



**AMERICAN UNIVERSITY *of* AFGHANISTAN**

**2016-2017 Catalog**

The American University of Afghanistan  
Darulaman Road  
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Kabul, Afghanistan  
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#### Policy Information Effective January 2016

This catalog is for information only and should not be viewed as a binding contract between a student and the university. Catalog content is subject to change. Additional information can be found on the university website ([auaf.edu.af](http://auaf.edu.af)) and from publications issued by the Admissions Office or the Registrar's Office. The university will make regular announcements regarding changes in policy. It is the student's responsibility to stay informed. The university is not obliged to send individual notices to students regarding change in policy.

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## PRESIDENT'S MESSAGE

Welcome to AUAF, the American University of Afghanistan! We are a unique institution of learning dedicated to providing a world-class higher education that prepares students from Afghanistan and the region to be tomorrow's leaders. At AUAF, students learn more than just the knowledge and skills necessary to be successful; they also develop and internalize the core competencies necessary to thrive in the 21<sup>st</sup> century. Inherent in their educational program, students develop the character, integrity, mutual respect, critical insight, and state of mind needed to be successful stewards of their country's future. They graduate with the pride and recognition that comes from having successfully completed the most rigorous and fulfilling university education available in the region. Allow me to briefly share with you my vision for this very unique university.

Fundamentally I believe AUAF should be more than just an academic institution. We should become an integral part of the social and cultural fabric of Afghanistan. Our graduates must be the catalyst for change and bring to the work force the requisite knowledge and skills that will have a substantive impact on Afghan society.

AUAF therefore must be positioned to provide the right environment for the development of these skills while maintaining a balanced relationship with the Afghan community in both the public and private spheres. The overall mission of AUAF can be best served when it reflects not only a holistic orientation towards education but also by having a strategic posture of sustainable growth and expansion of its curricular and development programs.

Effective leadership in higher education begins with a demonstrated commitment of delivering quality programs for students and to realize success through measures which reflect accountability and productivity. An inherent part of my vision therefore is to insure that we are all focused on helping students and faculty become the best of who they are.

I believe strongly in the development of the whole person emotionally, socially, physically, and academically. Character development is an essential element of this belief and an integral part of my vision for AUAF. People of character seek to discover the truth, decide what is right and demonstrate the courage and commitment to act accordingly. The true measure of a person, in my view, is reflected in this very important value set. I want all of our students at AUAF to become students of character.

It will be essential for faculty members to feel comfortable applying new technologies and approaches to instruction and learning. My vision includes creating the environment to make that happen. Managed correctly, this vital element can have a positive impact on not only keeping the best possible faculty for AUAF but also further advantage the very student population we want to succeed.

Essentially, my vision for AUAF can be summarized by three overarching concepts: Rigor, Relevance, and Relationships. By *rigor*, I mean maintaining and sustaining a balanced and challenging curriculum that will lead to overall success in student *performance*. An inherent component of this concept is accountability and productivity

from all staff and faculty. By *relevance*, I mean having a process of implementing curricular standards and benchmarks that are readily applicable both inside and outside the classroom learning environment so students have the core competencies necessary to thrive in the 21st century. By *relationships*, I mean that we are in the *people* business. Creating an environment which fosters a climate of openness, trust and teamwork along with community engagement is how I envision AUAF moving forward.

Finally, my vision for AUAF is informed by my view on what a quality educational experience brings to all of us - weaving all concepts into one and revealing the interconnectedness of everything: law, science, business, technology, politics, language, philosophy. It is a thread directly connecting the learner to the past, and the possibilities of the future. It offers the chance to view life in both new ways and old ways. It expands the mind and sets it free in the world of thought, in the world of possibilities. Ultimately, through a quality educational experience, we are all connected to the essence of being.

By creating an environment of inclusion that inspires and empowers everyone to reach their full potential, our character as a university of higher learning will shape not only our own destinies but the destinies of those who follow us.

As president, I welcome you to this extraordinary community of learners, and to a remarkable opportunity to make a real difference in the lives of others.

Together we can become part of a noble endeavor to shape a new vision and future for AUAF and for Afghanistan.

## UNIVERSITY CALENDAR 2016-2017

### **Fall 2016 Intensive Semester**

August 11-13 Thu - Sat / New Student Orientation / Math, English and ITC placement exams  
August 11 Thu / Deadline of the non-refundable deposit (min 12,500 AFN) for Fall semester (4 pm deadline)  
October 19-22 Wed – Sat / Fall 2016 registration re-opens for all UG students (late registration)  
October 23 Sun / Independent Study Courses begin  
October 23- November 2 Sun-Wed / Add/Drop period 4:00pm deadline  
October 23 Sun / Deadline for Advisors to approve schedules 6 PM  
October 26 Wed / Grade change deadline for spring and summer 2016  
November 3 Thur / Fall 2016 Census Day  
December 6 Wed / Last day to apply for Fall 2016/Spring 2017 graduation  
November 9 Wed / Deadline for Incomplete grade(s) paperwork from spring & summer 2016 semesters to be completed. Paperwork due before 4:00pm.  
Dec 14 Wed / Deadline to withdraw from course(s) – MBA&UG. Paperwork must be submitted before 4:00pm.  
Dec 11-21 Sun-Wed / Spring 2017 online registration through PowerCAMPUS Self-Service (PC) - Please note - no winter 2017 classes this year  
October 31 Mon / First payment installment deadline (4:00pm deadline)  
November 30 Wed / Second payment installment deadline (4:00pm deadline)  
January 1 -12 Sun-Thu / Fall 2016 online course evaluations are open to students  
January 5 Thu / Last day of the 2016 Fall Independent Study classes before final exams  
January 8 - 12 Sun-Thu / Fall 2016 Semester Final exams  
January 15 Sun / Deadline for Faculty to submit final grades (4pm)  
January 17 Tues / Fall 2016 grades available to students on PowerCampus

**Please note:** There is no winter 2017 session due to MoHE regulations.

### **Spring 2017 Semester scheduled to begin Tuesday, 01/April/2017 (tentative)**

28-29/March/2017 Saturday - New Student Orientation  
29/March/2017 Tuesday - First day of the spring semester  
Dates are subject to change from printing due to the reopening efforts. Please seek the most-up-to-date information online through [auaf.edu.af](http://auaf.edu.af).  
...  
08-11/January/2017 Final exams for the 2016 fall intensive semester  
16/January – grades dues for the 2016 fall semester  
17/January – Faculty return to campus  
17-23/January – Late Registration for 2017 spring semester re-opens  
21-23/January – New student orientation and placement exams  
24/January – First day of lecture classes  
26/January – Drop/add period closes  
Tuition installment payments are due at the end of each month of the semester  
27/January – Deadline for the non-refundable UG deposit, please make a deposit of minimum 12,500 Afghani  
27/January 28 – Deadline for the MBA full tuition payment  
02/February - Grade change deadline for 2016 Fall  
09/March – President’s Honor Award ceremony for academic achievement during Spring & Fall 2016

14/February – Spring 2017 census day  
 15/February – Liberation Day (Holiday)\* Observance date may fall on a different day (tentative)  
 18-24/March (Sat-Fri) – Spring Break  
 25/March (Sat) - Campus reopens for classes  
 20/March – Farmer’s day, National Holiday, all campuses will be closed (tentative)  
 21/March – Nowruz/New Year Holiday (tentative)  
 26/March – Summer 2017 schedule available online  
 29/March – Deadline for Incomplete grades from the Fall 2016 sessions for all students (5:00pm deadline)  
 29/Mar – 12/Apr – Registration through PowerCampus Self-Service (PC) for Summer 2017 sessions  
 30/March Thu – Second tuition installment payment deadline  
 12/April Wed – Last day to register for Summer 2017 sessions  
 19/April Wed – Deadline for Withdrawal from Spring 2017 – All Students (4:00pm deadline)  
 20/April Thu – Fall 2017 course schedule available online  
 23/April – 07/May - Early Fall 2017 registration begins – priority registration based on number of completed credits  
 28/April Fri – Mujahidin day / Victory day (Holiday)\*  
 30/April Sun – Third tuition installment payment deadline. Payments must be submitted by 4:00pm.  
 03/May Wed – Last day of 2017 Fall registration for undergraduate classes (4:00pm deadline)  
 04/May Thu – Online course evaluation for spring 2017 courses opens  
 15/May Mon – Last day of lecture classes for the 2017 Spring Semester  
 17-21/May Wed-Sun – Semester Final Examinations  
 22/May Mon – Deadline for Faculty Grade Submission (Midnight)  
 23/May Wed - Spring graduation ceremony for undergraduate and MBA students. Congratulations to all of our AUAF graduates!  
 26/May Fri - Start of Ramadan\* (Holiday - actual date to be posted in May 2017)  
 29/May Mon – 2017 Spring grades available to Students in Power Campus  
 29/May Mon – Online course evaluations closes (deadline 4:00 pm, May 29)

**Summer 2017 Session schedule to begin Sunday, 04/June/2017 (tentative)**

04/June/2017 Start of the Summer 2017 session (tentative)  
 25/June/2017 Sun Last day of Ramadan  
 06/July/2017 Thu Last lecture day of summer session I (finals on 08/July)  
 08/July/2017 Sat Final exams summer session I  
 09/July/2017 Sun Start of summer session II  
 10/August/2017 Thu Last day of summer session II (final exams on 12/August/2017)  
 12/August/2017 Sat Final Exams for summer session II

**Fall 2017 Semester Tuesday, 29/August/2017 (tentative)**

\*Calendar subject to revision. Check the online calendar for the most up-to-date information:  
<http://auaf.edu.af/academics/registrar/academic-calendar/>

## **MISSION**

The American University of Afghanistan is dedicated to providing world class higher education that prepares leaders to meet the needs of Afghanistan and the region.

## **VISION**

The American University of Afghanistan will rank among the outstanding American international universities, serving as a model for private not-for-profit higher education in the country and the region. The university will be known for academic and professional programs that build on liberal studies and provide enlightened instruction in key areas that serve the development of the country and promote the aspirations of its students.

AUAF will operate from a spacious, attractive campus that is equipped with excellent, up-to-date facilities and technical capacity. The university will employ a diverse, highly educated international faculty to attract and instruct the finest male and female students in the country in a thriving environment of social and scientific inquiry.

Graduates will be able to think critically, meet the challenges of a rapidly changing world, be competitive with graduates of other universities globally, achieve technical and electronic expertise, develop new enterprises and employment opportunities, and assume leadership positions in business, education, social services, government, law, international relations, and other sectors. Together, the university and its constituents will contribute to the progress and prosperity of the country and the region.

## **VALUES**

The American University of Afghanistan is committed to rigorous transparency in all areas as it advances academic freedom and the unfettered pursuit of knowledge. It respects the principles of equality and fairness without regard to gender, ethnicity, religion, or kinship, and will conduct itself accordingly. It esteems original scholarship, academic honesty, meritorious instruction, and public service in its faculty, staff, and students. AUAF embraces diversity and community, understanding that personal responsibility and ethical behavior enhance the collective achievements of students and other constituents of the university. It believes that the university's responsibility reaches beyond the campus and the timely graduation of students to embrace the future employment and educational success of the university's alumni. The university is committed to playing an active role in the extension of educational services to the people, agencies, businesses, and organizations of Afghanistan.



## **AUAF: A BRIEF HISTORY**

The idea to establish an American University in Afghanistan emerged in 2002, based on the success of other American universities around the world. Today, the university is Afghanistan's only not-for-profit, private and independent university. It is non-political and non-sectarian, and committed to educating future generations of leaders in business, society, and government.

### **University Milestones:**

**2002:** Dr. Sharif Fayez, the Afghan Minister of Higher Education, proposes the establishment of the nation's first independent university, and in a speech to the nation, President Hamid Karzai stresses the importance of education to the country.

**2003:** In an address to the United Nations Educational, Scientific, and Cultural Organization (UNESCO), U.S. First Lady Laura Bush announces support for educational initiatives in Afghanistan, and U.S. Ambassador Zalmay Khalilzad gives strong support for establishing the American University of Afghanistan.

**2003:** The Afghanistan High Commission for Private Investment offers 99-year leases on two large tracts of land, in southwest Kabul near the gutted Darulaman Palace, to develop a private university. The American University of Afghanistan Foundation is chartered in Delaware as a nonprofit philanthropic organization to receive these leases.

**2004:** The Afghanistan Ministry of Higher Education grants a charter to the American University of Afghanistan (AUAF) under Article 46, Chapter 2 of the Afghan Constitution and Article 445 of the Civil Code. The Coordinating Council of International Universities, based in the U.S., initiates a feasibility study to recommend an institutional framework for the new university.

**2004:** The University's Board of Trustees conducts its first meeting in Dubai, U.A.E.

**2005:** In March, U.S. First Lady Laura Bush visits the site of the new university and announces a grant from the U.S. Agency for International Development (USAID) to launch the institution.

**2005:** On a five-acre site that is part of the land lease, two buildings heavily damaged in combat between Afghan and Soviet forces in the 1980s and the resulting factional war are repaired for office and classroom use.

**2006:** In March, AUAF admits its first group of 53 students to its Foundation Studies Program, designed to strengthen student's English language and study skills. In September, the first credit-bearing undergraduate courses are offered, along with the first adult professional level programs.

**2007:** The University implements its first vision and academic plans, and begins offering summer courses.

**2008:** In June, U.S. First Lady Laura Bush announces \$42 million in funding from USAID over five years. By the end of the year, enrollment in the undergraduate and Foundation Studies programs reaches almost 350 students.

**2009:** In August, the Board of Trustees appoints Dr. C. Michael Smith as the university's president. Through a \$5 million grant from USAID, the university installs a state-of-the-art e-learning facility so that students can benefit from collaboration with other universities within the region and as far away as the U.S. Support from the Bayat Foundation helps the university renovate the gymnasium. The Friends of the American University of Afghanistan, with offices in Washington, is awarded 501(c) (3) non-profit status by the Internal Revenue Service.

**2010:** Enrollment increases to 550 students. New degree programs—the Bachelor of Business Administration, Bachelor of Science in Computer Science, Bachelor of Arts in Political Science and Public Administration—are approved by the Board of Trustees. The design of the new campus is completed with support from USAID. In May, the first student completes requirements for an undergraduate degree. In June, a successful fundraising event is held in Washington for the Laura Bush Women's Resource Center. In August, the university opens a newly constructed faculty office building.

**2011:** The University opens the spring semester in January with its first convocation. Enrollment rises to 789 students, including 21 percent women. In May, the university holds its first graduation ceremony and holds groundbreaking ceremonies for faculty and staff housing on the new campus. In August, a new faculty office building opens on the original campus.

**2012:** In January, the university admits more than 150 new students to its FSP and UG programs, bringing the total number of students in those programs to 879. PDI enrolls more than 800 students, a record. In February, the university breaks ground on its \$5 million International Center for Afghan Women's Economic Development. Also in February the Under Secretary for Commerce Francisco Sanchez visits campus to unveil AUAF's newest program, the Commercial Law Initiative, which will offer courses on commercial law.

**2013:** In January, the Department of Law is created, and the first students begin classes. Spring enrollment rises to 958 students, and 50% of the 2013 freshman class is female. 123 students – including the first cohort of MBA students – graduate at a ceremony in May held in front of AUAF's new International Center for Afghan Women's Economic Development (ICAWED), a \$5 million, state-of-the-art facility designed to support female Afghan business owners. Former Ambassador Ryan Crocker returns as private citizen to deliver the commencement address. The ICAWED Center hosts its first major international conference just weeks after opening. The university signs another five year cooperative agreement with USAID valued at more than \$40 million. Fall enrollment tops 1,000 students, a major university milestone, with females comprising 30% of the overall student body.

**2014:** The University begins its largest degree program to date – A Master's in Education for 320 students from across the country. Each province is represented in this program in partnership with the Ministry of Education.

**2015:** The University's offers a new minor in Gender Studies, and also, the Bachelor of Business Administration program adds two new concentrations: Operations Management and

Marketing. The Professional Development Institute opens a new center in Jalalabad city. The International Centre for Women's Economic Development offers professional development training programs to Afghan women.

**2016:** University breaks ground on the Women's dorm sponsored by USIAD Promote. Bayat Foundation breaks ground on a new science and technology building on the International Campus. Both new buildings scheduled to open in 2017.

## **BOARD OF TRUSTEES**

### **Board Officers**

#### **Chair**

Huda Farouki

#### **First Vice Chair**

Leslie M. Schweitzer

#### **Second Vice Chair**

Dr. Maryam Qudrat

#### **Treasurer**

Noorullah Delawari

#### **Secretary**

Dr. Kerry Healey

### **Board Members**

Masud Akbar

Dr. John Alexander

Farhad Azima

Mariam Bayat

Dr. Akram Fazel

Caroline H. Firestone

David Grizzle

Habibullah Gulzar

Erik Jensen

Dr. A. Reza Hoshmand

Maha Kaddoura

Dr. Zalmay Khalilzad

Jawid Ludin

Arsalan Lutfi

Frank Islam

Shamim Jawad

Dr. M. Ishaq Nadiri

David Sedney

Dr. Marin Strmecki

Chris Taylor

Debra Zumwalt

## ADMISSION

The American University of Afghanistan admits qualified students in the fall, spring, and summer terms. The fall semester begins in late August or early September and the spring semester begins in late January or early February. Applications for undergraduate admission must be received by the Admissions Office on or before the published deadlines, and must include evidence of successful completion of an appropriate secondary education program. Deadline information is available through the Admissions Office.

### **ADMISSION PROCESS**

The Admissions Office reviews each applicant's qualifications based on a variety of criteria in order to ensure that the applicant can be successful in meeting the demands of a challenging American-style curriculum taught in English. Prospective students must provide official records of their secondary school performance and other supporting documents. Information provided in the admission application is evaluated along with the applicant's past academic record and proficiency in English.

### **ENGLISH PROFICIENCY**

AUAF uses the Test of English as a Foreign Language (TOEFL) to assist in determining whether an applicant meets the university's undergraduate entrance requirements. In most cases, a minimum score of 510 (or equivalent) on the TOEFL is required. Other relevant factors, such as achievement in the university's Foundation Studies Program and prior education in institutions in which English is the language of instruction may also be taken into account. IELTS results may, in appropriate cases, substitute for the TOEFL score.

English Proficiency Tests (EPT) are administered by the university at regular intervals throughout the year. Applicants for admission are encouraged to register for the EPT at their earliest convenience. EPT tests assess listening comprehension, grammar, vocabulary, and reading comprehension. These tests assist the university in placing applicants in courses best suited to their level of English proficiency.

More information on the TOEFL, IELTS, and EPT, including fees and scheduling, may be obtained from the Admissions Office.

To be considered for admission, applicants must submit the following documents to the Admissions Office:

- Completed application form
- Original high school transcript
- Original high school diploma
- Original national ID (Tazkira or passport)
- Original score report for either TOEFL or IELTS

Transfer students from other post-secondary institutions must also provide:

- Transfer application form accompanied by an essay

- Official transcript(s) of previous post-secondary courses

All documents must be original. The Admissions Office staff will verify these documents, make copies, and return them to the applicant.

If the applicant qualifies for admission, he or she will be notified by the Admissions Office via email or phone. In order to matriculate, the applicant must accept the offer of admission, in writing, and pay a 12,500 Afghanis (AFN) non-refundable deposit when applicable. The deposit will be credited to the student's course fees for the semester. Prospective students and applicants should verify payment details and deadlines with the Admissions Office.

Once admitted to the Undergraduate Program, each student will be tested on English writing, mathematics, and information literacy. Students will be placed into classes appropriate for their proficiency in these fields. Some students may be required to take one or more non-credit remedial courses.

Applicants not eligible for undergraduate admission based on their English language proficiency will be placed in the Foundation Studies Program (FSP). Applications for the FSP must be received by the date published by the Admissions Office. The FSP is designed to refine listening, speaking, and reading skills, and to improve writing ability and other skills so that the student will be successful in undergraduate courses.

## **ACCEPTANCE OF TRANSFER CREDIT**

AUAF may award transfer credit for comparable work done at universities that are similar to AUAF with regard to mission and instructional level. Transfer credits will only be considered according to the following requirements:

1. The student initiates the request for transfer no later than six weeks after the start of their first term at AUAF by:
  - a. Completing a form provided by the Registrar's Office; and
  - b. Providing an official sealed transcript along with course descriptions from the student's previous institution. Transcripts and course descriptions in languages other than English must be accompanied by a translation. Translations from Afghan institutions should be authenticated by the Ministry of Higher Education.
  - c. For accredited colleges and universities in the U.S., students must provide a course description from the catalog and syllabi for each course for which a transfer credit is requested. Transfer credits for courses are subject to verification by examination or interview. Transfer credit from non-accredited colleges and universities from outside the U.S. are not eligible for transfer.
  - d. If students wish to have their transcript evaluated to determine which courses to take in the entering semester, they must submit all materials (transcripts, syllabi, course descriptions) no later than one week prior to the first day of classes for that semester. (It is recommended that students submit this material before orientation to be properly advised.) Materials submitted after this time cannot be evaluated prior to the end of the drop/add period.
2. The course for which transfer credit is requested was taken at a university that meets one of the following criteria:

- a. Institutions that have US regional accreditation (regional accrediting bodies include the Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools, and Western Association of Schools and Colleges)
  - b. Institutions that have been granted candidacy by a regional accrediting association.
  - c. Institutions other than in Afghanistan that have recognition or accreditation by the Ministry of Higher Education or similar government body in the nation where the courses were taken.
3. The course for which credit is requested also meets the following criteria:
    - a. The course for which transfer credit is requested must have been taken in the previous five years.
    - b. The grade earned in the course for which credit is requested must be the equivalent of a C or better (C- grades and lower are not eligible for transfer credit).
    - c. The course for which transfer credit is requested must be at the 100-level or equivalent, or above; no credit will be given for remedial courses.
    - d. No more than 60 hours may be awarded as transfer credit. Departments may place further limits on the transfer of specific program requirements with approval of the Provost.
  4. Credits or courses NOT eligible for transfer to AUAF include:
    - a. Pass/Fail or courses with similar grades
    - b. Course work that was audited.
    - c. Course work with withdrawal grades such as W, WP or WF.
    - d. Technical programs/certificates or life experience, or military service, volunteer work or other similar situations.
    - e. Courses that are intended as a review of secondary school materials, such as courses designated remedial/developmental/preparatory
    - f. Course work which, by an evaluation of its content, is deemed inconsistent with standard college/university curricula.
    - g. Transfer credits from a completed degree at another institution to be applied for the same degree at AUAF.
  5. Other information:
    - a. Students must allow at least four weeks after providing their transcript to the Registrar's Office for the evaluation of their credentials.
    - b. If a transcript is submitted during periods when department chairs are generally not on campus, the process can take much longer.
    - c. Grades earned from transferred credits are not used in calculating GPAs.
    - d. Credit earned from an institution using a quarter –based academic calendar will be converted to semester credits. For credits based on other systems, the department chair will base credit on the content covered.
    - e. Final decisions regarding the acceptance of transfer credits are made by the academic department which houses the course requirement for which transfer credit is requested.

