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Non-Discrimination Policy

The University of North America is an academic community built on respect for all persons. The university adheres to a strict policy of dignity, equality, and nondiscrimination regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Commonwealth of Virginia statutes, the university does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the university.

The University of North America is authorized by the State Council of Higher Education for Virginia (SCHEV) to operate campuses in the Commonwealth of Virginia.

Welcome!

To Our Students –

You've made the choice to attend the University of North America, and a fine choice it is. Here in one group you will find committed, caring faculty members, staff members, and administrators whose sole task is to help you to be successful in your academic career now and in your professional career in the future. We very much look forward to working along side you as you accomplish your educational goals and earn your degree.

This *Student Handbook* serves as a supplement to your *Catalog* and should tell you everything you need to know not only to survive but to thrive at UNA. You should find all of your questions answered in one of the two booklets. If you don't, if you have *any* unanswered questions now or as you go through your program, please ask. Don't let a question remain unanswered; give us a chance to resolve it with you.

And so, good luck! I wish you well as you build toward earning that door-opening degree.

Sincerely,

Ben

Benjamin G. Davis, Ph.D., D.Min.
President

University Calendar

Spring 2009 Term

June 1	Monday	Classes begin
July 3-5	Friday - Sunday	Independence Day weekend – no classes
August 2	Sunday	Last day of classes for the term

Summer 2009 Term

August 3	Monday	Classes begin
September 5-7	Saturday - Monday	Labor Day weekend – no classes
October 4	Sunday	Last day of classes for the term

Fall 2009 Term

October 5	Monday	Classes begin
November 11	Wednesday	Veteran's Day – no classes
November 26-29	Thursday-Sunday	Thanksgiving holiday – no classes
December 20	Sunday	Last day of classes for the term

Winter 2010 Term

January 4	Monday	Classes begin
March 28	Sunday	Last day of classes for the term

Spring 2010 Term

April 5	Monday	Classes begin
May 31	Monday	Memorial Day – no classes
June 27	Sunday	Last day of classes for the term

Summer 2010 Term

July 6	Tuesday	Classes begin
September 6	Monday	Labor Day – no classes
September 26	Sunday	Last day of classes for the term

Fall 2010 Term

October 1	Friday	Classes begin
November 11	Thursday	Veteran's Day – no classes
November 25-28	Thursday-Sunday	Thanksgiving holiday – no classes
December 19	Sunday	Last day of classes for the term

Your University

The University of North America (UNA) was founded to provide you with an outstanding, integrated education that links the latest in academic theory with the latest in real-world applications. The university has built a curriculum based on contemporary issues faced by leaders in the international workplace, and courses and programs have been specifically designed for this process.

Your faculty members have served in high-level positions in academia, government, and industry and know what it takes to be a success in today's world. They have extensive experience with on-ground, on-line, and blended education both in the United States and abroad. Class size is kept intentionally small so you can benefit from one-on-one interaction with these internationally-recognized experts.

The university maintains close relationships with London International College (London, England) and Girne American University (Girne, North Cyprus). Girne American University (GAU) is one of Europe's leading comprehensive universities. GAU is fully accredited by the European Council for Business Education (ECBE) and the International Association of Colleges for Business Education (IACBE). GAU has entered into a partnership with the University of North America to award dual degrees. The curriculum of UNA underwent a rigorous assessment by the Girne American University academic leadership team in this process. The result of this partnership is that when a student graduates from UNA, he or she is eligible for an equivalent accredited degree by Girne American University.

London International College (LIC) has a long history of serving students from around the world. With its Oxford Street location, LIC provides a solid grounding in academic subjects within walking distance of London's international financial center. LIC has entered into a partnership with UNA that allows students to complete course work at either university toward a final degree.

Keeping Track and On Track

Grades and the Grading System – The university awards grades on a four point scale with an “A” representing superior work.

A	4.0	Superior
A–	3.7	Excellent
B+	3.3	Very Good
B	3.0	Good
B–	2.7	Acceptable
C+	2.3	Marginal
C	2.0	Poor
F	0	Failure
I		Incomplete
S		Satisfactory
U		Unsatisfactory
W		Withdrawal

Distribution of Grades – Semester grades are distributed within two weeks after the last day of the semester. Grades are mailed to the address on file with the Registrar, so students are encouraged to maintain their records in correct form.

