



*Quality higher education in a caring  
and supporting environment.*

# NATIONAL AMERICAN UNIVERSITY

**GRADUATE CATALOG**

EFFECTIVE 2006-2008

# NATIONAL AMERICAN UNIVERSITY

## **CENTRAL ADMINISTRATION**

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Rapid City, SD 57701  
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### **DISTANCE LEARNING\*\***

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(605) 394-5082 (FAX)  
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Overland Park, KS 66212  
(913) 981-8700  
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(505) 348-3750  
(505) 848-3755 (FAX)

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1550 W. Highway 36  
Roseville, MN 55113  
(651) 855-6300  
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**SIoux FALLS\*\*\***

Vista Park Office Building, Suite 100  
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(605) 336-4605 (FAX)

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925 29<sup>th</sup> St., SE Suite E  
Watertown, SD 57201  
(605) 886-3450

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7309 E. 21<sup>st</sup> St., Suite G40  
Wichita, KS 67206  
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**ZONA ROSA \*\*\***

7490 NW 87<sup>th</sup> Street  
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**\* Location of on-campus graduate programs**

**\*\* Distance Learning graduate program**

**\*\*\* Location of blended graduate offerings**

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# NATIONAL AMERICAN UNIVERSITY

## **Admissions Statements**

### **General**

National American University admits students of any age, religion, race, sex, sexual orientation, cultural background, or national and ethnic origin to all of the programs, activities, rights, and privileges generally accorded or made available to students at the university. It does not discriminate on the basis of these characteristics in the administration of its educational policies, admissions policies, scholarship and loan programs, or other university-administered programs.

No qualified disabled person on the basis of disability shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any university-related program or activity.

National American University reserves the right to make changes at any time in the regulations, fees, class schedules and programs.

### **Equal Educational Opportunity Policy**

National American University is committed to providing equal educational and employment opportunity regardless of sex, marital status, race, color, religion, age, ancestry, national origin, disability, or veteran status. Equal educational opportunity includes: recruitment and admission; access to courses and facilities; access to counseling, testing, and tutoring services; housing; financial assistance and student employment; health and insurance services; and extracurricular programs and activities.

Questions and comments concerning the university's EEO Policy may be addressed to the dean of graduate studies, National American University.

### **The Catalog**

The National American University Graduate Catalog 2006-2008 reflects the regulations, policies, programs, and fees for National American University as of September 2006. National American University reserves the right to adopt, amend, and implement its policies and procedures as it deems appropriate and necessary. Under certain circumstances, National American University may grant exceptions to its policies and procedures in individual cases when it is determined, in the sole and absolute discretion of the university, that such action would be appropriate to further the mission and purposes of the university. The provisions of this catalog are not to be regarded as a contract between the student and National American University.

Prospective students should contact the admissions office for information regarding

possible changes. Currently enrolled students should consult the vice president for academic affairs or other appropriate administrators. The catalog is available online at <http://www.national.edu/> under the academics tab.

## **Accreditation/Approvals/Affiliations**

National American University is accredited by the Higher Learning Commission and is a member of the North Central Association, [www.ncahlc.org](http://www.ncahlc.org), (312) 263-0456.

National American University, through the business division, has been granted accreditation by the International Assembly for Collegiate Business Education (IACBE) for the following degree programs:

- Master of Business Administration degree
- Bachelor of Science degree in Applied Management
- Bachelor of Science degree in Applied Management with an emphasis in Equine Management
- Bachelor of Science degree in Business Administration
- Bachelor of Science degree in Accounting
- Bachelor of Science degree in Business Administration with an emphasis in Accounting, Financial Management, Hospitality Management, Information Systems, International Business, Management, Marketing, Pre-Law and Tourism Management
- Associate of Applied Science degree in Applied Management
- Associate of Applied Science degree in Business Administration
- Associate of Applied Science degree in Accounting

### **Additional Accreditations/Approvals/Affiliations for Other Programs**

The athletic training education program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE), on recommendation of the Joint Review Committee on Educational Programs in Athletic Training (JRC-AT).

The medical assisting program offered at Sioux Falls is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) on the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). The Commission on Accreditation of Allied Health Education Programs can be contacted at 1361 Park Street, Clearwater, Florida 33756, phone (727) 210-2350, fax (727) 210-2354.

Initial approval has been granted by the Missouri State Board of Nursing for the university's Associate of Science in Nursing (ASN) program.

Interim approval has been granted by the South Dakota Board of Nursing for the university's Bachelor of Science RN to BSN completion program.

The paralegal studies program offered at the Rapid City campus is approved by the American Bar Association.

The veterinary technology program is accredited by the Committee on Veterinary Technician Education and Activities (CVTEA).

The university is affiliated with Human International University, Japan; Universidad del Mar, Chile; Universidad Privada Cumbre, Bolivia; Skyline College, United Arab Emirates and Skyline Business School, India for the purpose of lower division instruction and academic articulation programs.

National American University is approved for veteran's training and for administering the various educational programs sponsored by state and federal agencies, such as the Bureau of Indian Affairs, Social Security Administration, and various state rehabilitation services.

# University Mission Statement and Core Values

## Mission Statement

National American University is a private, regionally-accredited, multi-campus institution of higher learning committed to building a learning partnership with students locally, nationally and worldwide.

The university provides quality career and professional undergraduate and graduate programs and continuing education to students of diverse backgrounds, interests, and abilities.

The institution offers educational programs that are responsive to the career interests and objectives of its students, to the needs of employers, and to society in general through traditional, accelerated, and distance delivery methodologies.

## Core Values

- ➔ Provide a caring and supportive educational environment.
- ➔ Offer high quality instructional programs and services.
- ➔ Offer technical and professional career programs.

## Purposes

1. Offer quality regionally-accredited career and professional degree programs as documented by institutional and academic assessment processes at the associate, bachelor's and master's levels, diplomas, certificates and adult degree completion programs to traditional, adult and international learners.
2. Provide a general education program to build awareness, abilities and interests to empower life-long learners as knowledgeable citizens of the global community.
3. Provide a collegiate experience through instructional and support services that creates a stimulating, caring and supportive learner-centered environment in which students are encouraged to achieve the educational goals established by the university.
4. Promote a learning and working environment by providing new technologies, methodologies and practices that enhance and extend quality programs and services.

5. Prepare students to provide leadership and services for the employment needs of business, industry and government worldwide.
6. Pursue communication, cooperation and alliances with educational institutions, organizations and associations on a local, regional, national and international basis.
7. Respond to the ever-changing societal demands for personal and professional development and continuing education through flexible scheduling and convenient access via traditional, accelerated and distance delivery methodologies.
8. Assist students in the development of ethical values and behaviors.
9. Foster an environment that encourages involvement by employees in the innovation and solution-seeking processes and provide an opportunity for personal and leadership development.
10. Provide a stable institutional environment where human, financial and physical resources are sufficient to accomplish its educational and institutional goals as a sound basis for continued growth and development.

*Adopted by the NAU Board of Governors, February 2004*

# Introduction

National American University currently offers a Master of Business Administration degree and a Master of Management degree. The graduate degree programs are designed to provide students with an innovative curriculum as well as the skills needed for effective leadership and management. In addition to the core program courses, students have the opportunity to select elective courses to fit their individual career needs.

To fulfill our mission of providing career and professional education responsive to student interests and the needs of a variety of employers, the graduate degree programs focus on the needs that many employers have for graduate-level business, management and technical workers. This mission is accomplished by graduate-level programs that emphasize the synthesis of knowledge in relevant subject areas that is needed for those filling middle and upper management positions in a wide variety of organizations.

National American University's master's degree programs seek to assist students in developing the ability to communicate business issues effectively to interested parties. Students participate in a variety of activities that provide meaningful planning and problem solving opportunities. Activities include executive seminars, case studies, team projects and research. Students are prepared to meet a wide variety of challenges in their careers. The program advisory board reviews program requirements to ensure that curriculum content corresponds with the needs of the business environment.

Additional elective courses enable graduate candidates to gain in-depth understanding in selected academic areas for which they have a special interest.

Each student will be assigned an advisor by the dean of graduate studies. The student will meet with his/her advisor to develop a plan of study based on prior education and work experience, career goals and individual needs. The advisor will assist the student in assessing whether he/she has met any prerequisite course requirements. The resulting academic plan will be submitted to the dean of graduate studies for approval/disapproval. After approval, the student will receive a copy of the approved plan of study, and a copy will be placed in the student's file for future reference.

## Graduate Program Mission

The mission of the practitioner-oriented graduate program at National American University is to provide a blended learning environment where students can explore the global perspective of the business environment while learning to make regionally-relevant decisions for their organization.

## Graduate Program Goals

The goals of the National American University Graduate Program are to:

1. Provide students with thorough understanding of theory and application related to the business environment so they can collect and analyze data.

2. Formulate analytically sound decisions and understand their likely consequences.
3. Provide students with graduate-level knowledge and skills in current technology application for use in communication, data collection/analysis and solving business problems.
4. Involve students in leadership development through participation in classroom and professional activities.
5. Foster an interest by students for involvement in student and professional organizations.
6. Provide students with an understanding of professional ethics and its application to the business environment.
7. Prepare students for future middle and upper management positions in business, nonprofit and government organizations.
8. Develop a high level of proficiency in verbal and written communications skills required of middle and upper management positions.
9. Provide students with opportunities to develop their awareness of the global business environment and to understand how diversity can impact business decisions.
10. Measure key student learning outcomes continuously, and identify and implement opportunities for improvement.

# Master of Business Administration

## MBA Program Outcomes

Graduate students will:

- Demonstrate the ability to integrate knowledge of accounting, marketing, management information systems, organizational behavior, finance, economics, operations management and quantitative analysis.
- Demonstrate the ability to collect and analyze information and data in order to formulate analytically sound decisions and understand their likely consequences.
- Demonstrate the verbal and written communication skills required of executive level employees.
- Identify and manage ethical issues and multicultural diversity issues.
- Evaluate the actions of an organization operating in the global business environment.
- Demonstrate the ability to utilize technology in multiple ways to achieve project and/or organizational goals.
- Demonstrate leadership ability and team building skills through such arenas as class projects and involvement in student, community or professional organizations.

## Program Requirements

The Master of Business Administration degree provided by National American University consists of three requirements: foundation courses, graduate core courses and elective courses. In addition, online students are required to complete two executive seminar sessions as part of their core course requirement.

The MBA degree may be earned under a non-thesis or a thesis plan. Under the non-thesis option, the student must satisfy 27 hours of foundation courses, 40.5 hours of graduate-level core courses, and 13.5 hours of electives. Under the thesis plan, the student must satisfy the 27 hours of foundation courses, 40.5 hours of graduate-level core courses, 4.5 hours of electives, and nine (9) hours of thesis.

An in-depth analysis of a case, accomplished in Policy and Strategy, is designed to integrate the MBA core areas and is required in both the non-thesis and thesis plans to satisfy the university's requirement for a comprehensive program assessment.

## Foundation Requirements

Foundation courses are offered online. These courses cannot be used to fulfill the 54 hours of MBA core and elective courses, and the student must be admitted to the MBA program before enrolling in the graduate-level foundation courses.

Foundation courses are not included in the cumulative grade point average or the

credits-earned calculations. Grades earned in foundation courses are designated by a # sign as follows: A#, B#, C#, F#, W# or I#.

The following National American University courses fulfill the foundation requirements:

- BU5100 Foundations of Accounting
- BU5300 Foundations of Business Statistics
- BU5400 Foundations of Economics
- BU5500 Foundations of Finance
- BU5610 Foundations of Management
- BU5620 Foundations of Marketing
- BU5700 Business Research and Writing for Graduate Study

The foundation requirements may also be met in the following ways:

- The equivalent undergraduate courses or graduate courses may be taken at a regionally-accredited two- or four-year college or university, or from an international higher education institution approved by an appropriate national ministry of education or recognized country equivalent, **and**
- The student has earned a C or higher in the course(s), **or**
- The student may attempt and successfully complete CLEP or DANTES examinations, **or**
- The student may submit an experiential learning portfolio for approval.

The MBA program requires that students be proficient in the use of computers and of application software. Students are encouraged to discuss their level of computer proficiency with their academic advisor prior to starting the program.