- f. Students wishing to complete work at other institutions after entering AUAF must receive prior approval from the appropriate department chair as well as registrar.
- g. The last 30 credit hours of undergraduate work must be completed at AUAF.
- h. Students will be tested for IT, math, and science equivalencies. Placement exams will be administered by the appropriate departments. Award of transfer credit will be based on transfer course completion and AUAF placement exam results.



Please note: Due to the fall 2016 attack much of the information contained in this document is the same as the 2015/2016 Academic Catalog. Please be patient as we work toward updating future catalogs. The policies listed within are current as of September 2016.

## **TUITION, FEES AND FINANCIAL ASSISTANCE**

Tuition is charged to cover instructional costs, including textbooks and supplies, administrative expenses and other necessary costs of university operation. Scholarships, need-based financial assistance and work-study opportunities are available for select students who require financial support.

### **TUITION AND FEES**

Tuition and fees are the individual responsibility of the student and are payable to the Student Finance Office. Except for expenses specifically covered by designated scholarship, financial aid, or other awards, the student is also responsible for all other costs associated with attending the American University of Afghanistan, including notebooks, textbooks, transportation, and living expenses. Unless prior arrangements have been made, all deposits, tuition, and any other fees must be paid before the start of classes. Tuition and fees are officially approved annually by the Board of Trustees and announced by the university. AUAF has a two-tier tuition system for our Afghan students who self-pay and our international donor community. The undergraduate tuition rates for 2016-2017 are unchanged from the 2015-2016 academic year:

<b>Tuition rate per credit</b>	<b>Student Rate:</b>	14,650 Afs
	<b>International Community (Sponsored funding):</b>	18,700 Afs

MBA tuition rates are set for the entire program completion. For additional information please see the MBA Offices on the International Campus in the Women's Center (second floor), Sunday through Thursday from 8:30am to 4:30pm.

### **DEPOSIT**

Once accepted into the university, students are required to pay a non-refundable deposit of 12,500 AFN prior to registering for classes at AUAF. This deposit is applied toward the student's tuition fee. If a student decides not to attend classes after paying the deposit, the student must forfeit the amount unless a refund is requested through a proper petition and approved by the Provost.

### **METHOD OF PAYMENT**

All students are billed, and all payment must be made, in Afghanis unless prior arrangements have been made for payment in US dollars. Students are expected to either pay the full amount of tuition at the beginning of the semester or to make arrangements to enroll in a three month installment payment plan with the Student Finance Office. Once enrolled in the monthly installment plan, students must make sure that they pay their installments on time so as to not incur additional late fines. Failure to make timely payments may result in disenrollment from the courses in which the student is registered. Grades will not be posted, transcripts will not be given, and enrollment in further classes will not be allowed until all accounts from previous terms have been paid in full. All payments are made at the Student Finance Office.

## FINANCIAL ASSISTANCE

Current undergraduate students as well as applicants who meet the requirements for undergraduate admission may be considered for financial assistance from the university. To receive financial assistance in any one semester, students must register for a minimum of nine credit hours per semester. University sponsored financial assistance is not available during the summer term. Students who drop to fewer than nine credit hours lose their financial assistance. Students on the US Embassy scholarship program must take a minimum of 12 credits per semester and finish within their funding period.

Privately funded scholarships and financial assistance programs may have additional stipulations.

Financial assistance applications are submitted at the Student Finance Office. Students must demonstrate continuing need to remain eligible for financial assistance. They must also maintain a 2.0 grade point average and remain in good academic standing.

## SCHOLARSHIPS

The university offers a limited number of merit-based scholarships to students whether in the undergraduate program or FSP. These awards include:

**Sunshine Lady Foundation Scholarship**: Available to 10 students to pursue their undergraduate studies at AUAF.

**The Khalilzad Foundation Scholarship**: This is a one-time scholarship available to one male and one female student to pursue an undergraduate degree at AUAF.

**The Carnegie Corporation Scholarship-The Asia Foundation**: This scholarship is offered to two female students for their undergraduate studies at AUAF.

**AMZ Foundation**: These scholarship is for 15 male and female students to pursue their undergraduate degree at AUAF.

**Yasin Azim Scholarship**: This scholarship is available to one male or female student to pursue their undergraduate studies at AUAF.

## SPONSORSHIPS

**Caroline Firestone**: supports one female student to complete her undergraduate degree at AUAF.

**The Foundation for Afghanistan**: Supports two female students to complete their undergraduate degrees at AUAF.

**Kerry M. Healey**: Supports one female student to pursue her graduate studies at AUAF

Other scholarships may be awarded as resources are available. Further information is available at the Finance Office. Scholarship students who withdraw or drop classes may be

responsible for payment of courses. Please check with Student Finance for the most up-to-date information.

## **REFUND POLICY**

AUAF tuition assessment policy is based on the semester in which classes occur. This policy applies to classes in any given semester, even if students intend to remain in their program and return for classes in a subsequent semester. Scholarship students that withdraw or drop from classes are responsible for any payments.

AUAF will refund any tuition money paid if the student drops the course before the start of the semester (minus any tuition deposit). The last date to withdraw from any course(s) and receive a tuition refund is the 7th day of the semester for Spring and Fall. Since Summer and Winter semester is shorter than other semesters, the last day to withdraw for a full refund will be different. Although a tuition refund is not available after the 7th day of any semester, students may be able to replace a dropped or withdrawn class with another class in the same semester, without additional tuition assessment as long as it occurs before the end of the ad/drop period.

### **For students who withdraw from all courses in any given semester:**

- If a student withdraws from all courses within a given semester occurs **prior** to the 7th day of the semester, no tuition will be assessed, no financial aid will be disbursed, and there will be no transcript record of the course(s). The tuition deposit is non-refundable no matter when the withdrawal occurs.
- If the student withdraws from all courses within a given semester occurs after the 7th day of the semester, but prior to the first installment payment, the tuition will be pro-rated according to the number of installments. Any tuition refund is allocated pro-rata to its payment source (scholarship, sponsorship, student, etc). Courses withdrawn during this period will have a transcript record of a “W.” Courses withdrawn before the second installment will be pro-rated again according to the number of installments.
- If withdrawal from all courses within a given semester occurs after the second installment payment then there will be no adjustment for either tuition or financial aid, unless late withdrawal has been approved by the Director of Student Affairs for medical reasons or death of an immediate family member. Courses withdrawn during this period will have a transcript record of a “W.”
- To begin the process of withdrawing from all courses within a given semester, a student must contact the Registrar’s Office.

### **For students who withdraw from one or more courses but remain enrolled in other courses in any given semester:**

- No tuition will be assessed for courses dropped **prior** to close of business (5:00 pm) on the 7th day of the semester, and there will be no transcript record of the course. Financial aid disbursement will be made no earlier than the 7th day of the semester.
- If the student withdraws from a course within a given semester occurs after the 7th day of the semester, but prior to the first installment payment, the tuition will be pro-rated according to the number of installments. Any tuition refund is allocated pro-rata to its payment source (scholarship, sponsorship, student, etc.). Courses withdrawn during this period will have a transcript record of a “W.”

- No tuition refund will be available for individual courses withdrawn after the first installment deadline of the semester. Courses withdrawn during this period will have a transcript record of a “W.”

***Please refer to the published Academic Calendar for the drop/add periods for each semester.***

## **ACADEMIC REQUIREMENTS AND REGULATIONS**

Students are responsible for making themselves familiar with the contents of this catalog and the student handbook published by the Student Affairs Office. Academic regulations are subject to change and every effort is made to inform students of any changes through normal university communication channels. Students should consult with their academic advisors on issues or questions pertaining to this catalog or their degree programs.

### **TEACHING AND LEARNING ENVIRONMENT**

The university is committed to providing a fair, safe and stimulating teaching environment to students and faculty. It is therefore critical that students and faculty members, regardless of their nationality, religious beliefs, ethnicity, gender or economic background, be equally encouraged to participate in the learning process. Harassment of any sort is not tolerated either in or outside the classroom.

### **ACADEMIC LOAD**

Full-time undergraduate students, students on academic probation (i.e. with a GPA of below 2.0) can register for a maximum of 12 credit hours in the Spring and Fall semesters. Freshmen may take no more than 13 credits during their first semester.

Students with a GPA of at least 2.0 are allowed to register for up to 15 credit hours. For a course load of more than 15 credit hours, approval from the student's academic advisor and a cumulative GPA of a 3.50 or higher. 18 credits is the maximum for any student. Students in their last spring or fall semester may request an exception to the 18-credit limit subject to review from the Office of the Registrar. The maximum load in any five-week summer session is seven credit hours.

Students must carry a minimum of 9 credits in the fall and spring semesters to be eligible for financial assistance. Students enrolled with less than 9 credits per semester are considered as part-time students.

### **CLASS DESIGNATION**

The number of credit hours earned by a student defines his or her class designation as follows:

<b>Credit Hours Earned</b>	<b>Class Designation</b>
0-29	Freshman
30-59	Sophomore
60-89	Junior
90 or more	Senior

## **COURSE NUMBERING AND DESCRIPTIONS**

Courses are identified by an alphabetic prefix followed by a number. The prefix, such as ANT for Anthropology or ITC for Information Technology and Computer Science, indicates the discipline or department. The number indicates the level of the course and specifically identifies it. General education courses are identified by the designation (GE). The letter following the GE designation identifies the category of the general education requirements the course fulfills. Each course listing has a brief title and a summary description, and notes any prerequisites for the course.

The following course numbering system is presented for information and guidance purposes to plan course schedules:

001-099: Courses that are remedial, which do not carry academic credit, but that carry administrative credit for purposes of calculating tuition, full- or part-time status, financial aid eligibility, and satisfaction of special program requirements.

100-199: Introductory courses generally considered appropriate for the first-year college student. Courses that are prerequisites to more advanced courses. May or may not award General Education credit. They do not carry undergraduate advanced-level credit. Freshman, sophomores, juniors, and seniors may register for them. Typically taken within the first two years of at AUAF.

200-299: Courses that are intended for sophomores, juniors, and seniors who have completed the 100-level prerequisites. May or may not award General Education credit. May be introductory courses in a subject that requires 100-level work in other disciplines as prerequisites. Freshmen may register for them if they have satisfied the prerequisites through courses.

300-399: Courses that require 200-level prerequisites or that are of sufficient complexity or difficulty that they require a broader educational background and maturity to perform at optimal levels. In some disciplines sophomores may register for them if they meet the above standards. Generally taken by juniors and seniors who will receive advanced-level undergraduate credit but not graduate credit.

400-499: Advanced undergraduate level courses. Students with senior standing may register for them.

500-599: Courses intended exclusively for graduate (MBA) students. Students must be a graduate student to register for this type of course.

## **COMPLETION OF THE ENGLISH SEQUENCE**

Students in the undergraduate program are required to complete the Freshman English sequence (ENG 110 and ENG 115) before registering for 300- or 400-level courses.

## GRADING SYSTEM

The university uses a letter grading scale that includes, as of Fall 2015 semester, plus and minus letter grades (see charts below). Letter grades are assigned specific numerical quality points (noted below). Grade point averages (GPAs) are calculated on the basis of a 4.0 grading scale. GPAs are calculated on a semester and accumulative basis. The semester GPA indicates a performance in a particular semester while the cumulative GPA indicates the overall academic performance since enrollment. Students must maintain a minimum of a 2.0 cumulative GPA to remain in good standing. Grades are assigned and counted only for courses taken for credit. Courses taken with an S/U (Satisfactory or Unsatisfactory) or P/F (Pass/Fail) option are not calculated into the GPA. No grade changes are allowed after the first week of the following semester that the original grade was assigned. Once a student graduates their GPA becomes static. No additional courses after graduating will count toward the GPA calculation.

### GRADING SYSTEM

<u>UNDERGRADUATE</u>			<u>GRADUATE</u>		
Grade	Points	Description	Grade	Points	Description
A (94-100%)	4.0	Excellent	A (94-100%)	4.0	Excellent
A- (90-93%)	3.7		A- (90-93%)	3.7	
B+ (87-89%)	3.3		B+ (87-89%)	3.3	Very Good
B (84-86%)	3.0	Good	B (84-86%)	3.0	Good
B- (80-83%)	2.7		B- (80-83%)	2.7	Conditional Pass
C+ (77-79%)	2.3		C+ (77-79%)	2.3	
C (74-76%)	2.0	Satisfactory	C (74-76%)	2.0	Satisfactory
C- (70-73%)	1.7		C- (70-73%)	1.7	
D+ (67-69%)	1.3		F (0-69%)	0.0	Fail
D (60-66%)	1.0	Pass			
F (0-59%)	0.0				

#### Grades not included in the Grade Point Average

P	Pass*	W	Withdrew/Dropped
F	Fail	WP	Withdrew-Pass ( <b>Prior Fall 2011</b> )
I	Incomplete	WF	Withdrew-Fail ( <b>Prior Fall 2011</b> )
S	Satisfactory*	IP	In Progress
U	Unsatisfactory	AU	Audit
TR	Transfer credits		

\*Indicates a performance at the minimum level of "C" for Undergraduates and "B" for Graduates

## STUDENT APPEAL OF A GRADE

Students have the right to an objective, professional evaluation of their academic work and to fair, equitable treatment in their academic relationships with members of the faculty. To initiate the process of appealing a grade earned during a given semester, students who believe they have a legitimate grievance must first confer with the professor of the course. This student/professor conference must take place no later than the end of the first week of the semester following the issue in question. If the issue is not resolved at the instructor level, the student may appeal to the Department Chair by submitting a full, fair, written account of the incident or circumstances giving rise to the grievance. If the matter is still not resolved, the



student may appeal to the Provost who serves as the AUAF's Provost and would have the final say on the appeal.

## **RESIDENCY REQUIREMENTS FOR A DEGREE**

Candidates for the bachelor's degree are expected to complete their senior year (30 credit hours) in residence at AUAF. Transfer students must complete at least 50 percent of the required credits for the degree in residence at AUAF. 400-level courses in the student's major may not be taken outside AUAF.

## **PRESIDENT'S AWARD LIST**

The President's Award includes Honor and High Honor awards. The Registrar's Office issues a President's Award list of honor students at the end of the Fall and Spring semesters. Students must meet the following conditions to be placed on the President's Award List:

- Complete a minimum of 12 credit hours in the semester
- Have at least a 3.5 semester GPA
- Have no failing grades or withdraws in any courses during that semester
- Have no incomplete grades in the relevant semester
- Have no disciplinary action during the semester
- Have no disciplinary action pending
- Not on any current stop lists(excluding alumni stop list)

The Registrar's Office also issues a President's High Honor Award List of honor students each regular semester. To be included a student must have met all the conditions for the President's Award and have a 3.75 semester GPA or higher. Grade change submissions made after the first week of the following semester will not be calculated into the honor award criteria.

## **GRADUATION HONORS**

The university will grant honors to students receiving a baccalaureate degree as follows:

- *Summa cum laude*: Cumulative GPA of 3.90 or above
- *Magna cum laude*: Cumulative GPA of 3.80-3.89
- *Cum laude*: Cumulative GPA of 3.65-3.79

## **INCOMPLETE GRADE**

All requirements for a course must be completed by the date assigned by the instructor and no later than the end of the final examination day for that course. A grade of "Incomplete" or ("I") is given only when failure to complete all requirements has been caused by circumstances beyond the student's control and substantial amount of coursework (at least 60%) has been completed. Requests for a grade of "Incomplete" must be made in writing and filed with the Registrar's Office. The course work must be completed by the deadline agreed to by the faculty member and must not be later than the start of the ninth week of the semester following the semester in which the student enrolled in the course. If the coursework is not completed within this timeframe, the Registrar's Office will replace the

Incomplete or “I” grade with an “F”, which will remain permanently on the student’s record. It is the student’s responsibility to make sure that the required work is completed and the instructor’s responsibility to submit the final grade to the Registrar’s Office. Students who receive an Incomplete are ineligible for the President’s Award for the semester. It is up to the discretion of the instructor to assign an Incomplete grade. A student with Incomplete grade(s) may be restricted to a maximum of 13 credit hours (or less) in the following Fall or Spring semester and 3 credits in the Summer sessions. Students are restricted to a maximum of three Incompletes during their degree program. Students with incomplete grades from the fall semester are not eligible to take classes in the winter session.

## **FINAL EXAMINATIONS**

Final examinations are held at the end of the semester at the time and place specified in the examination schedule online. <http://auaf.edu.af/registrar/final-exam-schedule/>

Students may be excused from taking a final examination at the scheduled time only by providing valid medical or other documentation to the Registrar’s Office and faculty member.

## **WITHDRAWING FROM CLASS**

A student who stops attending a course after the Drop/Add period is over and who follows appropriate procedures with the instructor, advisor, library, student finance and the Registrar’s Office will receive a “Withdrawal” or “W” grade on his or her academic transcript. A student may use this process to withdraw from a maximum of twelve credit courses during their undergraduate career and a total of six non-credit FSP courses (up to a total of 19 credits maximum as an undergraduate). This must process must be completed by the published withdraw semester deadline. Any withdrawn past the maximum of six credit undergraduate courses will receive an “F” grade.

## **MEDICAL WITHDRAWAL**

Students may withdraw from courses if they suffer from a physical or psychological condition that prevents them from doing all the work required to complete coursework. Students may not withdraw from only one course in a semester due to a medical reason except in unusual circumstances where a course requires a particular physical ability. Permission of the Provost is required.

## **OTHER TYPES OF WITHDRAWALS**

In some extraordinary cases, the university may allow a student to withdraw from all courses in a semester provided the student can detail, through a petitioning process, a compelling explanation and documentation of circumstances beyond the individual’s control, such as work relocation or sudden financial hardship. Permission of the Registrar is required.

## **REPEATING A COURSE**

A student may repeat a previously taken course only once if the course is still offered as long as they received a grade of C- or lower. The grade for the second attempt is counted toward the student's cumulative GPA. All attempts are recorded on the student's transcript, but only the grade of the repeated attempt is counted towards the GPA. Standard tuition and fees apply to repeated courses. Students must take the same course and course number for it to be considered a repeat class.

## **OUT OF SEQUENCE COURSES**

Credit is not awarded for prerequisite courses in science, mathematics or English after a more advanced course has been completed. For example, students will not be awarded credit for ENG 100/101 if taken after ENG 110.

## **ACADEMIC ADVISING**

Students with less than 30 cumulative credits are advised by the Student Affairs Office regardless of whether they have declared their intended degree program or not. After completion of 30 credit hours, students must declare their major or declare they are "undeclared" in their major. Students with 30 or more cumulative credits who have not declared their degree plan also are advised by the Student Affairs Office. Students who have 30 or more credits and have declared their majors are advised by the department of their major.

Students are required to have advisor approval prior to registering for a class and also for dropping or adding a class to their schedule. Students are encouraged to maintain close contact with their advisors throughout the semester.

Advisors assist students in developing their program of study, interpreting university policies and procedures, and counseling them in other ways. A student should meet with his or her academic advisor regarding academic problems before approaching other university officials.

## **CATALOG YEAR**

Academic programs may be updated annually based on a number of external and internal factors. An academic year starts in the Fall semester of one calendar year and ends after the Summer session of the next calendar year. All students admitted in one academic year are governed by the same catalog. Therefore, a student entering in the Fall semester of 2015 and another student beginning in Summer session 2016 are both governed by the same catalog. This means that they will be assigned an academic plan for their major under the provisions for that particular catalog year.

Students, in consultation with their academic advisor and the Registrar's Office, may elect to change their catalog year to a more recent year if the academic plan for that catalog year suits them better. The student cannot select some requirements from one catalog and other requirements from another.

## **COURSE EVALUATIONS**

At the end of each term (including Summer and Winter), students are required to complete course evaluations. Constructive feedback from students is critical to the university's commitment towards quality teaching and academic excellence. If a student does not complete their evaluation on time, they will remain on stop-list, and prevented from seeing their grades until evaluations open again in the next term.

## **ACADEMIC STANDING**

### ***Good Standing***

A student is in academic good standing if their cumulative and most recent semester GPA is 2.0 or above.

### ***Academic Probation***

Academic standing is calculated at the end of each semester and session (fall, spring, summer, and winter). Students who have a cumulative or semester/session GPA that falls below 2.00 will be placed on academic probation. To be removed from probation and stay in good standing, the student must achieve both a cumulative and semester/session GPA of 2.0 or higher in the following semester/session. A full-time student on academic probation may register for no more than four courses or a maximum of 12 credit hours. Students on scholarship may have additional requirements to remain in good standing.

### ***Academic Suspension***

Students who complete two consecutive semesters/session with a cumulative or semester GPA below a 2.0 will be suspended from the university. Suspended students lose access privilege to the campus and also are not eligible to register for courses and/or participate in any activities on campus including dorms. They can appeal their suspension and if their appeal is approved, students may continue with their registration in the same term the following year.

### ***Academic Expulsion***

A second academic suspension, or three consecutive probations, will automatically result in expulsion, for which there is no appeal process.

## **ACADEMIC CREDIT HOUR DEFINITION**

The primary role of the credit hour is to provide a reasonable and prudent proxy standard for student engagement and learning. A semester credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than: 1) One hour (equivalent to 50 minutes) of classroom or direct faculty instruction and a minimum of two additional hours (equivalent to 100 minutes) of student work each week for approximately sixteen weeks for one semester of credit; or 2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities of instructional delivery and design modes including laboratory work, internships, practical, and other academic work leading to the award of credit hours. A unit of undergraduate academic credit is awarded to a student upon the successful completion of an approved instructional course, or by the demonstration of competency, demonstration of proficiency, or fulfillment of learning outcomes that is the equivalent to that provided by an approved instructional course.

