AMERICAN UNIVERSITY OF IRAQ
SULAIMANI

Academic Catalog

2017 – 2018 Academic Year

Version 1
September 2017
Effective September 1, 2017 to August 31, 2018

Notices
Information in this handbook applies to the academic year 2017-2018. 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 between the student and the university. 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 to students. 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 to students. 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.

Contact AUIS
Visit our campus:
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Academic Freedom

Academic freedom is central to the intellectual life of the American University of Iraq, Sulaimani. We believe that all members of the University possess both the right and the responsibility to follow an argument wherever it may lead; that intellectual inquiry must be protected against those who would reject it, silence it, or punish it; and that the pursuit of truth properly lies at the core of all university life and is fundamental to human progress.

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BOARD OF TRUSTEES

Derby, Jill, AUIS Board Chair
Shamsadeen, Bakhteyar, Vice Chair
Alwash, Azzam, Secretary
Ahmed, Kamaran
Ali, Salahaldinn Saeed
Barkey, Henri J.
Bronson, Rachel
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Hassan, Narmin Othman
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Schnapper-Casteras, JP
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Smith, Mary Oakes
Sture, Stein
Taha, Shwan
Zakheim, Dov S.
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THE UNIVERSITY

Vision

The American University of Iraq, Sulaimani (AUIS) aspires to be the University of Choice in Iraq. Faculty, staff and students will thrive at AUIS because of its uniqueness in the region, its high standards, open and innovative culture, and programs that aim to promote and preserve a peaceful and pluralistic Iraq with liberty and prosperity for all its citizens and for the entire region.

Mission Statement

It is the objective of the University to produce graduates of responsible character with the necessary knowledge and skills for professional and national leadership. Students will be prepared for successful careers in a modern, pluralistic society and in a global environment. The educational programs of the University will be designed to develop strength in critical thinking, the ability to communicate well, a strong work ethic, good citizenship and personal integrity. Broad-based education, rooted in the American liberal arts tradition, as well as skill development will be achieved at the University through teaching excellence, quality scholarship, and caring student services.

Core Values

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. These values apply equally to all members of the University community, including students, faculty and staff members, administrators, persons invited to participate at the University, 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 integrity and the rule of law in all of its dealings with public officials and private interests. Academic freedom is a principle guaranteed in teaching, learning, and research in a manner identical to that found at regionally accredited colleges and universities in the United States. The University does not discriminate on the basis of gender, age, race, ethnicity, religion, occupation, politics, economic standing, or any other common human demographic factor in its admissions of students or administration of the University or its policies.

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 small 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 20 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.

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, 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 men and women 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

Established in 2007, AUIS was the first not-for-profit American-style liberal arts institution of higher education in Iraq. Within one decade, the University has grown from ten to more than 1,500 students, and expanded and improved its academic programs to educate the future leaders of Iraq, the Middle East region, and the world.

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.

Today, the University's more than 1,500 students include Kurds, Arabs, Turkmen, Sunni and Shi'a Muslims, Ezidis and Christians, who live and study together in a culture that fosters critical thinking, tolerance, and community involvement. All courses are taught in English by a diverse and distinguished faculty from more than 15 countries and top universities around the world. Academic freedom is a principle guaranteed at AUIS in a manner identical to that found at regionally accredited colleges and universities in the United States.

Accreditation and Recognition

AUIS is the only private university fully 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 Commission on English Language Program Accreditation (CEA) has granted the University's Academic Preparatory Program (APP) a five year accreditation, from April 2015 to April 2020. CEA is recognized by the U.S. Secretary of Education as a national accrediting agency for English language programs and institutions in the U.S.

Sections of the University

Undergraduate education at AUIS consists of two parts – the Academic Preparatory Program (APP), which provides intensive English-language preparation for AUIS students, and the Undergraduate Program (UG), which awards undergraduate degrees. In addition, AUIS offers a master's degree in business. This is an executive degree granting program.

The university has a Professional Development Institute (PDI) that supports individuals, organizations and professional groups with courses and programs covering a wide range of subjects, including English language studies and management and business training. Native English-speaking instructors employ modern teaching methodologies designed to prepare students for an emerging and international market in Iraq. All classes are conducted in English.

ADMISSIONS

Admissions Rounds and Deadlines

AUIS has two main admissions rounds in 2017-2018: 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 September.
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 September, 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

Tuesday, August 1	Online application period opens
Monday, August 7	Assigned TOEFL ITP testing dates begin
Tuesday, August 15	Application deadline for Fall 2017 APP and UG term
Wednesday, August 16	Testing deadline for Fall 2017 APP and UG term

The opening application date may be changed, subject to the announcement of First Trial Baccalaureate results by Iraq and the KRG.

Delayed TOEFL ITP test results will not disqualify applicants.

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

Admissions Results

Sunday, August 27	UG & APP Fall 2017 results announced

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

Thursday, September 7	UG Fall 2017 enrollment date
Tuesday, September 12	APP Fall 2017 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

Saturday, September 9	UG Fall 2017 orientation
Wednesday, September 13 – Thursday September 14	APP Fall 2017 orientation

Orientation is mandatory; please plan in advance to attend. Newly enrolled students who miss orientation will lose their seat at AUIS. Do not enroll if you cannot attend orientation.

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 late November after the KRG Zankoline and Iraqi university placement results are announced. Exact timing of public university placements is not guaranteed.
2. The **Regular** Admissions Round results will depend on how much space is left after the Early Admissions Round; more competitive applicants (based on Baccalaureate score) will have an advantage if spots are available.
3. **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

Sunday, October 1	Online application period opens
Monday, October 9	TOEFL ITP testing dates begin
Monday, November 14	Application deadline
Wednesday, November 15	Testing deadline

Applications for the Regular term will not be accepted after the final deadline.

Delayed test results will not disqualify an applicant.

Admissions Results

Monday, October 30	Regular Round results announced #1
Monday, November 6	Regular Round results announced #2
Wednesday, November 29	Regular Round results announced #3

Unclaimed acceptances will be considered withdrawn applications.

Since the public university academic calendar begins in December, and the Ministry of Higher Education and Scientific Research requests new student records to be submitted shortly after Zankoline results are announced, AUIS requests that all Regular Admissions Round applicants make a final decision.

Enrollment

Thursday, November 16	Regular 2017 enrollment date # 1
Thursday, December 7	Regular 2017 enrollment date # 2
Thursday, December 14	Regular 2017 enrollment date # 3

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 2017-2018:

All TOEFL ITP scores will result in a placement at AUIS.

AUIS Admissions Requirements:

AUIS LEVEL	AUIS TOEFL ITP	TOEFL iBT	IELTS
Undergraduate	533-677	72-120	6.5
APP Level 4	Placed by passing APP Level 3	Placed by passing APP Level 3	Placed by passing APP Level 3
APP Level 3	497-532	59-71	6
APP Level 2	443-496	43-58	5.5
APP Level 1	400-442	27-42	4.5-5
APP Foundation	320-399	24-26	0-4

AUIS requires all applicants to complete the TOEFL ITP or an equivalent test. In 2017-2018, all English scores will earn an offer of admissions to AUIS but English level placement will depend on exact score. **The TOEFL ITP is a diagnostic test to place a student in the proper level.**

All applicants are assumed to take the TOEFL ITP at AUIS unless (a) the applicant has already completed the TOEFL iBT or IELTS; or (b) AUIS formally recommends the applicant to take another exam.

