students will begin to see logical fallacies as tools they can control, not just as argumentative shortcomings. They will continue developing their skills of literary analysis, becoming readers of what resides between the lines of a text. Each of the requisite composition courses also gives additional focus to each student's continued progress with oral and written expression of ideas.
Prerequisite: ENG 101
Credits: 3

ENG 203: Research
This course will develop students' skills in writing papers of length that incorporate and showcase research. Students will learn to conduct, assess, and document their research. This will enable students to sustain an argument, using multiple sources, over an extensive number of pages. Finally, students will develop skills requisite to present research in various situations. Each of the requisite composition courses also gives additional focus to each student's continued progress with oral and written expression of ideas.
Prerequisites: ENG 102
Credits: 3

ENG 213: Technical Writing
This course prepares students for the professional communications required of engineers. Emphases include business correspondence, technical report preparation, and oral presentations. Importance is placed on the integration of textual, mathematical, tabular and graphical information.
Prerequisites: ENG 102
Credits: 3

Humanities Core Options
ART 102: Love Poetry
This course is a survey of poetry that focuses on various aspects/twists of love. Examining the literary aspects of each poem, the course engages us to rely on our experience, ethical positions, and literary judgment in determining whether specific persona is indeed in love, whether they should continue their relationship, whether they need more commitment or less, etc. Love Poetry nurtures your intellectual capabilities to think critically, to understand diverse contexts, to engage with other learners, and to apply knowledge and skills learned through reflection. More specifically, Love Poetry aims to deepen your understanding of "how texts work" — particularly poetical texts — and of how different contexts, audiences, and interpretive approaches can change "how texts work."
Prerequisite: ENG 102
Credits: 3

ART 104: Drama
This course introduces students to the study and performance of theatrical texts. Students will read a selection of plays, learn about the history of different performance traditions, and develop skills in acting and basic stagecraft. This course may be taken as a Humanities Core Option.
Prerequisite: ENG 102
Credits: 3

ART 105: Art History
An introduction to the history of art, and to ways of studying art and its aesthetic qualities, social significance, and historical development.
Prerequisite: ENG 102
Credits: 3

ART 106: Photography
An introduction to the practice of photography, including camera skills, composing and presenting images, and photographic analysis. May be taken as a Humanities Core Option.
Prerequisite: None
Credits: 3

ART 107: Film
This course introduces students to the history of motion pictures from the silent era to the digital present. Students will learn a critical vocabulary and viewing techniques essential to the analysis of film. May be taken as a Humanities Core Option.
Prerequisite: None
Credits: 3

ART 108: Arabic Calligraphy
The main goal of the course is to teach the basic elements of Arabic calligraphy by mastering the "Ruka,a الرُّقعة" style. Students who do not know Arabic will also learn how to write and pronounce the Arabic alphabet.
Prerequisites: None
Credits: 3

ART 203: Prose Fiction
In this course, students will investigate what makes prose fiction a distinctive medium of art. We will see how popular discussion of novels and short stories tends to assess them by the standards of other narrative media, like film or television. By contrast, we'll read a number of prose fictions that deliberately aim—through exploiting their verbal medium—to do things that those other media cannot. In the process, we'll address complex philosophical questions like the difference between possible worlds and fictional worlds, whether it makes sense to think of fictional characters as human beings, whether a pun creates two fictional universes or one that contains a contradiction, whether a verbal description of a scene gives us sensory access to the colors of that scene, and so on. Students will use their understanding of these questions to generate arguments about how the medium of prose fiction influences what novels and short stories can do for their readers that other narrative media cannot.
Prerequisite: ENG 102
Credits: 3

ENG 220: Introduction to Language
This course defines language and how it works. Leads students to examine their own beliefs and attitudes about language and provides them with techniques of language analysis. Topics covered include: grammar and appropriate usage, oral vs. written language, formal vs. informal language, standard vs. non-standard languages, language universals, and language typology.
Prerequisites: ENG 102
Credits: 3

ENG 250: Public Speaking
ENG 250 builds on the writing skills acquired in ENG 101,102, and 203. It strengthens students' reasoning skills and understanding of the various rhetorical strategies

available to them in both the writing process and in public speaking. Students are required to practice ethical integration and documentation of sources into speeches. ENG 250 is designed to introduce students to extemporary and both planned and documented types of speaking. To this end, students will be required to do research papers and give oral presentations to the class based on their research. This course strongly reinforces the connection between writing and speaking. ENG 250 is designed to help students in all majors become better communicators.
Prerequisites: ENG 102 and Fourth Semester Standing
Credits: 3

HUM 102: Romanticism in the Arts
Romanticism was a phenomenon that transformed the arts - and Western society as a whole -between the late 18th century and the middle of the 19th. Not an organized movement so much as a "current" or "spirit" that infused the culture and society, Romanticism was an attempt to break free from the traditional and classical forms that had dominated art for centuries, and, at the same time a rejection of the rationality of the Enlightenment. In the first half of this course, we will look at the literature, music, and visual art of this period, understanding its formal innovations as well as its often extravagant subject matter. In the second half we will study the influence of this period on art, music, and literature since that time, looking for modern-day echoes of the "romantic."
Prerequisites: ENG 102
Credits: 3

HUM 201: Narrative and Society
The course looks at how the rise of modernity in Europe and the Middle East starting in the eighteenth century onward, brought with it new ways of understanding and narrating "modern" experiences. The new form of narrative emphasizes logic, order, and the "mundane" realities of daily existence away from earlier forms whose emphasis was on the mythic and the extraordinary. The course examines a variety of literary, political and intellectual texts written in this rising narrative form to shed light on the basic features of the emerging realism associated with it.
Prerequisite: ENG 102
Credits: 3

HUM 202: Gender, Media and Society
Gender, Media and Society is a course intended to appeal to a broad range of students regardless of their major who have a desire to explore, question, challenge and engage themselves and their surroundings. It is an exploration of gender issues in society with a particular focus on the media. It aims to give students a broad understanding of gender, social construction, media representations of men and women (media-articles/literature, photographs, movies, documentaries, advertisements) and the consequences of these representations within the wider society. Students will learn how

perceptions of gender and gender roles are socially constructed including beauty, body image and relationships. Students will be encouraged to apply the tools of analysis in their own written assignments and presentations, resisting gender stereotypes and working for change.
Prerequisite: ENG 102
Credits: 3

HUM 203: Introduction to Media
Media is a form of public service whose main focus is to inform the general public about issues of concern or interest to it. This course will cover the essentials of journalism. It will help you identify issues and people of interest to society and develop your ability to write about them in an engaging manner. You will learn how to research issues not only through written material, but also through interviewing people and asking them probing questions. This course is not heavy in terms of the amount of writing you will have to do, but it is demanding in terms of the research that goes into writing solid, and credible journalistic pieces.
Prerequisite: ENG 102
Credits: 3

HUM 255: Social Justice in Theory and Practice
HUM 255 is a service learning course which intends to appeal to students of all majors who are interested in applying theoretical knowledge to community service. In this course students will learn about gender, race, disability, and class. The focus is on the social construction of these concepts in the context of KRG ,how these constructions normalize exploitative relations, and how to counteract these acts of exploitation. The theoretical part will be followed by a focused research project where students collect data about a particular issue that they want to explore. After identifying the problem students will then engage in community based service activities related to their research topic. As students engage in the field they will be writing introspective papers to reflect on their own social position in relations to others and to identify obstacles faced while trying to make a difference. This course encourages ethics of service and responsible citizenship.
Prerequisite: ENG 102
Credits: 3

<u>Upper-Level Literature Classes</u>

LIT 300: Literary Foundations: Traditions and Themes
"If I have seen further it is by standing on the shoulders of giants."—Isaac Newton
"A poem is best read in the light of all the poems ever written."—Robert Frost
This course exposes students to certain texts of the Western canon, whose marks on the contemporary world are pervasive—indeed seemingly ubiquitous—and indelible. Our attempts to understand modern texts (written, oral, and visual), which often abound

with allusions—intentional and unintentional, explicit and implicit—to earlier poems, plays, and prose, can fall short without awareness of their origins. Familiarity with these works will enable students to expand their capacity for understanding (Frost) and to enrich their own contributions to ongoing conversations (Newton).
Prerequisites: ENG 102
Credits: 3

LIT 301: British Literature
This course offers an introduction to the history, culture, and literature of Great Britain and the British Empire. Students will read texts from a range of genres, historical periods, and cultural contexts. They will learn to write critically about literature through its formal patterns; it's aesthetic, political, and philosophical agendas; and its relationship to its social and historical contexts. Students will become familiar with major authors, periods, and movements from Shakespeare's time to our own.
Prerequisites: ENG 102
Credits: 3

LIT 302: American Literature
This course will give students exposure to American literature in a variety of forms, from letters and poems to the short story, the novel and the play. From its beginnings as a colonial society to its rise as a major twentieth century power, America has experienced great social change. The nation's literature has, at turns, caused, responded to and reflected those various upheavals.
Prerequisites: ENG 102
Credits: 3

LIT 304: World Literature
This course introduces students to major works of world literature from antiquity to the present and will emphasize critical reading and discussion of literature across time periods and cultures. We will engage questions of tradition and translation, asking how stories, poetry, and plays change their meanings over time and as they are shared between cultures.
Prerequisites: ENG 102
Credits: 3

LIT 310: Literary Foundations: Theory and Methods
This course introduces students to the theory and practice of literary analysis. We will investigate different approaches to the process of literary interpretation both in a practical, hands-on manner and by engaging with theoretical and philosophical writers who ask fundamental questions about the very acts of reading and writing. LIT 310 trains students in the skills essential to work with texts from different periods, genres, and national traditions.
Prerequisites: ENG 102

Credits: 3

LIT 311: Literature of the Oppressed: Race and Gender
This course introduces students to literature by writers from marginalised racial and gender groups. The literary texts will be supplemented by theoretical essays that will help us analyse them. The course will address how intersectionality—the overlapping of race and gender oppression— bears on our understanding of, and resistance to, oppression. Our readings will focus on the meaning of oppression, the ways in which it constructs social reality, and how these issues are represented in literature, particularly when approached through racial and gender lenses. The course will also deal with how literature becomes a site for resisting ad revising racial and gender stereotypes, and considering our moral responsibility to challenge oppressive realities.
Prerequisites: ENG 102
Credits: 3

LIT 350: Gendered Representations of Genocide
Starting with theoretical and legal understandings of genocide and studying different examples of it, this course will move into addressing how the experiences of genocide, as well as its literary and cultural representations, are gendered. Through various literary and theoretical readings, the course will look at the ways in which gendered analysis of genocide has developed, moving away from essentialism which represents women as passive victims of men's brutality, and becoming more inclusive by addressing women's role as perpetrators of genocide as well as men's victimization. It will also analyses how this gendered analysis plays out in the public sphere through literature, commemorations, monuments, and museums. Gendered representations of genocide gets students to take part in deconstructing the dominant gender narratives in genocidal contexts. It includes two mandatory field trips visiting monuments and museums about the Anfal genocide.
Prerequisites: ENG 102
Credits: 3

LIT 400 Feminist Criticism and Women's Writing
LIT 400 deals with women's literature that deconstructs patriarchal forms of representation. It highlights theoretical debates initiated by feminists to understand the dynamics of women's subordination, challenge the masculine symbolic order, counter gender stereotypes, and reclaim agency. The course introduces students to the history of women's writing, the anxieties around finding their own voice, writing as an act of resistance, and the intersection between feminism, on the one hand, and psychoanalysis and postcolonial theory on the other. It examines the ways women writers have been excluded from the androcentric literary canon, the challenges they have faced while reclaiming the right to write and be recognized, and some of the theoretical approaches they have used to counter women's subjugation. In the final section of the course

students will read an example of feminist literary writing of the 20th century which outlines women's struggle for freedom in a patriarchal society.
Prerequisites: ENG 203 or any 300-level LIT class
Credits: 3

