Quality higher education in a caring and supportive learning environment
# National American University Locations

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<th>Address</th>
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| Central Administration    | www.national.edu  
5301 S. Highway 16  
Rapid City, SD 57701  
(605) 721-5200  
(605) 721-5241 (FAX) |                                                        |                                                        |
| Albuquerque               | 4775 Indian School Road NE, Suite 200  
Albuquerque, NM 87110-3976  
(505) 348-3700  
(505) 348-3705 (FAX) |                                                        |                                                        |
| Albuquerque West          | 10131 Coors Blvd, Suite I-01  
Albuquerque, NM 87114  
(505) 348-3750  
(505) 348-3755 (FAX) |                                                        |                                                        |
| Austin                    | 13801 Burnet Road, Suite 300  
Austin, TX 78727  
(512) 651-4700  
(512) 651-4705 (FAX) |                                                        |                                                        |
| Austin South              | 6800 Westgate Boulevard, Suite 102  
Austin, TX 78745-4868  
(512) 651-4750  
(512) 651-4755 (FAX) |                                                        |                                                        |
| Bellevue                  | 3604 Summit Plaza Drive  
Bellevue, NE 68123-1065  
(402) 972-4250  
(402) 972-4255 (FAX) |                                                        |                                                        |
| Bloomington               | 7801 Metro Parkway, Suite 200  
Bloomington, MN 55425  
(952) 356-3600  
(952) 356-3605 (FAX) |                                                        |                                                        |
| Brooklyn Center           | 6200 Shingle Creek Pkwy, Suite 130  
Brooklyn Center, MN 55430  
(763) 852-7500  
(763) 852-7505 (FAX) |                                                        |                                                        |
| Burnsville                | 513 West Travelers Trail  
Burnsville, MN 55337  
(952) 563-1250  
(952) 563-1255 (FAX) |                                                        |                                                        |
| Centennial                | 8242 South University Blvd, Suite 100  
Centennial, CO 80122-3157  
(303) 542-7000  
(303) 542-7005 (FAX) |                                                        |                                                        |
| Colorado Springs          | 1915 Jamboree Drive, Suite 185  
Colorado Springs, CO 80920  
(719) 590-8300  
(719) 590-8305 (FAX) |                                                        |                                                        |
| Colorado Springs South    | 1079 Space Center Drive, Suite 140  
Colorado Springs, CO 80915  
(719) 208-3800  
(719) 208-3805 (FAX) |                                                        |                                                        |
| Denver                    | 1325 S. Colorado Boulevard, Suite 100  
Denver, CO 80222-3308  
(303) 876-7100  
(303) 876-7105 (FAX) |                                                        |                                                        |
| Ellsworth AFB Extension   | 1000 Ellsworth St., Suite 2400-B  
Ellsworth AFB, SD 57706  
(605) 718-6550  
(605) 718-6555 (FAX) |                                                        |                                                        |
| Garden City               | 801 Campus Drive  
Garden City, KS 67846  
(620) 805-3550 |                                                        |                                                        |
| Georgetown                | 1015 W. University Avenue, Suite 700  
Georgetown, TX 78628  
(512) 942-6750  
(512) 942-6755 (FAX) |                                                        |                                                        |
| Harold D. Buckingham Graduate School | 6836 Austin Center Boulevard, Suite 270  
Austin, TX 78731  
(512) 813-2300  
(512) 813-2305 (FAX) |                                                        |                                                        |
| Houston                   | 11511 Katy Freeway, Suite 200  
Houston, TX 77079  
(832) 619-7300 |                                                        |                                                        |
| Independence              | 3620 Arrowhead Avenue  
Independence, MO 64057  
(816) 412-7700  
(816) 412-7705 (FAX) |                                                        |                                                        |
| Indianapolis              | 3600 Woodview Trace, Suite 200  
Indianapolis, IN 46268  
(317) 810-8100  
(317) 810-8105 (FAX) |                                                        |                                                        |
| Lee's Summit              | 401 N.W. Murray Road  
Lee's Summit, MO 64081  
(816) 600-3900  
(816) 600-3905 (FAX) |                                                        |                                                        |
| Lewisville                | 475 State Highway 121-Bypass  
Lewisville, TX 75067-8193  
(972) 829-2150  
(972) 829-2156 (FAX) |                                                        |                                                        |
| Mesquite                  | 18600 LBJ Freeway  
Mesquite, TX 75150-5628  
(972) 773-8800  
(972) 773-8805 (FAX) |                                                        |                                                        |
| Minnetonka Education Center | 10901 Red Circle Dr, Suite 150  
Minnetonka, MN 55343  
(952) 562-4200  
(952) 562-4205 (FAX) |                                                        |                                                        |
| Online Campus             | www.national.edu/distance  
5301 S. Highway 16  
Rapid City, SD 57701  
(605) 394-4953  
(800) 770-2959 General Information  
(800) 209-0182 Admissions  
(605) 394-5082 (FAX) |                                                        |                                                        |
| Overland Park             | 10310 Mastin  
Overland Park, KS 66212-5451  
(913) 981-8700  
(913) 981-8705 (FAX) |                                                        |                                                        |
Rapid City
5301 S. Highway 16
Rapid City, SD 57701
(605) 394-4800
(605) 394-4871 (FAX)

Richardson
300 N. Colt Road, Suite 225
Richardson, TX 75080
(972) 773-8650
(972) 773-8655 (FAX)

Rochester
3906 E. Frontage Rd NW/Hwy 52
Rochester, MN 55901
(507) 286-1650
(507) 286-1655 (FAX)

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

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

Tigard
13333 SW 68th Parkway
Tigard, OR 97223
(503) 403-3500
(503) 403-3505 (FAX)

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

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

Weldon Spring
1030 Wolfrum Road
Weldon Spring, MO 63304-7795
(636) 229-3200
(636) 229-3205 (FAX)

Wichita
7309 E 21st St. N., Suite G40
Wichita, KS 67206
(316) 448-5400
(316) 448-5405 (FAX)

Wichita West
8428 West 13th St, Suite 110-120
Wichita, KS 67212
(316) 448-3150
(316) 448-3155 (FAX)

Zona Rosa
7490 NW 87th Street
Kansas City, MO 64153
(816) 412-5500
(816) 412-5505 (FAX)
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Published April 2015
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 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.

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 - APPROVALS - AFFILIATIONS

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

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

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

- Master of Business Administration
- Master of Business Administration with emphasis in Accounting
- Master of Business Administration with emphasis in E-Marketing
- Master of Business Administration with emphasis in Health Care Administration
- Master of Business Administration with emphasis in Human Resource Management
- Master of Business Administration with emphasis in Information Technology Management
- Master of Business Administration with emphasis in International Business
- Master of Business Administration with emphasis in Management
- Master of Business Administration with emphasis in Operations and Configuration Management
- Master of Business Administration with emphasis in Project and Process Management
- Master of Management
- Master of Management with emphasis in Criminal Justice Management
- Master of Management with emphasis in E-Marketing
- Master of Management with emphasis in Health Care Administration
- Master of Management with emphasis in Human Resource Management
- Master of Management with emphasis in Information Technology Management
- Master of Management with emphasis in Operations and Configuration Management
- Master of Management with emphasis in Project and Process Management
- Master of Management with emphasis in Proprietary Higher Education Management
- Bachelor of Science in Accounting
- Bachelor of Science in Management
- Bachelor of Science in Business Administration
- Bachelor of Science in Business Administration with emphasis in Accounting
• Bachelor of Science in Business Administration with emphasis in Entrepreneurship
• Bachelor of Science in Business Administration with emphasis in Financial Management
• Bachelor of Science in Business Administration with emphasis in Human Resource Management
• Bachelor of Science in Business Administration with emphasis in Information Systems
• Bachelor of Science in Business Administration with emphasis in International Business
• Bachelor of Science in Business Administration with emphasis in Management
• Bachelor of Science in Business Administration with emphasis in Marketing
• Bachelor of Science in Business Administration with emphasis in Pre-Law
• Bachelor of Science in Business Administration with emphasis in Supply Chain Management
• Bachelor of Science in Business Administration with emphasis in Tourism and Hospitality Management
• Associate of Applied Science in Accounting
• Associate of Applied Science in Management
• Associate of Applied Science in Business Administration

The health information technology associate degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) (www.cahiim.org).

The medical assisting programs offered at Albuquerque, Austin, Bloomington, Brooklyn Center, Colorado Springs, Denver, Independence, Overland Park, Roseville, Sioux Falls, Wichita, and Zona Rosa are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) on the recommendation of the Medical Assisting Education Review Board (MAERB). The Commission on Accreditation of Allied Health Education Programs can be contacted at 1361 Park Street, Clearwater, FL 33756, phone (727) 210-2350.

The Occupational Therapy Assistant (OTA) program, offered at the Denver, CO campus, is accredited through the Accreditation Council for Occupational Therapy Education (ACOTE).

The paralegal studies program offered at the Rapid City and Sioux Falls campuses are separately approved by the American Bar Association (ABA). The program offered in the Minneapolis/St. Paul metro area, including the Bloomington campus, Brooklyn Center campus, Burnsville campus, Roseville campus, and Minnetonka Education Center, is separately approved by the ABA.

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

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

The Associate of Science in Nursing (ASN) program offered at the Denver campus is on conditional approval by the Colorado Board of Nursing.

Full approval was granted by the Missouri State Board of Nursing for the university’s ASN program (Zona Rosa campus).

Initial approval was granted by the New Mexico Board of Nursing for the university’s Bachelor of Science in Nursing (BSN) program (Albuquerque campus).

Initial approval was granted by the Texas Board of Nursing for the university’s BSN program (Austin campus).

Program approval was granted by the Minnesota Board of Nursing for the university’s BSN program (Bloomington campus).

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

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

Full approval was granted by the South Dakota Board of Nursing for the university’s Online RN to BSN program.

The Accreditation Commission for Education in Nursing (ACEN) granted continuing accreditation for the NAU Zona Rosa, Missouri ASN program. For more information, please contact the ACEN at 3343 Peachtree Road NE Suite 850, Atlanta, Georgia 30326, (404) 975-5000, www.acenursing.org http://www.acenursing.org.

The baccalaureate and master’s degree programs in nursing at National American University are accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington DC 20036, (202) 887-6791.

National American University is approved for veteran’s training and for administering the various educational programs sponsored by state and federal agencies.
National American University is registered with the Maryland Attorney General, 200 St. Paul Street, Baltimore, MD 21202. Toll free number (888) 743-0823 or (410) 528-8662.

