



AMERICAN UNIVERSITY *of* AFGHANISTAN

2013-2014 Catalog

The American University of Afghanistan
Darulaman Road
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Policy Information Effective August 2013

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PRESIDENT'S MESSAGE

The American University of Afghanistan is dedicated to providing a world-class higher education that prepares students from Afghanistan and the region to be tomorrow's leaders.

AUAF students are taught by outstanding faculty who hold master and doctoral degrees from the world's finest universities. Students study in state-of-the-art classrooms, including science and computer laboratories and video-conferencing facilities that rival those in the United States and Europe. They have access to a comprehensive research facility at the Bernice Nachman Marlowe Library, which provides access to electronic databases in addition to its thorough book collection. They participate in a variety of student activities that provide not just recreation, but also leadership opportunities through such groups as the Student Government Association and Model United Nations. They receive the best education in an American style, and do this at a fraction of the cost of studying abroad.

At AUAF, students learn more than just the knowledge and skills necessary to be successful; they also develop the character, integrity, mutual respect, critical insight, and state of mind needed to be successful stewards of their family's and 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.

As the only private, not-for-profit, independent university chartered in Afghanistan, AUAF accepts students without regard to gender, politics, religious beliefs, family wealth, or connections. The university promotes an atmosphere of tolerance, hard work, intellectual rigor, and freedom of expression.

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

C. Michael Smith, Ph.D.

President

UNIVERSITY CALENDAR MAY 2013-JUNE 2014

Summer Session 2013

- May 15 Wed / Tuition deadline for Summer 2013 session one
- May 28-29 Wed-Thur / Registration & Placement Exams
- June 2 Sun / Classes begin for the first summer session
- June 3 Mon / Last day for drop/add, course changes, late registration & tuition payment deadline without late fees for first and second summer session (4:30pm deadline)
- June 12 Wed / Deadline for withdrawal from first summer session (4:30pm deadline)
- June 12 Wed / Summer 2013 Census Day
- June 13 Thu / Tuition payment deadline for Summer 2013 session two classes
- July 4 Thu / Final Exams/Last Day of Classes for first summer session classes
- July 6 Sat / Final grades due for first summer session
- July 6 Sat / CHE 126 and 128 Labs begin for second summer session / last day to add CHE for the summer session
- July 7 Sun / Lecture classes begin for second summer session / Last day to drop and course adjustments (4:30pm deadline)
- July 8 Mon / Last day for advisor approval of any drops and course changes (4:30pm deadline - no extensions)
- July 10 Wed / Start of Ramadan (Holiday - campus closed)
- July 10 Wed / Summer session I grades available to students on PowerCAMPUS
- July 18 Wed / Deadline for withdrawal from second summer session
- August 8-10 Thur-Sat / Eid-Ul-Fitr * (Holiday - dates subject to change)
- August 13 Tue / Final Exams*/Last Day of Classes for second summer session classes
- August 15 Thu / Final grades due for second summer session
- August 19 Mon / Independence day (Holiday)
- August 20 Tue / Final grades for summer session II available to students on PowerCAMPUS

Fall 2013 Semester

- August 15 Thu / New Faculty Arrive (15-17/Aug New Faculty Orientation)
- August 18 Sun / Returning faculty on campus
- August 18 & 20-24 Sun & Tue-Sat / New Student Orientation Week
- August 19 Mon / Afghanistan Independence Day*
- August 19-31 / Late Registration & Course Changes (PowerCAMPUS Self Service Registration Fall 2013) 4:30pm deadline on 31/August
- August 21-22 Wed-Thu / Registration & Placement Exams for new students
- August 22 Thu / Deadline of the non-refundable deposit for Fall 2013 semester, please make a deposit of minimum 12,500 Afghani to Student Finance (third floor Bayat Building)
- August 24 Sat / New Graduate MBA Student Orientation Session
- August 25 Sun / Fall 2013 Classes Begin
- August 25-31 Sun-Sat / Drop/Add week. Course changes to be submitted for advisor approval no later than 31/August/2013 by 4:30pm.
- August 31 Sat / Drop/Add end date for the Fall 2013 semester. Last day to submit any schedule changes for advisor approval (4:30pm deadline for advisor to approve schedules).
- September 1 Sun / Grade change deadline for spring and summer 2013