LIT 403: Literature and Politics
In this course, students will examine selected literary texts that illuminate the significant questions of political and social life. The course focuses on great artists and writers who have explored the nature of human beings as it relates to the key questions, problems, and realities of politics.
Prerequisites: ENG 203 or any 300-level LIT class
Credits: 3

LIT 404: Shakespeare
As one of the greatest writers in English, Shakespeare merits exclusive study. Students will look at his plays and his poetry, analyzing his work both in its historical context and in our contemporary context. Students will also look at how these texts have contributed to the modern and contemporary canon, helping writers who have derived their characters, plots, and figures of speech from Shakespeare. Students will read these texts for the pleasure of the language and to understand how they have served as a matrix for the literature that followed.
Prerequisites: ENG 203 or any 300-level LIT class
Credits: 3

LIT 405 Literature and Psychology
Literature is almost unique among the arts for its ability to represent the internal workings of the mind. In this course, students will learn about the evolution of literary techniques for conveying mental experience, from the medieval period to today; they will examine the ways in which literature responds to new psychological theories and discoveries; they will appraise contemporary interdisciplinary research on the mental processes involved in reading literature; they will investigate literature's capacity to represent impaired, extreme, or inhuman minds and mental experiences; and they will address whether there are mental phenomena that literature as a verbal art-form can't accurately address. Above all, they will work on substantial writing projects that combine research, psychological knowledge, and literary analysis to examine what the combined study of literature and psychology can contribute to both fields.
Prerequisites: ENG 203 or any 300-level LIT or ENG course, Credits: 3

LIT 407: The Modern Short Story
This course will introduce advanced students to the modern tradition of the short story from Balzac to the present with an emphasis on craft and student writing. Students will

develop an appreciation for different critical understandings of the short story and explore the historical evolution of its conventions. All instruction will be accompanied by a workshop component where students will apply their developing knowledge of craft. The emphasis of written work will be on understanding and employing specific techniques in producing short fiction as well as revision based on editorial guidance.
Prerequisites: ENG 203 or any 300-level LIT class, Credits: 3

LIT 470: The Literature of Imperialism and of its Aftermath
This course explores the experience of imperialism, decolonization, and globalization in the so-called "Islamic World" through the lens of literature. In addition to a selection of writers from across the Middle East, North Africa, and Asia, we will examine how European and American perceptions of Islamic societies have changed, and failed to change, over the same period.
Prerequisites: ENG 203 or any 300-level LIT class
Credits: 3

LIT 471: Travel Literature
This course introduces students to literature of travel produced by various writers through time and across lands and seas. What we encounter in terms of texts differs according to who is traveling, whom the traveler seems to be speaking to, where they travel, when they travel, how they travel, and with whom they travel—to name just a few of the ways that context informs travel literature.
Prerequisites: ENG 203 or any 300-level LIT class
Credits: 3

LIT 472: Modernity in Ruins: the Literary Fragment
The trope of literary fragmentation fills Western literature and occurs in a number of ways: Romantic ruins and hauntings; collection, re-collection, and memory; trauma and the fragmentation of the self; quotation and allusion. This course will examine some of the major thematic and structural roles that the literary fragment has played. The course will be arranged in a roughly chronological way and will study major movements including Petrarchism, the Metaphysical poets, European Romanticism, Anglo-British Modernism, and postmodernism.
Prerequisites: ENG 203 or any 300-level LIT class, Credits: 3

LIT 473: Literature and the Psychology of Trauma
Trauma, physical as well as emotional, plays a central role in literature. This role occurs thematically, certainly, but also in terms of authors' motivations for writing as well as in potential therapeutic uses for literature. This course will focus on several closely related aspects of the traumatic in literature. First and foremost, students will read, analyze,

and discuss works of literature in which trauma or a traumatic experience plays a major part. At the same time, we will study some important theoretical works that discuss the role of trauma studies in the process of interpreting literature. Finally, we will examine ways in which literature itself can serve as a psychologically useful activity, from being a potential medium for working through trauma to just simply serving as a healthy method of intellectual and emotional expression. To this end, there will be a creative aspect to the class as well, as students will have the chance to do some writing of their own.
Prerequisites: ENG 203 or any 300-level LIT class, Credits: 3

LIT 474: Encountering the Western Other: Contact in Modern Arabic Literature
This course focuses on the notion of "contact," a genre of literary writing that sheds light on how different cultures, through their representative individuals, institutions or ideas, come to experience one another. "Contact literature" investigates the kind of changes that the experience of contact (un)evenly sets in motion in the involved cultures. In particular, by engaging Arabic fictional texts dealing with different experience of "contact" in the 19th and 20th centuries, the course will focus on recapturing a sense of the Arab experience of encountering Western modernity, re-establishing some of the larger cultural contexts within which this experience has occurred and made its effects felt.
Prerequisites: ENG 203 or any 300-level LIT class
Credits: 3

Upper-level Writing Classes

ENG 303: Origins and Structures of the English Language
This course focuses on two aspects of the development of the English language. First, we'll examine structural linguistic issues: grammar, syntax, phonology, and morphology. What is the correct way to use English? Is there a single correct way? Next, we will study the story of English itself, tracing its development from Old English to Middle English and now to Modern English. How are scholars able to re-create how English used to sound (and be used)? How did modern English pronunciation and spelling become so unusual and idiosyncratic? Attention will also be given to the many varieties of contemporary English and how English may continue to change in the future.
Prerequisites: ENG 102
Credits: 3

ENG 340: A Literary History of the English Language
This course introduces students to the historical development of the English language, tracing it back to its distant roots in the Indo-European family of languages. Where did English come from, and how did it grow to become the world's lingua franca? From what other languages does it draw its vocabulary? What is unique about its structure, and why is it so hard to spell? Along the way, we'll explore major works of English

literature at each stage of the language's history, from Old English (Beowulf), to Middle English (the Canterbury Tales), to modern English as it emerged in the age of Shakespeare and evolved into its current form. The last section of the course looks at the rapid spread of English as a global language and asks what the next stage of English's evolution might look like.
Prerequisites: ENG 102
Credits: 3

ENG 350: Creative Writing
This is a course for creative writers of fiction and poetry to read and critique each others' work. Students will focus on generating and revising material as they work toward their final portfolio and reading. Readings assigned as deemed necessary.
Prerequisites: ENG 102
Credits: 3

ENG 400: Literary Translation
In this seminar, students will experiment as translators moving advanced level creative texts from Kurdish, Arabic, Turkish, and/or Farsi into English. They will move away from transliteration into translation, using English fluently and gracefully. Each student, after studying certain texts as a class, will design his or her own project to complete during the remainder of the semester. Students will, as a class, finish the semester in workshop, revising material to incorporate in the final portfolios, class anthology, and reading.
Prerequisites: ENG 102
Credits: 3

ENG 408: Poetry Writing Workshop
This course offers students the opportunity to focus on the craft of writing poetry, with relevant readings in the genre. Students will generate and revise work in constructive conversation with their fellow students and professor. The semester will culminate in the compilation of a final portfolio and a public reading.
Prerequisites: ENG 203 or any 300-level LIT class
Credits: 3

Language, Linguistics, and Translation Classes

LNG/ARA 101: Introductory Language - Arabic
This class introduces students to the basics of Arabic, presuming no prior knowledge of the language. Students will become familiar with common phrases, with a simple practical vocabulary on common topics, and with the simple past, present, and future tenses. The course will cover all the skills of listening, reading, speaking, and writing, with a focus on reading for the benefit of students who may intend to use Arabic for academic purposes in their degrees. The course materials will draw both on textbook

training material and on authentic real-life examples of written and spoken Arabic. The course comes with a weekly lab component alternating between conversational and reading-comprehension practice.
Prerequisites: none
Credits: 3

LNG 320: Pragmatics and the Use of the English Language
Pragmatics is the study of language in-use (as opposed to language formation, history of language, or acquisition theory). The study of what different groups call pragmatics has roots in philosophy, psychology, sociology, and linguistics. For this class, the study of pragmatics centers on how meaning is made through the use of a code of linguistic symbols together with contextual information. The course first gives an overview of different theoretical and analytical concepts in pragmatics. The second part of the course explores different registers that are commonly used in English around the world, and the third part of the course uses data from talk-in-interaction and the classroom to expand and test these theories and concepts. This expansion brings us into the realm of cross-cultural and interlanguage pragmatics that can be applied in various fields, including translation, intercultural studies, journalism, and business.
Prerequisites: ENG 102
Credits: 3

LNG 350: Sociolinguistics
This course is an introduction to sociolinguistics, the study of the relationship between language and society. We will look at social factors like gender, ethnicity, culture, and class, and connect the variation found in everyday speech to the larger forces that drive languages to change over time and space. We will explore attitudes and ideologies about varieties of language while considering some of the educational, political, and social repercussions of these sociolinguistic data. The course will feature a hands-on research component in the form of field projects; you'll learn how to collect data on how people use language in real life and analyze the data you collect, gaining useful quantitative and qualitative skills that can be transferred to other fields.
Prerequisites: ENG 102
Credits: 3

TRN 310: Beginning Consecutive Translation Technique
This course introduces the basic techniques of written translation for short texts between English and either Kurdish or Arabic. Students will learn and practice memory techniques, paraphrasing, how to make decisions about salience and importance, and how to retain important connotations and associations. They will learn how to best employ technological aids and how to coordinate and standardize group translation. Students will also expand their English language skills through practice with complex grammar and advanced vocabulary. Assessment will be through regular practical

translation exercises into and out of L1 and L2 in a variety of registers, under timed and untimed conditions, as well as summative exams.
Prerequisites: ENG 102
Credits: 3

Upper-level Journalism Courses

JRL 301: Reporting
In this course, students will learn the structures, terminology, and process of basic news-writing. Students will learn to identify bias – their own and others' – and to guard against it in their presentation of the news. As in every writing course, students will read as writers, deriving a practical understanding of news-writing precepts.
Prerequisites: ENG 102
Credits: 3

JRL 302: Advanced Reporting
In this course, students will draw on their studies of world-class newswriting to design their own independent reporting project. Students will move out into the world, each pursuing a single pointed question through interviews and research. Drawing on their understanding of creative non-fiction and basic reporting techniques, this course will provide students an opportunity to apply literary tools to feature-length news stories. Given the current environment for reporters in Iraq, students will inevitably face questions revolving around what investigative journalism is and how to conduct it.
Prerequisites: JRL 301
Credits: 3

JRL 303: Media Coverage of International Crisis
This course examines how the international broadcast, print, online and social news media cover conflict and other international humanitarian crises. Through readings, class discussion, films, lecture, case studies, and individual research and analyses, students will construct an understanding of the shifting business and culture of global news organizations, and of the dynamic interaction in crises among news producers, relief organizations, policymakers, the public and those directly affected by crises.
Prerequisite: ENG 102
Credits: 3

JRL 304: Creative Non-Fiction
This course will introduce students to the genre of creative non-fiction. Students will consider the responsibilities and freedoms of writing non-fiction with a creative lens. Critically reading various writers, students will study and develop dexterity with

certain tools – figurative language, narrative structures, and sensory detail – that support the creative aspect of non-fiction.
Prerequisites: ENG 102
Credits: 3