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

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

National American University is authorized by: The Indiana Commission for Higher Education/The Indiana Board for Proprietary Education, 101 W. Ohio Street, Suite 670, Indianapolis, IN 46204-1984. Telephone number (317) 464-4400 ext. 138 or (317) 464-4400 ext. 141

Oregon - This school is a business unit of a corporation authorized by the State of Oregon to offer and confer the academic degree described herein, following a determination that state academic standards will be satisfied under OAR 583-030. Inquiries concerning these standards or the school’s approval may be directed to the Office of Degree Authorization, Higher Education Coordinating Commission, 775 Court St. NE, Salem, OR 97301.

National American University is authorized by the Washington Higher Education Coordinating Board (HECB) and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes National American University to offer specific degree programs. The HECB may be contacted for a list of currently authorized programs. Authorization by the HECB does not carry with it an endorsement by the board of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the HECB at P.O. Box 43430, Olympia, WA 98504-3430.

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

National American University currently offers online degrees in Master of Business Administration (MBA), Master of Management (MM), and Master of Science in Nursing (MSN). Core courses for the MBA and MM are also offered at the Rapid City campus. The graduate degree programs are designed to provide students with an innovative curriculum as well as the skills needed for effective leadership and management. In addition to the core program courses, students have the opportunity to select elective courses to fit their individual career needs.

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

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

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

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

STUDENT CORE ABILITIES

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

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.

GRADUATE PROGRAM MISSION

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

GRADUATE PROGRAM GOALS

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

1. Provide students with a thorough understanding of theory and application related to the area of study so they can collect and analyze data to formulate analytically sound decisions and understand the likely consequences of those decisions.

2. Provide students with graduate-level knowledge and skills in current technology application for use in communication, data collection/analysis, and problem solving.

3. Involve students in leadership development through participation in classroom and professional activities.

4. Foster an interest by students for involvement in student and professional organizations.

5. Provide students with an understanding of professional ethics and application to the work environment.

6. Prepare students for future leadership positions in for-profit, nonprofit, and/or government organizations.

7. Develop a high level of proficiency in verbal and written communications skills required in leadership positions.

8. Provide students with opportunities to develop their awareness of the global perspective and to understand how diversity may impact decisions.
ADMISSIONS

ADMISSION CRITERIA
The ideal graduate student is highly motivated, values lifelong learning opportunities, has the ability to perform academic work at the graduate level, and is able to contribute positively to the learning environment of fellow graduate students. Admission requirements are designed to ensure that the students in the master's programs reflect these attributes.

ADMISSION REQUIREMENTS - MBA AND MM

Regular Admission Status

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

ADMISSION REQUIREMENTS - ONLINE

MSN - SCHOOL OF NURSING*

1. Policy: NAU School of Nursing Online MSN program reviews applications and admits students every academic quarter. Admission decisions are made and communicated in writing once the program application and admission requirements have been completed and reviewed.

2. Regular admission status includes the following:
   a. Graduation from a baccalaureate degree program in nursing from an accredited institution (or approval of Online MSN program chair).
   b. Current active unencumbered registered (RN) license from any state within the United States. Evidence of current licensure must be present in the student’s departmental file.
   c. Minimum cumulative grade point average (CGPA) of 3.0 or above on a 4.0 scale during the baccalaureate degree completion.

3. All nursing prefix (NS) courses must be completed through NAU online.*

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

* Only the following NS courses may be transferred into the MSN program of study: Leadership in Health Care: A Collaborative Approach to Theory/Ethics/Health Policy and Evidence-Based-Nursing Practice.

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

STUDENTS ADMITTED ON A PROBATIONARY ADMISSION STATUS

Students may be admitted on a probationary status if they hold at least a baccalaureate degree from a regionally accredited institution of higher learning or international institution of higher learning recognized by the ministry of education or other appropriate government agency but do not meet the minimum grade point requirements as outlined in the program’s admission requirements.

Master’s students who have been admitted on a probationary basis will be converted to a regular admission status provided:

- A cumulative grade point average of 3.0 is achieved in the first two graduate courses required (MT6700 and MT6200) at National American University (does not include prerequisites in MBA), and
- No more than one final grade of "C" is recorded in the first two graduate courses required (MT6700 and MT6200) at National American University.
- A student on probationary status can only take one course per quarter. A student admitted on probationary status may not withdraw from one of the two courses without approval from the dean. If a student received a final grade of "F" on the first or second course, he/she will be terminated from the Graduate School. If a student receives lower than a 3.0 in the first two graduate program courses at NAU, he/she will be terminated from the program.
- Master’s students who have been admitted on a probationary basis may not be awarded transfer credits until converted to a regular admission status.

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

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

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

STUDENTS WHO HAVE BEEN ADMITTED ON A PROBATIONARY BASIS WILL BE CONVERTED TO A REGULAR ADMISSION STATUS PROVIDED:
Master's students who have been admitted on a probationary basis will be converted to a regular admission status provided:
• A cumulative grade point average of 3.0 is achieved in the first two graduate courses required (MT6700 and MT6200) at National American University (does not include prerequisites in MBA), and
• No more than one final grade of "C" is recorded in the first two graduate courses required (MT6700 and MT6200) at National American University.
• A student on probationary status can only take one course per quarter. A student admitted on probationary status may not withdraw from one of the two courses without approval from the dean. If a student received a final grade of "F" on the first or second course, he/she will be terminated from the Graduate School. If a student receives lower than a 3.0 in the first two graduate program courses at NAU, he/she will be terminated from the program.

TERMINATION FROM THE GRADUATE PROGRAM
Students who are unable to convert their probationary admission status to regular admission status will be terminated from the program. The student’s progress towards completing the program along with his/her grades will be considered in making this determination. The student must submit a written request to the dean of the graduate school to be considered for readmission to the program. Students should contact the graduate office for further information about termination/readmission procedures at Graduateadmissions@national.edu.

ADMISSION SUBMITTALS
Each applicant for admission to the graduate program must submit all of the following items:
• Official transcripts from an accredited institution of higher learning or from an international institution of higher learning recognized by the ministry of education or another appropriate government agency. Transcripts must include all courses and grades that are pertinent to receiving the baccalaureate degree.
• Official transcripts from an accredited institution of higher learning or from an international institution of higher learning that is approved by the appropriate national ministry of education or its equivalent, indicating completion of any prerequisite courses which may have been taken after receiving the baccalaureate degree.
• Transcripts that need to be evaluated for graduate transfer credit have to be received within the student's first term at National American University.
• MSN students must also submit a transcript evaluation from an organization approved by the National Association of Credential Evaluation Services (NACES).
• A completed National American University graduate application for admission and submission of a $45 application fee. (The fee requirement may be waived for students from organizations with which National American University has an affiliation agreement.)
• MSN applicants must submit proof of current, unrestricted state Registered Nurse licensure.

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

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

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

An applicant meeting the admission requirements will normally be granted regular admission into the graduate program. Probationary admission status may be granted to an applicant who does not meet all of the conditions for regular admission but provides definite evidence that a capability for graduate-level study exists. Please refer to the section titled “Students Admitted on a Probationary Status” for additional information.

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

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.
2. Pay a one-time, non-refundable application fee of $45 U.S. at the time of application (The fee requirement may be waived for students from organizations with which National American University has an affiliation agreement.).
3. Provide evidence of completion of a baccalaureate degree in the form of official transcripts from (i) an international higher education institution recognized by the ministry of
education or other appropriate government agency and a transcript evaluation from an organization approved by the National Association of Credential Evaluation Services (NACES) or (ii) an accredited U.S. higher education institution. Transcripts should show marks and credits earned for all post-secondary work. All records should be submitted in the native language, and credentials written in languages other than English must be accompanied by a certified English translation. Translations should be literal and not interpretive. A key to the marking system or grading scale should also be included if it is not indicated on the transcript. The official transcript should be sent directly from the approved agency to the Graduate School.

4. Demonstrate proficiency in English through satisfaction of one of the following requirements:
   a. Provide an official Test of English as a Foreign Language (TOEFL) score report indicating a minimum score of 550 for a paper-based, 213 for a computer-based or 80 for an Internet-based exam (The TOEFL must have been taken within the past two calendar years. Official test scores must be sent from the testing agency to National American University. When ordering TOEFL test results, include the university’s school code of 6464.).
   b. Provide an official International English Language Testing System (IELTS) score report with an overall minimum score of 6.0. (The IELTS must have been taken within the past two calendar years. Official test scores must be sent from the testing agency to National American University.)
   c. Provide evidence of completion of two 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.

5. Complete and submit the International Financial Certification form and attach an original bank statement. International students are required, as part of the application process, to show evidence of sufficient funding during their studies. The amount and source of funds are also shown on the Certificate of Eligibility (I-20) needed to apply for an F-1 visa. In addition, students planning to bring a spouse and/or children are required to show additional funds for those individuals.

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

• 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.); 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.

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

MBA PROGRAM OUTCOMES

MBA students will:

• Demonstrate the ability to integrate knowledge of accounting, marketing, management information systems, organizational behavior, finance, economics, operations management and quantitative analysis.

• Demonstrate the ability to collect and analyze information and data in order to formulate analytically sound decisions and understand the likely consequences of those decisions.

• Demonstrate the verbal and written communication skills required of executive-level employees.

• Identify and manage ethical issues and multicultural diversity issues.

• Evaluate the actions of an organization operating in a global business environment.

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

• Demonstrate leadership ability and team-building skills through class projects and involvement in student, community and/or professional organizations.

MBA PROGRAM REQUIREMENTS

The Master of Business Administration degree provided by National American University consists of two academic requirements: graduate core courses and elective courses. The degree program consists of 12 courses and successful completion of 54.0 credit hours.

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

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

MBA PREREQUISITE REQUIREMENTS

Students wishing to pursue the MBA, who have not completed sufficient undergraduate coursework in accounting, business finance, statistics and economics, shall be required to choose the general emphasis with Option B*.

The following National American University courses are considered sufficient undergraduate preparation for the MBA: AC2760 Accounting for Managers MA3000 Business Statistics EC2050 Macroeconomics FN3000 Business Finance I

This requirement may also be met in the following ways:

• The equivalent undergraduate courses or graduate courses may be taken at an accredited two- or four-year college or university, or from an international higher education institution approved by an appropriate national ministry of education or recognized country equivalent, and

• The student has earned a C or higher in the course(s), or

• The student may attempt and successfully complete CLEP or DANTES examinations, or

• The student may submit an experiential learning portfolio to the graduate school for approval.