September 9 Mon / Ahmad Shah Massoud/Shahheed Day (Holiday date and name currently under review by Parliament)

September 11 Wed / Fall 2013 Census Day

September 26 Thu / President's Honor Award ceremony for academic achievement during spring 2013 (tentative date)

September 30 Mon / First tuition payment plan deadline (4:30pm deadline)

October 10 Thu / Last day to file for spring 2014 graduation

October 16 Wed / Arafat (Holiday)*

October 13-19 Sun-Sat / Eid-e-Qurban/Fall Break (Holiday)* (TBA)

Oct 28-Dec 12 Registration through PowerCAMPUS Self-Service (PC) and payment of fees for Winter 2014 (tentative)

October 30 Wed / Second payment installment deadline (4:30pm deadline)

October 31 Thu / Deadline for incomplete grade(s) paperwork from spring & summer 2013 semesters to be completed

November 7 Thu / Deadline to withdraw from course(s) – MBA, UG, FSP

November 14 Thu / Early Spring 2014 course schedule available online

November 15 Fri / Ashura (Holiday)* (Public holiday may fall on a different day)

November 18 Mon / Spring 2014 registration begins for seniors

Nov 24-Dec 5 Sun-Thu / Registration through PowerCAMPUS Self-Service (PC) for all continuing students for Spring 2014

November 28 Thu / Third payment installment deadline (4:30pm deadline)

December 5 Thu / Deadline for Financial Aid forms for Spring 2014 semester

December 8 Sun / Payment deadline for Winter 2013 classes. A late fee of AFN 200 per day until late registration on January 05, 2013. No financial aid available during the winter session. No installment payments for the winter session.

December 13-19 Fri-Thu / Semester Final Examinations (starts on the evening of Friday, December 13 for MBA and Business classes)

December 19 Thu / Last day of FSP classes

December 20 Fri / Deadline to submit final grades from faculty. Grades will be available to students by the 31/December

December 31 Tues / Fall 2013 grades available for students in PowerCAMPUS

December 22-Jan 4 Sun-Sat / Mid-Year Break (University closed)

Winter 2014 Semester (maximum of three credits, one course, in the winter session)

December 8 Sun / Payment deadline for Winter 2014 classes. A late fee of AFN 200 per day until late registration on January 05, 2014. No financial aid available during the winter session. No installment payments for the winter session.

January 5 Sun / First Day of lecture classes for winter session 2014

January 5 Sun / Late registration and course changes (drop/replace ends – no add)

January 12 Sun / New faculty arrive on campus (tentative)

January 13 Mon / Milad un Nabi (Birthday of the Prophet Muhammad) (Holiday)*

January 15-16 Wed & Thu / New faculty orientation

January 16 Thu / Deadline for withdrawal (“W” grade on transcript)