JRL 310: Introduction to International Journalism
The Introduction to International Journalism course is meant to provide students with a way of thinking critically about the environment in which they report while finding the connections to other geographical places. What are the implications and consequences of those connections? What is globalization and how does it have an impact on the "ground," in the local area? For example, how does a textile boom in China affect the livelihood of workers in South Africa? How are cell phone users around the world connected to the war in the Democratic Republic of Congo? How does European taste for the Nile Perch contribute to growing proliferation of violence against children in certain parts of the world? What role do heavy metals play in the slow death of local agriculture and growing dependence on imported foods?
Prerequisites: JRL 301, Credits: 3

JRL 330: Photo-Journalism
Students will move between study and practice, examining what makes a good photograph, what makes a good photo-essay, and how to blend the utilitarian with the aesthetic. Students will also look to historical and contemporary sources to structure their thinking about their own photographic projects.
Prerequisites: ENG 102
Credits: 3

JRL 331: Audio-Journalism
Students will move between study and practice, listening to and analyzing examples of recorded journalism. What makes a particular recording compelling? What kinds of projects translate well to this medium? Why? Looking to these examples, students will pursue our own recording projects, trying to accomplish in their work the success they have recognized in the work of others.
Prerequisites: ENG 102
Credits: 3

JRL 332: Using and Editing New Media
Having gathered an understanding of various types of media, having generated significant amounts of original material, students will begin to synthesize various pieces into whole multimedia presentations. As the reporting world becomes increasingly digital, students must be ready, as intellectuals and professionals, to move amongst media without sacrificing conceptual unity.
Prerequisites: JRL 301, JRL 330, and JRL 331

Credits: 3

JRL 400: Journalism Ethics, Practice, and Law
In a region of emerging laws concerning freedom of speech, libel, and copyright, any journalist will need to consider the rule of law, culture, and professional ethics. In this course, students will review particular cases both from the region and abroad that highlight collisions of law, culture, and ethics. Students will approach these cases as professionals asking what they might have done in a similar situation, exercising their critical skills in light of professional responsibility toward the subjects and people they cover, the news outlets that support them, and the culture to which they contribute.
Prerequisites: JRL 301
Credits: 3

JRL 499: Special Topics
In this course, students will undertake an in-depth study in one of the subfields of journalism.
Prerequisites: Junior or senior standing in the Journalism major and the permission of the instructor. Credits: 3

Miscellaneous English Department Courses

CAR 101: Introduction to Career Development
This three-credit course will holistically prepare students to plan for their careers with intention and agency. It will give students a toolkit to answer questions about who they are, what their career goals are, and how to achieve them. Along with building practical job-search skills, the course will develop professional behavior and goal-setting skills. Students will explore their personalities, values, strengths, and roles as citizens, and use these insights to plan for meaningful and satisfying careers in a pluralistic and global society.
Prerequisite: None
Credits: 3

PDG 300 Pedagogy
This course will introduce students to theories of pedagogy: what is education? What is learning and how can the classroom foster its processes? What is the role of the student? The educator? Students will become familiar with the central questions in pedagogy and the individuals articulating the various opinions.
Prerequisites: ENG 203
Credits: 3

ETW 400 English Thesis Workshop
This course offers English and English-Journalism majors a capstone experience that synthesizes the specific skills and interests they have developed over the course of their studies. Students will read deeply in the theory and practice of professional research in

their field (literature or journalism), leading to a detailed proposal, approved and supervised by the instructor, for the project they will carry out in the second part. English and English-Journalism students will be enrolled in a single tutorial in order to take advantage of the shared and complementary skills of these two disciplines.
Prerequisites: Instructor Permission Required
Credits: 3

The Department of Information Technology

CSC 201: Creative Coding and Computing
This course introduces students to one of the most modern tools used in the creation of contemporary arts: creative coding and computing. It teaches creative coding and computer programming as a form of expression rather than a form of solution. It uses computing as a powerful and flexible tool to stimulate creativity and the creation of arts. It also covers how computer programming and its ease-of-use have changed the face of contemporary art in the modern world and pushes the boundaries of creativity. Using the right blend of art, science, and technology it expands students understanding of computing applications, with a specific focus on the creation of digital arts. Using a hands-on, exploratory approach, this course is designed for students with no particular background in computing, except basic computer literacy at the level of operating a computer for personal daily use and some interest in the arts.
Prerequisites: CSC 101
Credits: 3

ITE 202: IT Systems
This course introduces students to the basic components of IT systems, including networking, web systems, databases, scripting, and system administration and maintenance, and system integration, with both theories and practical experience. This course is designed in such a way that helps students to make decisions regarding their major and minor selection based on realistic experience with the discipline and level of expectations. Therefore, this course works as an entry, rigorous, and filtering course to all other IT courses and as a prerequisite to all other IT courses.
Prerequisites: CSC 101
Credits: 3

ITE 301: Data Communications and Networks
This course introduces the fundamental building blocks that form a modern network, such as protocols, topologies, hardware, and network operating systems. It then provides in-depth coverage of the most important concepts in contemporary networking, such as TCP/IP, Ethernet, wireless transmission, and security. The course will prepare you to select the best network design, hardware, and software for your environment. You will also have the skills to build a network from scratch and maintain, upgrade, and troubleshoot an existing network.
Prerequisites: ITE 202

Credits: 3

ITE 303: Introduction to Programming
The purpose of this course is to introduce students to a disciplined approach to computer programming and problem solving, utilizing a high level programming language, with an emphasis on procedural abstraction and good programming style. Syntax, overall program design, testing and debugging will be intensively examined. Basic programming techniques and topics will be emphasized including the use of variables, functions, conditionals, loops, and arrays. The practical part of the course focuses on programming and developing application programs that emphasis the concepts and the tools covered in the course.
Prerequisites: ITE 202 & MTH 235
Credits: 3

ITE 304: Fundamentals of Web Systems
The main purpose of this course is to introduce students to the fundamentals of Web systems and technologies. The course covers the design, implementation and testing of Web based applications including related software, interfaces, and digital media. It also touches on the social, ethical, and security issues arising from Web based software. Students will be introduced to different Web system components using HTML, XHTML, CSS, JavaScript, and CMS. The course uses simple conventional text editors to put the students into hard coding using the above tagging and scripting languages. The practical part of the course focuses on programming and developing Web pages and applications that emphasis the concepts and the tools covered in the course.
Prerequisites: ITE 202
Credits: 3

ITE 305: Database Management Systems
This course provides students with an introduction to the core concepts in data and information management. It is centered around the core skills of identifying organizational information requirements, modeling them using conceptual data modeling techniques, converting the conceptual data models into relational data models, verifying the relational data models' structural characteristics with normalization techniques, and implementing and utilizing a relational database using a personal database management system. The course will also include coverage of basic database administration tasks.
Prerequisites: ITE 202 & MTH 235
Credits: 3

ITE 306: Computing Platforms
Principles of computer hardware and low-level software, including logic circuits, assembly language, I/O, storage, program execution, basic of computer operating systems, including configuration, file systems, security, administration, interfacing,

multitasking, and performance analysis. This course better prepares the IT students to computing platforms and different computing environments and give students competency in working with operating systems and file management.
Prerequisites: ITE 202,
Credits: 3

ITE 308: IT Project Management
Project Management is now a key concern of many major companies particularly those that operate under a project oriented structure. This course provides the student with the skills expected of a Project Manager. The course pays particular attention to the skills relevant to IT projects but is general in nature.
Prerequisites: ITE 301
Credits: 3

ITE 401: Advanced Computer Networks
This course prepares students with the knowledge and skills required to install, operate, and troubleshoot a small to medium size enterprise network. The topics include WAN technologies, network security; media (wired and wireless), and routing and switching fundamentals. The TCP/IP and OSI models are covered extensively and IP addressing, operating and configuring IOS devices including VLANS emphasized. IP routes, managing IP traffic with access lists, and establishing point-to-point connections are covered as well.
Prerequisites: ITE 301
Credits: 3

ITE 403: Information Security
The course emphasizes the need for good Information systems security management. Its aims are to identify the problems associated with Information security management and to demonstrate how those problems are resolved. Therefore Information security requires an understanding of relevant technological issues and of the social/ organizational issues. This leads to the development of a security policy based on a security model. Over the last decade, many security-related standards have been produced by international standards bodies. This module examines some of the most important of these standards in detail. In doing so it illustrates how international standards now cover many aspects of the analysis and design of secure systems.
Prerequisites: ITE 301 & ITE 308
Credits: 3

ITE 404: Web Applications Programming

This course builds on ITE304: Fundamentals of Web Systems to introduce the students to deeper understandings of dynamic Web applications. Detailed coverage of concepts and tools such as server-side scripting languages and database driven Web sites is the main core of the course.
Prerequisites: ITE 303 & ITE 304 & ITE305
Credits: 3

ITE 406: Professional Ethics and Communications
This course introduces students to written and oral, technical and professional communication, including proposals, reports, presentations, formal papers and software documentations. It also covers all areas of ethics in the computing profession. This course is necessary to improve the students' bank of technical vocabulary related to the discipline and educate the students to work ethically with sensitive information and data.
Prerequisites: ITE 308
Credits: 3

ITE 407: Advanced Database Management Systems
While still centered around the core database skills using a personal database system introduced in ITE 304, this course expands its coverage to the capabilities of an industrial-strength database management system. In addition to developing database applications, the course helps the students understand how large-scale packaged systems are highly dependent on the use of DBMSs. Building on the transactional database understanding, the course also provides an introduction to data and information management technologies that provide decision support capabilities under the broad business intelligence umbrella.
Prerequisites: ITE 303 & ITE 305
Credits: 3

ITE 408: Human-Computer Interaction
This course introduces students to the basic concepts of human-computer interaction (HCI), including human factors, performance analysis, cognitive processing, usability studies, environment, and training. It covers the basics of human factors, HCI aspects of application domains, human-centered evaluation, developing effective interfaces, emerging technologies, human-centered software, and accessibility.
Prerequisites: ITE 304 & ITE 308
Credits: 3

ITE 409: Advanced Programming
The main purpose of this course is to introduce students to the object-oriented programming (OOP) paradigm building on the procedural programming paradigm

covered in their previous programming courses. A pure object-oriented programming language such as Java or C# is going to be used in the course. Problem analysis, solution design, debugging, and decision making all are well covered as part of this course using an OOP paradigm.
Students also experiment building graphical-user interface (GUI) applications. The practical part of the course focuses on programming and developing application programs that emphasis the concepts and the tools covered in the course.
Prerequisites: ITE 303
Credits: 3

ITE 411: IT Capstone Project I
The capstone module offers students the opportunity to develop their analytical and critical skills in an IT project based on a topic, selected by the student, which will be approved and supervised by a member of the teaching team. This is the first part of a two-course capstone project experience in information technology. This course covers problem definition, System requirements, formulate project objectives and aims, and write a proposal.
Prerequisites: ITE 308
Credits: 3

ITE 412: IT Capstone Project II
The capstone module offers students the opportunity to develop their analytical and critical skills in an IT project based on a topic, selected by the student, which will be approved and supervised by a member of the teaching team. Project implementation requires the student to implement their design and make any justified modification to their chosen project using suitable tools and techniques.
Prerequisites: Taken in the Last Semester
Credits: 3

ITS 310 Physical Computing and Robotics
This course introduces students to the fundamentals of sensing and controlling the physical world with computers. It covers aspects of embedded programming and automation systems, microcontrollers and electronic circuit boards, and robotics. It expands the students' understandings to go beyond the common stereotype of computers. It is mainly a practical oriented course with loads of hands on exercises and practical projects, supported by necessary theoretic knowledge.
Prerequisites: CSC 201 or ITE 303
Credits: 3