## **REGISTERING FOR COURSES**

A student must have his or her advisor's approval to register for courses. Although assisted by advisors, students have the ultimate responsibility for planning and selecting courses that will fulfill their degree requirements, and ensuring that they have met course prerequisites. Students are strongly advised to register during early registration week in order to ensure the right courses and sections are selected and advisors have sufficient time to review schedules for approval.

Students must be registered prior to the first day of classes but may adjust their schedules during the Drop/Add period. Entering freshmen may only register for a particular set of courses. New students must attend student orientation and take placement tests for Mathematics and English prior to the first day of classes. New students may not register for more than 13 credit hours in their first semester but are allowed to register for the following courses unless otherwise placed differently through placement testing:

- ENG 110 Academic Writing I or ENG 100/101 Writing Lab
- UNV 100 University Success
- ITC 101 Introduction to Computers or ITC 110 Introduction to Information Technology
- MTH 101 Introduction to College Mathematics or MTH 110 College Algebra

If students enroll in fewer than 13 credit hours in their first semester, the courses taken must include ENG 100/101 or ENG 110 and UNV 100.

In certain cases students may be advised to take alternative courses depending on the results of their placement tests in mathematics and English composition.

## **ADJUSTING COURSE SCHEDULE**

Students may change their academic course schedule without penalty by dropping and adding courses during the Drop/Add period. It is the student's responsibility to make sure all adjustments to schedule are made during the Drop/Add period. Adjustments after the Drop/Add period will incur a financial and/or grade penalty. Students may not add a course after the Drop/Add period. Students must get advisor approval prior to adding any course.

## **DROPPING CLASSES**

If students drop a course after the Drop/Add week, they will receive a "W" grade on their transcripts. Students will not receive a full refund of their fees for any course dropped after this period. Students who stop going to class but do not officially drop or withdraw from a course will receive a failing grade of "F." A student may withdraw only through filing the appropriate paperwork with the Registrar's Office.

## **ATTENDANCE POLICY**

An important component of the education at AUAF is the development of a professional Attitudes and behaviors in our graduates. To that end, students are expected to attend classes regularly and be seated in the classroom before classes begin. Instructors will take

Attendance. Late arrival or early departures may be counted as an absence. When more than 25% of the course classes have been missed *for any reason, excused or unexcused*, the student will be assessed a grade of “F” for the course. This 75% attendance requirement is a minimum for the student to receive credit for the course. The instructor is free to reduce the number of allowed absences, define what an excused absence is, and set the penalties for absences. The only exception is that classes missed due to campus closings are not counted as absences.

An instructor is not obligated to give make up examinations or other make-up work if a student misses a test or fails to complete assigned work, whether or not the absence is excused. If a student anticipates that they might be forced to miss a significant number of classes, even with an excuse, they are encouraged to drop the course or seek an incomplete.

A student serving in an official capacity as a representative of the university may be excused from classes *if prior arrangements are made* between the student and the instructor. The student must still complete all required course work within a specific time frame agreed upon by the student and the instructor. For an absence to be excused for a medical reason, a written letter from the attending physician is required.

## **LEAVE OF ABSENCE**

Students are required to file a leave of absence form if they are planning not to enroll in any Fall or Spring semester. Students should be aware that all undergraduate coursework must be completed within 6 years of starting their undergraduate program. A leave of absence is counted as part of the six years of studies.

## **READMISSION**

Students who are not enrolled in two or more consecutive semesters (Fall and Spring) without applying for a leave of absence will be required to meet the admissions requirements applicable to the semester of reenrollment in order to continue their studies at AUAF. Such students will be readmitted under the catalog for the year in which they are reenrolled. Students must complete their degree within six years of starting their undergraduate studies. Time spent away from the university is counted as part of the six years.

Students in good academic standing who applied for a leave of absence or officially withdrew from the university may be readmitted to their original program of study through a petition process.

## **PERIOD OF STUDY**

To be awarded the Bachelor degree at AUAF, students must complete between 120 and 132 credit hours, depending on the major, earn a grade-point average of “C” or better, pass all required courses, both overall in major and in any declared minors. These requirements must be completed within six years of the date of first registration as a freshman and includes any leave of absences. Master students must complete their studies, including thesis submission and approval, within three years of starting the program including any leave of absences.

## **REINSTATEMENT**

Students on academic suspension must apply for readmission to AUAF after their suspension period is over, or at least two months before the beginning of the following semester, whichever comes later. The Registrar and Provost are responsible for making all decisions regarding the readmission of suspended students. Students who do not appeal their suspension within the allocated time can potentially be expelled from the university. Students are only able to re-apply for readmission one time. A student who is academically suspended twice is not eligible for reinstatement – there is no appeal for a second academic dismissal.

## **STUDENT HONOR CODE**

Students must adhere to the honor code and the code of conduct as described in the student handbook.

## **STUDENT RECORDS**

Academic records are maintained within the Student Information System. The Registrar's Office issues electronic and paper copies of students' academic records as needed. Students' academic records are maintained on a long-term basis and are available, for a fee, to students, alumni and former students upon request. Student records may not be disseminated to any agency or individuals, including family members, without prior consent from the student. Students should notify the Registrar's Office immediately upon noticing any irregularities on their academic transcript or other official records. Student records are the property of the university, and only authorized university officials or authorized government agencies have access to them. In accordance with university regulations, copies of those records may be made available to the student or graduates.

## **STUDENT INFORMATION AND PRIVACY**

Registered students have the right to:

- Review information contained in their academic records
- Request changes or updates to their personal data
- Consent to disclosure of their education records to third parties

## **TRANSCRIPTS**

Students may obtain official transcripts of their academic records from the Registrar's Office by submitting a signed request form. The university issues only complete transcripts. A fee is charged for official transcript copies. Students may download their unofficial transcript, for free, through the online Student Information System. Students cannot be on any stop-list when requesting official transcripts.

## **NAMES ON CERTIFICATES, DIPLOMAS, DEGREES**

A student's name on certificates, diplomas and degrees will be spelled in English exactly as it appears on the student's passport or national identity card when admitted for the first time to AUAF degree programs. If a name on a passport or an identity card does not appear in English, then the English spelling of the name will be in accordance with the preference of



the student. A student may request a change of his/her name, its spelling or other information mentioned on their transcript only upon providing supporting government documentation for the change. Students who change their names or other information on their transcript after leaving the university will be issued transcripts in the name and/or information under which they were enrolled at the university. Once a student graduates from AUAF, no changes can be made to transcripts except to correct administrative errors.

## **GRADUATION REQUIREMENTS**

A degree is not conferred for a mere collection of credits. A well-balanced, unified, and complete program of study is required. The overall program of the student frequently will exceed the minimum requirements as specified for each degree. To graduate, a student must complete all academic requirements prescribed for the particular degree within the recommended timeframe. Students are discouraged from taking courses not relevant to their degree program. All financial and administrative holds must be cleared for the awarding of the degree and issuance of the diploma. The student must meet the residency requirements described elsewhere in this catalog and must not have any pending disciplinary actions. All bachelors' degrees at AUAF carry the following requirements that must be met before a student can participate in the commencement ceremony and/or receive a diploma:

- Each bachelor's degree must be a minimum of 120 semester hours (minimum of 132 semester hours for a BA-LLB degree, 121 BS in ITCS) of 100-level or above courses
- At least:
  - The 30 final credit hours must be completed at AUAF
  - 50% of the credits required for a major must be completed at AUAF
  - No more than 60 hours may be awarded as transfer credit. Departments may place further limits on the transfer of specific program requirements with approval of the Provost.
  - A 2.0 cumulative GPA must be earned
  - All 400-level coursework must be completed at AUAF
  - Complete all studies within six years of first enrollment

An overall GPA of 2.0 and 120 credits hours (more for the BA-LLB degree) are required for a bachelor's degree. The specific details of each degree requirement can be found in this catalog. Once a student graduates they can no longer take courses to improve their GPA. The GPA is static upon graduation

## **GRADUATION APPLICATION**

An application for graduation must be turned in to the Registrar's Office no less than two semesters before the student wishes to graduate to ensure proper review of coursework needed for degree completion. Please refer to the academic calendar for graduation application deadlines.

The university reserves the right to modify any or all programs in accordance with sound academic and business practices. Responsibility for ensuring completion of all graduation requirements lies entirely with the student.

## **INFORMATION LITERACY as defined by the Association of College and Research Libraries**

Information literacy is a set of abilities requiring individuals to "recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information." Information literacy also is increasingly important in the contemporary environment of rapid technological change and proliferating information resources. Because of the escalating complexity of this environment, individuals are faced with diverse, abundant information choices--in their academic studies, in the workplace, and in their personal lives. Information is available through libraries, community resources, special interest organizations, media, and the internet. Increasingly information comes to individuals in unfiltered formats, raising questions about its authenticity, validity, and reliability. In addition, information is available through multiple media, including graphical, aural, and textual, and these pose new challenges for individuals in evaluating and understanding it. The uncertain quality and expanding quantity of information pose large challenges for society. The sheer abundance of information will not in itself create a more informed citizenry without a complementary cluster of abilities necessary to use information effectively.

Information literacy forms the basis for lifelong learning. It is common to all disciplines, to all learning environments, and to all levels of education. It enables learners to master content and extend their investigations, become more self-directed, and assume greater control over their own learning. An information literate individual is able to:

- Determine the extent of information needed
- Access the needed information effectively and efficiently
- Evaluate information and its sources critically
- Incorporate selected information into one's knowledge base
- Use information effectively to accomplish a specific purpose
- Understand the economic, legal, and social issues surrounding the use of information, and access and use information ethically and legally

Information literacy is related to information technology skills, but has broader implications for the individual, the educational system, and for society. Information technology skills enable an individual to use computers, software applications, databases, and other technologies to achieve a wide variety of academic, work-related, and personal goals. Information literate individuals necessarily develop some technology skills.

Developing lifelong learners is central to the mission of higher education institutions. By ensuring that individuals have the intellectual abilities of reasoning and critical thinking, and by helping them construct a framework for learning how to learn, colleges and universities provide the foundation for continued growth throughout their careers, as well as in their roles as informed citizens and members of communities. Information literacy is a key component of, and contributor to, lifelong learning. Information literacy competency extends learning beyond formal classroom settings and provides practice with self-directed investigations as individuals move into internships, first professional positions, and increasing responsibilities in all areas of life. Because information literacy augments students' competency with evaluating, managing, and using information, it is now considered by several regional and discipline-based accreditation associations as a key outcome for college students.

## **GENERAL EDUCATION**

The bachelor's degree at AUAF consists of two components: the general education requirements and the requirements of the student's major. This section provides an overview of the general education requirements that all students must complete.

In the general education coursework, students explore the foundations of various academic disciplines, gaining a broad framework of knowledge. This helps students to gauge their own intellectual interests and abilities and assists them in choosing their own major. Students are encouraged to complete the general education requirements as soon as possible in their academic programs. Students need not select their major upon enrollment but are expected to formally declare their major upon satisfactory completion of 30 semester credit hours of coursework.

Content areas of the general education requirements are noted below, and the number of semester credit hours required in each is indicated. The total requirement of the general education program is 60 credit hours.

### **AFGHANISTAN STUDIES (GE-A) 3-6credit hours**

Courses in Afghanistan Studies provide instruction on the histories, cultures and geographies of Afghanistan. Students choose a course that may focus analysis on cultural, social, economic, political systems, their interrelationships, or how they affect and are affected by geophysical processes. Students learn to communicate knowledge, thoughts and reasoning clearly and effectively.

### **COMPOSITION (GE-C) 9 credit hours**

Composition courses provide instruction in the methods and conventions of standard written English (i.e., grammar, punctuation, vocabulary) and the techniques that produce effective texts. A "C" grade or higher is required in ENG 110 and 115. Third-level composition courses, ENG 215, ENG 220 or ENG 271

Note: As of Fall 2013, ENG 120 cannot be used to satisfy the third-level composition requirement.

### **HUMANITIES (GE-H) 6 credit hours**

Humanities courses provide instruction in the key themes, ideas, and terms of humanities disciplines. Students can choose courses from the various disciplines, learning the history, theory and/or methodologies used. Each course enables students to recognize and analyze the key elements, biases and influences that shape thought and practice. These courses emphasize clear and effective analysis and approach issues and problems from multiple perspectives.

### **INFORMATION TECHNOLOGY & COMPUTER SCIENCE (GE-IT) 3 credit hours**

The Information Technology and Computer Science (ITCS) courses concentrate on basic theoretical concepts and practical application of information and/or computer systems. These courses provide instruction in techniques, skills and tools necessary to identify, analyze,

interpret and solve problems related to information technology and computer science. Students will learn to effectively communicate knowledge of these systems and technical information. Required course: ITC 101 or ITC 110.

### **MATHEMATICS (GE-M) 6 credit hours**

Courses in mathematics focus on: solving equations and inequalities, statistics, algebra, trigonometry and applying these concepts to solving problems. These courses include reasoning in abstract mathematical systems, formulating mathematical models and arguments, using mathematical models to solve problems and applying mathematical concepts to real-world conditions.

### **PHYSICAL SCIENCE (GE-P) 8 credit hours**

The physical and biological sciences provide instruction in the basic concepts, theories and terms of science and the scientific method. Courses focus on major scientific developments and their impacts on society and the environment. Students will develop empirically testable hypotheses derived from the study of physical processes and human and non-human beings and will apply logical reasoning skills through scientific criticism and argument.

### **SOCIAL AND BEHAVIORAL SCIENCE (GE-S) 6 credit hours**

This course identifies the key themes, ideas and terms of the social and behavioral science disciplines. Students can choose courses from the various disciplines, learning the history, theory and/or methodologies used. They will learn to identify, describe and explain social institutions, structures and processes. These courses emphasize the effective application of accepted problem-solving techniques as well as the evaluation of opinions and outcomes.

### **UNIVERSITY SUCCESS (GE-U) 1 credit hour**

All students are required to take university success in their first semester. This course is an introduction to college life in an American style education and will equip students with the basic skills and a framework of information literacy that is necessary for success in their academic careers. Required course: UNV 100 or UNV 101.

### **GENERAL EDUCATION ELECTIVES (100 level or higher) 18 credit hours**

Students complete 18 credit hours of additional course work at the UG 100-level or higher.

#### **Note:**

- First and second year students generally take 100- and 200-level classes.
- A grade of C or better is required to earn general education credit in ENG 110 and ENG 115.
- General education courses cannot be taken P/F (Pass/Fail).
- Certain classes are approved to count for multiple general education categories though the course may count only toward one degree category.

## **ACADEMIC PROGRAMS**

### **FOUNDATION STUDIES PROGRAM**

The Foundation Studies Program provides students with the appropriate skills in English to succeed in English-only instruction in their undergraduate programs. Following an entrance assessment prospective students are assigned to one of three levels. These correspond approximately to upper intermediate, and advanced levels and are known respectively as FSP 200 and FSP 300.

Students follow an intensive program of 20 hours per week for 16 weeks, followed by an examination to assess their readiness to move upward within the program or to move on to their undergraduate program.

### **UNDERGRADUATE DEGREE PROGRAM: BACHELOR'S DEGREE**

The bachelor's degree requires a minimum of 120 credit hours (121 credits for BS in ITCS, 132 credit hours for a BA-LLB degree) and takes approximately four years for a full-time student to complete. As part of the bachelor's degree, a general education requirement assures a broad education in the liberal arts and sciences. In addition, more specific coursework, offered primarily but not exclusively during the third and fourth years of the academic program, concentrates upon the student's chosen field of study.

The university offers the following undergraduate degree programs:

- Bachelor of Business Administration
- Bachelor of Science in Information Technology and Computer Science, 121 credits
- Bachelor of Arts in Political Science and Public Administration
- Bachelor of Arts and Laws (B.A.-LL.B.) – five year program, 132 credits

Previously offered bachelor's degree programs are available to students who were enrolled in the undergraduate program prior to the 2010-2011 academic year.

### **GRADUATE DEGREE PROGRAM: MASTER'S DEGREE**

The university offers the following master's degree program:

- Master of Business Administration

## **OTHER PROGRAMS**

### **PROFESSIONAL DEVELOPMENT INSTITUTE**

The Professional Development Institute (PDI) provides customized courses to individual client-organizations. The content, duration, scheduling, and location of courses are flexible and determined through consultation with interested organizations. PDI maintains core competencies in the areas of English-language instruction, management, and other professional skills. Each course design is adapted to the needs of Afghan adult learners and promotes task-based learning. Courses also incorporate components such as time management, research and application of information, methods of communication, and skills of reasoning and analysis.

### **ENGLISH LANGUAGE CENTER (ELC)**

The aim of ELC is to prepare students for further academic studies in an English environment. Incoming student level is considered intermediate with a TOEFL score ranging from 400-420. Each week revolves around a specific topic of English that will be used to build language skills.

## **ACADEMIC DEPARTMENTS**

### **DEPARTMENT OF BUSINESS**

#### **Mission Statement**

The Department of Business provides students with theories and concepts related to international, world-class business practices. The department seeks to graduate students who will be competitive in domestic and international firms, and who can successfully continue their studies at the post-graduate level.

The objectives, curriculum, and teaching methodologies of the department are designed to provide students with 1) a solid foundation in appropriate areas of knowledge at the level of international best practices; 2) an in-depth introduction in one discipline (accounting, finance, or management); 3) an understanding of professionalism and its practices; 4) excellent presentation and business writing skills; 5) outstanding critical thinking skills; and 6) an understanding of business ethics in the international community.

#### **DEGREE DESCRIPTIONS**

The Department of Business provides students the following degree options:

- Bachelor of Business Administration (BBA) with an emphasis in Accounting, Finance, Operations Management, or Marketing.
- Masters of Business Administration (MBA).

#### **UNDERGRADUATE DEGREE REQUIREMENTS**

The BBA degree requires students to complete a minimum of 120 total credit hours of coursework comprising:

- 60 credits of general education courses
- 39 credits of business core courses
- 21 credits in an emphasis

#### **UNDERGRADUATE COURSE REQUIREMENTS**

Students must take the following courses as part of the general education requirements:

- ENG 110 Academic Writing I
- ENG 115 Academic Writing II
- ITC 110 Introduction to Information Technology
- MTH 110 College Algebra
- MTH 130 Calculus I
- UNV 100 University Success
- MGT 100 Introduction to Business

## **UNDERGRADUATE CORE REQUIREMENTS**

The following courses constituting 39 credit hours are required for all students pursuing a BBA degree regardless of emphasis:

- STA 210 Statistics I
- STA 230 Statistics II
- FIN 200 Corporate Finance
- ACC 200 Financial Accounting
- ACC 250 Managerial Accounting
- MKT 200 Principles of Marketing
- ECO 200 Economics I
- ECO 250 Economics II
- MGT 310 Business Communications
- MGT 320 Information Systems
- MGT 350 Organization Behavior
- MGT 450 Business Policy and Strategy
- MGT 400 Business Law and Ethics

## **UNDERGRADUATE BUSINESS CONCENTRATIONS**

Students are further required to take 21 credit hours of course work in their emphasis as follows:

### **Accounting**

- ACC 300 Intermediate Accounting I
- ACC 350 Intermediate Accounting II
- ACC 370 Performance Management
- ACC 400 Advanced Forensic Accounting
- ACC 430 Accounting Information Systems
- ACC 450 Auditing
- ACC 470 Taxation

### **Finance**

- FIN 300 Advanced Corporate Finance
- FIN 310 Venture Capital and Private Equity
- FIN 340 Investments
- FIN 400 Comparative Finance: Islamic and International
- FIN 420 Money and Banking
- FIN 430 Real Estate Finance
- FIN 460 Risk Management in Financial Institutions



### **Operations Management**

- MGT 300 Human Resource Management
- MGT 330 International Business
- MGT 360 Operations Management I
- NGT 365 Operations Management II
- MGT 410 Organizational Leadership
- MGT 440 Project Management
- MGT 445 Procurement

## **GRADUATE DEGREE AND COURSE REQUIREMENTS**

The Master of Business Administration program comprises a minimum of 14 courses for credit plus a thesis that provide a comprehensive view of general business management. Classes are admitted on a cohort basis. Each cohort progresses through an established sequence of courses that first develop the concepts, tools techniques, and best practices for organizations. Then these are brought together to develop analytical skills.

The following courses are required of all MBA students:

- ACC 500 Financial Reporting and Analysis
- ECO 500 Managerial Economics
- FIN 500 Corporate Finance and Financial Markets
- FIN 510 Applied Corporate Finance
- FIN 550 Corporate Finance & Financial Markets
- FIN 560 Project Finance
- FIN 565 Entrepreneurship
- MGT 500 Leading People and Organizations
- MGT 520 Operations Management
- MGT 530 Strategic Management
- MGT 570 Business Law and Ethics
- MGT 590 Business Planning
- MKT 500 Marketing Management
- QBM 500 Decisions Analysis
- Thesis Prep
- Thesis paper – all MBA students must complete a thesis

### **Thesis**

A Master's thesis is a research project resulting in a substantive paper that involves original collection or treatment of data and/or results. The final product, in the student's own words, of a Master's thesis is a paper of publishable quality. The Master's thesis involves original research and exemplifies an original contribution to scholarship. Thesis requirement must also meet the standards as published by the MoHE.