January 23 Thu / End of Winter Session & Final Exams

January 26 Sun / Deadline to submit final grades / 5:00pm

January 30 Thu / Winter grades available to students in PowerCAMPUS

Spring 2014 Semester

January 12 Sun / New Faculty Arrive
January 13 Mon / Milad un Nabi (Birthday of the Prophet Muhammad) (Holiday)
January 15-16 / New faculty orientation
January 19 Sun / Returning faculty on campus
January 19-23 Sun-Thu / Student Orientation Week
January 21-22 Tue-Wed / Registration & Placement Exams
January 20-February 1 Mon-Sat / Late Registration & Course Changes (PowerCAMPUS Self Service Registration for Spring) 4:30pm deadline on 01/Feb
January 25 Sat / New Graduate Student Orientation Session
January 26 Sun / Spring Classes Begin
January 26-February 1 Sun-Sat / Registration for auditing students/space available basis only - Last day 01/Feb for course changes to be submitted for advisor approval. Drop/Add end date for the spring semester.
January 30 Thu / Convocation
January 30 Thu / Deadline of the non-refundable deposit for Spring semester, please make a deposit of minimum 12,500Afghani
February 1 Sat / Drop/Add end date for the spring semester. Last day to submit any schedule changes for advisor approval
February 2 Sun / Advisor Approval - last day for advisor approval 4:30pm deadline
Feb 12 Wed / Spring Census Day
February 14 Fri / Liberation Day (Holiday)* Observance date may fall on a different day
Feb 27 Thu / First tuition payment plan deadline
March 6 Thu / President's Honor Award ceremony for academic achievement during fall 2013
March 16-22 Sun-Sat / Spring Break (Holiday) / Nowruz (New Year's day)
March 21 Fri / Nowruz (Holiday)
March 24 Mon / Fall 2014 schedule available online
March 27 Thu / Deadline for incomplete grade(s) paperwork from fall 2013 and winter 2014 semesters to be completed
March 31 Mon / Second tuition installment payment deadline
April 21 - May 15 Mon-Thu / Registration through PowerCAMPUS Self Service (PC) for Summer and Fall 2014 for all continuing students
April 23 Wed / Deadline for Withdrawal - All Students (4:30pm deadline)
April 28 Mon / Mujahidin day (Holiday)*
April 30 Wed / Third tuition installment payment deadline
May 11 Sun / Deadline: financial aid application for Fall 2014
May 14 Wed / Reading Day (no classes)
May 15-20 Thu-Tues / Spring Semester Final Exams (group final exams on Friday evening)
May 22 Thu / Commencement
May 22 Thu / Deadline to submit Final Grades from faculty. Final grades available to students starting May 31
May 29 Thu / Continuing summer 2104 online registration - limited advisor approval available.
May 31 Sat / Spring grades available to students in PowerCAMPUS

Summer 2014 Semester (tentative)

June 1 Sun / First summer sessions begins

June 1 Sun / Last day for drop/replace summer session one (no adds)

June 18 Wed / Summer session 1 census date

June 19 Thu / Last day to withdraw from classes with a "W" grade

June 30 Mon / Ramadan (holiday/tentative)*

July 10 Thu / Last day of classes for summer session one and final exams

July 13 Sun / Second summer sessions begins / Last day to drop (4:30pm deadline – no adds)

August 18 Mon / Last day of classes for second summer session and final exams

*Calendar subject to revision. Check the online calendar for the most up-to-date information.

<http://auaf.edu.af/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.

BOARD OF TRUSTEES

Board Officers

Chair

Dr. Akram Fazel
Senior Vice President
FKH Group

First Vice Chair

Dr. Zalmay Khalilzad
Chairman and CEO
Khalilzad Associates, LLC

Second Vice Chair

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Mr. Fredric Berger, P.E.
Chairman
The Louis Berger Group, Inc.

Ms. Esther Coopersmith
Former U.S. Ambassador to the UN and UNESCO

Mr. Noorulah Delawari
Governor of the Afghan Central Bank

Dr. Paula Dobriansky
Senior Vice President and Head of Government Affairs of the Americas
Thomson Reuters

Mr. A. Houda Farouki
President and CEO
Nour USA Limited

Mrs. Caroline H. Firestone
Member
U.S.-Afghan Women's Council

Mr. Habibullah Gulzar
Chairman
Habib Gulzar International LLC

Dr. Kerry Healey
Former Lt. Governor
Commonwealth of Massachusetts

Dr. A. Reza Hoshmand
Coordinator for General Education
City University of Hong Kong

Mrs. Shamim Jawad
Founder and President
The Ayenda Foundation

Dr. Carol Lancaster
Dean and Professor of Politics
Edmund A. Walsh School of Foreign Service
Georgetown University

Dr. Kevin F. F. Quigley
President
National Peace Corps Association

Ms. Leslie M. Schweitzer
Chair
Friends of the American University of Afghanistan

Dr. C. Michael Smith (*ex officio*)
President
American University of Afghanistan

Mr. Mughith Sukhtian
Director
Nour USA, Limited

Mr. Mughith Sukhtian
Director
Nour USA, Ltd.