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.

How to Register for TOEFL ITP

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 TOEFL ITP at AUIS:

- 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 AUIS Testing Center as a testing candidate.

Step 2: Select your desired testing location

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

Testing Location	Address
Sulaimani, AUIS	AUIS Campus, AUIS Testing Center, Sulaimani-Kirkuk Main Road, Raparin
Erbil, AMIDEAST	AMIDEAST Office, Ashtar TV Street, Behind Salwar Music Center, Muntazah Street
Baghdad, AMIDEAST	Global English Institute Al-Zaytoon St, Near Al-Zawra Park, Al-Harthiya
Basrah, AMIDEAST	Al-Omran Institute, Al-Jaza'ir Street, Across from the Big Al-Moosawi Mosque

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 Ebil, Baghdad and Basrah should pay at AMIDEAST before testing date. Bring receipt on testing date.
2. Bring civil status ID, national ID, passport or residency card on testing date.

Testing location	Payment and registration	Arrival time
Sulaimani, AUIS	$150 on testing date	9:00 a.m.
Erbil, AMIDEAST	$150 before testing date	8:00 a.m.
Baghdad, AMIDEAST	$150 before testing date	8:30 a.m.
Basrah, AMIDEAST	$150 before testing date	8:30 a.m.

If you are late or miss your registered date, you may choose a new date for a total fee of $300 (the price of the missed test and the new test). To register a make-up, please visit the AUIS Testing Center.

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 1 to 3 weeks after the test date

- Scores will be reported via e-mail or by SMS text message
- Test results are only valid from July, 2017 to July, 2018 (to ensure score is an accurate reflection of English ability)

Step 7: Applicants with 533 TOEFL ITP can enter the UG program directly

Retaking the TOEFL ITP

All applicants have the right to retake the TOEFL ITP once per month (July, August, September and October) and no more.

To retake the TOEFL, visit the AUIS Testing Center or email testing@auis.edu.krd.

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

What is the TOEFL ITP?

The TOEFL ITP is a paper-based test that uses academic content to evaluate the English-language proficiency of non-native English speakers. The TOEFL ITP is the official English placement exam for admissions to AUIS. Applicants to AUIS must complete the TOEFL ITP or equivalent English test to be considered. The TOEFL ITP is also used for placement, progress, evaluation, exit testing and other situations. Skills measured include listening comprehension, structure and written expression, and reading comprehension. Learn more about the test content here.

Other Placement Test Options

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

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

Test scores should be submitted in person or by email (testing@auis.edu.krd) to the AUIS Testing Center 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 letter 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)

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 SAT and SAT II (math, physics) test results

- Students wishing to study General Engineering or Information Technology must obtain their overall score and preferred subject scores in physics and math.
- Students wishing to study English-Journalism must obtain their overall score and preferred subject score in English.

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 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 (credit obtained before 2012)
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 credits
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 credits**
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 credits**
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 units)	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 Academic Excellence Scholarship
- US Embassy Merit Scholarship (2016-18)
- AUIS Youth Engagement Scholarship
- Mary E. Geyer Foundation Scholarship
- The Blake and Bailey Family Endowed Scholarship
- Iraq Middle Market Development Fund (IMMDF) Scholarship (2017)
- Basil Mahdi Al-Rahim Scholarship (2016-17)

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 two weeks of a term, students can take a leave of absence or withdraw without financial obligation.
4. After the end of the second week of the term, students owe full tuition for the term regardless of status.
5. Students who miss payment deadlines will be blocked from adding courses, registering for future terms (via a Financial Hold on TopSchool) or viewing final grades (account lock-out) until term payment is complete.
6. 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 2017 PAYMENT CALENDAR		
	Deadline	**Fee**
First day of classes	Sunday, September 10, 2017	
Deadline to leave or withdraw	**Thursday, September 21**	
Invoices issued to all registered students	Sunday, September 24 – Sunday, October 1	
Full Payment OR	Sunday, October 8	
First Installment (40%) Due	Sunday, October 8	$25
Second installment due (30%)	Sunday, November 5	$25
Third installment due (30%)	Sunday, December 3	$25
Final grades visible (only if no debts)	Saturday, December 23	
UNDERGRADUATE SPRING 2018 PAYMENT CALENDAR		
	Deadline	**Fee**
First day of classes	Sunday, January 21, 2018	
Deadline to leave or withdraw	**Thursday, February 1**	
Invoices issued to all registered students	Sunday, February 4 – 11	
Full Payment OR	Sunday, February 18	
First Installment (40%) Due	Sunday, February 18	$25

Second installment due (30%)	Sunday, March 18	$25
Summer 2018 registration opens (if no debts)	Sunday, March 25	
Third installment due (30%)	Sunday, April 15	$25
Final grades visible (only if no debts)	Sunday, May 13	$25
APP FALL 2017 PAYMENT CALENDAR		
	Deadline	**Fee**
First day of classes	Sunday, September 17, 2017	
Deadline to take leave or withdraw from term	**Thursday, September 28**	
Invoices issued to all APP students	Sunday, October 1 – 8	
Full Payment Deadline OR	Sunday, October 15	
First Installment (40%) due	Sunday, October 15	$25
Second Installment (30%) due	Sunday, November 5	$25
Third Installment (30%) due	Sunday, November 26	$25
Final grades visible (only if no debts)	Wednesday, December 13	
Spring 2018 online registration opens (only if no debts)	Sunday, December 17-21	
APP SPRING 2018 PAYMENT CALENDAR		
	Deadline	**Fee**
First day of classes	Sunday, January 14, 2018	
Deadline to take leave or withdraw from term	**Thursday, January 25**	
Invoices issued to all APP students	Sunday, January 28 – Sunday, February 4	
Full payment deadline OR	Sunday, February 11	
First Installment (40%) due	Sunday, February 11	$25
Second installment (30%) due	Sunday, March 4	$25
Third installment (30%) due	Sunday, March 25	$25
Final grades visible (only if no debts)	Tuesday, April 17	
Summer 2018 online registration opens (only if no debts)	Sunday, April 22-26	

APP SUMMER 2018 PAYMENT CALENDAR		
	Deadline	**Fee**
First day of classes	Sunday, May 6, 2018	
Deadline to take leave or withdraw	**Thursday, May 17**	
Invoices issued to all APP students	Sunday, May 20 - 27	
Full payment deadline OR	Sunday, June 3	
First installment (40%) due	Sunday, June 3	$25
Second installment (30%) due	Sunday, June 24	$25
Third installment (30%) due	Sunday, July 15	$25
Final grades visible (only if no debts)	Tuesday, August 7	
Fall 2018 online registration available (only if no debts)	Sunday, August 12	

ACADEMIC PREPARATORY PROGRAM

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

APP offers different levels of instruction in reading, writing and grammar, listening and speaking. 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 is on a trimester system with terms starting in September, January and May.

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.

At the end of each term, the APP holds a graduation ceremony 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 Topschool.