### **Marketing**

- MKT 300 Consumer and Business Customer Behavior
- MKT 320 Market Research and Forecasting
- MKT 360 Media and Promotion Planning

- MKT 400 Integrated Marketing and Communications
- MKT 410 Pricing and Product Strategies
- MKT 420 Service Marketing
- MKT 450 Marketing Capstone

## **DEPARTMENT OF INFORMATION TECHNOLOGY AND COMPUTER SCIENCE**

### **Mission Statement**

The Information Technology and Computer Science Department provides students with practical and theoretical knowledge of:

- Modern software design, development, and implementation techniques
- Modern communication and networking technologies
- Information storage, retrieval, and management techniques
- Mathematical and scientific approaches in ITCS

### **DEGREE DESCRIPTION**

The Information Technology and Computer Science Department provides students with the following degree:

- Bachelor of Science (BS) major in Computer Science and Information Technology

The curriculum provides a balance between important theoretical concepts and practical applications, and provides students with solid mathematical foundations. Once students have earned 30 credit hours and have declared their intended degree program, they are advised within the department. Elective courses give students the opportunity to learn more about the following areas:

- Computer Networking and Telecommunications
- Database Design and Administration
- Web Systems and E-business/E-Commerce
- Software Engineering

### **DEGREE REQUIREMENTS**

The BS degree requires students to complete a minimum of 121 total credit hours of coursework, comprised of:

- 60 credits of general education courses including UNV 100 University Success
- 33 credits of core coursework in Information Technology and Computer Science
- 10 credits of approved mathematics and physics course work
- 12 credits of Information Technology and Computer Science electives
- 6 credits of free electives

### **COURSE REQUIREMENTS**

Students must take the following courses as a part of the general education requirements or general electives:

- ITC 101 Introduction to Computers or ITC 110 Introduction to Information Technology
- MTH 110 College Algebra
- PHY 120/121 Introductory Physics I and Lab
- MTH 130 Calculus I

### **CORE REQUIREMENTS**

The following courses, constituting 33 credit hours, are required for all students pursuing a major in Information Technology and Computer Science:

- MTH 120 Discrete Mathematics
- ITC 110 Introduction to Information Technology
- ITC 210 Computer Systems Hardware and Organization
- ITC 215 Programming I
- ITC 220 Fundamentals of Networking and Telecommunication
- ITC 225 Programming II
- ITC 230 Database Concepts
- ITC 311/L Data Structures
- ITC420 Information Technology Management

### **ITC ELECTIVES**

Students are also required to choose a minimum of 12 credit hours of course work from the following:

- ITC 321/L(or ITC 320) Advanced Networking and Telecommunication
- ITC330/L Advanced Database Concepts
- ITC340 Human-Computer Interaction
- ITC 350/L Open-Source Software
- ITC 400 GUI Programming
- ITC 115 or ITC410 Web Systems and eBusiness
- ITC430 Artificial Intelligence
- ITC485 and/or ITC 499Special/Current Topics in IT
- INT400 Internship
- ITC 490 Thesis

### **MATHEMATICS AND PHYSICS REQUIREMENTS**

Ten credit hours of approved mathematics and physics coursework are required before students begin their senior year:

- STA 210 Introduction to Statistics (formerly STA 200)
- MTH 145 Calculus II

- PHY 135/136 Introductory Physics II and Lab

## **APPROVED ELECTIVES**

Six credit hours of approved general electives are required to complete the degree.

## **DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION**

### **Mission Statement**

The Department of Political Science and Public Administration is dedicated to academic excellence in the liberal arts tradition. Consistent with the overall mission of the American University of Afghanistan, the Department strives to impart to students intellectual curiosity and the tools to assess and analyze complex problems.

### **DEGREE DESCRIPTION**

The Department of Political Science and Public Administration provides students with the following degree option:

- Bachelor of Arts (BA) with a major in Political Science and Public Administration

The Department offers courses that introduce students to both the intellectual content and research methods of political inquiry. The Political Science and Public Administration degree is composed of a diverse curriculum in the disciplinary subfields of International Relations, Comparative Politics and Afghanistan Government and Politics as well as an overview of Public Administration which is designed to prepare students to understand and assess politics. Elective courses in allied disciplines including Anthropology, Sociology, History, English, Economics and Legal Studies will enable students to analyze political concepts and issues from the prism of related fields.

### **POLITICAL SCIENCE AND PUBLIC ADMINISTRATION DEGREE OBJECTIVES**

- Understand basic political concepts in the fields of International Relations, Comparative Politics and Afghanistan Government and Politics
- Understand the structure and working of Afghanistan's government
- Develop skills to assess government policy
- Understand the interaction between politics and policy which makes administration necessary and defines its tasks
- Facilitate the development of critical reading, writing and discussion skills
- Use oral and written communications effectively
- A minimum of 120 total credits of coursework
- 60 credits of general education courses
- 30 credits of Political Science courses with the following breakdown:
  - Required core courses which include:
    - POL 110 Introduction to Political Science
    - POL 130 Introduction to Afghanistan and Government Politics
    - SOC 310 Social Science Research Methods

- Each student must take two courses out of the following Political Science subfields:
  - POL 210 Introduction to International Relations
  - POL 220 Introduction to Comparative Politics
  - POL 221 Comparative Politics of the Middle East
  - POL 224 Government and Politics of the Middle East
  - POL 250 Introduction to Political Theory
- Five upper level courses (300 or 400) in Political Science from:
  - POL 310 Advanced Theories of International Relations
  - POL 311 Peace and Conflict Resolution
  - POL 315 Political Violence and Terrorism
  - POL 317 Islam and Politics
  - POL 325 The Arab/Israeli Conflict
  - POL 330 History of Political Reform in Afghanistan\*
  - POL 335 State Building and Political Development in Afghanistan
  - POL 341 Western Political Thought I
  - POL 342 Western Political Thought II
  - POL 346 Islamic Political Thought
  - POL 415 International Security
  - POL 420 Democratization
  - POL 425 International Political Economy
  - POL 499 Special Topics in Political Science
- 4 courses in Public Administration:
  - PAD 110 Introduction to Public Administration
  - PAD 210 Public Policy Making
  - PAD 310 Future Governance in Post-Conflict Societies
  - PAD 370 Anthropology of Public Policy
  - PAD 410 Project Management for Public and Non-Profit Organizations
  - PAD 499 Special Topics in Public Administration
- 18 credits of electives (nine of which must be at the 300 or 400 level) in Social Sciences, Humanities or Law from:
  - ANT 210 Cultural Anthropology
  - ANT 340 Advanced Qualitative Research Methods
  - ECO 320 Intermediate Microeconomics
  - ECO 340 Intermediate Macroeconomics
  - ENG 210 World Literature
  - ENG 211 World Literature II
  - ENG 213 Contemporary World Literature
  - ENG 230 Introduction to the Study of Language
  - HIS 203 Islamic History I
  - HIS 205 Islamic History II
  - HIS 210 Modern Middle Eastern History
  - HIS 230 History of Western Civilization
  - HIS 330 History of Political Reform in Afghanistan
  - HUM 399 Special Topics in Humanities
  - Any LGS courses at 200-level or higher

\* This course is cross listed with HIS 330

## **DEPARTMENT OF LAW**

### **Mission Statement**

Through an innovative, conceptually rigorous, and pragmatically dynamic curriculum, the mission of the Department of Law is to produce graduates who have the capacity to think, write, speak, and act as professional lawyers.

### **DEGREE AND CERTIFICATE DESCRIPTIONS**

The Department of Law provides students with the following degree and certificate options:

- Bachelor of Arts and Laws (B.A.-LL.B.)
- Certificate in Legal Studies (only available to students who matriculated before spring 2013)

### **BACHELOR OF ARTS AND LAWS DEGREE REQUIREMENTS**

- 132 total credits of coursework (five year program)
- 60 credits of general education courses
- 72 credits of law courses
  - 9 credits of Legal Foundation
  - 39 credits of Legal Core
  - 9 credits of Practical Skills Courses
  - 15 credits of Legal Electives

### **GENERAL EDUCATION REQUIREMENTS**

- ENG 110 Academic Writing I
- ENG 115 Academic Writing II
- ENG 215/220/271 (Choose one)
- LGS 110/200 Introduction to Laws of Afghanistan
- ENG 130/150/210/211/230/240 (Choose one)
- HIS 101/105/203/210/230/330 (Choose one)
- BIO 130/131, CHE 125/126, CHE 127/128, PHY 120/121. PHY 135/136, PHY 235/236 (Choose 2)
- ITC 101 Introduction to Computers
- POL 110 Introduction to Political Science
- UNV 100 University Success
- ECO 200 Economics
- 9 credits in Legal Foundation
- 3 credits in Information Technology
- 39 credits in Legal Core
- 6 credits in Mathematics
- 8 credits in Physical Science (with labs)
- 18 additional credits in General Education electives
- UNV 100 (1 credit) University Success

### **LAW DEGREE REQUIREMENTS**

#### **LEGAL FOUNDATION**

- LGS 160 Legal Methods I

- LGS 260 Legal methods II
- LGS 261 Professional Responsibility

## **LEGAL CORE**

### 100-Level coursework

- LGS 150 Introduction to Islamic Law

### 200-Level coursework

- LGS 212 Law of Obligations I: Contracts
- LGS 220 Constitutional Law
- LGS 230 Criminal Law
- LGS 240 International Law
- LGS 270 Comparative Law
- LGS 280 Property Law I

### 300-Level coursework

- LGS 310 Commercial Law
- LGS 312 Law of Obligations II: Civil Responsibility
- LGS 325 Administrative Law
- LGS 330 Islamic Criminal Law
- LGS 351 Family Law
- LGS 352 Inheritance Law

## **LOCAL PRACTICE REQUIREMENTS\***

### 300-Level coursework

- LGS 360 Pol. & Prac of Informal Dispute Resolution
- LGS 362 Civil Procedure
- LGS 363 Criminal Procedure Practicum

## **LEGAL ELECTIVES\*\***

### 300-Level coursework

- LGS 311 Tax Law and Policy
- LGS 320 Advanced Constitutional Law
- LGS 321 National Security Law
- LGS 322 Media and Telecommunications Law
- LGS 340 International Humanitarian Law
- LGS 341 International Refugee Law
- LGS 342 International Human Rights Law
- LGS 343 International Criminal Law
- LGS 344 International Trade Law
- LGS 361 Legal Writing in Pashto
- LGS 364 Negotiations
- LGS 370 Comparative Constitutional Law
- LGS 371 Comparative Islamic Law
- LGS 372 Comparative Regulatory Law

### 400-Level coursework

- LGS 410 International Business Transactions
- LGS 411 Islamic Finance and Commercial Law
- LGS 460 Clinical Education\*\*\*
- LGS 461 Commercial Drafting



- LGS 462 Legislative Drafting
- \* These courses may have Dari language requirements. Accommodations may be made for students who are unable to read and write Dari at an advanced level or who do not intend to practice law in Afghanistan.
- \*\* Students must choose a minimum of 27 LGS credits not used for another requirement. This list of legal elective options is not final and is subject to change.
- \*\*\* AUAF will develop a variety of clinical opportunities for students focusing on diverse areas of practice, including trial advocacy, women and children's rights, and criminal defense.

## **MINORS**

Minors at AUAF broaden students' perspectives in interdisciplinary coursework and bridge together the major with an emphasis on a secondary focus. The degree requirements must be completed during the same term/semester as the minor. All minor coursework must be completed concurrently with the degree. Students are not able to graduate and then return to complete minor requirements.

Undergraduate students in good standing are eligible for one minor. Undergraduate students may be required or may choose to complete a minor as part of their Bachelor's degree. Some degree programs may have specific program recommendations as to the minors to pursue.

A minor consists of at least 18 semester hours including several upper-level academic work concentrated in one academic discipline and the coursework must not be the same as the student's major. A student interested in pursuing a minor should talk with their academic advisor about the particular discipline they want to pursue once they have declared a major. The minor declaration form must be submitted at least one semester (fall or spring) before graduation. Students choosing to complete a minor will graduate with more than 120 credit hours.

It is the responsibility of the student to make sure that they satisfy the requirements for the minor. Students should contact their advisor for any questions regarding the completion of the minor.

If a student decides that they no longer wish to pursue a minor, they must contact the Office of the Registrar and follow the process to have it removed from their degree plan.

Credits used to complete the minor may also be used towards the major requirements. Not all courses offered in the minor are offered each semester. Students should work with their advisor to plan accordingly.

### **Course requirements for approved minors follow:**

#### **Gender Studies Minor (15 credit hours)**

3 Credit must be included from the following:

GEN 110 Introduction to Gender Studies

3 Credit must be included from the following:

GEN 210/SOC 210 Sociology of Gender

9 Credits must be included from the following:

GEN 310/POL 499 Gender in Afghanistan

SOC 310 Social Science Research Methods

GEN 410/SOC 410 Marriage and Family

GEN 499 Special Topics in Gender Studies

#### **English Minor (18 credit hours)**

Required Course: ENG 150 Response to Literature (3 credits)

6 credits (two courses) from the following courses:

ENG 210 World Literature I

ENG 211 World Literature II

ENG 220 Creative Writing

ENG 230 Introductions to the Study of Language  
ENG 250 Introduction to Short Story

3 credits (one course) such as:

ENG 240 Survey of American Literature  
Literature: Introduction to Poetry  
Short Story  
British Literature  
Language and Globalization  
Fiction/Poetry Workshops

6 credits (two courses) such as:

ENG 310 English Translation to Dari/Farsi  
ENG 315 Dari/Farsi Translation to English  
ENG 322 Introduction to Shakespeare  
ENG 325 Classical Persian Literature  
Literature and Philosophy  
Language and Globalization  
Great Authors\

(Note: the required composition courses do not count towards the Minor)

### **Law Minor (18 credit hours)**

The Law minor would be granted to students from other majors who complete any 18 credits of law. For those students who matriculated in or after Fall 2013, at least 6 of those credits must be at the 300-level or above. The law minor immediately replaces the law certificate.

### **Math Minor (18 credit hours)**

Required core courses - A total of 12 credit hours as follows:

9 credit hours which include:

MTH 120 Discrete Mathematics (3 credits)  
MTH 130 Calculus I (3 credits)  
MTH 145 Calculus II (3 credits)

3 credit hours (1 course) from one of the following classes:

MTH 135 Linear Algebra (3 credits)  
MTH 245 Calculus III (3 credits)

6 credit hours - Minor Elective courses - Choose any two (2) of the following courses:

MTH 310 Linear Optimization (3 credits)  
MTH 320 Differential Equations (3 credits)  
MTH 330 Probability (3 credits)  
MTH 340 Game Theory (3 credits)

## THE OFFICE OF STUDENT AFFAIRS

Academic endeavors at AUAF are important to student success and achievement. Life outside of the classroom, however, is also important. Students who are more active and involved on campus often do better academically in their courses. The Office of Student Affairs provides all students with many opportunities for active engagement and personal development. Students who wish to find on or off campus employment, join student clubs, or participate in various campus events should contact the Office of Student Affairs.

The Office of Student Affairs offers programs and services for:

- Residence Life - which oversees student housing
- Career Services – which includes work-study opportunities
- Student Sports Activities
- First Year Experience (FYE) Program – which includes academic advising for freshmen, UNV 100: University Success course, new student orientation, and the annual Convocation ceremony
- Student Conduct
- Campus Programming – which includes the Fun Fair and Simurgh’s Feather Awards
- Student Government Association (SGA)
- Student Clubs and Student Activities

### **STAFF**

**Mohammad Javad Ahmadi**  
Director of Student Affairs

**Cara Powers**  
Student Development Specialist (Residence Life)

**Mohabbat Ahmadi**  
Student Development Specialist (Campus Programming, Student Activities, Career Service)

**Wahab Hussaini**  
Sports Activities Coordinator

**Masouma Hussaini**  
Female Sports Coordinator

**Mohammad Zarif Karimi**  
Administrative Assistant

**Sara Fayazi**  
Residence Hall Coordinator

**Mustafa Hatam**  
Residence Hall Coordinator

**Mahdi Haidary**

Residence Hall Coordinator

## **RESIDENCE LIFE**

AUAF provides limited housing options in university-run male and female residence halls, which are located near to the campus. Priority for housing assignments is given to enrolled, full-time, undergraduate students. Part-time, evening, and/or non-degree students are housed on a space-available basis only.

The Residence Life Office manages housing assignments and the day-to-day operations of the residence halls. Each residence hall has a full-time Residence Hall Coordinator (RHC) and part-time Resident Assistant (RA) who oversee the facility as well as smooth the transition to university life. Students are encouraged to visit with their RA or RHC for any assistance they need.

## **CAREER SERVICES/ WORK STUDY PROGRAM**

Assistance is available to help students in their career choices and in finding positions after they graduate. The office coordinates student employment on and off campus and also assists with internship placement related to the student's degree choices. The office also advises and counsels students in regard to career choices, assists students in résumé and curriculum vitae preparation and organizes career fairs. The office also assists students considering graduate schools.

Transitioning successfully from the academic to the professional world is easier with professional work experience. To assist students in gaining valuable professional experience, the university has a work-study program that provides students with opportunities to work while pursuing their studies.

Students interested in working while enrolled may apply for general employment positions. Students are assigned to departments within the university according to their skills and areas of need. This system ensures that students are placed where they will learn and make the greatest contribution to the functioning of the university. As students gain experience and seniority, they may request specific positions.

Students may apply to the work study program at the Student Affairs Office or at [careerservices@auaf.edu.af](mailto:careerservices@auaf.edu.af).

## **STUDENT SPORTS ACTIVITIES**

The Michelle Bayat Gymnasium at AUAF is one of the most active spots on campus. The Sports Activities staff provides the AUAF community with many interesting activities. Daily sport activities taking place in the gym include; badminton, ping pong, body building, soccer, volleyball, handball, basketball, mixed martial arts and self-defense (for males and females). Many tournaments are organized by the Sports Activities staff which takes place in the gym or on the new International campus. Faculty, staff, and students are encouraged to participate.

## **ACADEMIC ADVISING**

Academic advising services are offered to students throughout the academic year. Each student is assigned an advisor from the Office of Student Affairs beginning in their first semester in the undergraduate program. The student's instructor for their UNV 100 class is assigned as their academic advisor. The Office of Student Affairs advises students who have completed fewer than 30 credit hours and who have not yet declared their major/minor.

Students placed on academic probation must meet with their advisor throughout the semester. Students who have declared their academic majors are advised by faculty advisors from their academic department for the remainder of their undergraduate careers.

## **STUDENT CONDUCT**

At the beginning of the academic year, students are asked to sign a statement agreeing to abide by the AUAF Code of Conduct which is listed in the AUAF Student Handbook. The university expects that students complete all examinations, tests, papers, and other assignments according to the standards set forth in this code. Students are responsible for understanding their rights and responsibilities as defined by the honor code.

The honor code is based on the Five AUAF Community Foundation Principles which are Civility, Ethical Behavior, Morality, Respect, and Integrity.

## **HONOR CODE VIOLATIONS**

Academic violations include, but are not limited, to:

- Plagiarism
- Cheating
- Alcohol
- Dishonesty
- Physical Assault and Battery
- Verbal Assault
- Weapons
- Theft
- Respect for Property
- Guest Conduct
- Harassment and Intimidation
- Other Academic Misconduct - No specific set of rules or definitions can embrace every act of academic misconduct. A student who employs any form of academic deceit has violated the intellectual enterprise of the university.

## **UNV 100: UNIVERSITY SUCCESS (1 Credit hour)**

The Office of Student Affairs offers a mandatory 15-week, one-credit freshmen seminar that requires students to attend class once each week. All new undergraduate students must take this during their first academic semester. This class is designed to encourage a successful adjustment of new students to the AUAF community and the American-style liberal arts education system by covering such topics as academic and self-management skills, learning styles, major and career exploration, ethics, diversity, and academic advising-related issues. Additional emphasis is placed on writing, teamwork, presentation skills and future career goals.

## **NEW STUDENT ORIENTATION**

At the beginning of each academic semester, all new students are encouraged to participate in the new student orientation. During the orientation, students will have a chance to meet other new and returning students, faculty, and staff. Students will take Math, English and ITCS placement tests, learn more about academic requirements, campus resources, mission, vision and values of AUAF. Students will also sign the AUAF Honor Pledge, set up their student email accounts, learn how to use PowerCAMPUS, and register for their courses. Additional activities during the orientation include campus tour, team building activities, shared meals, and educational and fun activities led by the Student Government Association.

## **STUDENT GOVERNMENT ASSOCIATION (SGA)**

Each year, the students have the opportunity to participate in the SGA election and vote for their favorite candidates. The SGA consists of 8 members who represent the different areas of campus such as Foundation Studies Program, Undergraduate Program, MBA Program, and Residence Halls. There are 4 officers who lead the SGA and they are; President, Vice President, Secretary, and Treasurer. Their term is for one calendar year and they oversee all the student clubs on campus as well as coordinate many educational and entertaining events during the year. They assist with all of the major campus events such as orientation, convocation, and commencement. They assist new and current student clubs on a variety of issues.

## **STUDENT CLUBS**

Student clubs and organizations are recognized through an official approval process and approved by the Student Government Association. Student clubs and organizations are initiated when enough students indicate interest in forming and leading the activity/group. Faculty advisors assist in keeping the club or organization vibrant and provide leadership to the members.

**Some Student Clubs currently include:**

1. Arête Business Club;
2. Political Science Club;
3. Law Students' Association;
4. University Computer Club;
5. Debate Club;
6. Model United Nations Club;
7. Islamic Club;
8. Speech Club;
9. Photography Club;
10. Community Service Club;
11. Men's Soccer Club;
12. Women's Basketball Club;
13. Women's Volleyball Club;
14. Table Tennis Club;
15. Mixed Martial Arts Club;
16. Women's Self-Defense Club.

**CAMPUS SECURITY**

The university security policies and measures are developed and imposed with advice of the AUAF security manager to ensure the safety and welfare of students, faculty and staff. All students must comply with all security rules, and any individual failing to do so may be subject to disciplinary action, including dismissal from the university. Students must carry their student ID cards with them at all times. ID cards are required for entry to campus.

**FACILITIES AND RESOURCES**

AUAF is located on a five-acre campus in the Darulaman area (District 6) in Kabul. The current campus is made up of eight main buildings, six of which are classrooms and faculty offices.

**CLASSROOMS**

The university has five computer laboratories, two of which are also classrooms. An open computer laboratory is available. The computer classrooms seat 22 students each and are equipped with desktop computers. The open computer laboratories are available for all students. Classrooms and laboratories feature desktop computers and LCD monitors. A state-of-the-art video-conferencing facility is available for instruction and meetings.

**TUTORING AND WRITING CENTER**

The university has separate facilities for tutoring students in mathematics and assisting students with their writing abilities. The instructional staff of the Science and Mathematics Department is available in the mathematics tutoring center to help students, individually and in small groups, with specialized instruction. A facility staffed with writing instructors is also available to help students improve their writing composition.



## **BERNICE NACHMAN MARLOWE LIBRARY**

The Bernice Nachman Marlowe Library houses the university's growing print and database collections. It features an integrated library system and online catalog. Wireless Internet service for laptops is available. Approximately 40 computer stations complement nearby computer laboratories and provide sufficient access for all students. To meet varying scholastic styles and preferences, the library has quiet study rooms as well as rooms where students may meet, talk, and engage in group learning.

The library conducts information literacy instruction for all new undergraduates and also designs refresher sessions and targeted classes upon request. The library is also responsible for textbook distribution.