Mr. Chris Taylor
Chief Executive Officer
Mission Essential Personnel

Dr. John Waterbury
Senior Advisor
Tamkeen

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.
 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.

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. The undergraduate tuition rates were set as the following during the spring 2013 AUAF Board of Trustees meeting. To streamline tuition pricing the University has eliminated fees and incorporated them into the set tuition rate:

Tuition rate per credit: 12,000 Afs/credit

The tuition for the MBA is set per cohort. For additional information please contact the MBA offices located on the second floor of the Women's Center on the International Campus.

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 must maintain a minimum of 12 credit hours and complete their studies within the 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 female applicants.

Maqsudi Annual Scholarship: These scholarships are available to a total of 12 applicants (five at a time) to the undergraduate program.

President's Award Scholarship: These scholarships are awarded to selected students who have demonstrated excellence in their prior school performance and on test scores.

Other scholarships may be awarded as resources are available. Further information is available at the Finance Office. Scholarship students that 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 withdraw 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.”

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 usually register for between 12 and 16 credit hours in the fall and spring semesters. Freshmen may take no more than 13 credits during their first semester.

Students who hold full-time employment should not register for more than 13 credit hours unless they have a GPA above 3.0 or the permission of their advisor. Students must carry a minimum of 9 credits in fall and spring semesters to be eligible for financial assistance. Students enrolled in less than 9 credits per semester are considered part-time students.

To take more than 18 credit hours (course overload) requires approval from the student's advisor and a cumulative GPA of a 3.50 or higher. Under no circumstances may a student enroll in more than 21 credits in a semester. The maximum load in any five week summer session is seven credit hours.

CLASS DESIGNATION

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

Credit Hours Earned	Class Designation
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.

GRADING SYSTEM

The university uses a letter grading scale and does not use plus and minus letter grades. 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 a cumulative 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.

Grade	Grade Points
A (90-100)	4
B (80-89)	3
C (70-79)	2
D (60-69)	1
F (0-59)	0
U/Fail (Unsatisfactory)	Not counted in GPA
S/Pass (Satisfactory)	Not counted in GPA
I (Incomplete)	Not counted in GPA
W (Withdrawn)	Not counted in GPA
AU (Audit)	Not counted in GPA

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 Chief Academic Officer 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 current or previous semesters

- Have no disciplinary action during the semester
- Have no disciplinary action pending
- Not on any current stop lists

The Registrar's Office also issues a President's High Honor Award List of honor students each 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 in 2012 to 2013 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 end 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) will be restricted to a maximum of 13 credit hours (or less) in the following fall or spring semester.

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 six 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 course(s) 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 provost 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 a D or less. The grade for the second attempt is counted toward the student's GPA. All attempts are recorded on the student's transcript, but the grade is not counted from the first attempt. Standard tuition and fees apply to repeated courses. All repeated attempts of a course is counted into the GPA. Students must take the same course and course number 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 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 2013 and another student beginning in summer session 2014 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.

ACADEMIC PROBATION

Students who's cumulative or semester GPA 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 GPA of 2.0 or higher in the following semesters. Students who complete two consecutive semesters with a cumulative and semester GPA below a 2.0 will be suspended from the university. A full-time student on academic probation may register for no more than four courses or a maximum of 13 credit hours.

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 must register 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 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 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

Students must attend classes regularly and be seated in the classroom before classes begin. Late arrival or early departures may be counted by the instructor as an absence. The course instructor determines requirements for class attendance, which are stated in the course syllabus. Absences may accrue from the first day of the semester.

An instructor is not obligated to give make-up examinations if a student misses the exam.

A student serving in an official capacity as a representative of the university may be excused from classes if prior arrangements have been made between the student and the instructor. The student must still complete all required course work within a specific timeframe agreed upon by the student and the instructor.

A student on medical leave for more than three days must provide the instructor and the Registrar's Office with a note from a doctor stating that the student was under treatment.

LEAVE OF ABSENCE

Students are encouraged to file a leave of absence form if they are planning not to enroll in any fall or spring semester.

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 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.

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 Chief Academic Officer are responsible for making all decisions regarding the readmission of suspended students.

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

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.