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 entire 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.
4. When a student has accumulated 6-8.5 absences, he or she will be sent a warning email by the APP Department. Since no further communication will be sent, students are strongly encouraged to keep track of their own attendance record in each class.
5. When any APP student accumulates 9 absences in a course during a semester, that student will fail the course. He or she will be sent an email notification of course failure by the APP Department. The assigned course grade will be 0. Students who have failed on absences must leave for the remainder of the semester; they will not be permitted to attend classes.

<u>Steps for students</u>

1. 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.

2. If you are not in class, you will be counted as absent. No excuse will be accepted.

3. 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.

APP Attendance Totals	Consequences
<4 Absences or 8 Tardies	**Recommended written warning**
6-8.5 Absences or 12-17 Tardies	**Required written warning**
9< Absences or 18 Tardies	**Required notice of course failure**

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 2. Students are allowed to take an LOA for up to two consecutive semesters. If students do not return after their LOA expires, they will be permanently dropped from AUIS.

- Level drop: This means students have attended classes in a semester and have decided not to complete the semester. This counts as a level fail and may affect a student's scholarship. Students who take a level drop after Week 2 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 Registration and Records 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.

<u>Steps for Students</u>

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 librarian, who ensures the student does not have any books that need to be returned to the library

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 Registration and Records Office, who collects the student's AUIS ID card and keeps the form in the student's permanent AUIS file.

Academic Probation

APP students are placed on probation if their average at midterm is below 70. The APP Deputy Director will notify students when they are on probation. APP students on probation are subject to the following requirements during their probationary period:

Steps for Students

1. Meet at least once with the APP probation director.

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.

3. Attend teachers' office hours for extra help.

4. Talk to your teachers about how to improve.

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 required 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."

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 cannot be marked absent or 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.

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.

<u>Steps for Students</u>

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.
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 any time. 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 Topschool. Once the grades are finalized on Topschool, 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
50- 69	Failing. Must repeat.
WF	Withdraw Failing

Requirements for Passing an APP Level

- In order to pass Levels Foundations, 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.
- In order to pass Levels 3 and 4, a student must earn at least 70% in each of the two English classes and receive at least a 50% in Math to move to the next APP English level. Any student who does not earn this grade in each class must repeat the level.

Graduating from APP into the Undergraduate Program

APP students advance to the UG program by passing Math 1 AND APP Level 4 or by scoring a 72 on the iBT exam. Either option will result in an APP Graduation certificate for that student.
Note: *Completion of Math 1(or its equivalency on the placement test) is required to graduate from APP.*

Grade Appeals

APP students who believe there is a mistake in their final grade can appeal the grade using the following procedures. The Grade Appeal form is available on Moodle.

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 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.
3. This letter and meeting with the Deputy Director should be completed within one week of grades being posted on Topschool.
4. The Deputy Director will review the case and email a response to the student with a copy to the instructor and Registration and Records Office 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 admits 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 ITP 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 or in the AUIS undergraduate program.

AUIS Prospects (New Students):

AUIS shall use the TOEFL ITP as its primary English placement exam for admissions and APP level placement. TOEFL iBT is used for students testing into UG. TOEFL ITP and iBT 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, IELTS or ITP. 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 (ACTFL & CEFR)	TOEFL ITP	TOEFL iBT	APP Level advancement
Foundations of English	A1	Novice mid	320-399	24-26	
Level 1	A1	Novice high - Intermediate low	400-442	26-42	Or passed Foundations or Access Program with 70+ final grade average
Level 2	A2	Intermediate mid	443-496	43-58	Or passed level 1 with 70+ final grade average
Level 3	B1	Intermediate high	497-532	59-71	Or passed level 2 with 70+ final grade average
Level 4	B1	Intermediate high	Placed by passing APP Level 3	Placed by passing APP Level 3	Or passed level 3 with 70+ final grade average
UG	B2	Advance Low	533-677	72-120	Or passed level 4 with 70+ final grade in both classes

APP Academic Dismissal Policy
A student may repeat any APP level no more than three times. A third failure in the same level will result in dismissal from AUIS.

- Dismissals are issued on the 2nd day of each term, after the iBT TOEFL 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 Topschool.

Students who are dismissed may reapply to AUIS after one full semester, as long as they present an iBT TOEFL score to place them in the next APP level.

To reapply, please visit the AUIS Registration and Records Office to request a readmissions application.

APP Readmissions Policy
A candidate for readmissions to the Academic Preparatory Program is an individual who was admitted and attended APP previously. A readmissions applicant is defined as one who failed to enroll for a semester (Perm Dropped), withdrew, or was academically dismissed (failed the same level three times).

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

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.

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

The Director of Admissions and the Director of APP require an applicant for readmissions 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 readmissions now.
- Submit a letter from your physician stating the status of your health if you withdrew for medical reasons.

- Secure a clearance from the AUIS Counselor if you withdrew for psychological reasons.

Students under academic dismissal are eligible for readmissions after one full APP term off. They should present evidence of successful changes as part of their application for readmissions. Applications for readmissions 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
Fall semester: August 13; spring semester: January 4; summer semester: May 5

Process of Readmissions
1. Complete and file the application for readmissions to the Admissions Office.
   - Include letter from physician, counselor or self, regarding academic update
2. A personal interview may be required as circumstances warrant.

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 Readmissions
1. APP Director and Deputy Director review the application to see if the student is eligible for readmissions.
2. The APP DRC (Dismissal and Readmissions Committee) meets to review each case.
   - APP DRC is made up of the APP Director, Deputy Director, APP Student Records Coordinator, and 2-4 APP faculty members.
3. If readmitted, the APP Director emails the AUIS Registrar to change status and complete the process for readmissions into APP.

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 AUIS Core Program

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 Control Systems Engineering
Bachelor of Science in Construction Engineering
Bachelor of Science in Energy Engineering
Bachelor of Science in Production 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
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 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 2017 and Spring 2018 Advising and Registration Procedures

Step 1: Ensure your TopSchool account is active, accessible

Go to https://auisselfservice.topschoollive.com/ and ensure that you have access to TopSchool. 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 registration.office@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://auisselfservice.topschoollive.com/
- 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 on AUIS website > Registrar > 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, Dean of Faculty 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, Dean of Faculty 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, who 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 TopSchool 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.

- If the hold says "Schedule Viewing Only" during the registration period, your registration abilities were not unlocked by the Registration and Records Office; in this case, immediately email registration.office@auis.edu.krd.

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 (new policy, effective Spring 2014)
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 TopSchool portal. Go to https://auisselfservice.topschoollive.com/

Online Registration Dates	Priority (earned credits)
Sunday, 8:30 a.m. to 5:00 p.m.	TopSchool open to students with **90 credits earned and up**
Monday, 8:30 a.m. to 5:00 p.m.	TopSchool open to students with **60 – 89 credits earned**
Tuesday, 8:30 a.m. to 5:00 p.m.	TopSchool open to students with **30 – 59 credits earned**
Wednesday, 8:30 a.m. to 5:00 p.m.	TopSchool open to students with **0 – 29 credits earned**
Thursday, 8:30 a.m. to 5:00 p.m.	TopSchool 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, 5:00 p.m.**
    - Late advising forms will register on Thursday (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

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

- TopSchool registration accounts are unlocked only for your eligible date and times, then closed at 5:00 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.