Satisfactory Progress – In order to graduate, you must have an overall grade point average (GPA) of at least a 3.0 in all work completed while in attendance. If you repeat a course, only the last grade received is used in making this calculation. Grades earned at another university are not included in the calculation of your overall GPA.

In order to help make certain that you graduate, you must make reasonable progress toward the achievement of the required 3.0 GPA. In order to demonstrate satisfactory progress toward this requirement, the following grade point average must be achieved during the student’s program:

Degree Level	Percent of Coursework Completed	Minimum GPA
Masters	25% (9 credit hours)	2.50
Master’s	50% (18 credit hours)	2.75
Master’s	75% (27 credit hours)	2.90
Master’s	100% (36 credit hours)	3.00
Doctoral	25% (14 credit hours)	2.60
Doctoral	50% (27 credit hours)	2.80
Doctoral	78% (all coursework with the exception of dissertation courses)	3.00

If you don't maintain the minimum GPA required for satisfactory academic progress, you will be placed on probation for the following term. You must meet with your advisor to determine what has prevented you from achieving the required grades and to help you develop a plan for meeting the requirements. If at the end of the probationary semester you have made progress but have not met the minimum standard, you will be continued on probation for one more term. By the end of the second semester on probation, you must have achieved the minimum GPA required or you will be suspension and will be required to take one semester away from the university. At the end of a semester away, you may apply for re-admittance and, unless there are extenuating circumstances, you will be permitted to re-enroll.

Student Records

Maintenance of Student Records – Your transcript will be maintained in perpetuity. Other student information is maintained for a five year period following your last semester of attendance after which the records are destroyed.

Confidentiality Policy – The university is committed to the maintenance of confidentiality of all student information. Except as required by law, no student records or information other than dates of attendance will be released to any person or entity without your express, written consent.

Release of Transcripts – A copy of your transcript will be released within three days of a written request accompanied by the appropriate fee. Requests are to be submitted to the Registrar. Transcripts will not be released when you are in arrears in your financial affairs with the university.

Student Right to Know – The Student Right to Know Act requires that institutions that receive federal Title IV funds provide information regarding institutional graduation rates, athlete graduates, financial assistance awarded, and crime statistics. While the university does not award Title IV financial assistance, it will none-the-less provide such information to students and to the public. As a new institution, the university has yet to have had a graduating class, so data are not available at the time of the publication of this Handbook.

Student Rights, Privileges, and Responsibilities

Academic Courtesy – The university is a community. As such, normal rules of respectful behavior on the part of students, faculty, and staff are expected. Should your conduct fall beyond the bounds of respectful behavior, you will be counseled and, depending upon the severity of the situation, you may be suspended from the university for a minimum of one semester. In order to be re-admitted to the university, you will have to demonstrate that the behavior that led to your suspension will not recur.

Rights and Responsibilities – Students have all the rights normally accorded to members of a community of scholars – the right to free inquiry, the right to the free expression of ideas, and the right to be free of intimidation and harassment. In exchange for these rights, you are expected to respect these rights of your fellow community members.

It is the responsibility of all students to know and comply with the academic and community life policies of the university. Among these responsibilities are:

- registering for classes in a timely manner
- paying tuition and fees on time
- completing all admission requirements including any conditions that have been applied
- attending and being on time for classes
- submitting required class work on time
- abstaining from the use of alcohol, illegal drugs, and tobacco products while on campus
- keeping a copy of all submitted work in any medium
- maintaining up-to-date address, telephone, and e-mail information with the Registrar
- regularly meeting with an advisor
- dressing appropriately (business casual attire) for classes
- exhibiting complete academic honesty, and
- displaying civil behavior and attitudes to other community members

Expected Conduct of Students – As noted above, students are expected to behave and treat others on campus as professional scholars. Students attend the university from all parts of the world and from many varied backgrounds. This diversity provides a rich environment for the free exploration and expression of ideas, and students are expected to participate fully and to uphold the right of others to do the same. Breaches of this scholarly ethic will be taken seriously by the university. Students who violate the canons of appropriate behavior will be counseled by a member of the administration. Should repeated violations of civil conduct occur, the student may be suspended from the university. The suspended student may make application for re-admission after one term away from the university.