ITS 320 Computer Forensics
The overall goal of this course is to enable students to gain an understanding of what computer forensics is, how it is carried out and what technical tools can be used under

constraints imposed by legal considerations. To this end, students analyze various scenarios choose tools relevant to the investigations, and practically carry out forensics tests. The structure of different operating and file systems and their impact on the choice of forensics procedures is an integral part of the course.
Prerequisites: CSC201 or ITE202
Credits: 3

ITS 322 Introduction to Systems Administration
System Administration encourages management of networked servers of at least two different Network Operating Systems managing an equally varied client Operating System environment. This course will equip students with knowledge and skill on how servers are set up, how networks with different Operating systems negotiate multiprotocol connectivity and function. Virtual Machine knowledge will be introduced to emphasize the concept of cloud computing, Hardware as a Service (HaaS) and Software as a Service (SaaS) and application software management.
Prerequisites: CSC201 or ITE202
Credits: 3

ITS 330: Introduction to GUI and Graphics Programming
Graphical user interfaces are the primary method of interaction between a computing system and its users. Through these interfaces users enter information, analyze data, search information, etc. This course will explore concepts behind user interfaces and how to implement common interface elements that are used in a computing system. Various GUI components and integration of these components into a usable system will be covered.
Prerequisites: ITE 303
Credits: 3

ITS 350 Introduction to algorithm and data structures
Course Description
This course introduces fundamentals of data structures and algorithms. Main topics include data structures such as lists, stacks, queues, arrays, trees, and other advanced data structures used in high level programming languages. Students will also engage in study of algorithmic techniques for hashing, sorting and searching, and the preliminary analysis of such algorithms to determine their complexity and efficiency.
Prerequisites: ITE 303
Credits: 3

ITS 355 Parallel Coding and Programming
Course Description
This course is an introduction to collaborative coding and parallel programming. We firstly motivate a version control system as a powerful tool to facilitate distributed,

collaborative software development at scale. This course, then, introduces the basic constructs for building parallel computing, in which multiple compute resources are used simultaneously to solve a computational problem. The main topics include concurrency, collaborative coding, synchronization, message passing, and parallel and distributed programming.
Prerequisites: ITE 303
Credits: 3

ITW 401: Front-end Web Development
Course Description
This course will provide students with hands-on experience of developing dynamic and interactive websites that combine graphics, audio, and video; and focuses on user centric software design and development. Technologies like HTML5, CSS3, jQuery/JavaScript, and frameworks like Twitter Bootstrap, will be introduced to design, and create dynamic and responsive websites that are cross-browser compatible on desktops, tablets, and mobile phones.
Prerequisites: ITE 304
Credits: 3

ITW 404: Web Application Security
Course Description
This course examines issues associated with making web applications secure. It covers network and web security broadly from the network to the application layer. The emphasis of the course is on the underlying principles and techniques, with examples of how they are applied in practice.
Prerequisites: ITE 404 & ITW 401
Credits: 3

ITW 405: Advanced Web Technologies
This course would cover some additional technologies for producing Web applications of various types, for example Ruby on Rails and one of the popular languages for CGI. Some Web search techniques, SEO, writing spiders and scrappers, design and management, and security issues may also be covered in this course.
Prerequisites: ITE 404 & ITW 401
Credits: 3

ITS 410: Mobile Application Development
This course covers the fundamental principles of developing mobile applications and Android will be used as the target platform. Students will explore design, development, testing and deployment of mobile applications using Eclipse IDE and Android SDK. Topics include Android SDK, design principles, application structure and styles, UI (user interface), content storage and its management. Several core Android API will be covered.

Prerequisites: ITE 409
Credits: 3

ITS 420: Web Development Using ASP.NET and C#
The purpose of this course is to introduce students to server-side web development using ASP.NET, utilizing a popular high level programming language such as C#. ASP.NET execution model, page life-cycle, server controls, data sources, and data bindings will be explained. The practical part of the course focuses on developing Web applications that emphasize the concepts and the tools covered in the course.
Prerequisites: ITE 304
Credits: 3

SE301: Software Engineering Principles
This course will discuss the fundamentals of generic software process and concrete software process models, requirement engineering and various analysis model elements, design engineering and various design model elements, and introduction to quality assurance, software testing and software project management. Students will also learn valuable skills necessary for software engineering practices, including using version control system, creating project plan, soliciting requirements, creating design models, and practicing validation and verification activities. Students will participate in a semester long group project to gain hands-on experiences applying software engineering principles and techniques.
Credits: 3
Prerequisites: ITE202

SE311: System Analysis & Design
With particular focus on computer-based technologies, this unit teaches the methods, techniques and tools that organizations can use to determine how they might better conduct their business. It concentrates on familiarizing students with the type of business situation for which a technology-based solution can be useful. It teaches a systematic methodology for analyzing particular situations and determining what role, if any, information technologies can play in addressing a business need. The unit then focuses on methods and techniques with which articulate business requirements for a technology solution and specify alternative approaches for acquiring technology capabilities needed to address business requirement.
Credits: 3
Co-requisites: SE301

SE421: Software Modeling and Design

This course aims to introduce students to the software design process, its tools, skills, and techniques, particularly modeling and design. The focus will be on a principled, object-oriented process from requirements modeling and analysis through design, with rolling case study and coursework examples developing the knowledge and skills. The covered topics include use-case modeling, software design principles and strategies, class structuring, and requirements traceability.
Credits: 3
Prerequisites: SE311, ITE303, ITE305

SE422: Software Architecture
This course introduces basic concepts and principles about software design and software architecture. It starts with discussion on design issues, followed by coverage on design patterns. It then gives an overview of architectural structures and styles. Practical approaches and methods for creating and analyzing software architecture are presented. The emphasis is on the interaction between quality attributes and software architecture. Students will also gain experiences with examples in design pattern application and case studies in software architecture.
Credits: 3
Prerequisites: SE311

SE450: Distributed Computing
This course gives students a solid overview of the key challenges faced while engineering large-scale distributed systems. Students will be introduced to fundamental design principles for distributed systems, while maintaining consistency, availability and reliability in the face of system failures. The core topics include distributed computing, multi-level service coordination and computation. Students will also learn how to decompose services into layers and avoid common pitfalls found in distributed systems.
Credits: 3
Prerequisites: ITS350
Co-requisites: ITE409

SE455: Performance Engineering
The main aim of this course is to teach students how to design responsive and efficient IT systems. This course introduces fundamental principles and techniques used heavily in the performance management of cloud platforms and traditional data centers. Various practical approaches and methods for performance tuning are well-explored, including load testing, automated benchmarking, caching, analyzing bottlenecks and predicate peak loads. This course also introduces students to the notion of having scalable software architectures that are well adaptive to traffic dynamics.
Credits: 3
Prerequisites: ITS350, ITE409

SE423: Enterprise Software Architecture
This course will cover the fundamentals of designing and engineering large enterprise software systems. Such systems are typically distributed and require increasingly complex inter-enterprise as well as intra-enterprise coordination. Technologies such as Web Services and cloud computing provide platforms for building such systems, and architectures such as service-oriented architecture, event-driven architecture and REST are idioms for structuring such systems. This course will focus on analysis and design of enterprise software systems, with particular emphasis on the architectures recommended for such systems. Some background in Web Services is also covered.
Credits: 3
Prerequisites: SE422, ITE409

SE490: SE Capstone Project I
The capstone module offers students the opportunity to develop their analytical and critical skills in an IT project based on a topic, selected by the student, which will be approved and supervised by a member of the teaching team. This is the first part of a two-course capstone project experience in information technology. This course covers problem definition, System requirements, formulate project objectives and aims, and write a proposal.
Credits: 3
Prerequisites: All 300 Level SE Courses

SE491: SE Capstone Project II
The capstone module offers students the opportunity to develop their analytical and critical skills in an IT project based on a topic, selected by the student, which will be approved and supervised by a member of the teaching team. Project implementation requires the student to implement their design and make any justified modification to their chosen project using suitable tools and techniques.
Credits: 3
Prerequisites: Last Semester

The Department of Mathematics and Natural Sciences

BIO 102: General Biology I
This is the first in a two-course series in General Biology. BIO 102 is the lecture component of an integrated lecture-laboratory course. The lab component of the course, BIOL 102, is a co-requisite of this course and should be registered separately.
This course includes an in-depth study of the fundamental biological principles and process governing living organisms. Through classroom discussions and readings, we will explore the structure of living systems, their mechanisms of evolution and regulation, and the underlying causes for their simultaneous genetic diversity and similarity. As we explore these fundamental processes, we will reflect on how biological

knowledge is produced, tested and revised, and how technology has allowed humans to alter the universal genetic code.
Pre-requisite: SCI 101 and SCIL 101 or placement test in BIO 102
Co-requisite: BIOL 102
Credits: 3

BIOL 102: General Biology I Laboratory
BIOL 102 is the lab component of an integrated lecture-laboratory course on general biology. The lecture component of the course, BIO 102, is a co-requisite of this course and should be registered separately.
This course offers a set of laboratory experiments that allow the students to apply the concepts studied in the General Biology I course (BIO 102). Each lab allows students to practice the scientific method and develop their data collection, processing, and data analysis skills, while reviewing the fundamental processes governing living organisms.
Pre-requisite: SCI 101 and SCIL 101 or placement test in BIO 102
Co-requisite: BIO 102
Credits: 1

BIO 203: General Biology II
This course is the second part of a two-semester series on General Biology. This course provides an overview of life diversity on earth. Students will learn about major forms of life, including animals, plants, invertebrate, and microorganisms. They will be introduced to the structure of prokaryotic and eukaryotic microorganisms, emphasizing their ecological and industrial importance. Moreover, through classroom discussions and readings, students will explore the structure of organ systems in plants and animals, theirs functions, and abnormal conditions that may affect these functions.
Pre-requisite: BIO 102 and BIOL102
Co-requisite: BIOL 203
Credits: 3

BIOL 203: General Biology Lab II
BIOL 203 is the lab component of an integrated lecture-laboratory course on general biology. The lecture component of the course, BIO 203, is a co-requisite for this laboratory course and should be registered separately.
After learning the basic functions and characteristics of cells in BIOL 102, students will expand their knowledge of general biology in BIOL 203 by investigating higher level of organization in the hierarchy of life. Students will study tissue, organ and organ systems for both animals and plants. Furthermore, students will be able to investigate the interaction among living things and between living things and their environment.
Prerequisites: BIO 102 and BIOL 102

Co-requisite: BIO 203
Credits: 1

CHEM 232: Chemistry I
This course is an introductory course for students with a background in chemistry. It will emphasize the fundamental concepts of general inorganic chemistry including formula naming, atomic structure, stoichiometry, gas laws, solutions, equilibria, redox, acid-base theory and Thermochemistry. Chem 232 is required for the Engineering majors.
Prerequisites: SCI 102,
Credits: 3

CHEML 232: Chemistry I Lab
The course covers the laboratory techniques, skills and concepts used to study chemistry. This includes measurements, uncertainty, significant figures, separation of mixture, stoichiometry, chemical reactions, titrations, chemical equilibrium, thermochemistry, Lewis dot structure and the VSEPR theory. Two hours of laboratory per week.
Co-requisite: CHEM 232,
Credits: 1

CHEM 233: Chemistry II
This course is an introductory course for students with a background in chemistry. It will emphasize the fundamental concepts of general inorganic chemistry including thermodynamics, chemical equilibrium, acid-base theory, acid-base equilibrium, solubility and complex ion equilibrium, electrochemistry and nuclear chemistry.
Prerequisites: CHEM 232, CHEML 232
Credits: 3