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. 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 name change only upon providing supporting government documentation for the change. Students who change their names after leaving the university will be issued transcripts in the name under which they were enrolled at the university.

GRADUATION REQUIREMENTS

To graduate, a student must complete all academic requirements prescribed for the particular degree within the MoHE timeframe of six years for undergraduate and three years for MBA (this includes time from any leave of absences or break in study). 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 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

While 2.0 GPA and 120 earned hours are minimums to receive a bachelor's degree, some majors carry different requirements. Refer to major requirements for specific details and to identify exceptions.

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. Note: Starting in fall 2013 ENG 120 cannot be used to satisfy this 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 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
- Bachelor of Arts in Political Science and Public Administration
- Bachelor of Arts and Laws (B.A.-LL.B.)

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.

GOLDMAN SACHS 10,000 WOMEN INTIATIVE

The Goldman Sachs 10,000 Women Initiative is a program designed to provide business and management training to underserved female entrepreneurs worldwide. The program is currently active in over 20 countries and is operated by a network of more than 70 academic and non-profit partners. In Afghanistan, AUAF is the project's in-country academic partner, assisted by the Thunderbird School of Global Management.

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 or management.
- 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
- 15 credits in an emphasis
- 6 credits of approved business electives

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 101 Introduction to Computers or 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
- MGT 210 Introduction to Management
- FIN 200 Principles of Finance
- ACC 200 Financial Accounting
- ACC 250 Managerial Accounting
- MKT 200 Principles of Marketing
- ECO 200 Economics
- MGT 310 Business Communications
- MGT 320 Information Systems
- MGT 350 Organization Behavior
- MGT 450 Business Policy and Strategy
 - Plus one of the following:
 - MGT 400 Business Law/Ethics
 - or any LGS course at 200-level or higher

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 Cost Accounting
- ACC 450 Auditing
- ACC 470 Taxation
- Six credits of 300/400 level business electives

Finance

- FIN 300 Corporate Finance
- FIN 340 Investments
- FIN 360 Risk Management in Financial Institutions
- FIN 400 International Finance
- FIN 450 Islamic Finance
- Six credits of 300/400 level business electives

Management

- MGT 300 Human Resource Management
- MGT 330 International Business

- MGT 360 Operations Management
- MGT 410 Organizational Leadership
- MGT 460 Entrepreneurship
- Six credits of 300/400 level business electives

ALLIED COURSES FOR THE 300/400 ELECTIVE REQUIREMENT (6 CREDITS)

- Any 300/400 level ACC, FIN and/or MGT course not used to meet any other degree requirement
- ANT 340 Advanced Qualitative Research Methods
- ANT 370 Anthropology and Public Policy
- ECO 320 Intermediate Microeconomics
- ECO 340 Intermediate Macroeconomics
- HIS 203 Islamic History I
- HIS 205 Islamic History II
- HIS 210 Modern Middle Eastern History
- Any LGS course at 200-level or higher

GRADUATE DEGREE AND COURSE REQUIREMENTS

The Master of Business Administration program comprises a minimum of 14 courses for credit 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

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 120 total credit hours of coursework, comprised of:

- 60 credits of general education courses including UNV 100 University Success
- 32 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 Introductory Physics I + Lab
- MTH 130 Calculus I

CORE REQUIREMENTS

The following courses, constituting 32 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 225 Programming II
- ITC 220 Fundamentals of Networking and Telecommunication
- ITC 230 Database Concepts
- ITC 311 Data Structures
- ITC 420 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 (or ITC 320) Advanced Networking and Telecommunication
- ITC 330 Advanced Database Concepts
- ITC 340 Human-Computer Interaction
- ITC 350 Open-Source Software
- ITC 400 GUI Programming
- ITC 410 Web Systems and eBusiness
- ITC 430 Artificial Intelligence
- ITC 485 and/or ITC 499 Special/Current Topics in IT
- ITC 495 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 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 / ANT 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
 - ANT 370 Anthropology and Public Policy
 - 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

