Quality higher education in a caring and supportive learning environment
Accredited by the Higher Learning Commission and a member of the North Central Association
www.ncahlc.org (312) 263-0456
National American University Campus Locations

Rio Rancho campus is now serving students in a new location and from now on referred to as Albuquerque West.

Albuquerque West
10131 Coors Blvd, Suite I-01
Albuquerque, NM 87114
(505) 348-3750
(505) 348-3755 (FAX)

Admissions

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 college-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:

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.); or

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.); or

c) provide evidence of completion of two semesters (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

d) 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.

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.

Learner Services

Grievance

Written policies and procedures of National American University describe processes through which students may question or contest most institutional determinations. There are specific descriptions related to privacy, harassment, conduct, grades, drugs and alcohol, and other campus concerns and conditions. Due process is integral to university procedures; students are encouraged to voice their concerns and to interact productively with the university in the administration of policies that relate to them or to the well-being of other students. Student problems or issues not otherwise addressed by a formal policy may be appealed by contacting a campus academic dean, campus executive officer, or regional vice president.
The complaint process also serves as an ongoing means for students to discuss concerns or register formal complaints that pertain to alleged violations of State consumer protection laws, including but are not limited to fraud and false advertising; alleged violations of State laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the quality of education or other State or accreditation requirements. National American University seeks to resolve all student concerns in a timely and effective manner. In order to best achieve student satisfaction, National American University expects that students will fully utilize any/all of the University’s administrative procedures to address student concerns in a timely manner. There are three primary reasons students are encouraged to first address concerns directly to the University.

1. Most (if not all) external complaint processes require that the student exhaust avenues of complaint internal to the institution before they will consider a grievance.
2. Your confidentiality will be protected, but officials of the university may require access to your "educational record," which includes much of the information that the university has about you. Most people outside the university cannot have access to your educational record without your written permission. For more information on the confidentiality of student records, see the Right to Privacy- FERPA section contained in this catalog.
3. Working directly with the conflicting party best ensures the most expedient and qualitative outcome for both the student and the university.

While National American University provides several means by which student complaints and grievances may be addressed, in all cases, students are advised to put their concerns in writing and carefully document the events that led to the complaint or grievance. Concerns should be expressed as soon as possible after the event occurs not only for accuracy, but because some grievances have specific deadlines for filing complaints.

It is also very important for a student to be completely honest throughout the process of filing a complaint. Knowingly furnishing false information to a conduct board or to a conduct review officer, or to any other official is a violation of the Student Code of Conduct. The party investigating your complaint will want to investigate all facts before making a recommendation and may request you meet with the person against whom your complaint is directed. If you decide to retain legal counsel to assist you, communication with the university about your complaint will be handled through the university’s Office of General Counsel.

National American University - Contact Information

Please direct any concerns involving a student problem or issue addressed by a formal policy to the appropriate university official. Please direct any student problem or issue not otherwise addressed by a formal policy to:

Dr. Meg Whiston
System Director of Learner Services
5301 S. Highway 16
Rapid City, SD 57701
Direct Telephone: (605) 721-5328
mwhiston@national.edu

On occasion, a student may believe that these administrative procedures have not adequately addressed concerns. In those select cases, the following independent contacts are provided below. Pursuant to the United States Department of Education's Program Integrity Rule, National American University is required to provide all prospective and current students with the contact information of its accrediting agency and of the state agency or agencies that handle complaints against postsecondary education institutions offering distance learning or correspondence education within that state. Again, students are encouraged to utilize the institution’s internal complaint or review policies and procedures prior to filing a complaint with a state agency.

Alabama
Alabama Commission on Higher Education - (334) 242-1998, (334) 242-0268

Alaska
Alaska Commission on Postsecondary Education - (907) 465-2962, (907) 465-5316

Arizona
Arizona State Board for Private Postsecondary Education - (602) 542-5709, (602) 542-1253

Arkansas
Arkansas Department of Higher Education - (501) 371-2000
California
Bureau of Private Postsecondary Education - (916) 431-6959

Colorado
Colorado Department of Higher Education - (303) 866-2723, (303) 866-4266