- TopSchool 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 Thursday of registration week 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 TopSchool.

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, TopSchool online registration will be closed.

To drop a course, student might drop any course through TopSchool 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

- 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 will be changed to "Permanent Drop" by the WF deadline.
  - 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

Students may register for up to 5 courses per full semester (fall or spring) by going through the registration procedure described above. Students may register for a 6th

course if they have a cumulative GPA of 3.3 or higher. If a student's GPA is lower than this, he or she may appeal to register for a 6th course by completing and submitting a course overload form to the Registration and Records Office. This form requires signatures from the adviser and from the Dean of Students.

Students may register for one course during a short term (summer or winter) by going through normal procedures. Students may only register for a second course with the written permission of the Chair of the Department that administers the course.

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. For any individual student, however, a course can only count toward the requirements of one curricular program. By default, a course will count toward the major declared by the student. If a student declares a minor that has courses which overlap with his or her major, he must work with the appropriate department chair(s) to find suitable alternatives for the minor. In cases where a course may count for more than one minor, or for a minor and a concentration, the student must choose the program for which to apply the credit at the time of registration. The student must then work with the appropriate department chair(s) to find a suitable alternative course for the other program.

Courses required for each curricular program are listed in the curriculum sections of this catalog for each academic department.

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 Dean of Faculty 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

Direct study is designed to be a substitute for regular courses that have been canceled in the main terms because of low enrollment. 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. The material covered in such courses 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.

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, and complete and submit a grade appeal form to the Registration and Records Office 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, the student has one additional week to write a letter of appeal to the Department Chair for the course in question. 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 as to the grade, and send a written response to the student within the first two weeks of the following 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 one time for the purpose of replacing a poor grade with a higher one for GPA calculations. This policy is

limited to a maximum of five courses during the entire undergraduate career of a student, and to courses taken at AUIS within the previous two years. All course repeats must be done at AUIS. This policy applies to courses taken during the Fall 2013 semester or later. 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 status within one week of the grade deadline, with a copy to the Dean of Students and the Director of Student Services.

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, as per the new policy effective from Fall 2017 term. All students with more than 4 registered

courses will be audited and 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.

Deadlines
Fall semester: August 13
Spring semester: January 4

PROCESS OF READMISSIONS

1. Complete and file the application for readmissions to the Admissions Office
    a. Include letter from physician, counselor or self, regarding academic update;
2. A personal interview may be required as circumstances warrant

Leave of Absence from the University

Students can request a leave of absence from the university for up to one year. 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 complete one semester cannot take a leave of absence from the university. In some urgent circumstances the request will be reviewed by the readmit committee.

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 one transcript free of charge per semester. Each additional 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, (as of Fall 2018 rounding from 1.96 to 2.00 will not be accepted)

4. Completion of all Core credits
    a. Core requirements are assigned at the point of entrance to UG program

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; a formal graduation from AUIS only results from an official, approved Application to Graduate (see above for policy).

To qualify for Commencement, 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 and winter graduates - The degree earned must already have been conferred after the fall or winter terms (and the Application to Graduate must have been approved, and available in student files).

2. Spring graduates – Final results will not be clear until about two days before graduation. As such, spring term Commencement participants are allowed some 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 only one or two courses 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 will not be completed at the end of the spring semester, it must be completed during the summer terms. 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 spring.

c. Students may take part in the Commencement if they have a GPA of 2.00 or higher as of Fall 2018. Students are expected to finalize their requirements for graduation by the end of summer term.

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, (starting from Cohort 12, there will not be rounding of 2.96 to 3.00);
- 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 does not agree to participate, 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 Dean of Faculty.

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.

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 cites 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, informs the student of the consequences, and fills out the teacher Plagiarism form (found on the APP teacher Moodle page).
3. Fills 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 database 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 Dean of Faculty 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 readmission. 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 Dean of Faculty.

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, Instagram, and Twitter) 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 Dean of Faculty. The Dean 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

AUIS Library
The AUIS 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 10053 books in English, Arabic and Kurdish language along with multidisciplinary electronic journal. Furthermore, the library also maintains computers and printers for student and faculty use. Reading and writing centers are located in the library too.

The AUIS Library services aim to provide the highest quality information and resources to support research activities of students and faculty by integrating information fluency into the curriculum program.

The AUIS Library offers a variety of instruction sessions that includes walk-in classes, face to face sessions with students, curriculum-integrated sessions, workshops, games and online learning modules to support the development of students' information and digital literacy.

In office hours the library is staffed by a librarian 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: www.library.auis.edu.krd.

Hours during the spring and fall semesters:
Sunday - Thursday: 8:00 a.m. to 8:00 p.m.
Friday: Closed
Saturday: 10:00 a.m. to 5:00 p.m.

Summer hours:
Sunday – Thursday: 8:00 a.m. to 5:00 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, located in the basement of building A, offers student and faculty led review sessions and tutoring for math courses, with a focus on 100 level courses. Tutoring is offered by appointment or on a walk-in basis.

Schedules and hours are posted outside the Math and Science Center.

Guidelines for Students

1. Students are responsible for planning and providing adequate time to receive tutoring from the Math and Science Center and should make themselves aware of the review session schedule for their practical courses.

2. Students should schedule individual tutoring well in advance of their assignment's deadline.

3. Students should arrive on time to the Math and Science Center. Students should bring all necessary materials (class notes, assignment guidelines, textbooks, drafts, syllabus, calculator, etc.) to the tutoring session.

4. Students should sign in when they enter the Math and Science Center.

5. Students receiving individual tutoring should complete a Tutoring Session Information Sheet at the end of each session.

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, Director of Student Services, Dean of Faculty, 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

Funding

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

Funding Requests

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.

On-Campus Participation

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.

Third-Party Sponsorships

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.

Noise Level

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

News Media

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.

Core Option Courses

Students are required to pass three core option courses as part of their Core Program requirements. Students may choose from a range of courses to fulfill this requirement, and the courses offered may vary from semester to semester. They will be grouped into three categories - Humanities, Social Sciences, and Mathematics and Natural Sciences – and students must take one in each category. Each semester the list of available core option courses will be sent to students prior to advising and registration.

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

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
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 221, MTH 121 or MTH 133 (staring from Spring 2018)
	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
7th semester	BUS 401	Business Ethics	3	BLW 301 or LGS 225
	MGT 402	Entrepreneurship	3	FIN 301, BUS 303 and MKT301 for business majors – and – any two 300-level MGT courses for management/ business minors.

8th semester	MGT 404	Strategic Management	3	FIN 301, ACC 222, MKT 301
	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	MGT 201, FIN 301, ACC 221
MGT 403	Operations and Supply Chain Management	3	ACC 221, BUS 303
MGT 407	Leadership	3	MGT 201, MGT 301

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 401
TOTAL		15 Credits	

Concentration in Finance

Course Code	Course Title	Credits	Prerequisites
FIN 310	Analysis of Financial Statements	3	ACC 222; FIN 301
FIN 320	Money and Banking	3	ACC 222; FIN 301
FIN 330	Investments	3	ACC 222; 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	MGT 201, FIN 301, ACC 221
MGT 402	Entrepreneurship	3	FIN 301, BUS 303 and MKT301 for business majors – and—any two 300-level MGT courses for management/ business minors.
MGT 407	Leadership	3	MGT 201, MGT 301
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 has completed its coursework in April 2017. Cohort 11 started in September 2016 and will complete its coursework in February 2018. In the meantime, two more concentrations in Marketing and Human Resources Management have been added to the MBA curriculum. Cohort 12 students who will start in September 2017 will have these concentration choices as well.