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

BACHELOR OF ARTS AND LAWS DEGREE REQUIREMENTS

- 150 total credits of coursework (five years)
- 60 credits of general education courses
- 90 credits of law courses
 - 6 credits of Legal Foundation
 - 39 credits of Legal Core
 - 18 credits of Local Practice
 - 27 credits of Legal Electives

GENERAL EDUCATION REQUIREMENTS

- ENG 110 Academic Writing I
- ENG 115 Academic Writing II
- ENG 215 Expository Essay
- HIS 120 History of Afghanistan
- POL 110 Introduction to Political Science
- ECO 200 Economics
- 6 credits in Humanities
- 3 credits in Information Technology and Computer Science
 - ITC 101 or ITC 110
- 6 credits in Mathematics
- 8 credits in Physical Science (with labs)
- 3 additional credits in Social and Behavioral Science
- 15 additional credits in General Education electives
- UNV 100 (1 credit) University Success

LAW DEGREE REQUIREMENTS

LEGAL FOUNDATION

- LGS 110 Introduction to the Laws of Afghanistan
- LGS 160 Legal Methods I

LEGAL CORE

100-Level coursework

- LGS 150 Introduction to Islamic Law

200-Level coursework

- LGS 212 Law of Obligations: Contracts
- LGS 220 Constitutional Law
- LGS 230 Criminal Law
- LGS 240 International Law
- LGS 260 Legal Methods II
- LGS 261 Professional Responsibility
- LGS 270 Comparative Law
- LGS 280 Property Law I

300-Level coursework

- LGS 310 Commercial Law
- LGS 312 Law of Obligations: Civil Responsibility
- LGS 360 Traditional Justice and Dispute Resolution
- LGS 380 Property Law II

LOCAL PRACTICE REQUIREMENTS*

300-Level coursework

- LGS 330 Advanced Islamic Criminal Law
- LGS 350 Advanced Islamic Legal Reasoning
- LGS 351 Family Law
- LGS 352 Inheritance Law
- LGS 362 Civil Procedure Practicum
- 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.
- *** AUAU 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.

CERTIFICATE IN LEGAL STUDIES DESCRIPTION AND REQUIREMENTS

Coursework for the Certificate in Legal Studies provide students with a sound understanding of the role of law in society and an introduction to the legal profession. The program benefits students in all majors by giving an awareness of the legal challenges they will face in their careers and equipping them to work within the law to meet those challenges. Although not a bachelor's degree that would entitle a graduate to practice law, the Certificate in Legal Studies recognizes a proficiency in the basic concepts and skills that form the foundation of the legal profession in Afghanistan.

The Certificate in Legal Studies should be pursued at the same time as a bachelor's degree in a subject other than law. Law courses counted toward the Certificate may also fulfill other bachelor's degree requirements. There is no need for students to formally "declare" themselves to be candidates for the Certificate. Students are not able to receive both a Legal Studies Certificate and LL.B. degree.

Students who matriculated in or between the fall 2011 semester and the fall 2012 semester will be awarded a Certificate in Legal Studies at graduation if they successfully pass a minimum of 21 total credits of coursework in Law (LGS), including LGS 110 Introduction to the Laws of Afghanistan.

Students who matriculated before the fall 2011 semester will be awarded a Certificate in Legal Studies at graduation if they either (1) successfully pass a minimum of 18 total credits of coursework in Law (LGS), including **LGS 110** Introduction to the Laws of Afghanistan, or (2) successfully pass a minimum of 15 total credits of coursework in Law (LGS), including **LGS 200** Introduction to the Laws of Afghanistan.

Students who matriculated into the undergraduate program after the fall 2012 semester are not eligible for the Legal Studies Certificate.