*Option B includes the following courses: MA6100 Statistics, EC6100 Economic Analysis and FN6200 Accounting and Finance for Managers. Students who have sufficient academic preparation in one or two, but not all three of these areas will be allowed to choose an alternative class or classes from the elective courses to fulfill program requirements.

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

MBA CORE COURSES

MT6700 and MT6200 must be completed during the first term as co-requisites, or during the first two terms independently, and prior to completing the other master's courses. The core MBA courses are as follows:

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<th>Core Courses</th>
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<tr>
<td>AC6550</td>
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<tr>
<td>EC6150</td>
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<tr>
<td>FN6350</td>
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<tr>
<td>MA6600</td>
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<td>MG6500</td>
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MT6200 Leading the Organization I: Communication, Culture and Change
MT6250 Leading the Organization II: Productivity, Process and Programs
MT6650 Strategy and Policy
MT6700 Managerial Communications and Research

Elective Courses
Three elective courses

MBA ELECTIVE AND EMPHASIS OPTIONS
In order to meet the MBA program requirements, a student must complete a minimum of three elective courses as a part of his/her program. Each student will work with his/her advisor to develop a program of study that outlines the core and elective courses the student will complete. Final approval of each program of study is the responsibility of the dean of graduate studies. Emphasis courses are not offered every term. Once a student has completed the first two courses (MT6700 & MT6200), they will begin taking the emphasis courses providing they have met the prerequisites for those courses.

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

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

E-Marketing Emphasis
Students who select this option must complete the MBA core courses for the e-marketing emphasis along with the following elective courses:

MG6600 Internet Marketing
MG6610 E-Commerce
MG6620 Social Network Marketing
MG6630 E-Marketing Analytics

Generalist MBA
Students who select the generalist MBA without an emphasis area will work with their Graduate Advisor to select 13.5 hours of elective credit that best match their professional interests. These electives can be selected from any graduate courses not included in the MBA core courses, provided that the student meets any individual course prerequisites. Students wishing to pursue the MBA who have not completed sufficient undergraduate coursework in accounting, business finance, statistics and economics shall be required to choose the general emphasis.

MBA Thesis Option (Generalist Emphasis Only)

**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 Graduate Advisor to notify your dean and select a thesis advisor.

*THESIS 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

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

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

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

LA6570 Human Resource Law
MT6300 Managing Human Resources
MT6310 Training and Development in Human Resource Management
MT6320 Employee Evaluation and Compensation
MT6350 Strategic Human Resource Management

Information Technology Management Emphasis
Students who select this option will pursue the standard MBA curriculum with a three-course emphasis in information technology management by completing three of the following courses:

CI6600 Computer Security
CI6605 Risk Identification and Analysis
CI6610 Critical Infrastructure Control System Security
CI6615 Computer Forensics and Incident Handling
CI6620 Foundations of Security (Security +) (E)
CI6650 Advanced Security Practices & Risk Management (CISSP) (E)*

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

LA6100 Legal Environment for Global Organizations
LA6200 Legal and Regulatory Environment for Higher Education
LA6570 Human Resource Law
MT6XXX Any Course Coded MT6XXX

Operations and Configuration Management Emphasis
Students who select this option will pursue the standard MBA curriculum with a three-course emphasis in the area of operations and configuration management. Completion of this emphasis focuses on the skills to effectively manage and optimize business operations and supply chains, as well as developing and refining process requirements and configuration. To complete this emphasis, the student must complete the following three electives:

MT6611 Enterprise Process Management
MT6612 Optimize Enterprise Operations
MT6613 Operations and Supply Chain Management

Project and Process Management Emphasis
Students who select this option must complete the MBA core courses for the project and process management emphasis along with the following elective courses:

MT6620 Project Management Essentials
MT6621 Intermediate Project Management
MT6622 Advanced Project Management

STUDENT LEARNING OUTCOMES
Graduates of the MBA program will:

1. Integrate business administration principles, including accounting, finance, economics, and statistics: in order to formulate analytically sound decisions, and predict their likely outcomes.
2. Demonstrate leadership through effective communication and use of technology to achieve project and/or organizational goals.
3. Evaluate Corporate Social Responsibility in the global business environment.
4. Demonstrate collaboration and team-building.

Graduates of the MBA program with an emphasis in Accounting will evaluate anti-fraud deterrents and controls and the fraud examination plan for an organization’s accounting systems and processes and recommend improvements.

Graduates of the MBA program with an emphasis in E-Marketing will hone skills for developing, implementing, and monitoring digital marketing strategies.

Graduates of the MBA program with an emphasis in Health Care Administration will create plans for healthcare initiatives based on documented best practices with consideration given to related fiscal, regulatory, and policy issues.

Graduates of the MBA program with an emphasis in Human Resource Management will develop strategies for human resource management consistent with legal and regulatory requirements.

Graduates of the MBA program with an emphasis in Information Technology Management will identify and manage risks that might threaten a firm’s information security.

Graduates of the MBA program with an emphasis in International Business will develop effective international competitive strategies for firms.

Graduates of the MBA program with an emphasis in Project and Process Management will manage projects, efficiently and effectively, from inception to completion.
The Master of Management program offers graduates of diverse undergraduate programs the opportunity to expand their knowledge and skills base in the area of management. The program is designed to help the student develop a well-rounded portfolio of management knowledge, skills and abilities along with a holistic view of the organization. Course topics focus on management issues in areas such as human resources, marketing, information technology, finance and accounting, leadership, communication and international business. The degree program consists of 12 courses and successful completion of 54.0 credit hours.

**MM PROGRAM OUTCOMES**

MM graduates will:

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

**PROGRAM REQUIREMENTS**

The Master of Management (MM) degree provided by National American University consists of two requirements: graduate core courses and elective courses. Once a student has completed the first two courses (MT6700 & MT6200), they will begin taking the emphasis courses providing they have met the prerequisites for those courses.

The MM degree may be earned under a non-thesis or a thesis plan. Under the non-thesis option, the student must complete 40.5 hours of graduate-level core courses and 13.5 hours of electives. Under the thesis option plan, the student complete 40.5 hours of graduate-level core courses, 4.5 hours of electives and nine (9.0) hours of thesis.

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

**MM PREREQUISITE REQUIREMENTS**

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

**MM CORE COURSES**

MT6700 and MT6200 must be completed during the first term as co-requisites or during the first two terms independently AND prior to completing the other master’s courses. The core graduate courses are as follows:

**Core Courses**

- MT6700 Managerial Communications and Research
- FN6200 Accounting and Finance for Managers
- LA6*** Select one of: the following, depending on an emphasis:
  - LA6100 Legal Environment for Global Organizations;
  - LA6200 Legal and Regulatory Environment for Higher Education;
  - LA6570 Human Resource Law
- MT6*** Any MT Coded Elective
- MG6200 Marketing and Sales Management
- MT6200 Leading the Organization I: Communication, Culture and Change
- MT6300 Managing Human Resources
- MT6580 International Management
- MT6650 Strategy and Policy

**Elective Courses**

Three elective courses

**MM ELECTIVE AND EMPHASIS OPTIONS**

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

**Criminal Justice Management Emphasis**

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

- CJ6100 Law and Public Policy (in place of the LA core course)
Information Technology Management Emphasis
Students who select this option will pursue the standard MM curriculum with a three-course emphasis in information technology management by completing three of the following courses:
- CI6600 Computer Security
- CI6605 Risk Identification and Analysis
- CI6610 Critical Infrastructure Control System Security
- CI6615 Computer Forensics and Incident Handling

Operations and Configuration Management Emphasis
Students who select this option will pursue the standard MM curriculum with a three-course emphasis in operations and configuration management by completing the following courses:
- MT6611 Enterprise Process Management
- MT6612 Optimize Enterprise Operations
- MT6613 Operations and Supply Chain Management

Project and Process Management Emphasis
Students who select this option must complete the MM core courses for the project and process management emphasis along with the following elective courses:
- MT6620 Project Management Essentials
- MT6621 Intermediate Project Management
- MT6622 Advanced Project Management

Proprietary Higher Education Management Emphasis
Students who select this option will pursue the Master of Management emphasis Higher Education curriculum by completing the following courses:
- HE6100 History of American Higher Education
- HE6200 Management Topics in Higher Education (in lieu of MT6580)
- HE6250 Student Retention and Learner Services
- HE6300 Curriculum Design, Development and Assessment
- LA6200 Legal and Regulatory Environment for Higher Education

STUDENT LEARNING OUTCOMES
Graduates of the MM program will:
1. Integrate management and organizational principles, including human resources and marketing in order to formulate sound decisions and predict likely outcomes.
2. Demonstrate leadership through effective communication and use of technology to achieve project and/or organizational goals.
3. Evaluate Corporate Social Responsibility in the global business environment.

4. Demonstrate collaboration and team-building.

Graduates of the MM program with an emphasis in Criminal Justice will examine management and leadership challenges in the field of criminal justice and apply appropriate theories and methods in these situations to achieve organizational goals.

Graduates of the MM program with an emphasis in E-Marketing will hone skills for developing, implementing, and monitoring digital marketing strategies.

Graduates of the MM program with an emphasis in Health Care Administration will create plans for healthcare initiatives based on documented best practices with consideration given to related fiscal, regulatory, and policy issues.

Graduates of the MM program with an emphasis in Human Resource Management will develop strategies for human resource management consistent with legal and regulatory requirements.

Graduates of the MM program with an emphasis in Information Technology Management will identify and manage risks that might threaten a firm’s information security.

Graduates of the MM program with an emphasis in Project and Process Management will manage projects, efficiently and effectively, from inception to completion.

Graduates of the MM program with an emphasis in Proprietary Higher Education Management will demonstrate management and leadership skills utilized in proprietary higher education institutions.
SCHOOL OF NURSING

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

Vision
Maintain and mature the infrastructure of the SON and the practice of nursing education.

Core Values
• Offer high-quality nursing education and collaborative community partnerships.
• Provide a caring and supportive learning environment for nursing students.
• Offer professional nursing programs leading to career advancement and professional development.

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

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

Experiential: student-centered and lifelong learning; Benner (1984, 2000, 2001) and Leininger (1991, 2002, 2006). The SON and faculty believe nursing education includes experiences and activities that promote learning in open learning climates where students may examine and discuss transitions in understanding, mistakes, or misconceptions in actual clinical situations (Benner). Nursing is embraced as a discipline committed to the importance of lifelong learning for the maintenance and advancement of knowledge.