## **RESIDENCE HALLS**

AUAF provides a number of housing options that provide accommodation for full time students. The Residence Life Office manages housing assignments and the day-to-day operations of the residence halls. Additional information may be obtained from the Student Affairs Office.

## **MICHELLE BAYAT GYMNASIUM**

The Michelle Bayat Gymnasium provides a stage and auditorium in addition to athletic facilities, and was renovated with a generous donation by the Bayat Foundation.

## **CAFETERIA**

The AUAF Cafeteria is open to students, faculty, staff, and visitors from 9:00 am to 7:30 pm throughout the fall and spring semester.

## **FOOTBALL FIELD**

The university has a football field on the International Campus on Darulaman Road.

## **FACULTY OFFICE BUILDINGS**

The university has two buildings devoted to faculty offices; one building completed in 2010 and one in 2011.

## **AZIZI BUILDING**

The Azizi Building contains classrooms and faculty offices. It was renovated with a generous donation from the founding chairman of the Board of Trustees, Mirwais Azizi.

## **SALEHA BAYAT BUILDING**

The Saleha Bayat Building, renovated with help from the Bayat Foundation, contains classrooms and administrative offices.

### **DR. MARJORIE PEACE LENN STUDENT LIFE BUILDING**

The Dr. Marjorie Peace Lenn Student Life Building contains student life, counseling, and career planning and placement offices.

### **INTERNATIONAL (NEW) CAMPUS**

AUAF also has a 99-year lease from the Afghan government on an 80-acre tract of land next to the Afghan parliament buildings and across Darulaman Road from the existing campus. This will soon become the university's main campus.

## COURSE DESCRIPTIONS

### **COURSE PREFIXES AND CODES**

Courses are listed alphabetically. The course prefix is indicated by a three-letter abbreviation of an academic discipline. For example, ANT refers to Anthropology and MTH refers to Mathematics. The three letter prefix is followed by the course number indicating the course level. Courses at the 100-level are usually introductory courses while 200-level courses usually have a 100-level prerequisite. Both 100- and 200-level courses are included in the general education requirement and are generally taken by freshmen and sophomores. Courses at the 300- and 400-level are advanced courses that are part of the major and are typically taken by students with junior and senior standings.

Please refer to the prefixes listed below:

ACC	Accounting
AMS	American Studies
ANT	Anthropology
BIO	Biology
CHE	Chemistry
COM	Communications
ECO	Economics
ENG	English
FIN	Finance
HIS	History
HUM	Humanities
ITC	Information Technology and Computer Science
JOU	Journalism
LGS	Law
MGT	Management
MKT	Marketing
MTH	Mathematics
PAD	Public Administration
PHL	Philosophy
PHY	Physics
POL	Political Science
QBM	Quality Business Management
SOC	Sociology
STA	Statistics
UNV	University Success

## **AUAF CREDIT COURSES**

### **ACC 200 Financial Accounting - 3 credit hours**

This course examines the uses of accounting information for reporting to users both inside and outside the company, the interpretation of accounting data, analysis of financial statements, and income and cash flow analysis. The course also examines the nature of assets and liabilities and builds a comprehensive understanding of the accounting reporting process. Required for all Business majors. Prerequisite: MGT 100 and MTH 110.

### **ACC 250 Managerial Accounting - 3 credit hours**

This course covers the uses of accounting information by business management for internal decision-making. Topics include cost behavior, cost-volume-profit analysis, budgeting and budget controls, responsibility accounting and standard costing. Capital budgeting, pricing, product, and investment decisions are also examined. Required for all Business majors. Prerequisite: ACC 200 and MTH 110.

### **ACC 300 Intermediate Accounting I- 3 credit hours**

This course is the first of two courses (ACC 300, ACC 350) that cover the process of preparing and presenting financial information about a firm for external users. Topics include the standard-setting process, recognition, measurement, disclosure of assets and liabilities on the statement of financial position, and elements on the statement of comprehensive income. Prerequisite: ACC 200 and MTH 110.

### **ACC 350 Intermediate Accounting II - 3 credit hours**

This course is the second of two courses (ACC 300, ACC 350) that cover the process of preparing and presenting financial information about the entity for external users. The course examines the standard-setting process, covering aspects including recognition, measurement, and disclosure of equity investments, equity, financial instruments, income taxes, statement of changes in equity, and statement of cash flows. Prerequisite: ACC 300.

### **ACC 370 Cost Accounting - 3 credit hours**

This course is an in-depth examination of accounting for costs in manufacturing and service organizations and how costs relate to the financial statements. Topics include materials, labor, indirect costs, budgeting, standard costing and variance analysis, direct costing, and activity-based costs. Prerequisite: ACC 250.

### **ACC 380 Islamic Accounting – 3 credit hours**

The course analyzes the nature and extent of Islamic Accounting concepts, methods and techniques, which are used in accounting practices that are in accord with Shari'ah principles. The course will provide students with an understanding of the standards issued by the Accounting and Auditing Organization of Islamic Financial Institutions (AAOIFI) and how it compares with the International Accounting Standards and U.S. GAAP standards. The course will also cover governance and auditing issues for Islamic Financial Institutions. Prerequisite: ACC 300. Offered on a yearly basis.

### **ACC 450 Auditing - 3 credit hours**

An introduction to auditing and the professional responsibilities of independent and internal auditors. Topics include legal and professional obligations; international auditing standards; the acquisition, evaluation, and documentation of audit evidence; reporting the results of the audit engagement; and risk identification, assessment, control, and mitigation; evaluation of internal control systems; compliance testing; substantive testing; operational audits; statistical sampling and auditing automated systems. Prerequisites: ACC 350.

### **ACC 470 Taxation - 3 credit hours**

Comprehensive introduction to taxation as it applies to both individuals and businesses. Topics include the operation and scope of tax systems, computation of corporate tax liabilities and gains, different types of taxes, and the impact of taxes on reported income and cash flows. Prerequisite: ACC 350. This course is offered in the spring semester only.

### **ACC 500 Financial Reporting and Analysis – 3 credit hours**

This MBA course covers corporate financial reporting including the analysis, and the interpretation of financial statements. Topics include the role of International Financial Reporting Standards including disclosure requirements, factors that affect financial performance, and analytical limitations. No prerequisites.

### **ACC 550 Managerial Accounting – 3 credit hours**

This MBA course covers managerial accounting concepts and practices as applied to internal decision-making. Topics include cost-behavior, cost-volume profit analysis, budgeting, standard costing with activity-based costing, variance analysis and control, responsibility centers, short-term decision-making, and capital budgeting. Prerequisites: ACC 500, QBM 500.

### **ANT 110 Introduction to Anthropology (GE-S) - 3 credit hours**

The purpose of this course is to provide a general introduction to the discipline of anthropology. As a holistic field that studies the human condition across time and around the world, anthropology consists of four subfields: physical/biological anthropology, archaeology, cultural anthropology, and linguistics (with an emphasis on introductory concepts in cultural anthropology). The course format is primarily lectures based on the course textbook and class discussion. Students have opportunities to apply anthropological perspectives and concepts to everyday life and social issues in several short writing assignments. Prerequisite: ENG 110.

### **ANT 210 Cultural Anthropology - 3 credit hours**

The course provides students who have some background in cultural anthropology with more in-depth understanding of the field's approach, topics of interest, and contributions to describing and explaining social diversity. Course readings include ethnographies (books) and articles that address different aspects of social life around the world, with a special focus on studies conducted in Afghanistan. The course will review cultural anthropology as a social science approach, covering the concepts of culture, ethnography, application, and theory. It will also look at important topical areas, including language, expressive culture, social organization, political life, economic exchange, relatedness and kinship, and globalization. The format of the course is primarily discussion, with some lecture by the instructor. Students apply their learning through responses to readings and in a final project. Prerequisites: ENG 115 and either ANT 110 or instructor consent.

### **ANT 340 Advanced Qualitative Research Methods -3 credit hours**

This course provides foundational knowledge of social research and cultural anthropology with more advanced experience in qualitative and ethnographic research methods. The course covers techniques in formulating a qualitative research project; collecting data through interviewing, observation and document review; analyzing qualitative data; and writing research results. Students apply these techniques through their own research projects. Assigned readings include materials relating to qualitative and ethnographic methods as well as material relating to one or more substantive themes explored in the course. Prerequisites: ENG 115 and either SOC 310, ANT 210 or instructor consent.

### **ANT 370 / PAD 370 Anthropology of Public Policy –3 credit hours**

There are few areas of human life today that are not regulated by government policies. Policy shapes the way social problems are conceptualized, legitimized, and addressed, especially in the context of development. Policy is also an important location of interaction between the state and transnational actors. This course examines public policy from the perspective of anthropology. Policy has become a central organizing principle of modern society, used to shape, regulate, and order society. The course addresses what policy is, how policies work, and what policies do in terms of organizing and classifying people, intervening in present social conditions, and providing direction for the future. Prerequisites: ENG 115 and ANT 210 or instructor consent.

### **BIO 130/131 Introduction to Biology I and Lab (GE-P) - 4 credit hours**

Introduction to Biology is an examination of basic biological concepts such as the cell, metabolism, genetics, reproduction, development, evolution and ecology. This class is designed for non-science majors. The course includes both a three hour lecture and a one hour lab component. Prerequisite: ENG 110.

### **BIO 132/133 Introduction to Biology II and Lab (GE-P) - 4 credit hours**

Introduction to Biology II is a continuation of the study of biology that includes both the basic concepts of biochemistry and their application to living organisms. The course content is aimed at making biology easier to understand because it explains biology in basic biochemical terms and relates it to the world around us. In addition, the students will be prepared to understand and evaluate new developments that will arise in the future, thus enabling them to be better consumers and decision makers. Specifically, photosynthesis, metabolism, genetic engineering and cloning, and genetic modification of living organisms are examined in biochemical detail. The course is designed for non-science majors to meet the requirements necessary to fulfill the General Education curriculum. Many of the topics in the lectures have additional information located on the website associated with the textbook that encourage individual investigations of those topics. Prerequisite: BIO 130.

### **BIO 230 Physiology (GE-P)-3 credit hours**

This course provides an examination of the basic concepts of animal physiology with an emphasis on human physiology. The course begins with an examination of the evolution of the animal phyla, the history of vertebrates and the emergence of humans. The following systems explore in detail: skeletal, muscular, circulatory, respiratory, digestive, immune, nervous, neuroendocrine, and reproductive. Prerequisites: SCI 210 or BIO 130.

### **CHE 125 General Chemistry (GE-P) - 4 credit hours**

General Chemistry is an examination of basic chemical concepts. Topics covered include the scientific method, problem solving, states and properties of matter, atomic theory, periodic table, chemical bonding, nomenclature, formulas, chemical equations, balancing chemical equations, stoichiometry, limiting reactants, gas law, solutions, solubility, concentration ionic equations, acid-base reactions, oxidation-reduction reactions, intermolecular forces and the properties of water. The course includes both a three-hour lecture and a one-hour lab component. Prerequisite: ENG 110 and MTH 110.

### **CHE 127 General Chemistry II (GE-P) - 4 credit hours**

Continuation of CHE 125. Emphasizes kinetics, equilibrium, descriptive chemistry, nuclear chemistry, and special topics. Successful completion prepares students for and satisfies prerequisite for Organic Chemistry I and further study in life and physical sciences. Successful completion satisfies prerequisite for Organic Chemistry I. Must be taken concurrently with CHE 128 General Chemistry II Lab. Prerequisite: CHE 125/126.

### **COM 100 Introduction to Mass Communications – 3 credit hours**

A broad survey of communication issues, trends, and professions. This course exposes students to theory and issues related to the role of communication in daily life, and presents them with career options in journalism, media design, marketing and public service. Students will examine and investigate the role of media in society, including its history and the current state of press freedom and free speech in Afghanistan and in the world. This course is primarily lecture-based, but it also includes practical exercises and a final multi-media project.

### **COM 200 Introduction to Journalism (GE-H) – 3 credit hours**

An overview of journalism fundamentals and ethics, exploring how news is defined, reported, written and produced across print, broadcast and online media platforms. Coursework includes the history of journalism in Afghanistan and around the world, and gives an introduction to the fundamental writing and fact-gathering skills of journalism. Students will examine case studies and participate in discussions about journalism and its role in a democratic society. Prerequisites: ENG 115.



### **COM 230 DIGITAL MEDIA LITERACY AND SKILLS - 3 credit hours**

In today's interconnected world, digital media literacy is the first step to understanding the social, cultural and ethical issues that go along with the use of new and emerging technologies. Digital media literacy is the ability to access, analyze, evaluate, create, reflect upon, and act with the information products that media disseminate, especially focusing on digital media (Internet and/or mobile phone based). Coursework will teach skills in understanding digital services in Afghanistan; providing relevant content; skillfully maneuvering through digital technologies and services; assessing the quality of digital services; and understanding security in digital communities. Through in class workshops, video screenings, interactive media demonstrations and a final course project, students will learn hands-on skills to make sense of and control their media environments, as well as develop critical thinking skills to understand and create media. Prerequisites: ITC 101 or a passing score on the ITC 101 placement exam.

### **ECO 200 Economics - 3 credit hours**

This course introduces students to basic theories and concepts in both microeconomics and macroeconomics. Topics include how individuals, households, firms, and governments allocate scarce resources, supply and demand, equilibrium price and quantity, and elasticity of supply and demand. This course also covers national economies including aggregate demand and supply, long-term productivity and growth, short-term fluctuations, fiscal and monetary policies, inflation, and measurement of economic activity. Prerequisite: MTH 110. Recommended that MGT 100 also be completed successfully before registering for ECO 200.

### **ECO 500 Managerial Economics – 3 credit hours**

This MBA course is an introduction to the principles of microeconomic analysis used in managerial decision-making. Topics include demand analysis, cost and production functions, and behavior in competitive and non-competitive markets, sources and uses of market power, game theory, and competitive strategies. Prerequisites: QBM 500.

### **ENG 098: Developmental Studies in Academic Writing - 6 credit hours**

This is a developmental English language course at the first level, and the course prepares students for college-level reading, writing, and critical thinking. The course provides an overview of the fundamentals of grammar, mechanics, usage, sentence structure, and paragraph development. The course also includes reading practice to improve critical thinking, comprehension, vocabulary and study skills. Students must earn a C or better to pass this course.

The course does not satisfy the English requirements for any degree program.

### **ENG 101 - Prep Studies in Academic Writing/Reading -6 credit hours**

This course provides a refinement of grammatical, mechanical, and usage principles including an overview of the strategies of paragraph and essay development in academic writing, including the reassessment of grammatical skills, the writing process, the fundamentals of composition with emphasis on revision, rhetorical modes, and cognitive abilities necessary to produce effective paragraphs and essays. The course also integrates intensive reading practice of unsimplified academic texts to develop the

ability to understand and critically appraise such texts, with an emphasis on recovering main ideas, their development and support. A student must receive a grade of C or better to receive credit for this course.

### **ENG 100 Writing Laboratory- 3 credit hours**

This course provides intensive practice and training in academic writing with emphasis on the writing process, revision, and the fundamentals of composition, covering grammatical skills, rhetorical issues, and cognitive abilities necessary to produce effective prose. The course provides numerous and varied assignments with opportunity for revision. Registration restricted to freshman students only. This course has been replaced by ENG 101. Students need a "C" or better before continuing.

### **ENG 101 English Academics/Writing Laboratory- 6 credit hours**

This course provides intensive practice and training in academic writing with emphasis on the writing process, revision, and the fundamentals of composition, covering grammatical skills, rhetorical issues, and cognitive abilities necessary to produce effective prose. The course provides numerous and varied assignments with opportunity for revision. Registration restricted to freshman students only.

### **ENG 110 Academic Writing I (GE-C)-3 credit hours**

This course is designed to develop the ability to produce clear expository prose. The course requires students to learn and practice writing processes and strategies, including various rhetorical modes, audience analysis, topic selection, thesis support and development, editing, and revision. Students are introduced to the basic elements of argument and academic research. Emphasis is placed on written communication, critical thinking, and critical reading at a university level. Prerequisite: ENG 100, ENG 101 with a "C" grade or higher or placement score into ENG 110.

### **ENG 115 Academic Writing II (GE-C)-3 credit hours**

A continuation of Academic Writing I to further develop the student's ability to write argument essays and informative reports supported by research. Students improve their ability to read, summarize, and paraphrase and to properly integrate quoted material. Using the university library and its academic databases, students conduct research and become familiar with a range of scholarly journals relevant to their college curriculum and fields of interest. Prerequisite: ENG 110.

### **ENG 120 Public Speaking (GE-E credit only)-3 credit hours**

This course is designed to help students develop confidence and poise as public speakers. Students learn to apply current developments in communications and social psychology as they prepare narrative, persuasive, informative, and descriptive speeches. By the end of the semester, students are able to demonstrate understanding of the interaction between speaker, speech, and audience. Prerequisite: ENG 110. As of fall 2013, ENG 120 can no longer be used toward the general education composition requirement.

### **ENG 150 Response to Literature (GE-H) and (GE-C or GE-H)-3 credit hours**

This course surveys American, English, and European literature from a variety of genres and time periods. Through lecture and discussion, students learn how to experience, respond to and interpret literary works, and to consider the values selected works express. Prerequisite: ENG 110.

### **ENG 210 World Literature (GE-C or GE-H)-3 credit hours**

A survey course covering literary works from Antiquity, the Middle Ages, and the Renaissance. This course presents a study of world literature with emphasis on major authors from around the world. All forms of literature will be covered, including poetry, prose, and drama. Class will consist of discussion and written assignments that stress insight into the works and the correlation of history, culture, literature, other fine arts, and the author's comments on life and the meaning of existence. Emphasis will be placed on critical, analytic reading skills, participation in-depth, constructive class discussion, and critical, evaluative writing. Prerequisite: ENG 115.

### **ENG 211 World Literature II (GE-H)- 3 credit hours**

A survey course covering literary works from the seventeenth century to the present. This course presents a study of world literature with emphasis on major authors from around the world. All forms of literature will be covered, including poetry, prose, and drama. Class will consist of discussion and written assignments that stress insight into the works and the correlation of history, culture, literature, other fine arts, and the author's comments on life and the meaning of existence. Emphasis will be placed on critical, analytic reading skills, participation in-depth, constructive class discussion, and critical, evaluative writing. Prerequisite: ENG 115.

### **ENG 213 Contemporary World Literature (GE-H) - 3 credit hours**

This course surveys current trends in world literature with supplemental works of critical theory. Students are introduced to psychoanalytic, Feminist, post-colonial and post-humanist theories. Students apply these approaches to contemporary authors from around the world. This course is conducted as a seminar, requiring intensive reading, in-class discussion, and three response papers demonstrating a close analysis of the texts. Primary concepts of hybridity and globalism are addressed through the study of émigré writings, works on exile, and urbanization. The course also explores current debates on translation and the concept of community in the age of networking. Prerequisite: ENG 115.

### **ENG 215 Expository Essay (GE-C or GE-H)-3 credit hours**

This course is designed to help the student develop a stronger writing voice, vocabulary, and knowledge of the styles of writing and conventions of the English language. Students develop the ability to analyze complex issues from a variety of perspectives, and to research, synthesize information, and properly cite references. Prerequisite: ENG 115.

### **ENG 220 Creative Writing (GE-C or GE-H)-3 credit hours**

This course presents a range of practical strategies to help students develop as writers. Students will write in a wide range of genres, from fiction and poetry to biography, autobiography and travel writing. Students are encouraged to identify their strengths and interests as writers and develop their own resources of memory, observation and voice. Prerequisite: ENG 115 with a C grade or higher.

### **ENG 230 Introduction to the Study of Language (GE-H) - 3 credit hours**

This course provides students with an understanding of the development, use, growth, and spread of language as a distinctly human phenomenon. The example language for the course is, for the most part English. The course will define basic functions and roles universal to all languages. Using English as an example, students will be encouraged to look at all languages, including their own languages, from various perspectives such as personal language acquisition, the development of speech communities, language history and change, language and national group identity, and the use of language(s) in contemporary globalization. Prerequisite: ENG 115 with a C grade or higher.

### **ENG 240 Survey of American Literature I (GE-H) - 3 credit hours**

This course takes the student through the trajectory of the American literary experience and identity from native peoples and first contact, to nationhood, the 19th century jeopardy of disunion, on into the Gilded Age, and through the 20th century. Basic American themes such as exceptionalism will be examined along this trajectory. There is an interdisciplinary undercurrent that deepens understanding of works through historical context and the arts. Prerequisite: ENG 115.

### **ENG 250 Introduction to the Short Story (GE-H) - 3 credit hours**

Students become familiar with the genre of short fiction from many countries of the world. Reading selection may include such authors as Poe, Borges, Camus, Chekhov, Fuentes, Mishima, O'Connor, Bambara, Walker, Kafka, and De Maupassant. Students will be expected to read, think, write, and discuss critically the material covered in the class. Prerequisites: ENG 110 and ENG 115 (Academic Writing I and II). This course fulfills credit towards the General Education Humanities requirement. GE-H

### **ENG 271 Technical Writing (GE-C) - 3 credit hours**

Technical Writing / communication is an advanced writing course exploring the principles and practice of communication of technical material for many disciplines, including communication, technology, science and business. Students learn to write, research and design a range of documents, use graphics for digital and print medium and create oral presentations using technology. Assignments may include standard business documents (letters, memos, etc.) reports, instructions, and writing for blogs and the web; coursework consists of individual and collaborated projects. Prerequisite: ENG 115 with a C or better. Counts toward the general education composition requirement. GE-C

### **ENG 299 Special Topics: English (GE-H) – 3 credit hours**

Topics vary from semester to semester. Students should consult the online schedule of classes for offerings well before the beginning of the semester. The intensive study of topics could involve literary, linguistic, rhetorical or other areas of English studies. Prerequisites: Sophomore level or higher (30 credits) or permission of department chair. Note: this course may be repeated for a maximum of 6 credits with permission of department as long as the course content is different.

### **ENG 310 Translation English to Farsi (GE-H) – 3 credit hours**

The main objective of this course is to help the students improve their bilingual (English-Dari) translation skills. The main topics of the course will include: lectures on the history of translation from Farsi into English and vice versa; lectures on literary and non-literary translations; lectures and class discussion on Farsi grammar and punctuations and a comparative study of sentence structures and patterns in the two languages.