### **MBA Core Courses**

It is not necessary that all foundation courses be completed prior to enrolling in graduate courses. However, certain foundation courses must be completed prior to enrolling in individual graduate core classes. The relationships of the foundation courses to the core graduate courses are as follows:

<u>Core Courses</u>	<u>Foundation</u>
AC6550 Managerial Accounting	BU5100
CI6400 Information Technology for Strategic Advantage	computer proficiency
EC6150 Managerial Economics	BU5400
FN6350 Financial Management	BU5100, BU5500
MA6600 Quantitative Methods for Management Decisions	BU5300, computer proficiency
MG6500 Marketing Administration	BU5620
MT6010 Executive Seminar I (required for online students)	
MT6020 Executive Seminar II (required for online students)	
MT6200 Leading the Organization I: Communication, Culture, and Change	BU5610
MT6250 Leading the Organization II: Productivity, Process, and Programs	computer proficiency

MT6650 Policy and Strategy	six graduate core courses
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The following alternative core graduate courses are applicable to students who are pursuing the MBA with an emphasis in Health Care Administration.

<u>Core Courses</u>	<u>Foundation</u>
AC6550 Managerial Accounting	BU5100
CI6400 Information Technology for Strategic Advantage	computer proficiency
FN6350 Financial Management	BU5100, BU5500
HA6500 Fiscal and Regulatory Issues in Health Services	none
MA6600 Quantitative Methods for Management Decisions	BU5300, computer proficiency
OR	
MT6100 Research Design	
MG6500 Marketing Administration	BU5620
MT6010 Executive Seminar I (required for online students)	
MT6020 Executive Seminar II (required for online students)	
MT6200 Leading the Organization I: Communication, Culture, and Change	BU5610
MT6250 Leading the Organization II: Productivity, Process, and Programs	computer proficiency
MT6650 Policy and Strategy	six graduate core courses

## **MBA Elective and Emphasis Options**

In order to meet the MBA program requirements, a student must complete a minimum of three elective courses as a part of his/her program. Each student will work with his/her advisor to develop a program of study that outlines the core and elective courses that the student will complete. Final approval of each program of study is the responsibility of the dean of graduate studies.

### **Generalist**

Students who select the generalist MBA without an emphasis area will work with their academic advisor to select 13.5 hours of elective credit that best match their professional interests. These electives can be selected from any graduate courses not included in the MBA core courses, provided that the student meets any individual course prerequisites.

### **Health Care Administration Emphasis**

Students who select this option must complete the alternate MBA core courses for the health care administration emphasis along with the following elective courses:

HA6510 Global Issues in Health Care – required
HA6520 Health Care Administration and Policy Seminar – required

Select one class from:

MT6700 Managerial Communication

MT6300 Human Resource Management

LA6100 Legal Environment for Global Organizations

### **Human Resource Management Emphasis**

Students who select this option will pursue the standard MBA curriculum with a three-course emphasis in human resource management by completing three of the following courses:

MT6300 Managing Human Resources

MT6310 Training and Development in Human Resource Management

MT6320 Employee Evaluation and Compensation

LA6570 Human Resource Law

### **Management Emphasis**

Students who select this option will pursue the standard MBA curriculum with a three-course emphasis in the area of management. Completion of this emphasis focuses the student's preparation in order to pursue or expand a career in management. To complete this emphasis the student must complete three of the following electives:

FN6370 Investment Management and Corporate Finance

LA6100 Legal Environment for Global Organizations

LA6570 Human Resource Law

MT6300 Managing Human Resources

MT6570 International Business

MT6600 Enterprise E-Business Strategy

MT6610 Managing and Optimizing Projects

MT6700 Managerial Communication

### **Information Technology Emphasis**

Students who select this option will pursue the standard MBA curriculum with a three-course emphasis in information technology by completing three of the following courses. Completion of this graduate emphasis enables students to pursue careers as managers in information technology and related fields.

CI6500 System and Network Analysis & Design

CI6510 Database Systems in the Enterprise

MT6600 Enterprise E-Business Strategy

MT6610 Managing and Optimizing Projects

### **Accounting Emphasis**

Students who have completed a bachelor's degree in accounting may elect to pursue the Master of Business Administration degree with emphasis on the Certified Public Accountant (CPA) preparation courses. The three CPA review courses are taken at the graduate level as part of the MBA degree. Students are encouraged to check with the AICPA or the state affiliate to ensure that they will meet all of the current requirements to sit for the CPA exam. This program is only offered at the Rapid City campus.

AC6300 CPA Problems and Review I  
AC6320 CPA Problems and Review II  
AC6400 CPA Problems and Review III

**Thesis Option**

Students who select the thesis option must complete both thesis courses and one additional elective course.

MT6805 Thesis I  
MT6810 Thesis II  
One elective course

# Master of Management

The Master of Management program is designed to offer graduates of diverse undergraduate programs the opportunity to expand their knowledge and skills base. The program is designed to help the student develop a well-rounded portfolio of management knowledge, skills and abilities and a holistic view of the organization. Course topics focus on management issues in areas such as human resources, marketing, information technology, finance and accounting, leadership, communication, international business and application of relevant theories.

## M.M. Program Outcomes

M.M. graduates will:

- Demonstrate the ability to integrate knowledge of human resources, marketing, information technology, organizational development and change, accounting and finance, and relevant management theory.
- Demonstrate the ability to collect and analyze information and data in order to formulate analytically sound decisions and understand their likely consequences.
- Demonstrate the verbal and written communication skills required of executive level employees.
- Identify and manage ethical issues and multicultural diversity issues.
- Evaluate the actions of an organization operating in the global business environment.
- Demonstrate the ability to utilize technology in multiple ways to achieve project and/or organizational goals.
- Demonstrate leadership ability and team building skills through such arenas as class projects and involvement in student, community or professional organizations.

Additional elective courses enable graduate candidates to gain in-depth understanding in selected academic areas for which they have a special interest.

Each student will be assigned an advisor by the dean of graduate studies. The student will meet with his/her advisor to develop a plan of study based on prior education and work experience, career goals and individual needs. The advisor will assist the student in assessing whether he/she has met the prerequisite course requirements to be fully admitted to the program or needs to complete additional coursework prior to full admittance. The resulting academic plan will be submitted to the dean of graduate studies for approval/disapproval. After approval, the student will receive a copy of the approved plan of study, and a copy will be placed in the student's file for future reference.

## Program Requirements

The Master of Management degree provided by National American University consists of three requirements: foundation courses, graduate core courses and elective courses. In addition, online students are required to complete two Executive Seminar sessions as part of their core course requirement.

The M.M. degree may be earned under a non-thesis or a thesis plan. Under the non-thesis option, the student must satisfy the foundation requirements, 40.5 hours of graduate-level core courses, and 13.5 hours of electives. Under the thesis plan, the student must satisfy the foundation requirements, 40.5 hours of graduate-level core courses, 4.5 hours of electives, and nine hours of thesis.

An in-depth analysis of a case, accomplished in Administrative Policy, is designed to integrate the M.M. core areas and is required in both the non-thesis and thesis plans to satisfy the university's requirement for a comprehensive program assessment.

## Foundation Requirements

Foundation courses are offered online. These courses cannot be used to fulfill the 54 hours of M.M. core and elective courses, and the student must be admitted to the M.M. program before enrolling in the graduate level foundation courses.

Foundation courses are not included in the cumulative grade point average or the credits-earned calculations. Grades earned in foundation courses are designated by a # sign as follows: A#, B#, C#, F#, W# or I#.

The following National American University courses fulfill the foundation requirements:

BU5610 Foundations of Management

BU5700 Business Research and Writing for Graduate Study

The foundation requirements may also be met in the following ways:

- The equivalent undergraduate courses or graduate courses may be taken at a regionally accredited two- or four-year college or university, or from an international higher education institution approved by an appropriate national ministry of education or recognized country equivalent, **and**
- The student has earned a C or higher in the course(s), **or**
- The student may attempt and successfully complete CLEP or DANTES examinations, **or**
- The student may submit an experiential learning portfolio for approval.

The M.M. program requires that students be proficient in the use of computers and of application software. Students are encouraged to discuss their level of computer proficiency with their academic advisor prior to starting the program.

## **M.M. Core Courses**

### Core Courses

- CI6400 Information Technology for Strategic Advantage
- FN6200 Finance for Managers
- LA\*\*\* Select either LA6100 Legal Environment for Global Organizations OR  
LA6570 Human Resource Law
- MG6400 Marketing and Sales Management
- MT6010 Executive Seminar I (required for online students)
- MT6020 Executive Seminar II (required for online students)
- MT6200 Leading the Organization I: Communication, Culture, and Change
- MT6300 Managing Human Resources
- MT6570 International Business
- MT6700 Managerial Communication
- MT6650 Strategy and Policy (six graduate core courses required prior)

### Elective Courses

Three elective courses

## **M.M. Elective and Emphasis Options**

In order to meet the M.M. program requirements, a student must complete a minimum of three elective courses as a part of his/her program. Each student will work with his/her advisor to develop a program of study that outlines the core and elective courses that the student will complete. Final approval of each program of study is the responsibility of the dean of graduate studies.

### **Generalist**

Students who select the generalist M.M. without an emphasis area will work with their academic advisor to select 13.5 hours of elective credit that best match their professional interests. These electives can be selected from any graduate courses not included in the M.M. core courses, provided that the student meets any individual course prerequisites.

### **Health Care Administration Emphasis**

Students who select this option will pursue the standard M.M. curriculum with a three-course emphasis in health care administration by completing the following courses:

- HA6500 Fiscal and Regulatory Issues in Health Services
- HA6510 Global Issues in Health Care
- HA6520 Health Care Administration and Policy Seminar

### **Human Resource Management Emphasis**

Students who select this option will pursue the standard M.M. curriculum with a three-course emphasis in human resource management by completing the following courses:

- MT6310 Training and Development in Human Resource Management
- MT6320 Employee Evaluation and Compensation
- LA6570 Human Resource Law

## **Information Technology Emphasis**

Students who select this option will pursue the standard M.M. curriculum with a three-course emphasis in information technology by completing three of the following courses. Completion of this graduate emphasis enables students to pursue careers as managers in information technology and related fields.

CI6500 System and Network Analysis & Design

CI6510 Database Systems in the Enterprise

MT6600 Enterprise E-Business Strategy

MT6610 Managing and Optimizing Projects

## **Thesis Option**

Students who select the thesis option must complete both thesis courses and one additional elective course.

MT6805 Thesis I

MT6810 Thesis II

One elective course

# **Admissions**

## **Admission Criteria**

The ideal graduate student is highly motivated, values lifelong learning opportunities, has the ability to perform academic work at the graduate level, and is able to contribute positively to the learning environment of fellow graduate students. Admission requirements are designed to assist in acquiring a graduate student body with these attributes.

## **Admission Requirements**

### **Regular Admission Status**

- A baccalaureate degree from an accredited institution of higher learning in the United States or from an international institution of higher learning recognized by the ministry of education or other appropriate government agency, **and**
- A minimum grade point average of 2.75 achieved for all undergraduate work, **or**
- A minimum grade point average of 2.9 achieved for the last one-half of the credits earned toward a baccalaureate degree, **or**
- A minimum grade point average of 3.0 in two or more graduate level courses taken at an accredited institution of higher learning or recognized foreign equivalent.

### **Students Admitted on a Probationary Admission Status**

Students may be admitted on a probationary status if they hold a baccalaureate degree from an accredited institution of higher learning or international

institution of higher learning recognized by the ministry of education or other appropriate government agency but do not meet the minimum grade point requirements as described above.

### **Conversion of Students Admitted on a Probationary Admission Status to Regular Admission Status**

Students who have been admitted on a probationary basis will be converted to a regular admission status provided:

- A grade point average of 3.0 is achieved in the first two graduate program courses taken at National American University (does not include foundation courses).
- No more than one final grade of “C” or lower is recorded in the first two graduate program courses taken at National American University.

### **Termination from the Graduate Program**

Students who are unable to convert their probationary admission status to regular admission status may be terminated from the program. The student’s progress towards completing the program along with his/her grades will be considered in making this determination. A student may submit a formal written request to the graduate admissions committee to be readmitted to the program. Students should contact the graduate office for further information about termination procedures.