The SON and faculty further believe culturally congruent care reflects an infinite number of factors that affect wellbeing which is important for today’s diverse society. It is through culturally congruent care that nursing finds an infinite number of explored and unexplored dimensions of care as a pursuit for enhanced knowledge which may result in predictable care outcomes (Leininger).


The SON and faculty further embrace Leininger’s definition: ”Care is the heart of nursing; Care is power; Care is essential to healing (or wellbeing); Care is curing; and Care is (or should be) the central and dominant focus of nursing and transcultural nursing decisions and actions” (Leininger, 1991, 2002, 2006).

Clinical Judgment: qualitative distinction, evolves over time, integrative/dynamic; Benner (1984, 2000, 2001). The SON and faculty believe Benner’s tenet that clinical judgment is based on recognition of dynamic patient/family/community transitions across time in response to conditions and associated treatment. The nurse’s clinical judgment evolves over time as the nurse gains experience and furthers education in the profession.

Holistic Health/Illness/Death; Leininger (1991, 2002, 2006). The SON and faculty believe nursing education should embrace the care of clients as addressed within all stages of health from wellness to death. Within the art of healing and comforting, utilization of a holistic perspective should support and enhance human dignity. This holistic perspective views cultural insight as a pivotal factor that directs and shapes wellbeing within an individual, the family, and the community as a whole.

to Expert (1984) provides a framework for the SON. The SON programs are built upon various student levels of education and experience and designed to enhance career mobility. Concepts of care and culture based on Leininger are threaded throughout the curricula. The constructs: experiential learning, caring, clinical judgment, and holistic health/illness/death provide horizontal threads that serve as broad categories under which a variety of content can be addressed. They are not considered mutually exclusive. It is recognized that the rapid evolution of nursing science, practice, and education demands ongoing reexamination of categories and concepts.

The SON and faculty believe nursing is a practice profession with a defined body of knowledge and outcomes. Nursing practice is embraced through education as holistic, caring in nature incorporating, and supporting lifelong learning.

NURSING PRACTICE AND NURSING EDUCATION

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

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

Within nursing, there are levels of practice within varying settings which require different educational preparation. Educational preparation within each level of practice should build on previous knowledge to facilitate career mobility.

The NAU SON Associate of Science in Nursing (ASN) program prepares students to serve clients with complex care needs, which require judgment, independent decision making within the professional nurse role, and collaborative decision making. The National League for Nursing (NLN) publication Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, Associate Degree, Baccalaureate, Master’s, Practice Doctorate, and Research Doctorate Programs in Nursing (National League for Nursing, 2010) provides guidelines for associate degree nursing education and practice.

The NAU SON Bachelor of Science in Nursing (BSN) curriculum was designed to provide a broad base of principles from science and liberal arts including additional specialized courses in leadership, healthcare delivery systems, community and public health nursing, health promotion, nursing research, and evidence-based practice. To ensure the program quality and integrity, the BSN program follows the standards set out in the American Association of Colleges of Nursing (AACN) Essentials of Baccalaureate Education for Professional Nursing Practice (American Association of Colleges of Nursing, 2008). The baccalaureate graduate enters the nursing profession as a nurse generalist with a strong foundation for developing specialized clinical practice and other advanced practice roles. The BSN graduates are prepared to function effectively in ambiguous, unpredictable, and complex environments; demonstrate critical thinking and flexibility; translate, integrate, and apply knowledge to enhance patient care quality and safety. The program graduates possess the skills and credentials necessary to pursue graduate education.

The NAU SON Master of Science in Nursing (MSN) program with emphasis in emerging technologies and interactive experiences was developed to prepare future educators for leadership in nursing education in a variety of settings. The MSN program utilizes the Essentials of Master’s Education in Nursing (American Association of Colleges of Nursing, 2011) to provide structure for the curriculum content. The program integrates theories specific to adult learning, curriculum design, and evaluation of courses and programs, critical thinking and instructional design, and teaching strategies. This program provides students focused learning on how to teach online and use technology to teach nursing in innovative ways. The program graduates possess the skills and credentials necessary to work as nursing educators in all types of nursing programs. The MSN graduates are prepared to face challenges of today’s complex academic and healthcare environments, assume leadership roles in staff development, and participate in innovative programs in health education within a global environment.

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

REFERENCES


**ONLINE MSN CURRICULUM DESCRIPTION**

The Online Master of Science in Nursing Education program is based on three sets of core courses. Each course within the 12-course program awards 4.5 credits for a total of 54 credits. The graduate nursing education core courses provides students the basis for development of refined analytical skills, broad-based perspectives, enhanced abilities to articulate, develop, implement viewpoints, health care policies and positions, clearer ability to connect theory to practice, and enhanced skills in the nurse educator profession. These are consistent with the Graduate Core Curriculum established by the AACN Essentials of Master’s Education in Nursing (2011) and the NLN Certified Nurse Educator Examination Test plan Blue Print (2012). The purpose of courses in the graduate nursing education core is to provide the content that forms the foundation of all graduate nursing education irrespective of specialty such as advanced clinical practice roles, nursing administration, community health, or nursing education.

These courses include:

- MT6200 Leading the Organization I: Communication, Culture and Change (4.5 credits)
- NS6115 Leadership in Health Care: A Collaborative Approach to Theory/ Ethics/Health Policy (4.5 credits) *
- NS6125 Facilitating Health I: Health Assessment/Pathophysiology (4.5 credits)
- NS6130 Evidence-Based Nursing Practice (4.5 credits) *
- NS6135 Facilitating Health II: Advanced Pharmacology (4.5 credits)
- NS6140 Online Nursing Education (4.5 credits) or
- NS6150 Simulation in Nursing Education (4.5 credits)

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

The core specialty competencies for the Online Master of Science in Nursing Education is based on the AACN Essentials of Master’s Education in Nursing (2011) and the NLN Certified Nurse Educator Examination Test plan Blue Print (2012). The courses in the nursing education core courses provide teaching and learning in program and curriculum, pedagogy, teaching and learning methods, instructional design, assessment and evaluation, and the nurse educator roles.

These courses include:

- NS6215 Nursing Curriculum and Program Design, Instructional Methods and Strategies (4.5 credits)
- NS6230 Assessment and Evaluation in Nursing Education (4.5 credits)
- NS6240 Nurse Educator Roles (4.5 credits)
- NS6245 Evidence-Based Teaching Interventions (4.5 credits)

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

These courses include:

- NS6250 Nursing Capstone Project (4.5 credits)
- NS6260 Nursing Capstone Practicum: Simulation or Online (4.5 credits)

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

**STUDENT LEARNING OUTCOMES**

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

1. Analyze moral, ethical and legal issues that impact the delivery of nursing care and nursing education in a diverse, global world.
2. Integrate theory, research and practice using critical thinking and effective problem solving for the advancement of the nursing profession.
3. Utilize technological media to educate and communicate collaboratively with internal and external stakeholders throughout the global world.
4. Synthesize principles of education, innovative methodologies and learning approaches to achieve curricular outcomes.
5. Model professional, scholarly and leadership behaviors that foster clinical reasoning and lifelong learning.
ACADEMICS

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.

ATTENDANCE AND PARTICIPATION POLICY

Students are expected to attend all class sessions. If a student misses 14 consecutive days of classes without contacting the instructor or Graduate Advisor, he/she will 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. Active participation requires students to submit an assignment into the dropbox or to submit a post that is substantive in nature on the discussion board. Student's participation in the online classroom before the official start of the term will not count towards attendance.

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 and may not request to withdraw.

CANCELLATION OF CLASSES

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

CERTIFICATE OF AUTHORSHIP

Part of the core values expected for the behavior of the master’s students is their authentic authorship of written assignments. A certificate of authorship must be submitted at the beginning of each course.

CHANGE OF GRADES

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

COMMENCEMENT

Commencement exercises are conducted annually in the spring. Students should check with their Graduate Advisor for scheduled dates and locations. Eligibility to walk at a ceremony depends on when in the annual cycle a student will complete their program requirements. Participation in a ceremony is not evidence of graduation.

Not all campuses host ceremonies.

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 our commitment to a collegiate environment of caring, concern, and professional service, students at National American University have the opportunity to establish close personal and professional relationships with their professors, Graduate Advisors, Admissions Advisors, and Financial Service Representatives.

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

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

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

Special (Non-degree Seeking) Status Students
A special status student is one who is not degree seeking at the graduate program. No more than 18 quarter credit-hours may be taken through the "special" status. Students wishing to take more than the 18 quarter credit-hour limit must enroll in the graduate program before enrolling in additional classes. Special students generally are not eligible for federal financial aid. However, alternative loan programs may be available. Contact the National American University Financial Aid office for more information at DLGradFinancialAid@national.edu.

Auditing
Students who wish to attend the class sessions of a university course but do not wish to receive credit or a letter grade must meet with their Graduate Advisor to request auditing privileges. Privileges will be extended to students upon recommendation of the student’s advisor and approval of the graduate dean.

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

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

EXPECTATION OF MASTER’S STUDENTS
Graduate studies require a high level of commitment and motivation from both faculty and students. To successfully complete a master’s program, students are expected to hone leadership and team development skills, and adhere to the following expectations:

• Attend and actively participate in the course
• Meet electronically and engage in threaded online discussions
• Be an active participant on the discussion board according to the guidelines in the “Expectations” document found in all master’s level classes
• Post and submit assignments that are original, substantive, follow the directions, and use proper grammar and APA conventions
• View each LP seminar and complete the related assessments
• Spend approximately 15 hours preparing and completing each learning plan
• Submit assignments on or before the designated dates and times
• Submit documents that are the original work of that student
• 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 faculty, staff, fellow students, and as a representative of NAU.

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

Grade designations for which grade points are not earned include:

F Failure. The subject may be repeated, and in the case of non-elective courses, it will be necessary to do so in order to complete a program.
I Incomplete. The student did not complete all requirements of the course at the time of grading.
W Withdrawal. The student voluntarily withdrew from the course or was dropped from the course before completing 60 percent of the academic term. This grade has no bearing on the grade point average but may affect eligibility for financial aid.

