Quality higher education in a caring and supportive learning environment
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GENERAL INFORMATION

HAROLD D. BUCKINGHAM GRADUATE SCHOOL
Harold D. Buckingham is 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

ROUECHE GRADUATE CENTER
National American University established the Harold D. Buckingham Graduate School in 2000 in Rapid City. In 2012, the graduate school moved its headquarters to Austin, Texas and is now housed in the Roueche Graduate Center (RGC) located at 6836 Austin Center Boulevard, Ste. 270, Austin, TX 78731.

The Center is named in honor of Dr. John E. Roueche, president of the Center. Dr. Roueche is Director Emeritus of the Community College Leadership Program and Sid W. Richardson Chair Emeritus at The University of Texas at Austin.

The purpose of the Roueche Graduate Center is to coordinate all graduate programs at NAU. The university recognized the importance of focusing on master’s and doctoral student experiences to prepare future practitioners and leaders. NAU’s Community College Leadership Program is housed at the Center, with cohorts located throughout the United States.

MISSION STATEMENT
National American University welcomes students of diverse interests, cultures and abilities and prepares them for careers in technical and professional 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 an 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 create 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 while promoting diversity in culture and perspective.

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 2012

ACCREDITATION AND APPROVALS

National American University is accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges and Schools, 230 South LaSalle Street, Suite 7-500, Chicago, IL, 60604, www.ncahlc.org, 800-621-7440.

Effective August 12, 2013, National American University received accreditation approval from the Higher Learning Commission to offer the Ed.D. in Community College Leadership.

National American University maintains state approval documentation, which may be obtained by contacting Dr. Jason Warr, Senior Vice President for Governmental and Regulatory Affairs, 5301 S. Highway 16, Rapid City, SD 57701, or (605) 721-5274.

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 Dr. Jason Warr, Senior Vice President for Governmental and Regulatory Affairs, 5301 S. Highway 16, 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 October 2014. 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 and graduate catalogs have been published online. Students may access the catalogs at www.national.edu or through the student portal. The most current version of the catalogs 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

GRADUATE PROGRAM MISSION
The mission of the practitioner-oriented graduate programs at National American University is to prepare competent and courageous leaders for the 21st Century through a blended learning environment in which 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.

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.

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

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

c. 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.

d. 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.
ADMISSION

ADMISSION CRITERIA
The ideal doctoral student is highly motivated, values lifelong learning opportunities, has the ability to perform academic work at the doctoral level, and is able to contribute to the learning environment of fellow doctoral students toward effective leadership in community and technical colleges. Admission requirements are designed to ensure that the students in the doctoral programs reflect these attributes.

ADMISSION PROCESS
The NAU doctoral program admission committee reviews applications and admits students each academic term. The review committee is comprised of the following members, located at the Roueche Graduate Center (RGC): the associate dean of doctoral students; the dean of graduate faculty; the vice president and dean, Harold D. Buckingham Graduate School; and, the senior vice president and dean of master’s and doctoral programming. Once the required admission materials have been received and are deemed in order, the application process is considered to be complete.

Once evaluation of the application documents has been completed, the graduate school will notify the student in writing as to whether he or she is accepted into the Ed.D. Community College Leadership Program. The student will be placed in a cohort in regional proximity to his or her residence to reinforce the interactive-team environment of the CCLP cohort model. Based on availability, the student will have the option to join a cohort outside the geographic location, at the student’s expense.

ADMISSION REQUIREMENTS - ED.D.
Admission to the Doctor of Education (Ed.D.) in Community College Leadership Program (CCLP) requires the following:

- A completed online application
- Official transcripts reflecting all academic work completed at the baccalaureate and graduate level from a regionally accredited institution of higher education in the United States or from an international institution of higher education recognized by the ministry of education or other appropriate government agency
- Current résumé demonstrating three years of related professional experience
- Personal and professional goal statement (up to 500 words)
- Three letters of recommendation from professionals who are familiar with the applicant’s academic and leadership potential (NAU may contact these references)

To complete the online application, please go to: https://cclpapp.national.edu

Note: GRE scores will not be required.

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 a Graduate Student Application for Admission. 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 organizations with which National American University has an affiliation agreement.).

2. 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. An official transcript should be sent directly from an approved agency to the Graduate School.

3. 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 trimesters (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.

4. 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. Students with an F-1 visa may take on-ground campus classes at the Rapid City campus only. They are not eligible to enroll in classes online.

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.

NON-NATIVE ENGLISH SPEAKING STUDENTS

In addition to the listed admission requirements, National American University requires all non-native English speaking students to demonstrate sufficient command of the English language necessary to succeed in doctoral-level classes taught in English. The English proficiency requirement can be satisfied through one of the following before attending any course at the university. Students must:

- 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 the 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.); or

- 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.); or

- Provide evidence of completion of two trimesters (or the 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; or

- Provide evidence of English language proficiency as deemed appropriate by National American University.

Additional documentation in support of an application under this provision may be requested as deemed necessary by National American University. The university reserves the right to reject documentation or to request verification of documentation as may be necessary. Admissions documentation is considered the property of the university and will not be returned to the applicant (some exceptions may apply). The university reserves the right to reject any submitted application for enrollment.

STATE ADMISSION REQUIREMENTS

State specific immunization and health requirements are available from Dr. Jason Warr, Senior Vice President for Governmental and Regulatory Affairs, 5301 S. Highway 16, Rapid City, SD 57701, or (605) 721-5274. Students may be asked to provide immunization and health records for select states.
Students Admitted on a Probationary Admission Status

Probationary admission status may be granted to an applicant who has not yet completed a master’s degree, but provides an acceptable plan for completion of the degree within three months of probationary admission to the doctoral program. Under special circumstances, probationary admission status may also be granted to an applicant who did not have a minimum cumulative grade point average of 3.0 achieved for previous graduate coursework, or to an applicant with fewer than three years of related professional experience. Students who are admitted in a probationary status must make satisfactory progress in doctoral courses and complete requirements as planned in order to continue in the program.

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 doctoral program courses taken at National American University; and,
- No more than one final grade of "C" and no grades lower than a "C", are recorded in the first two doctoral courses taken at National American University.
- A grade point average of 3.0 is achieved and maintained.

Transcripts

The university registrar maintains an official NAU transcript or record that shows the academic status of the student at the time of issuance, including GPA, courses, course grades, attendance, etc. A current student may request an unofficial copy of his/her transcript at no charge. An official transcript, signed and sealed by the registrar, is provided to the student at no charge upon graduation. Official transcripts may also be provided at no charge if issued directly to scholarship agencies (e.g., embassies, BIA), company/military tuition assistance, exam agencies (e.g., CPA, ABA), and prospective employers. Additional copies of a student’s official transcript are available for $10 per transcript request.

To request an official transcript, a Transcript Request Form is available through the student portal under ‘My Academics’.
DOCTOR OF EDUCATION (ED.D.)

ED.D. IN COMMUNITY COLLEGE LEADERSHIP

National American University offers a Community College Leadership Program (CCLP), leading to a Doctor of Education (Ed.D.). The CCLP is designed for administrators and faculty who aspire to leadership positions in community and technical colleges.

Students enrolled in the CCLP engage with community college experts and national leaders to address emerging college/district/system issues. The program prepares students to meet a wide variety of challenges in their careers as practitioner-scholars.

