

# NATIONAL AMERICAN UNIVERSITY



Graduate Catalog 2011-2012

*Quality higher education in a caring and supportive learning environment*



# NATIONAL AMERICAN UNIVERSITY CAMPUS LOCATIONS

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## Central Administration

www.national.edu  
5301 S. Highway 16, Suite 200  
Rapid City, SD 57701  
(605) 721-5200  
(605) 721-5241 (FAX)

## Albuquerque

4775 Indian School Road NE, Suite 200  
Albuquerque, NM 87110-3976  
(505) 348-3700  
(505) 348-3705 (FAX)

## Austin

13801 Burnet Road, Suite 300  
Austin, TX 78727  
(512) 651-4700  
(512) 651-4705 (FAX)

## Austin South Education Center

6800 Westgate Boulevard, Suite 102  
Austin, TX 78745-4868  
(512) 651-4750  
(512) 651-4755 (FAX)

## Bellevue

3604 Summit Plaza Drive  
Bellevue, NE 68123-1065  
(409) 972-4250  
(409) 972-4255

## Bloomington

7801 Metro Parkway, Suite 200  
Bloomington, MN 55425  
(952) 356-3600  
(952) 356-3605 (FAX)

## Brooklyn Center

6200 Shingle Creek Pkwy, Suite 130  
Brooklyn Center, MN 55430  
(763) 852-7500  
(763) 852-7505 (FAX)

## Burnsville Education Center

513 West Travelers Trail  
Burnsville, MN 55337  
(952) 563-1250  
(952) 563-1255 (FAX)

## Centennial

8242 South University Boulevard Suite 100  
Centennial, CO 80122-3157  
(303) 542-7000  
(303) 542-7005 (FAX)

## Colorado Springs

1915 Jamboree Drive Suite 185  
Colorado Springs, CO 80920  
(719) 590-8300  
(719) 590-8305 (FAX)

## Colorado Springs South

1079 Space Center Drive  
Colorado Springs, CO 80915  
(719) 208-3800  
(719) 208-3805 (FAX)

## Denver

1325 S. Colorado Boulevard, Suite 100  
Denver, CO 80222-3308  
(303) 876-7100  
(303) 876-7105 (FAX)

## Distance Learning

www.national.edu/distance  
5301 S. Highway 16, Suite 200  
Rapid City, SD 57701  
(605) 394-4953  
(800) 770-2959  
(800) 209-0182 Admissions  
(605) 394-5082 (FAX)

## Ellsworth AFB Extension

1000 Ellsworth St., Suite 2400-B  
Ellsworth AFB, SD 57706  
(605) 718-6550  
(605) 718-6555 (FAX)

## Harold D. Buckingham Graduate School

5301 S. Highway 16, Suite 200  
Rapid City, SD 57701  
(800) 770-2959  
(605) 721-5241 (FAX)

## Independence

3620 Arrowhead Avenue  
Independence, MO 64057  
(816) 412-7700  
(816) 412-7705 (FAX)

## Lee's Summit

401 N.W. Murray Road  
Lee's Summit, MO 64081  
(816) 600-3900  
(816) 600-3905 (FAX)

## Lewisville Education Center

475 State Highway 121-Bypass  
Lewisville, TX 75067-8193

(972) 829-2150

(972) 829-2156

## Minnetonka Education Center

10901 Red Circle Dr, Suite 150  
Minnetonka, MN 55343  
(952) 562-4200  
(952) 562-4205 (FAX)

## Overland Park

10310 Mastin  
Overland Park, KS 66212-5451  
(913) 981-8700  
(913) 981-8705 (FAX)

## Rapid City

321 Kansas City Street  
Rapid City, SD 57701-3692  
(605) 394-4800  
(605) 394-4871 (FAX)

## Rio Rancho

1601 Rio Rancho, Suite 200  
Highway 528 and Sara Road  
Rio Rancho, NM 87124-1903  
(505) 348-3750  
(505) 348-3755 (FAX)

## Roseville

1550 W. Highway 36  
Roseville, MN 55113-4035  
(651) 855-6300  
(651) 855-6305 (FAX)

## Sioux Falls

5801 South Corporate Place  
Sioux Falls, SD 57108  
(605) 336-4600  
(605) 336-4605 (FAX)

## Tulsa

8040 South Sheridan Road  
Tulsa, OK 74133  
(918) 879-8400  
(918) 879-8405 (FAX)

## Watertown Education Center

925 29th St. S.E., Suite E  
Watertown, SD 57201  
(605) 884-7200  
(605) 884-7205 (FAX)

## Wichita

7309 E 21st St. N., Suite G40  
Wichita, KS 67206

(316) 448-5400

(316) 448-5405 (FAX)

**Wichita West**

8428 West 13th St, Suite 110-120

Wichita, KS 67212

(316) 448-3150

(316) 448-3155 (FAX)

**Zona Rosa**

7490 NW 87th Street

Kansas City, MO 64153

(816) 412-5500

(816) 412-5505 (FAX)

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# GENERAL INFORMATION

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## HAROLD D. BUCKINGHAM GRADUATE SCHOOL

Harold D. Buckingham is widely considered to be the spiritual founder of National American University. A passionate advocate for higher learning, Mr. Buckingham embraced an open enrollment philosophy where quality educational opportunities exist for every person who desires it. He also strongly believed that it was the responsibility of colleges and universities to do everything in their power to ensure students succeed.

To honor the achievements of people like Mr. Buckingham, many business and graduate programs are housed within a "school" named after a person of distinction who has contributed to an academic field (such as business), the higher education institution or school itself and/or the community.

Following this great tradition, and upon approval of the National American University Board of Governors, the university is pleased to announce that the graduate school will henceforth be known as the Harold D. Buckingham Graduate School.

Over a decade after his death (1995), the university is committed more than ever to the goals and ideals of Harold Buckingham, who is even today widely considered to have been a pioneer in private proprietary higher education.

*"The success of our past greatly inspires us toward success in the future."  
~ Harold D. Buckingham*

## MISSION STATEMENT

National American University welcomes students of diverse interests, cultures and abilities and prepares them for careers in health care, business and business-related fields by providing quality higher education in a caring and supportive environment.

The university builds learning partnerships with students and other institutions and organizations locally, nationally and internationally through its private, regionally accredited system of campuses and education centers offering courses in traditional, accelerated and distance learning formats.

As a comprehensive technical and professional institution of higher learning, the university responds to the changing needs of students, employers, and their communities by providing undergraduate and graduate programs and continuing education opportunities to serve our evolving global society.

## CORE VALUES

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

## PURPOSES

1. Offer quality technical and professional degree programs, as documented by institutional and academic assessment processes at the associate, bachelor's and graduate level, 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 lifelong 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 National American University Board of Governors, January 2009*

## ACCREDITATION - APPROVALS - AFFILIATIONS

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

In addition, the following National American University programs are separately accredited or approved by national educational and professional associations.

National American University has received specialized accreditation for its business programs through the International Assembly for Collegiate Business Education (IACBE), located in Lenexa, Kansas, USA. The business programs in the following degrees are accredited by the IACBE:

- Master of Business Administration
- Master of Business Administration – Accounting Emphasis
- Master of Business Administration - Health Care Administration Emphasis
- Master of Business Administration - Human Resource Management Emphasis
- Master of Business Administration - International Business Emphasis
- Master of Business Administration – Management Emphasis
- Master of Management
- Master of Management – Criminal Justice Management Emphasis
- Master of Management - Health Care Administration Emphasis
- Master of Management - Human Resource Management Emphasis
- Master of Management – Proprietary Higher Education Emphasis
- Bachelor of Science in Accounting
- Bachelor of Science in Applied Management
- Bachelor of Science in Business Administration
- Bachelor of Science in Business Administration emphasis Accounting
- Bachelor of Science in Business Administration emphasis Entrepreneurship
- Bachelor of Science in Business Administration emphasis Financial Management
- Bachelor of Science in Business Administration emphasis Human Resource Management
- Bachelor of Science in Business Administration emphasis Information Systems
- Bachelor of Science in Business Administration emphasis International Business
- Bachelor of Science in Business Administration emphasis Management
- Bachelor of Science in Business Administration emphasis Marketing
- Bachelor of Science in Business Administration emphasis Pre-Law
- Bachelor of Science in Business Administration emphasis Supply Chain Management
- Bachelor of Science in Business Administration emphasis Tourism and Hospitality Management
- Associate of Applied Science in Accounting
- Associate of Applied Science in Applied Management
- Associate of Applied Science in Business Administration

The medical assisting programs offered at Albuquerque, Bloomington, Colorado Springs, Denver, Independence, Overland Park, Roseville, and Sioux Falls are accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) on the recommendation of the Medical Assisting Education Review Board (MAERB). The Commission on

Accreditation of Allied Health Education Programs can be contacted at 1361 Park Street, Clearwater, FL 33756, phone (727) 210-2350, fax (727) 210-2354.

The paralegal studies program offered at the Rapid City and Sioux Falls campuses are approved by the American Bar Association (ABA).

The pharmacy technician programs offered at Bloomington, Brooklyn Center, Roseville and Sioux Falls are accredited by the American Society of Health-System Pharmacists (ASHP).

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

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

Full approval has been granted by the Colorado Board of Nursing for the university's ASN program (Denver campus).

Program approval has been granted by the Minnesota Board of Nursing for the university's BSN program (Bloomington campus).

Interim approval has been granted by the South Dakota Board of Nursing for the university's BSN program (Rapid City and Sioux Falls campuses).

Initial approval has been granted by the Kansas State Board of Nursing for the university's BSN program, including LPN Bridge to BSN (Overland Park and Wichita West campuses).

Full approval has been granted by the South Dakota Board of Nursing for the university's Online RN to BSN program.

The National League for Nursing Accrediting Commission (NLNAC) has granted initial accreditation for the NAU Zona Rosa, Missouri ASN program for spring 2009 through spring 2014. The NLNAC has granted candidate status for the NAU Denver, Colorado ASN program for spring 2011 through spring 2013. Information concerning NLNAC accreditation can be obtained at [www.nlnac.org](http://www.nlnac.org).

NAU nursing baccalaureate and master's degree programs has been granted new applicant status by the Commission on Collegiate Nursing Education (CCNE). Information concerning CCNE accreditation can be obtained at [www.aacn.nche.edu/CCNE/reports/rptNewApplicants.asp?sort=state#SD](http://www.aacn.nche.edu/CCNE/reports/rptNewApplicants.asp?sort=state#SD). On March 7-10, 2011, the CCNE consultants visited the NAU School of Nursing to evaluate the BSN and MSN programs. The School of Nursing will receive the CCNE accreditation decision by November 2011.

National American University is approved for veteran's training and for administering the various educational programs sponsored by state and federal agencies.

National American University is registered with the Minnesota Office of Higher Education pursuant to section 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

National American University is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

National American University is regulated by: The Indiana Commission on Proprietary Education, 302 W. Washington St., Room E201, Indianapolis, IN 46204. Toll free number: 1-800-227-5695 or (317) 232-1320.

## ADMISSIONS STATEMENT

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. The university 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 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 its policies and procedures, fees, class schedules, and/or 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 academic advising, placement testing, and tutoring services; 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 directed to Mr. Jason Warr, System Vice President for Academic Operations and Learner Services, 5301 S. Highway 16, Suite 200, Rapid City, SD 57701, or (605) 721-5274.

## THE CATALOG

This catalog reflects the regulations, policies, procedures, programs, and fees for National American University as of September 2011. 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.

For the convenience of our university community, the undergraduate catalog has been published online. Students may access the catalog at <http://www.national.edu> or through the student portal. The most current version of the catalog will always be posted online. The university also reserves the right to correct clerical errors. Therefore, students should refer to the online version for updates, clerical corrections and other changes.

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 any such possible changes. Currently enrolled students should consult the campus executive officer, academic dean, or other appropriate administrators.

# INTRODUCTION

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National American University currently offers online degrees in Master of Business Administration (MBA), Master of Management (MM), and Master of Science in Nursing (MSN). The MBA and MM are also offered at the Rapid City campus. 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 healthcare workers. This mission is accomplished by graduate-level programs that emphasize the synthesis of knowledge in relevant subject areas 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 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.