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

Students will be informed of their progress in each course on a regular basis by grades given on tests, papers, and other assignments.
The requirements for obtaining a graduate degree are as follows:

- Successful completion of at least 54 quarter-credits composed of nine core courses and a minimum of three elective courses. If the student selects the thesis option, he/she must complete both thesis courses for nine credits, and
- Successful completion of MT6650 with a grade of "B" or higher, and
- A minimum grade point average of 3.0 in the core and elective courses, and
- A grade of "C" or below in no more than two core and elective courses. Courses in which a "C" or below is received may be repeated a maximum of two times by the student at his/her discretion. However, no program of study with more than two core and elective courses in which a "C" or below is received as a final grade in a graduate-level course will be approved for graduation.

GRADUATION REQUIREMENTS - MBA AND MM

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

- Successful completion of at least 54 quarter-credits composed of nine core courses and a minimum of three elective courses. If the student selects the thesis option, he/she must complete both thesis courses for nine credits, and
- Successful completion of MT6650 with a grade of "A" or "B", and
- A minimum grade point average of 3.0 in the core and elective courses, and
- A grade of "C" or below in no more than two core and elective courses. Courses in which a "C" or below is received may be repeated a maximum of two times by the student at his/her discretion. However, no program of study with more than two core and elective courses in which a "C" or below is received as a final grade in a graduate-level course will be approved for graduation.
- A graduation application must be completed by the student and sent to the registrar for evaluation of degree completion. After the student has completed the last course and sent in the necessary paperwork, the registrar will process the graduation application. The time frame for this process is four to six weeks. A diploma and final transcript will be mailed to the student providing they have met all academic requirements of the degree and have no financial obligations with National American University. The degree cannot be confirmed until this process has been completed.

Requirements for Graduation with an MBA and an MM (Dual Degree)

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

GRADUATION REQUIREMENTS - ONLINE

MSN

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

- Successful completion of 54 quarter-credits.
- Achieve a grade of "B" or better in all nursing courses.

INCOMPLETE POLICY - GRADUATE

A student may request an incomplete grade ("I") if all requirements of the course are not completed at the time grade reports are submitted. Incomplete grades will be granted only if the student has successfully completed 60% of the course and has a passing grade at the time of the request. The student must also demonstrate that extenuating circumstances prevented completion of the course work. Examples of extenuating circumstances include the death of a relative, serious injury or illness of the student, or other special circumstances. Documentation must be provided to verify qualifying extenuating circumstances.

Incomplete grades and arrangements for the completion of course work must be discussed with the instructor prior to the end of the course. If the instructor feels that the student will be eligible for an incomplete grade, the appropriate paperwork will be forwarded to the dean of the graduate school for approval. If granted an incomplete grade, the student will be allowed a four-week extension from the end of the course to complete all missing coursework, without penalty. In circumstances of military deployment or natural disasters, students may qualify for a one-year extension from the end of the course to complete their coursework. Please see the Military Deployment and Natural Disaster Academic Accommodation policies for more information. Financial aid eligibility under the Satisfactory Academic Progress (SAP) policy will not be evaluated for students who receive an incomplete grade until the incomplete grade has been converted to a final grade.

INDEPENDENT STUDY - GRADUATE

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

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

The independent study course will start on the first day of term and end on the last day of the term. For NAU employees, CTA will not cover tuition for Independent Study courses.

**MASTER’S TRANSFER COURSES**

**MBA and MM**

A total of 13.5 quarter-hours of graduate transfer credits, or accredited military graduate level credits are permitted to be included in a student’s program of study. The following conditions apply:

1. All such courses must have been completed at a regionally accredited institution of higher learning or at an international higher education institution that is approved by an appropriate national ministry of education or recognized country equivalent; and
2. All courses must be graduate level and relevant to the student’s area of study; and
3. Courses included in a program of study which were taken more than seven years prior to the anticipated date of graduation must be repeated; and
4. Transferred courses that replace core courses must be academically comparable to the National American University course it is intended to replace; and
5. Any course to be transferred into a program of study must have been completed with at least a “B” grade.

**Online MSN**

A total of 9 credit-hours of graduate transfer credits are permitted to be included in a student’s program of study. The following conditions apply:

1. All such courses must have been completed at a regionally accredited institution of higher learning; and
2. All courses must be graduate level and relevant to the student’s area of study; and
3. Courses included in a program of study which were taken more than five years prior to the date of graduation must be repeated; and
4. Transferred courses that replace core courses must be academically comparable to the National American University course it is intended to replace; and
5. Any course to be transferred into a program of study must have been completed with at least a “B” grade; and
6. Only the following courses may be transferred into the MSN program of study:
   - Leadership in Health Care: A Collaborative Approach to Theory/Ethics/Health Policy
   - Evidence-Based Nursing Practice

**MSN PROGRESSION STANDARDS**

**Progression**

To progress in the Online MSN program, the following will be achieved:

1. Completed courses as per program schedule.
2. Achieve a grade of “B” or better in all nursing courses.

**REPEATING COURSES - GRADUATE**

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

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

**SELF-DIRECTED LEARNER STATEMENT**

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 master’s program depends upon the individual student’s self-motivation, ability to manage time, prioritize requirements, and work with peers. Experience shows that some students fail to realize the degree of effort and time that is required to successfully complete master’s courses.

**SPECIAL STUDENT STATUS**

Special status students at National American University (NAU) are those students who wish to take NAU courses, but who are not seeking a degree from the university. These students may be pursuing courses for their own personal interest, for transfer to another institution, for career advancement, or in preparation to apply to the university for a new degree program. Prospective special status students must indicate that they are non-degree seeking on the application and must meet the educational requirements specified. Some courses are available only to degree-seeking students. The Dean of the College or the Provost may approve exceptions.

If at some point special status students wish to become degree-seeking, they must complete the university’s entry process, including entry testing and placement as applicable, and must
complete all required courses and their prerequisites per university policy.

National American University does not offer financial aid to special status students.

**STUDENT REENTRY - GRADUATE**

Students who reenter the graduate program after more than four consecutive terms will be required to enter the university under the new program requirements. For nursing readmission guidelines, please refer to the School of Nursing Student Handbook.

An exception to this requirement may be made if the student has two or fewer courses left in his or her program, the 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. Students who leave the university due to military deployment may request special re-admittance consideration.

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

If the student was admitted on a probationary basis, the student's academic progress will be evaluated to determine acceptance into the Graduate School upon reentry.

**Program Time Limitations**

Students are expected to complete the graduate degree within seven years of beginning graduate study at National American University, with the exception of the MSN program in which the expected length of study is five years. Please see Time Limitations.

**STUDENT COURSE LOAD POLICY - GRADUATE**

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

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<tr>
<th>Credit Hours</th>
<th>Min. Cumulative GPA</th>
<th>Signature(s)</th>
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<td>over 13.5</td>
<td>3.0</td>
<td>dean of the graduate school</td>
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**THESIS POLICY**

**Thesis Policy**

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. It is only available to students in a general program (no emphasis).

**Identify Thesis Topic and Committee**

Begin by working with your Graduate Advisor to notify your dean and select a faculty member to be your thesis advisor.

*THEESIS OPTION

Students who select the thesis option must complete the following courses: MT6100 Research Methods; MT6805 Thesis I, and MT6810 Thesis II

**TIME LIMITATIONS**

For academic purposes, a student is expected to complete a graduate degree within seven years of beginning graduate study at National American University, with the exception of the MSN program in which the expected length of study is five years. The student should contact financial aid to discuss financial aid restrictions regarding time limitations.

**TRANSFERABILITY OF CREDIT DISCLOSURE**

Credits earned at National American University may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by National American University. You should obtain confirmation that National American University will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at National American University to determine if such institutions will accept credits earned at National American University prior to executing an enrollment contract or agreement. The ability to transfer credits from National American University to another educational institution may be very limited. Your credits may not transfer, and you may have to repeat courses previously taken at National American University if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended, and you are advised to make certain that you know the transfer of credit policy of National American University and of any other educational institutions you may in the future want to transfer the credits earned at National American University before you execute an enrollment contract or agreement.

**UNDERGRADUATE/GRADUATE DUAL CREDIT COURSES**

The dual credit courses at National American University offer NAU undergraduate students the opportunity to earn credit to be applied toward their bachelor’s and master’s degree simultaneously. The dual credit courses are offered on the undergraduate schedule, at the undergraduate tuition rate, and
are taught by master’s faculty. Because the courses are taught on the undergraduate schedule, the students in the dual credit courses are undergraduate. Students are limited to one dual credit course per term. The grade received in the dual credit course will be included on both the undergraduate and master’s unofficial and official transcripts.

In order for NAU undergraduate students to be eligible, they must have the following at the time the dual credit course application is submitted:

- Complete the equivalent of 120 quarter credits or more
- Complete EN1300 Composition II with a grade of C or better
- Have a cumulative GPA of 2.75 or higher

The dual credit courses offered are:

- MT6700: Managerial Communication and Research, which will substitute for an NAU bachelor’s open business elective.
- MT6200: Leading the Organization I: Communication, Culture, and Change, which will substitute for the NAU bachelor’s course MT3250: Organizational Behavior.

In order for the dual credit to be used toward an NAU master’s program:

- The student needs to receive a C or higher. (Please note: To graduate with a master’s degree at NAU, students can have no more than two C’s in their master’s level coursework.)
- The master’s degree in Master or Management or Master of Business Administration must be completed within seven years of dual credit course completion.
- The student is limited to 13.5 hours of dual credit.

If you are interested in learning more about dual credit courses, please call a Graduate Advisor at (877) 398-0118 or email graduniversityservices@national.edu.
NOTE: All tuition and fees are subject to change by notification from the university. Please contact the financial services office for current tuition and fees at DLGradfinancialaid@national.edu

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

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

FEES

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<tr>
<td>Application Fee: (applies up to one year from the original scheduled start date)*</td>
<td>$45.00</td>
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<tr>
<td>Foundation Course Prior Learning Portfolio evaluation fee (per class, due at time of portfolio submittal)</td>
<td>$50.00</td>
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<tr>
<td>Matriculation Fee (paid once)</td>
<td>$75.00</td>
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<tr>
<td>Professional Liability Fee: (per Nursing Capstone class)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Technology Fee, per credit hour</td>
<td>$20.00</td>
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Quarter tuition does not include the cost of books and supplies.

*The application fee will be refunded if the applicant withdraws within three days of making payment, provided the student has not entered classes. (Exceptions: Five days in the state of Minnesota regardless of whether the course of instruction has started. Three days in the state of Missouri, excluding Saturday, Sunday and holidays, regardless of whether the student has entered classes.)
National American University recognizes that many worthy students would be unable to pursue their educational goals without financial assistance. NAU provides financial aid in the form of scholarships, and low-interest loan programs through federal, state and local sources to its graduate students. Students interested in applying for financial aid through the following programs are encouraged to contact the university financial services office (DLGradFinancialAid@national.edu).