CHEML 233: Chemistry II Lab
The course covers the chemistry laboratory techniques, skills and concepts used to study diffusion, intermolecular forces between molecules, reaction rates, colligative properties, chemical equilibrium, chemical equilibrium constant, buffer solutions, spontaneity of chemical processes and electrochemical cells. Two hours of laboratory per week.
Prerequisites: CHEML 232
Co-requisite: CHEM 233
Credits: 1

ENV 202: Introduction to Earth Science
Earth Science is an interdisciplinary field that involves life sciences, physical sciences, engineering, social sciences, and policy. The primary goal of this course is to survey (a)

the core fields, theories, and issues that make up Earth Science; and (b) the applications of Ecological Science to global issues such as biodiversity conservation, energy and food production, climate change, pollution, and human health. We will use both textbook and real world examples from the scientific literature. The secondary goal of this course is to introduce you to creative inquiry, scientific research, and the ways in which science is translated for the public.
Prerequisites: SCI 102
Credits: 3

GEOL 232: Introduction to Geology
Geology imparts a uniquely broad perspective that incorporates science with history and development of civilization and culture. Geology uses the scientific method to explain natural aspects of the Earth – for example how mountains are from or why oil resources are concentrated in some rocks and not in others. This course gives a general survey of basic processes involved in the formation of mountains and rivers. Hence one gets to know the Earth that we live on a bit better and also understand the environmental concerns that also enables students to understand the mother Earth, a little bit better: Origin of the Earth-Wegner's theory of Plate tectonics, matter and minerals, magma igneous rock, volcanoes, weathering, river, streams, sedimentary rock, lithification, metamorphic rock, earthquakes, tsunami, types of soil, hydrocarbon and its prospecting, satellite and Radar maps, analyzing and understanding maps, and climate change - its impact on the environment. There will be supplemental field trips to augment the understanding and identification of rocks and their physical and chemical properties.
Prerequisites: SC1 102
Credits: 3

GEOL 248: Physical Geology
Origin of the Earth-Wegner's theory of Plate tectonics, Matter and Minerals, Magma, Igneous rock, Volcanoes, Weathering, river, streams, sedimentary rock, lithification, metamorphic rock Earthquakes, Tsunami, rock and soil mechanics, land subsidence and ground water as well as more appropriately hydrocarbons and its prospecting. The course will also discuss the engineering properties of Earth materials affect the geological processes and civil works, Geotechnical evaluation of soils, rocks, and the mitigation of geological hazards like Earthquakes, landslides, and resource evaluation. There will be supplemental labs to explain the physical and chemical properties, which helps in the identification of the mineral.
Prerequisites: PHYS 232, PHYSL 232
Credits: 3

GEOL 432: Special Topics in Geological Sciences: Energy, Environment, and Climate Change

The course gives an insight into population growth (7 billion +) and energy consumption, fossil based energy and renewable energy. The current consumption of energy and the increasing demand for more energy makes an impact on the environment. The effective use of natural resources requires some clear understanding of the physical principles that are connected with all other available sources of energy like wind, solar and nuclear. The course analyzes emissions of anthropogenic gases and global warming and the current global environmental policy (Kyoto and Durban summit). A clean inexhaustible energy source is needed for a more sustainable development.
Prerequisites: GEOL 232
Credits: 3

HSCI 201: Clinical Laboratory Science Methods and Techniques
HSCI 201 is a lecture course with a practical emphasis designed for students who are majoring in medical laboratory science. This course covers a broad range of basic clinical laboratory techniques and methods and provides the students with a practical idea about their future profession in a clinical laboratory.
Students will learn the principles of basic laboratory diagnostic techniques and procedures, identify numerous instruments and operate them, understand safety regulations and policies, and gain knowledge on quality assessment. This course is a starting gateway through which students will be prepared for future specialized medical courses and their clinical rotation in their final year.
Pre-requisite: MLS major declaration
Credits: 2

MTH 100: Intermediate Algebra
This course studies the fundamentals of algebra. It is designed to help freshman students acquire a solid foundation in mathematics by learning important skills in problem solving. The course will concentrate on basic arithmetic topics, including real numbers and their properties, integers, fractions, percentages, and decimals. Additionally, it will cover topics related to basic algebra, including algebraic and rational expressions, equations and inequalities, exponents, polynomials, factoring, quadratic equations, the Cartesian coordinate system and graphing, and word problems. We will explore applications for each of these topics.
Prerequisites: None
Credits: 0

MTH 101: College Algebra
This course studies the behavior and characteristics of functions from graphic, numeric, analytic and applied perspectives, including general polynomial, rational, exponential, and logarithmic functions. Focus is also on systems of linear equations and/or inequalities in several variables with an emphasis in matrix solutions.
Prerequisite: MTH 100 or Math Placement Test

Credits: 3

MTH 112: Mathematical Concepts
Mathematical Concepts is a course designed to appeal to the philosopher of math, as well as the doer of math. The course opens with the specific instance of Pascal's Triangle and looks at its universal application. Main topics in the course include: Number Theory, Logic, Geometry, Finance, and Probability. MTH112 focuses not only on the "how" of the math, but also the "why" - why does math work?
Prerequisite: MTH 101
Credits: 3

MTH 121: Business Math
This course extends and applies mathematics skills in algebra and introductory calculus to applications in finance, economics and business. Topics include graphs, business vocabulary, the use of spreadsheets, calculating markups and markdowns, supply and demand, interest and investments, payroll and depreciation, applications of linear programming, elasticity of demand and marginal analysis.
Prerequisite: MTH 101
Credits: 3

MTH 133: Pre-Calculus
Pre-calculus continues the study of functions begun in College Algebra. The first part of the course will focus on the applications of previously studied functions: polynomial, rational, exponential, and logarithmic. Then, the course will turn toward the study of Trigonometry. This will include basic trigonometric relationships, the characteristics and properties of trigonometric functions, their inverses, trigonometric identities, and solving trigonometric equations. Conic sections and an introduction to the difference quotient will round out the course.
Prerequisite: MTH 101, or placement in MTH 133
Credits: 4

MTH 232: Calculus I
This is the first of a three-semester series in Calculus for Engineers, Scientists, and Applied Mathematics. This course covers topics from differential calculus with an introduction to integration. The course studies limit and continuity of functions, the Intermediate Value Theorem, derivatives, differentiation rules, Rolle's Theorem and the Mean Value Theorem, applications of differentiation, antiderivatives, definite integrals, and the Fundamental Theorem of Calculus. Applications of derivatives to physical problems, related rates, maximum-minimum word problems and curve sketching are considered.
Prerequisite: MTH 133
Credits: 4

MTH 233: Calculus II
This is the second of a three-semester series in Calculus for Engineers, Scientists, and Applied Mathematics. Course topics include: inverse functions, technique and applications of integrations, polar coordinates, sequences and series. By the end of the course students will have firmed up their proficiency at basic differentiation and integration, be able to solve simple differential equations, be able to apply integration to find curve lengths, areas and volumes, will have learned more sophisticated integration techniques, gained an elementary understanding of series, and be able to solve problems involving conics.
Prerequisite: MTH 232
Credits: 4

MTH 235: Discrete Mathematics
This course equips students with critical thinking skills and prepares them on abstraction in Mathematics directly related to information technology and computer science. It covers the following topics: Logic, relations, functions, basic set theory, countability and uncountability, mathematical induction and recursion, combinatorics and discrete probability, graph theory, and mathematical proof techniques.
Prerequisite: MTH 101 or placement test in MTH 133, and second semester
Credits: 3

MTH 331: Calculus III
The final course in the three-semester introductory calculus sequence, MTH331 focuses on geometry of functions of several variables, partial differentiation, multiple integrals, vector algebra and calculus (including Theorems of Green, Gauss and Stokes), and applications. Upon successful completion of this course, students will have a solid foundation for the further study of engineering, science, and mathematics.
Prerequisite: MTH 233
Credits: 4

MTH 332: Differential Equations and Topics in Linear Algebra
This is a Differential Equations (abbreviated DE) course which introduces the fundamental concepts of ordinary differential equations. It prepares students to solve several types of differential equations appearing in the study of engineering, science, and mathematics. Topics include: exact DE, separable DE, linear DE, constant coefficients DE, undetermined coefficients method, variations of parameters method, and series solutions method. It also includes linear systems, matrix inverse and determinant, eigenvalue problem, linear dependence and independence, as well as Laplace transform, and systems of differential equations.
Prerequisite: MTH 233
Credits: 4

MTH 340: Linear Algebra
This course introduces the main ideas and techniques in linear algebra together with their main applications to Engineering and applied sciences. It starts with linear systems and develops the concepts of a row space, column space, and null space of a matrix. Matrix algebra is studied in details together with determinants of square matrices. Then the general notion of a vector space is introduced together with the concepts of linear dependence and independence, basis, and dimension. The course culminates with the introduction of linear transformations between Vector spaces together with their matrix representation and properties.
Prerequisite: MTH 232
Credits: 3

PHYS 224: Physics for the Life Sciences
PHYS 244 is the lecture component of an integrated lecture-laboratory course on introductory physics for the life sciences. This course is a one semester Algebra-based introduction to Physics. The topics covered will be particularly beneficial to students of Biological or Health Sciences. However, the course is open to anyone who fulfills the pre-requisites. Topics covered focus on concepts of importance for the understanding of living systems. These include: Solids and Fluids, Vibrations, Waves and Sound, Electromagnetic Waves and Optics, aspects of Thermal Physics, Quantum and Nuclear Physics. This course is not intended nor should it qualify for credit for Engineering majors, who should instead take the Calculus-based sequence PHYS 232 and PHYS 233.
Pre-requisites: SCI 102, MTH 133
Co-requisite: PHYS 224L
Credits: 3

PHYS 224L, Physics for the Life Sciences Laboratory
PHYSL 244 is the lab component of an integrated lecture-laboratory course on introductory physics for the life sciences. The lecture component of the course, PHYS 244, is a co-requisite for this laboratory course and should be registered separately. This course offers a set of laboratory experiments that allow the students to apply the concepts covered in the PHYS 224 course. Each experiment is designed to incorporate new elements on measurement, data collection, error calculation and graphical analysis in illustrating basic physical concepts of relevance to the understanding of living systems. These include fluids, thermodynamics, and optics.
Pre-requisites: SCI 102, MTH 133
Co-requisite: PHYS 224
Credits: 1

PHYS 232: Calculus-Based Physics I

This course is an (calculus-based) introduction to Newtonian Mechanics. The course topics include introductory kinematics, dynamics, elasticity, Newtonian gravitation, fluids, vibrations and waves, and classical thermodynamics. PHY 232 is also the first in a two-semester sequence required for all Engineering majors. There is a required weekly lab course which has to be taken in conjunction with this course.
Prerequisite: SCI 102, MTH 232
Credits: 3

PHYSL 232: Calculus-Based Physics I Lab
The course is designed to introduce students to perform experiments in mechanics, which will reinforce the physical laws and principles inherent in the study of mechanics taught in its companion course. Each experiment is designed to incorporate new lessons on measurement, data collection, error calculation or graphical analysis in addition to illustrating the physical principles. Topics include motion, force, acceleration, energy and waves.
Prerequisite: SCI 102
Co-requisite: PHYS 232
Credits: 1