The program’s National Community College Advisory Board reviews program requirements to ensure that curriculum content and learning outcomes correspond with the needs of the community and technical college field.

A cohort coordinator is on site at the cohort location to provide academic advising, mentoring, and support.

PROGRAM FORMAT

Format and Credit Hours

The doctoral program is on a calendar schedule of trimesters (one of three equal-length semesters) in a calendar year.

The majority of courses are offered sequentially over two eight-week periods in a trimester so that doctoral students may focus on one course at a time. Core courses are structured with three credit hours, including 45 hours of instruction per course.

The instructional methods employed in the CCLP include a blended format that is comprised of face-to-face instructional sessions, supplemented by online discussions, case studies, written assignments, research papers, team assignments, and a variety of interactive learning strategies. There is flexibility in the combination of sessions to achieve maximum student-faculty engagement, combining face-to-face and technology-assisted instruction.

An example of a blended format for NAU’s CCLP courses includes:

- Three face-to-face sessions of 12 hours during a course
  - 4 hours - Friday afternoon-evening
  - 4 hours – Saturday morning
  - 4 hours – Saturday afternoon

12 hours x 3 sessions = 36 face-to-face instructional hours/course

The additional nine hours of instruction may include a combination of:

- Supervised/structured college visits
- Adobe Connect sessions
- Teleconference with local, state, and national leaders
- Interactive online/technology-assisted instruction
- Interactive/team/practical applications/instructional time

In addition to 45 instructional hours, there are approximately two hours of student and group work for each one-hour of instruction assigned; or, 90 hours of out-of-class student work for a course. This commitment represents approximately 16-18 hours per week for each eight-week 3-credit-hour course.

COMMUNITY COLLEGE LEADERSHIP CERTIFICATE

Five doctoral courses in Community College Leadership are offered for postdoctoral students and other professionals who want to hone knowledge and skills about community college leadership. Students who select this option and successfully complete any five Community College Leadership courses, will receive a Community College Leadership Certificate that may be applied toward the CCLP doctoral degree.

COMMUNITY COLLEGE LEADERSHIP PROGRAM LEARNING OUTCOMES

The Community College Leadership Program learning outcomes include to:

- Demonstrate the ability to integrate knowledge of emerging issues, leadership, organizational development, and institutional transformation.
- Enhance understanding about developing a culture of evidence and inquiry; demonstrate the ability to analyze and synthesize institutional data; and, communicate about, interpret, and apply data for decision-making at the institution, program, and course levels.
- Enhance understanding of strategic and master planning, staff planning, facilities planning, funding issues, resource development and allocation, strategic partnerships and alliances that align with mission and goals.
- Gain knowledge about assessing institutional readiness, improving outcomes, cultivating public awareness and political commitment, and developing institutional capacity and commitment to introduce, foster, and sustain a student learning, equity, success, and completion agenda.
- Demonstrate the professional oral, behavioral, written, and listening communication skills required of executive-level leaders operating in different religious, political, and legal systems.
• Demonstrate an understanding about involving key stakeholders in addressing ethical issues and creating policies, programs, and practices to enhance multicultural diversity in the faculty and in the student population.

• Demonstrate an understanding of board dynamics and board and CEO roles and responsibilities in analyzing and establishing policies, priorities, goals, and implementing effective governance and operational practices.

• Evaluate the effectiveness and progress of an institution operating in local, district, state, national, and global environments.

• Demonstrate the ability to plan, confer about, execute, and assess programs and major initiatives.

• Demonstrate the ability to utilize technology in multiple ways to achieve initiative and/or institutional goals.

• Demonstrate an understanding of team dynamics, how to build and develop effective leadership teams, and elicit stakeholder involvement.

• Demonstrate an understanding of human relations issues, including employment, goal-setting, evaluation, discipline, and professional development.

• Demonstrate the ability to communicate and advocate effectively with media and local, state, and federal policy makers.

COMMUNITY COLLEGE LEADERSHIP

PROGRAM REQUIREMENTS

The CCLP Ed.D. degree consists of the following academic requirements:

• Completion of 60 credit hours of doctoral studies comprised of:
  • 30 credit hours of core coursework
  • 15 credit hours of research and culminating capstone coursework
  • 9 credit hours of advanced doctoral practice (including a practicum and advanced leadership institute)
  • 6 credit hours of dissertation preparation

• Successful completion and defense of a dissertation

Students are expected to complete the doctoral degree within four years of beginning CCLP doctoral program at National American University (refer to Time Limitations on page 16).

Community College Leadership Program Core Courses

Core courses are to be completed prior to taking the capstone course, the advanced doctoral practice courses (i.e., practicum and advanced leadership institute), or, defending the dissertation. The core CCLP courses include:

ED8000 Community College History, Mission, and Emerging Issues
ED8100 Leadership Development
ED8200 Managing Change: Leading Institutional Transformation
ED8300 Organization Design and Development
ED8400 Ethics and Values

ED8500 Governance and Administration
ED8600 Planning, Finance, and Resource Development
ED8700 Policy, Politics, and Public Affairs
ED8800 Education Analytics
ED8900 Understanding the Contemporary Community College Student

Community College Leadership Program Research and Culmination Courses

Research and culmination courses include:

ED9000 Introduction to Research Methodology
ED9020 Designing and Shaping your Dissertation
ED9040 Capstone

Advanced Doctoral Practice Courses

The advanced doctoral practice courses include:

ED9600 Practicum I
ED9601 Practicum II
ED9700 Advanced Leadership Institute

The Dissertation

ED9800 Dissertation Proposal
ED9900 Dissertation Completion

The dissertation at National American University is a major applied research project that is the culmination of a rigorous program of study leading to the Ed.D. in Community College Leadership. It is "applied" meaning that it has practical use and value; it is "research" meaning that it is conducted in an established framework of scientific analysis.

Dissertation Purpose

The Ed.D. degree is designed for those whose goal is to be a senior community college administrator or faculty leader. The focus of the Ed.D. dissertation is on problems and issues of practice as seen through the lens of a scholar-practitioner. Accordingly, it should address a specific problem, issue, or program in a particular context, such as specific issues pertinent to a community or technical college, district or system. The purpose of the dissertation is for the student to produce a project or product, under the guidance of a highly qualified advisor, which contributes to the body of research in the community college field by providing a solution to a community college issue or by improving the overall quality of professional practice.

Dissertation Process

The dissertation is an essential component of the doctoral program and an opportunity for students to examine a topic, become subject matter experts, and contribute to scholarly and practitioner knowledge. The dissertation process includes:

1. Selecting a topic worthy of study for the dissertation proposal
2. Selecting a chair and a committee
3. Choosing an appropriate methodology
4. Obtaining proposal approval
5. Completing the Institutional Review Board process for approval of the research design
6. Completing the research and preparing the final dissertation
7. Obtaining dissertation committee approval

Dissertation Requirements
In order for students to fulfill dissertation requirements, students are to enroll in three credit hours in each of two consecutive terms (total of six credit hours) to complete researching, writing, proposing, and defending the dissertation.

If a student experiences extenuating circumstances beyond the students’ control (e.g., health, relocation), the university may grant additional time for completion of the dissertation. The student must continue to be enrolled each trimester for dissertation credit until completion of the dissertation.

INSTITUTIONAL REVIEW BOARD POLICIES
Students must comply with National American University’s Institutional Review Board policies. Students conducting research must complete the Institutional Review Board process for approval of their research design prior to beginning the research.