During the rest of the semester, the students will be asked to provide appropriate Dari equivalents for some common hard-to-translate English words, phrases, idioms, and sentences. Then the students will be helped to translate simple texts and then more complicated passages from English into Dari. Reading and translation materials from both languages will be provided from various sources. Prerequisite: ENG 115 with a C grade or higher and needs to have a strong understanding of written and spoken Dari.

### **ENG 315 Translation Farsi to English (GE-H) – 3 credit hours**

The main objective of this course is to help the students improve their translation skills from Dari into English. Since English translation of Dari/Farsi texts began with literature, it is necessary to start this course with a few lectures on the history of English translation of classical Persian literature. These lectures will include early translations of Persian literary works by British scholars in India, such as the quatrains of Omar Khayyam, the Shahnameh of Ferdowsi, the Mathnawi of Rumi, the Divan of Hafiz and the Gulistan of Saadi.

The main part of the course, following the introductory lectures, will deal with hard-to-translate phrases, idioms, proverbs and sentences, with a comparative study of sentence patterns in Dari and English. Then the students will be required to provide appropriate English equivalents for these hard-to-translate Dari/Farsi words, phrases, idioms, and sentences. During the rest of the course, the students will be helped to translate simple Dari/Farsi paragraphs into English. As they improve their skills, they will be required to translate different Dari texts into English.

Reading and translation materials from both languages will be provided from various sources. As the first course of its kind, the course syllabus will be modified if necessary. Prerequisite: ENG 115 with a C grade or higher and a strong understanding of written and spoken Dari.

### **ENG 322 Introduction to Shakespeare (GE-H) – 3 credit hours**

Introduction to Shakespeare is intended to acquaint the student with Shakespeare's language, as well as the Elizabethan world of England at the time of the Globe Theatre performances. The course approaches the language initially with Shakespeare's Sonnets, in order to familiarize the student with the iambic pentameter line, as well as the popular conceits and themes of Shakespeare's plays. Four of Shakespeare's plays are covered in the course, and each work is treated in detail according to genre and theme. The plays are approached not as literature, but as performed texts, and there are film viewings to accompany each work, which reinforces this point. Students are required to recite and interpret a sonnet, as well as write response essays for each play studied. Prerequisite: ENG 115 with a C grade or higher.

### **ENG 325 Persian Literature/Poetry (GE-H) – 3 credit hours**

The course surveys a representative sampling of works of classical Persian literature dating from the rise of the New Persian language in the tenth century to the seventeenth century. Because poetry constituted the bulk of literary production in New Persian, most of the course is devoted to the reading, translation, and analysis of poems written in various genres by such poets as Rudaki, Khaqani, Nizami, Rumi, Sa'di, Hafiz, and Jami, and the course will read excerpts from the Shahnama. Course may include Afghan literature. Prerequisites: Completion of ENG 115 with a C grade or better.

**FIN 200 Corporate Finance - 3 credit hours**

This course introduces the basic concepts and tools of modern finance. Topics include return and risk; financial instruments including equities and fixed income securities; and financial markets and their utilization by managers in different kinds of financial institutions. Prerequisites: ACC 200, MGT 100, STA 210, and MTH 110.

**FIN 300 Advanced Corporate Finance - 3 credit hours**

This is a more advanced course introduces the student to the theory and practice of corporate finance. Topics include capital budgeting, discounted cash flow valuation, real options, and cost of capital, capital structure, and dividend policy. Prerequisite: FIN 200, STA 210, and MTH 110.

**FIN 340 Investments - 3 credit hours**

This course examines practical applications of investment theory in both fixed-income and equities markets. Required for the BBA major. Prerequisites: FIN 300 and STA 230.

**FIN 360 Risk Management in Financial Institutions - 3 credit hours**

This course examines the problems encountered in a wide range of activities of financial institutions, including asset and liability management, liquidity management, market risk and credit-risk management. Prerequisite: FIN 340.

**FIN 400 International Finance - 3 credit hours**

This course examines the operation of international currency exchange and capital markets and applies financial management principles to the financial decision-making in multinational corporations. Topics also include: Exchange rate forecasting, hedging of exchange and political risk, and financing and capital budgeting by multinational corporations. Prerequisite: FIN 340.

**FIN 450 Islamic Finance - 3 credit hours**

This course examines the basic concepts acceptable under the Sharia, and how they are being applied. This course examines the operation of international currency exchange and capital markets and applies financial management principles to the financial decision-making in multinational corporations. Topics also include: Exchange rate forecasting, hedging of exchange and political risk, and financing and capital budgeting by multinational corporations. Prerequisite: FIN 340.

### **FIN 500 Financial Management – 3 credit hours**

This MBA course introduces fundamental concepts in finance that provide a framework for analyzing investment and financing decisions. Topics include investment evaluation including present value concepts and capital budgeting, alternative methods to finance investments over both the short and long-term, including capital structure policy, raising external capital, and leasing. Participants are also introduced to business valuation. Prerequisites: ACC 500, QBM 500.

### **FIN 550 Corporate Finance and Financial Markets – 3 credit hours**

This MBA course focuses on investments as related to fixed assets and pricing. Topics include equity securities, fixed income securities, options, portfolio theory, the capital asset pricing model, asset allocation, measuring returns, the role of financial leverage, optimal capital structure, mergers and acquisitions, spinoffs and selloffs, and other advanced finance issues. Prerequisites: FIN 500.

### **FIN 560 Project Finance – 3 credit hours**

This course teaches the financial know-how and negotiating approaches need by borrowers to implement large project finance transactions. Topics include credit assessment, deal structuring, choosing advisors and the final negotiation and documentation of a financing. A significant objective of this course is to teach methods which equip students to plan and execute project finance “deals” that succeed in accomplishing corporate strategic objectives. Prerequisites: ACC 500, FIN500, FIN 550, MGT 520.

### **FIN 599 Islamic Finance – 3 credit hours**

This course is designed to provide a thorough understanding of the theory and practice of Islamic Finance. This course will offer an opportunity to consider the growing intersection between Islamic (or Shari’ah-compliant) finance and transactions. Issues to be discussed in detail include ribā-interest equivalence, form and substance in contemporary Islamic banking and finance, judgment of Shari’ahrelated transactions in contemporary Muslim and non-Muslim countries and whether or not Shari’ah related investing constitutes social capitalism. There will be ample discussion of legal and economic thought, as well as the place of ethics and virtue within traditional and modern manifestations of finance. Also discussed will be the origins of contemporary venture capital and private equity arising out of the Islamic mercantile tradition. Discussions of Shari’ah will focus almost exclusively on all school of thoughts perspectives.

### **GEN 410/SOC 410: Marriage and Family – 3 credit hours**

This course examines the background of marriage and family systems throughout the world with special focus on Afghanistan. Attention will be given to topics such as love, gender roles, family violence, communication and conflict, separation and divorce, and remarriage and step-families. It provides insights into contemporary marital and family concerns. Prerequisite: GEN 310/POL 499. Satisfies General Education requirement in Social Sciences



GEN 499: Special Topics in Gender Studies – 3 credit hours

Course may be repeated for credit as topics vary.

Pre-requisite: any 300 or 400 level course in the gender studies program. Satisfies general education requirement in Social Sciences.

**HIS 120 History of Afghanistan (GE-A) or (GE-H)–3 credit hours**

This course surveys the history of Afghanistan from its emergence as a distinct political unit in 1747 to the overthrow of the Taliban regime in 2001. The course examines the process of centralization, modernization, and socioeconomic development as well as the spread of competing ideologies, ethnic conflict, and religious extremism. Prerequisite: ENG 110.

**HIS 203 Islamic History and Society I –3 credit hours**

This course surveys Islamic history from 600 to 1500, including the rise and spread of Islam, the Islamic empire under the Umayyad and Abbasid caliphs, the emergence of regional Islamic states from Afghanistan and eastern Iran to North Africa and Spain, the arrival of the Steppe Peoples (Turks and Mongols), the Mongol successor states, and foundation of the great Islamic regional empires of the Ottomans, Safavids, and Mughuls. Students are introduced to the forces that have shaped Islamic civilization. Prerequisite: ENG 110.

**HIS 205 Islamic History and Society II –3 credit hours**

This course covers the history of the Muslim world from 1500 to the present, focusing on the decline of the Islamic empires, Western military, economic, and ideological encroachment; the impact of such ideas as nationalism and liberalism; efforts at reform in the Islamic states; the emergence of the “modern” Middle East after World War I; the struggle for liberation from Western colonial and imperial control; the Middle Eastern states in the Cold War era; and the present. Prerequisite: ENG 110.

**HIS 210 Modern Middle Eastern History –3 credit hours**

This course covers the history of the modern Middle East with the advent of modernizing reforms designed to meet the challenge of European world hegemony. By the turn of the 19th century, the expansive and vibrant Islamic societies were in a state of decline while the West had undergone a transformation that would ultimately enable it to dominate the rest of the world. In this course, students examine the ways in which reformers in the Ottoman Empire and Iran struggled to counter European imperialism and meet the challenge of modernity. Prerequisite: HIS 203 or HIS 205 or instructor consent.

### **HIS 330/POL 330 History of Political Reform in Afghanistan – 3 credit hours**

This course will examine the various phases of political reform in Afghanistan beginning in the reign of King Amanullah and ending with the current state building efforts in the post-Taliban period. Prerequisite: HIS 120.

### **HUM 399 Special Topics in Humanities –3 credit hours**

Subject matter will vary semester to semester and the course may be repeated. Consult with the instructor before enrolling to determine topics to be studied and the necessary prerequisites. This course may be used for the independent study under the supervision of specific faculty members or for special course offerings. Prerequisite: to be announced or permission of the instructor.

### **INT 49X (also BUS 490) Internship – 3-6credit hours (maximum of 6 credit hours allowed)**

The internship option provides a project management and work experience in local business/corporation/ministry/NGO arranged in discussion with a faculty advisor. The internship is a hands-on experience and offers a unique opportunity for students to relate their academic education and career interests to on-the-job work experience in the corporate world.

Prerequisites: Approval of a faculty advisor. Internships are only allowed in the fall, spring and summer semesters.

Note: May be repeated once for a maximum of 6 credits

### **ITC 101 Introduction to Computers (GE-IT)–3 credit hours**

This course will provide a survey of computing and information technologies and methods to conduct research, analyze information, and to communicate that information to global audiences, utilizing internet based research tools and other software. Furthermore, this course will introduce students to basic concepts in computer science, information literacy and communication and teach students to apply those concepts to any field of study. GE-IT

### **ITC 110 Introduction to Information Technology –3 credit hours**

This is a survey course of the disciplines within Information Technology and Computer Science. This course will cover the following topics: (i) an introduction to computer hardware and discrete mathematics; (ii) an introduction to programming; (iii) an introduction to networking; and, (iv) an introduction to database design. Prerequisite: ITC 101 or a passing score on the ITC 101 placement exam.

### **ITC 115 Web Systems and Design – 3 credit hours**

Students will learn basic website development and user interaction design skills. Students will build their own personal dynamic web site using industry-standard tools for flowcharting and simple scripting. They will also learn Search Engine Optimization (SEO), site analytics and learn the foundations of web based marketing. They will learn the basics of server and locally hosted sites using open source services to understand the structure of their personal site. Prerequisite: ITC 101 or a passing score on the ITC 101 placement exam.

### **ITC 210 Computer Systems Hardware and Organization –3 credit hours**

This course covers computer history, a comprehensive classification and explanation of basic components, CPU, memory, peripheral devices, storage media and peripheral devices, physical and logical storage, data organization, file storage, programs and software, system and application software, the basic concept of operating systems, architecture, and working of computing systems. Prerequisite: MTH 120.

### **ITC 215 Programming I –3 credit hours**

This course covers concepts of software application development and develops skills in designing and writing simple computer programs. In addition to introducing important programming constructs and methodologies, this course discusses formal and practical study of the definition, applications and implementation of programming languages that includes linguistic concepts of syntax and semantics, translation of high level languages into executable form, and basics of data structuring and sequencing features, with focus from the Java domain. Prerequisite: MTH 120.

### **ITC 220 Fundamentals of Networking and Telecommunications –3 credit hours**

This course introduces students of ICT to the concepts communication in ICT, with explanation of transmission impairments, transmission media (guided and unguided), synchronization code, modulation types, error detection, multiplexing, digital carrier systems, circuit switching, packet switching, ATM and frame relay, network types, network topologies, OSI model, TCP/IP introduction, LAN Systems (Ethernet, token ring, FDDI, etc.), LAN devices (repeaters, hubs, bridges, switches), principles of internetworking, wireless internetworking, IP multicasting, routing protocols, connection oriented protocol, network security requirements, public encryption and digital signatures, network management protocol, e-mail protocols, hypertext transfer protocol, DNS(domain name system) introduction to VoIP, VPN, servers and client server models, and design strategies. Prerequisite: ITC 210.

### **ITC 225 Programming II –3 credit hours**

This course is an advanced level of application development. The course covers the design philosophy of Java and its unique features that make it a powerful language to program systems and applications for the internet and intranets. It covers the syntax, resources, and utilities package of Java. Students examine Java design principles and use Java to construct various advanced level components. Prerequisite: ITC 215.

### **ITC 230 Database Concepts –3 credit hours**

This course covers the key concepts of data models, data base design, and systems to enable students to understand the theoretical basis of databases and be able to apply that knowledge in development, usage, and efficient management of relational databases. Prerequisites: ITC 110 and MTH 120.

### **ITC 311 Data Structures- 3 credit hours**

Students explore the concept of data and its representation in a computer; linear lists, stacks, queues, strings, arrays, trees, orthogonal lists, and other advanced data structures used in high level programming languages. Students also engage in detailed study of a variety of techniques for hashing, sorting, and searching and the preliminary analysis of such algorithms to determine their complexity and efficiency. Prerequisite: ITC 225 and STA 210.

### **ITC 321 Advanced Networking and Telecommunication–3 credit hours**

This course allows students to refine their network design and administrative skills through practice and theory. Topics covered include: information assurance, network security, cryptography, forensics, biometrics, security procedures and policies, data compression, wireless and mobile computing, enterprise networking, digital communications, and management of networks as part of the overall IT strategy within an organization. Students gain exposure to network administration tools and products used in commercial practice. Prerequisites: ITC 220 and ITC 215.

### **ITC 325 Computer Network Security III with Lab – 4 credit hours**

Students will be introduced to computer and network security topics which include Cryptography, Authentication and identification schemes, intrusion detection, viruses, formal modes of computer security, secure operating systems, software protection, security of electronic mail and the world wide web, electronic commerce, firewalls and risk assessment. Prerequisites: ITC 220 or ITC 350.

### **ITC 330 Advanced Database Concepts–3 credit hours**

This course allows students to refine their database design and development skills through practice and theory. Topics covered include: database design, transaction processing, data base security, distributed database processing, data mining, data warehousing, multimedia databases, digital libraries, and management of database design as part of the overall software design process. Students gain exposure to data base administration of current database products used in commercial practice. Prerequisites: ITC 215 and ITC 230.

### **ITC 350 Open-Source Software–3 credit hours**

Introduction to open source based client/server networking, careers, security and assurance concepts. This course will focus on Linux as an open source platform and server operating system. Students will learn through a balance of theory and applied coursework by setting up and administering an open source client server operating system. Topics included are: file and hardware management, user account management, TCP/IP protocols, and installation of the Linux client and server operating system. Prerequisites: ITC 215 and ITC 220.

### **ITC 410 Web Systems and eBusiness –3 credit hours**

Students integrate knowledge from earlier courses (programming, database, and networking) to learn the fundamentals of e-commerce and programming for the World Wide Web. Students use software engineering principles to take user and business requirements and translate them into highly functional e-Business systems. This course explores electronic business strategies, architectures, and successful design approaches. Students gain exposure to appropriate software tools for web development. Prerequisites: ITC 210, ITC 225, and ITC 230.

### **ITC 420 Information Technology Management –3 credit hours**

This course provides students with a capstone experience in information technology project management. Topics studied include: project management paradigms, professional practice, ethical issues, computer law, intellectual property, privacy, computing economics, software economics, software acquisition, system implementation, knowledge management, and human resource management. The course provides a context for students to integrate knowledge from the ITC curriculum with business culture, psychology, and social science. Prerequisite: ITC 220 and ITC 230.

### **ITC 430 Artificial Intelligence- 3 credit hours**

This course introduces students to the foundations of artificial intelligence: its history, philosophy, accomplishments, and methodologies. Topics covered include informed search algorithms, game playing, knowledge representation and reasoning methods, expert systems, and neural networks. Opportunities exist for exploring specific topics of interest, such as robotics and machine learning. Extensive reading and programming projects are required. Prerequisites: MTH 145 and ITC 311.

### **ITC 490 Special/Current Topics/Thesis in ITC - 3 credit hours**

Subject matter varies from semester to semester depending on staffing. Consult with the instructor before enrolling to determine topics to be studied. This course can be used for the independent study of advanced computing topics or thesis under the supervision of an ITC faculty member as well as for other approved computing projects.

Prerequisite: MTH 130, ITC 210, completed 90 credits or more and permission of the instructor and advisor. Not repeatable for credit (maximum of three credits allowed).

### **LGS 110 Introduction to the Laws of Afghanistan - 3 credit hours**

This course gives students an overview of the legal system of Afghanistan by focusing on the 2004 Constitution and laws currently in force. The course is divided into six major sections: the Legal History of Afghanistan, the Constitution and Laws of Afghanistan, Property Law, Commercial Law, Criminal Law, and Individual Rights. Relevant facets of Islamic law are emphasized throughout. The course exposes students to the basic skills of a lawyer through role-play and other interactive exercises, and includes individual and group homework assignments. Prerequisite: ENG 115 (may be taken concurrently).

### **LGS 150 Introduction to Islamic Law - 3 credit hours (formerly LGS 250)**

This course covers the fundamentals of Islamic law and the importance of Shari'a as one of the primary sources of law in Afghanistan. Students learn how Shari'a law is defined and the role that it plays in shaping Afghanistan's pluralist legal system. The course focuses on topics such as: the history of Islamic law, sources of Islamic law (such as the Qur'an, Sunna, Ijma', Qiyas, Istishab al-Hal, al-Masalih al-Mursala, Sadd al-Dharay, and Istihsan), principles of deriving Islamic rules from different sources of Islamic law, and rights under Islamic law. The course also briefly discusses the Islamic economic system, family system, and social system. Prerequisite for law majors: LGS 160 (may be taken concurrently). Prerequisite for non-law majors: LGS 110 or LGS 200.

### **LGS 160 Legal Methods I - 3 credit hours**

This course introduces students to the fundamentals of legal writing, research, reasoning, vocabulary, and style. Students are taught in the context of resolving a legal problem, using simulations to facilitate practical learning and experience. Students will learn to construct legal arguments, read and interpret statutes, and write legal memoranda. Prerequisite: Either LGS 110 or LGS 200 and ENG 215. Only law majors may take Legal Methods I.

### **LGS 212 Law of Obligations I: Contracts - 3 credit hours**

This course introduces students to the law of obligations. Students are exposed to how the law of obligations is treated within the civilian legal tradition as well as its treatment in the Civil Code of Afghanistan. The course begins by outlining the scope of the law of obligations and its various subcategories. The course then focuses on contractual obligations and covers formation of contract, interpretation of contract, defect in consent, and remedies. Prerequisite for law majors: LGS 160 and either LGS 250 or LGS 150 (may be taken concurrently). Prerequisite for non-law majors: LGS 110 or LGS 200.

### **LGS 220 Constitutional Law - 3 credit hours**

The Constitution of Afghanistan is the supreme law of the land in Afghanistan and is the ultimate tool for addressing government excesses. This course includes a comprehensive study of the Constitution of Afghanistan, including the powers of the executive, legislature, and judiciary; individual rights granted to the people; protections for criminal defendants; and administrative agencies. The course also covers methods of constitutional interpretation, as well as principles of constitutionalism such as popular sovereignty and the separation of powers. Students will learn how the Constitution of Afghanistan is similar to and different from other constitutions of the world through a comparative constitutional law approach. Prerequisite for law majors: LGS 160 and either LGS 250 or LGS 150 (may be taken concurrently). Prerequisite for non-law majors: LGS 110 or LGS 200.

### **LGS 230 Criminal Law - 3 credit hours**

Criminal Law begins with the study of the history of criminal law in Afghanistan, theories of punishment, and the sources of criminal law. The course then reviews the components of criminal activity, including the mental state and the physical act, before examining the elements of specific crimes. Students also study the theories of criminal defense and the rights of accused persons, as well as comparative approaches to criminal law. Prerequisite for law majors: LGS 160 and either LGS 250 or LGS 150 (may be taken concurrently). Prerequisite for non-law majors: LGS 110 or LGS 200.

### **LGS 240 International Law - 3 credit hours**

This course introduces international law, covering both theoretical and practical approaches. The course provides an overview of topics such as the relationship between Afghanistan domestic law and international law, international dispute resolution, the use of force, human rights, sovereignty, international criminal law, and global trade and investment. Prerequisite for law majors: LGS 160 and either LGS 250 or LGS 150 (may be taken concurrently). Prerequisite for non-law majors: LGS 110 or LGS 200.

### **LGS 260 Legal Methods II - 3 credit hours**

This course builds on Legal Methods I. Students are taught in the context of resolving a legal problem, using simulations to facilitate practical learning and experience. Through these simulations, students will learn to write legal briefs and deliver oral arguments. Thus the course introduces basic concepts of court procedure, incorporating real world conditions and constraints. Prerequisite: LGS 160.

### **LGS 261 Professional Responsibility - 3 credit hours**

This course prepares students to be ethical advocates and responsible professionals. The course examines the Advocate's Law as it pertains to the conduct of lawyers. Topics include a lawyer's duties to clients, courts, and society. The course also investigates the problem of public corruption in Afghanistan. Prerequisite for law majors: LGS 160 and

either LGS 250 or LGS 150 (may be taken concurrently). Prerequisite for non-law majors: LGS 110 or LGS 200.

### **LGS 270 Comparative Law - 3 credit hours**

This course examines the predominant legal systems in the world including civil law, common law, customary law, and Islamic law. The course also examines the nature of comparative law, with an emphasis on the various comparative methods, the features of a legal tradition, and legal pluralism. This course will orient students to the complexity involved in comparing different legal systems and traditions. Particular emphasis will be placed on Afghanistan's legal system, where multiple legal traditions come into direct contact with one another. Prerequisite for law majors: LGS 160 and either LGS 250 or LGS 150 (may be taken concurrently). Prerequisite for non-law majors: Either LGS 150, LGS 250, LGS 210, or LGS 212.