The student will meet with his/her graduate academic coordinator to develop a plan of study based on prior education and work experience, career goals and individual needs. The graduate academic coordinator will assist the student in assessing whether he/she has met the 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. A copy will also be placed in the student's file for future reference.

## STUDENT CORE ABILITIES

Student core abilities are the intrinsic intellectual skill sets that all students will have successfully demonstrated upon completion of any of National American University's degree programs. These fundamental competencies are the underlying basis of all course, program, and institutional learning goals and outcomes.

***Critical Thinking and Problem Solving*** is the process of actively and skillfully gathering, organizing, and analyzing information to propose solutions and evaluate their effectiveness.

Students will demonstrate Critical Thinking and Problem Solving skills in the following ways:

- Recognize and describe a problem or opportunity and gather data through observation, questioning and idea generation.
- Organize and present information clearly, coherently, concisely, and objectively.
- Utilize mathematical skills to solve problems and interpret data.
- Analyze information using logic and reason to draw conclusions.
- Recognize intention, facts and opinions, bias, and underlying assumptions.

***Professional Competence*** is a combination of knowledge and capabilities that allows the performance of a profession according to the standards of practice for the chosen field.

Students will demonstrate Professional Competence skills in the following ways:

- Perform professional or technical roles and duties efficiently and effectively.
- Be proficient in the language of the professional or technical field.
- Utilize technology to meet professional and technical expectations in the workplace.
- Demonstrate a professional presence.

***Collaboration and Communication*** is the ability to interact with others to create relationships, partnerships, and professional networks, utilizing the exchange of information through speaking, writing, visual, and other appropriate modes of expression.

Students will demonstrate Communication and Collaboration skills in the following ways:

- Exhibit professional etiquette by using effective interpersonal skills.
- Lead and participate in teams to achieve a common purpose.

Use networking skills to develop professional relationships.

- Produce oral, written, and visual communication that is clear and precise; incorporate existing knowledge and research; employ the use of proper grammar, mechanics, style, and tone; and consistently address purpose and audience.

- Interpret and respond effectively to verbal and nonverbal communication.
- Utilize effective listening skills.

***Personal and Social Responsibility*** is the development of a strong work ethic, personal integrity, and competence in ethical and moral reasoning, as well as the ability to consider the viewpoints of others, and the responsibility to contribute to one's wider community.

Students will demonstrate Personal and Social Responsibility skills in the following ways:

- Identify the social, cultural, political, economic, and technological forces that shape interdependence at the local, national, and global levels.
- Develop an awareness of diversity through interactions with people whose culture, life experiences, and worldviews may differ from one's own.
- Develop a plan for lifelong learning to enhance citizenship, employability, and personal growth.
- Apply ethical principles and articulate one's own view of ethical, professional, and civic responsibilities.

## GRADUATE PROGRAM MISSION

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

## GRADUATE PROGRAM GOALS

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

1. Provide students with a thorough understanding of theory and application related to the area of study so they can collect and analyze data to formulate analytically sound decisions and understand the likely consequences of those decisions.
2. Provide students with graduate-level knowledge and skills in current technology application for use in communication, data collection/analysis and problem solving.
3. Involve students in leadership development through participation in classroom and professional activities.
4. Foster an interest by students for involvement in student and professional organizations.
5. Provide students with an understanding of professional ethics and application to the work environment.
6. Prepare students for future leadership positions in for-profit, nonprofit and/or government organizations.
7. Develop a high level of proficiency in verbal and written communications skills required in leadership positions.
8. Provide students with opportunities to develop their awareness of the global perspective and to understand how diversity may impact decisions.

# MASTER OF BUSINESS ADMINISTRATION

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The Master of Business Administration program provides students with the opportunity to advance their knowledge and skills in the field of business. Students may come from a business undergraduate degree or may elect to complete the foundation courses in order to ensure that all students enter the program with a solid background in the field of business. The core program courses provide students with an opportunity to enhance their analytical and practical skills in the areas of accounting, finance, economics, information systems, marketing, quantitative methods and leadership. The emphasis areas provide students with an opportunity to tailor the program to help them to meet their specific career goals. Emphasis areas include accounting, human resources, information systems, health care administration and management.

## MBA PROGRAM OUTCOMES

MBA 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 the likely consequences of those decisions.
- 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 a 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 class projects and involvement in student, community and/or professional organizations.

## MBA PROGRAM REQUIREMENTS

The Master of Business Administration degree provided by National American University consists of three academic requirements: foundation courses, graduate core courses and elective courses.

The MBA degree may be earned under a non-thesis or a thesis plan. Under the non-thesis option, the student must satisfy the preparatory requirements, and complete 40.5 hours of graduate-level core courses and 13.5 hours of electives. Under the thesis option plan, the student must satisfy the preparatory requirements, and complete 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 the Strategy and Policy course, is designed to integrate the MBA core areas and is required in both the non-thesis and thesis options to satisfy the university's requirement for a comprehensive program assessment.

## MBA PREPARATORY REQUIREMENTS

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

The MBA preparatory requirements include:

Advanced Composition/Composition II  
Accounting  
Business Finance  
Statistics  
Economics

The following National American University courses fulfill the preparatory requirements for the MBA:

|        |                         |
|--------|-------------------------|
| AC2760 | Accounting for Managers |
| MA3000 | Business Statistics     |
| EC2050 | Macro Economics         |
| FN3000 | Business Finance        |
| EN1300 | Composition II          |

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

- The equivalent undergraduate courses or graduate courses may be taken at an 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 to the graduate school 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 coordinator prior to starting the program.

## 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 the student will complete. Final approval of each program of study is the responsibility of the dean of graduate studies.

### Accounting

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

|        |   |
|--------|---|
| AC6250 | Forensic Accounting and Fraud Examination                 |
| AC6260 | Accounting Ethics   |
| AC6270 | Accounting Information Systems and Computer Related Fraud |

### Generalist MBA

Students who select the generalist MBA without an emphasis area will work with their graduate academic coordinator 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 MBA core courses for the health care administration emphasis along with the following elective courses:

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

### 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                  |
| MT6350 | Strategic Human Resource Management |

### 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:

|        |  |
|--------|--|
| LA6100 | Legal Environment for Global Organizations |
| LA6570 | Human Resource Law                         |
| MT6XXX | Any Course Coded MT6XXX                    |

### Information Systems 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.

|        |                                    |
|--------|------------------------------------|
| CI6510 | Database Systems in the Enterprise |
| MT6600 | Enterprise E-Business Strategy     |
| MT6610 | Managing and Optimizing Projects   |
| MT6620 | Knowledge Management               |

*\*This emphasis area is only available to students enrolled in the international Best of Both Worlds IDP® program with an NAU affiliate school.*

### International Business

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

|        |  |
|--------|--|
| LA6100 | Legal Environment for Global Organizations |
| MT6570 | International Business                     |
| MT6580 | International Management                   |

### MBA 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 |           |

# MBA CORE COURSES

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Preparatory course requirements must be completed prior to enrollment in the MBA program. The core MBA courses are as follows:

## **Core Courses**

|        |   |
|--------|---|
| AC6550 | Managerial Accounting   |
| CI6400 | Information Systems for<br>Strategic Advantage                        |
| EC6150 | Managerial Economics  |
| FN6350 | Financial Management  |
| MA6600 | Quantitative Methods for<br>Management Decisions                      |
| MG6500 | Marketing Administration  |
| MT6200 | Leading the Organization I:<br>Communication, Culture<br>and Change   |
| MT6250 | Leading the Organization II:<br>Productivity, Process and<br>Programs |
| MT6650 | Strategy and Policy   |

# MASTER OF MANAGEMENT

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The Master of Management program offers graduates of diverse undergraduate programs the opportunity to expand their knowledge and skills base in the area of management. The program is designed to help the student develop a well-rounded portfolio of management knowledge, skills and abilities along with 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 and international business.

## 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 of these decisions.
- 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 a 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 class projects and involvement in student, community and/or professional organizations.

## PROGRAM REQUIREMENTS

The Master of Management (M.M.) degree provided by National American University consists of three requirements: foundation courses, graduate core courses and elective courses.

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 preparatory requirements, and complete 40.5 hours of graduate-level core courses and 13.5 hours of electives. Under the thesis option plan, the student must satisfy the preparatory requirements, and complete 40.5 hours of graduate-level core courses, 4.5 hours of electives and nine (9.0) hours of thesis.

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

## MM PREPARATORY REQUIREMENTS

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

The MM preparatory requirements include:

Advanced Composition/Composition II

The following National American University courses fulfill the preparatory requirements:

EN1300 Composition II

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

- The equivalent undergraduate courses or graduate courses may be taken at an 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 to the graduate school 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 graduate academic coordinator prior to starting the program.

## M.M. CORE COURSES

It is not necessary that all preparatory courses be completed prior to enrolling in graduate courses. However, the writing requirement must be met during the first term while individual prerequisite preparatory courses must be completed prior to enrolling in corresponding graduate core class. The relationships of the preparatory courses to the core graduate courses are as follows:

|        | <b>Core Courses</b>  |
|--------|--|
| CI6400 | Information Systems for Strategic Advantage                              |
| FN6200 | Finance for Managers   |
| LA***  | Select either LA6100<br>Legal Environment for<br>Global Organizations OR |

|        |   |
|--------|---|
|        | LA6570 Human Resource Law                                     |
| MG6200 | Marketing and Sales Management                                |
| MT6200 | Leading the Organization I: Communication, Culture and Change |
| MT6300 | Managing Human Resources                                      |
| MT6580 | International Management                                      |
| MT6700 | Managerial Communication                                      |
| MT6650 | Strategy and Policy   |

**Elective Courses**

Three elective courses

## M.M. ELECTIVE AND EMPHASIS OPTIONS

In order to satisfy 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 graduate academic coordinator 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.

## CRIMINAL JUSTICE MANAGEMENT EMPHASIS

Students who select this option will pursue the Master of Management Emphasis Criminal Justice Management curriculum by completing the following courses:

|        |  |
|--------|--|
| CJ6100 | Law and Public Policy (in place of the LA core course) |
| CJ6200 | Management Topics in Criminal Justice                  |
| CJ6250 | Management of Critical Incidents                       |
| CJ6300 | Criminal Justice Planning and Innovation               |

## GENERALIST

Students who select the generalist M.M. without an emphasis area will work with their academic coordinator to select 13.5 hours of elective credit that best match their professional interests. These electives may 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 three of the following courses:

|        |   |
|--------|---|
| MT6310 | Training and Development in Human Resource Management |
| MT6320 | Employee Evaluation and Compensation                  |
| LA6570 | Human Resource Law                                    |
| MT6350 | Strategic Human Resource Management                   |

## INFORMATION SYSTEMS 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.

|        |                                    |
|--------|------------------------------------|
| CI6510 | Database Systems in the Enterprise |
| MT6600 | Enterprise E-Business Strategy     |
| MT6610 | Managing and Optimizing Projects   |
| MT6620 | Knowledge Management               |

*\*This emphasis area is only available to students enrolled in the international Best of Both Worlds IDP® program with an NAU affiliate school.*

## PROPRIETARY HIGHER EDUCATION MANAGEMENT EMPHASIS

Students who select this option will pursue the Master of Management Emphasis Higher Education curriculum by completing the following courses:

|        |  |
|--------|--|
| LA6200 | Legal and Regulatory Environment in Higher Education |
| HE6100 | History of American Higher Education                 |
| HE6200 | Management Topics in Higher Education                |
| HE6250 | Student Retention and Learner Services               |
| HE6300 | Curriculum Design, Development and Assessment        |

## 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 |

# SCHOOL OF NURSING

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## MISSION STATEMENT

The School of Nursing, as an integral part of National American University, is in concert with its mission, core values and purposes. Consistent with the overall university mission, the School of Nursing mission is to prepare competent nursing graduates by providing a caring, diverse, and student-centered environment that fosters critical thinking and enhances holistic healthcare across the life span. The nursing programs offer career mobility through an articulated ladder approach to nursing education.

## GOALS/PURPOSES

Revised 2009-03-05

1. Prepare learners to influence the delivery of healthcare services through safe and accountable clinical judgment.
2. Promote and facilitate (student-centered) life-long learning opportunities responsive to the needs of students, graduates, faculty, community and profession.
3. Commit to the advancement of nursing knowledge and application to healthcare by collaborating with faculty within and external to the university and with professionals in healthcare and community agencies.
4. Support and participate in activities that interpret and promote the role of the nurse, influence nursing practice and the concept of caring.
5. Support efforts to recruit and retain students from diverse backgrounds and experiences who demonstrate potential for success in nursing.
6. Incorporate a holistic approach to culturally congruent care throughout the life span.