### **Admission Submittals**

Each applicant for admission to the graduate program must submit the following items:

- Official undergraduate transcript(s) from an accredited institution of higher learning or from an international institution of higher learning recognized by the ministry of education or other appropriate government agency. Transcripts must include all courses and grades that are pertinent to receiving the baccalaureate degree.
- Official transcripts from an accredited institution of higher learning or from an international institution of higher learning that is approved by the appropriate national ministry of education or its equivalent, indicating completion of any prerequisite courses which may have been taken after receiving the baccalaureate degree.
- A completed National American University graduate application for admission and submission of a \$45 application fee.

### **International Student Admission Requirements**

International graduate student applicants that wish to study in the National American University graduate program must satisfy the following criteria for admission:

1. Complete and submit an International Graduate Student Application for Admission.

2. Pay a one-time, non-refundable application fee of \$45 U.S. at the time of application (*The fee requirement may be waived for students from higher education institutions with which National American University has an affiliation agreement.*).
3. Provide evidence of completion of a baccalaureate degree in the form of official transcripts from (i) an international higher education institution recognized by the ministry of education or other appropriate government agency or (ii) an accredited U.S. higher education institution (Transcripts should show marks and credits earned for all post-secondary work. All records should be submitted in the native language, and credentials written in languages other than English must be accompanied by a certified English translation. Translations should be literal and not interpretive. A key to the marking system or grading scale should also be included if it is not indicated on the transcript.).
4. Demonstrate proficiency in English through satisfaction of one of the following requirements:
  - a. Provide an official Test of English as a Foreign Language (TOEFL) score report indicating a minimum score of 550 for a paper-based, 213 for a computer-based or 80 for an Internet-based exam (The TOEFL must have been taken within the past two calendar years. Official test scores must be sent from the testing agency to National American University. When ordering TOEFL test results, include the university's school code of 6464.).
  - b. Provide an official International English Language Testing System (IELTS) score report with an overall minimum score of 6.0 (The IELTS must have been taken within the past two calendar years. Official test scores must be sent from the testing agency to National American University.).
  - c. Provide evidence of completion of two semesters (or equivalent) of college-level English (excluding ESL courses) with a grade of C or higher at an accredited college or university whose language of instruction is English.
  - d. Provide evidence of English language proficiency as deemed appropriate by National American University.
5. Complete and submit the International Financial Certification form and attach an original bank statement. International students are required, as part of the application process, to show evidence of sufficient funding during their studies. The amount and source of funds are also shown on the Certificate of Eligibility (I-20) needed to apply for an F-1 visa. In addition, students planning to bring a spouse and/or children are required to show additional funds for those individuals.

Students requesting the Certificate of Eligibility (Form I-20) to apply for an F-1 (student) visa to enter the U.S. to attend National American University must fulfill all listed international admissions requirements. Upon acceptance by and approval from the university, Form I-20 will be issued to eligible students.

Additional documentation in support of an applicant's candidacy may be requested as deemed necessary by National American University. The university reserves the right to reject documentation and to request verification of documents as necessary. Admissions documentation will be considered the property of the university and will not be returned to the applicant (some exceptions may apply). National American University reserves the right to reject any and all student applicants.

## Admittance Process

Once the required admissions submittals have been received by the graduate office and are deemed in order, the application process is considered to be complete. Upon evaluating the completed application submittals, the graduate office will notify the student as to whether he/she is accepted into the graduate program.

An applicant meeting the admission requirements will normally be granted regular admission into the graduate program. Probationary admission may be granted to an applicant who does not meet all of the conditions for regular admission but provides definite evidence that a capability for graduate-level study exists.

## Tuition and Fees

NOTE: All tuition and fees are subject to change by notification from the university. Please contact the admissions office for current tuition and fees.

Tuition and fees are due on the first day of each quarter unless advance arrangements are made. A commitment for tuition and fees is made for three academic quarters, subject to the current refund policy. Students may qualify for short-term financial assistance to complete their registration.

Debts that are not paid in full within 30 days after the student's last date of attendance are considered late and will be subject to late charges of 18% per year (1.5% per month) on the unpaid balance.

### Fees

Application Fee:

(applies up to one year from the original scheduled start date)\* \$45.00

Foundation Course Prior Learning Portfolio evaluation fee

(per class, due at time of portfolio submittal) \$50.00

Matriculation Fee (paid once) \$50.00

Course Material Fee

(per course, not required for CPA Review Courses, which require textbook) \$85.00

Graduation Application Fee

(per degree at time of graduation application) \$60.00

Quarter tuition does not include the cost of books and supplies.

The application fee will be refunded if the applicant withdraws within three days (exception: five days in the state of Minnesota) of making payment, provided the student has not entered classes.

## **Academics**

### **Educational Philosophy of National American University**

National American University stresses academic excellence. Its programs emphasize the importance of thinking rationally, communicating effectively, acting purposefully, and dealing effectively with others and with the environment. The curriculum is designed to enable students to acquire a breadth as well as a depth of knowledge. The general education core classes emphasize broad knowledge in several areas, including communications, computers, the humanities, science, mathematics, and the behavioral and social sciences. Specialization in a major field gives students the opportunity to develop depth of knowledge as they pursue goals consistent with their individual interests, skills, and abilities.

National American University faculty members are committed to excellence in the classroom and to the challenge of nurturing the intellectual growth of students. Additionally, because of our commitment to a collegiate environment of caring, concern, and professional service, students at National American University have the opportunity to establish close personal and professional relationships with their instructors.

### **Enrollment Status**

#### **Full-time Student**

A graduate student who is enrolled in nine or more graduate-level quarter hours of credit in a given quarter will be considered a full-time student.

#### **Part-time Student**

A graduate student who is enrolled in less than nine graduate-level quarter hours of credit in a given quarter will be considered a part-time student.

#### **Special (Non-degree Seeking) Status Students**

A special status student is one who is not enrolled in the graduate program. No more than 18 quarter credit-hours may be taken through the “special” status. Students wishing to take more than the 18 quarter credit-hour limit must enroll in the graduate program before enrolling in additional classes. Special students generally are not eligible for federal financial aid. However, alternative loan programs may be available. Contact the National American University Financial Aid office for more information.

#### **Auditing**

Students who wish to attend the class sessions of a university course but do not wish to receive credit or a letter grade must meet with their academic advisors to

request auditing privileges. Privileges will be extended to students upon recommendation of the student's advisor and approval of the academic dean.

The following students are eligible to request auditing privileges:

1. Students who are already carrying at least eight hours of credit may audit one or more on-campus or online courses, on a space available basis, at no additional cost.
2. Graduates of National American University may audit, on a space available basis, a course they have previously taken and passed at National American University at no additional cost.

Students may not audit independent study courses or courses not already completed that are required in the program of study.

## **Student Re-entry**

Students who re-enter the graduate program after more than three consecutive terms will be required to re-enter the university under the new program requirements.

An exception to this requirement will be made if the student has four or fewer courses left in his or her program, the re-entry is within two years, and the university still offers the program. If the program is a limited enrollment program, the student will be readmitted on a space available basis. Students who leave the university due to military deployment may request special re-admittance consideration.

If the student was in academic suspension status when he/she left the university, he/she will be required to appeal his/her status to the graduate dean, and his/her reenrollment is conditioned upon a successful appeal with the Academic Standards Committee.

## **Cancellation of Classes**

The university reserves the right to cancel any scheduled class for which there is insufficient enrollment.

## **Assessment Philosophy**

National American University provides quality career and professional undergraduate and graduate programs and continuing education to students of diverse backgrounds, interests and abilities (please refer to the NAU Mission Statement on page 4). In order to achieve its mission, the university community recognizes the importance of:

- developing strategic and operational plans that are consistent with the stated mission, which promote quality academic and institutional support services and encourage excellent teaching and effective learning;
- designing new academic programs and support services after appropriate research and planning have been completed so that quality is "built in" to any design;

- identifying important indicators for academic programs and student services which can be used to measure student learning outcomes and the quality of services provided within and across university departments;
- measuring these important indicators in a systematic and continuous manner with peer group analysis of resultant data to determine whether areas for improvement in undergraduate and graduate student learning or related services are present;
- implementing recommended actions, when indicated, and continuing to measure these areas until improvement can be documented; and
- incorporating the findings from this improvement process into future strategic, budget and operational plans.

Consistent with this philosophy, every student at National American University shall participate in periodic assessment evaluations as a requirement for graduation in order for the university to measure and improve student learning outcomes and student services. A variety of academic and institutional assessment methods are used and may include examinations, competency checklists, portfolio assignments or survey participation.

### **Attendance Philosophy**

The university's philosophy on attendance complements its mission of career education. The university creates an educational environment that is both responsive to the career interests and educational objectives of its students and to the needs of employers, government and society. Students are expected to attend all of their classes just as employees are expected to be at work as scheduled in the business world. Our goal is to prepare students to be conscientious and productive employees.

NAU creates a caring and supportive learning environment. The university believes that students are more successful if they participate in class and that they receive great benefit from classroom discussions and the relationships formed with other students and faculty members. Instructors are more likely to recognize that a student is in need of tutoring or other academic support if the student is regularly attending class.

### **Attendance Policy**

Students are expected to attend all class sessions. If a student misses two consecutive weeks of classes without contacting the instructor, he/she may be administratively dropped from class. Instructors are encouraged to establish appropriate attendance standards, including grade adjustments. Each faculty member's standards for attendance and procedures for make-up work are stated in the course syllabus.

## Independent Study

Independent study courses are available under extenuating circumstances. The student must consult with the graduate dean to determine if he/she qualifies for an independent study. Independent study courses may not be taken to improve a grade in a previously completed course or to complete a capstone course.

In addition, the student must meet the following eligibility requirements:

- Written approval by the graduate dean.
- Indication of academic ability evidenced by one of the following:
  - Minimum undergraduate GPA of 3.0 or
  - Completion of one or more graduate level courses with a minimum CGPA of 3.0

The independent study course will start on the first day of a term and end on the last day of the term.

## Student Course Load Policy

In order to complete the graduate program in 18 months, the student course load would be nine credit-hours per quarter for six consecutive quarters. A minimum of nine credits per quarter is required to be considered as a full-time student. Students receiving federal financial aid should check with their financial aid advisor to determine if they meet the federal requirements for full time status. Registration for course loads exceeding 13.5 quarter-credits requires a minimum cumulative grade point average (GPA) and approval as follows:

<u>Credit Hours</u>	<u>Min. Cumulative GPA</u>	<u>Signature(s)</u>
over 13.5	3.0	System Vice President for Graduate Studies

## Grading Standards

Grade points are earned as follows for each credit hour\*:

A.....	4 grade points	.....Excellent or Superior
B.....	3 grade points	.....Good
C.....	2 grade points	.....Passing
F.....	0 grade points	.....Failing

- \* Foundation courses are not included in the current grade point average, cumulative grade point average, quality hours calculation, quality points calculation or the credits-earned calculations. Grades earned in foundation courses are designated by a # sign as follows: A#, B#, C#, F#, W# or I#.

Grade designations for which grade points are not earned include:

- F Failure. The subject must be repeated.

- I Incomplete. The student did not complete all requirements of the course at the time of grading. Incomplete grades will be given only when unusual circumstances beyond the student's control prevent completion of the work in a particular course. Incomplete grades and arranging for the completion of coursework must be approved by the instructor and the graduate dean **prior** to the end of the class. Incomplete grades are awarded at the discretion of the instructor. In the absence of extenuating circumstances, the remaining coursework must be completed within four weeks after the end of the course.
- W Withdrawal. The student voluntarily withdrew from the course or was dropped from the course by the end of the last week of regular classes and prior to final exams week of the term. This grade has no bearing on the grade point average (GPA) but may affect eligibility for financial aid.
- **Current GPA** includes grades only from a specific term.
  - **Cummulative GPA (CGPA)** includes grades earned in graduate core and graduate elective courses completed at National American University.
  - The **GPA** is equal to the number of **Quality Points (QP)** divided by the number of **Quality Hours (QH)**.
  - **Quality Hours (QH)** = total number of credit hours for courses in which the student received a grade of A, B, C or F.
  - **Quality Points (QP)** = number of credit hours per course multiplied by the grade point value of the grade received. Example grade point values: A = 4, B = 3, C = 2, F = 0.
  - When a **course is repeated**, the highest grade achieved is used in calculating the CGPA.
  - Courses with grades of W or I are not included in GPA calculations.

Students will be informed of their progress in each course on a regular basis by grades given on exams, papers and other assignments.