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
- Career Services (Including Work-Study)
- Student Sports Activities
- Academic Advising
- Student Conduct
- UNV 100: University Success Course
- New Student Orientation
- Campus Programming
- Student Government Association (SGA)
- Student Clubs

STAFF

Jamie McNally
Director of Student Affairs
BA, University of Rhode Island
MS, University of Rhode Island

Lexie Kamerman
Student Affairs
BA, Knox College
MA, University of Arizona

Mr. Habib Athaee
Assistant Director for Career Services and Campus Programming
BA, American University of Afghanistan

RESIDENCE LIFE

The university provides separate male and female residence halls near the campus on a space-available basis. Priority for housing assignments is given to full-time undergraduate and Foundation Studies Program students. Requests for housing by part-time, evening, and/or non-degree students are accommodated as space is available. The Residence Life Office manages housing assignments and the day-to-day operations of the residence halls under the direction of the supervisor of residence life. Each hall has a full time staff resident coordinator (RC) and part time student resident advisors (RA) whose positions oversee the facility to help students with transition to university life. Students are encouraged to visit with their RHC or RA for any assistance that they may 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 studentaffairs@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, and basketball (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 or who have completed fewer than 60 credits and who have not yet declared their major. 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 the successful adjustment of new students to the AUAF community. During the class topics such as time management, note-taking skills, learning styles, diversity, ethics and

academic advising-related issues are covered. 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 week. During this week, students will have a chance to meet other new and returning students, faculty, and staff. Students will take Math and English placement examinations, learn about academic advising, understand about ethics and values at AUAF, sign the AUAF Honor Pledge, set up their student email accounts, learn how to use PowerCAMPUS, and register for their courses. During the week there are campus tours, team building activities, shared meals, and the Student Government Association coordinates some entertainment for the final event.

STUDENT GOVERNMENT ASSOCIATION

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. Chess Club
2. Cricket Club
3. Debate and Media Club
4. Women's Basketball Club
5. Men's Soccer Club
6. Math Club
7. Badminton Club
8. Men's Volleyball
9. Women's Volleyball
10. Peace Club

11. Men's Basketball
12. Girls' Soccer 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 new 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
LGS	Legal Studies
JOU	Journalism
LGS	Legal Studies
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 use 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

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.

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 – 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 110.

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 320 Intermediate Microeconomics - 3 credit hours

This course covers how producers, consumers, and resource owners behave in markets and how prices and output levels of goods are determined. Topics include allocation of productive resources, distribution of income, pricing, and information content within markets. Prerequisite: ECO 200 and MTH 110.

ECO 340 Intermediate Macroeconomics - 3 credit hours

This course covers business cycles and stabilization policies through aggregate economic analysis with an emphasis on how income, employment and inflation are determined. Prerequisite: ECO 320 and MTH 110.

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, behavior in competitive and non-competitive markets, sources and uses of market power, game theory, and competitive strategies. Prerequisites: QBM 500.

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.

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 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, 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 (General Education Elective 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 125 Professional Writing (GE-E) - 3 credit hours

Professional Writing will focus on written business communication for those practical purposes that are most likely to be needed by undergraduate and graduate students in this country when seeking work experience with international organizations. Written work examined will include letter and email correspondence, job applications, résumés, cover letters, scholarship application statements and any other items to be decided by the class. Models will be analyzed and practice time devoted in class to producing good examples. Feedback on accuracy and appropriacy will be given.

ENG 150 Response to Literature (GE-H) and (GE-C) - 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-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) - 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) - 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.

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: Completion of the university general education composition requirement (3 writing courses/ENG 110, ENG 115 and a GE-C).

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 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.

FIN 200 Principles of 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 and MTH 110.

FIN 300 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, cost of capital, capital structure, and dividend policy. Prerequisite: FIN 200 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.

HIS 101 Introduction to History (GE-H) - 3 credit hours

This course introduces students to the discipline of history as a humanistic inquiry into the experience of people in time and space. How do historians interpret and debate the past? How do they gather and make use of their materials and sources? What is historiography? The course covers the emergence of history as a modern discipline of study and surveys various concepts, approaches and methodologies in the practice of researching, writing and analyzing history. Prerequisite: ENG 110.

HIS 105 World History: 1500-Present (GE-H) – 3 credit hours

This course provides a global perspective on the past. In this course, students examine the development of political, social, economic, and cultural traditions that have shaped the world's peoples from 1500 to the present. Prerequisite: ENG 110.