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 (IRB) 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. The IRB has the authority to approve, disapprove, or require modifications of the proposed research.

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.
- 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 ensure 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.
STUDENT LEARNER SERVICES

National American University desires to foster a supportive institutional climate and minimize the effects of conditions or situations that might reduce student achievement.

Student-learner services at National American University are provided through personnel, programs, practices, and procedures offered to support a student’s doctoral program experience.

STUDENT WELFARE

National American University (NAU) enjoys and encourages the interaction of students, not only with each other, but with the members of the faculty and professional staff. The university promotes student and staff involvement in university and community affairs.

COHORTS

NAU’s Roueche Graduate Center Community College Leadership Program (CCLP) includes participating in a cohort as part of the program experience. The cohorts, comprised of a group of doctoral students from a particular region, are designed to engage students in fostering a doctoral culture, developing team interaction, and supporting each other as practitioner-scholars during the program. Cohort members are urged to foster ties with one another as well as with other CCLP cohorts to enhance networking and long-term connections with colleagues in the field.

ACADEMIC ADVISING AND NAVIGATING

CCLP doctoral students have access to local cohort coordinators who serve as academic advisors and work with professors to guide the academic journey of NAU’s CCLP doctoral students. Cohort coordinators are in place to assist students with questions about navigating NAU and the doctoral program, serving as a liaison between the cohort and the Roueche Graduate Center (RGC). Coordinators can assist students with identifying local and NAU-specific resources and are available to help cohort members form questions and develop proposals for dissertations and other academic inquiries.

Cohort coordinators can be reached through email or NAU’s Student Portal once students have been admitted to the Community College Leadership Program. The associate dean of doctoral students is also onboard to answer questions about the Community College Leadership Program, guide students through NAU’s student-learner services, and assist with academic advising. The associate dean is located at the RGC and may be contacted at cclp@national.edu or by calling (512) 813-2300.

ORIENTATION AND TUTORIALS

The Community College Leadership Program orientation introduces students to the CCLP program, support services, and Canvas, the software program used by National American University to distribute its doctoral blended and online courses. The orientation helps students become familiar with doctoral program expectations and processes. Students may contact the associate dean of doctoral students to gain access to an online tutorial for Canvas. The associate dean is located at the RGC, and may be contacted at cclp@national.edu or by calling (512) 813-2300.

TUTORING SERVICES

Tutoring services for selected courses are available for students taking online and blended courses. The SmarThinking tutoring service is available in Canvas for each course. To request additional tutoring services (e.g., use of APA, improve research and writing skills) students should contact their cohort coordinator.

NAU ONLINE LIBRARY

National American University’s Online Library (http://library.national.edu) is designed to assist and support doctoral students, faculty, and staff. The Online Library includes the National American University catalog, e-books, tutorials (http://library.national.edu/tutorials-faq/tutorials/), and a myriad of electronic searchable databases. The Community College Virtual Library (http://library.national.edu/subject-guides/education/education-doctoral-program/journal-articles/) is the gateway to accessing the library’s education collection and includes access to ProQuest’s Dissertation and Theses Full Text, Cabell’s Directory of Publishing Opportunities, ProQuest’s Education Journals database, ERIC, and other robust offerings from vendors like Ebsco and Ebrary.

In addition to electronically-available resources, the Roueche Graduate Center Library has hard copy academic support materials available including books, journals, magazines, newspapers and other publications that support academic programs. These items can be borrowed by contacting Sarah Stohr, the Graduate Librarian, at sastohr@national.edu. Interlibrary loan services are also available for students needing access to items not in electronic or physical collections.

In addition, the Online Library offers student support seven days a week via an Ask-A-Librarian service. Doctoral students are also encouraged to set up research consultation appointments with the librarian to familiarize themselves with available library resources. Please see
http://library.national.edu/ask-a-librarian/campus-library-info/graduate-student-support/ for office hour and contact information.

**TECHNICAL SUPPORT**
National American University’s goal in providing learning management systems, internet services, and technical support to 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.

Students are encouraged to contact their local cohort coordinator for questions about Canvas, the doctoral program learning management system.

Students experiencing technical problems can contact NAU Technical Support at nausupport@national.edu, or call (800) 548-0602. If additional support is needed, students are asked to contact their cohort-coordinator.

**IT Support Hours**
Monday thru Thursday - 7:00 am to 7:00 pm (MST)
Friday - 7:00 am to 5:00 pm (MST)
Sunday - 4:00 pm to 8:00 pm (MST) by email only

**FINANCIAL AID AND SCHOLARSHIPS**
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. See the Financial Aid and Scholarship section for a detailed description of the supports available.

**HEALTH AND ACCIDENT INSURANCE**
National American University students may apply for individual health and accident insurance. The financial impact of illness or an accident on educational opportunity may be reduced by electing this optional coverage. Information regarding this option may be obtained from the student portal.

**ALUMNI**
Graduates of NAU’s Community College Leadership Program become members of an extended learning community of community and technical college leaders. In addition, graduates of the university become members of the National American University Alumni Association.

The university maintains communication with graduates by way of newsletters and other means 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 outcomes and establishing improvement measures.

Referral of prospective students to the university by alumni is welcomed by contacting the associate dean of doctoral students, located at the Roueche Graduate Center, at https://cclp.national.edu or, by calling (512) 813-2300.

Alumni of National American University are also encouraged to assist the university with the placement responsibility by sharing information regarding employment opportunities. Job search assistance on a long-term basis is available by contacting the associate dean of doctoral students.

Alumni may activate involvement, and begin to receive the National News quarterly newsletter, on the National American University website at www.national.edu/Alumni.
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.

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 the 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 professors, cohort coordinators, and doctoral cohort colleagues.

ASSESSMENT PHILOSOPHY - GRADUATE, DOCTORAL

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, survey participation, or other means of assessment.

EXPECTATIONS OF DOCTORAL STUDENTS

Students enrolled in online and blended 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 in a doctoral program depends upon the individual student’s self-motivation, ability to manage time, prioritize requirements, and work in the cohort model. Experience shows that some students fail to realize the degree of effort and time that is required to complete doctoral courses successfully. Doctoral students are expected to commit to their responsibility as self-directed learners.

Doctoral studies require a high level of commitment and motivation from both faculty and students. Students are expected to hone leadership and team development skills, develop scholar-practitioner skills, and adhere to the following expectations to successfully complete the doctoral program:

• Attend and actively participate in all class, team meetings, and on-line sessions.

• Meet electronically, in person, and outside regular class hours to prepare for team debates and to engage in threaded online discussions.

• Participate as contributing members of the cohort.

• Prepare and complete each learning plan.

• Post to the discussion board each week, before the end of the learning plan, and respond to a minimum of two other students’ postings.

• Post and submit assignments that are original, substantive, follow the directions, and use proper grammar and APA conventions.

• Prepare for each live and online class session.

• Submit assignments on or before the designated dates and times.

• Submit documents that are the original work of the student.

• Prepare for, attend, and actively participate in two five-day summer residences.
• Participate in the Socratic Method of education by clarifying, debating, and questioning arguments, viewpoints, and underlying assumptions.
• Participate in teamwork and group leadership activities.
• Act in a professional manner in all interactions with professors, cohort coordinators, staff, fellow students, and as a representative of NAU.