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://auisselfservice.topschoollive.com.
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: 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 a.m. to 4:00 p.m.

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 fully recognized by the Kurdistan Regional Government's Ministry of Higher Education and Scientific Research and 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 p.m. to 10.00 p.m. 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 Top School 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 Iraqi 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, 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: Financial Reporting & Analysis
This course is designed to help future business leaders across all functional areas appreciate and understand the rules and regulations, processes and procedures, and significance of financial accounting statements and reports. The course initially demonstrates the accounting process and resulting generation of financial statements. Building on these core accounting concepts, the course emphasizes the understanding of financial statements and the analysis of these financial statements including common size analysis and ratio analysis. In addition to text-oriented materials, the classes also include cases so that students can discuss applications of basic concepts and actual financial reports.

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 Management
The goal of the course is to learn how a corporate manager can evaluate prospective investments and projects and make operational and financial decisions. This involves two major parts. Discounted cash flow analysis introduces concepts and techniques necessary to evaluate cash flows of securities or projects. Sample topics include time value of money, stock and bond valuation, and interest rates. The second part focuses on the relation between risk and return. Sample topics cover concepts of risk, an introduction to portfolio choice, asset pricing models, equity valuation, and market efficiency.

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:

The AUIS MBA in Finance is designed to provide students with a broad understanding of financial management, financial institutions, and investment strategies. The Finance specialization includes advanced study and application in budgeting and control procedures, international finance, portfolio theory, risk management, and working capital management.

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 finance specialization prepares managers for successful interaction in four possible areas: corporate finance, investment/portfolio management, finance markets/banking and international finance. Topics in the finance courses assist students in preparation for the Institute Chartered Accountants ("ICA") certification exams.

Courses:

FIN 620: Working Capital Management
This course builds on the principles of financial management taught in FIN 510 and will apply the principles and concepts of financial theory to problems and decisions associated with short-term (working) capital. This course emphasizes the set of decisions and problems that financial and operating managers face in determining short-term financial policy, setting terms when structuring contracts and deals, and managing business processes of the company. Major topics include identifying working capital elements and their relationships to company operations, financial analysis, cash forecasting, banking relations, cash-flow systems, and short-term investment and borrowing strategies.

FIN 630: Capital Budgeting & Finance
This course is intended to provide a market-oriented framework for analyzing the major types of financial decisions made by corporations. Lectures and readings will provide an introduction to discounted cash flow techniques, capital budgeting principles and problems, financial asset and project valuation, capital structure and related corporate finance issues. This course builds an understanding of value-based management – what tools can a manager use to estimate the effects of alternative strategies for creating value. The course pulls together the concepts of stock and bond valuation, risk and return, cash flows, financial projections, the cost of capital and time value of money, culminating in illustrating the use of these concepts as part of project analysis and evaluation.

FIN 640: Multinational Financial Management
This course covers corporate financial decisions in an international setting with a focus on foreign exchange management and capital budgeting. Topics included in the course are exchange rate regimes and currency crisis, exchange rates determination and exchange risk management, international financial markets and capital budgeting for multinational corporations. The goal of the course is to provide students with an understanding of the fundamental concepts and the tools necessary for an effective global financial management.

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	Course Title	Credit Hours	Prerequisites
1st semester	MTH 133	Pre-calculus	4	MTH 101, or placement in MTH 133
	SCI 101	Life Science	3	No Prerequisites

	CIV 101	The Ancient World – History	3	No Prerequisites
	CSC 101	Computer Science and IT Applications	3	No Prerequisites
	ENG 101	Argument	3	No Prerequisites
2nd semester	SCI 102	Physical Science	3	MTH 101 or placement in MTH 133
	CIV 102	The Modern World – History	3	CIV 101
	ENG 102	Critical Reading	3	ENG 101
3rd semester	CIV 203	Civilization III: The Ancient World (Humanities)	3	CIV 102
4th semester	CIV 204	Civilization IV: The Modern World (Humanities)	3	CIV 203
5th semester	Core Option	Humanities, Social Science, or Math and Science	3	See course descriptions
6th semester	ENG 213	Technical Writing	3	ENG 102
	Total		37	

Bachelor of Science in Construction Engineering

Construction Engineering Major

Suggested Semester	Course Code	Course Title	Credit Hours	Prerequisites
2nd semester	MTH 232	Calculus I	4	MTH 133
	ENGR 230	Engineering Drawing	3	CSC 101
	PHYS 232	Calculus Based Physics I	4	SCI 102 Co-requisite: MTH 232
3rd semester	MTH 233	Calculus II	4	MTH 232
	PHYS 233	Calculus Based Physics II	4	PHYS 232, MTH 232
	CHEM 232	Chemistry I	4	MTH 133, SCI 102
	ENGR 244	Engineering Computing	3	CSC 101, MTH 133
	MTH 331	Calculus III	4	MTH 233

4th semester	ENGR 231	Fabrication Shop	2	
	GEO 248	Physical Geology	3	PHYS 232
	ENGR 344	Mechanics I	3	PHYS 232
5th semester	MTH 332	Differential Equations and Topics in Linear Algebra	4	MTH 233
	ENGR 348	Mechanics II	4	ENGR 344. Co-requisite: MTH 332
	ENGR 358	Mechanics of Materials	3	ENGR 344
	ENGR 370	Surveying	2	MTH 133
	ENGR 373	Materials of Construction	3	CHEM 232, Co-PHYS 233
6th semester	ENGR 444	Engineering Economics	3	MTH 232
	ENGR 356	Fluids	4	ENGR 344, MTH 331, MTH 332
	ENGR 390	Circuits	4	PHYS 233, MTH 233
	ENGR 475	Soil Mechanics	3	GEO 248, ENGR 358
7th semester	ENGR 442	Engineering Statistics	3	MTH 332
	ENGR 491	Design I	3	7th semester or higher
	ENGR 471	Construction Engineering	3	ENGR 444
	ENGR 473	Structural Analysis	3	ENGR 358
	ENGR 476	Concrete Design	3	ENGR 358, ENGR 373
	ENGR 477	Foundation Design	3	ENGR 358, ENGR 475
8th semester	ENGR 484	Engineering Laboratory	3	ENGR 442, ENG 213
	ENGR 492	Design II	2	ENGR 491
	ENGR 474	Steel Design	3	ENGR 358, ENGR 373

	ENGR 490	Engineering Internship	3	Senior Standing
	ENGR Elective	Engineering Elective	3	
	ENGR Elective	Engineering Elective	3	
	TOTAL		103 Credits	