PHYS 233: Calculus Based Physics II
This course aims to provide a firm understanding of the basic principles of electricity, magnetism and electrodynamics. The main emphasis is on electromagnetism as it is the underlying theory for modern physics. A secondary emphasis is on applications of electricity and magnetism and its role in circuits, electronics and laboratory instruments. At the conclusion of the course the student should be comfortable with the use of Maxwell's equations in integral form, and be aware of the differential equation form. The physical phenomena connected with producing electricity should be thoroughly understood. The associated laboratory will demonstrate some of the material covered in the lectures, familiarize the student with electrical measurements, techniques and introduce new materials.
Prerequisite: PHYS 232, PHYSL 232, MTH 232
Credits: 3

PHYSL 233: Calculus Based Physics II Lab
This second course of Physics experiments is designed to introduce students to perform experiments in Electricity, Magnetism, Electromagnetism and Optics. It intends to reinforce the physical laws and principles inherent in the study of Electromagnetism taught in its companion course. Each experiment is designed to incorporate new lessons on measurement, data collection, error calculation or graphical analysis in addition to illustrate the physical principles.
Prerequisite: PHYS 232, PHYSL 232
Co-requisite: PHYS 233
Credits: 1

SCI 101: Life Science
This course will carefully examine life on the planet Earth and the methods by which scientists observe natural phenomena, test hypotheses using inductive and deductive reasoning, analyze and interpret scientific data, and synthesize the resulting knowledge to understand biological diversity. Through readings, class discussions, and problem-solving exercises, students will consider the diversity and classification of living organisms; the processes that govern their structure and function at multiple scales; their mechanisms of reproduction, inheritance and evolution; and their interactions with the external environment.
Prerequisite: None
Credits: 2

SCIL 101: Life Science Lab
This course offers a set of laboratory experiments that allow the students to apply the concepts covered in the Life Science course (SCI 101). The laboratory practice begins with an introduction to the theory and application of the Scientific Method. The students also conduct a study for a period of five to six weeks during which they collect weekly experimental data. In addition, every session of the Life Science Lab further reinforces the use of the scientific method. The AUIS Life Science lab is currently equipped to conduct 14 experiments (listed at the end of this syllabus). These include but are not limited to Diffusion and Osmosis in cells, Mitosis and Cytokinesis,
Bacterial Transformation, and Electrophoresis.
Prerequisite: None
Co-requisite: SCI 101
Credits: 1

SCI 102: Physical Science
The purpose of this course is to introduce students to fundamental concepts of physical sciences: Physics, Chemistry, Earth Science and Astronomy. This course is intended to develop the knowledge and skills necessary for students who wish to continue their studies in engineering, the sciences, and applied mathematics. The course builds on those mathematical and scientific method skills the students already gained in previous courses.
Prerequisites: MTH 101 or placement in MTH 133
Credits: 3

SCI 213: Selected Topics: Genetic Ancestry & Human Migrations
Who are we and where did we come from? Historians, archaeologists, philosophers, linguists, theologians and classicists have been asking and answering this basic question for centuries. But only since the model for DNA was published in 1953 have geneticists

been able to seriously delve into the mysteries of human ancestry, migration, and domestication. This Core Option will allow students who have studied Life Science and Human Civilization to cross the boundaries between these two fields to learn how the DNA molecules inside every human cell tell stories of human ancestry and migration from Africa to the farthest reaches of the globe. In this course we will learn what DNA can, and cannot, teach us about who we are, where we came from, and which plants and animals we brought with us on our journeys. And finally we will learn how to think about human societal groups that define themselves by genetics, culture, language, and philosophy.
Prerequisites: SCI 101, SCIL 101 and CIV 101
Credits: 3

SCI 203: Astronomy
The study of astronomy can be both awe inspiring and humbling. In this course, we are sure to experience both emotions, as we investigate some of the earliest thoughts on the structure and order of the universe up till modern times. The course will begin with a study of the cosmologies of Plato and Aristotle. Then we will look at two contrary theories posed by Ptolemy and Copernicus. It is at this point, the meaning of "Copernican Revolution" will begin develop; further insight into this will be developed as we study the works of Kepler, Galileo, and Newton. From this point, the course transitions to modern astronomy. We will work our through a workbook which will develop the knowledge and skills necessary to understand the current theories about our universe and where it is going. Finally, the course concludes with two great thinkers of the 20th century: Stephen Hawking and Albert Einstein.
Prerequisites: SCI 102
Credits: 3

SCI 204: Impact of Materials on Society
This course will examine the mechanical, physical, chemical, and manufacturing properties of different materials and then investigate how these properties intersect with cultural variables like gender, race, power/authority, religious beliefs, values, and financial and political systems to shape human civilization. It will explore the connections between the discovery of new materials, from clay to silicon, to social transformations worldwide. To see these connections, the course will fuse basic concepts in materials science and engineering with perspectives and methods from anthropology, history, literature, and sociology. By connecting lessons from the past to the inventions of cutting-edge materials, we will discuss the future social impacts of new materials in medicine, construction, transportation, clean energy, sports, and other areas. This course will explore how materials-based technologies and materials failures shape our society, as well as how society shapes engineering innovations.
Prerequisites: SCI 102, ENG 101
Credits: 3

SCI 208: Water in Iraq: Past, Present and Future
This course will introduce students to water resources in Iraq. Through case studies and selected primary readings, we will examine how water resources of the Tigris, Euphrates, and Shatt el Arab rivers have been used in the past, how they are used now, and how current management practices and climate change could impact their availability in the future. The course will include comparative case studies on the physical and environmental characteristics of the world's major river basins and how they compare to the Tigris/Euphrates. We also will discuss the roles of science in negotiation and decision-making within the context of water resources and diplomacy.
Prerequisites: SCI 101, SCIL 101
Credits: 3

SCI 213: Selected Topics: Genetic Ancestry & Human Migrations
Who are we and where did we come from? Historians, archaeologists, philosophers, linguists, theologians and classicists have been asking and answering this basic question for centuries. But only since the model for DNA was published in 1953 have geneticists been able to seriously delve into the mysteries of human ancestry, migration, and domestication. This Core Option will allow students who have studied Life Science and Human Civilization to cross the boundaries between these two fields to learn how the DNA molecules inside every human cell tell stories of human ancestry and migration from Africa to the farthest reaches of the globe. In this course we will learn what DNA can, and cannot, teach us about who we are, where we came from, and which plants and animals we brought with us on our journeys. And finally we will learn how to think about human societal groups that define themselves by genetics, culture, language, and philosophy.
Prerequisites: SCI 101, SCIL 101 and CIV 101
Credits: 3

SCI 240: Physical and Ecological Processes
This course will provide a theoretical and hands-on introduction to ecological concepts using the interactions between local flora and fauna and the abiotic environment along environmental gradients. Students will be introduced to current ecological thinking through readings and discussion, including primary literature. They will also participate in laboratory exercises to introduce them to local flora and fauna and the habitats (terrestrial, lakes and riverine) in which they are found.
Prerequisites: SCI 102
Credits: 3

SCI 260: Food Science
This course will provide an introductory knowledge of food chemistry, food laws, food processing, food microbiology and fermentation, food safety, food toxicology, food engineering, sensory evaluation, and food product development. Students will

understand the main concept of food science and they will become familiar with the vocabulary of food processing and novel technology. In addition, this course will provide a good opportunity to know how to design a new product. By taking this course, students will have a broad overview of certain aspects of the food supply both locally and worldwide and will recognize issues affecting food safety.
Prerequisites: none
Credits: 3

SCI 280: Gender and Health in the Developing World
This course offers a holistic understanding of the impact of gender on health, particularly within a developing-world context. It will especially focus on women's health concerns in relation to Middle Eastern, African and South Asian configurations of gender. We will explore, among other things, health concerns such as reproductive and mental health and gender-based violence. Class sessions will involve analyses of the socio-economic consequences of these negative health practices and forced displacement on women. Our textual engagement will include theoretical explications, case studies, and health reports by international agencies, and media coverage of women's health issues. It is hoped that this course will inform the health discourse about women in this region, open up a dialogue about this important topic that often goes unnoticed, and shed light on the social injustice associated with mainstream health assumptions.
Prerequisites: SCI 101, SCIL 101 and ENG 102
Credits: 3

SCI 301: Water: Science, Policy, and Health
This course will examine the processes by which scholarly research is used to create and improve water policy, with the ultimate goal of improving human health. Effective policy must be grounded in robust research, so the course will begin with a review of water science and toxicology. Later, emphasis will shift to developing critical skills for analyzing regimes of water legislation and regulation. Attention may also be given to the emergence of international environmental standards and agreements. Lessons learned will be applied to the national context: what policies may work in Iraq and the KRG?
Prerequisites: SCI 101, SCIL 101, and at least one of the following: POS 305 or SCI 208 or Instructor Permission.
Credits: 3

SCI 323: Freshwater Science
This course focuses on the biological, chemical, and physical components of freshwater ecosystems. Through lectures, laboratories and field trips, students will learn techniques and technologies for studying freshwater ecosystems and how these ecosystems are altered by human activity. Through weekly field trips and lab exercises,

students will collect, identify and classify aquatic organisms; measure water chemistry; and, characterize physical features of streams, rivers and reservoirs. They also will learn about applied research techniques, such as biotic inventories, assessments of water quality, wetlands delineation, and stream restoration.
Prerequisites: SCI 102
Credits: 3

STT 201: Statistics
This course studies the fundamentals of statistics, including probability, the laws of chance, statistical measures (mean, mode, median, scatter, standard deviation, skewness) and descriptive statistics (with attention to frequency distributions, and the use and interpretation of tables, graphs and charts), statistical distributions (Binomial, Poisson, Normal), statistical analysis (with attention to correlation analysis and statistical significance), and statistical inference (with attention to sampling techniques, confidence levels and sample size). Students will be introduced to the differing uses of statistics: how natural and social scientists, businesses and governments use statistics in their own ways, for their own purposes.
Prerequisite: MTH 101
Credits: 3

STT 342 Engineering Statistics
Statistics for Engineers introduces the student to the use of basic discrete and continuous probability models, simple functions of random variables, statistical inference, construction of statistical models, and basic experimental design techniques including the use of modern statistical computational tools. This course is an introduction to the probabilistic and statistical methods that are part of the modern engineer's toolbox.
Prerequisite: MTH 331
Credits: 3

The Department of Social Sciences

CIV 101: Civilization I: The Ancient World (History)
This course introduces students to the chronological scope of human history from the agricultural revolution to 1450. Students will examine the social, cultural, technical, economic, and political transformations that have shaped world civilizations. The course emphasizes the development of necessary university-level skills such as critical thinking and clarity of expression. Students will be introduced to critical reading of primary texts. This course is part of the core program.
Prerequisites: None
Credits: 3

CIV 102: Civilization II: The Modern World (History)
This course introduces students to the chronological scope of human history from 1450 to the present. Students will examine the social, cultural, technical, economic, and political transformations that have shaped world civilizations. The course emphasizes the development of necessary university-level skills such as critical thinking and clarity of expression. Students will continue to develop skills in critical reading of primary texts. This course is part of the core program.
Prerequisites: CIV 101
Credits: 3

CIV 203: Civilization III: The Ancient World (Humanities)
This seminar offers students a selective introduction to the aesthetic, intellectual, social, and cultural developments of world civilization before 1450 through a series of in-depth encounters with primary texts. The course will include readings from a variety of humanistic disciplines with an emphasis on global reach and cross-cultural comparison. Students will develop skills in critical reading and will write short papers. This course is part of the core program.
Prerequisites: CIV 102
Credits: 3