CERTIFICATE OF AUTHORSHIP
Part of the core values expected for the behavior of the doctoral students is their authentic authorship of written assignments. A certificate of authorship must be submitted as a one-time document signed by the student during matriculation that covers the student's tenure with NAU, and other major assignments as required by instructors. Additional documentation is required for verification of authenticity of the dissertation.

COHORT PARTICIPATION
Students who are admitted into the Community College Leadership Program will matriculate through the program of study and actively participate as a member of a cohort.

Those students who enter the program after the cohort has started will be required to complete missed courses prior to defending their dissertation. Students are to contact the associate dean of doctoral students to determine options for completing missed courses. All expenses for completing missed courses are the responsibility of the student. Students may visit with their financial aid advisor to determine funding options that may be available to assist in covering these costs.

ATTENDANCE AND PARTICIPATION POLICY
Students are expected to attend all class sessions. If a student misses the first 14 consecutive days of an eight-week doctoral course without contacting the professor or cohort coordinator for approval, he/she may be administratively dropped from the course. Faculty may also implement grade adjustments for missed classes. Each faculty member's requirements for make-up work are stated in the course syllabus.

The rigor of doctoral studies includes substantive preparation and active participation in face-to-face sessions, assigned site visits, team projects, and other course assignments. Absence from face-to-face sessions places a student at considerable disadvantage in the learning and interaction with cohort members and faculty that are a significant part of the program. Absence from face-to-face sessions may result in grade adjustments or administrative withdrawal.

Weekly participation in online sessions is also critical to each student's academic success. In accordance with NAU's attendance policy, doctoral students are expected to actively participate at least once per week to be counted present in their online and/or blended course. Weekly activities may include posting a substantial discussion post or submitting a required item. Simply logging into the course is not considered attendance. Failure to actively participate in weekly activities may affect a student's academic performance; furthermore, it may also result in administrative withdrawal.

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

ENROLLMENT STATUS
The following definitions are applicable to students enrolled in the Ed.D. CCLP:

Full-time Student - A doctoral student who is enrolled in six or more doctoral-level hours of credit in a given trimester will be considered a full-time student.

Part-time Student - A doctoral student who is enrolled in less than six doctoral-level hours of credit in a given trimester will be considered a part-time student.

Students who hold a doctoral degree may enroll in courses being offered at existing cohort locations.

STUDENT COURSE LOAD POLICY - DOCTORAL
Registration for course loads exceeding nine-trimester credit hours requires a minimum 3.0 cumulative grade point average (GPA) and approval as follows:

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Min. Cumulative GPA</th>
<th>Signature(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>over 9</td>
<td>3.0</td>
<td>associate dean of doctoral students</td>
</tr>
</tbody>
</table>

DOCTORAL TRANSFER COURSES
A total of six trimester hours of doctoral transfer credits or American Council on Education (ACE)-approved military doctoral level credits are permitted to be included in a student’s program of study. A transfer credit review committee will review transcripts received with doctoral applications and transfer credit requests received from students. The committee will be comprised of the associate dean of doctoral students, the chair of graduate faculty, and the dean of graduate faculty, with input from the faculty in the relevant subject matter area. Approved transfer credits will not be charged a tuition fee. The following conditions apply:

1. All such courses must have been completed at a regionally accredited institution of higher education or at an international higher education institution that is approved by the appropriate national ministry of education or recognized country equivalent; and
2. All courses must be doctoral 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 admission to the program must be repeated or validated as to currency by the
candidate. Contact the associate dean of doctoral students 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.

Participants who complete relevant leadership institutes may apply for up to three credit hours, particularly toward the CCLP Practicum, after review and approval by the transfer credit review committee for relevance of competencies and rigor at the doctoral level.

GRADING GUIDELINES
Typical grading guidelines follow. Each course syllabus will specify the grading policy for that course.

- Class and site-visit attendance and engagement; substantive preparation and active participation
- Teamwork and/or group leadership
- Reflective papers, case studies, written and oral reports that include attention to analysis, problem solving, innovation, summation, and evaluation which provide opportunities for continuous student and faculty feedback, mid-term, and final assessments
- Threaded online discussion groups that draw upon knowledge of historic foundations, current and emerging issues
- Classroom debates which include understanding of assigned readings and alternative perspectives

GRADING STANDARDS - DOCTORAL
Grade points are earned as follows for each credit hour:
- A - 4 grade points - Excellent
- B - 3 grade points - Good
- C - 2 grade points - Satisfactory

Grade designations for which grade points are not earned include:

- F: Failure. The student failed to meet the minimum requirements of the course.
- 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% of the academic term. This grade has no bearing on the grade point average but may affect eligibility for financial aid.

Grade point average is determined by dividing total grade points earned by total hours attempted. GPA may be figured for each trimester (trimester 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.

INCOMPLETE POLICY - DOCTORAL
Students who do not complete all requirements of a course at the time of grading due to highly unusual circumstances may receive an incomplete grade for the course. Incomplete grades and arranging for the completion of course work must be approved by the instructor prior to the end of the course. Incomplete grades will be given only when unusual circumstances beyond the student's control prevent completion of the work in a particular course. In the absence of unusual circumstances, remaining course work must be completed within four weeks after the end of the trimester.

CHANGE OF GRADES
Grades submitted by faculty at the end of each course 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 professor. If the student still feels the grade is not appropriate, the student may request a hearing before the grade review committee comprised of two doctoral students, the associate dean of doctoral students, and the dean of graduate faculty. If unresolved in committee, review by the senior vice president of the Roueche Graduate Center in consultation with the committee provides a final step in the grade change due process. The grade grievance form to request a hearing must be submitted to the associate dean of graduate students prior to the end of the trimester following the trimester in which the grade was issued.

REPEATING COURSES - DOCTORAL
Any course may be repeated a maximum of one time regardless of the letter grade earned, at the current cost per credit hour. 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 the computation of the grade point average and the lower grade, while remaining on the transcript, will not be computed in the grade point average. Students who do not successfully complete a course after two attempts will be terminated from the doctoral program. Students may appeal to the Academic Progress Committee (APC) comprised of the associate dean of doctoral students, the chair of graduate faculty, and the dean of graduate faculty, located at the Roueche Graduate Center. If unresolved in committee, review by the senior vice president of the Roueche Graduate Center, in consultation with the APC, provides a final step in the appeal process.

Students should check with their financial aid representative regarding eligibility for financial aid when repeating courses.
**STUDENT REENTRY - DOCTORAL**

Students who reenter the doctoral program after more than four consecutive terms will be required to enter the university under new program requirements.

An exception to this requirement may be made if the student has two or fewer courses left in his or her program, the reentry 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 (also, refer to "Cohort Participation on page 14" regarding completing missed courses). 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 associate dean of doctoral students and his/her reenrollment is conditioned upon a successful appeal with the Academic Standards Committee comprised of the associate dean of doctoral students and dean of graduate faculty, located at the Roueche Graduate Center.

**TIME LIMITATIONS AND TERMINATION FROM THE PROGRAM**

For academic purposes, a student is expected to complete the doctoral degree within four years of beginning doctoral study at National American University.

Failure to complete the degree within the four-year time limit may require the student to take additional courses to complete the dissertation. This will be determined by a review committee comprised of the associate dean of doctoral students, the chair of graduate faculty, and the dean of graduate faculty. The committee will determine if any courses need to be retaken for program relevance at the time of review. If the committee does not validate a course or courses, the student must retake the appropriate doctoral course(s) as part of his/her program of study to complete the degree. The student should contact financial aid to discuss financial aid restrictions regarding time limitations.