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 230 History of Western Civilization – 3 credit hours

This course traces the development of early Western civilization, from the Romans, through early Reformation. Students are exposed to key topics in early Western civilization, including key religious, intellectual and economic themes. Students are introduced to primary and secondary source materials and through analysis develop their critical thinking and argumentative skills. Prerequisite: ENG 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.

HUM 230 Introduction to Ethics - 3 credit hours

What is the right thing to do? Are there general moral rules that we must follow, or do we evaluate moral questions situation by situation? This course exposes students to a variety of attempts to answer these questions, and encourages students to critically reflect on moral questions. By the end of the course, students are able to formulate well-reasoned arguments in defense of ethical positions, criticize other ethical positions and explain the types of ethical theories studied.

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 – 3-6 credit hours (maximum of 6 credit hours allowed)

The internship option provides a project management and work experience in a 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 202 Innovation Lab - 4 credit hours

The Innovation Lab implements a variety of skills to analyze and directly solve local problems with available resources and IT technologies. The course will introduce (iN)Lab to study and implement a combination of social science research methods, the use of Geographic Information Systems (GIS) and multimedia production software produce high-quality topical content. The class will maintain a journalistic focus, organized to conduct and present research in the form of documentaries and enriched web content.

ITC 210 Computer Systems Hardware and Organization – 4 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 – 4 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 – 4 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, hyper text 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 – 4 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 – 4 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 – 4 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, and permission of the instructor and advisor. Not repeatable for credit (maximum of three credits allowed).

LGS 110 Introduction to the Laws of Afghanistan (GE-A) - 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. 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 will cover the fundamentals of Islamic law and the importance of Shari'a as one of the primary sources of law in Afghanistan. Students will learn how Shari'a law is defined and the role that it plays in shaping Afghanistan's pluralist legal system. The course will focus 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 will also briefly discuss 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. This setting emphasizes the professional norms of ethics, timeliness and courtesy, in addition to legal strategy. 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 210 Commercial Law I - 3 credit hours

Commercial Law I 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 contract law, including problems of contract formation, performance, breach, and remedies. Prerequisite: LGS 110 or LGS 200.

LGS 212 Law of Obligations: 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 Civil Code of Afghanistan. The course begins by outlining the scope of the law of obligations. The course then focuses on contractual obligations. The topics covered include formation of contract, promise to contract, conditions, effects, good faith, interpretation, defect in consent, and remedies. Students will gain a strong understanding of how contract law is dealt with by the Civil Code. Students will also partake in contract drafting, adding a practical element to the course.

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 will include 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 will also cover 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 the 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, by providing an overview of topics like the relationship between Afghanistan domestic law and international law, international dispute resolution, use of force, human rights, sovereignty, international criminal law, and global trade and investment. Prerequisite: LGS 110 or LGS 200.

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 – 3 credit hours

This course surveys the predominant legal systems in the world. Close attention is paid to the differences and similarities between civil law and common law legal systems. Because of Afghanistan's unique history the course also examines socialist and Islamic legal traditions, concepts, and vocabulary. 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 310 Commercial Law - 3 credit hours

An advanced course about the procedural and legal complexities of Afghanistan Commercial Law, focusing on business transactions, contracts, bankruptcy, corporate structures, taxes, and secured transactions. Prerequisite: LGS 210.

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 cover the area of unjust enrichment.

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. There will be special emphasis on current and recent events in Afghanistan. Prerequisite: LGS 240 (may be taken concurrently with instructor permission).

LGS 341 International Refugee Law - 3 credit hours

This course will examine 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 will grapple 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 110 and any 200 level LGS course.

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 360 Modernizing Justice in Afghanistan: Mediation Theory and Skills - 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 (may be taken concurrently).

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, ENG 110, 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, 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 and junior standing (60+ credit hours completed).

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 – non credit 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 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 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 introduce 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, etc; 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 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, Stoke's 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, topics 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, 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 415 International Security - 3 credit hours

The course evaluates the main approaches to study of international security. With regard to each one, we will examine its core assumptions, argument and implications. The students assess and critique the relative explanatory power of each concept regarding historical and contemporary case studies. Prerequisites: POL 310 or 315.

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 - 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.

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 and two introductory level (100 or 200 level) social science courses.

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.

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