Bachelor of Science in Energy Engineering

Energy Engineering Major

Suggested Semester	Course Code	Course Title	Credit Hours	Prerequisites
2nd semester	MTH 232	Calculus I	4	MTH 133
	ENGR 230	Engineering Drawing	2	CSC 101
	PHYS 232	Calculus Based Physics I	4	SCI 102 Co-requisite: MTH 232
3rd semester	MTH 233	Calculus II	4	MTH 232
	PHYS 233	Calculus Based Physics II	4	PHYS 232, MTH 232
	CHEM 232	Chemistry I	4	MTH 133, SCI 102
	ENGR 244	Engineering Computing	3	CSC 101, MTH 133
4th semester	MTH 331	Calculus III	4	MTH 233
	ENGR 231	Fabrication Shop	2	
	ENGR 352	Thermodynamics	3	PHYS 232, CHEM 232, CSC 101
	ENGR 344	Mechanics I	3	PHYS 232
5th semester	MTH 332	Differential Equations and Topics in Linear Algebra	4	MTH 233
	ENGR 354	Materials Science	3	CHEM 232, Co-requisite: PHYS 233
	ENGR 348	Mechanics II	4	ENGR 344. Co-requisite: MTH 332
	ENGR 358	Mechanics of Materials	3	ENGR 344
6th semester	ENGR 356	Fluids	4	ENGR 344, MTH 331, MTH 332
	ENGR 313	Measurements Laboratory	2	PHYS 233, CHEM 233
	ENGR 390	Circuits	4	PHYS 233, MTH 233
	ENGR 444	Engineering Economics	3	MTH 232

	ENGR 453	Application of Thermodynamics	3	ENGR 352
7th semester	ENGR 442	Engineering Statistics	3	MTH 332
	ENGR 491	Design I	3	7th semester or higher
	ENGR 454	Process Engineering	3	ENGR 352, ENGR 356
	ENGR 452	Transport Phenomena	3	ENGR 356
	ENGR 455	Introduction to Petroleum Engineering	3	Senior Standing
	ENGR 457	Renewable Energy	3	ENGR 352 and ENGR 390
8th semester	ENGR 484	Engineering Laboratory	3	ENGR 442, ENG 213
	ENGR 461	Control Systems and Automation	3	ENGR 313, ENGR 390
	ENGR 492	Design II	2	ENGR 491
	ENGR 490	Engineering Internship	3	Senior Standing
	ENGR Elective	Engineering Elective	3	
	ENGR Elective	Engineering Elective	3	
	TOTAL		103 Credits	

Bachelor of Science in Mechanical Engineering

Mechanical Engineering Major

Suggested Semester	Course Code	Course Title	Credit Hours	Prerequisites
2nd semester	MTH 232	Calculus I	4	MTH 133
	ENGR 230	Engineering Drawing	3	CSC 101
	PHYS 232	Calculus Based Physics I	4	SCI 102 Co-requisite: MTH 232
3rd semester	MTH 233	Calculus II	4	MTH 232
	PHYS 233	Calculus Based Physics II	4	PHYS 232, MTH 232
	CHEM 232	Chemistry I	4	MTH 133, SCI 102
	ENGR 244	Engineering Computing	3	CSC 101, MTH 133
4th semester	MTH 331	Calculus III	4	MTH 233
	ENGR 231	Fabrication Shop	2	

	ENGR 352	Thermodynamics	3	PHYS 232, CHEM 232, CSC 101
	ENGR 344	Mechanics I	3	PHYS 232
5th semester	MTH 332	Differential Equations and Topics in Linear Algebra	4	MTH 233
	ENGR 354	Materials Science	3	CHEM 232, Co-requisite: PHYS 233
	ENGR 348	Mechanics II	4	ENGR 344. Co-requisite: MTH 332
	ENGR 358	Mechanics of Materials	3	ENGR 344
6th semester	ENGR 356	Fluids	4	ENGR 344, MTH 331, MTH 332
	ENGR 313	Measurements Laboratory	2	PHYS 233, CHEM 233
	ENGR 390	Circuits	4	PHYS 233, MTH 233
	ENGR 444	Engineering Economics	3	MTH 232
	ENGR 432	Component Design	3	ENGR 230, ENGR 354 and ENGR 358
7th semester	ENGR 442	Engineering Statistics	3	MTH 332
	ENGR 491	Design I	3	7th semester or higher
	ENGR 433	Machine Design	3	ENGR 358
	ENGR 452	Transport Phenomena	3	ENGR 356
	ENGR 453	Application of Thermodynamics	3	ENGR 352
	ENGR 413	Manufacturing Systems	3	ENGR 230, ENGR 354
8th semester	ENGR 484	Engineering Laboratory	3	ENGR 442, ENG 213
	ENGR 492	Design II	2	ENGR 491
	ENGR 461	Control Systems and Automation	3	ENGR 313, ENGR 390, MTH 332

	ENGR 490	Engineering Internship	3	Senior Standing
	ENGR Elective	Engineering Elective	3	
	ENGR Elective	Engineering Elective	3	
	TOTAL		103 Credits	

Engineering Specializations

Students who select one of the following specialties will earn a Bachelor of Science in Engineering, and the name of the specialty will be reflected in their degree certificate. Out of the seven electives, students should select at least five courses from their chosen specialty. These specialties correspond to majors recognized by the Iraqi system. The specialties are a mixture of mechanical, civil, and electrical courses.

Bachelor of Science in Control System Engineering

1. Control Systems and Automation
2. Dynamic Systems and Signal Processing Liner, Systems and Signals.
3. Electronics
4. Digital Systems
5. Digital Control
6. Other relevant selected topics

Bachelor of Science in Energy Engineering

1. Applied Thermodynamics
2. Transport Phenomena
3. Renewable Energy Systems
4. Introduction to Petroleum Engineering
5. Air Conditioning
6. Other relevant selected topics

Bachelor of Science in Production Engineering

1. Manufacturing Systems
2. Computer-aided Design and Fabrication
3. Control Systems and Automation
4. Operations and Systems Analysis
5. Project Management
6. Other relevant selected topics

Bachelor of Science in Construction Engineering

1. Construction Engineering
2. Structural Analysis
3. Steel Design
4. Concrete Design
5. Soil Mechanics
6. Other relevant selected topics

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.

Curriculum: English – Journalism Major

Suggested Semester	Course Code	Course Title	Credit Hours	Prerequisites
3rd semester	LIT 300	Literary Foundations: Traditions and Themes	3	ENG 102
4th semester	LIT 310	Literary Foundations: Theory and Methods	3	ENG 102
	JRL 301	Reporting	3	ENG 102
	LIT 303	History of the English Language	3	ENG 102
5th semester	JRL 330	Photo-Journalism	3	ENG 102
	JRL 302	Advanced Reporting	3	JRL 301

	JRL 400	Journalism Ethics, Practice, and Law	3	ENG 102
6th semester	LIT 301, 302, or 304	British, American, or World Literature	3	ENG 102
	JRL (elective)	Photo, Audio, Multimedia, or Special Topic	3	See Course Description
	LIT, JRL, or ENG (elective)	Elective: see current course offerings	3	See Course Description
7th semester	JRL (elective)	Photo, Audio, Multimedia, or Special Topic	3	See Course Description
	LIT, JRL, or ENG (elective)	Elective: see current course offerings	3	See Course Description
8th semester	LIT, JRL, or ENG (elective)	Elective: see current course offerings	3	See Course Description
	ETW 400	English Thesis Workshop	3	Instructor Permission
	TOTAL		42 Credits	

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.