Students must complete the additional coursework indicated by the committee within a two-year period for the student not to be terminated from the program. The student’s progress toward completing the program along with his/her grades will be considered in making a determination pertaining to continuation or termination from the doctoral program. To be considered for re-admission to the program, a student may submit a written request to the associate dean of doctoral students, located at the Roueche Graduate Center. The request will be reviewed by a committee comprised of the associate dean of doctoral students, the chair of graduate faculty, and the dean of graduate faculty; and, forwarded to the senior vice president Roueche Graduate Center for final review and decision after consultation with the committee. Students should contact the associate dean of doctoral students for further information about termination/re-admission procedures and appeals.

**GRADUATION REQUIREMENTS - ED.D.**

The requirements for obtaining a doctoral degree are as follows:

- Completion of at least 60 trimester-credits comprised of 15 courses and the successful defense of the dissertation;
- Maintaining a minimum grade point average of 3.0; and,
- Receiving a grade of "C" in no more than two courses.

Courses in which a "C" is received may be repeated a maximum of one time by the student at his/her discretion. However, no more than two courses in which a "C" is received as a final grade in a doctoral-level course will be approved for graduation.

The doctoral degree is granted from National American University upon completion of all academic requirements for the degree and recommendation of the dissertation chair to the doctoral graduation review committee. The committee is comprised of the associate dean of doctoral students, the chair of the graduate faculty, and the dean of graduate faculty. The committee forwards the recommendation to the senior vice president of the Roueche Graduate Center for signature and recording of the degree, which is then awarded at graduation.

**COMMENCEMENT EXERCISES**

Students will be required to fulfill all degree completion requirements in order to participate in commencement exercises. Commencement exercises are conducted annually in the spring. Students are to check with cohort coordinators for scheduled dates and locations.
TUITION AND FEES

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

Tuition and fees are due on the first day of each trimester (one of three equal-length semesters), unless advance arrangements are made. 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
Matriculation Fee (paid once) $75.00

A list of specialty course/program fees is available to all students and prospective students in the student account office. Tuition does not include the cost of books or 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.)

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 associate dean of doctoral students for approval.

ADD/DROP PERIOD - GRADUATE, DOCTORAL

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 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.

REFUND POLICY: ON-CAMPUS, BLENDED, AND ONLINE PROGRAM 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.

WITHDRAWALS/REFUNDS - DOCTORAL

Students should give written notice of withdrawal to the associate dean of doctoral students to terminate their enrollment officially. 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.

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:

<table>
<thead>
<tr>
<th>Last Day of Attendance</th>
<th>Percent of Reduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal prior to the first day of classes</td>
<td>100%</td>
</tr>
<tr>
<td>Last day of attendance during the first week of classes</td>
<td>100%</td>
</tr>
<tr>
<td>Beyond first week but during first 60% of scheduled classes</td>
<td>daily proration*</td>
</tr>
<tr>
<td>Beyond 60% of scheduled classes</td>
<td>no refund</td>
</tr>
</tbody>
</table>

* Percent of term completed = Number of days from scheduled start of term through student’s last day of attendance
Tuition and Fees

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

State specific information about withdrawal and refund requirements are available from Dr. Jason Warr, Associate Provost for Academic Administration and Regulatory Affairs, 5301 S. Highway 16, Rapid City, SD 57701, or (605) 721-5274.

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.
FINANCIAL AID AND SCHOLARSHIP INFORMATION

National American University recognizes that many students would be unable to pursue their educational goals without financial assistance. 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. 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.

A minimum of six credits each trimester is required to be considered as a full-time student in the doctoral program. Students interested in applying for federal financial aid should check with their financial aid representative to determine if they meet the federal requirements for full-time status. (Veterans, or dependents of Veterans, please refer to "Veterans Financial Assistance on page 19").

Students interested in applying for financial aid through the following programs are encouraged to contact the financial aid office, located at the Roueche Graduate Center, by writing to cclp@national.edu or calling (512) 813-2300.

VETERAN FINANCIAL ASSISTANCE

Veterans and/or dependents of veterans 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. Or, you may call (888) 442-4551, or contact your local Veterans Service Organization.

National American University is approved for veteran's training and for administering the various educational programs sponsored by state and federal agencies. Military rates are provided for qualified doctoral students.

OTHER LOCAL, STATE, AND FEDERAL PROGRAMS

Benefits may be available through such government programs as State Trade Adjustment Act, Bureau of Indian Affairs (BIA), state vocational rehabilitation services (for mobility, hearing, and/or visually impaired), and Military or Federal Tuition Assistance Programs. Students’ employers may also offer tuition assistance or tuition reimbursement programs.

FEDERAL DIRECT LOANS

Federal Direct 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 Loan. Graduate and professional students are only eligible for an unsubsidized Direct Loan. Financial need is not a requirement to obtain an Unsubsidized Direct Loan. The U.S. Department of Education will at no time pay the interest that accrues.

Annual and Aggregate (Program) Limits for Direct Unsubsidized Loans

<table>
<thead>
<tr>
<th>Category</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Students</td>
<td>$20,500 annual</td>
</tr>
<tr>
<td>Graduate Aggregate</td>
<td>$138,500 aggregate</td>
</tr>
<tr>
<td>Aggregate limits for Loans</td>
<td>received during periods of undergraduate study</td>
</tr>
</tbody>
</table>

RECOGNITION AND SCHOLARSHIPS

National American University recognizes students for their academic achievements, leadership abilities, and community service. Information on merit and needs-based scholarship programs can be obtained by contacting the associate dean of graduate students the Roueche Graduate Center, at cclp@national.edu or calling (512) 813-2300.

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 (three or more trimester credit hours) at National American University and continue on a half-time basis for the award period. The scholarship is based on two completed trimesters and awarded in April before grades are posted for spring trimester. The minimum cumulative GPA requirement for consideration is 3.66.

Applications are available at the Roueche Graduate Center. Letters of reference and a brief autobiography must be included with the application.

Recipients are selected on the basis of the following:

- Academic achievement at National American University;
- Participation in institutional activities or community involvement/service while a National American University student; and,
Financial need.

**SCHOLARSHIP RESOURCES**
The following sites are examples of free scholarship searches:

www.fastweb.com  
www.scholarships.com  
www.petersons.com/finaid/file.asp?id=780  
www.collegeboard.com/student/pay  
www.scholarshipexperts.com  
www.findtuition.com/scholarships

Further information regarding outside scholarships and how to apply for them is available from the financial services office.
SATISFACTORY ACADEMIC PROGRESS POLICY

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.

SATISFACTORY ACADEMIC PROGRESS STATUS OF DOCTORAL (ED.D.) DEGREE SEEKING STUDENTS

Cumulative Grade Point Average (CGPA)
A student must maintain a minimum cumulative grade point average (CGPA) (see Grading Standards – Doctoral) as calculated in the Satisfactory Academic Progress Table in this policy. Incomplete (I) and Withdrawal (W) grades are not used in calculating the CGPA. Credits earned by examination or transferred from another institution are also not used in calculating the CGPA.