### **Repeating Courses**

Any course may be repeated a maximum of two times, regardless of the letter grade earned, at the current cost per unit. When a course is repeated, the higher grade will be used in computation of the grade point average and the other grade, while remaining on the transcript, will not be computed in the grade point average. Students who do not successfully complete a course after three attempts will be terminated from the graduate program.

Students should check with their financial aid advisor regarding eligibility for financial aid when repeating courses.

### **Change of Grades**

Grades submitted by faculty at the end of each quarter are not subject to revision on the basis of additional work or a new examination. If a student questions a final grade, the student should first discuss the grade with the instructor. If the student still feels the grade is not appropriate, the student may request a hearing before the grade review committee. The grade grievance form to request a hearing must be

submitted to the graduate office prior to the end of the quarter following the quarter in which the grade was issued.

### **Study Tour Opportunities**

National American University recognizes the importance of opportunities for students to experience the global nature of business. Companies are seeking professionals who understand and have experienced the global marketplace, who know the importance of cultural diversity, and who can strengthen the organization's global presence. In response to this need, the graduate program offers the opportunity for students to participate in Study Tour courses.

Study Tour courses blend global opportunities with current graduate courses. Students will complete a portion of the course in the normal manner, but in lieu of certain assignments, the students may opt to take the Study Tour option. Students who select this option will travel with a faculty member to another country where they will participate in lectures, discussions, and case studies with international students as well as spend time touring businesses, meeting with local business leaders, and experiencing the local culture.

All expenses for Study Tour opportunities are the responsibility of the student as a part of the Study Tour course. Students planning to participate in study tours should visit with their financial aid advisor to determine funding options that may be available to assist in covering these costs.

Students who are interested in the Study Tour opportunities should contact the graduate office for more information.

### **Graduate Transfer Courses**

A total of 13.5 quarter-hours of graduate transfer credits are permitted to be included in a student's program of study. In certain extenuating circumstances, a total of 18 quarter-hours may be accepted for transfer. The following conditions in regard to transfer credits apply:

1. All such courses must have been completed at an accredited institution of higher learning **or** at an international higher education institution that is approved by an appropriate national ministry of education or recognized country equivalent; **and**
2. All courses must be graduate level and relevant to the student's area of study; **and**
3. Courses included in a program of study which were taken more than seven years prior to the date of graduation must be repeated or validated as to currency by the candidate. Contact the dean of graduate studies to obtain the validation procedures; **and**
4. Transferred courses that replace core courses must be academically comparable to the National American University course it is intended to replace; **and**

5. Any course to be transferred into a program of study must have been completed with at least a “B” grade.

## **Time Limitations**

A student is expected to complete the graduate degree within seven years of beginning graduate study at National American University. Credits taken in the program, which were completed more than seven years prior to graduation, will be reviewed by a committee composed of the dean of graduate studies and graduate faculty. The criterion for accepting or rejecting these credits as part of the student’s program is based on the relevance of the material at the time of review. If the committee does not validate a course or courses, the student must retake the appropriate graduate course(s) as part of his/her program of study.

## **Graduation Requirements**

The graduate degree is granted from National American University upon recommendation of the president and graduate faculty when students have completed all academic requirements for the degree. The requirements for obtaining a graduate degree are as follows:

- Successful completion of 54 quarter-credits composed of nine core courses and a minimum of three elective courses. If the student selects the thesis option, he/she must complete both thesis courses for nine credits.
- Successful completion of MT6650 with a grade of “A” or “B”.
- Successful fulfillment of foundation course requirements (see Program Requirements section – Foundation Requirements).
- A minimum grade point average of 3.0 in the core and elective courses.
- A grade of “C” or below in no more than two core and elective courses. Courses in which a “C” or below is received may be repeated a maximum of two times by the student at his/her discretion. However, no program of study with more than two core and elective courses in which a “C” or below is received as a final grade in a graduate-level course will be approved for graduation.
- A grade of “C” or above in all courses used to meet the foundation requirement regardless of whether the courses were taken from National American University or from another institution.
- Online students must complete two executive seminar sessions or otherwise meet the professional development requirement.

## **Commencement**

Commencement exercises are conducted annually in the spring. Students should check with their academic advisor for scheduled dates and locations.

# Satisfactory Academic Progress Policy

## General

The graduate degrees are professional-level courses of study. Accordingly, standards of satisfactory progress are required for candidates during their matriculation.

Satisfactory Academic Progress Standards are administered by the Academic Standards Committee, which is composed of administrative staff and faculty as applicable. Actions taken by the Academic Standards Committee affect not only the student's academic status, but also his/her financial aid eligibility.

Satisfactory academic progress for all students including on-campus and online students will be evaluated when the student has attempted nine or more credit hours and incrementally every academic quarter the student attends thereafter. Each student's status will be evaluated only once per quarter. To graduate, students must successfully complete the required number of program credit hours and have a CGPA of 3.0 or higher at the end of their academic program.

### 1. Qualitative Progress

- a. The student must maintain a specified cumulative grade point average (CGPA) consistent with the university's graduation requirements.
- b. For a given number of credit hours attempted plus transfer credits hours, the minimum CGPAs as follows:

#### Satisfactory Academic Progress Table

Minimum Required GPA	Quarter Credit Hrs attempted and transfer credits
2.5 CGPA	1 – 18 credit hours
2.6 CGPA	19 – 22.5 credit hrs.
2.7 CGPA	23 – 31.5 credit hrs.
2.9 CGPA	32 – 45 credit hrs.
3.0 CGPA	46 + credit hrs.

- c. All foundation courses regardless of grade and any core or elective courses with an Incomplete (I) or Withdrawal (W) grades are not used in calculating the CGPA.
- d. When a course is repeated, the highest grade achieved will be used in calculating the CGPA.
- e. The CGPA requirements listed in the above table apply to full-time and part-time students.
- f. Transfer credits accepted by National American University are not used in the calculation of the student's National American University CGPA, but are added to the number of credit hours attempted when locating the minimum CGPA in the above table. For example: A student completing a graduate degree with 13.5 transfer credits and 18 credits earned must

have a CGPA of 2.7 or better. This will insure the student has a 3.0 or better CGPA by the end of his/her maximum time frame.

2. Quantitative Progress

- a. The student must complete his/her academic program within seven years of graduate study at National American University.

## **Satisfactory Academic Progress Status**

A student's satisfactory academic progress status applies for all NAU campuses. This status remains his/her status even during periods of non-enrollment. The Satisfactory Academic Progress Policy sets forth the following academic and financial aid status definitions:

1. Good Standing Status – In general this means the following:
  - a. the student has a Cumulative Grade Point Average (CGPA) equal to or greater than the “minimum CGPA” value listed in the National American University Satisfactory Academic Progress Table on the previous page; *and*
  - b. the student has not exceeded the seven year maximum time allowed to complete his/her graduate study at National American University.
2. Academic Probation Status – Students who fall below the minimum CGPA listed in the National American University Satisfactory Academic Progress Table will be in probation status. Financial aid will be disbursed to eligible students in this status. Students placed in this status will be given one quarter to correct the deficiency. At the end of the probation status quarter, students who correct the deficiency will be returned to good standing status. Students who do not correct the deficiency will be placed in suspension status.
3. Suspension Status – Students who do not return to good standing after one quarter of attendance following their assignment of probation status will be placed in suspension status. A suspended student may not enroll following the assignment of the suspension status or receive federal or NAU financial aid. Students in suspension status stay in suspension status until they have a successful appeal, no matter how many quarters of non-enrollment have passed. See Appeals for specifics regarding appeals.
4. Provisional Readmission Status – A suspended student is eligible for provisional readmission after the one-quarter suspension period and a successful appeal if:
  - a. the student meets the readmission stipulations as set by the Academic Standards Committee; *and*

b. it is evident that the student can progress toward a successful completion of the educational objective.

Federal financial aid will *not* be disbursed to students who are in provisional readmission status. Students may qualify for alternative loans.

5. Maximum Time Frame – Students who have exceeded seven years of graduate study at National American University will not be eligible for further federal financial aid disbursements. Students may qualify for alternative loans.

## Notification

Students who are placed on or removed from academic probation status, suspension status, provisional readmission status, or who have exceeded seven years of graduate study at National American University will receive a notification letter stating their academic and financial aid status.

## Appeals

Students in suspension status, **after one quarter of non-enrollment**, may appeal to re-enter NAU on a provisional readmission status.

Students in suspension status with extenuating circumstances may appeal their suspension status without one quarter of non-enrollment or anytime thereafter to a probation or provisional readmission status. Extenuating circumstances can be, but are not limited to: incomplete grades that are now completed, medical conditions or death in the immediate family.

Students may appeal their suspension status to the Academic Standards Committee. Appeals are made to the campus at which the student intends to enroll, no matter which NAU campus the student has previously attended. Appeals will be in writing and will be considered on a case-by-case basis and must be submitted to the Academic Standards Committee **no later than the last day of the first week of the quarter for which the student wishes to enroll**. For specific details on the appeals process and the Appeal for Reinstatement from Suspension Form, please see your academic dean.

## Reinstatement of Financial Aid Eligibility

Students who have lost eligibility for financial aid as a result of satisfactory academic progress deficiency can be reinstated by improving their status according to the standards of satisfactory academic progress, or with extenuating circumstances through the appeals process. (See Appeals.)

# **On-Campus Graduate Program – Rapid City Campus**

The Rapid City campus offers a range of graduate courses in a live classroom setting. The graduate faculty is composed of experienced professionals with significant professional experience as well as the requisite academic credentials. In addition to a quality graduate program and learning resources, Rapid City graduate students have access to the full range of student services appropriate to an on-ground campus. Students requiring foundation course knowledge have the option of completing courses through either online or live classes. All student support services may be reached via 605-394-4800 or 1-800-843-8892.

## **Admissions**

It is recommended that prospective students visit the Rapid City campus and meet with a graduate advisor to apply for admission to the graduate program.

## **Student Services for Rapid City Students**

### **Student Orientation**

Rapid City students have access to two orientation programs to prepare them for graduate study: an on-campus orientation and an online orientation.

The on-campus orientation familiarizes students with the learning resources that are available at the Rapid City campus. Students will have the opportunity to become familiar with the use of the electronic library media, research tools, e-mail and other Internet utilization procedures. Students will be notified of the time and location of the orientation session during the first week of class, or they may call the coordinator of on-campus graduate programs at 605-394-4963 for more information.

The online orientation familiarizes the student with the online process of accessing course materials, submitting assignments, participating in discussions, and communicating with the instructor. All Rapid City students are required to complete the online orientation prior to beginning their first online course.

### **Academic Advising Services**

Graduate advisors are available at the Rapid City campus to assist students with concerns regarding career planning, program requirements, course scheduling, elective courses, degree completion, and other academic and student service issues.

### **Technical Support**

Technical support is available to Rapid City students. Students experiencing technical problems are encouraged to contact NAU Technical Support at [nausupport@national.edu](mailto:nausupport@national.edu).

## **E-mail**

Rapid City students who request an e-mail address are provided with e-mail accounts to assist the communication process with other faculty, students and technical support.

## **Time Commitment/Expectations**

Graduate study requires a high level of commitment and motivation from both faculty and students. Students must be committed to:

- reading the course materials,
- participating with class members and the instructor, and
- completing quizzes, tests, case studies and other written assignments.

This commitment equates to approximately 20-25 hours per week as follows: four hours spent in class each week and an additional 16-21 hours spent outside of class completing the required coursework.

# **Online Graduate Program**

Online students can expect to receive the same high quality educational experience students have come to expect from National American University. As with our traditional on-ground courses, instructors are experienced professionals with both appropriate academic credentials and professional experience. In addition to quality academic programs and learning resources, students also have access to technical and student services support. The combination of cutting edge technology and solid online instruction gives students the opportunity to achieve more in their academic program and career.

## **Admissions**

It is recommended that applicants visit the National American University Web page at – <http://www.national.edu.html> – select Campuses – select Graduate Studies Online for detailed information regarding online graduate program admissions. Students may request additional information at that site or contact the graduate studies office at 1-800-548-0602 or e-mail [graduatestudies@national.edu](mailto:graduatestudies@national.edu).

Admission requirements are the same for all National American University graduate students. However, additional resources and support are available for online students.

In addition to the admissions requirements outlined in the section titled Admissions, page 7, online students are required to complete the Self-Directed Learner/Accountability Statement online.