**SCHOLARSHIPS**

The following sites are 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

Nursing scholarship site:
- www.nursingscholarship.us

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

**Veterans Administration (VA)**

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

**Other State and Federal Programs**

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

**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></th>
<th>Independent Student</th>
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<tbody>
<tr>
<td>Graduate Students</td>
<td>$20,500</td>
</tr>
<tr>
<td>Graduate Aggregate</td>
<td>$138,500</td>
</tr>
</tbody>
</table>

This includes amounts received during periods of undergraduate study.
ACCOUNTING (AC)

AC6250 - Forensic Accounting and Fraud Examination - 4.5 Credits
This course focuses on different types of business and occupational frauds, including asset misappropriation, corruption, and fraudulent statements (financial statement fraud). Students will research laws that relate to fraud; anti-fraud deterrent, controls and countermeasures; and fraud examination procedures and techniques.
Prerequisite: MT6700, MT6200, and FN6200 or equivalent

AC6260 - Accounting Ethics - 4.5 Credits
This course focuses on processes for ethical decision making; core values such as objectivity, independence, and integrity; and the need for transparency in reporting. Current regulatory developments at the state, national and international level will be covered. Students will conduct research and utilize case studies to develop their ability to analyze situations in light of legal and regulatory requirements and codes of professional conduct.
Prerequisite: MT6700, MT6200, and FN6200 or equivalent

AC6270 - Accounting Information Systems and Computer Related Fraud - 4.5 Credits
This course focuses on the use of computers as a means of perpetrating fraud. Students will explore the various ways that computers can be used to conduct fraudulent activities including Internet and e-commerce fraud, money laundering, and identity theft. Students will learn to assess risk, detect and deter computer-related fraud, and assess relevant legal, technical and privacy issues.
Prerequisite: MT6700, MT6200, and FN6200 or equivalent

AC6550 - Managerial Accounting - 4.5 Credits
This course emphasizes the use of accounting information in formulating management decisions. Special emphasis is placed on accounting information needs for planning, controlling, decision-making and performance assessment.
Prerequisites: MT6700, MT6200, FN6200 or 9 credits of accounting and 4.5 credits of finance

INFORMATION TECHNOLOGY (CI)

CI6100 - Strategic Information Systems Design and Analysis - 4.5 Credits
This class focuses on the methods and tools needed to successfully deploy enterprise-level information systems. Students will learn to determine organizational needs and capabilities to select, customize or design appropriate systems. Topics will also include: needs forecasting, RFPs and vendor evaluation, system design, budgeting and implementation planning and evaluation. Course can be substituted for MT6700.
Prerequisite: MT6700 and MT6200

CI6400 - Information Systems for Strategic Advantage - 4.5 Credits
This course focuses on the meaning and role of information technology within a business setting and offers a broad perspective of the relationship between organizational goals, information technology and strategic advantage. The student will examine the design and implementation of various information systems in order to integrate current technologies and configurations into the management decision-making and evaluation process.
Prerequisite: MT6700 and MT6200

CI6600 - Computer Security - 4.5 Credits
This course explores Information Assurance (IA) from the concepts of computer systems foundation, networking, information security policies, standards, procedures, and guidelines. IA and security design, integration, implementation, and maintenance will be explored with real-world scenarios for authentic learning experiences. Security audit, validation, verification, and certification procedures will be built into the course discussion topics. Current and changing legal and ethical issues as they relate to cybersecurity, cyber-attacks, cyberterrorism will be discussed. Further, the prevalent National Critical Infrastructure protection, Cloud and Mobile security will be explored.
Prerequisite: MT6700 and MT6200

CI6605 - Risk Identification and Analysis - 4.5 Credits
This course presents an overview of the various methodologies that may be used in assessing and managing security risks to achieve information protection in contemporary highly networked enterprises. This course will explore both technology and management issues related to Computer Security Risk Assessment and Management to protect information assets. Specific technologies and techniques used by security managers to protect sensitive, private information are discussed and explored. Countermeasures and safeguards to mitigate risks will be discussed in defense-in-depth.
Prerequisite: CI6600

CI6610 - Critical Infrastructure Control System Security - 4.5 Credits
This course investigates the critical infrastructure control systems for their security vulnerabilities for possible cyber-attacks. The student will explore all possible cyber adversaries that could attack on these national critical infrastructure control systems without which our economy could cripple, human lives will be devastated, and the national security would be compromised. The student will have an opportunity to design a secure critical infrastructure control system to prevent any possible future cyber-attacks.
Prerequisite: CI6600 and CI6605

CI6615 - Computer Forensics and Incident Handling - 4.5 Credits
This course provides a proven life cycle incident handling procedure from the incident detection to closure of the incident, managing trouble tickets, and basic analysis of events to determine if an incident has occurred. A methodical incident handling procedure will be explored along with forensic handling procedures. Forensic evidence handling and reporting procedures will be exercised by the student. The course further explores laws and rights to privacy by individuals and what organizations may or may not do.
Prerequisite: CI6600 and CI6605

CI6620 - Foundations of Security (Security +) (E) - 4.5 Credits
This course explores the fundamental concepts of cybersecurity and its implementation. Security vulnerabilities, exploits, and attacks are examined in various cyber-attack phases. Various cyber-attacks and their payloads to damage assets will be explored in order to design the appropriate security controls. Additionally, the student will be able to identify assets, assess risks, implement the appropriate safeguards, and continuously monitor security posture. The course prepares the student to take the CompTIA Security+ certification exam.
Prerequisite: CI6600 and CI6605

CI6650 - Advanced Security Practices and Risk Management (CISSP) (E)* - 4.5 Credits
This course provides advanced security topics for security professionals. The student will explore various access control mechanisms to protect assets in an enterprise network infrastructure. Prevalent cyber vulnerabilities, attacks, and exploitations such as advanced precision threats (APT) will be examined for the student to design a secure computing network along with a Business Continuity (BC) and Disaster Recovery (DR) Plan. Latest software and website vulnerabilities will be analyzed to design a secure software development life cycle (SDLC). Continuous monitoring and operations best security practices will be reviewed to conform with government regulation, international cybersecurity laws. This class will prepare students who meet ISC2’s requirements to sit for the CISSP exam.
Prerequisite: CI6600 and CI6605

CRIMINAL JUSTICE (CJ)

CJ6100 - Law and Public Policy - 4.5 Credits
This course critically addresses the intersection among law, public policy and the role of courts as well as the impact of these disciplinary areas on the management of the organization. Topical areas will include: the structure of criminal and civil law; criminal and civil procedure; and development and trends in public policy as applied to the criminal justice system. Case study method will be applied for much of the course material.
Prerequisite: MT6700 and MT6200

CJ6200 - Management Topics in Criminal Justice - 4.5 Credits
This course will provide the student with a fundamental understanding of management-related topics in criminal justice. The course will focus on the roles of leaders and managers to achieve organizational goals. Topics include resource management and allocation, management in the public and the private sector, dealing with diversity, and criminal justice in a global environment.
Prerequisite: MT6200 and MT6700

CJ6250 - Management of Critical Incidents - 4.5 Credits
This course provides students the opportunity to explore leadership and management challenges when dealing with a variety of emergency situations initiated through electronic, biological, nuclear, political, or other means. Students will utilize the case study approach to analyze individual and group behavior; assess the challenges inherent in leading a team during a critical incident, and classify and formulate strategies to maintain control during the incident. Topics will include emergency response planning, incident readiness documentation and testing, and communication strategies.
Prerequisite: MT6700 and MT6200

CJ6300 - Criminal Justice Planning and Innovation - 4.5 Credits
This course will cover the application of planning theory and techniques to the criminal justice system as well as to organization-specific problems. Students will learn techniques for problem identification, goal-setting, forecasting, and the selection of alternative courses of action. Students will evaluate the process of innovation, analyze the impact of change, recommend a change process, and develop a change plan.
Prerequisite: MT6700 and MT6200

ECONOMICS (EC)

EC6100 - Economic Analysis - 4.5 Credits
This course looks at the 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.
Prerequisites: MT6700 and MT6200

EC6150 - Managerial Economics - 4.5 Credits
This class explores the 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, MT6200, and EC6100 or equivalent

FINANCE (FN)

FN6200 - Accounting and Finance for Managers - 4.5 Credits
This course is designed for the non-finance major who needs a background in finance from the viewpoint of management. The emphasis is to familiarize the student with concepts of financial management through analytical and evaluative techniques necessary to make better managerial decisions.
Prerequisite: MT6700 and MT6200
FN6350 - Financial Management - 4.5 Credits
This course emphasizes the use of financial analysis as a tool in management decision-making. The student will learn to identify and interpret financial information as it relates to the decision-making process and to communicate this information to a variety of audiences. Course can be substituted for FN6200. Prerequisite: MT6700 and MT6200, FN6200 or 9 credits of accounting and 4.5 credits of finance

HEALTH CARE (HA)

HA6500 - Fiscal and Regulatory Issues in Health Services - 4.5 Credits
This course focuses on fiscal and regulatory issues in the health care industry. Students will focus on the management implications of current economic issues, funding streams, expenditures, legal and regulatory issues and ethical issues. Prerequisite: MT6700 and MT6200

HA6510 - Global Issues in Health Care - 4.5 Credits
This course covers global issues commonly encountered in modern health care systems. Topics will include issues common to all systems as well as specifics of the U.S. market. Students will research current issues of interest from other countries in order to assess the transportability and applicability of best practices across international systems. Prerequisite: MT6700

HA6520 - Health Care Administration and Policy Seminar - 4.5 Credits
This course establishes a conceptual framework for understanding the interconnections between health care administration and health care policy. This understanding is critical to the success of senior managers in our nation's health industry. Prerequisite: MT6700 and MT6200

HIGHER EDUCATION MANAGEMENT (HE)

HE6100 - History of American Higher Education - 4.5 Credits
This course is designed for future and current college and university staff and leaders. It will provide a broad view of the history of higher education; historical trends, customs, values and traditions. Particular emphasis will be placed on the development of issues of for-profit colleges and universities. Prerequisite: MT6700 and MT6200

HE6200 - Management Topics in Higher Education - 4.5 Credits
This course will provide the student with a fundamental understanding of management topics in higher education. Topics examined will include the management and understanding of various offices and functions on campus such as financial aid, registrar’s office, student accounts, athletics, student affairs, admissions and academic affairs. Leadership and managing proprietary higher education topics will also be examined. This class is required in the MM Higher Education program (in lieu of MT6580). Prerequisite: MT6700 and MT6200