## SCHOOL OF NURSING PHILOSOPHY

The School of Nursing derives its philosophy and purposes from the mission statement of National American University. The School of Nursing and its faculty believe that nursing education should enable students to acquire the knowledge and proficiencies necessary to practice culturally competent and congruent nursing care and meet the changing needs of society. The philosophy and conceptual model are based on the learning paradigms of Benner (1984, 2000, 2001) and Leininger (1991, 2002, 2006). In accordance with these paradigms, the faculty believes that education is predicated on the following constructs derived from Benner's "Novice to Expert" and Leininger "Transcultural Nursing" theories:

1. **Experiential:** student-centered and lifelong learning; Benner (1984, 2000, 2001) and Leininger (1991, 2002, 2006). The School of Nursing and faculty believe nursing education includes experiences and activities that promote learning in open learning climates where students may examine and discuss transitions in understanding,

mistakes, or misconceptions in actual clinical situations (Benner, 1984, 2000, 2001). Nursing is embraced as a discipline committed to the importance of lifelong learning for the maintenance and advancement of knowledge. The School of Nursing and faculty further believe culturally congruent care reflects an infinite number of factors that affect wellbeing which is important for today's diverse society. It is through culturally congruent care that nursing finds an infinite number of explored and unexplored dimensions of care as a pursuit for enhanced knowledge which may result in predictable care outcomes (Leininger, 1991, 2002, 2006).

2. **Caring:** essential to nursing and nursing education; Benner (1984, 2000, 2001) and Leininger (1991, 2002, 2006). The School of Nursing and faculty embrace Benner's (1984, 2000, 2001) tenet that caring practice is the invisible work of nursing, acknowledges a common human condition, and is required to nurture and sustain human life. The School of Nursing and faculty further embrace Leininger (1991, 2002, 2006) definition: "Care is the heart of nursing; Care is power; Care is essential to healing (or wellbeing); Care is curing; and Care is (or should be) the central and dominant focus of nursing and transcultural nursing decisions and actions" (Leininger, 1991, 2002, 2006).
3. **Clinical Judgment:** qualitative distinction, evolves over time, integrative/dynamic; Benner (1984, 2000, 2001). The School of Nursing and faculty believe Benner's (1984, 2000, 2001) tenet that clinical judgment is based on recognition of dynamic patient/ family/ community transitions across time in response to conditions and associated treatment. The nurse's clinical judgment evolves over time as the nurse gains experience and furthers education in the profession.
4. **Holistic Health/Illness/Death;** Leininger (1991, 2002, 2006) The School of Nursing and faculty believe nursing education should embrace the care of clients as addressed within all stages of health from wellness to death. Within the art of healing and comforting, utilization of a holistic perspective should support and enhance human dignity. This holistic perspective views cultural insight as a pivotal factor that directs and shapes wellbeing within an individual, the family, and the community as a whole. National American University School of Nursing uses the tenets of Benner (1984, 2000, 2001) and Leininger (1991, 2000, 2006) to form the eclectic conceptual framework. Specifically, Benner's work on Novice to Expert (1984) provides a framework for the School of Nursing. The School of Nursing programs are built upon various student levels of education and experience and designed to enhance career mobility. Concepts of care and culture based on Leininger (1991, 2002, 2006) are threaded throughout the curriculums. The constructs: experiential learning, caring, clinical judgment, and holistic

health/illness/ death provide horizontal threads that serve as broad categories under which a variety of content can be addressed. They are not considered mutually exclusive. It is recognized that the rapid evolution of nursing science, practice, and education demands on-going reexamination of categories and concepts.

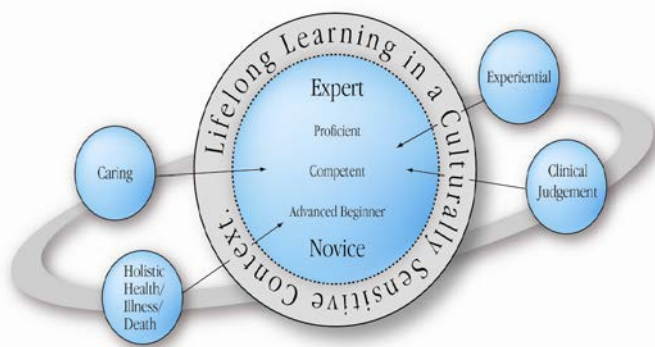
## NURSING PRACTICE AND NURSING EDUCATION

A knowledge base reflective of the varying levels of nursing practice contributes to incorporating information to promote health, prevent disease, restore health, and promote adaptation across the lifespan. Nursing demands the ability to adapt to a changing environment in assessing, analyzing, planning, implementing and evaluating nursing care.

Continued learning and application of facts and principles are necessary for effective clinical judgment in patient care settings. As providers of health services, nurses should be self-directive, creative, critical thinkers who strive for lifelong learning, regardless of their level of practice.

Within nursing, there are levels of practice within varying settings which require different educational preparation. The practical nurse graduate provides direct patient care by assisting with data collection, contributing to a plan of care, performing basic therapeutic and preventive nursing measures, and assisting in evaluating the outcomes of nursing interventions of patients with commonly occurring health problems. The associate of science degree graduate is prepared to serve clients with more complex care needs, which require judgment, independent decision making within the professional nurse role, and collaborative decision making. The baccalaureate graduate has additional education in leadership, health care delivery systems, community and public health nursing, nursing research, and evidence based practice. The provision of care at this level requires a broad base of principles from science and the liberal arts. The NAU Masters of Science degree in Nursing with emphasis in Nursing Education was developed to prepare future educators for leadership in the field.

Educational preparation within each level of practice should build on previous knowledge to facilitate career mobility.



This model represents the organizing structure of NAU School of Nursing. The model illustrates the emphasis on lifelong learning throughout all programs in a culturally sensitive context for all populations. Students enter the NAU School of Nursing at varying points in their careers (pre-licensure PN, ASN, BSN, Online RN to BSN and/or Online MSN). Although students enter Benner's (1984, 2000, 2001) continuum at different starting points (as a result of additional knowledge and experience), they continually move toward higher levels of competence. The implication for teaching and learning is emphasized by the constructs of caring, experiential, clinical judgment, and holistic health/illness/death.

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- Benner, P. (2000). Shaping the future of nursing. *Nursing Management*, 7(1), 31-5.
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- Benner, P. (2001). Taking a stand on experiential learning and good practice. *American Journal of Critical Care*, 10(1), 60-62.
- Leininger, M. M. (1991). *Culture care diversity and universality: A theory of nursing*. New York: National League for Nursing Press.
- Leininger, M., & McFarland, M. (2002). *Transcultural nursing: Concepts, theories, research and practice*. New York: McGraw Hill.
- Leininger, M., & McFarland, M. (2006). *Culture Care Diversity and Universality*. Boston: Jones and Bartlett.

## ONLINE MSN CURRICULUM DESCRIPTION

The Online Master of Science in Nursing Education program is based on three sets of core courses. Each course within the 12 course program awards 4.5 credits for a total of 54 credits. The graduate nursing education core courses provides students the basis for development of refined analytical skills, broad-based perspectives, enhanced abilities to articulate viewpoints and positions, clearer ability to connect theory to practice, and enhanced skills in the nurse educator profession. These are consistent with the Graduate Core Curriculum established by the AACN Essentials of Master's Education (1996) and the NLN Certified Nurse Educator test plan. The purpose of courses in the graduate nursing education core is to provide the content that forms the foundation of all graduate nursing education irrespective of specialty such as advanced clinical practice roles, nursing administration, community health, or nursing education. These courses include:

- NS6110 Theories in a Global World (4.5 cr)\*
- NS6120 Ethics (4.5 cr)\*
- NS6130 Research (4.5 cr)\*

NS6140 Online Nursing Education (4.5 cr)

NS6150 Simulation in Nursing Education (4.5 cr)

MT6200 Leading the Organization I: Communication, Culture and Change (4.5 cr)

\*May be transferred into the program from a regionally accredited graduate nursing program; BS or MS degree in nursing program; other health professionals with permission of chair and dean.

Attention: MT6200 is a prerequisite for all of the NS courses unless waived by special permission.

The core specialty competencies for the Online Master of Science in Nursing Education are based on the National League of Nursing Scope of Practice for Academic Nurse Educators (2005) and the NLN Certified Nurse Educator test plan. The courses in the nursing education cores provide teaching and learning in program and curriculum, pedagogy, teaching and learning methods, instructional design, assessment and evaluation, and the nurse educator roles.

These courses include:

NS6210 Nursing Curriculum and Program Design (4.5 cr)

NS6220 Nursing Instructional Design, Educational Methods and Teaching Strategies (4.5 cr)

NS6230 Assessment and Evaluation in Nursing Education (4.5 cr)

NS6240 Nurse Educator Roles (4.5 cr)

The capstone core courses provide a culminating practicum and project that synthesizes the foundational courses in graduate nursing core and nursing education core courses with a focus on either online education or simulation education.

These courses include:

NS6250 Nursing Capstone Project (4.5 cr)

NS6260 Nursing Capstone Practicum: Simulation or Online (4.5 cr)

During the Online Master's of Nursing Education program, the student acquires the ability to analyze, synthesize, and utilize knowledge to provide nursing education and facilitate student learning. This is accomplished through a variety of teaching and learning experiences including formal courses using online, practicum experiences, and a culminating project. This approach allows a student to integrate prior and current learning while providing flexibility and scholarship.

## STUDENT LEARNING OUTCOMES

Graduates of the Online MSN program, with emphasis in Nursing Education, will:

1. Analyze moral, ethical and legal issues that impact the delivery of nursing care and nursing education in a diverse, global world.
2. Integrate theory, research and practice using critical thinking and effective problem solving for the advancement of the nursing profession.

3. Utilize technological media to educate and communicate collaboratively with internal and external stakeholders throughout the global world.
4. Synthesize principles of education, innovative methodologies and learning approaches to achieve curricular outcomes.
5. Model professional, scholarly and leadership behaviors that foster clinical reasoning and lifelong learning.

# ADMISSIONS

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## 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 acquire a graduate student body with these attributes.

## ADMISSION REQUIREMENTS – MBA AND MM

### 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**
- Completion of all preparatory courses with a minimum grade of "C" or higher
- 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 a regionally accredited institution of higher learning or recognized foreign equivalent.

## ADMISSION REQUIREMENTS – ONLINE MSN - SCHOOL OF NURSING

1. NAU School of Nursing MSN program reviews applications and admits students every academic quarter. Admission decisions are made and communicated in writing once the program application and admission requirements have been completed and reviewed.
2. Regular admission status includes the following:
  - a. Graduation from a baccalaureate degree program in nursing from an accredited institution.
  - b. Current active unencumbered RN license from any state within the United States. Evidence of current licensure must be present in the student's departmental file.
  - c. Minimum cumulative GPA of 3.0 or above on a 4.0 scale during the BSN degree completion. Applicants who do not meet the cumulative GPA requirement are reviewed on a case by case basis and may be admitted under probationary status.
  - d. Completion of all preparatory requirements.

2. All nursing prefix (NS) courses and MT6200 Leading the Organization I must be completed through NAU online.\*

3. All international nurses must have a current active unencumbered registered nurse license to practice (in the state of their choice in the United States) and an international professional evaluation of their prior education credentials.

\* Only the following NS courses may be transferred into the MSN program of study: Theories in a Global World, Ethics and Research.

Apply online  
[https://mycampus.national.edu/Applicant/ApplyOnline\\_Login.aspx](https://mycampus.national.edu/Applicant/ApplyOnline_Login.aspx)

## 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), and
- 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 written request to the dean of the graduate school to be considered for re-admission to the program. Students should contact the graduate office for further information about termination/re-admission procedures.