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

SATISFACTORY ACADEMIC PROGRESS Table for Financial Aid Determination - Doctoral

<table>
<thead>
<tr>
<th>Credits attempted and completed</th>
<th>Minimum CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-18</td>
<td>2.7</td>
</tr>
<tr>
<td>18 -30</td>
<td>2.8</td>
</tr>
<tr>
<td>30 - 45</td>
<td>2.9</td>
</tr>
<tr>
<td>46+</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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 the financial aid policy. The grades of F, I, and W indicate a lack of successful course completion. Only two grades of C are permitted for satisfactory progress in the doctoral program.

Maximum Timeframe
To qualify for federal financial aid, 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 the CCLP Ed.D. degree requiring 60 credit hours may attempt 90 credit hours to complete that degree. (60 x 1.5 = 90) 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 (SAP) of each student is reviewed for the purpose of determining federal financial aid eligibility once each trimester. Students not making satisfactory progress must develop an academic plan in consultation with the associate dean of doctoral students, located at the Roueche Graduate Center. This plan will be reviewed for approval by the Doctoral Satisfactory Academic Progress Committee, comprised of the associate dean of doctoral students, the chair of graduate faculty, and the dean of graduate faculty. A review by the senior vice president of the Roueche Graduate Center, in consultation with the Doctoral Satisfactory Academic Progress Committee, will serve as the final appeal in due process.

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 of 3.0; 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 trimester 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 trimester, 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 section entitled Re-Establishing Federal Financial Aid Eligibility.

Probation
A student in probation status has been granted such status by the Doctoral 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 trimester or longer, if the
student meets the terms of an academic plan approved by the Doctoral SAP Committee. If the student fails to return to good standing within one trimester, 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 OF A CHANGE IN STATUS

Students who are placed on or removed from academic warning status, probation status, suspension status, provisional readmission status, or who have exceeded four years for doctoral studies at National American University will be notified by 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.

The student must submit an Appeal of Academic Suspension Form no later than the last day of add/drop week of the trimester for which the student wishes to enroll. The form may be obtained by contacting the local cohort coordinator.

The appeal form must be submitted to the associate dean of doctoral students at the Roueche Graduate Center.

A student may appeal no more than three times.

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

References of Financial Aid Eligibility in Code of Federal Regulations (CFR)
34 CFR 668.16(e) Administrative Capability
34 CFR 668.32(f) Student Eligibility
34 CFR 668.34 Satisfactory Academic Progress Policy
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 provost 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 provost)

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.

AMERICANS WITH DISABILITIES ACT POLICY - DOCTORAL

National American University strives to make its programs and facilities 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. The goal of the university is to create and maintain an environment in which students may achieve their fullest potential, limited to the least extent possible by individual disabilities.

Disability

Recognized disabilities include physical and mental impairments that substantially limit one or more of the major life activities, including walking, seeing, hearing, speaking,
learning, breathing, working, taking care of oneself, and performing manual tasks. A temporary medical condition may also qualify as a disability. Examples of temporary disabilities include broken bones, other injuries, and short-term impairments following surgery or medical treatments.

A student is not required to disclose a disability. However, to be considered for accommodation, a student must submit a request as explained below.

**Reasonable Accommodations**

A reasonable accommodation is a modification or adjustment to a course, program, service, activity, or facility that enables a qualified student with a disability to have an equal opportunity to attain the same level of performance or enjoy equal benefits and privileges available to students without disabilities. The accommodation sought must be related to the student’s disability and cannot require the university to fundamentally alter programs or services, lower standards, or provide anything "overly burdensome." Students with disabilities are not automatically entitled to the accommodation they may prefer or have received in other educational settings.

While National American University desires that all students achieve academic success, it does not guarantee success in its offerings and activities. A student must possess the mental capabilities needed to participate in the university’s academic programs and be "otherwise qualified" to meet the academic requirements of the university. A disability may not be so profound that, even with accommodations, the student is unable to perform basic requirements such as analytical reasoning or writing. Students taking online courses or courses with online components must possess the minimum computer skills and software that are required to successfully attend and complete the course. Accommodations will not be provided for the remediation of these basic skills and software.

**Requesting an Accommodation**

All inquiries and requests for accommodation should be submitted to the System ADA Coordinator, who serves as a resource for students with disabilities, verifies and maintains documentation, considers accommodation requests, and determines reasonable accommodations.

Dr. Meg Whiston  
System ADA Coordinator  
National American University  
5301 S. Highway 16, Rapid City, SD 57701  
Telephone: (605) 721-5328 | Fax: (605) 721-5241  
mwhiston@national.edu

To request an accommodation:

**Step 1** –
Contact the associate dean of doctoral students and request an ADA Accommodation Request Form.

**Step 2** –
Submit a completed ADA Accommodation Request Form and all required documentation to the associate dean of doctoral students no less than three weeks prior to the beginning of classes, or when a disability becomes known. Required documentation includes the following, provided by a licensed professional:

- A clear statement of the diagnosed disability;
- A description of the functional limitations resulting from the disability as they pertain to the educational environment;
- The duration of the disability; and
- The recommended accommodation(s).

If a student requests an accommodation for a disability relating to learning or attention difficulties, comprehensive and diagnostic testing may be required, at your expense.

The System ADA Coordinator will review the request and supporting documentation and will communicate with you and other persons as appropriate.

If the System ADA Coordinator determines that an accommodation is warranted, you will receive an ADA Student Accommodation Agreement, indicating the accommodation granted. Accommodations will not be applied retroactively.

**Step 3** –
The student will provide each instructor with a copy of the ADA Student Accommodation Agreement, obtain the instructor’s signature, and deliver the signed Agreement(s) to the associate dean of doctoral students who will contact uservices@national.edu prior to the start of each academic term so that the accommodations may be implemented in the online classes.

The student will contact the System ADA Coordinator if an accommodation is not effectively implemented. If a student request for an accommodation is not granted, he/she should contact the System ADA Coordinator with any questions. If the student wishes to have the matter reconsidered, contact the Associate Provost for Academic Administration and Regulatory Affairs. While it is hoped that any concerns can be resolved within the university process, you may also contact the U.S. Department of Justice, Civil Rights Division.

**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 associate dean of doctoral students who has authority and responsibility for overseeing student conduct. The associate dean may consult with cohort coordinators.

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 keywords 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.

**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 that 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.

**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.

**INTERNET POLICY**

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 NAU’s guidelines.

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.

**Network Etiquette**

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

1. Be polite - do not use abusive or offensive language in messages to others.
2. Remember that electronic mail (e-mail) is not guaranteed to be private. Those who operate the system 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.
3. Do not tie up the network with idle activities or game playing - remember there are many students who need to use the system.
4. 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 (i.e., students are not to move files from a server, or access files that they are not authorized to access).
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 typically defined as when a person knowingly causes intentional or negligent damage. This includes 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.

STUDENT CONCERNS
National American University is committed to promptly addressing student concerns, including matters related to academic integrity, satisfactory academic progress, grades, conduct, privacy, harassment, drugs and alcohol use, and other areas of concern. Students are encouraged to interact productively with the university through established policies and procedures.

1. University Official. If a student has a concern or complaint, the student should first seek resolution by communicating with the academic dean, campus executive officer, or regional vice president of the student’s campus/education center listed in the Campus Administration section of this catalog.