Campus Security Act Information – The university is located in a safe, suburban environment. None-the-less, students are urged to take reasonable precautions to remain safe and to avoid potential problematic situations. Students are to report to the Vice President for Information Services all known or suspected crimes that occur on campus. In a written report, students are asked to include the following information: the name of the person reporting the crime, the nature of the crime, the time and place of its occurrence, and the victim(s), if any of the crime. Information regarding crimes in the area surrounding the university's campus is available through the Vice President for Information Services. All crimes involving university students are to be reported to the Vice President as well as to Fairfax County police.

Attendance in Classes

Attendance – Complete attendance in all classes is considered to be essential by the university. Without attendance and participation in classes, the student not only loses out on the benefits of interacting with other students as well as the faculty member but denies other students his or her insights.

International students must maintain proper attendance in order to remain in status. To this end, the university mirrors in its attendance policies for international students the SEVIS regulations. Students may obtain information regarding the latest SEVIS policies through the Student Affairs Office.

Absence Policy – Students are expected to attend all classes. There is no such thing as an “excused absence;” either you are present or you are not. Education is a communal activity, and a high degree of student-to-student and student-to-faculty interaction is a part of the UNA educational model. Should you be required to miss class because of an emergency, all work missed should be made up for the next class session. You will be withdrawn after missing seven (7) consecutive instructional days.

Leaves of Absence – Should you wish to take a semester away from the university, you must request a leave of absence in writing. Without a written request, a student who fails to return to the university will be considered to have withdrawn and will be required to reapply to be readmitted. All leaves of absence must be approved in advance.

Tardiness to Class – Students who miss more than 25% of any class session whether through late arrival or early departure or a combination thereof are considered to be absent for that day.

The Importance of Maintaining Your Status

It is important for international students to understand the concept of immigration status and the consequences of violating that status. Awareness of the requirements and possible consequences will make it more likely that you can avoid problems with maintaining your status.

Failure to maintain status can result in arrest, and violators may be required to leave the United States. Violation of status also can affect the prospect of readmission to the United States for a period of time: most people who violate the terms of their status are barred from lawfully returning to the United States for years. Be sure to check with your Designated School Officer (DSO) about any questions or concerns about your immigration status.

Helps Along the Way

Career Advising and Placement Services

The purpose of the university is to prepare graduates for productive professional careers. As such, assistance with career guidance and job placement is available to all students. Students seeking employment while enrolled are directed to meet with the Director of the Co-operative Education. Placement assistance for graduates is provided through the offices of the Deans of both colleges of the university. You are encouraged to meet with your Dean to discuss your career plans and to maintain on file in the Dean's office a copy of your latest resume.

Library and Information Services

Consonant with its mission as a 21st Century educator, the university has established a comprehensive electronic Library and Information Service for students and faculty members alike. Through the University Library (the electronic Library and Information Resource Network [LIRN]), you may access periodicals and books in electronic format from anywhere in the world. In addition, you have access to a 24 hour per day, seven day per week Reference Librarian to assist with your information search needs. Access to the Library and the Reference Librarian is through your student access code provided by the university. The university maintains a small reference collection on site for access during class periods.

English Language Help

If you need extra help with the English language, the university's Brydon English Language Institute (BELI) is available to provide non-native speakers high-quality English as a Second Language instruction. Through BELI's programs, you will have the opportunity not only to excel in language skills but also to improve your cultural awareness in a multi-cultural educational environment. BELI offers a set of Intensive English Electives for students who want to take advantage of the personalized, flexible and more interactive courses and build their skills in Pronunciation, American Culture, Vocabulary Development, Listening Development, and Communication Strategies. BELI also offers a set of Business English Electives to help with General Business English, Business Communications, Meetings and Presentations, Business Vocabulary, and Business Letter Writing. Finally, BELI manages the university's Bridge Program to help students meet the TOEFL-IBT score requirement for full admission.