## ADMISSION SUBMITTALS

Each applicant for admission to the graduate program must submit all of 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. MSN students must also submit a transcript evaluation from an organization approved by the National Association of Credential Evaluation Services (NACES).
- A completed National American University graduate application for admission and submission of a \$45 application fee.
- MSN applicants must submit proof of current, unrestricted state Registered Nurse licensure

## INTERNATIONAL STUDENT ADMISSION REQUIREMENTS \*

International graduate student applicants who wish to study in the National American University graduate program must satisfy all of 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 and a transcript evaluation from an organization approved by the National Association of Credential Evaluation Services (NACES) 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 student admissions requirements. Upon acceptance by and approval from the university, Form I-20 will be issued to eligible students.

Transfer students will be additionally required to submit official transcripts from previously attended colleges and universities as well as information concerning proof of current status with the United States Citizenship and Immigration Services (USCIS) for the issuance of Form I-20.

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.

### Financial Aid

Government-sponsored or subsidized programs are generally not available to international students. International students should consult their country's consul or ambassador for educational benefits sponsored by their home country, or obtain a private sponsor.

\* For Online MSN program please see number three on Admission Requirements - MSN - School of Nursing

teachings are opposed to such immunizations. If the student is under the age of 18, the written statement shall be

## ADMITTANCE PROCESS

Once the required admissions submittals have been received and are deemed in order, the application process is considered to be complete.

**MBA and MM:** Upon evaluating the completed application submittals, the graduate school will notify the student as to whether he/she is accepted into the MBA or MM program.

**MSN:** Upon evaluating the completed application submittals, the school of nursing in conjunction with the graduate school will notify the student as to whether he/she is accepted into the MSN program.

An applicant meeting the admission requirements will normally be granted regular admission into the graduate program. Probationary admission status 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.

## MINNESOTA STUDENTS

Under Minnesota law, students need to submit a complete immunization record or meet one of the legal exemptions before being admitted to NAU. Students are exempt if they graduated from a Minnesota high school in 1997 or later, were previously enrolled in another college in Minnesota, or were born before 1956. Other exemptions include religious or philosophical objections to being immunized, in which the student needs to submit a notarized statement of his/her beliefs, or if the student has already had one of the diseases covered in the state immunization requirement. A doctor may sign an exemption if the student has another medical reason, for example, immune to the disease or currently pregnant. Please see an admissions representative for further details.

## SOUTH DAKOTA STUDENTS

Under South Dakota law, students (born after 1956) who are entering a postsecondary institution in South Dakota for the first time after July 1, 2008, must submit, within 45 days after the start of classes, certification from a licensed physician that the student has received or is in the process of receiving the required two doses of immunization against measles, rubella, and mumps. As an alternative to the requirement for a physician's certification, the student may present: (1) Certification from a licensed physician stating the physical condition of the student would be such that immunization would endanger the student's life or health; (2) Certification from a licensed physician stating the student has experienced the natural disease against which the immunization protects; (3) Confirmation from a laboratory of the presence of adequate immunity; or (4) A written statement signed by the student that the student is an adherent to a religious doctrine whose

## TEXAS AND TENNESSEE STUDENTS

The Online MSN program is offered through NAU Distance Learning in all states except Texas and Tennessee.

# TUITION AND FEES

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*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  |
| Dual Option Undergraduate/Graduate Specialty Course Fee (per course)                                      | \$ 300.00 |
| Foundation Course Prior Learning Portfolio evaluation fee (per class, due at time of portfolio submittal) | \$ 50.00  |
| Matriculation Fee (paid once)   | \$ 75.00  |
| Material Fee, per designated course   | \$ 90.00  |
| Nursing Course Fee, per NS coded course   | \$150.00  |
| 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 of making payment, provided the student has not entered classes. (Exceptions: Five days in the state of Minnesota regardless of whether the course of instruction has started. Three days in the state of Missouri, excluding Saturday, Sunday and holidays, regardless of whether the student has entered classes.)*

# FINANCIAL AID PROGRAMS

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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.

Students interested in applying for financial aid through the following programs are encouraged to write and/or visit the university financial services office. The addresses for all locations of National American University are listed at the beginning of the catalog.

## FEDERAL PERKINS LOANS

A Federal Perkins Loan is a low interest loan (5 percent) for both undergraduate and graduate students with exceptional financial need. Priority is given to Federal Pell Grant recipients.

The annual maximum for each award year of undergraduate study is \$5,500. The annual maximum for each award year of graduate study is \$8,000.

The aggregate (program) loan limits are \$27,500 for a student who is a junior or senior in an undergraduate program leading to a bachelor's degree, and \$11,000 for a student who is a freshman or sophomore in an undergraduate program leading to a bachelor's degree or for students in degree/diploma programs that are two years or less in length. The aggregate (program) loan limit for a graduate student is \$60,000 (including any Federal Perkins Loan borrowed as an undergraduate).

Repayment of Perkins Loans for first-time Perkins Loan borrowers begins nine months after the student graduates, withdraws or drops below half-time attendance. For details on deferments and/or cancellations, contact the financial services office. Funds are limited, therefore early application is important.

## SCHOLARSHIPS

The following sites are free scholarship searches:

[www.fastweb.com](http://www.fastweb.com)  
[www.scholarships.com](http://www.scholarships.com)  
[www.petersons.com/finaid/file.asp?id=780](http://www.petersons.com/finaid/file.asp?id=780)  
[www.collegeboard.com/student/pay](http://www.collegeboard.com/student/pay)  
[www.scholarshipexperts.com](http://www.scholarshipexperts.com)  
[www.findtuition.com/scholarships](http://www.findtuition.com/scholarships)  
 Nursing scholarship site:  
[www.nursingscholarship.us](http://www.nursingscholarship.us)

In the reference section of the university library and in the financial services office, further information is available concerning outside scholarships and how to apply for them.

Veterans Administration (VA)

Veterans and/or dependents of veterans who are disabled or deceased may qualify for educational financial assistance through the Veterans Administration. Since the regulations regarding eligibility are quite extensive and many times need interpretation, the student is referred to the Veterans Administration Center. State Veterans Administration Office locations may be found at [www.va.gov/statedva.htm](http://www.va.gov/statedva.htm). Or you may call 1-888-442-4551 or contact your local Veterans Service Organization.

### Other State and Federal Programs

Benefits may be available through such government programs as State Trade Adjustment Act, Minnesota State Grant Program (MSGP), Minnesota Child Care Grant (MCCG), Bureau of Indian Affairs (BIA), state vocational rehabilitation services (for mobility, hearing, and/or visually impaired), and the Military or Federal Tuition Assistance Programs.

## STAFFORD DIRECT LOANS

Direct Stafford Loans are for undergraduate, graduate and professional degree students. You must be attending as at least a half-time student to be eligible for a Direct Stafford Loan.

There are two types of Direct Stafford Loans: subsidized and unsubsidized. You must have financial need to receive a Subsidized Stafford Loan. Financial need is not a requirement to obtain an Unsubsidized Stafford Loan. The U.S. Department of Education will pay the interest that accrues on Subsidized Stafford Loans during certain periods of at least half-time enrollment, the grace period and during certain times of deferment. The U.S. Department of Education will at no time pay the interest that accrues on Unsubsidized Stafford Loans.

### Students Enrolled in Preparatory Courses:

Students who have received a bachelor's degree and are taking preparatory courses in order to gain admission to an NAU graduate program may receive federal student loans up to the fifth-year undergraduate federal loan limit for a maximum of 12 consecutive months.

### Annual and Aggregate (Program) Limits for Direct Subsidized and Unsubsidized Stafford Loans

| Undergraduate Students | Dependent Student  | Independent Student                                      |
|------------------------|--|--|
|                        |  | \$5,500  |
| 1st Year               | (only \$3,500 of this amount may be in subsidized loans) | (only \$3,500 of this amount may be in subsidized loans) |
| 2nd Year               | \$6,500  | \$10,500   |

|   |  |  |
|---|--|--|
|   | (only \$4,500 of this amount may be in subsidized loans)<br>\$7,500  | (only \$4,500 of this amount may be in subsidized loans)<br>\$12,500   |
| 3rd Year, 4th and 5th Year                        | (only \$5,500 of this amount may be in subsidized loans)<br>\$31,000 | (only \$5,500 of this amount may be in subsidized loans)<br>\$57,500   |
| Undergraduate Aggregate limits for Stafford Loans | (No more than \$23,000 of this amount may be in subsidized loans)    | (No more than \$23,000 of this amount may be in subsidized loans)<br>\$20,500  |
| Graduate Students                                 | N/A  | (only \$8,500 of this amount may be in subsidized loans)<br>\$138,500<br>This includes amounts received during periods of undergraduate study. |
| Graduate Aggregate limits for Stafford Loans      | N/A  | (No more than \$65,000 may be in subsidized loans)   |

# ACADEMICS

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## 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

Students in a preparatory status must follow the same enrollment requirements as undergraduate students. Please refer to the undergraduate catalog for the enrollment policy.

Students enrolled in the MBA, MM, or MSN will use the following definitions:

### **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 degree seeking at 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 graduate academic coordinator to request auditing privileges. Privileges will be extended to students upon recommendation of the student's advisor and approval of the graduate 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 enter the university under new program requirements. For nursing readmission guidelines, please refer to the school of nursing student handbook.

An exception to this requirement may be made if the student has two 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.

### **Time Limitations**

Students are expected to complete the graduate degree within seven years of beginning graduate study at National American University. Please see Time Limitations under Enrollment Status.

## 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 from diverse backgrounds, interests and abilities (please refer to the NAU mission statement). 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.

## 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 or designee.
- 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 consist of 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:

| Credit Hours | Min. Cumulative GPA | Signature(s)                |
|--------------|---------------------|-----------------------------|
| over 13.5    | 3.0                 | dean of the graduate school |

## 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 - Satisfactory

Grade designations for which grade points are not earned include:

- F Failure. The subject may be repeated, and in the case of non-elective courses, it will be necessary to do so in order to complete a program.
- I Incomplete. The student did not complete all requirements of the course at the time of grading.
- W Withdrawal. The student voluntarily withdrew from the course or was dropped from the course before completing 60 percent of the academic term. This grade has no bearing on the grade point average but may affect eligibility for financial aid.
- WF Withdrawal-Fail (applies to the school of nursing). The student voluntarily withdrew from the course or was dropped from the course before completing 60 percent of the academic term. The student was earning a failing grade in the course at the time of withdrawal. This grade has no bearing on the grade point average but may affect eligibility for financial aid.
- S Satisfactory. Used in courses in which credit is awarded and credit hours count toward graduation.
- U Unsatisfactory. Used in courses for which credit is awarded and credit hours count toward graduation but are not calculated into the GPA.

Grade point average is determined by dividing total grade points earned by total hours attempted. GPA may be figured for each quarter (quarterly GPA), for all hours attempted at the university (cumulative GPA), or for courses in a major (major GPA). Credits and grade points earned at other universities or colleges are not included in GPA calculations at National American University.

Students will be informed of their progress in each course on a regular basis by grades given on tests, papers, and other assignments. Additionally, students will receive a notice halfway through each quarter if their grades are below a "C". Grade reports are issued at the end of each quarter.

## REPEATING COURSES - GRADUATE

Any course may be repeated a maximum of two times, regardless of the letter grade earned, at the current cost per unit. A grade of "W" is considered a letter grade for determining the number of times a course has been attempted. 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 completion of new assessments. 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

### MBA and MM

A total of 13.5 quarter-hours of graduate transfer credits, or American Council on Education (ACE) approved military graduate level credits are permitted to be included in a student's program of study. The following conditions apply:

1. All such courses must have been completed at a regionally 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 anticipated 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.

### Online MSN

A total of 13.5 quarter-hours of graduate transfer credits are permitted to be included in a student's program of study. The following conditions apply:

1. All such courses must have been completed at a regionally accredited institution of higher learning; **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 five years prior to the date of graduation must be repeated or validated as to currency by the candidate. Contact the dean of graduate studies/ SON dean 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; **and**
6. Only the following courses may be transferred into the MSN program of study:
  - a. Research
  - b. Ethics
  - c. Theories in a Global World

## TIME LIMITATIONS

For academic purposes, a student is expected to complete the graduate degree within seven years of beginning graduate

study at National American University, with the exception of the MSN program in which the expected length of study is five years. 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. The student should contact financial aid to discuss financial aid restrictions regarding time limitations.