Connecticut
Connecticut Board of Regents for Higher Education - (860) 947-1801

Delaware
Delaware Department of Education - (302) 735-4000, (302) 739-4654

Florida
Florida Department of Education - (850) 245-0505, (850) 245-9667

Georgia
NonPublic Postsecondary Education Commission - (770) 414-3300

Hawaii
Department of Education - (808) 586-3230

Idaho
Idaho Board of Education - (208) 334-2270, (208) 334-2632

Illinois
Illinois Board of Higher Education - (217) 782-2551, (217) 782-8548

Indiana
Commission on Proprietary Education - (317) 232-1320

Iowa
Iowa College Student Aid Commission - (515) 725-3400, (515) 725-3401

Kansas
Board of Regents - (785) 296-4917, (785) 296-7052

Kentucky
Kentucky Council on Postsecondary Education - (502) 573-1555, (502) 573-1535

Louisiana
Louisiana Board of Regents - (225) 342-4253, (225) 342-9318

Maine
Maine Department of Education - (207) 624-6600, (207) 624-6700

Maryland
Maryland Higher Education Commission - (410) 260-4500, (800) 974-0203

Massachusetts
Massachusetts Board of Higher Education - (617) 994-6950, (617) 727-0955

Michigan
Michigan Department of Energy, Labor & Economic Growth - (517) 373-1820, (517) 373-2129

Minnesota
Minnesota Office of Higher Education - (651) 642-0567, (651) 642-0675

Mississippi
Mississippi Commission on College Accreditation - (601) 432-6198, (601) 432-6225
Missouri
Missouri Department of Higher Education - (573) 751-2361, (573) 751-6635

Montana
Montana University System, Montana Board of Regents - (406) 444-6570

Nebraska
Coordinating Commission for Postsecondary Education - (402) 471-2847, (402) 471-2886

Nevada
Nevada Commission on Postsecondary Education - (702) 486-7330, (702) 486-7340

New Hampshire
New Hampshire Postsecondary Education Commission - (603) 271-3494

New Jersey
New Jersey Commission of Higher Education - (609) 588-3226

New Mexico
New Mexico Higher Education Department - (505) 476-8400, (505) 476-8453

New York
Office of College and University Evaluation - (518) 474-2593

North Carolina
North Carolina Community College System - (919) 807-7146, (919) 807-7164

North Dakota
North Dakota State Board for Career and Technical Education - (701) 328-3180, (701) 328-1255

Ohio
Ohio State Board of Career Colleges and Schools - (614) 466-2752, (614) 466-2219

Oklahoma
Oklahoma State Regents for Higher Education - (405) 225-9100
Oklahoma Department of Education - Private and Career Schools Office - (503) 947-5600, (503) 378-5156

Oregon
Office of Degree Authorization - (541) 687-7478

Pennsylvania
Department of Education, Division of Program Services - (717) 783-6137, (717) 783-61394

Puerto Rico
Puerto Rico Council on Higher Education - (787) 641-7100, (787) 641-2573

Rhode Island
Rhode Island Board of Governors for Higher Education - (401) 456-6010

South Carolina
South Carolina Commission on Higher Education - (803) 737-2260, (803) 737-2297

South Dakota
South Dakota Board of Regents - (803) 737-2260, (803) 737-2297

Tennessee
Tennessee Higher Education Commission - (615) 741-3605
**Texas**  
Texas Higher Education Coordinating Board - (512) 427-6101

**Utah**  
Utah Division of Consumer Protection - (801) 530-6601, (801) 530-6001

**Vermont**  
Vermont State Board of Education - (802) 828-3135

**Virginia**  
State Council of Higher Education for Virginia - (804) 225-2600

**Washington**  
Washington Higher Education Coordinating Board - (360) 753-7869

**Washington DC**  

**West Virginia**  
West Virginia Higher Education Policy Commission - (304) 558-4016

**Wisconsin**  
Wisconsin Educational Approval Board - (608) 266-1996, (608) 264-8477

**Wyoming**  
Wyoming Department of Education - (307) 777-5712

**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

**Academics**

**Attendance Policy**

Students are expected to attend all class sessions. If a student misses fourteen consecutive days of classes without contacting the instructor or academic advisor, he/she may be administratively dropped from the course. Faculty may implement grade adjustments based on the university’s attendance policy. Each faculty member’s requirements for make-up work, if applicable, are stated in the course syllabus. Attendance is taken each week in all classes. Students enrolled in online courses are counted as present if they actively participate weekly within the course in the university’s learning management system. For more information regarding online requirements, please refer to the Distance Learning section of the academic catalog. Students, who have attended past the first 60 percent of the scheduled term, as published in the academic calendar, will not be dropped for non-attendance.