## **Self-Directed Learner/Accountability Statement**

Students enrolled in online courses(s), will be expected to complete a significant portion of their coursework independent of direct faculty supervision. Due to the nature of online learning, the instructor's role will be that of a facilitator and guide. In that role, the instructor will provide the student with guidelines and learning

activities and will offer feedback and evaluation as the student proceeds with the course.

Success depends upon the individual student's motivation and ability to undertake independent study. Experience has shown that some students fail to realize the degree of effort and time that is required to successfully complete the course(s). Based upon the foregoing, National American University requests that students carefully review and sign a statement of accountability, which specifically identifies their commitment to success in self-directed study.

## **Attendance**

Attendance is taken each week in the online classes. Students are counted as present if they successfully log into the WebCT™ system. In order to successfully participate in the online classroom, students should log into their classes on a daily basis during the week and at least once on weekends. Students who will not have an Internet connection for more than three consecutive days should contact the course instructor to make arrangements for any coursework that is due during that time.

Regular attendance and participation in online classes is critical to each student's academic success. Please refer to pages 22-23, Attendance Philosophy and Attendance Policy, for more information.

## **Student Services for Online Students**

### **Online Orientation**

National American University's online orientation introduces students to the online classroom and other software programs used by National American University to support online courses. The online orientation familiarizes the student with the process of submitting assignments, participating in discussions and communicating with the instructor online. All online students are required to complete the online orientation prior to beginning their first course.

### **Academic Advising Services**

Online students have access to academic advisors to assist students with questions concerning course scheduling, degree completion and other academic issues. Academic advisors can be reached through e-mail at [graduatestudies@national.edu](mailto:graduatestudies@national.edu) or by phone at 1-800-548-0602.

### **Technical Support**

Technical support is available to online students. Students experiencing technical problems should contact NAU Technical Support at [nausupport@national.edu](mailto:nausupport@national.edu).

### **E-mail**

Online students who request an e-mail address are provided with e-mail accounts to assist the communication process with other faculty, students and technical support. For further information please refer to the Internet policy in the University Policy/Procedure section of this catalog.

## **Time Commitment/Expectations**

Through the online campus, students are able to attend college courses at places and times that are convenient to them.

Students may connect to the online campus 24 hours a day, seven days a week to upload work completed off-line or download materials that have been updated since the student's last connect time. Additionally, students and faculty may communicate in real-time.

Online learning requires a high level of commitment and motivation from both faculty and students. Students must be committed to:

- reading the course materials,
- participating in real-time online class sessions,
- participating with class members and the instructor, and
- completing quizzes, tests, case studies and other written assignments.

This commitment equates to approximately 20-25 hours per week and should include accessing the online classroom each day during the week and at least once on weekends. Students who will not have an Internet connection for more than three consecutive days should contact the course instructor to make arrangements for any coursework that is due during that time.

Individuals interested in participating in online courses must have access to an Internet connection via an ISP (Internet service provider), a computer, e-mail software, word processing software, an Internet browser, and a computer microphone and speaker.

Individuals interested in learning more about the online courses and distance education should visit National American University's Web site at:  
<http://www.national.edu> – select Campuses – select Graduate Studies Online.

## **Online Course Structure**

One of the many benefits of the NAU online graduate program is the diversity of delivery formats available to students. We have combined our best practices in online and on-ground course design to provide students with the advantages of both systems.

### **The Backbone – Asynchronous Web Content**

Classes are designed in a Web-based format using our WebCT™ software system.

In this system students are able to:

- Access administrative information about the class.
- Access course materials and readings.
- Read weekly lecture notes and study guides.
- Participate in online discussions and chats with their classmates.
- Complete homework assignments and projects.
- Interact with the instructor and other students through e-mail.

This component allows students to work with class material at a time convenient to them. The system is easily accessible by students 24 hours a day, seven days a

week from anywhere in the world with Internet access. This flexibility is one of the most compelling advantages of online learning.

### **The Enhancement – Synchronous Internet-Based Lecture and Discussion**

In addition to WebCT™, NAU also uses a synchronous Web-based platform that allows instructors to present multimedia lectures in real-time over the Internet. Students need only access to the Internet with a 28.8k connection to take part in these lectures. This system allows students to:

- Participate in a live scheduled lecture with their instructor and the rest of their classmates.
- View lecture content that includes, audio, video, slides, whiteboard, Web browsing and application sharing.
- Communicate verbally with the instructor and other students.
- View archived copies of past lectures.

### **The Traditional – Professional Development**

In an effort to foster student interest in lifelong learning and professional development, the university recognizes the necessity of providing students with recognition for participation in professional development activities. While the program is not prescriptive in the specific format or content of these activities, two ways are provided for students to benefit from professional development activities. The first is the executive seminar, and the second is documented involvement in professional organization seminars. Students will utilize these experiences as a basis for an end-of-program reflection where they will assess both what they have learned in the program and how the program has impacted their view of business, management and leadership.

Executive Seminars: Students may participate in the seminars that are offered on a regular basis at campus locations. The seminars explore current management and leadership issues.

Professional Organization Seminars: Students may elect to become involved in a professional organization or they may decide to attend meetings or seminars held by a professional organization. Students who choose to attend professional seminars must complete a professional development form for each seminar attended and provide proof of attendance.

## **University Policies/Procedures**

### **Enrollment Dates and Quarter System**

The National American University graduate program is on a four-quarter calendar schedule. Graduate classes are delivered in 5 ½ week or 11 week sessions, occurring in weeks one through six, in weeks six through eleven, or for the entire eleven-week quarter.

The instructional methods employed by National American University include instructor-led discussion and a variety of interactive learning strategies delivered over the World Wide Web.

## **Registration**

Beginning dates and registration deadlines for specific terms are listed in the graduate academic calendar. Any changes in a student's registration (including class sections and adding or dropping classes) must be completed on a change of registration form and approved by the student's advisor and the dean of graduate studies.

## **Refund Policy**

### **Definition of a Student**

The definition of "student" as used in this catalog means the student, if the student is a party to the contract, or the student's parent, guardian, or other person if the parent, guardian, or other person is a party to the contract on behalf of the student.

### **Add/Drop Period**

A student may add/drop any class during the first scheduled week of a standard term of enrollment with no penalty. A student who drops individual classes during this week will receive a full refund for the credit hours dropped. No refunds will be made for individual classes attended and then dropped following this period.

The university will make full or partial refund of tuition paid by students who completely withdraw after classes begin, according to the policy listed below.

### **Withdrawals/Refunds**

Students should give written notice of withdrawal to the university academic dean in order to officially terminate their enrollment. Students who do not give written notice will be withdrawn from classes when it is determined, by the university, that the student is no longer pursuing his/her educational objective.

Students completing at least one class during the term will not be eligible for a refund. Students withdrawn without completing any class during the term will have a refund calculation completed.

The period of enrollment includes all classes for which the student is registered, from the first scheduled day of attendance through the last scheduled day of classes for this student.

The return of Title IV funds and the tuition reduction will be calculated based on the student's last day of attendance. Refunds minus a \$75 administrative fee will be made within 30 days of when the withdrawal date (last day of attendance) is determined.

The following refund policy from National American University applies to all students in all academic programs and all student categories at all campuses with the exception of students enrolled in programs in the state of Minnesota.

A prorated amount of Title IV funds must be returned to financial aid programs for students not completing 60% of the period of enrollment if the student was a financial aid recipient.

Students who withdraw from National American University during the first 60% of the term will have tuition and fees prorated based on the last day of attendance in accordance with the following calculation:

<u>Last Day of Attendance</u>	<u>Percent of Reduction</u>
Withdrawal prior to the first day of classes .....	100%
Last day of attendance during the first week of classes.....	100%
Beyond first week but during first 60% of scheduled classes .....	daily proration*
Beyond 60% of scheduled classes .....	no refund

\* Percent of term completed = Number of days from scheduled start of term through student’s last day of attendance ÷ Number of days in scheduled term.

Percent to be refunded = 100% minus the percentage of term completed.

### **Administrative Fee**

A \$75 administrative fee will be assessed against each prorated refund.

### **Minnesota Program Refund Policy/Buyer’s Right to Cancel**

It is the policy of National American University to comply with all provisions of the Minnesota State Law, Chapter 141, as these provisions apply. The following excerpts are taken from this law.

“Every school shall notify each student in writing of his/her acceptance or rejection. In the event that the student is rejected by the university, all tuition, fees, and other charges shall be refunded. Each school shall acknowledge in writing, any valid notice of cancellation within ten business days after the receipt of such notice and within 30 business days, shall refund to the student any amounts due him/her and arrange for termination of the student’s obligation to pay any sum in excess of that due under the cancellation and refund policy. A school cannot make its refund policy conditional upon compliance with the school’s regulations or rules of conduct.”

“Written notice of cancellation shall take place on the date the letter of cancellation is postmarked or, in the case where the notice is hand-carried, it shall occur on the date the notice is delivered to the school. The date of execution of the enrollment agreement shall be presumed to be the date of delivery of the notice of acceptance; and if delivered by mail, the postmark date of the letter of acceptance.”

### **TUITION AND FEES CANCELLATION: WITHIN FIVE BUSINESS DAYS OF ACCEPTANCE**

Notwithstanding anything to the contrary, if the student gives written notice of cancellation within five business days after the day on which the contract is executed, regardless of whether the course of instruction has started, all tuition, fees, and other charges will be refunded.

## **TUITION AND FEES REFUND: CANCELLATION AFTER FIVE BUSINESS DAYS**

When a student has been accepted and gives written notice of cancellation before the course of instruction has started, the amount charged for tuition, fees, and all other charges will be refunded except for 15% of the total cost not to exceed \$50.

When a student has been accepted by the university and gives written notice of cancellation after the start of the course of instruction but before completion of 75% of the course instruction, the amount charged for tuition, fees, and all other charges for the completed portion of the course shall not exceed the pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to its total length, plus 25% of the total cost of the course but not to exceed \$100. After completion of 75% of the course of instruction, no refunds will be made.

Refunds for the Standard Term of Enrollment – Minnesota

Time Elapsed for Term Since Classes Commenced

Last Day of Attendance – Percent of Reduction

Prior to or during first week of scheduled contact hours – 100%

Greater than first week but less than or equal to 75% of the scheduled contact hours – daily proration \*

Greater than 75% of the scheduled contact hours – No refund

An additional 25% of tuition and fees not to exceed \$100 will be assessed against each prorated refund.

\* Percent of term completed = Number of days from scheduled start of term through student's last day of attendance ÷ Number of days in scheduled term.

Percent to be refunded = 100% minus the percentage of term completed.

NAU will not negotiate the sale of any promissory instrument to a third-party agency prior to the student's completion of 50 percent of the course.

## **Student Right to Privacy – FERPA**

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law which states: (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of each student's educational records.

National American University accords all the rights of privacy under the law to students who are declared independent. Students who are minors are still accorded the protection of the law with the exception that a parent or guardian may have the right to information in the student's file. No individual organization outside the institution shall have access nor will the institution disclose any information from students' educational records without the prior written consent of students, except

to personnel within the institution or officials of other institutions in which students seek to enroll. Persons or organizations providing students' financial aid, accrediting agencies carrying out their accreditation function, persons in compliance with a judicial order, and persons who, in an emergency, seek to protect the health or safety of students or other persons may also have access. Within the university, only those members of the faculty or staff individually or collectively acting in the students' educational interests are allowed access to student records.

At its discretion, the institution may provide student directory information in accordance with the provisions of the Act to include the following: name, local and permanent addresses, local and permanent telephone numbers, e-mail address, date and place of birth, dates of attendance, class, college, major, most recent school attended, full-time or part-time status, honor roll, participation in officially recognized activities and sports, weight and height of members of athletic teams, degree(s) and honors conferred, and commencement program information.

A student may withhold directory information by notifying the office of the registrar or the branch campus administrative office in writing no later than the fifteenth day after the first day of the term in which the student is enrolled. Requests for non-disclosure will be honored by the university until removed by the student. Please note that such withholding requests are binding for all information to all parties other than for educational purposes.

In addition, FERPA affords students certain rights with respect to their education records. These rights include the following:

1. the right to inspect and review their education records within 45 days of the day the university receives a request for access;
2. the right to request an amendment of their education records that they believe are inaccurate or misleading;
3. the right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent (One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or support staff position.);
4. the right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:  
Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5920.