2. Office of Dispute Resolution. In the event a student is unable to resolve a concern after communicating with a local university official, the student is encouraged to contact the university’s Office of Dispute Resolution. The System Director for the Office of Dispute Resolution will communicate with the student and address the student’s concern in an impartial manner. The System Director for the Office of Dispute Resolution does not possess the authority to render final decisions but will seek to resolve concerns by facilitating communication among the appropriate persons and departments.

Karen Hoffman
System Director of the Office for Dispute Resolution
5301 S. Highway 16
Rapid City, SD 57701
Direct Telephone: (605) 394-4805
khoffman@national.edu

State specific information about student concerns is available from Dr. Jason Warr, Senior Vice President for Governmental and Regulatory Affairs, 5301 S. Highway 16, Rapid City, SD 57701, or (605) 721-5274.

3. State Agency. In the event a student feels that the university has not adequately addressed the student’s concerns, the student may contact the appropriate state agency for additional assistance. State agency contact information is listed below. Additional state agency contact information is available from the System Director for the Office of Dispute Resolution.

Kansas
Board of Regents
1000 SW Jackson Street, Suite 520
Topeka, KS 66612-1368
Website: www.kansasregents.org/
Phone: (785) 296-3421

Ohio
Ohio State Board of Career Colleges and Schools
30 East Broad Street, Suite 2481
Columbus, OH 43215
Website: scr.ohio.gov/
Phone: (614) 466-2752
Fax: (614) 466-2219
Email: bpsr@scr.state.oh.us

Texas
Texas Higher Education Coordinating Board
1200 E. Anderson Lane
P.O. Box 12788
Austin, TX 78711-2788
Website: www.thecb.state.tx.us/
Phone: (512) 427-6101
THECB Student Complaints
Email: StudentComplaints@thecb.state.tx.us

Accrediting Agency
National American University is accredited by the Higher Learning Commission whose contact information is listed below:

Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604
(800) 621-7440
ED8000 - Community College History, Mission, and Emerging Issues - 3 Credits
This course offers students the opportunity to identify and analyze emerging local, state, national, and global issues impacting community colleges in the context of the historical development of the community college and the events that shaped its evolving mission.

ED8100 - Leadership Development - 3 Credits
The Leadership Development course provides an introduction to individual, interpersonal, group, and organizational leadership theory, and includes practical applications. Because the field of leadership behavior is emerging and continues to grow, relevant concepts, models, and theories come from a variety of research studies and case studies. A summer residency will convene during which students will take a leadership self-assessment and meet with community college leaders to discuss leadership issues.

ED8200 - Managing Change: Leading Institutional Transformation - 3 Credits
Leaders at all levels of the organization must become adept at responding to the rapid and systematic change in the coming decades. The Carnegie Foundation identifies five major categories of change facing American higher education: establishment of new colleges, revision of the college mission, unification of the philosophy of education, implementation of curricular changes, and development of alternative education delivery formats. These five areas of change are among those that will be explored in the course.

ED8300 - Organizational Design and Development - 3 Credits
This course is designed to compare traditional organizations developed for production and manufacturing (e.g., Taylor and hierarchical structures) with contemporary models that have evolved (e.g., virtual organizations that include open systems with continuous learning, involvement, and information transfer). The course will provide relevant practical experience for applying theory pertaining to organization design and development issues related to secondary to postsecondary education and career transitions, with opportunities for team planning, presentations, and analytical reports.

ED8400 - Ethics and Values - 3 Credits
The purpose of this course is to help students become aware of ethical issues confronting community college leaders and educational value choices (e.g. access, quality education, accountability, efficiency, equity, completion); and, to systematically apply theory and morality lenses to the analysis of real-world issues through case studies of leadership and board issues, writing, team discussions, and reflection.

ED8500 - Governance and Administration - 3 Credits
This course addresses the respective roles of community college trustees, CEOs, faculty, and other stakeholders; the principles and practices of good governance; the use of data, inquiry, and stakeholder involvement to inform policy/decision making and improve effectiveness. Doctoral students will be exposed to current issues and leadership strategies pertaining to governance and administration. Learning experiences will include a combination of face-to-face instructor-facilitated sessions, attendance at college board and executive team meetings, teleconferences and interaction with nationally-renowned speakers, structured team interaction, and college/district analyses and report and/or case study writing.

ED8600 - Planning, Finance, and Resource Development - 3 Credits
The course will address the elements of strategic and master planning, resource allocation, funding issues, and resource development through analyses of college or system case studies, group projects and presentations that are tailored to explore critical issues at the college or district level. Students will be exposed to aligning mission, strategic plan, goals, budget and resource development endeavors.

ED8700 - Policy, Politics, and Public Affairs - 3 Credits
This course is about the politics of higher education, educational agencies, and educational institutions. The course focuses on six key ideas that are central to political thought, policy and public affairs. It applies these ideas to contemporary and historical cases in order to develop students’ understanding, analytic skill, and capacity for effective action in leading higher education institutions. The six key ideas are: (1) Politics as a means for transforming individual interests into collective goods; (2) Institutions as the expression of political interests in society and as incentives that structure individual and group behavior; (3) Policy as an expression of collective interests, and policymaking as a process for aggregating and shaping individual and group interests; (4) Power as it is constructed in political relationships and expressed in institutions and political processes; (5) Public affairs as a process in shaping individual and group behavior; and (6) Analysis as a deliberative, data-driven decision making process.

ED8800 - Education Analytics - 3 Credits
Students will learn how to present, analyze, and interpret institutional data; and, communicate about and apply data for decision making at the institutional, program, and course levels. They will be asked to identify barriers to institutional effectiveness, student learning, equity, success, and completion. Students will work in teams to: analyze identified gaps and dropout/or "leakage points" – based on data – in student progression and achievement at their home
ED8900 - Understanding the Contemporary Community College Student - 3 Credits
This course is designed to provide students an understanding of the characteristics of the contemporary community college student. It draws upon a broad range of research documenting the experiences of the diverse student populations in the American community college. This course provides an overview of theories, research, practices and other issues relevant to creating institutional environments for college success.

ED9000 - Introduction to Research Methodology - 3 Credits
This course is designed to present the major research approaches in education, including inherent assumptions, key concepts, and central procedures associated with research approaches. Through a combined focus on qualitative, quantitative, and mixed methods research perspectives, students will gain a broad understanding of the diversity of research approaches in the field of education. Students will apply their understanding of these fundamentals to the critical interpretation of the design and conduct of educational research and educational research reports. The course will also provide a foundation for further specialized study in research methods by offering multiple opportunities for students to collaborate in authentic research activities. It is the intention of this course, as others in the program, that both a theoretical and practical interpretation of research is achieved by the students in this class. These research activities will encourage students to apply material from course readings and class discussions to the issues that are endemic to community colleges.

ED9020 - Designing and Shaping the Dissertation - 6 Credits
This course provides an immersion in scholarly inquiry for students to identify and further explore quantitative, qualitative, and mixed methodologies for application in their dissertation. Students will discuss when to use different kinds of research, how to frame research questions, and formulate and refine initial thoughts on dissertation development. Through supervised research and writing, students will learn about and prepare for the rigor involved in proposing to committee members in the third year of the program. By the end of the course, students will have: affirmed the dissertation topic and initial questions; developed a dissertation outline, initial literature review; drafted a dissertation prospectus; become familiar with IRB policies and procedures; and initiated committee member identification.