CIV 204: Civilization IV: The Modern World (Humanities)
This seminar offers students a selective introduction to the aesthetic, intellectual, social, and cultural developments of world civilization since 1450 through a series of in-depth encounters with primary texts. The course will include readings from a variety of humanistic disciplines with an emphasis on global reach and cross-cultural comparison. Students will apply their skills in critical reading and argumentative writing to the composition of a final paper. This course is part of the core program.
Prerequisites: CIV 203
Credits: 3

ECO 201: Principles and History of Economics
This course is an introduction to the fundamental concepts necessary for understanding spontaneous orders and phenomenon of human action but not human design. This course takes the form of a survey of selected important thinkers in economics, including such individuals as Smith, Mill, Malthus, Marx, Keynes, Friedman, Hayek, and Buchanan. The evolution of broad trends in economic thinking is thus taught sequentially, with reference to original texts and historical figures. It focuses on major trends in the field and foundational concepts like gains from trade and specialization, trade-offs and opportunity costs, and the importance of incentives. This course counts as a social science core option.
Prerequisites: None
Credits: 3

ECO 210: Introduction to Economics
This course is designed as an introductory economics course for students who want to understand the essentials of economics. It aims to teach the basic concepts and analytical tools of economics as well as economic logic in order to help students to understand the economic issues and events occurring around them. The course covers the basics of micro and macroeconomics, but focuses more on macroeconomic topics. By the end of the class, students will gain a basic understanding of the main principles of economics, such as: how companies operate, how markets work, GDP and economic growth, indicators of economic performance, how government policies affect markets and economic performance, why prices go up and inflation rises, why recession and unemployment occur, and comparative advantage and trade. This course is required for international studies majors taking Option One.
Prerequisites: None
Credits: 3

ECO 403: International Trade and Finance
This course surveys the important and contemporary issues and institutions of international trade and finance, and discusses the effects of economic / financial globalization from the International Political Economy (IPE) standpoint without going into the details of economic theories. It illustrates how international trade and financial matters are political as well as economic and financial in nature, and how trade and finance policies as outcomes of political competition create winners and losers. The range of topics covered include the WTO and the world trade system, trade politics and trade blocks, trade and development, politics of multinational corporations, the international monetary system and IMF, effects of foreign exchange rate policies on trade and finance, as well as financial crises. The class also teaches IPE analytical tools and theoretical explanations that help to analyze and explain international trade and economic relations. This course counts as an international studies major course.
Prerequisites: ECO 221 or ECO 210, Credits: 3

GEO 303: World Geography
This course will provide a broad overview of the major regions of the world with emphasis on the increasing interconnectedness of people and places due to the influence of globalization on world trade, travel, communication, culture, and the natural environment. It will cover the distributions, traits, and processes of the Earth's peoples and landscapes through the perspective of the spatial relationships of natural environments and human societies. This course is required for all international studies majors as well as those seeking to obtain a minor in international studies.
Prerequisites: None
Credits: 3

GEO 401: Geographic Applications
As our world becomes increasingly digitized, Geographical Information Systems (GIS) is critical to almost all industries in the modern world. As the global standard for

managing spatial data, GIS is used by professionals in IT, Business, Government, Research, and Humanitarian causes. This class will teach students how to use modern software applications to manage and interpret spatial data. This class will provide the basic tools for recording, analyzing, and mapping data. Students will do practical projects in Sulaimani Province and their collective results will be used as part of an original research project being conducted at AUIS. The class will also discuss the importance of this technology for the future of research and administration in the KRG. By the end, students will achieve the status of Basic GIS users, able to use the program to input, create, and manage data for a multitude of uses. Future classes are necessary to learn how to program Python, the standard language for GIS. This course counts as an international studies major course.
Prerequisites: None
Credits: 3

GOV 401: Policy Analysis
This course in public (or government) policy analysis and decision-making provides the basic frameworks and tools for policy design and development. In particular, we will follow a process for policy analysis to enable you to: identify policy problems and/or issues, identify data sources, establish criteria to analyze a policy, assess alternative policies, select among policy alternatives and, finally, communicate the policy solution. This course counts as an international studies major course.
Prerequisites: Junior status
Credits: 3

GOV 402: Corruption
Corruption is seen as undermining national and global development and the legitimacy of governments and businesses. Corruption could also be a main obstacle for a country's transition to democracy. This course will focus on defining corruption and identifying its causes, types and consequences, as well as approaches and policies of combating corruption. This course counts as an international studies major course.
Prerequisites: None
Credits: 3

HST 202: American History
This course provides a broad and chronological introduction to the study of American History from earliest times (discovery, conquest, colonization, Revolution, Constitutional Crisis) through the nation's formative years (Civil War, Reconstruction, westward expansion, embrace of imperialism) and age of global expansion and social and diplomatic conflict (both world wars, the Civil Rights Movement, Cold War, response to global terrorism). This course counts as a social science core option.
Prerequisites: None
Credits: 3

HST 240: Introduction to Archaeology
Mesopotamia is one of the oldest civilizations of the world. Because of its strong emphasis on oral traditions, there are many historical gaps in our knowledge from written sources alone. This course will consider the major trends in Mesopotamian prehistory and history through a wide variety of primary sources, including texts, art objects, monuments, and cities. This course counts as a social science core option.
Prerequisites: CIV 101
Credits: 3

HST 301: Research Methods in History
This course guides students through the process of researching and writing history. Students will study the fundamentals of historical thinking and analysis and how historians conduct research using primary and secondary sources. Students identify and evaluate primary sources, conduct research in academic secondary sources, and write their own history. This course counts as an international studies major course. It is required for all international studies students following the track in history as well as non-international studies majors seeking to complete minor in history.
Prerequisites: CIV 102
Credits: 3

HST 306: World History since 1945
This course is a study of the major events of world history from the end of the Second World War to the present. Topics include social, political and economic change, the evolution of modern diplomacy and international relations, the emergence of the Superpowers, the Cold War, the end of colonialism, and discussions of Asia, Africa and Latin America, both in terms of domestic developments and conflicts, and how these areas of the world became arenas for conflict and competition between the Superpowers. This course counts as an international studies major course.
Prerequisites: None
Credits: 3

HST 320: History of the Middle East
This course is a survey of the development of social, cultural, and political life in the Middle East from the beginning of Islam to the present. The class will examine key problems in Middle Eastern history, investigate a wide variety of primary sources, examine works of art and architecture, and discuss critical issues in the history of the Middle East. Topics include: the Middle East before Islam, the development of Islamic societies and cultures, science and learning, daily life in the medieval and Ottoman periods, Ottoman hegemony, imperialism and revolution, World War I and the peace settlement, state formation, and the rise of nationalism and religious fundamentalism. This course counts as an international studies major course. It is required for all international studies students following the track in history as well as non-international studies majors seeking to complete minor in history.

Prerequisites: None
Credits: 3

HST 321: Islamic Religious Traditions
In this course we will study the faith and practice of Islam: its historical emergence, its doctrinal developments, and its interactions with various world cultures. The course is organized roughly chronologically, beginning with pre-Islamic Arabia, the Prophet, the early community, the spread of Islam, philosophical and pedagogic achievements, colonialism, and nationalism. Towards the end of the course, we will examine more contemporary questions regarding gender, minorities, media and finally, Islam in the West. The rationale for this course is to expose students to the diversity which exists within the Islamic tradition. The course emphasizes the role of interpretation, culture, and historical influences on popular practices and political ideas. This course counts as an international studies major course.
Prerequisites: CIV 102
Credits: 3

HST 399: Topics in History and Area Studies
Special topics in History and Area Studies. Course content varies. This course counts as an international studies major course.
Prerequisites: None
Credits: 3

HST 401: The World at War (1914-1945)
This course will explore the political and cultural history of the two most destructive wars in history, World Wars One and Two. Through a variety of primary and secondary sources, this course will show the causal link between the wars, with particular attention paid to the rise of radical politics and authoritarian regimes in the inter-war years. This course will examine the Holocaust, the Holodomor Famine and other genocides to highlight the evolving role of ethnicity and nationalism as factors in both conflicts. This course counts as an international studies major course.
Prerequisites: CIV 203
Credits: 3

HST 421: Religion in Iraq
This course offers a comparative overview of Iraq's religious history. It is organized roughly chronologically and discusses all the major religious groups including ancient Mesopotamian religions, Judaism, Christianity, Sunnism, Shi'ism, Sufism, Yezidism, Ahl al-Haqq, and the Shabak. It concludes by discussing religion in 20th century Iraq and the roots and effects of contemporary sectarianism. The course will cover religious laws, rituals, doctrines, and gender issues. After having taken this course, students will be able to think critically about religious fundamentalism and sectarianism in Iraq and Iraqi Kurdistan today. This course counts as an international studies major course.
Prerequisites: CIV 203 or REL 201

Credits: 3

HST 441: Anthropology of Empires
This class will evaluate different approaches to study of politics as the foundation for a cross-cultural comparative study of empires. The class will begin with approaches to the study of authority more generally, and then consider the different models of ancient states. In the second phase, the class will approach the daily operations of empire from the perspective of economy and subjectivity. In the final phase, the class will consider potential limits to authority in the ancient and modern world. This course counts as an international studies major course.
Prerequisites: CIV 203 and ENG 203 or ENG 213
Credits: 3

HST 499: Topics in History and Area Studies
Special topics in History and Area Studies. Course content varies. This course counts as an international studies major course.
Prerequisites: None
Credits: 3

IST 301: An Introduction to International Studies
This course introduces students to the key concepts in the field of international studies. This course is required for all international studies majors as well as those seeking to obtain a minor in international studies.
Prerequisites: None
Credits: 3

IST 410: International Studies Capstone
This course is a seminar devoted to the careful study of democratic theory which ties together the various disciplines learned throughout the International Studies major: history, political philosophy, ancient and modern politics, and economic theory and practice. Students bring these matters to bear to gain a fuller understanding of democratic theory and the philosophy of liberty. A thesis that discusses some aspect of these issues and their relevance for an emerging free, prosperous and democratic Iraq will be required. This course is required for all international studies majors.
Prerequisites: Senior Status
Credits: 3

LIT 403: Literature and Politics
This course is an examination of selected works of literature that illuminate the significant questions of political and social life. The course focuses on great artists and writers who have explored the nature of human beings as it relates to the key questions, problems, and realities of politics. This course counts as an international studies major course.