## GRADUATION REQUIREMENTS – MBA AND MM

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

- Successful completion of at least 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, and
- Successful completion of MT6650 with a grade of "A" or "B", and
- A minimum grade point average of 3.0 in the core and elective courses, and
- 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.

## GRADUATION REQUIREMENTS – ONLINE MSN

The graduate degree is granted from National American University upon recommendation of the president and graduate faculty upon completion of 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.
- Successful completion of NS6250 and NS6260 with a grade of "A" or "B".
- A minimum grade point average of 3.0 in the core and elective courses.
- A grade of "B" or below in no more than two core and elective courses. Courses in which a "B" 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 "B" or below is received as a final grade in a graduate-level course will be approved for graduation.

## REQUIREMENTS FOR GRADUATION WITH AN MBA AND AN M.M.

Students who elect to pursue both an MBA and an M.M. are required to complete all of the degree requirements for each degree (includes prerequisite requirements) and a minimum of 15 total courses regardless of degree requirements. Students should work closely with their graduate academic coordinator early in the program to plan for both degrees.

## COMMENCEMENT

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

# SATISFACTORY ACADEMIC PROGRESS POLICY

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## GENERAL

To qualify for Title IV federal financial aid, a student must (1) satisfy the academic requirements of the university and specific program requirements, and (2) make satisfactory academic progress (SAP), as required by federal law. SAP is measured using qualitative and quantitative standards, including periods during which federal financial aid was not received. Qualitative progress is measured by cumulative grade point average. Quantitative progress is measured by completion rate and maximum timeframe. Foundation courses are not included in cumulative grade point average, completion rate and maximum timeframe calculations.

## SATISFACTORY ACADEMIC PROGRESS STATUS

### GRADUATE PREPARATORY STUDENTS

Graduate students in a preparatory status must follow the same satisfactory academic progress requirements as undergraduate students. Please refer to the undergraduate catalog for the Student Academic Progress policy.

### GRADUATE DEGREE SEEKING STUDENTS (MBA, MM, MSN)

#### Cumulative Grade Point Average

A student must maintain a minimum cumulative grade point average (CGPA) as calculated in the Satisfactory Academic Progress Table in this policy.

Incomplete (I) and Withdrawal (W) grades are not used in calculating CGPA. Credits earned by examination or transferred from another institution are also not used in calculating CGPA.

When a student repeats an NAU course, the highest grade achieved in that course is used in calculating CGPA.

#### Satisfactory Academic Progress Table - Graduate Minimum Cumulative Grade Point Average

| Credits attempted and completed | Minimum CGPA |
|---------------------------------|--------------|
| 0-18                            | 2.5          |
| 19-22.5                         | 2.6          |
| 23-31.5                         | 2.7          |
| 32-45                           | 2.9          |
| 46+                             | 3.0          |

#### Completion Rate

In addition to maintaining a minimum CGPA, a student must successfully complete 66.67% of all credit hours attempted at National American University.

The grades of A, B, and C indicate successful course completion for purposes of this policy. The grades of F, I, and W indicate a lack of successful course completion.

#### Maximum Timeframe

A student must complete his/her academic program within a maximum of 150% of the published length of the education program as measured in credit hours. For example, a student completing a master's degree requiring 54 credit hours may attempt  $81$  credit hours to complete that degree. ( $54 \times 1.5 = 81$ )

Credits transferred from another institution are included as credits attempted and completed for the purpose of calculating maximum timeframe.

#### Satisfactory Academic Progress Status

The satisfactory academic progress of each student is evaluated for the purpose of determining federal financial aid eligibility. SAP is evaluated by the Satisfactory Academic Progress Committee at each campus once per quarter.

#### Good Standing

A student is in good standing status if the student has: (1) successfully completed a minimum of 66.67% of the credit hours attempted; (2) maintained at least the minimum CGPA; and (3) not exceeded the maximum timeframe.

#### Warning

A student will be placed in warning status if the student's CGPA falls below the minimum or the student fails to successfully complete at least 66.67% of the credit hours attempted. A student in warning status will be given one quarter to return to good standing status. A student who does not return to good standing status within such time period will be placed in suspension status. Federal financial aid is available to eligible students in warning status.

#### Suspension

A student in warning status who does not return to good standing status after one quarter, or who exceeds the maximum timeframe, will be placed in suspension status. A student in suspension status is not eligible to receive federal financial aid, but may continue to attend classes if the student makes other payment arrangements. This status continues

during periods of non-enrollment. A student may re-establish eligibility for federal financial aid as set forth in the following section entitled Re-Establishing Federal Financial Aid Eligibility.

#### Probation

A student in probation status has been granted such status by the SAP Committee in accordance with the following section entitled Re-Establishing Federal Financial Aid Eligibility. Federal financial aid is available to eligible students in probation status for one quarter, or longer, if the student meets the terms of an academic plan approved by the SAP Committee. If the student fails to return to good standing within one quarter or fails to meet the conditions of the academic plan, he/she will be returned to suspension status and will no longer be eligible for federal financial aid.

Students who have been placed in or removed from warning, suspension, or probation status, or who have exceeded the maximum timeframe, will receive notification letters stating their academic and financial aid status.

## NOTIFICATION

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

## REINSTATEMENT OF FINANCIAL AID

### ELIGIBILITY

A student in suspension status may re-establish eligibility for federal financial aid if:

The student continues to attend classes and improves his/her CGPA and/or completion rate to minimum standards without federal financial aid, or

The student appeals the suspension and demonstrates that extenuating circumstances caused the student to be unable to make satisfactory academic progress, such as the death of a relative, serious injury or illness of the student, or other special circumstances. The student must also explain what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation.

The student must submit an Appeal of Academic Suspension Form no later than the last day of add/drop week of the quarter for which the student wishes to enroll.

The appeal form must be submitted to the academic dean of the campus at which the student intends to enroll, regardless of whether the student has previously attended another NAU campus.

A student may appeal no more than 3 times.

A student who has exceeded maximum timeframe cannot re-establish eligibility for federal financial aid.

#### References

34 CFR 668.16(e)

34 CFR 668.32(f)

34 CFR 668.34

# UNIVERSITY POLICIES/PROCEDURES

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## ACADEMIC INTEGRITY

The National American University Mission and Purposes describe the university's commitment to assist students in further development of ethical values and behavior. A significant aspect of one of the purposes relates to academic integrity and the encouragement of honesty and ethical behavior on the part of students and graduates. Academic dishonesty includes, but is not limited to, plagiarizing and/or cheating on assignments, tests or projects; or assisting someone else in these actions.

### Students

Students are encouraged to model behaviors that reflect honesty and integrity, and, therefore, may not engage in or tolerate cheating, plagiarism or other forms of academic dishonesty and/or related misconduct. Students should work in collaboration with each other to accomplish educational objectives; however, they are also responsible for their own understanding of the academic content and for their own work. Students who are unclear about the academic dishonesty examples listed below should seek clarification from a faculty member or staff members with appropriate expertise.

The most common forms of academic dishonesty include but are not limited to:

#### *Cheating:*

- Using or attempting to use unauthorized assistance, material or student aids in examinations or other academic work. Examples: using a cheat sheet on an exam, copying from another student's exam, copying an exam before it is given, collaborating on an assignment without course instructor's consent, or altering exam answers and resubmitting the exam for a better grade.

#### *Plagiarism:*

- Using the ideas, data or language of another without specific and proper acknowledgement. Examples: failing to cite a reference or to use quotation marks where appropriate, or misrepresenting another's work as one's own original creation.

#### *Fabrication and Falsification:*

- Submitting contrived or altered information in an academic exercise. Examples: inventing data, research results, information or procedures in an academic exercise, reporting false information about internship or practicum experiences, or altering the record of data or experimental procedures or results.

#### *Multiple Submission:*

- Submitting, without prior permission, substantial portions of the same academic work for credit more than once.

#### *Complicity in Academic Dishonesty:*

- Knowingly helping or attempting to help another commit an act of academic dishonesty; failing to report instances of academic dishonesty of which the student is aware.

Students are responsible for seeking information about accurate documentation of citations and references for specific content areas. Students who are unclear about the cheating and plagiarism examples listed above should seek clarification from a faculty member or staff members with appropriate expertise.

### Faculty

The university trusts the members of the faculty to enforce policies and to establish procedures in their classes that will encourage honesty and ethical behavior on the part of students. The university expects that faculty members will not only make the determination of academic dishonesty, but that they will impose the sanctions described below as appropriate.

### Penalties

Penalties are given at the discretion of the academic dean and/or system vice president of academic operations and learner services (SVPAOLS) and are determined based on the severity of the violation and any prior history of academic dishonesty. Penalties include the following:

1. Failing grade for test, assignment, or project
2. Failing grade for course
3. Temporary or permanent suspension (assigned only by the SVPAOLS)

A student may not withdraw from the course or change the grading option for the course before an allegation of academic dishonesty has been resolved. Generally, if a student has either admitted to the allegation or has been found responsible for academic dishonesty, the student will not be permitted to withdraw from the course or change the grading option for the course.

## ATTENDANCE PHILOSOPHY

The university's philosophy on attendance supports its mission of career and professional education. The university creates an educational environment that is responsive to the career/professional interests and educational objectives of its students, as well as 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 or academic advisor, he/she may be administratively dropped from the course. Faculty may implement grade adjustments based on the university's attendance policy. Each faculty member's requirements for make-up work, if applicable, are stated in the course syllabus.

Attendance is taken each week in all classes. Students enrolled in online courses are counted as present if they actively participate weekly within the course in the university's learning management system. For more information regarding online requirements, please refer to the Distance Learning section of the academic catalog.

Students who have attended past the first 60 percent of the scheduled term, as published in the academic calendar, will not be dropped for non-attendance.

## 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 will dismiss the student from the university. A written policy on student conduct is available from the office of the academic dean or the campus executive officer who has authority and responsibility for overseeing student conduct.

Procedural fair play and due process will be provided in every instance. Proper safeguards for the 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. Legal violations will be turned over to police authorities.

## CONFIDENTIALITY POLICY

MSN students should refer to the SON Handbook for specific policies relating to confidentiality.

Students conducting research must complete the Institutional Review Board process for approval of their research design prior to beginning the research. The IRB policy is available in a latter section of this catalog or upon request from the graduate school.

## 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 limits 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 directed to:

Dr. Meg Whiston, System Director of Learner Services  
5301 South Highway 16, Suite 200  
Rapid City, SD 57701  
(605) 721-5200

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 takes 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 the use and 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 the use and abuse of alcohol and/or drugs;
6. utilized professional staff to inform and to support institutional and personal educational objectives.

The university's drug and alcohol policy is distributed to students annually. These sanctions include expulsion of students and termination of employees.

## 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 discussions, case studies, written assignments, research papers, and a variety of interactive learning strategies.

## REGISTRATION

Any changes in a student's registration (including class sections and adding or dropping classes) must be completed by the student through National American University's Student Portal. Once the student submits the changes electronically they will be reviewed by the graduate studies office for approval.

## FALSIFICATION OF EDUCATIONAL RECORDS

Falsifying, altering, or misrepresenting a transcript, grade report, diploma or any other material relevant to admission, enrollment or academic performance shall be considered an overt act of academic dishonesty. This action shall result in denial of admission or enrollment into National American University, or permanent suspension from continuing as a student with the university.

## 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. Due process is integral to university procedures; 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 not otherwise addressed by a formal policy may be appealed by contacting a campus academic dean, campus executive officer, or regional vice president.

## 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 suspension from the university.

### Netiquette

Users are expected to abide by the generally accepted rules of network etiquette. This includes, but is not limited to, these rules:

1. Be polite - do not use abusive or offensive language in messages to others.
2. Do not reveal your personal address or phone number or those of other students, faculty or NAU employees.
3. 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.
4. Do not tie up the network with idle activities or game playing - remember there are many students who need to use the system.
5. 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:

1. unauthorized use of any computer account;
2. unauthorized transfer of or entry into a file;
3. using NAU's network to gain unauthorized access into any computer system;
4. illegal copying of software protected by U.S. copyright law (may also result in civil damages and criminal penalties);
5. using e-mail to threaten or harass others;

6. using the university's network to access pornography or obscene material and sites displaying the same;
7. activities for the purpose of personal or commercial financial gain including chain letters, solicitation of business or services, sales of personal property, etc;
8. storing, processing or displaying racially offensive, gender offensive or obscene material;
9. using another individual's account or identity to send or receive e-mail;
10. viewing, damaging or deleting other users' files or communications without appropriate authorization;
11. posting materials on electronic bulletin boards, which violate existing laws, regulations or National American University policies or codes of conduct;
12. theft, misuse or abuse of computing or networking resources;
13. posting of National American University confidential materials, records, policies or procedures or transmitting the same to unauthorized personnel;
14. 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.