## **Student Conduct**

As a student at National American University, appropriate conduct and integrity are expected. In some instances of student misconduct, the university will issue a warning or will place the student on disciplinary probation, suspension, or dismiss the student from the university. A written policy on student conduct is available from the office of the dean who has authority and responsibility for overseeing student conduct.

There will be no arbitrary institutional action. Procedural fair play will be provided in every instance.

Proper safeguards for welfare, safety and educational opportunity will be provided for all students.

Institutional obligations include, but are not limited to, upholding the law and maintenance of regulations regarding academic honesty and restricting prejudicial behavior, physical abuse or harassment, impropriety of personal behavior, or illicit use of drugs or intoxicants, especially as these relate to institutional and educational goals. Respect and tolerance are key words in the institutional expectations of students in their interaction with each other and with other members of the university community.

## **Student Concerns – Minnesota Students**

Those students enrolled at NAU campuses located in the state of Minnesota and who have been unable to resolve their concerns through the university's normal channels may also contact the Minnesota Office of Higher Education, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108-5277.

## **Grievance**

Written policies and procedures of National American University describe processes through which students may question or contest most institutional determinations. There are specific descriptions related to privacy, harassment, conduct, grades, drugs and alcohol, and other campus concerns and conditions. Students are encouraged to voice their concerns and to interact productively with the university in the administration of policies that relate to them or to the well being of other students.

Student problems or issues may be appealed through a formalized grievance policy and procedure document. Grievances can be pursued by obtaining information and printed material from the graduate studies office.

## **Academic Integrity**

A purpose of National American University is to assist students in further development of ethical values and behavior. A significant aspect of this relates to academic integrity and the encouragement of honesty and ethical behavior on the part of its students and graduates.

Academic dishonesty includes cheating on tests and projects, plagiarism or assisting in these actions. Student dishonesty is considered in the context of classroom conduct and faculty member standards and/or the university's policy on student conduct and behavior.

Graduate program guidelines for students who engage in academic dishonesty are as follows:

- The first documented instance of academic dishonesty will result in a score of zero on the involved assignment and will be documented in the student file.
- The second documented instance of academic dishonesty (regardless of whether it is in the same course as the first instance, or in another course in the graduate program) will result in a grade of zero for the course and will be documented in the student file.
- The third documented instance of academic dishonesty (regardless of whether it is in the same course as the first or second instance, or in another course in the graduate program) will result in removal of the student from the graduate program and will be documented in the student file.

All instances of academic dishonesty will be reviewed by the Student Conduct Committee to ensure that the above guidelines are being followed in a fair and equitable manner.

An academically dishonest act may also be so flagrant and/or far-reaching as to result immediately in Student Conduct Committee investigation and sanctions without the steps listed above. Disciplinary sanctions brought about by the Student Conduct Committee can lead to suspension or dismissal.

In the instance that a student wishes to appeal committee decisions, the Student Conduct and Behavior Policy (November 1998\*) describes the appeal process.

\*This policy and procedure statement is adapted in part from material provided by the National Association of Student Personnel Administrators (NASPA) and a model policy on academic integrity in the *NASPA Journal*, Volume 3, Number 2, Winter 1996 (Joanne Risacher and William Slonaker).

## **Forms of Academic Dishonesty**

Students are encouraged to model behaviors that reflect honesty and integrity and not engage in or tolerate cheating, plagiarism or other forms of academic dishonesty and related misconduct.

The most common forms of academic dishonesty are:

### *Cheating:*

- Submitting material that is not yours as part of your course performance, such as copying from another student's exam or allowing a student to copy from your exam.
- Using information or devices that are not allowed by the faculty; such as using formulas or data from a computer program, or using unauthorized materials for a take-home exam.
- Obtaining and using unauthorized materials such as a copy of an exam before it is given.
- Fabricating information such as data for a lab report.
- Violating specific procedures prescribed to protect the integrity of an assignment, test or other evaluation.
- Collaborating inappropriately with others on assignments without the faculty member's consent or knowledge.
- Cooperating with or helping another student cheat.
- Other forms of dishonest behavior, such as having another person take

- an exam in your place.
- Altering exam answers and requesting that an exam be re-graded.
- Communicating with any person during an exam other than the faculty member or the exam proctor.

*Plagiarism:*

- Directly quoting the words of others without using quotation marks or indented format to identify them.
- Using sources of information (published or unpublished) without identifying the source.
- Paraphrasing materials or ideas of others without identifying the sources.

Students who are unclear about these examples or their particular actions or plans should seek clarification from a faculty member or others.

## **Falsification of Educational Records**

Notwithstanding the foregoing, falsifying, altering, or misrepresenting a transcript, grade report, diploma or any other material relevant to academic performance, enrollment, or admission shall be considered an overt act of academic dishonesty and shall result in immediate termination (employee) and/or suspension or dismissal from the university (student).

## **Policy on Student Disability Services**

National American University strives to make its programs accessible to all individuals, in compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. Its purpose is to create and maintain an environment in which students may achieve their fullest potential, limited to the least extent possible by individual disabilities. Such disabilities include physical or mental impairment that substantially limit major life functions. All faculty, staff, and students of the university are expected to adhere to this philosophy of equal access to educational opportunity and to assume broad responsibility for its implementation.

Disclosure of a disability is not required, but if disclosed, it is the responsibility of the individual to seek available assistance and make his/her needs known.

The system student services office is the designated office at National American University that maintains disability-related documents, certifies eligibility for services, and determines and provides reasonable accommodations for students with disabilities. It is located in Rapid City, South Dakota. All requests for accommodation, documentation reports, and inquiries should be forwarded to:

Mr. Jerry Joy, System Vice President for  
Student Services and ADA Coordinator  
5301 South Highway 16, Suite 200  
Rapid City, SD 57701  
(605) 394-4821

For more details regarding the university's policies and procedures for providing reasonable accommodations for students with disabilities, please see the System Student Handbook.

## **Drug and Alcohol Policy**

National American University has taken a positive, proactive role in preventing the possession, use, or distribution of drugs and alcohol by students and other members of the campus community. The university has adopted the guidelines of the 1990 Drug Free Schools and Campuses Act. Under this act, National American University has:

1. Established standards of conduct that prohibit unlawful use, possession or distribution of drugs or alcohol.
2. Annually distributed information describing legal sanctions under state and federal law.
3. Annually distributed information regarding health risks associated with the use and abuse of drugs and alcohol.
4. Provided information related to counseling, treatment, and rehabilitation associated with abuse of drugs and/or alcohol on an annual basis.
5. Set disciplinary sanctions which will be imposed on students and employees for violations related to abuse of alcohol and/or drugs. These sanctions include expulsion of students and termination of employees.
6. Utilized professional staff to inform and to support institutional and personal educational objectives.

## **Internet Policy**

Open access through computers, networks, and the Internet is a privilege. National American University's goal in providing this service to our students, faculty and staff is to promote educational excellence by facilitating resource sharing, innovation and communication.

National American University's e-mail and Internet resources are provided for the sole use of NAU students, faculty, staff and administration. E-mail and Internet records are subject to all existing laws (federal, state and local) as well as the university policies and procedures.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. The guidelines provided here are designed to make students, faculty and staff aware of the responsibilities they are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources.

If a National American University user violates any of these provisions, his/her account may be terminated and future access could be denied. Depending upon the severity of the situation, abuse of NAU's e-mail, network, or Internet systems may also result in disciplinary action including dismissal from the university (NAU students) or termination of employment (NAU employees).

## NETIQUETTE

Users are expected to abide by the generally accepted rules of network etiquette.

These include, but are not limited to, the following:

- Be polite – do not use abusive or offensive language in messages to others.
- Do not reveal your personal address or phone number or those of other students, faculty, or NAU employees.
- Remember that electronic mail (e-mail) is not guaranteed to be private. Those who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities without notification to or permission from the student/employee sending or receiving the message.
- Do not tie up the network with idle activities or game playing. Remember there are many students who need to use the system.
- Do not plagiarize – cutting and pasting ideas and documents into your own document is very easy to do. Be sure to give credit to the author when using his/her material.

## PROHIBITED USE

The following types of activities are specifically prohibited and may result in administrative action:

- Unauthorized use of any computer account.
- Unauthorized transfer of or entry into a file.
- Using NAU's network to gain unauthorized access into any computer system.
- Illegal copying of software protected by U.S. copyright law (may also result in civil damages and criminal penalties).
- Using e-mail to threaten or harass others.
- Using the university's network to access pornography or obscene material and sites displaying the same.
- Activities for the purpose of personal or commercial financial gain including chain letters, solicitation of business or services, sales of personal property, etc.
- Storing, processing or displaying racially offensive, gender offensive or obscene material.
- Using another individual's account or identity to send or receive e-mail.
- Viewing, damaging, or deleting other users' files or communications without appropriate authorization.
- Posting materials on electronic bulletin boards, which violate existing laws, regulations or National American University policies or codes of conduct.
- Theft, misuse or abuse of computing or networking resources.
- Posting of National American University confidential materials, records, policies or procedures or transmitting the same to unauthorized personnel.
- Sharing of passwords with others.

## VANDALISM

Vandalism is defined as intentional or negligent damage to computer equipment, software and systems of the university, or harming or destroying data of another user, Internet, or other networks. It includes, but is not limited to, the intentional uploading or creation of computer viruses. Vandalism will result in the

cancellation of privileges and may result in suspension from the university or termination of employment (NAU employees).

## **Student Services**

### **Learning Resources**

The university recognizes the critical role that scholarly research plays in graduate education, as well as the importance of providing faculty and graduate students with access to a significant collection of published scholarly works.

The Learning Resource Center (LRC) support for the graduate program consists of both shelf volumes at the Rapid City campus and electronically accessed material. The Rapid City LRC contains more than 30,000 paper volumes. The majority of these volumes are applicable to business and management students. Subscriptions for 150 paper and microform publications are maintained. The institution also subscribes electronic resources including ProQuest Direct, First Search (through the South Dakota Library Network), EBSCO Host (including Business Premier and Academic Premier), Standard and Poor's NetAdvantage, ValueLine, Net Library, the South Dakota Library Network (SDLN) and NAU's online catalog through SDLN. These online services provide an opportunity for students to access a significant number of scholarly journals as full text. The LRC offers interlibrary loan services for materials that are not available onsite or electronically.

Students should contact the librarian, Rapid City LRC, at (800) 843-8892 or (605) 394-4943 for more information about the current collection, passwords for accessing electronic material, and procedures for requesting interlibrary loans.

### **Computer Resources**

Computer technology is a primary input to the graduate program of study. The majority of courses will utilize computers to acquire information or for developing skills in using decision making tools. All candidates for graduate degrees are expected to have possession of or access to basic computer hardware and software including Internet access.

National American University also maintains several computer laboratories for both in class and out of class use. Graduate students will be afforded the same computer resources as the balance of the student body.

### **Career Services**

Career development is central to the mission and the overall purposes of the university, and the career services staff has the responsibility to assist students and graduates in this important endeavor. Faculty, staff members, alumni and others also contribute to this effort.

The office of career services assists students and graduates with employment or enhanced employment. This office interacts with employers and alumni,

participates in professional development classes, and assists with preparation of resumes and other written materials.

The career services office prepares and reports statistical information on employment of graduates. This information is available to students, prospective students and others at [www.national.edu/careerservices/](http://www.national.edu/careerservices/).

## **Financial Aid**

National American University recognizes that many worthy students would be unable to pursue their educational goals without financial assistance. National American University provides financial aid in the form of grants, scholarships, work-study, and low interest loan programs through federal, state, and local sources. On-campus students interested in applying for financial aid are encouraged to write and/or to visit the university financial aid office at National American University, 321 Kansas City Street, Rapid City, South Dakota, 57701. Distance learning students interested in applying for financial aid are encouraged to visit the National American University Web site at [www.national.edu](http://www.national.edu).

## **Alumni**

Graduates of National American University become members of the National American University Alumni Association. Regular input from recent graduates helps the university evaluate its programs and personnel in terms of assessing outcome determinations and establishing improvement measures.

Alumni of National American University are encouraged to share information regarding employment opportunities. Referral of prospective students to the university by alumni is also welcomed. Job search assistance on a long-term basis is available at no added charge to graduates through the campus career services office.

# Course Descriptions

## Foundation Courses

### **BU5100 – Foundations of Accounting – 4.5 quarter credits**

This course is an introduction to financial and managerial accounting providing a survey of basic accounting principles. Emphasis is placed on the content, interpretation, and uses of accounting reports. This course is designed to provide students with a background necessary for graduate studies and may not be applied towards meeting degree requirements.