Curriculum: English Major

Suggested Semester	Course Code	Course Title	Credit Hours	Prerequisites
4th semester	LIT 300	Literary Foundations: Traditions and Themes	3	ENG 102
	LIT 310	Literary Foundations: Theory and Methods	3	ENG 102
	LIT 301	British Literature	3	ENG 102

5th semester	LIT 303	History of the English Language	3	ENG 102
	LIT 302	American Literature	3	ENG 102
	PDG 300	Pedagogy	3	LIT 300, LIT 310
6th semester	LIT 304	World Literature	3	ENG 102
	ENG (300- or 400-level elective)	English elective: see current course offerings	3	See Course Description
	LIT, JRL, or ENG (elective)	Elective: see current course offerings	3	See Course Description
7th semester	LIT (400-level elective)	Literature elective: see current course offerings	3	See Course Description
	LIT, JRL, or ENG (elective)	Elective: see current course offerings	3	See Course Description
	LIT, JRL, or ENG (elective)	Elective: see current course offerings	3	See Course Description
8th semester	LIT (400-level elective)	Literature elective: see current course offerings	3	See Course Description
	ETW 400	English Thesis Workshop	3	Instructor Permission
	TOTAL		42 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.

Course Code	Course Title	Credit Hours	Prerequisites
LIT 300 or LIT 310	Literary Foundations: Traditions and Themes Literary Foundations: Theory and Methods	3	ENG 102
JRL 301	Reporting	3	ENG 102
JRL 330	Photo-Journalism	3	ENG 102
JRL (elective)	Elective: see current course offerings	3	See course descriptions
JRL (elective)	Elective: see current course offerings	3	See course descriptions

Minor in English

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 300	Literary Foundations: Traditions and Themes	3	ENG 102
LIT 310	Literary Foundations: Theory and Methods	3	ENG 102
LIT 301, 302, 303, or 304	British, American, or World Literature; or Origins and Structures of the English Language	3	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

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 requirement are 45 credits IT major courses and 12 credits IT electives. Students

can take 15 credits general elective courses as of Fall 2017.

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
4th semester	ITE 202	IT Systems	3	CSC 101
5th semester	ITE 301	Data Communications and Networks	3	ITE 202
	ITE 303	Introduction to Programming	3	ITE 202
	ITE 304	Fundamentals of Web Systems	3	ITE 202
6th semester	ITE 305	Database Management Systems	3	ITE 304
	ITE 306	Computing Platforms	3	ITE 304
	ITE 308	IT Project Management	3	ITE 304
7th or 8th semester	ITE 401	Advanced Computer Networks	3	All 300 Courses
	ITE 403	Information Security	3	All 300 Courses

ITE401, 406, and 408 usually are offered in Fall. ITE403, 407, and 409 usually are offered in Spring.	ITE 406	Professional Ethics and Communications	3	All 300 Courses
	ITE 407	Advanced Database Management Systems	3	All 300 Courses
	ITE408	Human-Computer Interaction	3	All 300 Courses
	ITE 409	Advanced Programming	3	All 300 Courses
7th semester	ITE 410	IT Capstone Project I	3	All 300 Courses
8th semester	ITE 411	IT Capstone Project II	3	Final semester
	TOTAL		45 Credits	

Concentration in Web Systems

In addition to majoring in Information Technology (IT), students 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. Only students in the IT major are eligible to enroll in this concentration.

Course Code	Course Title	Credit Hours	Prerequisites
ITW 401	Front-End Web Development	3	ITE 304
ITW 403	Web Applications Programming	3	ITE 304, ITE 303, ITE 305
ITW 405	Advanced Web Technologies	3	ITW 401, ITW 403
ITW 404	Web security	3	ITW 401, ITW 403
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 following courses are required for the IT minor:

Course Code	Course Title	Credit Hours	Prerequisites
ITE 202	IT Systems	3	CSC 101
ITE 301	Data Communications and Networks	3	ITE 202
ITE 304	Fundamentals of Web Systems	3	ITE 202
ITE 305	Database Management Systems	3	ITE 202

Students should choose one of the following courses to complete the minor:

Course Code	Course Title	Credit Hours	Prerequisites
ITE 303	Introduction to Programming	3	ITE 304
ITE 306	Computing Platforms	3	ITE 304
ITE 308	IT Project Management	3	ITE 304
TBD	IT Special Topic	3	TBD

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.

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 401
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, effects 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, or ECO 210
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: Analysis of Financial Statements
Provides students with the skills needed to read, analyze, and interpret the information contained in a company's financial statements. Integrates accounting and financial principles and discusses the ethics of both professions.
Pre-requisites: ACC 222 and 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: ACC 222 and 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: ACC 222 and 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, and ACC 221
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: FIN 301, BUS 303 and MKT 301 for business majors—and any two 300 level MGT courses for management / business minors.
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, ACC 222, MKT 301
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
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: MGT 201 and MGT 301
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

The Department of Engineering

ENGR 230: Engineering Drawing
The course is an introduction to computer-aided design (CAD). This course will introduce graphical communication as a tool in documenting the results of an engineering design. Emphasis is placed on the use of Computer Aided Drafting and 3-D Solid Modeling systems to prepare working drawings packages of basic components and assemblies. Students combine the practice of sketching along with computer-based solid modeling to produce a parametric design. At the conclusion of the course, students will be able to prepare working drawings, with appropriate views, dimensions, title blocks, and bill of materials.
Prerequisite: CSC 101
Credits: 3

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 software is covered.
Prerequisite: CSC 101, MTH 133
Credits: 3

ENGR 313: Measurements Laboratory
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. The course includes experimental planning and analysis. ASTM methods introduced. Data acquisition means studied.
Prerequisites: PHYS 233 and CHEM 233
Credits: 2

ENGR 344: Mechanics I – Engineering Statics
Analysis of bodies in equilibrium with vector algebra and classical applications. Properties of forces, moments, centroids, trusses, frames, machines, equilibrium conditions, friction, area moments of inertia, shear and bending moment diagrams.
Prerequisite: PHYS 232
Credits: 3

ENGR 348: Mechanics II – Engineering Dynamics
Fundamentals of engineering dynamics covering kinematics of particles and rigid bodies. Thorough study of kinetics of particles and rigid bodies using Newton's laws of motion,

work-energy methods, and impulse and momentum methods. Laboratory work to demonstrate the concepts learned in this course and Engineering Statics.
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, CHEM 232 and CSC 101
Credits: 3

ENGR 354: Materials Science
This course covers processing, structure, properties, performance of engineering materials, the effect of atomic bonding and crystalline structure on the mechanical properties of metals, ceramics and polymers, frequent measurement, testing and comparison techniques to aid in selection of materials. Experiments include compressive and tensile strength testing, 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 233; co-requisite PHYS 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, and 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 stress-strain relationships, torsion, deformations, bending and shearing stresses, and deflections of beams.
Prerequisite: ENGR 344
Credits: 3