## **IRB POLICY**

It is morally and ethically imperative that the rights and welfare of research subjects be protected. In accordance with federal, as well as applicable state regulations, National American University has established the Institutional Review Board and the following policies and procedures for research involving human subjects, or data or materials derived from humans. Safeguarding the rights and welfare of human subjects utilized in research protects not only the individual subject but also the researcher and the institution sponsoring the research project.

#### **IRB Mission Statement**

The mission of the National American University Institutional Review Board is to assure highest quality research involving human subjects conducted under the auspices of the university. In that regard, safeguarding the rights and welfare of human subjects in research is a general institutional policy delegated by the president through the provost to the Institutional Review Board (IRB). Therefore, any research project involving human subjects which is conducted by National American University faculty, staff, students, or external persons (or that takes place on any National American University campus or as a part of an academic affiliation agreement) is subject to review and approval by the IRB. The IRB's main purpose is to ensure protection of human subjects through the review, approval, modification, or disapproval of

research applications submitted by faculty, staff, student, and/or external investigators. The IRB is further responsible for communication, recordkeeping, reporting, monitoring, education of the university community about ethical issues, and oversight of all research activity involving human subjects. The IRB is guided by ethical principles outlined in the Belmont Report (1979) and legal mandates outlined in the Code of Federal Regulations Title 45 Part 46 (1994).

#### **Committee Composition**

Federal regulations require that membership of the IRB include, at a minimum, one member whose primary concerns are in scientific areas, one member whose primary concerns are in nonscientific areas, other members representing more than a single profession, and at least one individual not affiliated with the university.

#### **Definitions**

For purposes of this policy, "Human Subject/Participant" is defined as "a living individual about whom an investigator conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information." "Research" is defined as "a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to general knowledge."

#### **IRB Procedures**

In order to approve proposed research protocols, the IRB shall determine if the research is exempt or non-exempt. In the case of non-exempt research the IRB shall ensure that all of the following requirements are satisfied:

- Risks to subjects are minimized by using tests or procedures which are consistent with sound research design and which do not unnecessarily expose subjects to risks, and whenever appropriate, use tests or procedures already being used for learning, diagnostic, or treatment purposes.
- Risks to subjects are reasonable in relation to the anticipated benefits, if any, to subjects, and the importance of knowledge that may reasonably be expected to result. In evaluating risks and benefits, the IRB shall consider only those risks and benefits that result from the research (as distinguished from risks and benefits of interventions subjects would receive even if not participating in the research).
- Selection of the subjects is equitable. In making this assessment, the IRB shall take into account the purposes of the research and the setting in which the research will be conducted.
- Voluntary informed consent will be sought from each prospective subject or the subject's legally authorized representative, in accordance with, and to the extent required by Title 45 Code of Federal Regulations, Part 46.116 (see Informed Consent).
- Informed consent will be appropriately documented, in accordance with, and to the extent required by 45 CFR 46.117.

- Where appropriate, the research plan makes adequate provision for monitoring the data collected to attempt to insure the safety of subjects. If any serious breach in the procedure or harmful event occurs with a subject it should be reported to the IRB as soon as possible.
- Where appropriate, there are adequate provisions to protect the privacy of subjects and to maintain the confidentiality of data. Where some or all of the subjects are likely to be vulnerable to coercion or undue influence, such as persons with acute or severe physical or mental illness, or persons who are economically or educationally disadvantaged, appropriate additional safeguards must be included in the study to protect the rights and welfare of these subjects.

In conformity with Federal Regulations, the IRB will determine which of three separate avenues for review of research involving human subjects will be utilized:

- Full IRB Review. Research involving more than minimal risk to the subject requires review by the full IRB using current scientific and ethical standards. All research using children or vulnerable populations requires review by the full IRB.
- Expedited Review. Research involving no more than minimal risk and in which the only involvement of subjects will be in one or more of the categories defined by Federal Policy 46.110 requires review by the Chair and selected members of the IRB.
- Exempt Review. Research of minimal or no risk as defined by Federal Policy 46.101b requires review by the IRB Chair only. Some types of activities are specifically exempt from IRB review. They include:
  - Non-intrusive observation of subjects in public places,
  - Data-gathering from class members for classroom purposes (e.g., class exercises, course evaluations), and
  - Needs assessment or evaluation data intended to remain within the university community.

All persons seeking IRB approval will utilize the same application form.

**Reference**

The Institutional Review Board Guidebook, published by the federal Department of Health and Human Services, may be used by the NAU IRB to assist it in making determinations within the university’s IRB policies and procedures.

## REFUND POLICY: ON-CAMPUS AND ONLINE STUDENTS

### 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 or drop any course during the first scheduled week of a standard term of enrollment with no penalty. A student who drops individual courses during this week will receive a full refund for the credit hours dropped. No refunds will be made for individual courses attended and then dropped following this period. The add/drop dates for standard and interim terms are posted in the Academic Calendar.

The university will make full or partial refund of tuition paid by students who completely withdraw after classes begin.

### Withdrawals/Refunds

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

Students completing at least one course during the term will not be eligible for a refund. Students who withdraw without completing any courses during the term will have a refund calculation completed.

The period of enrollment includes all courses 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 45 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. The following refund policy does not apply to contract agreements or other arrangements where a separate refund policy is stated.

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

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

| Last Day of Attendance                                      | Percent of Reduction |
|---|----------------------|
| 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 percent of term completed

If a postsecondary proprietary educational institution utilizes a refund policy of their recognized national accrediting agency or the new United States Department of Education (USDOE) Title IV refund policy enacted by the 1992 Amendments to the Higher Education Act, the postsecondary proprietary educational institution must provide written verification in the form of a final refund calculation, upon the request of the commission, that its refund policy is, indeed, more favorable to the student than that of the commission's. Postsecondary proprietary educational institutions accredited by a nationally recognized accrediting agency must uniformly apply the commission's tuition refund policy or the refund policy of their recognized accrediting agency, as previously approved by the commission to all first-time students enrolled. Postsecondary proprietary educational institutions using a refund policy other than that of the commission's must list the complete policy and its origination in the institutional catalog and the enrollment agreement. (*Indiana Commission on Proprietary Education; 570 IAC 1-8-4.5; filed Jan 17, 1995, 1:00 p.m.: 18 IR 1476; readopted and extended filed Jan 9, 2002, 10:58 a.m.: 25 IR 1731; readopted filed Sept 11, 2008, 9:53 a.m.: 20080924-IR-570080518RFA*)

## 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 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 15th day after the first day of the term in which the student is enrolled. Requests for nondisclosure 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.

## SELF-DIRECTED LEARNER STATEMENT

Students enrolled in online courses will be expected to complete a significant portion of their course work 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 self-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 requires that students acknowledge their role as self directed learners during the enrollment process

## 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 Higher Education Services Office, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108-5277.

## STUDENT CONCERNS - TENNESSEE

### STUDENTS

Those Tennessee students enrolled in the distance learning program with student concerns may contact the distance learning campus learner services advisor at (800) 548-0602. Those who have been unable to resolve their concerns through the university's normal channels may also contact the Tennessee Higher Education Commission, 404 James Robertson Parkway, Nashville, TN 37243-0830, telephone: (615) 741-5293.

## TIME COMMITMENT/EXPECTATIONS

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

- reading the course materials,
- participating in face-to-face classes and/or online class sessions,
- participating with class members and the instructor in discussions, and
- completing quizzes, exams, case studies and other written assignments.

This commitment equates to approximately 20-25 hours per week for a full-time (nine credits) graduate student.

# STUDENT SERVICES/LEARNER SERVICES

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The program of student services at National American University campuses contributes to the career development goals of the university's students. Student services are provided through personnel, programs, and procedures offered to stimulate student development and personal and social growth. Other aspects of student services attempt to reduce or regulate conditions that might conflict with educational objectives shared by students and the university.

## ACADEMIC ADVISING SERVICES

All graduate students have access to coordinators/advisors to assist them with questions concerning course scheduling, degree completion and other academic issues.

### **MBA and MM**

Graduate academic coordinators can be reached through email at [graduatestudies@national.edu](mailto:graduatestudies@national.edu) or by phone at 1-800-209-0867.

### **MSN**

Nursing advisors can be reached at 1-605-721-5288 or 1-800-209-0867 (ask for MSN advising).

## ALUMNI

Graduates of National American University become members of the National American University Alumni Association.

A recent initiative has been undertaken to enhance communication by way of newsletters and other means, and to build a more active and mutually beneficial relationship. 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 assist the university with the placement responsibility by sharing 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 offices. Alumni may activate involvement, and begin to receive the *National News* quarterly newsletter, on the National American University web site at <http://www.national.edu/Alumni>.

## 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 learner services office at each campus assists students and graduates with employment or enhanced employment. Interaction with employers and alumni, participation in the career management class, career fair sponsorships, assistance with preparation of resumes and other written materials, on-campus recruitment by employers, part-time employment, internships, Internet utilization, and Federal Work-Study jobs are some of the means used by National American University to facilitate employment and career development of students and graduates. The university prepares and reports statistical information on employment of graduates. National American University students and alumni are informed and empowered by the ability to link to the world's job market through the NAU Career Services web site: [www.national.edu/careerservices](http://www.national.edu/careerservices).

## FINANCIAL AID

Financial aid and student participation in federal, state, local and private assistance programs are very important aspects of National American University's effort to assist students at all locations. Almost every National American University student at every location utilizes some form of assistance in meeting the financial requirements of higher education. The university's financial aid staff is skilled and up-to-date in understanding and providing assistance to students who wish to apply for various scholarships, grants, and loan programs.

## GROUPS/ORGANIZATIONS

Student groups on National American University campuses have been organized for specific functions or on the basis of a common interest or goal. Student groups may include student government, student advisory councils, or other campus student organizations that exist on the basis of ethnic, recreational, athletic or academic interests.

## HEALTH AND ACCIDENT INSURANCE

Health and accident insurance in the form of a student group policy exists for all National American University students. The financial impact of illness or an accident on educational opportunity may be reduced by electing this optional coverage. Information regarding this benefit may be obtained from campus learner service coordinators.

## LEARNING RESOURCE CENTER/ONLINE LIBRARY

National American University's Learning Resource Center (LRC)/Online Library is dedicated to assisting and supporting students, faculty and staff at all campuses in achieving success in their academic programs and careers through the development and maintenance of a collection of current and

timely information in a variety of formats. Most campuses have traditional hard copy resources including books, journals, magazines, newspapers and publications that support all the academic programs. All campuses have access to the NAU Online Library. The Online Library provides access to the National American University online catalog, e-books, tutorials, and myriad electronic searchable full-text databases including those provided by: ProQuest, EBSCO, Gale, LearningExpress, NetLibrary, Mosby's, OVID, LexisNexis, NBC, and WorldCat. All campus students have access to public libraries as well as often support from local university and college libraries in their region.

## NAU FOUNDATION ACADEMIC EXCELLENCE AWARD

Each National American University campus recognizes and rewards academic achievement through an NAU Foundation Academic Excellence Award and the NAU Foundation Alumni Academic Excellence Award program. To be eligible to apply for the Academic Excellence Award, the student must have attended half-time (six or more undergraduate credit hours *or* 4.5 or more graduate credit hours) at National American University fall and winter quarters of the last calendar year and continue on a half-time basis for the award period. The minimum cumulative GPA requirement for consideration is 3.66.

Applications are available at each campus in the spring. Letters of reference and a brief autobiography must be included with the application.

Scholarship recipients are selected on the basis of the following:

1. academic achievement at National American University;
2. participation in institutional activities or community involvement/service while a National American University student;
3. financial need.

## ONLINE ORIENTATION

National American University's online orientation introduces students to Desire2Learn, the software program used by National American University to distribute all online courses. The online orientation familiarizes the student with the process of submitting assignments, participating in discussions, and communicating with the instructor online.