**Incomplete Policy**

Students who do not complete all requirements of the course at the time of grading may receive an incomplete grade for 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. Incomplete grades and arranging for the completion of course work must be approved by the instructor prior to the end of the course. In the absence of extenuating circumstances, remaining course work must be completed within four weeks after the end of the course.
Grading Standards

The following grading standards have been removed as they do not apply:

WF Withdrawal-Fail (applies to the school of nursing). The student voluntarily withdrew from the course or was dropped from the course before completing 60 percent of the academic term. The student was earning a failing grade in the course at the time of withdrawal. This grade has no bearing on the grade point average but may affect eligibility for financial aid.

S Satisfactory. Used in courses in which credit is awarded and credit hours count toward graduation.

U Unsatisfactory. Used in courses for which credit is awarded and credit hours count toward graduation but are not calculated into the GPA.

Thesis Policy

Thesis Process
The thesis is an essential component of graduate-level coursework and an opportunity for students to examine a management topic, become subject matter experts, and contribute to that body of knowledge, see the note* below.

Identify Thesis Topic and Committee
Begin by working with your academic coordinator to notify your dean and select a thesis advisor.

*THEESIS OPTION
Students who select the thesis option must complete the following courses in place of the program electives and MT6650: MA6100 Statistics; MT6805 Thesis I; and MT6810 Thesis II

Academic Programs

Master of Business Administration
Option A or B
54 Credits

Preparatory courses are no longer required for this program. Students now have the option of completing Option B to meet prerequisite courses. Offered at Online Graduate and Rapid City Graduate campuses. Some or all of the emphasis area courses may not be offered at the student’s home campus.

<table>
<thead>
<tr>
<th>Code</th>
<th>Core Courses</th>
<th>Prerequisites</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MT6700</td>
<td>Managerial Communication and Research</td>
<td>Required First Course</td>
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<tr>
<td></td>
<td>Leading the Organization I: Communication, Culture and Change</td>
<td>MT6700*</td>
<td></td>
</tr>
<tr>
<td>AC6550</td>
<td>Managerial Accounting</td>
<td>AC2260C</td>
<td>4.5</td>
</tr>
<tr>
<td>EC6150</td>
<td>Managerial Economics</td>
<td>EC2050C</td>
<td>4.5</td>
</tr>
<tr>
<td>FN6350</td>
<td>Financial Management</td>
<td>AC62760C, EC2050C</td>
<td>4.5</td>
</tr>
<tr>
<td>MA6600</td>
<td>Quantitative Methods for Management Decisions</td>
<td>MA3000C</td>
<td>4.5</td>
</tr>
<tr>
<td>MG6500</td>
<td>Marketing Administration</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>MT6200</td>
<td>Leading the Organization I: Communication, Culture and Change</td>
<td>MT6700**</td>
<td>4.5</td>
</tr>
<tr>
<td>MT6250</td>
<td>Leading the Organization II: Productivity, Process and Programs</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>MT6650</td>
<td>Strategy and Policy</td>
<td>Eight graduate core courses</td>
<td>4.5</td>
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</table>

Option A - Emphasis

<table>
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<tr>
<th>Code</th>
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<tbody>
<tr>
<td>XXXXX</td>
<td>Any Course Not Previously Used for MBA Core</td>
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Option B – General *

<table>
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<tr>
<th>Code</th>
<th>Elective Courses</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EC6100</td>
<td>Economic Analysis</td>
<td>4.5</td>
</tr>
<tr>
<td>FN6200</td>
<td>Accounting and Finance for Managers</td>
<td>4.5</td>
</tr>
<tr>
<td>MA6100</td>
<td>Statistical Analysis</td>
<td>4.5</td>
</tr>
</tbody>
</table>

*Student may substitute alternative graduate courses if he/she met the content and grade requirement

**MT6200 and MT6700 must be completed during the first term as co-requisites or during the first two terms independently AND prior to enrolling in any other degree courses.

Course Descriptions

**EC6100 Economic Analysis – 4.5 Credits**

Application and analysis of microeconomic and macroeconomic concepts, tools, theories, and events that shape and modify the economy. Emphasis will be on decision making for the manager and development of basic tools of economic analysis required for graduate level courses.

Prerequisite: MT6700 and MT6200

**MA6100 Statistics – 4.5 Credits**

This focus of statistical methods includes the theory and application of commonly used statistical methods and models. Students will explore the methods used for the analysis of a variety of data and basic statistical concepts. Descriptive statistics are used to summarize data, and then basic concepts of probability are explored as are sampling and statistical inference. Simple linear regression analysis/relationships variables models are introduced. Coursework is approached from an applied perspective using case studies and other examples.

Prerequisite: MT6700 and MT6200