Prerequisite: Acceptance into the graduate program

### **BU5300 – Foundations of Business Statistics – 4.5 quarter credits**

This course engages students in learning to convert data into information through the use of statistical methods including probability, descriptive and inferential statistical procedures, exploratory data analysis, and forecasting. This course is designed to provide students with a background necessary for graduate studies and may not be applied towards meeting degree requirements.

Prerequisite: Acceptance into the graduate program

### **BU5400 – Foundations of Economics – 4.5 quarter credits**

This course is a survey of the principles of economics and the application of these principles to the economic problems including resource allocation, inflation unemployment, and economic growth. This course is designed to provide students with a background necessary for graduate studies and may not be applied towards meeting degree requirements.

Prerequisite: Acceptance into the graduate program

### **BU5500 – Foundations of Finance – 4.5 quarter credits**

This course introduces students to basic finance concepts and how they are used in decision-making. Topics include evaluation of financial performance, capital budgeting, management of assets and liabilities, and evaluation of financing alternatives. This course is designed to provide students with a background necessary for graduate studies and may not be applied towards meeting degree requirements.

Prerequisite: Acceptance into the graduate program

### **BU5610 – Foundations of Management – 4.5 quarter credits**

This course is an introduction to fundamental theories associated with the management of organizations. Emphasis is placed on the managerial process and the application of management theory in organizational settings. This course is designed to provide students with a background necessary for graduate studies and may not be applied towards meeting degree requirements.

Prerequisite: Acceptance into the graduate program

### **BU5620 – Foundations of Marketing – 4.5 quarter credits**

This course provides an overview of marketing terminology, concepts and principles. Students will study the role of marketing in an organization and developing, planning and assessing marketing strategies. This course is designed to

provide students with a background necessary for graduate studies and may not be applied towards meeting degree requirements.

Prerequisite: Acceptance into the graduate program

**BU5700 – Business Research and Writing for Graduate Study – 4.5 quarter credits**

This course familiarizes students with the tools and techniques to do acceptable graduate work. Emphasis will be given to critical thinking, research methods, study skills, and graduate-level writing. Students will also review the American Psychological Association's guidelines for properly formatting and citing research papers. This course is designed to provide students with a background necessary for graduate studies and may not be applied towards meeting degree requirements.

Prerequisite: Acceptance into the graduate program

## **Graduate Courses**

**AC6550 – Managerial Accounting – 4.5 quarter credits**

This course emphasizes the use of accounting information in formulating management decisions. Special emphasis is placed on accounting information needs for planning, controlling, decision-making and performance assessment.

Prerequisites: BU5100 or equivalent

**CI6400 – Information Technology for Strategic Advantage – 4.5 quarter credits**

This course focuses on the meaning and role of information technology within a business setting and offers a broad perspective of the relationship between organizational goals, information technology and strategic advantage. The student will examine the design and implementation of various information systems in order to integrate current technologies and configurations into the management decision-making and evaluation process.

Prerequisite: Computer proficiency

**CI6500 – System and Network Analysis and Design – 4.5 quarter credits**

This course is a survey of system and network analysis and design. The development process of information systems will be detailed, as well as a survey of programming languages, techniques and databases. Additionally, basic concepts of networking technologies and structures will be presented. Students will develop the necessary foundational knowledge of IT development to effectively work as a part of a business/IT team.

Prerequisite: None

**CI6510 – Database Systems in the Enterprise – 4.5 quarter credits**

This course provides students with a foundation in the theoretical and practical applications of current databases and database management systems as utilized by firms employed in commerce. Topics center on methods used to increase a firm's strategic advantage and include database requirements planning, design, and implementation as well as data mining.

Prerequisite: None

**EC6150 – Managerial Economics – 4.5 quarter credits**

This course emphasizes applied decision-making using economic principles. It examines both internal and external economic environmental factors (such as production costs, competition, government regulation, and international concerns) and applies them to business and economic forecasting as well as to price and output determination.

Prerequisite: BU5400 or equivalent

**FN6200 – Finance for Managers – 4.5 quarter credits**

This course provides students with a framework for understanding and interpreting accounting and financial information. Topics include reading and interpreting financial statement information, developing budgets and using financial information to make informed managerial decisions.

Prerequisite: None

**FN6350 – Financial Management – 4.5 quarter credits**

This course emphasizes the use of financial analysis as a tool in management decision-making. The student will learn to identify and interpret financial information as it relates to the decision-making process and to communicate this information to a variety of audiences.

Prerequisite: BU5100 and BU5500 or equivalent

**FN6370 – Investment Management and Corporate Finance – 4.5 quarter credits**

This course is an analysis of various investment media such as preferred and common stock, and corporate and government bonds. Methods of appraisal of securities and management of investment accounts are also covered.

Prerequisite: BU5500, FN6350 or consent of instructor

**HA6500 – Fiscal and Regulatory Issues in Health Services – 4.5 quarter credits**

This course focuses on fiscal and regulatory issues in the health care industry. Students will focus on the management implications of current economic issues, funding streams, expenditures, legal and regulatory issues and ethical issues.

Prerequisite: None

**HA6510 – Global Issues in Health Care – 4.5 quarter credits**

This course covers global issues commonly encountered in modern health care systems. Topics will include issues common to all systems as well as specifics of the U.S. market. Students will research current issues of interest from other countries in order to assess the transportability and applicability of best practices across international systems.

Prerequisite: None

**HA6520 – Health Care Administration and Policy – 4.5 quarter credits**

This course establishes a conceptual framework for understanding the interconnections between health care administration and health care policy. This understanding is critical to the success of senior managers in our nation's health industry.

Prerequisite: None

**LA6100 – Legal Environment for Global Organizations – 4.5 quarter credits**

This course is designed to introduce students to the complexities of the legal environment for organizations doing business globally. Students will consider the law as it applies throughout the United States and in other countries. In addition, students will study international legal issues and legal and ethical decision-making across cultures.

Prerequisite: None

**LA6570 – Human Resource Law – 4.5 quarter credits**

This course is a survey of the legal and institutional framework that businesses and organizations work within from the standpoint of human resources. An examination of the substantive regulation of the employee/employer relationship, especially through common law and statutes, is covered.

Prerequisite: None

**MA6600 – Quantitative Methods for Management Decisions – 4.5 quarter credits**

This course explores the use of applied quantitative tools for managerial decision-making. These tools include Bayesian decision theory, programming algorithms and special deterministic models, such as queuing models. Students will utilize computer applications to analyze data and to assist in the decision-making process.

Prerequisite: BU5300 or equivalent and computer proficiency

**MG6200 – Marketing and Sales Management – 4.5 quarter credits**

This course provides students with an understanding of the marketing and sales process and how it impacts the operation of the organization. Students will learn to evaluate marketing and sales decisions using a variety of information sources to gather information in both a departmental and organizational context.

Prerequisite: None

**MG6500 – Marketing Administration – 4.5 quarter credits**

This course emphasizes the application of marketing concepts and tools in the decision-making process. Students will discuss the manager's role in administering marketing programs and in ensuring that marketing is appropriate to the organization's goals. The course also includes a study of the behavioral, functional, societal, international, and institutional foundations of marketing.

Prerequisite: BU5620 or equivalent

**MT6010 – Executive Seminar I and MT6020 – Executive Seminar II – 0 quarter credits**

This seminar provides students with exposure to current business and management issues through discussions with peers and business leaders. Students will have the opportunity to work in teams and to develop leadership and team-building skills

that are key in developing successful careers. **REQUIRED FOR ONLINE STUDENTS ONLY.**

Prerequisite: Completion of one or more graduate program courses

**MT6100 – Research Design – 4.5 quarter credits**

This course provides students with a framework for research design. Students will conduct a literature review, create research questions and hypotheses, design a research plan, construct and administer a questionnaire, interpret research findings, and create a management report with recommendations. Students will also discuss ethical issues in research.

Prerequisite: Statistics or research design coursework

**MT6200 – Leading the Organization I: Communication, Culture and Change – 4.5 quarter credits**

This course emphasizes the leader's role in communication, culture, and change. Students will investigate how leaders utilize effective communication, build culture and encourage change to create a successful organization.

Prerequisite: BU5610 or equivalent

**MT6250 – Leading the Organization II: Productivity, Process, and Programs – 4.5 quarter credits**

This course emphasizes the leader's role in productivity, processes, and programs in a competitive global environment. Students will investigate the leadership and decision-making role of managers in the operations functions of an organization.

Prerequisite: Computer proficiency

**MT6270 – Independent Research – 4.5 quarter credits**

This course is designed to provide the student with the opportunity for independent applied research. Students who are enrolled will produce a research document pertaining to a topic of personal, professional or academic interest. The course is intended for students who have completed the majority of their program so that previous coursework can provide the foundation for the research. The course encourages independent student research with a minimal amount of faculty direction.

Prerequisite: None

**MT6300 – Managing Human Resources – 4.5 quarter credits**

This course is an in-depth examination of selected human resource management issues from a contemporary manager's viewpoint. Topics examined include: personnel planning; employee selection; performance appraisal, training, and development; compensation; legal issues; discipline; and labor relations. The course examines these topics as they relate primarily to operational activities in organizations.

Prerequisite: BU5610

**MT6310 – Training and Development in Human Resource Management – 4.5 quarter credits**

This course is a detailed examination of training and development issues from a contemporary manager's viewpoint. Topics examined include: identification of training and development needs, implementation of programs, and assessment of program effectiveness.

Prerequisite: None

**MT6320 – Employee Evaluation and Compensation – 4.5 quarter credits**

This course is a detailed examination of employee evaluation and compensation. Topics include performance assessment, compensation/benefits philosophy, role of compensation/benefits in recruiting and retention, design of compensation plans, and assessment of the effectiveness of evaluation and compensation plans.

Prerequisite: None

**MT6570 – International Business – 4.5 quarter credits**

This course is a study of the nature of international business and the environment in which an international businessperson functions. Monetary and organizational conditions are examined. Controllable and uncontrollable forces in the international economic arena are also discussed.

Prerequisite: None

**MT6600 – Enterprise E-Business Strategy – 4.5 quarter credits**

This course discusses emerging trends and details industry best practices in the use of e-business technologies to integrate and streamline the operational effectiveness of the firm. Technologies discussed will include business-to-consumer (B2C) e-commerce, business-to-business (B2B) e-commerce, portals, Web-based system integration, wireless devices, knowledge management and security. Students will research and use applications and systems in class.

Prerequisite: None

**MT6610 – Managing and Optimizing Projects – 4.5 quarter credits**

This course is a study of the techniques and management used to successfully initiate, conduct and evaluate projects. The course relies on quantitative methods in resource allocation, scheduling, and capacity planning. Industry best practices are examined for a variety of project types and circumstances while practical strategies are evaluated. Students will use project management software to model scenarios and variations.

Prerequisite: None

**MT6650 – Strategy and Policy – 4.5 quarter credits**

This is a capstone course designed to integrate concepts, theories, and skills learned in other graduate core courses. The student will learn to view business challenges from the perspective of senior level management in order to develop, implement, and assess strategic planning options. The student will also learn to develop creative responses to challenges and opportunities that the organization may face.

Prerequisites: Six graduate core courses

**MT6700 – Managerial Communication – 4.5 quarter credits**

This course addresses communication techniques in contemporary organizations. Students learn about the challenges that middle managers face in employing appropriate communication to resolve conflict, promote workplace efficiency, and achieve organizational goals. Students also learn how to be more effective communicators in a variety of organizational settings.

Prerequisite: None

**MT6800-Thesis I and MT6810-Thesis II – 4.5 quarter credits each**

The thesis project will entail research in a pertinent field of study chosen by the student in conjunction with a university graduate faculty member and will be supervised by a graduate faculty member. The course may require, but is not limited to conferences, electronic reports, presentations and papers as evidence of work progress and project completion. The thesis project must provide evidence of originality, appropriate organization, clarity of purpose, critical analysis, and accuracy and completeness of documentation. It should be noted that the quality of work accomplished is a major consideration in judging acceptability of the final presentation and paper. Students who select the thesis option must satisfactorily complete both Thesis I and II.

Prerequisite: Approval of dean of graduate studies

**MT6990 – Special Problems in Business – 1 to 4.5 quarter credits**

This course allows students to pursue special topics in contemporary business and management and in other related fields.