## RECOGNITION AND SCHOLARSHIPS

National American University recognizes students for their academic achievements, leadership abilities, and community service. Information on scholarship programs can be obtained by contacting the financial aid office at the campus of interest.

In addition to various quarterly honors, the university participates in the national program Who's Who Among Students in American Universities and Colleges. Outstanding upper division students in bachelor's programs are selected

and recognized yearly at each location. Academic excellence, leadership and service are factors used to select qualified candidates for Who's Who.

## STUDENT INTERACTION

Because National American University, at each of its campus locations, is a relatively small institution, it enjoys and encourages the interaction of students, not only with each other but with the members of the faculty and professional staff. As a small private university, a family-type interaction with almost everyone in the campus community is possible and encouraged.

The university promotes student and staff involvement in university and community affairs in a service context and in a professional way. The university also interacts positively, supportively, and cooperatively with student families by assisting in student progress toward graduation and employment.

## STUDENT WELFARE

National American University, through its policies, procedures and student life programs, attempts to build a positive institutional climate and minimize the effects of conditions or situations on campus or off campus that might reduce student effectiveness.

As a private institution, National American University has greater control of campus conditions, for maximizing educational outcomes and building an effective collegiate environment.

In Rapid City, on-campus housing and food service are part of the effort to meet student needs. Details regarding the residence hall are covered in the residence hall handbook and the application-agreement form.

## TECHNICAL SUPPORT

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

## TUTORING SERVICES

Tutoring services for selected courses are available for students taking online courses. To request tutoring services students should contact their campus academic dean or academic advisor.

# COURSE DESCRIPTIONS

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## ACCOUNTING (AC)

AC2760 - Accounting for Managers - 4.5 Credits

This course is designed for the non-accounting major who needs a background in accounting from the viewpoint of management. The emphasis is on using accounting information to aid in managerial decision-making.

Delivery: on campus and online

AC6250 - Forensic Accounting and Fraud Examination - 4.5 Credits

This course focuses on different types of business and occupational frauds, including asset misappropriation, corruption, and fraudulent statements (financial statement fraud). Students will research laws that relate to fraud; anti-fraud deterrent, controls and countermeasures; and fraud examination procedures and techniques.

Prerequisite: AC2760, FN3000, and, MT6200

AC6260 - Accounting Ethics - 4.5 Credits

This course focuses on processes for ethical decision making; core values such as objectivity, independence, and integrity; and the need for transparency in reporting. Current regulatory developments at the state, national and international level will be covered. Students will conduct research and utilize case studies to develop their ability to analyze situations in light of legal and regulatory requirements and codes of professional conduct.

Prerequisite: FN3000 and MT6200

AC6270 - Accounting Information Systems and Computer Related Fraud - 4.5 Credits

This course focuses on the use of computers as a means of perpetrating fraud. Students will explore the various ways that computers can be used to conduct fraudulent activities including Internet and e-commerce fraud, money laundering, and identity theft. Students will learn to assess risk, detect and deter computer-related fraud, and assess relevant legal, technical and privacy issues.

Prerequisite: FN3000 and MT6200

AC6550 - Managerial Accounting - 4.5 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: AC6720 or equivalent

## INFORMATION TECHNOLOGY (CI)

CI6400 - Information Systems for Strategic Advantage - 4.5 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: MT6200

## NURSING (NS)

NS6110 - Theories in a Global World - 4.5 Credits

The goal of this course is to provide students with the theories within the context of a culturally diverse society and articulate a personal philosophy of nursing. Students will do an in-depth analysis of a concept. Theory and practice will be used to define nursing problems and develop a research proposal.

NS6120 - Ethics - 4.5 Credits

This course reviews ethical theories and principles, relates them to current and future challenges in the healthcare delivery system and explores the potential impact of a changing healthcare delivery system on nurse leaders and practitioners. Ethical decisions are examined in light of legal issues and ethical decision-making frameworks are used to explore ethical dilemmas. This course will be taught through the use of readings, analysis and discussion of cases.

NS6130 - Research - 4.5 Credits

This course is designed to focus on the steps of the research process. Students will gain skills necessary to evaluate the relationship between practice and published research. Course content includes an overview of the qualitative and quantitative methods, designs, inquiry and critical analysis of scholarly literature.

NS6140 - Online Nursing Education - 4.5 Credits

This course is designed to explore the knowledge and competencies needed to develop and apply innovative strategies and emerging technologies in online nursing education. Students will explore theory behind online learning and will be introduced to the principles of instructional design, assessment and evaluation, practice teaching strategies and best practices for teaching a diverse population in a distance education and online environment. Learning styles and instructional strategies in the online environment will be examined and effective course objectives with associated outcomes will be explored.

NS6150 - Simulation in Nursing Education - 4.5 Credits

This course is designated to explore the knowledge, skills and competencies needed to develop, implement and evaluate the integration of simulation into nursing curriculum. It examines educational theories and simulation framework related to the

utilization of simulation in teaching and learning. Teaching-learning strategies and educator tools will be provided to facilitate the instruction of the simulation pedagogy.

NS6210 - Nursing Curriculum and Program Design - 4.5 Credits

This course explores philosophies of nursing curriculum, guidelines for curriculum development, implementation and evaluation necessary to meet the needs of adult learners and multicultural students. Faculty developed curricula reflecting philosophical and theoretical underpinnings, broad goals and learning objectives. Principles of program design, development of teaching syllabi and assessment of nursing education are key concepts of this course.

NS6220 - Nursing Instructional Design, Ed Methods and Teaching Strategies - 4.5 Credits

This course offers the student practical applications in the design and assessment of individual courses within the design of programmatic nursing curricula. This includes development of learning objectives and teaching strategies to achieve program learning outcomes and systematic test construction using multiple choice and alternative formats. Principles of interpretation and use of item analysis for the critique of tests and test items will be introduced.

NS6230 - Assessment and Evaluation in Nursing Education - 4.5 Credits

This course is designed to prepare nurse educators to apply assessment and evaluation methods in measuring outcomes in nursing education. The processes of course and program assessment and evaluation are defined and presented in the context of program, course, and student learning outcomes.

NS6240 - Nurse Educator Roles - 4.5 Credits

This course focuses on the roles of the nurse educator as clinician, educator, researcher, expert, leader and change agent. The roles are presented and explored. The primary focus is the role of the nurse educator in academia but examines diverse settings in which the nurse educator may be employed.

NS6250 - Nursing Capstone Project - 4.5 Credits

This capstone course will include a faculty guided study of a research-based, nursing education project. The project culminates in a thesis that will be presented to the specialized committee. A professor must act as a supervisor/mentor for this project. A variety of topics or projects within nursing education may be chosen in agreement with the thesis mentor. Prerequisites: Completion of all prior MSN education coursework

NS6260 - Nursing Capstone Practicum-Simulation Online - 4.5 Credits

This practicum guided experience allows the learner the opportunity to initiate a simulation or online teaching project which will allow the student to build on the project completed in NS6250. The learner will gather student learner assessment data and utilize this data to plan and develop integrated simulation experiences into a course or an online course.

Prerequisites: Completion of all prior MSN education coursework

## CRIMINAL JUSTICE (CJ)

CJ6100 - Law and Public Policy - 4.5 Credits

This course critically addresses the intersection among law, public policy and the role of courts as well as the impact of these disciplinary areas on the management of the organization. Topical areas will include: the structure of criminal and civil law; criminal and civil procedure; and development and trends in public policy as applied to the criminal justice system. Case study method will be applied for much of the course material.

Prerequisite: MT6200

CJ6200 - Management Topics in Criminal Justice - 4.5 Credits

This course will provide the student with a fundamental understanding of management related topics in criminal justice. The course will focus on the roles of leaders and managers to achieve organizational goals. Topics include resource management and allocation, management in the public and the private sector, dealing with diversity, and criminal justice in a global environment.

Prerequisite: MT6200

CJ6250 - Management of Critical Incidents - 4.5 Credits

This course provides students the opportunity to explore leadership and management challenges when dealing with a variety of emergency situations initiated through electronic, biological, nuclear, political, or other means. Students will utilize the case study approach to analyze individual and group behavior; assess the challenges inherent in leading a team during a critical incident; and classify and formulate strategies to maintain control during the incident. Topics will include emergency response planning, incident readiness documentation and testing, and communication strategies.

Prerequisite: MT6200

CJ6300 - Criminal Justice Planning and Innovation - 4.5 Credits

This course will cover the application of planning theory and techniques to the criminal justice system as well as to organization-specific problems. Students will learn techniques for problem identification, goal-setting, forecasting, and the selection of alternative courses of action. Students will evaluate the process of innovation, analyze the impact of change, recommend a change process, and develop a change plan.

Prerequisite: MT6200

## ECONOMICS (EC)

EC2050 - Macroeconomics - 4.5 Credits

This is a study of how the entire economic system works. The course is centered around an examination of gross national product and examines fiscal and monetary policy, the budget and banking. It demonstrates the role each plays in stabilizing the economy.

Delivery: on campus and online

EC6150 - Managerial Economics - 4.5 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: EC2050 or equivalent and MT6200

## ENGLISH (EN)

EN1300 - Composition II - 4.5 Credits

This course engages students in a continued exploration of the writing process. Students will learn how to locate research sources, utilizing electronic and print materials. Additionally, students will write and revise essays, business communications and a research paper. Emphasis is placed on expanding knowledge of the research process and improving the ability to evaluate and integrate various kinds of research in academic writing.

Prerequisite: EN1150

Delivery: on campus and online

## FINANCE (FN)

FN3000 - Business Finance I- 4.5 Credits

FN3000 - Business Finance I - 4.5 Credits

This course is an examination of the role of financial management, analysis, forecasting, mathematics, working capital management, cash and marketable securities management, accounts receivable, inventory management, and short-term financing.

Prerequisite: AC1160 or AC2760/MA1500

Delivery: on campus and online

FN6200 - Finance for Managers - 4.5 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: MT6200

FN6350 - Financial Management - 4.5 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: AC2760 and FN3000 or equivalent; MT6200

FN6370 - Investment Management - 4.5 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: FN3000, FN6350, or consent of instructor; MT6200

## HEALTH CARE (HA)

HA6500 - Fiscal and Regulatory Issues in Health Services - 4.5 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: MT6200

HA6510 - Global Issues in Health Care - 4.5 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: MT6200

HA6520 - Health Care Administration & Policy Seminar - 4.5 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: MT6200

## HIGHER EDUCATION MANAGEMENT (HE)

HE6100 - History of American Higher Education - 4.5 Credits

This course is designed for future and current college and university staff and leaders. It will provide a broad view of the history of higher education; historical trends, customs, values and traditions. Particular emphasis will be placed on the development of issues of for-profit colleges and universities.

Prerequisite: MT6200

HE6200 - Management Topics in Higher Education - 4.5 Credits

This course will provide the student with a fundamental understanding of management topics in higher education. Topics examined will include the management and understanding of various offices and functions on campus such as financial aid, registrar's office, student accounts, athletics, student affairs, admissions and academic affairs. Leadership and managing proprietary higher education topics will also be examined.

Prerequisite: MT6200

HE6250 - Student Retention and Learner Services - 4.5 Credits

This course will focus on techniques utilized in student retention. It will examine procedures and programs in traditional and for-profit institutions, paying particular attention to retention methods for for-profit institutions and the online student. Students will research current retention programs. Case studies will be used to increase the knowledge

base. Topics will include student types and their varying needs, the differences between persistence and retention, risk factors that impact retention, and planning to improve retention.

Prerequisite: MT6200

HE6300 - Curriculum Design, Development and Assessment - 4.5 Credits

This course is designed to introduce students to the methods and skills necessary for instructional planning as it relates to designing courses, curriculum, and degree programs. Students will also investigate assessment techniques and criteria, writing assessment documents and fulfilling assessment and regulatory criteria.

Prerequisite: MT6200

## LAW (LA)

LA6100 - Legal Environment for Global Organizations - 4.5 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: MT6200

LA6200 - Legal and Regulatory Environment for Higher Education - 4.5 Credits

This course explores the legal and regulatory environment as it relates to higher education with particular attention to for-profit higher education. Research in regards to particular cases will be addressed and discussed. Other topics examined will be the various types of accreditation, writing effective accreditation reports, regulatory visits, reporting agencies, copyright and fair use, the Higher Education Act, and legal issues as they relate to the daily operation of a higher education institution.