Who to Call

Have a problem? We're here to help!

Got a question? We've got some answers!

When you have any questions or just need to be reassured that everything is OK, contact us. We will respond to your question by the end of the day you call us. All of us can be reached through the same e-mail address and phone number:

571.633.9651
info@uona.us

Advisor to Management Students	Dr. Jack Partlow Dean, College of Management
Advisor to Technology Students	Dr. Mark Beattie Dean, College of Technology
Computer Lab and Wireless Access	Paul de Bruin Director of Information Technology Services
Co-operative Education	Sean C. Farrell, Director of Co-operative Education
English Language Assistance	Sevtap Karaoglu Director of Brydon English Language Institute
Financial Questions	Jacob H. de Bruin Chief Financial Officer
Legal Issues	Kathryn Teachout, J.D. Deputy General Counsel

If Things Don't Work Out

We are going to do our best to make your time at the university a spectacular success. If we fall short of your expectations, give us a chance to make it better. Contact one of the people whose names appear on the previous page and let us try to work things out for you. If we can't do it, here is what you can do.

Refund Policy

Should you withdraw from an academic course of the university, the following refund policies prevail:

1. If you cancel your enrollment following the three day cancellation period but prior to the first day of the semester for which application was made, all tuition monies paid will be refunded less a \$100.00 withdrawal fee.
2. If you enter school but withdraw during the first 1/4 (25%) of the period, you are entitled to receive as a refund a minimum of 50% of the cost of the course or program for the period.
3. If you withdraw after completing 1/4 (25%), but less than 1/2 (50%) of the period, you will receive as a refund a minimum of 25% of the stated cost of the course or program for the period.
4. If you withdraw after completing 1/2 (50%) or more of the period, you are not entitled to a refund.

Grievance Policy

It is the intent of the university to provide and maintain a collegial atmosphere in which the search for knowledge and the free expression of ideas is respected by all members of the community. Should differences or grievances arise, we will try to resolve them as quickly, openly, and fairly as possible. The university encourages that, whenever possible, grievances are resolved directly by the individuals involved in the dispute.

The university is committed to the resolution of all complaints as it seeks to improve its services to students. There will be no retaliation in any form taken against a student who files a grievance at any level concerning the university.

If you have a concern regarding an academic issue, the procedure is:

1. Meet with the faculty member involved and attempt to resolve the issue.
2. If the issue remains unresolved after an attempt by you and the faculty member, the concern should be taken to the Dean of the college in which the course resides. The Dean will not intervene in any case or meet with a disputant regarding the situation until you and the faculty member have met and reached an impasse.
3. If the you or the faculty member is dissatisfied with the outcome of the meeting with the Dean, the issue may be taken to the Director of Academic Affairs. The Director of Academic Affairs will not intervene in any case or meet with a disputant regarding the situation until you have met with the Dean and reached an impasse.

If you have a concern regarding a non-academic issue, the procedure is:

1. Meet with the staff member involved and attempt to resolve the issue.

2. If the issue remains unresolved after an attempt by you and the staff member, the concern should be taken to the supervisor of the staff member. The supervisor will not intervene in any case or meet with a disputant regarding the situation until you and the staff member have met and reached an impasse.

Should a complaint or grievance remain unresolved, it may be referred to the Director of Student Services who will appoint a three person committee to review the case and make a recommendation to President. The decision of the President in such cases is final.

If your complaint cannot be resolved after exhausting the university's grievance procedure, the student may file a complaint with the State Council of Higher Education for Virginia. The student should submit written complaints to:

State Council of Higher Education for Virginia
Private and Out-of State Postsecondary Education
101 N. 14th Street, 9th Floor
James Monroe Building
Richmond, VA 23219

My Graduation Plan

Planned Graduation Date: _____

People I Will Invite to My Graduation:

Elective Courses of Interest:

Potential Capstone or Dissertation Topics:

People I May Need to Contact

Things I Should Probably Remember