Prerequisite: None

# Graduate Academic Calendar

## Fall 2006

October 2  
October 8

November 6  
November 10  
November 12  
November 23 & 24  
December 20  
December 21-January 1

## Quarter Begins

Last day to drop/add classes without financial penalty  
Second session starts  
Veteran's Day – no classes  
First session ends  
Thanksgiving – no classes  
Second session ends  
Quarter break

## Winter 2006

January 2  
January 8

January 15  
February 5  
February 11  
March 19  
March 20-March 30

## Quarter Begins

Last day to drop/add classes without financial penalty  
Martin Luther King Day – no classes  
Second session starts  
First session ends  
Second session ends  
Quarter break

## Spring 2007

March 31  
April 6  
April 8

May 7  
May 13  
May 28  
June 19  
June 20-July 8

## Quarter Begins

Good Friday  
Last day to drop/add classes without financial penalty  
Second session starts  
First session ends  
Memorial Day – no classes  
Second session ends  
Quarter break

## Summer 2007

July 9  
July 15

August 13  
August 19  
September 3  
September 24  
September 25-September 30

## Quarter Begins

Last day to drop/add classes without financial penalty  
Second session starts  
First session ends  
Labor Day – no classes  
Second session ends  
Quarter break

**Fall 2007**

October 1

October 7

November 5

November 12

November 14

November 22 &amp; 23

December 19

December 20-January 1

**Winter 2007**

January 2

January 8

January 15

February 5

February 11

March 19

March 20-March 30

March 21

**Spring 2008**

March 31

April 6

May 5

May 11

May 26

June 16

June 17-July 6

**Summer 2008**

July 7

July 13

August 11

August 17

September 1

September 22

September 23-September 30

**Quarter Begins**

Last day to drop/add classes without financial penalty

Second session starts

Veteran's Day – no classes

First session ends

Thanksgiving – no classes

Second session ends

Quarter break

**Quarter Begins**

Last day to drop/add classes without financial penalty

Martin Luther King Day – no classes

Second session starts

First session ends

Second session ends

Quarter break

Good Friday

**Quarter Begins**

Last day to drop/add classes without financial penalty

Second session starts

First session ends

Memorial Day – no classes

Second session ends

Quarter break

**Quarter Begins**

Last day to drop/add classes without financial penalty

Second session starts

First session ends

Labor Day – no classes

Second session ends

Quarter break

# National American University

## Board of Governors

Robert D. Buckingham	Chairman of the Board of Governors; President, DLORAH, Inc., Rapid City, SD
Linda Copper	Assistant to the President, DLORAH, Inc., San Marcos, CA
Dr. Jerry L. Gallentine	University President and Chief Executive Officer, Rapid City, SD
Richard L. Halbert	Senior Partner, Halbert and Dunn, Falls City, NE
Susan Livingston	Consulting Occupational Therapist, Bayfield, CO
Dr. Richard H. Mosier	President Emeritus of Rogers State University; President of Oklahoma Higher Education Heritage Society, Claremore, OK
H. Edward Yelick	Business Executive, Retired, Rapid City, SD
Dr. Hector Zuniga Salinas	Ex Officio Member, President, Universidad del Mar, Vina del Mar, Chile
Kamal Puri	Ex Officio Member, Dean of Skyline College, Sharjah, United Arab Emirates
Koichi Sato	Ex Officio Member, Chancellor, The Human Group, Osaka, Japan

# National American University

## System Administration

### **University President and Chief Executive Officer**

Jerry L. Gallentine, B.S., Fort Hays State University (1962); M.Ed., University of Toledo (1963); M.S., University of Toledo (1965); Ph.D., University of Toledo (1965).

### **Chief Operating Officer/Assistant to the University President**

Ronald Shape, B.A., Dakota Wesleyan (1991); MBA, University of South Dakota (1996); Ed.D., University of South Dakota (2001).

### **System Vice President for Academic Affairs**

Marilyn Holmgren, B.A., College of St. Scholastica (1976); M.S., North Dakota State University (1990).

### **System Vice President for Administration/General Counsel**

Samuel D. Kerr, B.S., Black Hills State University (1982); B.S.Ed. Black Hills State University (1982); M.Ed., South Dakota State University (1986); J.D., University of Nebraska-Lincoln (1992); Ed.D., University of South Dakota (2001).

### **System Vice President for the Enhanced Learning Solutions Group**

Robert R. Roehrich, B.A., Montclair State University (1973); M.S., State University of New York (1974); Ph.D., Ohio State University (1979).

### **System Vice President for Enrollment Management and Marketing**

Matt Blazey, B.S., South Dakota State University (1976); MBA, University of South Dakota (1992); J.D., University of South Dakota (1992).

### **System Vice President for Student Services**

Jerry Joy, B.S., Peru State College (1963); M.S., Northwest Missouri State University (1965).

### **System Vice President of Graduate Studies and Dean of the Graduate School**

Phyllis Okrepkie, B.B.A., University of San Diego (1980); MBA, National University (1984); D.M., Colorado Technical University (2001); C.M.A.

### **System Vice President for Advertising and Marketing**

John Hempe, B.A., Webster University (1988).

### **Assistant to the University President for Campus Operations and Training**

Maurice Peterson, B.S., Northern State University (1968); M.S., Northern State University (1972).

**Controller**

Venessa Green, B.S., DeVry Institute (1993); MBA, National American University (2006); C.P.A.

**Director of Alumni Services**

Guy W. Tillett, B.A., Butler University (1959); M.A.T., Indiana University (1968).

**System Director of Assessment**

Dr. Barbara Preszler, A.A., South Dakota State University (1984); B.S., Black Hills State University (1989); M.S., South Dakota State University (1984); Ph.D., Warnborough University (2002).

**System Director of Curriculum and Instruction**

Vacant

**Director of System Information Technology**

John Buxton, B.S., University of Nebraska (1993); MBA, University of Tulsa (1995).

**Registrar**

Tom Mahon, B.S., Eastern Montana College (1979); M.Ed., Eastern Montana College (1984).

**Director of Financial Aid**

Cheryl L. Bullinger

**Director of Student Accounts**

Linda Pottorff, B.S., National American University (1995).

**System Accounting Program Chair**

Jason Warr, B.S., University of Utah (1994); MBA, Westminster College (1997); C.P.A.

**System Business Program Chair**

Todd Herseth, B.A., Dakota Wesleyan University (1995); MBA, University of South Dakota (2004).

**System General Education Program Chair**

Kevin Cooper, B.S., Northland College (1995); M.S., South Dakota School of Mines and Technology (1998).

**System IT Program Chair**

Bob Thrall, B.A., St. Mary's College (1972); M.S., Dakota State University (2004); M.C.S.E.

**System Legal Studies Program Chair**

Paul Sedlacek, B.S., Business Administration, University of Nebraska (1977); J.D., University of Nebraska (1980).

**System Medical Assisting and Medical Administrative Assistant Program Chair**

Cathie Ogdie, A.A., Mount Saint Clare College (1974); B.A., University of Guam (1976); M.S., University of South Dakota (1995); A.S.C.P.

**System Nursing and Health Care Management Program Chair**

Vacant

**System Therapeutic Massage Program Chair**

Gerald Larson, B.A., Psychology, Mid-America Nazarene University (1988); M.S.E., Exercise Physiology, University of Kansas (1996); Ph.D. in Exercise Physiology, University of Kansas (2001).

**System Director of Human Resources and Director for International Admissions**

Misti Merriam, B.A., University of Sioux Falls (1990).

**Interim Director of Learning Resource Center/System Librarian**

Patricia Weiss, A.S., National American University (1988); B.S., National American University (1990); B.S., National American University (1992).

**Admissions Administrator**

Dale Ross, B.S., Colorado State University (1998).

**Distance Learning Campus President**

Blake Faulkner, B.A., Fort Lewis College (1987); M.S., Pittsburg State University (1989).

**Rapid City Campus Vice President**

Richard C. Buckles, B.S., University of South Dakota (1964); MBA, University of South Dakota (1973); J.D., University of South Dakota (1973); C.P.A.

## **National American University System Graduate Faculty**

Peter Ambs, MBA, College of Santa Fe, (1995); B.A., Business Administration, College of Santa Fe, (1990); Project Management Professional, (2005); Six Sigma Green Belt, (2000); Microsoft Certified Systems Engineer, (1998); Microsoft Certified Professional + Internet, (1998); Novell Certified Netware Engineer, (1995).

Robert Baker, B.S., Business Administration/Finance, University of Louisville (1984); M.S., Business Administration/Management, Golden Gate University (1994).

Alfred Boysen, B.A., English, Augustana College (1967); M.A., English, University of South Dakota (1968); Ed.D., Adult Education, University of South Dakota (1979).

Donna Brown, B.S., Elementary Education, Slippery Rock State University, (1972); M.S., Special Education and Supervision, Slippery Rock State University, (1975); Ph.D., Administration, Kent State University, (1984).

Richard Caldarola, B.S., English, LaSalle University (1972); MBA, Friends University (1992); D.B.A., Marketing, Nova Southeastern University (1998); Postdoctoral Studies in Finance and Accounting, Nova Southeastern University (2002-2003); Certified Management Accountant; Certified in Financial Management.

Larry Flegle, B.A., Speech, University of South Florida (1975); M.S., Public Administration, Pepperdine University (1977); D.B.A., Nova Southeastern University (2002).

Richard Gayer, B.G.S., Political Science/History, Chaminade University of Honolulu, (1976); M.P.A., Pepperdine University, (1977); MBA, Financial Management, National University, (1979); Ph.D., Organization and Management, Capella University, (2006).

William Griffin, B.S., Civil Engineering, Georgia Tech (1970); M.S., Environmental Engineering, Northeastern University (1974); J.D., Suffolk Law School (1978); M.S., Technology Management, Pepperdine University (1998).

Roger Holt, B.S., Business Administration (1975); M.A., Management and Human Relations, Webster College (1976); D.B.A., Management, Nova Southeastern University (2001).

Stephanie Lyncheski, B.A., English and Theatre, Rippon College (1993); M.A., Communications/Journalism, Marquette University (1994); M.Ed., Human Relations/Educational Counseling, Northern Arizona University (1999); D.M., Organizational Leadership, University of Phoenix (2003).

David Murphy, MBA, Washington State University (1980); Ph.D., Business Administration, Washington State University (1989); B.A., Business Administration (Accounting), Central Washington University, (1975); C.P.A., Certified Financial Planner, Certified Fraud Specialist.

Jeremy Nauman, B.S., Political Science and Criminal Justice, University of South Dakota (1999); J.D. University of South Dakota School of Law, (2002).

Phyllis R. Okrepkie, B.B.A., Accounting, University of San Diego (1980); MBA, Financial Management, National University (1984); D.M., Colorado Technical University (2001); Certified Management Accountant.

Jon Outland, B.A., Business Administration, Biology and Chemistry, Augustana College (1996); MBA, University of Illinois (1998); M.S., Information Systems, Dakota State University (2002).

John Quinn, B.A., Political Science, Yale University (1966); J.D., University of Pennsylvania (1968); L.L.M., Corporation Law, New York University (1974); J.S.D., New York University (1979); M.A., Comparative Asian Studies, University of Hong Kong (1987).

James Rairdon, B.A., International Studies, Ohio State University, (1976); M.A., Management, Webster University, (1993); D.M., Colorado Technical University, (2006).

Myron Sougstad, B.S., Mathematics, San Jose State University (1966); M.S., Mathematics, University of Denver (1968).

Daniel Stanton, B.S., Workforce Education and Development, Southern Illinois University (2000); B.S. Civil Engineering, South Dakota School of Mines and Technology (2001); M.S., Technology for Education and Training, University of South Dakota (2003); MBA, National American University (2006).

Michael Von Berg, B.S., Applied Management, National American University (2003); B.S., IT – Management Information Systems, National American University (2003); MBA, National American University (2005).

Jason Warr, B.S., Accounting, University of Utah (1994); MBA, Westminster College (1997); C.P.A.

Penny A. Wilkins, B.A., Management, University of Phoenix (1995); M.A., Organizational Management, University of Phoenix (1997); D.M., Leadership, University of Phoenix (2003); M.S., Education, California State University (2004).

Peter Young, B.A. Political Science, University of California at Los Angeles (1977); M.A., Political Science, University of Hawaii at Manoa (1981).