Prerequisites: ENG 203
Credits: 3

LGS 210: Introduction to the Laws of Iraq and Iraqi Kurdistan
This course provides an overview of the law and legal system of Iraq, providing theoretical and practical insights into the nature and function of law. This course will analyze the role of law in a social, economic, political and historical context, providing students with not only knowledge of legal rules but also a critical understanding of the operation of rules in society. This is a required course for the Minor in Law. For international studies majors not taking a minor in law, this course counts as a political science IS major course.
Prerequisites: None
Credits: 3

LGS 220: Introduction to the Laws of Iraq and Iraqi Kurdistan II: Commercial Law
Following on from LGS 210, this course provides an overview of commercial law, according to the legal systems of Iraqi Kurdistan, and of the Republic of Iraq. It analyzes how the context—social, political, and historical—affects commercial law, and considers how commercial law shapes the economy. LGS 220 shares the general goal of LGS 210, to provide students with not only knowledge of legal rules but also a critical understanding of the operation of rules in society. Topics include Contracts, Banking and Investment Laws, Oil and Gas Law, Property Law and Civil Responsibility. Students taking the Minor in Law take either this course or LGS 225. Students may not receive credit for both LGS 220 and LGS 225. For international studies majors not taking a minor in law, this course counts as a political science IS major course.
Prerequisites: LGS 210 or POL 201 or ECO 210 or ECO 220
Credits: 3

LGS 225: Introduction to the Commercial Laws of Iraq and Iraqi Kurdistan for Business Students
This course provides an overview of commercial law, according to the legal systems of Iraqi Kurdistan, and of the Republic of Iraq. It analyzes how the context—social, political, and historical—affects commercial law, and considers how commercial law shapes the economy. Among the topics we will cover are commercial law, labor law, corporate law, contracts, and other legal instruments essential to conducting business in Iraq. Students taking the Minor in Law take either this course or LGS 220. Students may not receive credit for both LGS 220 and LGS 225. For international studies majors not taking a minor in law, this course counts as a political science IS major course.
Prerequisites: MGT 201, ACC 221, ECO 220
Credits: 3

LGS 301: Thinking Like a Lawyer and Legal Outcomes
This course will provide an introduction into skills required to analyze materials from a legal perspective. It will focus on critical reasoning, legal terminology, legal writing, and supporting an argument.
Co-requisites: LGS 210 or LGS 220

Credits: 3

LGS 410: Iraq's Engagement with the World I: Public International Law in Iraq and Iraqi Kurdistan

This course provides an overview of the law and legal system of Iraq, with a focus on public international law. The course provides theoretical and practical insights into the nature and function of law. It will analyze the role of law in a social, economic, political and historical context, providing students with not only knowledge of legal rules but also a critical understanding of the operation of rules in society. Topics include: Statehood and Sovereignty, International Treaties and Organizations, Iraq and the KRG and International Criminal Law, Iraq and the KRG and International Human Rights, Iraq and the KRG and International Migration and Refugee Law.
This is a required course for the Minor in Law
Prerequisites: LGS 301 and ENG 203
Credits: 3

LGS 420: Iraq's Engagement with the World II: Private International Law in Iraq and Iraqi Kurdistan

This course provides an overview of the law and legal system of Iraq, with a focus on international commercial law. The course provides theoretical and practical insights into the nature and function of law. It will analyze the role of law in a social, economic, political and historical context, providing students with not only knowledge of legal rules but also a critical understanding of the operation of rules in society. Topics include: International Trade Law, International Commercial Arbitration, Oil and Gas in the International Sphere, Transnational Crime, International Contract and Choice of Law.
This is a required course for the Minor in Law
Prerequisites: LGS 301 and ENG 203
Credits: 3

LGS 510: Legal Internship

This course will provide an exposure to the professional legal environment in Iraq. By working with local practitioners, the student will further develop the skills required to analyze materials from a legal perspective. The student will gain insight into what is required to practice law in Iraq and/or Iraqi Kurdistan.
Prerequisites: LGS 210 and LGS 220
Credits: 3

PHI 202: Philosophy and Ethics

This course is a survey of ethical thinking, including various theories, outlooks, and approaches. The course places a strong emphasis on the question of what makes a good human being and good citizen. This course counts as a humanities core option.
Prerequisite: None
Credits: 3

PHI 215: Medieval Islamic Philosophy
This course studies a collection of seminal texts in medieval Islamic philosophy. Our intent will be to emphasize the noun 'philosophy' rather than the qualifying adjectives. One may fairly claim that, when these authors were alive, philosophy was more alive among them than anywhere else in the world. The texts make a coherent conversation. The problems under dispute are examples of problems that, sooner or later, perplex any reflective thinker. This course counts as a humanities core option.
Prerequisite: None
Credits: 3

PHI 216: Love and Friendship
This course will study philosophic and literary explorations of the nature of love and friendship through a close and careful study of an ancient text (e.g., Plato's Symposium) and a modern novel (e.g., Jane Austen's Pride and Prejudice). This course counts as a humanities core option.
Prerequisites: None
Credits: 3

POL 201: Politics and Government
This course is a survey of various political ideas (liberalism, socialism, Marxism), political forms (democracy, authoritarianism, totalitarianism), and political institutions (presidential and parliamentary systems; federal and unitary systems). Some attention may also be given to questions related to leadership, political parties, interest groups, and media in politics. This course counts as a social science core option.
Prerequisites: None
Credits: 3

POL 301: Comparative Political Systems
The course examines major political systems including those of a democratic, authoritarian, and totalitarian nature. Comparative politics is both a subject and a method in that the subject is the study of countries other than one's own while the method is to compare and contrast the politics of those countries in order to identify similarities and explain differences. This process often includes a study of the nature of political systems and thought with a historical focus and its attendant impact on the modern world. The course examines both the developed as well as the developing world while seeking to expand the student's understanding of modern political systems through comparison of political systems in selected countries. This course counts as an international studies major course.
Prerequisites: None
Credits: 3

POL 302: International Relations
This course is an analysis of the relations among sovereign political communities. The relationship between war and diplomacy, along with the objectives, strategies, and

instruments of foreign policy are examined. The course deals with issues such as the causes and justification of war and considers concepts such as the balance of power, collective security, treaty organizations, and regional organizations. Case studies will be employed to analyze and compare the foreign policies of contemporary regional and major powers. This course counts as an international studies major course.
Prerequisites: None
Credits: 3

POL 303: Political Philosophy
This course is a survey of the ideas of major ancient and modern political philosophers. Emphasis is placed on close reading and critical interpretation of selected primary texts. This course counts as an international studies major course. It is required for all International Studies students following the track in political science as well as non-International Studies majors seeking to complete minor in political science.
Prerequisites: None
Credits: 3

POL 305: The Political Economy of Petro-States
Oil is the single most valuable commodity traded in global markets. Oil revenues make up 75% of Iraq's GDP and more than 90% of the government revenues. This course introduces students to the petroleum industry and the political economy of countries endowed with petroleum resources. The class explores political and economic development in petro-states and the diverse experience of different countries around the world. Moreover, it analyses the structure and behavior of countries and governments whose economies depend on petroleum exports. The course also focuses on how and why oil wealth might be a curse, and what policy options are available to turn oil into a blessing. Special attention will be given to the Iraqi and KRG petroleum policies and industries. This course counts as an international studies major course.
Prerequisites: None
Credits: 3

POL 310: Research Methods in Social Science
This is an introduction to the techniques social scientists use to answer empirical questions. Students are introduced to the basic concepts and techniques that are used in political science research. This course will introduce students to the approaches to social inquiry, and descriptive and causal styles of research. The course is divided into three sections, which cover political scientific inquiry and research design, quantitative data gathering and analysis, and qualitative data gathering and analysis, respectively. This course counts as an international studies major course. It is required for all International Studies students following the track in political science as well as non-International Studies majors seeking to complete minor in political science.
Prerequisites: None

Credits: 3

POL 320: Politics of the Modern Middle East
This course focuses on the politics of the modern Middle East. In doing so, it seeks to apply the major concepts of the discipline of political science to the study of the contemporary Middle East. Hence the basic assumption of the course is that, while the politics of the Middle East may possess specific characteristics, it is not unique. The emphasis of the course is on comparing political phenomena across the region. The themes adopted in the course include some traditional fields of study, such as the military, ideology and the notion of legitimacy, together with some newer fields, notably political economy, civil society and gender. The influence of major inter-state conflicts and external factors on domestic politics will also be considered. This course counts as an international studies major course.
Prerequisites: None
Credits: 3

POL 321: Israel and Palestine
This course is a comprehensive survey of the origins and history of the Israeli-Palestinian conflict, and the ideology and beliefs that have animated the conflict (Zionism, Arab nationalism, Palestinian nationalism, and Islamism). We will study the origins of Zionism in the late 19th century, Palestine under British rule (1917-1948), the Arab-Israeli wars between 1948 and 1967, the rise of Palestinian nationalism, and the post-1967 period. The peace process since the 1993 Oslo Accords will be carefully examined. We will also focus on questions related to Zionist and Palestinian leadership, and the international dimensions of the conflict. This course counts as an international studies major course.
Prerequisites: CIV 102
Credits: 3

POL 399: Topics in Politics and Government
Special topics in Politics and Government. Course content varies. This course counts as an international studies major course.
Prerequisites: None
Credits: 3

POL 403: American Government
This course is an examination of the theory, institutions, and practices of the national government in the United States. The constitutional basis of the federal system, the separation of powers, the protection of civil liberties, and the role of citizenship are studied with references to the founding principles of the United States, the Constitution, leading Supreme Court decisions, and other primary sources. This course counts as an international studies major course.
Prerequisites: None

Credits: 3

POL 404: Leaders and Statesmen
This course involves two elements: a survey of ancient and modern thought regarding the nature of leadership and statesmanship; and, an investigation of particular leaders and statesmen through biography and autobiography. The course is intended to raise questions such as these: What is leadership? What is statesmanship? What kind of knowledge do leaders and statesmen possess? Should leaders be bound by ethical and moral principles? What is the role of ambition in political life? This course counts as an international studies major course.
Prerequisites: None
Credits: 3

POL 406: Contemporary Political Trends
This course is a consideration of the significant trends shaping the late twentieth century and early twentieth century. Topics vary. This course counts as an international studies major course.
Prerequisites: None
Credits: 3

POL 420: International Relations of the Middle East
The objective of this course is to introduce students to the international relations of the states of the Middle East from the perspectives of the International Relations Theory and International Political Economy disciplines. The course will survey Middle Eastern history, with a special emphasis on the post-WWII period, as well as demographic, economic, and political facts. It will focus on the region's interrelations with the outside world as well as on analytical approaches in order to gain a deeper understanding of the nature and content of Middle East international relations. This course counts as an international studies major course.
Prerequisites: POL 302 and HST 320
Credits: 3

POL 499: Topics in Politics and Government
Special topics in Politics and Government. Course content varies. This course counts as an international studies major course.
Prerequisites: None
Credits: 3

PSY 101: Introduction to Psychology
This course will introduce students to the field of Psychology. Via lectures, discussions, and activities, students will familiarize themselves with psychological concepts and apply them to their own lives. Attention will be paid to Socio-biology, Development,

Perception, Personality, Industrial/Organizational Psychology, Educational Psychology, Psychopathology & Therapies, Language & Communication, Health & Stress, and Social Psychology. Themes include the crucial role of evidence in Psychology, and ways that Psychology can improve our quality of life. This course counts as a social science core option.
Prerequisites: None
Credits: 3

PSY 201: Conflict Resolution
This course will introduce students to the field of Conflict Resolution, from a Social Psychological perspective. Via lectures, discussions, activities, and assessments, students will familiarize themselves with psychological concepts and apply them to their own lives. Attention will be paid to social psychology, social learning & behaviourism, roles & behaviour, response to authority, the biological basis for group formation, and social constructs like ethnicity, race, religion, gender, language, and political affiliation. After studying the sources of conflict, students will practice resolving conflicts: active listening and interest-based negotiation. There are three recurring themes in the course: Conflict can be adaptive. Conflict can be mitigated. Conflict can be avoided. This course is a core option in social science. This course counts as a social science core option.
Prerequisites: None; PSY 101 recommended
Credits: 3

REL 202: Comparative World Religions
The course offers a comparative introduction to topics and issues in the study of religious traditions. It will consider both Eastern and Western religions, with particular attention given to Zoroastrianism, Islam, Christianity, Judaism, Yezidaeism, Buddhism, and Hinduism. Specific terms of comparison include: the nature of scriptures, theological traditions, patterns of worship and ritual, forms of religious authority, ethical paradigms, material culture, and the place of politics in religious society. Through the study of such components as well as history and worldview, students should be able to distinguish between and understand major religions of the world, a valuable quality in today's growing global community. This course counts as a social science core option.
Prerequisites: None
Credits: 3