HE6250 - Student Retention and Learner Services - 4.5 Credits
This course will focus on techniques utilized in student retention. It will examine procedures and programs in traditional and for-profit institutions, paying particular attention to retention methods for for-profit institutions and the online student. Students will research current retention programs. Case studies will be used to increase the knowledge base. Topics will include student types and their varying needs, the differences between persistence and retention, risk factors that impact retention, and planning to improve retention. Prerequisite: MT6700 and MT6200

HE6300 - Curriculum Design, Development and Assessment - 4.5 Credits
This course is designed to introduce students to the methods and skills necessary for instructional planning as it relates to designing courses, curriculum, and degree programs. Students will also investigate assessment techniques and criteria, writing assessment documents and fulfilling assessment and regulatory criteria. Prerequisite: MT6700 and MT6200

LAW (LA)

LA6100 - Legal Environment for Global Organizations - 4.5 Credits
This course is designed to introduce students to the complexities of the legal environment for organizations doing business globally. Students will consider the law as it applies throughout the United States and in other countries. In addition, students will study international legal issues and legal and ethical decision-making across cultures. Prerequisite: MT6700 and MT6200

LA6200 - Legal and Regulatory Environment for Higher Education - 4.5 Credits
This course explores the legal and regulatory environment as it relates to higher education with particular attention to for-profit higher education. Research in regards to particular cases will be addressed and discussed. Other topics examined will be the various types of accreditation, writing effective accreditation reports, regulatory visits, reporting agencies, copyright and fair use, the Higher Education Act, and legal issues as they relate to the daily operation of a higher education institution. This class is required in the MM Higher Education program. Prerequisite: MT6700 and MT6200

LA6570 - Human Resource Law - 4.5 Credits
This course prepares the Human Resource professional to recognize and anticipate issues within the legal and institutional framework which governs the employer/employee relationship. Students will learn about human resource practices associated with each stage of the employment process-- from hiring, to managing, to firing-- and emphasize the application of legal concepts to future business situations. Students will develop critical thinking and legal reasoning skills, enabling them to identify the appropriate time to consult with an attorney. Other topics include: class action lawsuits, use of independent
contractors, sexual harassment, and the use of credit histories and criminal background checks during the hiring process.

**MATHEMATICS (MA)**

**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

**MA6600 - Quantitative Methods for Management Decisions - 4.5 Credits**
This course explores the use of applied quantitative tools for managerial decision-making. These tools include Bayesian decision theory, programming algorithms and special deterministic models, such as queuing models. Students will utilize computer applications to analyze data and to assist in the decision-making process. 
Prerequisite: MT6700 and MT6200, MA6100 or equivalent

**MARKETING (MG)**

**MG6200 - Marketing and Sales Management - 4.5 Credits**
This course provides students with an understanding of the marketing and sales process and how it impacts the operation of the organization. Students will learn to evaluate marketing and sales decisions using a variety of information sources to gather information in both a departmental and organizational context. 
Prerequisite: MT6700 and MT6200

**MG6500 - Marketing Administration - 4.5 Credits**
This course emphasizes the application of marketing concepts and tools in the decision-making process. Students will discuss the manager's role in administering marketing programs and in ensuring that marketing is appropriate to the organization's goals. The course also includes a study of the behavioral, functional, societal, international, and institutional foundations of marketing. Course can be substituted for MG6500. 
Prerequisite: MT6700 and MT6200

**MG6600 - Internet Marketing - 4.5 Credits**
This course introduces the student to concepts and theories that define Internet Marketing and discusses its place in a firm's overall marketing plan. Marketing itself is not simply about advertising, sales, and promotion, but rather involves a far broader, though intensive, knowledge of consumers' behaviors and needs. A business' strategic task, then, is to respond to those behaviors and customer needs in their business model by providing superior value in their offerings. The Internet represents a dynamic medium through which a firm can expand its marketing opportunities and strategies around product, price, placement, and promotion. The purpose of this course, then, is to provide the student with a strong base of knowledge about the Internet's marketing potentials, comprehensive enough for the student to be able to identify its fundamental application to, and maximize its value for, myriad business models. The course uses text, case studies, videos, and project research to achieve those ends. 
Prerequisite: MG6500 (MBA) or MG6200 (MM)

**MG6610 - E-Commerce - 4.5 Credits**
This course examines the relationship between e-commerce business models and strategies, Internet technology, and the legal and social context of e-commerce, three factors that permeate all e-commerce. The structural and managerial differences of failed models and practices of early e-commerce entries are contrasted against those operational and strategic characteristics of firms that have not just succeeded in the space, but have thrived. This knowledge of the evolution of web based and integrated business models coupled with an eye on evolving technologies and social trends will prepare leaders to better manage their firms and compete in the new and evolving e-commerce era. 
Prerequisite: MG6500 (MBA) or MG6200 (MM)

**MG6620 - Social Network Marketing - 4.5 Credits**
This course looks at the steps required in creating a comprehensive and effective social media marketing plan. Core marketing practices, such as identification of target markets, are coupled in context with primary social media channels, thus allowing marketers to craft media strategies across multiple platforms that include platform specific tactics and objectives. 
Prerequisite: MG6500 (MBA) or MG6200 (MM)

**MG6630 - E-Marketing Analytics - 4.5 Credits**
This course is designed to acquaint students with analytical tools available to measure the ROI of a firm's e-marketing efforts, such as social networking, search engine optimization/search engine marketing, and Pay per Click, etc. As the major provider of data on online advertising and online marketing, Google Analytics is a major focus. This course will help prepare students to take their Google Analytics Individual Qualification exam (GAIQ). 
Prerequisite: MG6500 (MBA) or MG6200 (MM)

**MANAGEMENT (MT)**

**MT6100 - Research Methods - 4.5 Credits**
This course provides students with a framework for research design. Students will consider how research is different from other ways of knowing, identify a research problem and questions, conduct a literature review, design a research plan, define a population and sampling plan, construct instruments to collect data, and submit a research proposal. Ethical issues in quantitative and qualitative research are also addressed. 
Prerequisite: MT6700 and MT6200
MT6200 - Leading the Org I: Comm/Culture/Change - 4.5 Credits
This course emphasizes the leader's role in communication, culture, and change. Students will investigate how leaders utilize effective communication, build culture and encourage change to create a successful organization.
Prerequisite: MT6700 and MT6200 must be completed during the first term as co-requisites or during the first two terms independently and prior to completing the other master's course.

MT6250 - Leading the Org II: Productivity/Process/Program - 4.5 Credits
This course emphasizes the leader's role in productivity, processes, and programs in a competitive global environment. Students will investigate the leadership and decision-making role of managers in the operations functions of an organization.
Prerequisite: MT6700 and MT6200

MT6270 - Independent Research - 4.5 Credits
This course is designed to provide the student with the opportunity for independent applied research. Students who are enrolled will produce a research document pertaining to a topic of personal, professional or academic interest. The course is intended for students who have completed the majority of their program so that previous coursework can provide the foundation for the research. The course encourages independent student research with a minimal amount of faculty direction.
Prerequisite: MT6700 and MT6200

MT6300 - Human Resource Management - 4.5 Credits
This course provides an overview of human resource management in organizations and examines the role of the human resource (HR) function in contributing to an organization's business strategy and creating sustainable competitive advantages. The HR strategies, systems, policies, and practices used by organizations to complete effectively in today's global economy are therefore examined. Students will have the opportunity to study theories and practices in areas of the human resource management functions and managerial responsibilities such as staffing, performance management, diversity, legal aspect of the employment relationship, training and development, compensation, labor relations, HRIS, work and job design, HR measurement, and current and future issues affecting human resource administration. Students who are not in the HR profession will gain tremendous insight on managing their teams and developing stronger working relations with the HR department. This class helps to prepare learners for roles in HR and non-HR managers. The areas of talent acquisition, talent management, and all other core strategies within HR will be discussed. The class reflects the learning competencies of the Society for Human Resource Management (SHRM).

MT6310 - Training and Development in Human Resource Management - 4.5 Credits
This course is a detailed examination of training and development issues from a contemporary manager's viewpoint. Topics examined include: identification of training and development needs, implementation of programs, and assessment of program effectiveness.

Prerequisite: MT6700 and MT6200

MT6320 - Employee Evaluation and Compensation - 4.5 Credits
This course is a detailed examination of employee evaluation and compensation. Topics include performance assessment, compensation/benefits philosophy, role of compensation/benefits in recruiting and retention, design of compensation plans, and assessment of the effectiveness of evaluation and compensation plans.
Prerequisite: MT6700 and MT6200

MT6350 - Strategic Human Resource Management - 4.5 Credits
This course emphasizes the development and implementation of effective and efficient human resource practices that support the strategic objectives of the firm. The focus is on everyday human resource decisions made by all managers and addresses human resource topics (including reward systems, high-performance human resource systems, training and development, retention, equal employment opportunity laws, work-force diversity, and union-management relationships) from a strategic perspective.
Prerequisite: MT6700, MT6200, and credits of graduate level human resources classes

MT6510 - Environmental Economics - 4.5 Credits
This course introduces students to environmental economics, policy, and decisions affecting organizational performance. Related topics including legal/regulatory issues, ethical considerations, cost/benefit analysis, and planning will be covered.
Prerequisite: MT6700 and MT6200

MT6570 - International Business - 4.5 Credits
This course is designed to acquaint students with the growing opportunities and potential and economic risks in doing business across international boundaries. This course is a study of the nature of international business and the environment in which an international business operates. Monetary and organizational conditions are examined. Controllable and uncontrollable forces in the international economic arena are also discussed. Course can be substituted for MT6580.
Prerequisite: MT6700 and MT6200

MT6580 - International Management - 4.5 Credits
This course is designed to provide students with an understanding and knowledge of international management as firms become international in scope for a variety of reasons. This course aims to cover prominent areas that are crucial for international managers to be familiar and accustomed. The areas covered broadly in this course are a) the internationalization process of an organization; b) the impact of globalization on the nature of managing a business; c) essential skills of the global manager; d) managing the new global workforce; e) cross-cultural issues and challenges; f) political, legal and ethical challenges of international management, and g) global leadership.
Prerequisite: MT6700 and MT6200
MT6610 - Managing and Optimizing Projects - 4.5 Credits
This course is a study of the techniques and management used to successfully initiate, conduct and evaluate projects. The course relies on quantitative methods in resource allocation, scheduling, and capacity planning. Industry best practices are examined for a variety of project types and circumstances while practical strategies are evaluated. Students will use project management software to model scenarios and variations.