ENGR 370: Surveying
Measurement of distances and angles. Theory of errors. Study of leveling, traversing, topographic mapping, route surveying, and 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
This course covers the fundamental principles and methods in planning, design, and operation of transportation systems. The topics included in this course are highway functions, design controls, elements 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: MTH 233
Credits: 3

ENGR 373: Materials of Construction
This course includes physical description of elastic and plastic deformation of constructions. Course covers 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: ENGR 358
Credits: 4

ENGR 390: Circuits
This course is an introduction to electrical rules, theorems, and laws applicable to DC and AC circuits. Topics include: Ohm's Law, KCL, KVL, Node Voltage, Mesh Current, Thevenin's and Norton's theorems, series circuits, parallel circuits, and ideal op-amps. Laboratory work stresses concepts of electrical measurement and presentation of data to compare predicted and observed values, and an introduction of PSpice simulation.
Prerequisite: PHYS 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
The manufacturing processes for metals, polymers and composites are examined in this course. The integration of these processes into manufacturing systems are studied. Topics include forming, machining, assembling, process integration, computer-aided manufacturing, and manufacturing system engineering.
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
Students learn the application of mechanics and material science to the detailed design of various machine elements including shafts, bearings, gears, brakes, springs, and fasteners. This course emphasizes engineering applications and open-ended design problems.
Prerequisites: ENGR 230, ENGR 354, and 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.
Prerequisite: MTH 332
Credits: 3

ENGR 444: Engineering 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 cost estimation, cash flow analysis, and profitability determination.
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
Design of power and refrigeration systems, mixing (or separation), multiphase, air conditioning and energy conversion processes. Applications considered include combustion, engines, power generation, conventional and alternative energy technologies.
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: Air Conditioning
Application of factors of temperature and humidity to the design of air conditioning systems. Design and applications of heating, ventilating, and cooling requirements.
Prerequisite: ENGR 352, co-requisite: ENGR 452.
Credits: 3

ENGR 457: Renewable Energy Systems
This 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 461: Control Systems and Automation
Students learn the fundamentals of control system design and implementation including the design of servo and regulatory feedback control systems. Robotic control and manipulation are introduced. Implementation via analog and digital instrumentation is studied.
Prerequisites: ENGR 313, ENGR 390, MTH 332
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
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, ENGR 373
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: GEO 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 480: Engineering Vibrations
Free and forced vibrations, degrees of freedom, energy methods, transients, harmonic analysis, damping.
Prerequisites: MTH 332 and ENGR 348

ENGR 484: Engineering Laboratory
This course is a capstone engineering laboratory course where students 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 stressed. Other topics include patents, product liability, safety, ethics and design for manufacturing.
Prerequisite: ENG 213 and ENGR 442
Credits: 4

ENGR 488: Special Problems
Individual solution of selected problems in engineering conducted under direct supervision of a faculty member.
Prerequisite: Senior standing
Credits: 3

ENGR 489: Selected Topics
This course covers one or more topics of engineering. May be repeated when topic changes.
Prerequisite: Senior standing
Credits: 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
Credits: 3

ENGR 491: Design Project 1
This is the first part of a two-course capstone design experience in engineering. Topics in this part include problem definition, determination of design requirements, and evaluation of alternative design concepts, engineering analysis, and proof-of-concept

prototypes. Students participate in design reviews, make a final design presentation, and produce a phase 1 design report.
Prerequisites: Senior standing
Credits: 3

ENGR 492: Design Project 2
This is the second part of a two-course capstone design experience in engineering. Building on the results from Design Project 1, students complete the following steps: refinement of prototype, design optimization, fabrication, testing, and evaluation. The final project includes a functioning prototype, oral presentation, written report, and operating manual for the product.
Prerequisites: ENGR 491
Credits: 2

The Department of English

ART 102: 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 102: 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: None
Credits: 3

ART 102: 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

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 102: 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 102: 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

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

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

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

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

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 311: Literature of the Oppressed: Race and Gender
This course introduces students to literature by writers from marginalized racial and gender groups. The literary texts will be supplemented by theoretical essays that will help us analyze 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

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

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

ENG 400: 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 406 Creative Writing
This is a course for creative writers of fiction and poetry to read and critique each other's 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 203 and JRL 231
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 102
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

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: None
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

JRL 303: 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 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 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: None
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

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

ENG 303: 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

LIT 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

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 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 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

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: LIT 300, LIT 310
Credits: 3

Core Options

ART 103: 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: None
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

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: CSC101
Credits: 3

ITE 202: IT Systems
This course introduces students to the basic components of IT systems, including networking, web systems, databases, scripting, 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
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 304
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 304
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 304
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: All 300 Level Courses
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: All 300 Level Courses
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: All 300 Level Courses
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: All 300 Level Courses
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: All 300 Level Courses
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: All 300 Level Courses
Credits: 3

ITE 410: 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: All 300 Level Courses
Credits: 3

ITE 411: 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: ITE303
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

ITS350 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: ITE303
Credits: 3

ITW 401: Front end Web Development
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: ITE304: Fundamentals of Web Systems
Credits: 3

ITW 403: 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 304, ITE303, ITE305
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: ITW 401 and ITW 403
Credits: 3

ITS 410: Special Topics: 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

The Department of Mathematics and Natural Sciences

BOT 234: Ethnobotany
This course is a survey of plants used by people for food, beverages, fiber, medicine, dyes, perfumes, and building. Plants and their symbolism in folklore and religions are also covered. A survey of local edible, toxic and useful native plants and mushrooms is included. A field trip is required.

Prerequisites: SCI 101
Credits: 3

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
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.
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
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

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 122: Business Calculus
This course is an introduction to necessary fundamentals of calculus for a business or social science student to pursue statistics and other quantitatively-oriented business courses. Topics include limits and continuity, derivatives, extrema, concavity, and applications such as marginal analysis, business models, optimization of tax revenue, and minimization of storage cost. It also includes the exponential and logarithmic functions. antiderivatives and the definite integral, and areas and consumer's surplus.
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 160: Trigonometry
MTH 160 is a study of the trigonometric functions, radian measure, graphing trigonometric functions, identities, trigonometric equations and inverse trigonometric functions. Solutions of general triangles and trigonometric representation of complex numbers are included.
Prerequisites: MTH 101
Credits: 3

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 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, Co-requisite: 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: 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, 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.
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
Credits: 1

SCI 102: Physical Science
The Physical Sciences: physics, chemistry, astronomy, meteorology, and geology; receive a rapid and broad overview (no friction here) in this course. 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. There is a required two hour lab component, in addition to lectures. A background in mathematics is expected and necessary for success in the course – particularly in the physics. So, be ready to discuss, think about, solve laws concerning, and investigate some of the primary laws governing the physical universe.
Prerequisites: MTH 101 or placement in MTH 133
Credits: 2

SCIL 102: Physical Science Lab
An introduction to laboratory experiences in the physical science, including chemistry, physics, earth sciences, and astronomy.
Prerequisites: MTH 101 or placement in MTH 133
Credits: 1

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 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 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
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 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, 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

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 analyzes the structure and behaviour 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, Yezidism, 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