### **LGS 280 Property Law I - 3 credit hours**

This course introduces students to the fundamentals of real and personal property law in Afghanistan, providing a comparative survey of concepts of property relating to ownership, use, and exclusion. Coverage will include such topics as interests in property, property transfer, rights and duties of landlords and tenants, and government regulations and taking of property. The course also introduces students to the debate on the role of property law in economic development. Prerequisite: LGS 110 or LGS 200.

### **LGS 310 Commercial Law - 3 credit hours (Formerly LGS 210)**

An advanced course that builds upon the commercial law concepts covered in LGS 110. The course begins with a discussion of the history of commercial law in Afghanistan, the role of commercial law in economic development, and the key Afghan commercial law institutions. The course explores commercial contract law, taxation, corporations, secured transactions, and international business transactions. Prerequisite: LGS 212.

### **LGS 311 Tax Law and Policy - 3 credit hours**

This course examines key provisions of the Afghan tax code. The course also surveys diverse tax systems and policies of the world from a comparative perspective. Through this comparative analysis, students gain an understanding of the development of Afghanistan's tax system, as well as its current role in Afghan governance, and what its potential role might be in the future. Prerequisite: LGS 310.

### **LGS 312 Law of Obligations II: Civil Responsibility - 3 credit hours**

This course introduces students to the law of obligations as presented in the Civil Code of Afghanistan. The course continues the discussion on the sources of obligations. The course focuses on civil responsibility (extra-contractual obligation) - the obligation of citizens to not inflict harm on one another. The course will cover the three component parts of civil responsibility: injury, fault, and causation. The topics covered in the course include responsibility as a result of injury, responsibility for one's own deeds,



responsibility for the deeds of others, and responsibility for injury caused by a thing. The last part of the course covers the area of unjust enrichment. Prerequisite: LGS 212.

### **LGS 330 Advanced Islamic Criminal Law - 3 credit hours**

This course offers an in-depth examination of hudud, qisas, and ta'azir crimes under the Hanafi School of Islamic Jurisprudence, building upon the introduction provided in LGS 230 Criminal Law. Special attention will be paid to differentiating these crimes from other types of criminal offenses, their requisite punishments, and issues and complications arising from Afghanistan's dual level criminal law system. Prerequisites: LGS 230 and either LGS 150 or LGS 250.

### **LGS 320 Advanced Constitutional Law - 3 credit hours**

This course addresses current topics in Afghan constitutional law, such as the role of Islamic law under Article 3 and local government law. The course will make use of real cases that pose constitutional questions, and analyze how those cases were resolved, or might be resolved, by the Afghan government. Students will also make use of documents from the constitutional drafting period to give students the opportunity to interpret and debate the application of constitutional provisions whose application has yet to be interpreted by the government. Prerequisite: LGS 220.

### **LGS 321 National Security Law - 3 credit hours**

This course examines international and domestic laws governing how the government may protect its citizens. Topics include the international jus ad bellum, the Afghan national security system, separation of powers, Afghanistan's legal relationship with NATO, and the role of the military, intelligence agencies, and police. Prerequisite: LGS 220 and LGS 240.

### **LGS 322 Media and Telecommunications Law - 3 credit hours**

This course considers the developing media and telecommunications industry in Afghanistan. Topics include government regulation of markets, the regulation of speech, and privacy rights. Students draw from Afghan cases and international comparative examples to enhance understanding in this burgeoning area of the law. Prerequisite: LGS 220.

### **LGS 340 International Humanitarian Law - 3 credit hours**

This course introduces students to the international laws regulating armed conflict. Topics include the Geneva and Hague Conventions, the principles of distinction, proportionality, military necessity, and superfluous injury; the relationship between humanitarian law and human rights; protections for prisoners of war and civilians; direct participation in hostilities; rules of targeting; arms treaties; torture; genocide; war crimes; command responsibility; legal enforcement in international and domestic courts; and conflict typology. Special emphasis is placed on current and recent events in Afghanistan. Prerequisite: LGS 240.

### **LGS 341 International Refugee Law – 3 credit hours**

This course examines the refugee through the lens of international law, relying heavily on the UN Convention and Protocol Relating to the Status of Refugees. The first half of the course grapples with the legal definition of refugee, as well as the legal protections (and lack thereof) refugees are afforded under international law. This part of the class will utilize case law, international treaties, and domestic practices to help students further the development of their analytical and critical thinking skills. The second half of the course will concentrate on the practical aspects of international refugee lawyering. By the end of the semester students will be able to successfully conduct legal interviews with refugee clients; complete comprehensive country of origin research; and submit, on behalf of a client, an Application for Refugee Status to the UNHCR. Prerequisite: LGS 240.

### **LGS 342 International Human Rights Law - 3 credit hours**

This course examines the history and philosophy of the human rights movement and major international human rights treaties on political, civil, economic, social, and cultural rights. This course critically considers human rights enforcement mechanisms. Special emphasis is placed on Afghanistan's human rights record. Prerequisite: LGS 240.

### **LGS 343 International Criminal Law - 3 credit hours**

This course examines how states cooperate to combat criminal activity through extradition and mutual legal assistance. In addition, the course examines international crimes and the history of their prosecution, at venues ranging from the military tribunals at Nuremberg to the International Criminal Court of today. Prerequisite: LGS 240.

### **LGS 344 International Trade Law- 3 credit hours**

This course provides an in-depth overview of the fundamental concepts of international trade law system. Major topics include the General Agreement on Trade and Tariffs (GATT) and the World Trade Organization (WTO), as well as more recent treaties on services and intellectual property. Afghanistan's role in international trade is also considered. Prerequisite: LGS 240 and ECO 200.

### **LGS 350 Advanced Islamic Legal Reasoning - 3 credit hours**

This course develops the principles of Islamic law in LGS 150 Introduction to Islamic Law and applies them to a variety of advanced substantive areas of law through the examination of individual cases and comparative examples. Students will focus largely on Afghan cases and application, and utilize examples from other Islamic states on a comparative basis. Prerequisite: LGS 150 or LGS 250.

### **LGS 351 Family Law - 3 credit hours**

This course examines the law governing marriage, divorce, and the rights and duties of spouses, children and other family members. There will be a special emphasis on the

Islamic legal roots of Afghanistan's family law, including a comparison between Sunni and Shi'a approaches. The course also addresses issues arising from family dispute resolution within different systems of governance in Afghanistan. Prerequisite: LGS 150 or LGS 250.

### **LGS 352 Inheritance Law - 3 credit hours**

This course provides a pragmatic look at local inheritance law practice in Afghanistan. Inheritance law is taught, as laid out under the Civil Code of Afghanistan. An extensive examination of the Islamic legal foundations of modern Afghan practice is included. The course also addresses issues arising from inheritance dispute resolution within different systems of governance in Afghanistan. Prerequisite: LGS 150 or LGS 250.

### **LGS 360 Traditional Justice and Dispute Resolution - 3 credit hours**

Mediation has gained legitimacy worldwide by offering dispute resolution that is fast, low-cost, emotionally satisfying, and culturally acceptable. Afghanistan has a rich and popular tradition of informal mediation and Afghan legal professionals have a unique opportunity to adapt and incorporate traditional mediation practices as part of the modernization of state justice. This course will build students' skills in mediation and examine how Afghan legal professionals can contribute to reform efforts. Students should be prepared to complete a series of short writing assignments and to participate in frequent role-plays and other practical skills-building activities. Prerequisite: Any 200-level LGS course.

### **LGS 361 Legal Writing in Pashto - 3 credit hours**

This course prepares students to practice law in Afghanistan through practical instruction in Pashto vocabulary and legal style. This course covers oral and written legal Pashto, and makes use of a variety of classroom techniques to prepare students for real life legal practice. Students are required to complete several short written assignments in Pashto, as well as a variety of in-class oral exercises including discussions, presentations, and simulations. Prerequisite: LGS 260.

### **LGS 362 Civil Procedure Practicum - 3 credit hours**

This course gives students practical civil procedure instruction and experience through the simulation of an actual civil litigation. The course covers the initial litigation stages of a civil dispute, considering alternative channels of resolution outside of the courtroom, while making courtroom litigation the central focus of the course. There is special emphasis on written and oral pleadings and motions in Afghan courts. Students are expected to complete written assignments and prepare for in-class oral presentations and arguments. Prerequisite: LGS 212 and LGS 260.

### **LGS 363 Criminal Procedure Practicum - 3 credit hours**

This course gives students practical criminal procedure instruction and experience through the simulation of an actual criminal case. The course covers the initial stages of criminal prosecution and defense, considering the legality of the initial police

investigation and detention of the criminal defendant(s). Students will gain practical experience working on aspects of both the prosecution and defense of criminal defendants. There is special emphasis on written and oral pleadings and motions in Afghan courts. Students are expected to complete written assignments and prepare for in-class oral presentations and arguments. Prerequisite: LGS 230.

### **LGS 364 Negotiations - 3 credit hours**

This course introduces students to the theory of negotiation and the skills and techniques necessary for successful negotiations. Students should be prepared to complete a series of short writing assignments and to participate in frequent role-plays and other practical skill-building activities. Prerequisite: LGS 212.

### **LGS 370 Comparative Constitutional Law- 3 credit hours**

This course surveys major world constitutional systems and considers the Afghan constitution in context. Topics include presidential and parliamentary systems, separation of powers, the role of the judiciary, and individual rights. Prerequisite: LGS 220.

### **LGS 371 Comparative Islamic Law- 3 credit hours**

This course compares and contrasts the incredible diversity of legal and political systems in the Muslim world from North Africa to Southeast Asia. A special emphasis is placed on the history and development of these legal systems. Afghanistan's legal and political system is considered in context. Prerequisite: Either LGS 150 or LGS 250 and LGS 270.

### **LGS 372 Comparative Regulatory Law- 3 credit hours**

The evolution of the modern administrative, regulatory state is one of the most striking features of legal development in the past century. The course offers a comparative look at advanced and developing states' approaches to agency law-making and considers the future of the Afghan regulatory system. Prerequisite: LGS 220 and LGS 270.

### **LGS 380 Property Law II - 3 credit hours**

This course builds on LGS 280 Property Law I and examines property law practice in Afghanistan. The course delves into an extensive discussion on the role of property law in economic development. Topics include land registration systems, the role of courts in property dispute resolution, local and collective property regulation mechanisms, the role of government agencies and the administrative state, and issues of domestic and international displacement in Afghan property law. Prerequisite: LGS 280.

### **LGS 410 International Business Transactions - 3 credit hours**

This course teaches students the legal complexities of doing business across borders. Topics include private international law, conflicts of law, trade and investment treaties, arbitration, and international contracts. Students are expected to complete short

drafting and problem solving assignments to enhance practical learning. Prerequisite: LGS 240, LGS 270, and LGS 310.

### **LGS 411 Islamic Finance and Commercial Law - 3 credit hours**

This course surveys the Islamic laws governing interest and commerce and introduces modern Islamic financial and banking instruments. Students make use of Afghan cases and related current events, as well as comparative examples from other Islamic countries to enhance the learning experience. Practitioners working in the Islamic Finance arena join the class as guest lecturers to share their experiences, challenges, and successes working in this arena.

Prerequisite: Either LGS 150 or LGS 250 and LGS 310.

### **LGS 460 Clinical Education- 3 credit hours**

AUAF is developing diverse clinical opportunities for advanced students to begin the practice of law under the supervision of qualified attorneys. Under the clinical approach, students are able to engage in real world practice, in the supportive and enriching setting of a teaching environment. Likely clinical opportunities will include trial advocacy, women and children's rights, client counseling, and criminal defense.

Prerequisite: May differ according to specific clinic.

### **LGS 461 Commercial Drafting- 3 credit hours**

This course provides students with practical training in drafting contracts and other commercial instruments. Commercial law practitioners participate as guest lecturers to share their experiences in this field and to provide practical guidance on commercial drafting in Afghanistan. Students are expected to complete several written assignments over the course of the semester. This course is well suited to prepare students who plan to complete transactional work in the Afghan business law arena. Prerequisite: LGS 260 and LGS 310.

### **LGS 462 Legislative Drafting- 3 credit hours**

This course provides students with practical training in writing statutes and regulations. Afghan legislators participate as guest lecturers to share their experiences in legislative drafting processes. Students are expected to complete several written assignments over the course of the semester. The course is well suited to prepare students who plan to pursue a career in the legislature. Prerequisite: LGS 110 or LGS 200.

### **MGT 100 Introduction to Business- 3 credit hours**

This course introduces basic business terminology and principles and the functions performed both by and within modern business organizations. Topics include business trends, forms of business ownership, entrepreneurship, management concepts, and functional units (e.g., accounting, finance, marketing, operations and human resources). Prerequisite: Must have completed 12 credits in residency at AUAF to include at least ENG 100 or ENG 101 or ENG 110, and either MTH 101 or MTH 110.

### **MGT 210 Introduction to Management - 3 credit hours**

This course examines managerial and behavioral skills by familiarizing students with concepts, theories, and practices in the field of management and organization behavior, human resources management, and strategy. Topics include goal setting, planning, and behavior modification, human factors in organization, decision-making, and control. Prerequisite: MGT 100 and MTH 110.

### **MGT 300 Human Resources Management - 3 credit hours**

This course covers concepts, theories, and practices related to the management of people within organizations. Topics include the responsibilities of the human resources manager, recruitment, selection, retention, career development, training and capacity development, forms of compensation, and performance evaluation and review. Prerequisite: MGT 210.

### **MGT 310 Business Communications - 3 credit hours**

This course is a study of communication processes in business with an emphasis on effective and persuasive written and oral presentation. Students learn how to create functional correspondence such as letters, memos, emails, and reports. Prerequisites: MGT 100, ENG 115, MTH 110.

### **MGT 320 Information Systems - 3 credit hours**

This course covers the role of information technology and information systems in businesses. Topics include the use of information systems to build efficient and effective organizations, systems development, Enterprise Resource Planning (ERP) systems, and the use of information technologies to accomplish change within organizations. Prerequisite: MGT 100, MTH 110 and ITC 101(or equivalent).

### **MGT 330 International Business - 3 credit hours**

This course surveys business concepts, theories, and practices in an international context. Topics include cultural and legal differences and how they affect business, decision-making as it relates to facilities location and other operational decisions, international marketing, international finance, and comparative ethics. Prerequisite: MGT 210.

### **MGT 350 Organizational Behavior - 3 credit hours**

This course introduces management concepts related to the management of people within organizations. Topics include individual, team, organizational behaviors; organizational effectiveness; human resources management; leadership; motivation; satisfaction; communication; and decision-making. Prerequisite: MGT 210.

### **MGT 360 Operations Management - 3 credit hours**

This course introduces concepts and techniques related to the design, planning, control, and improvement of manufacturing and service operations. Topics include product development, process management and supply chain management, and quality improvement. Business core. Prerequisites: MGT 210 and STA 230.

### **MGT 400 Business Law and Ethics - 3 credit hours**

A survey of legal concepts as applied to corporations and business. Topics include the elements of legal systems including sources of law; regulation; the role of international organizations in international trade; arbitrations; the United Nations Convention on Contracts for the Sale of International Goods; different international business forms; legal implications of companies in difficulty or crisis; governance; and ethical issues in business. Prerequisite: Senior Standing, MGT 210, ENG 115 and MTH 110.

### **MGT 410 Organizational Leadership - 3 credit hours**

This course introduces concepts and practices related to leadership at all levels including organizational, team and individual. Topics include the role of vision, goal-setting, shared cultural values, team-building, recognition of success, and leadership styles. Prerequisite: MGT 350.

### **MGT 450 Business Policy and Strategy - 3 credit hours**

This course provides an introduction to the theory and practice of strategic management. Topics include defining the organization's mission, purpose, and philosophy; developing a company profile; conducting a resource analysis; assessing the external environment; identifying various strategic options; conducting a strategic analysis; setting long-term objectives; implementing strategic decisions; and reviewing and controlling them. Students work in small teams to generate a business plan. All elements of the undergraduate business education are brought forward and integrated. Prerequisites: MGT 210 and senior standing (90+ credits).

### **MGT 460 Entrepreneurship - 3 credit hours**

This course covers theories, concepts, and practices related to entrepreneurship as it relates to the launch of new businesses within an existing business and as standalone ventures. Topics focus on business plan development and project management methodologies for organizing new business undertakings. Prerequisite: MGT 450.

### **MGT 500 Leading People and Organizations – 3 credit hours**

This MBA course helps students cultivate the mind-sets and teaches tools used to influence behavior in organizations. Topics include developing a global leadership perspective; managing performance and conflict; designing and managing teams and human resource systems; managing culture; and leading organizational change. Students will also develop an understanding of their strengths and weaknesses as leaders and managers. No prerequisites.

### **MGT 505 Management Fundamentals – noncredit course**

This non-credit MBA course reviews basic concepts in business administration and management in preparation for MBA credit courses. Topics include accounting, quantitative skills, financial calculator operation, basic financial concepts, and business communications. No prerequisites.

### **MGT 510 Information Technologies Management – 3 credit hours**

This MBA course explores automated methods that firms use to gather, represent, process, and distribute information and knowledge. Topics include how information technologies relate to strategy, how they can create competitive advantage, and issues involved in the implementation of Enterprise Resource Planning systems. Prerequisites: QBM 500.

### **MGT 520 Operations Management – 3 credit hours**

This MBA course covers concepts, tools, and techniques related to the production of goods and services. Topics include process analysis, cost structure, inventory management, supply chain, quality, project management, making decisions under uncertainty, and the interactions with marketing and finance. Prerequisites: QBM 500, FIN 500, MGT 510.

### **MGT 530 Strategic Management – 3 credit hours**

This MBA course develops the analytical concepts to understand how business entities can gain competitive advantage in a dynamic business climate. Topics include techniques used to evaluate the business environment, assess an organization's strengths and capabilities, and decide on competing strategies. The case study method is used to explore strategic alternatives, implementation options, and evaluation methods. Prerequisites: ACC 500, FIN 500, MKT 500, MGT 510.

### **MGT 540 Business Communications – 3 credit hours**

This MBA course prepares participants to communicate effectively in writing and orally in business. Topics include appropriate forms for email, memorandum, and letter communications; report writing of short to long lengths; and crisp, effective oral presentation. Prerequisites ACC 500, FIN 500, ACC 550, ECO 500.



### **MGT 570 Business Law and Ethics – 3 credit hours**

This MBA course introduces legal and ethical concepts in business and their interrelationships. Using current events, cases, and other materials, this course will introduce students to the fundamental theories of business ethics and their relationship with Afghan and international business law. This course includes analysis of what can be done and what should be done in resolving issues and conflict in the workplace.

Prerequisite: MGT 540.

### **MGT 588 Human Resource Management– 3 credit hours**

This graduate level course on human resources management has two central themes: 1, how to think systematically and strategically about aspects of managing an organization's human assets, and 2, what needs to be done to implement these policies to better achieve competitive advantage through people. The course is divided into three main sections. We begin by addressing the importance of aligning human resource practices so that they are internally consistent and produce the skills and behaviors required to deliver on an organization's strategy. Next, we examine a number of key human resources practices and their relationship to the development of an effective personnel system. Finally, we summarize and integrate the material with one final case.

### **MGT 590 Business Planning – 3 credit hours**

This MBA course is the last in the series and is designed to integrate all the disciplines covered throughout the curriculum. Taught by a faculty team, this course requires participant teams to develop a business plan for a five-year planning horizon. The objective is to present an effective argument to potential investors that the business is viable and a worthy investment opportunity. No prerequisite.

### **MKT 200 Principles of Marketing - 3 credit hours**

This course covers basic marketing concepts and practices. Topics include the principles, functions, and tools of marketing, including quantitative methods.

Prerequisites: MGT 100 and MTH 110.

### **MKT 500 Marketing Management - 3 credit hours**

This course covers marketing as it relates to organizational strategy. Topics include marketing analysis, decision-making by the marketing manager, products and product lines, pricing policies, branding, promotion and advertising, and channels of distribution. Prerequisites: QBM 500

**MTH 098 Basic Mathematics -3 credit hours**

This is a developmental course preparatory for Algebra covering essentially arithmetic, and briefly, elementary algebra and elementary geometry. Topics include: addition, multiplication, subtraction and division of whole numbers, decimals and fractions, exponents and roots, order of operations and order relation. Prime factorization, greatest common factor, and least common multiple. Ratio, proportion, percent and interest. Operations with signed numbers. Algebraic expressions, operations with polynomials, special products, and factoring. Measurements, Elementary geometry, point, plane, line, and angles. Triangles and quadrilaterals, area and perimeter. Pythagorean Theorem. Area and circumference of a circle.

**MTH 101 Introduction to College Mathematics (GE-M)-3 credit hours**

This course intends to develop skills in arithmetic calculations and to provide the fundamental algebraic operations. Topics include: integers, rational, and properties; problem solving skills with ratios, proportions, percentage, and simple interest rate; exponents, and properties (positive and negative integers exponents); real numbers and its properties, order, intervals, and absolute value; exponents and radicals, and properties; polynomials, special products, and factoring; linear equations, quadratic equations, real and complex solutions, and linear inequalities; rectangular coordinates, lines, slope of a line, graph of linear equations; systems of linear equations, systems of linear inequalities, and applications.

**MTH 110 College Algebra (GE-M) - 3 credit hours**

This course is a functional approach to algebra that involves using of appropriate technology. Topics include: functions, piecewise functions, and their graphs; linear, quadratic, polynomial, rational, exponential, and logarithmic functions - and its applications; elementary geometry, right triangle relationships, distance formula, lines, and circles; trigonometry, angles and their measure, and the unit circle approach; trigonometric functions and graphing, right triangle trigonometry, applications, and computing the value of trigonometric functions; inverse trigonometric functions, and basic trigonometric identities; sum and difference formulas, and double angle and half angle formulas; trigonometric equations, the law of sines, the law of cosines, and area of a triangle; conic sections, parabola, ellipse, and hyperbola; systems of linear equations and matrices using Gauss-Jordan elimination method. Prerequisite(s), if any: Math Placement Test (MPT) or MTH 101.