Prerequisite: MT6200

LA6570 - Human Resource Law - 4.5 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: MT6200

## MATHEMATICS (MA)

MA3000 - Business Statistics - 4.5 Credits

This course is applications-oriented with a business and economics emphasis. Topics studied include presentation and interpretation of numerical data, measure of central tendency, dispersion, probability, continuous and discrete probability distributions, and linear regression.

Prerequisite: MA2050 or placement recommendation

Delivery: on campus and online

MA6600 - Quantitative Methods for Mgmt Decisions - 4.5 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: MA3000 or equivalent; MT6200

## MARKETING (MG)

MG6200 - Marketing and Sales Management - 4.5 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: MT6200

MG6500 - Marketing Administration - 4.5 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: MT6200

## MANAGEMENT (MT)

MT6100 - Research Design - 4.5 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: MA3000 or equivalent, or research design coursework; MT6200

MT6200 - Leading the Org I: Comm/Culture/Change - 4.5 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: EN1300 or equivalent

MT6250 - Leading the Org II: Productivity/Process/Program - 4.5 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: MT6200

MT6270 - Independent Research - 4.5 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: MT6200

MT6300 - Managing Human Resources - 4.5 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: MT6200

MT6310 - Training and Development in Human Resource Management - 4.5 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: MT6200

MT6320 - Employee Evaluation and Compensation - 4.5 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: MT6200

MT6350 - Strategic Human Resource Management - 4.5 Credits

This course emphasizes the development and implementation of effective and efficient human resource practices that support the strategic objectives of the firm. The focus is on everyday human resource decisions made by all managers and addresses human resource topics (including reward systems, high-performance human resource systems, training and development, retention, equal employment opportunity laws, work-force diversity, and union-management relationships) from a strategic perspective.

Prerequisite: MT6200 and MT6300

MT6510 - Environmental Economics - 4.5 Credits

This course introduces students to environmental economics, policy, and decisions affecting organizational performance.

Related topics including legal/regulatory issues, ethical considerations, cost/benefit analysis, and planning will be covered.

Prerequisite: MT6200

MT6570 - International Business - 4.5 Credits

This course is designed to acquaint students with the growing opportunities and potential and economic risks in doing business across international boundaries. This course is a study of the nature of international business and the environment in which an international business operates. Monetary and organizational conditions are examined. Controllable and uncontrollable forces in the international economic arena are also discussed.

Prerequisite: MT6200

MT6580 - International Management - 4.5 Credits

This course is designed to provide students with an understanding and knowledge of international management as firms become international in scope for a variety of reasons. This course aims to cover prominent areas that are crucial for international managers to be familiar and accustomed with. The areas covered broadly in this course are a) the internationalization process of an organization; b) the impact of globalization on the nature of managing a business; c) essential skills of the global manager; d) managing the new global workforce; e) cross-cultural issues and challenges; f) political, legal and ethical challenges of international management, and g) global leadership.

Prerequisite: MT6200

MT6610 - Managing and Optimizing Projects - 4.5 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: MT6200

MT6620 - Knowledge Management - 4.5 Credits

This course is designed to facilitate the understanding of knowledge management, and how it can be used to gain competitive corporate advantage. This course will provide a forum for in-depth discussions of knowledge management (KM) topics that include; knowledge and organizational knowledge, intellectual capital, knowledge processes, organizational decision-making, organizational learning, productivity and innovation, socio-technical system design, as well as decision support systems enabled by knowledge management, "KM" technologies and best practices.

Prerequisite: MT6200

MT6650 - Strategy and Policy - 4.5 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: Eight graduate core courses

MT6700 - Managerial Communications - 4.5 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: MT6200

MT6800 - Master's Thesis I - 4.5 Credits

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

MT6810 - Master's Thesis II - 4.5 Credits

This course is a continuation of MT6505 - Master's Thesis I. The student will continue his/her research in a pertinent field of studies as chosen determined in MT6505. The student's work 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: MT6800 and approval of dean of graduate studies

MT6990 - Special Problems in Business - 4.5 Credits

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

Prerequisite: MT6200

# GRADUATE ACADEMIC CALENDAR

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## Summer 2011

|                          |  |
|--------------------------|--|
| July 5                   | Quarter Begins-Tuesday                                 |
| July 11                  | Last Day to Drop/Add Classes without financial penalty |
| August 9                 | Second Session starts                                  |
| August 15                | First Session ends                                     |
| August 19                | Last day to drop classes without punitive grades       |
| September 5              | Labor Day -No classes                                  |
| September 20             | Second Session ends, Quarter ends                      |
| September 21 - October 2 | Quarter Break  |

## Fall 2011

|                       |  |
|-----------------------|--|
| October 3             | Quarter Begins   |
| October 9             | Last Day to Drop/Add Classes without financial penalty |
| November 11           | Veteran's Day-No classes                               |
| November 19           | Last day to drop classes without punitive grade        |
| November 24& 25       | Thanksgiving - No classes                              |
| December 21           | Second Session ends, Quarter ends                      |
| December 22-January 2 | Quarter Break  |

## Winter 2011/12

|                  |  |
|------------------|--|
| January 3        | Quarter Begins   |
| January 9        | Last Day to Drop/Add Classes without financial penalty |
| January 16       | Martin Luther King Jr. Day-No classes                  |
| February 18      | Last day to drop classes without punitive grade        |
| March 21         | Second Session ends, Quarter ends                      |
| March 22-April 1 | Quarter Break  |

## Spring 2012

|                  |  |
|------------------|--|
| April 2          | Quarter Begins   |
| April 8          | Last Day to Drop/Add Classes without financial penalty |
| April 6          | Good Friday-No classes                                 |
| May 18           | Last day to drop classes without punitive grade        |
| May 28           | Memorial Day-No classes                                |
| June 19          | Second Session ends, Quarter ends                      |
| June 20 - July 1 | Quarter Break  |

## Summer 2012

|                         |  |
|-------------------------|--|
| July 2                  | Quarter Begins   |
| July 4                  | July 4-No Classes                                      |
| July 8                  | Last Day to Drop/Add Classes without financial penalty |
| August 17               | Last day to drop classes without punitive grade        |
| September 3             | Labor Day-No classes                                   |
| September 18            | Second Session ends, Quarter ends                      |
| September 19-October 30 | Quarter Break  |

# NATIONAL AMERICAN UNIVERSITY

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## BOARD OF GOVERNORS

|                           |  |
|---------------------------|--|
| Robert D. Buckingham      | Chairman of the Board of Governors; President, DLORAH, Inc., Rapid City, SD            |
| Linda Copper              | Board Member, San Marcos, CA   |
| Dr. Jerry L. Gallentine   | University President, Rapid City, SD   |
| Richard L. Halbert        | Board Member, Halbert, Dunn & Halbert, LLC, Falls City, NE                             |
| Susan Livingston          | Board Member, Bayfield, CO   |
| Dr. Sam Rankin            | Board Member, Huber Heights, OH  |
| Kamal Puri                | Ex Officio Member, Managing Director of Skyline College, Sharjah, United Arab Emirates |
| Koichi Sato               | Ex Officio Member, Chancellor, The Human Group, Osaka, Japan                           |
| Dr. Hector Zuniga Salinas | Ex Officio Member, President, Universidad del Mar, Vina del Mar, Chile                 |

Dr. Theresa Crane - Member

H. Edward Yelick - Member

## National American University Holdings, Inc. Officers

Dr. Ronald Shape - CEO/CFO

Dr. Jerry L. Gallentine - President

Dr. Samuel D. Kerr - Secretary

## OWNERSHIP

National American University is a division of Dlorah, Inc. organized under the laws of the state of South Dakota. On November 23, 2009 Dlorah, Inc. was acquired by and became a wholly owned subsidiary of National American University Holdings, Inc., incorporated in the state of Delaware. National American University Holdings, Inc. is a publicly traded company with its principle office located at 5301 S. Highway 16, Suite 200, Rapid City, SD 57701.

### National American University Holdings, Inc.

#### Board of Directors

Robert Buckingham - Chairman  
 Dr. Jerry L. Gallentine - President  
 David Warnock - Member  
 Dr. Thomas D. Saban - Member  
 Dr. R. John Reynolds - Member

## CENTRAL ADMINISTRATION

### **University President**

Jerry L. Gallentine, BS, Fort Hays State University (1962); MEd, University of Toledo (1963); MS, University of Toledo (1965); PhD, University of Toledo (1965).

### **Chief Executive Officer**

Ronald Shape, BA, Dakota Wesleyan (1991); MBA, University of South Dakota (1996); EdD, University of South Dakota (2001).

### **Provost/General Counsel**

Samuel D. Kerr, BS, Black Hills State University (1982); BS Ed, Black Hills State University (1982); MEd, South Dakota State University (1986); JD, University of Nebraska-Lincoln (1992); EdD, University of South Dakota (2001).

### **Chief Financial Officer**

Venessa Green, BS, DeVry Institute (1993); MBA, National American University (2006); CPA

### **System Vice President of Institutional Support and Military Service**

Scott Toothman, BS, National American University (1997); MBA National American University (2002).

### **Associate Provost/System Vice President for Curriculum and Instruction**

Marilyn Holmgren, BA, College of St. Scholastica (1976); MS, The Tri-College University (1990); PhD, University of Nebraska (2008).

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

Phyllis Okrepkie, BBA, University of San Diego (1980); MBA, National University (1984); DM, Colorado Technical University (2001); CMA.

### **System Vice President for Academic Operations and Learner Services**

Jason Warr, BS, University of Utah (1994); MBA, Westminster College of Salt Lake City (1997); CPA.

### **System Director of Curriculum**

Dave Courson, BA, Southern Illinois University (1968); MBA, University of Wyoming (1974); MA, University of Northern Colorado (1979).

### **Registrar**

Tom Mahon, BS, Eastern Montana College (1979); MEd, Eastern Montana College (1985).

### **System Director of Alumni Services**

Guy W. Tillet, BA, Butler University (1959); MAT, Indiana University (1968).

### **System Assessment Coordinator**

Travis Brink, AAS, National American University (2002); BS, National American University (2003); BS, National American University (2004); MBA, National American University (2004).

### **System Director of the Center for Student Achievement**

Holly Boomer, BA, Chadron State University (1989), MA, Chadron State University (1990), PhD, University of Nebraska-Lincoln (2000).

### **System Director of Financial Aid**

Cheryl Bullinger

### **System Director of Human Resources**

Jackie Peterson, Senior Professional in Human Resources Certification; BBA, University of Wisconsin (1981); MILR, University of Wisconsin (1993).

### **Chief Information Officer**

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

### **System Librarian**

Pat Hamilton, BA, University of South Dakota (1974); Master of Library Science, University of Washington-Seattle (1979).

### **System Director of Marketing**

Tiffany Smith, BA, Chadron State College (1997).

### **System Director of Student Accounts**

Linda Pottorff, BS, National American University (1995).

### **System Director for Learner Services**

Meg Whiston, BA, University of New Hampshire (1981); MEd, University of New Hampshire (1982); MEd, University of New Hampshire (1984); PhD; Cornell University (1992).

### **Dean of the School of Nursing**

Julia Bronner, BSN, College of St. Teresa (1965); MSN, Winona State University (1990); PhD, Capella University (1999); RN, CTN.

### **System Criminal Justice Program Chair**

John Preston, BA, University of Alabama (1993); MS, University of Alabama (1999).

### **System General Education Program Chair**

Marilyn Carlson-Aronson, BS, University of Sioux Falls (1960); MA, University of South Dakota (1973); MA, University of South Dakota (1992); EdD, University of South Dakota (1997).

### **System Business Program Chair**

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

### **System Program Chair for Healthcare Management, Health Information Technology, Healthcare Coding, and Medical Staff Services Management**

Shawna Sweeney, AS, NE Iowa Community College (1998), BA, College of St. Scholastica (2006), MS, Dakota State University (2011).

### **System IT Program Chair**

Bob Thrall, BA, St. Mary's University (1972); MS, Dakota State University (2004); Certified Professional, Microsoft.

### **System Legal Studies Program Chair**

Paul Sedlacek, BS, Business Administration, University of Nebraska (1977); JD, University of Nebraska (1980).

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