ED9040 - Capstone - 6 Credits
The capstone is designed to build upon the knowledge gleaned from previous courses. This is a capstone course designed to integrate concepts, theories, and skills learned in other graduate core courses. Students will learn what is involved in developing a constituency base and garnering its support to foster and improve strategic partnerships, college readiness and success, resource development, community services, economic and workforce development, and other priorities of the college. Students will be asked to identify and develop plans and strategic communications for engaging internal and external stakeholders who are critical to achieving targeted goals.

ED9600 - Practicum I - 3 Credits
The Practicum is a critical aspect of the doctoral students’ experience. It offers an opportunity for students to spend time with a CEO or leadership team at a designated college or system office to examine a significant problem, with structured and supervised deliverables. Students will be required to develop plans for their own learning outcomes for the practicum which will culminate in a comprehensive project or report for the college, the focus of which will be developed by the doctoral student with approval by the CEO and the course instructor. The Practicum will normally be taken in the third year of studies following completion of core courses. At this juncture, students will be immersed in identifying significant practical issues to be addressed in their dissertation, developing and refining their dissertation proposals, and drawing from learning experiences and information gleaned throughout the program.

ED9601 - Practicum II - 3 Credits
The Practicum is a critical aspect of the doctoral students’ experience. It offers an opportunity for students to spend time with a CEO or leadership team at a designated college or system office to examine a significant problem, with structured and supervised deliverables. Students will be required to develop plans for their own learning outcomes for the practicum which will culminate in a comprehensive project or report for the college, the focus of which will be developed by the doctoral student with approval by the CEO and the course instructor. The Practicum will normally be taken in the third year of studies following completion of core courses. At this juncture, students will be immersed in identifying significant practical issues to be addressed in their dissertation, developing and refining their dissertation proposals, and drawing from learning experiences and information gleaned throughout the program.

ED9700 - Advanced Leadership Institute - 3 Credits
The culmination of the CCLP is a summer residency, an opportunity for cohorts to convene at a location for a week to
attend the Advanced Leadership Institute (ALI). The ALI provides a time to reflect on many of the topics that have been covered during their doctoral studies and to help formulate final thoughts for the practicum and dissertation research.

ED9800 - Dissertation Proposal - 3 Credits
The primary goal of this course is for the student to develop a proposal of the key elements of the dissertation to be used as a roadmap to guide the dissertation. Successful completion of the course will require the approval of the proposal by the Dissertation Chair and the Dissertation Committee.

ED9900 - Dissertation Completion - 3 Credits
Students whose proposals have been approved are required to enroll in this course each trimester to work with the Dissertation Chair and Committee on a continuing basis until the final dissertation has been completed and approved.
# DOCTORAL ACADEMIC CALENDAR 2014-2015

## Fall Trimester 2014
- **September 2**: Fall Course A begins
- **September 8**: Last day to drop/add Fall trimester courses without penalty
- **October 21 - 23**: Fall Course A final exams/assessments
- **October 27**: Fall Course A ends/Fall Course B begins
- **November 7**: Last day to drop courses without punitive grade
- **November 11**: Veteran’s Day - No classes
- **November 15**: Make-up date for Veteran’s Day
- **November 27 - 28**: Thanksgiving holiday - No classes
- **December 6**: Make-up date for Thanksgiving holiday
- **December 16 - 18**: Fall Course B final exams/assessments
- **December 22**: Fall trimester ends
- **December 23 - January 4**: Winter break

## Spring Trimester 2015
- **January 5**: Spring Course A begins
- **January 11**: Last day to drop/add Spring trimester courses without penalty
- **January 19**: Martin Luther King Jr. holiday - No classes
- **January 24**: Make-up date for Martin Luther King holiday
- **February 23 - March 2**: Spring Course A final exams/assessments
- **March 2**: Spring Course A ends/Spring Course B begins
- **March 12**: Last day to drop courses without a punitive grade
- **April 3**: Good Friday holiday - No classes
- **April 11**: Make-up date for Good Friday holiday
- **April 20 - 26**: Spring Course B final exams/assessments
- **April 26**: Spring trimester ends
- **April 27 - May 3**: Spring break

## Summer Trimester 2015
- **May 4**: Summer Course A begins
- **May 10**: Last Day to Drop/Add Summer trimester courses without penalty
- **May 25**: Memorial Day holiday - No classes
- **May 30**: Make-up date for Memorial Day holiday
- **June 22 - 28**: Summer Course A final exams/assessments
- **June 28**: Summer Course A ends/Summer Course B begins
- **July 9**: Last day to drop courses without punitive grade
- **August 17 - 23**: Summer Course B final exams/assessments
- **August 23**: Summer trimester ends
- **August 24 - 30**: Summer break
### Fall Trimester 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>August 31</td>
<td>Fall Course A begins</td>
</tr>
<tr>
<td>September 6</td>
<td>Last day to drop/add Fall Trimester courses without penalty</td>
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<tr>
<td>September 7</td>
<td>Labor Day holiday - No classes</td>
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<tr>
<td>September 12</td>
<td>Make-up date for Labor Day holiday</td>
</tr>
<tr>
<td>October 19 - 26</td>
<td>Fall Course A final exams/assessments</td>
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<tr>
<td>October 26</td>
<td>Fall Course A ends/Fall Course B begins</td>
</tr>
<tr>
<td>November 5</td>
<td>Last day to drop courses without a punitive grade</td>
</tr>
<tr>
<td>November 11</td>
<td>Veteran’s Day holiday - No classes</td>
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<tr>
<td>November 14</td>
<td>Make-up date for Veteran’s Day holiday</td>
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<tr>
<td>November 26 - 27</td>
<td>Thanksgiving - No classes</td>
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<tr>
<td>December 5</td>
<td>Make-up date for Thanksgiving holiday</td>
</tr>
<tr>
<td>December 14 - 20</td>
<td>Fall Course B final exams/assessments</td>
</tr>
<tr>
<td>December 20</td>
<td>Fall Trimester ends</td>
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</tbody>
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Lynn Priddy, Provost, National American University, Ex-Officio

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Margareta B. Mathis, BA, Politics and Government, Ohio Wesleyan University (1976); Executive MBA, International Management, Thunderbird School of Global Management (1994); PhD, Higher Education Administration with concentration in Community College Leadership, The University of Texas at Austin (2006).
Keith D. McLaughlin, BA, Political Science, State University of New York at Albany (1986); MM, Roberts Wesleyan College; PhD, Higher Education Administration, Community College Leadership and a concentration in public affairs, Lyndon B. Johnson School of Public Affairs, University of Texas at Austin.

Christine Johnson McPhail, AA, Liberal Arts, Fresno City College, BA, Social Work, California State University, Fresno, MA, Education/Counseling California State University, Fresno; EdD, Higher Education – Specialization Community College Administration, University of Southern California.

Coral Noonan-Terry, BS, Applied Learning and Development with specializations in Elementary, Bilingual, and Special Education, The University of Texas at Austin (1998); MA, Multicultural Special Education, The University of Texas at Austin (1999); PhD Educational Administration, Community College Leadership, The University of Texas at Austin (2001).

Terry U. O’Banion, BA, English and Speech, University of Florida; MEd, Guidance and Counseling, University of Florida; PhD, Higher Education Administration, Florida State University.

Katherine B. Persson, BS, Biology, Southwest Texas University; MS, Biology, Texas Women’s University; PhD, Educational Administration, Community College Leadership, The University of Texas at Austin.

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