### **MTH 120 Discrete Mathematics (GE-M)–3 credit hours**

This course introduces the students in the study of countable structures, provides techniques to solve certain kind of problems, gives the foundations for the formal approaches in computer science, and discusses languages used in mathematical reasoning, basic concepts, and their properties and relations among them. Topics include: logic and proofs; basic structures, sets, functions, sequences, and summations; algorithms, growth of functions, and complexity; integers, division algorithm, Euclidean algorithm, primes, representation of integers: decimal, binary, hexadecimal, octal; matrices; mathematical induction principle, well ordering, and recursion; basic counting principles, tree diagrams, permutations, and combinations; relations; Boolean algebra. Prerequisite: MTH 101.

### **MTH 130 Calculus I (GE-M)–3 credit hours**

This course is an introductory calculus course designed primarily for natural science, computer science, and engineering majors and certain other technology majors. The student is assumed to be versed in the standard pre-calculus topics of functions, graphing, solving equations and the exponential, logarithmic and trigonometric functions. No prior exposure to calculus is assumed. Topics include: limits of functions, continuity, differentiability, techniques of differentiation, the chain rule, implicit differentiation, relative extreme, graphing polynomials and rational functions, applied maximum and minimum problems, antiderivatives, the indefinite integral, linearity, integration by substitution, the Riemann sum, the definite integral, midpoint numerical approximation, the fundamental theorem of calculus, the net change theorem, and applications to area, traffic flow, rectilinear motion, compound interest, probability, expected value, and others. Prerequisite: MTH 110.

### **MTH 135 Linear Algebra (GE-M) – 3 credit hours**

Linear Algebra provides interesting tools that will be used in other disciplines. Topics include: matrix representation of systems of linear equations; matrices operations, determinants; vectors, dot and cross products; vector spaces, linear independence, bases; row and column spaces; vector description of lines and planes; linear transformations, eigenvalues, and eigenvectors. Prerequisite: MTH 110.

### **MTH 145 Calculus II (GE-M)-3 credit hours**

Calculus II is a continuation of Calculus I. The student is assumed to be capable and versed in the standard Calculus I topics. Topics include: a brief review about the chain rule, basic integral formulas, and integration by substitution; methods of integration, integration by parts, trigonometric integrals, trigonometric substitutions, and partial fractions; improper integrals; numerical integration and approximations; introduction to differential equations, modeling and applications; infinite series, convergence tests, alternating series, comparison, ratio, and root tests; power series, Taylor and McLaurin series, and approximations; analytic geometry, polar coordinates, calculus for polar curves and parametric curves, and conic sections; the 2- and 3- dimensional space, vectors in low dimension, calculus of vector valued functions, arc length, speed, curvature, and motion in 3- space. Prerequisite: MTH 125 or MTH 130 (MTH 125 is no longer offered).

### **MTH 245 Calculus III (GE-M) - 3 credit hours**

Calculus III is a continuation of the study of functions begun in Calculus I and II. Students will apply and extend the ideas of limit, continuity, differentiation and integration to vector valued functions and functions of several variables. Topics include: a brief review about 3-space, and vectors; vector functions, calculus of vector functions, and motion along a curve; partial derivatives, directional derivatives, chain rule, extreme, Lagrange multipliers, and applications; multiple integrals, double integrals, triple integrals, and applications to area, volume, surface area, centroid, center of gravity; change of variables; some topics in vector calculus, line integrals, path-independence, conservative vector fields, potential functions and surface integrals, Green's theorem, Stokes' theorem, and Divergence theorem.

### **PAD 110 Introduction to Public Administration - 3 credit hours**

This course covers how public administrators operate in a complex and dynamic political, economic and social environment in which they are expected to translate public policies into programs, implement them, and ensure that the processes and outcomes are efficient, effective, and democratic. Therefore, how public institutional structures are designed and how resources, including human and financial, are managed will determine the success or failure of service delivery. The study of public administration offers useful theoretical tools and evidence-based approaches that can be used to address these tasks. As the first basic course in the BA-Political Science and Public Administration program, it is intended to introduce the student to the history, scope, and principles of administration that can be translated into practice either in government or non-profit organizations. Prerequisite: ENG 110.

### **PAD 210 Public Policy Making - 3 credit hours**

This course provides an introduction to the study of the public policy making process. It examines the analytical approaches used to frame and understand public policy problems. Specifically, the purpose of the course is to introduce the student to the concepts within public policy; to develop an understanding of public policy and the way governments make policy decisions; to consider implications associated with policy

decision making for various groups and individuals; to foster critical thinking about public policy and policy alternatives; and to improve writing, research, oral presentation and team work skills. It further analyzes how public administrators and other actors fit into the policy making process. Prerequisite: PAD 110.

**PAD 310/POL 300 Future Governance in Post-Conflict Societies – 3 credit hours**

Post-conflict societies are the nations ending their civil war or internal conflicts. The fledgling democratic systems and governance structures are still weak. The topic begins by exploring how the governance works and the role of governance to build and promote juridical systems, state apparatus and sovereignty. The topic also proceeds to look at governance issues in policy interventions, peace-building, conflict prevention and state reconstruction. The topic then will discuss security governance, administrative and economic governance, and political governance.

**PAD 370/ANT 370 Anthropology of Public Policy - 3 credit hours**

There are few areas of human life today that are not regulated by government policies. Policy shapes the way social problems are conceptualized, legitimized, and addressed, especially in the context of development. Policy is also an important location of interaction between the state and transnational actors. This course examines public policy from the perspective of anthropology. Policy has become a central organizing principle of modern society, used to shape, regulate, and order society. The course addresses what policy is, how policies work, and what policies do in terms of organizing and classifying people, intervening in present social conditions, and providing direction for the future. Prerequisites: ENG 115 and ANT 210 or instructor consent.

**PAD 410 Project Management for Public and Nonprofit Organizations – 3 credit hours**

Post-conflict nations are normally influenced by Western economic, political and ideological spectrums. Their economics are dependent on foreign aid for technical and financial assistance for economic recovery and poverty reduction. Post-conflict governments are intimately involved in policy interventions through different programs and projects funded by donor countries and international institutions. The rise of non-governmental organizations as development partners plays a key role in promoting social and economic justice, economic growths and poverty alleviation. The topic is aimed at introducing theory and practices of management of programs and projects, with emphasis on public policy and non-governmental applications. Examples or case studies will be drawn from the contexts of infrastructure, health, education, governance, and rural development.

### **PHY 120 Introductory Physics I (GE-P) –4 credit hours**

Introduction to Physics I covers the principle laws of mechanics: vectors, motion in one and two dimensions, Newton's laws, friction, rotational motion, statics, energy, gravitation, linear and angular momentum, and simple harmonic motion. If time permits, topic in thermodynamics, waves, and/or fluid mechanics will be touched upon. Topics are introduced at the level of basic college algebra. Concepts and formalism in the areas mentioned are developed. The student is able to solve simple problems and realize the connection with other areas of science. This course includes both a lecture and a laboratory component. Prerequisites: ENG 110 and MTH 110 with a grade of a “C” or higher. GE-P

### **PHY 135 Introductory Physics II (GE-P)–4 credit hours**

This course is a continuation of PHY 120. Students study the fundamental laws of electricity, magnetism, circuit elements, and light. Optics and topics in modern physics (i.e., the basics of relativity and quantum, atomic, nuclear and particle physics) will be touched upon if time permits. The level is suitable for those with a knowledge of algebra, trigonometry, and calculus. Concepts and formalism in these areas are developed with the understanding that the student is able to solve simple problems. The student recognizes how these areas are used in modern technology and relate to other disciplines. Prerequisites: PHY 120/121 and MTH 130. Offered in the spring semesters only. GE-P for non IT majors (course required for IT majors).

### **POL 110 Introduction to Political Science (GE-S)-3 credit hours**

An introduction to the discipline of political science, and a broad survey of politics, government and public policy around the world. Students learn how to better understand their own political system and those of other nations. Emphasis is placed on the political behavior of institutions, social processes, and political actors. The course includes a general survey of political theory, political philosophy and political values. Prerequisites: ENG 110. GE-H

### **POL 130 Introduction to Afghanistan and Government Politics - 3 credit hours**

This is an introductory course and provides students with analytical tools and empirical insight to understand the government and politics of post-Taliban Afghanistan. The course will examine the foundation and the architecture of the post-Taliban political system and will study the political institutions that have evolved since the fall of the Taliban. The course will focus on the three branches of the government – their functions and their relationship with each other – and will also survey the nature of elections and the role of political parties in post-Taliban Afghanistan. Student will learn how politics is played and how political actors pursue power within this political system. The course will also look at the impacts of international aid, drug, and corruption on the Afghan government and politics.

### **POL 210 International Relations (GE-S)-3 credit hours**

The goal of this course is to encourage an analytical approach to the study of world politics. Students explore theories of how nations, regimes, institutions, and societies interact internally and with their counterparts around the world. By the end of the course, students gain a broad understanding of current trends and debates in international relations theory, as well as the tools necessary to utilize this knowledge in analyzing world events. Prerequisites: ENG 115 and POL 110.

### **POL 211 Introduction to Development -3 credit hours**

Development studies have emerged as an academic discipline in large part due to increasing concern about the economic prospects for the third world after decolonization. This course looks at the history of development and discusses the current debates about development and present the various research methods used to examine the development process; political, social and economic. While the focus is on the general development process among the less developed countries, the course includes the implication of development study for the Afghanistan and Central Asia. Prerequisites: ENG 115 and POL 110.

### **POL 220 Introduction to Comparative Politics (GE-S) - 3 credit hours**

The purpose of this class is to provide students with a basic and introductory theoretical and historical context that will help them to understand and analyze current issues in comparative politics. The course investigates the contemporary development and historical trends of political institutions, political systems, state building, and patterns of political behavior and policy choices on individual states. It is expected that the students will gain a broader understanding of various political systems and institutions. Prerequisites: ENG 115 and POL 110.

### **POL 230 Introduction to Government and Politics of Afghanistan - 3 credit hours**

This class provides a brief overview of Afghanistan's history, especially after 1747. It then moves to political and historical developments that took place in the nineteenth and twentieth centuries. The course is divided into five parts. First, the political developments that took place since 1964, when a new Constitution was ratified and semi-democratic institutions came into existence, is studied. Second, the Soviet invasion and the anti-Soviet jihad led by the Mujahedin is covered. This is followed by a look at the Soviet withdrawal, the collapse of the communist regime, and the take-over of power by the Mujahedin. Finally, the course examines the civil war from April 1992 to September 1996, when the Jamiat-i Islami party and its allies were in power and the country was divided into small principalities between various warlords. The conclusion of the course consists of class discussions on the period of Taliban rule and overthrow in September 2001 with the establishment of the interim government. Prerequisites: ENG 115 and POL 110.

### **POL 250 Introduction to Political Theory - 3 credit hours**

This is an introductory course on political philosophy. The course is concerned with imperative questions that are essential to the functioning of human societies and have preoccupied thinkers and philosophers for millennia. The starting point for this class is questioning one of the key assumptions that we usually take for granted, and that is the existence of government. Should a human society be ruled by a government? If so, what qualities should a ruler who leads this government have? What should be the relationship between the government and people? How far should a government be responsible to the people and what rights and duties should people have? Why should people obey the government and is there a limit on how far they should do so? To answer these questions, we will study how great thinkers have approached these questions and what answers they have offered. As we focus on these questions, we will examine key concepts – such as justice, equality, authority, power, rights and freedom – that are vital to answering these questions. Prerequisite: ENG 115.

### **POL 310 Advanced Theories in International Relations - 3 credit hours**

The study of international relations relies on theories to build an understanding of complex realities. The course uses theories to understand, explain, and predict multifaceted political phenomenon. It compares and contrasts the assumptions, arguments, strengths, and weaknesses of the prevailing theories, i.e., realism, liberalism, and constructivism. Following this, the course takes a critical approach and briefly examines Marxist, feminist, and post-colonial approaches and critiques of the mainstream international relations theories. Prerequisite: POL 210.

### **POL 311 Peace and Conflict Resolution - 3 credit hours**

This course aims to provide students with the necessary tools (theoretical knowledge, introduction of concepts and case-studies) to apply critical reasoning to analyze different types of real-world conflicts and practically find durable solutions to the most pressing violent situations of the twenty-first century. It will draw on its explanations/analysis/resolution to transform unjust, violent and oppressive situations to more equitable and nonviolent methods and strategies, identifying and deconstructing violent environments. Prerequisites: POL 110 and (POL 210 or POL 220 or consent of instructor).

### **POL 317 Islam and Politics – 3 credit hours**

This upper division course provides a comparative understanding of Islam and politics. Students investigate the concept of Islam as a religion, political Islam as a force, the interaction and the relationship between Islam and politics, political and social institutions of Islam and political Islam, and patterns of political behavior. Furthermore, this course discusses relations between Islam, democracy, and civil institutions. Students examine the characteristics of individual states and discuss their similarities and differences in relation with Islam and political Islam. Prerequisites: ENG 110 and POL 210 or POL 220 or POL 224.



### **POL 324 Government and Politics of Middle East - 3 credit hours**

This course offers a comparative understanding of the field of Middle East government and politics. It analyzes the political, social, cultural and economic changes in the Middle East. Students investigate the ideological trends, political institutions, political systems, state building, and patterns of political behavior and policy choices of individual states. The first part of the course is devoted to historical background and general introductory information on religion, geography, culture, society, state building, and political organizations. The second part of the course analyzes the dynamics of politics in the contemporary Middle East, which will include the birth and growth of Arab nationalism and other ideologies, the role of the military, social changes, modernization and the place of the Middle East in world politics. Prerequisites: ENG 115 and POL 110.

### **POL 325 American Government and Politics - 3 credit hours**

This course is a survey of American politics and government, including the theory of democracy, the behavior of American political institutions, the electorate, the media, and American governmental branches and their bureaucracies. The last part of the class focuses on U.S. foreign policy, particularly toward Iraq and Afghanistan after the 9/11 attacks. Prerequisites: ENG 115 and POL 110.

### **HIS 330/POL 330 History of Political Reform in Afghanistan – 3 credit hours**

This course will examine the various phases of political reform in Afghanistan beginning in the reign of King Amanullah and ending with the current state building efforts in the post-Taliban period. Prerequisite: HIS 120.

### **POL 335 State Building and Political Development in Afghanistan–3 credit hours**

This course will start with theoretical foundation sections reviewing what modern nation-states are (their evolution and functions) and how scholars theorize political development. The course will then study the processes of state-building and political development in Afghanistan, beginning with Amir Abdul-Rahman Khan. The evolution of the Afghan state, its relations with the Afghan society, particularly with highly politicized societal groups and the rural communities under different political regimes, will be of particular interest in this course. The course will highlight the numerous attempts at state-building and subsequent state failure and collapse, as well as the challenges to political development in Afghanistan. Prerequisite: HIS 120 and POL 130.

### **POL 341 Western Political Thought I – 3 credit hours**

The purpose of this class is to provide students with an understanding and knowledge of the foundations of Western political thought. The course offers historical and contextual insight into the evolution of Western political thought as it evolved from Plato to Locke. Students further develop their critical thinking and analytical abilities as this course examines the evolution of such political values as equality, justice, and freedom as found in the West. This course focuses on the reading of primary sources of Western political thought. Prerequisite: POL 110.

### **POL 342 Western Political Thought II - 3 credit hours**

The purpose of this course is to provide students with an understanding and knowledge of the foundations of Western political thought. The course offers historical and contextual insight into the evolution of Western political thought as it evolved from Montesquieu to Rawls. Students will further develop their critical thinking and analytical abilities as this course examines the evolution of such political values as equality, justice, and freedom as found in the West. This course focuses on the reading of primary sources of Western political thought. Prerequisite: POL 110.

### **POL 346 Islamic Political Thought I- 3 credit hours**

The central concern of this course is with four major trends in the political thought of classical Islam. These may be characterized as the courtly, philosophical, sociological, and juristic trends. In particular, the course focuses on reading and discussing four major writings, each representing one of these trends: Nizam al-Mulk's *Siyasat-nameh* (courtly), al-Farabi's *The Virtuous City* (philosophical), Ibn Khaldun's *Prolegomenon* (sociological), and al-Mawardi's *The Book of Ordinances* (juristic). This will require studying the concept of "advice to kings (or princes)" traditions—the common denominator of courtly writing—found throughout the ancient world, for example in India, Iran, China, Israel, and later in Germanic areas and among the Turks. Prerequisites: POL 210, POL 220, or POL 224.

### **POL 351 American Foreign Policy - 3 credit hours**

This course provides students with a broad current and historical overview of American Foreign Policy. Prerequisites: ENG 115 and POL 210, POL 220, or POL 250.

### **POL 399 Special Topics in Political Science - 3 credit hours**

Subject matter will vary semester to semester and the course may be repeated. Consult with the instructor before enrolling to determine topics to be studied and the necessary prerequisites. This course may be used for the independent study under the supervision of specific faculty members or for special course offerings. Prerequisite: to be announced or permission of the instructor.

**POL 399(B) Special Topics in Political Science: Introduction to Security and Development – 3 credit hours**

This course provides students with an analytical and empirically informed treatment of the linkages between issues of security and development in contemporary international relations. The course places emphasis on the need to examine issues of security and development in their mutual interaction rather than as separate areas of academic enquiry and policy making. Discussions and research assignments focus on 10 years of international intervention in Afghanistan, allowing students to examine, analyze, and critique the cross-cutting policy agendas of the donor community and to identify gaps in their policy and practice for making appropriate recommendations. Course discussions are further enriched by individual lectures to be given by senior policy makers and practitioners of the Afghan government and international aid organizations in Kabul. Prerequisite: POL 110 or POL 210.

**POL 420 Democratization – 3 credit hours**

This course is intended as a broad, introductory survey of all those factors that foster the development and consolidation of democratization processes in the global era. Each factor will be examined with reference to a variety of different national experiences drawn from diverse examples, to finally compare it with Afghanistan's characteristics. An important aim of the course is to encourage each student to relate the characteristics and historical developments of Afghanistan to the various theories about democratization, to compare it with other countries. Reading materials, lectures, focused discussions and a research project will help accomplish this goal. Prerequisite: POL 210 or POL 220.

**POL 425 International Political Economy - 3 credit hours**

This course will focus on the economic and political analysis of the global economy. We will examine theories that inform the study and analysis of the international political economy as well as the political economy of national systems of development within an international economic order. Included among our topics will be international trade and monetary and financial systems. We will also discuss the relationship between states and multinational companies, regionalism, and possible scenarios for global economic governance. Prerequisite: POL 210 or ECO 200.

**QBM 500 Decision Analysis, Quantitative Methods I - 3 credit hours**

This course examines basic concepts related to the collection, analysis, and interpretation of data, emphasizing the appropriate application of different methods. Topics include how to recognize and appropriately apply common quantitative tools in business: random process, random walk, regression, forecasting, decision analysis, and simulation and probability models. No prerequisites.

**QBM 501 Quantitative Methods for Business II - 3 credit hours**

A continuation of QBM 500: Decision Analysis, Quantitative Methods. Prerequisite: QBM 500.

### **SOC 110 Introduction to Sociology (GE-S)-3 credit hours**

The course demonstrates how sociological concepts and theories can be utilized to analyze and interpret our social world. Special attention will be paid to the intimate connection between our personal lives and the larger structural features of social life. Students challenge their “taken-for-granted” or “common sense” understandings about society, social institutions, and social issues. Topics covered include culture, socialization, crime and deviance, race/ethnicity, social stratification, the economy, sex and gender, age, family, and education, mass media, and the environment. Prerequisite: ENG 110.

### **SOC 310 Social Research Methods –3 credit hours**

The course introduces students to the basic concepts and procedures of social science research. It includes theory and practice of basic, academic and applied research, as well as qualitative and quantitative approaches. Students also develop skills to become a “critical consumer” of research, able to assess the strengths and limitations of social research studies. After successfully completing this course, students are prepared to pursue their own research, take more advanced methodology courses, and appraise the evidence and assertions of social research studies. The course consists of a combination of lectures, small group discussion, and activities. Prerequisite: ENG 115; ANT 110 or POL 110 or PAD 110.

### **STA 210 Statistics I (GE-M)–3 credit hours (formerly STA 200)**

This course introduces statistical concepts and techniques for making practical applications with examples drawn from social sciences. Topics include: data collection, summary, and presentation; descriptive statistics (measures of central tendency, dispersion, and correlation); basic counting, elementary probability, and discrete probability distributions (Binomial, and Poisson). Brief introduction to simple linear regression by using the least squares method. Prerequisites: MTH 110.

### **STA 230 Statistics II–3 credit hours**

This course is a continuation of Statistics I and gives learners the quantitative tools to use data to solve business problems. Topics include: continuous random variables, expected value, variance, conditional expectation, continuous distribution, the normal distribution, sampling distribution, central limit theorem, inference statistics, estimation, confidence intervals, hypothesis testing, scatter plots, correlation, simple linear regression, and a brief introduction to time series analysis. Prerequisites: STA 210 and either MTH 125 or MTH 130.

**UNV 100 University Success (GE-U)-1 credit hour (formerly UNV 101)**

This course is an introduction to university life designed to give students an understanding of how an American styled university functions, their role as students at the university, and the most important skills needed for success. These skills include critical thinking, creative problem solving, information literacy, and conflict resolution strategies. Students are required to participate in a group project. This class is required by all students in their first semester of enrollment.

## ADMINISTRATIVE OFFICERS

### **David Sedney, J.D., M.Sc., A.B.**

Acting President

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Founder

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MA, University of Northern Colorado

PhD, University of Arizona

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Provost

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Diploma (Physics), Universität Hamburg

PhD (Physics), Universität Hamburg

PhD (Math), Helmut Schmidt Universität, Hamburg

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### **Rebecca Miller**

Chief of Staff

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MA, University of Kentucky

MLS, Emporia State University

PhD Emporia State University

### **Waheedullah Noori**

Director of Human Resources

EMBA, Preston University

### **Salahuddin Nasratyar**

Director of Finance

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BA, Kabul University

### **Tabasum Wolayat**

Director of Admissions

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BA, Middlebury College

BA, Kabul University

**Spogmai Akseer**

Registrar

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MEd, Brock University

B.A., Brock University

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MA, Sharif University of Technology

Doctoral Candidate (ABT), University of Massachusetts

**Ray Montgomery**

Director of Institutional Reporting

MS, Western Washington University

BS, North Texas State University

**Aziz Taqwa**

Director of Information Technology

BSc. Brunel University

MSc. Brunel University

**Abdul Hadi Ghaffari**

Director of Procurement

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