MT6611 - Enterprise Process Management - 4.5 Credits
This course reviews the fundamental requirements of effective enterprise resource management, and incorporates an overview of software and decision support systems used in related processes. Additionally, this course evaluates the use of configuration management techniques to streamline processes and operations.

MT6612 - Optimize Enterprise Operations - 4.5 Credits
This course explores the use of advanced configuration management techniques to organize and optimize a variety of organizational functions. Specific emphasis is given to practical and proven applications and their integration into existing or new organizational processes.

MT6613 - Operations and Supply Chain Management - 4.5 Credits
This course details the functional and quantitative processes and tools used to manage and control the operational processes of delivering goods and services. Topics include the use of quantitative tools in forecasting, inventory control, strategic decision making, and scheduling with an emphasis on the supply chain.

MT6620 - Project Management Essentials - 4.5 Credits
This course introduces students to the essentials of project management. Students will investigate the required tools and techniques used to plan, measure, and control projects and the methods used to organize and manage projects. Understanding leadership, teamwork and project risks are necessary components of project management. Project Management Essentials will examine the elements of leadership, the importance of teamwork, and the impact of risk as they relate to successful project completion.
Prerequisite: MT6700 and MT6200

MT6621 - Intermediate Project Management - 4.5 Credits

MT6622 - Advanced Project Management - 4.5 Credits

MT6650 - Strategy and Policy - 4.5 Credits
This is a capstone course designed to integrate concepts, theories, and skills learned in other graduate core courses. The student will learn to view business challenges from the perspective of senior level management in order to develop, implement, and assess strategic planning options. The student will also learn to develop creative responses to challenges and opportunities that the organization may face. Must be completed with a 3.0 GPA or higher for degree completion.
Prerequisites: Eight graduate core courses

MT6700 - Managerial Communications and Research - 4.5 Credits
This course focuses on helping students to develop effective communication techniques for a variety of professional and organizational settings. Students will use critical thinking skills to formulate, develop and evaluate communication strategies and to evaluate resources used to inform their research topics. In addition, students will evaluate factors that affect ethical communication and research.
Prerequisite: MT6200 and MT6700 must be completed during the first term as co-requisites or during the first two terms independently and prior to completing the other master's course. Course can be substituted for CI6400.

MT6805 - Masters Thesis I - 4.5 Credits
The thesis project will entail research in a pertinent field of study chosen by the student in conjunction with a university graduate faculty member and will be supervised by a graduate faculty member. The course may require, but is not limited to conferences, electronic reports, presentations and papers as evidence of work progress and project completion. The thesis project must provide evidence of originality, appropriate organization, clarity of purpose, critical analysis, and accuracy and completeness of documentation. It should be noted that the quality of work accomplished is a major consideration in judging acceptability of the final presentation and paper. Students who select the thesis option must satisfactorily complete both Thesis I and II.
Prerequisite: Approval of dean of graduate studies; MT6700 and MT6200

MT6810 - Masters Thesis II - 4.5 Credits
This course is a continuation of MT6805 - Master's Thesis I. The student will continue his/her research in a pertinent field of studies as chosen determined in MT6805. The student's work will be supervised by a graduate faculty member. The course may require, but is not limited to conferences, electronic reports, presentations and papers as evidence of work progress and project completion. The thesis project must provide evidence of originality, appropriate organization, clarity of purpose, critical analysis, and accuracy and completeness of documentation. It should be noted that the quality of work accomplished is a major consideration in judging acceptability of the final presentation and paper. Students who select the thesis option must satisfactorily complete both Thesis I and II.
Prerequisite: MT6805, and approval of dean of graduate studies

MT6990 - Special Problems in Business - 4.5 Credits
This course allows students to pursue special topics in contemporary business and management and in other related fields.
Prerequisite: MT6700 and MT6200

NURSING (NS)

NS6115 - Leadership in Health Care: A Collaborative Approach to Theory/Ethics/Health Policy - 4.5 Credits
This course provides the student with an overview of theory within the context of a culturally diverse society. The primary
focus is the application and usefulness of theory to nursing as a profession within the framework of interdisciplinary healthcare delivery. Ethical frameworks are presented that may be used to explore ethical dilemmas that impact today’s complex healthcare systems. This course examines the issues and concepts that are relevant to an understanding of relationships between social, economic, biomedical ethics as they impact health policy.

NS6125 - Facilitating Health I: Health Assessment/Pathophysiology - 4.5 Credits
This course provides the student with a theoretical and clinical basis for assessment in advanced nursing practice. The content prepares the student to utilize comprehensive physical, psychosocial and cultural assessment across the lifespan to gather specific data relevant to common health problems. The course also focuses on developing an advanced knowledge base of pathophysiology of the human body and the impact of knowledge on evidence-based practice in nursing. The student will be prepared to understand mechanisms underlying disease processes, appropriate diagnostic and screening methods.

NS6130 - Evidence-Based Nursing Practice - 4.5 Credits
This course is designed to focus on the steps of the application and evaluation of research evidence. Students will gain the skills necessary to evaluate the relationship between practice and published research. Course content includes an overview of the qualitative and quantitative methods, designs, inquiry and critical analysis of scholarly literature. Students will evaluate a protocol from nursing practice based on the evidence-based evaluation method.

NS6135 - Facilitating Health II: Advanced Pharmacology - 4.5 Credits
This course provides the student with content related to the principles of pharmacokinetics, pharmacodynamics, drug metabolism and transport, assessment of drug effects, drug therapy in special populations and the clinical management of diseases by drug treatments. Major classes of drugs are presented and discussion involves actions, therapeutic effects, adverse and idiosyncratic reactions, indications and contraindications. Emphasis is placed nursing responsibility and accountability involving drug therapies with individuals across the lifespan.

NS6140 - Online Nursing Education - 4.5 Credits
This course is designed to explore the knowledge and competencies needed to develop and apply innovative strategies and emerging technologies in online nursing education. Students will explore theory behind online learning and will be introduced to the principles of instructional design, assessment and evaluation, practice teaching strategies and best practices for teaching a diverse population in a distance education and online environment. Learning styles and instructional strategies in the online environment will be examined and effective course objectives with associated outcomes will be explored.
Prerequisite: One graduate-level NS course

NS6150 - Simulation in Nursing Education - 4.5 Credits
This course is designed to explore the knowledge, skills and competencies needed to develop, implement and evaluate the integration of realism into nursing curriculum. It examines educational best practice and theoretical foundations related to the utilization of simulation in teaching and learning. Teaching-learning strategies, instructional design and educator tools will be provided to facilitate the ability to integrate simulation into a nursing education experience.
Prerequisite: One graduate level NS course

NS6215 - Nursing Curriculum and Program Design, Instructional Methods and Strategies - 4.5 Credits
This course explores philosophies of nursing curriculum, curriculum development and implementation necessary to meet the needs of adult and multicultural learners. Principles of program design, development of teaching syllabi and assessment of nursing education are key concepts. The course offers the student practical application in the design and assessment of individual courses with the curriculum. The content includes development of learning objectives and teaching strategies to achieve program learning outcomes as well as systematic test construction. Principles of interpretation and use of item analysis for the critique of assessment data will be introduced.

NS6230 - Assessment and Evaluation in Nursing Education - 4.5 Credits
This course is designed to prepare nurse educators to apply assessment and evaluation methods in measuring outcomes in nursing education. The processes of course and program assessment and evaluation are defined and presented in the context of program, course, and student learning outcomes.

NS6240 - Nurse Educator Roles - 4.5 Credits
This course focuses on the roles of the nurse educator as clinician, educator, researcher, expert, leader and change agent. The roles are presented and explored. The primary focus is the role of the nurse educator in academia but examines diverse settings in which the nurse educator may be employed.

NS6245 - Evidence-Based Teaching Interventions - 4.5 Credits
This course prepares learners to have a strong foundation for using evidence-based practice and research to support teaching interventions in an academic or clinical setting environment. Learners will examine the research utilization experience, which includes problem identification within a practice setting; organization and critical evaluation of research; development, implementation, and evaluation of a theory and research-based teaching intervention.
Prerequisite: NS6130

NS6250 - Nursing Capstone Project - 4.5 Credits
This capstone course will include a faculty guided study of a research-based, nursing education project. The project culminates in a thesis that will be presented to the specialized committee. A professor must act as a supervisor/mentor for this project. A variety of topics or projects within nursing education may be chosen in agreement with the thesis mentor.
Prerequisites: Completion of all prior MSN education coursework

NS6260 - Nursing Capstone Practicum-Simulation Online - 4.5
Credits
This practicum guided experience allows the learner the opportunity to initiate a simulation or online teaching project which will allow the student to build on the project completed in NS6250. The learner will gather student learner assessment data and utilize this data to plan and develop integrated simulation experiences into a course or an online course.
Prerequisites: Completion of all prior MSN education coursework
SATISFACTORY ACADEMIC PROGRESS POLICY - GRADUATE

To maintain satisfactory academic progress and 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, as required by federal law. Satisfactory Academic Progress (SAP) is measured using qualitative and quantitative standards, including periods during which federal financial aid was not received. Qualitative progress is measured by cumulative grade point average. Quantitative progress is measured by completion rate and maximum timeframe. Foundation courses are not included in cumulative grade point average, completion rate and maximum timeframe calculations.

Cumulative Grade Point Average

- A student must maintain a minimum cumulative grade point average (CGPA) as calculated in the Satisfactory Academic Progress Table in this policy.
- Incomplete (I) and Withdrawal (W) grades are not used in calculating CGPA. Credits earned by examination or transferred from another institution are also not used in calculating CGPA.
- When a student repeats an NAU course, the highest grade achieved in that course is used in calculating CGPA.

Completion Rate

- In addition to maintaining a minimum CGPA, a student must successfully complete 66.67% of all credit hours attempted.
- Credits transferred from another institution are included as credits attempted and completed for the purpose of calculating completion rate.
- The grades of A, B, and C indicate successful course completion for purposes of this policy. The grades of F and W indicate a lack of successful course completion.

Maximum Timeframe

- A student must complete his/her academic program within a maximum of 150% of the published length of the education program as measured in credit hours. For example, a student completing a master's degree requiring 54 credit hours may attempt 81 credit hours to complete that degree. (54 x 1.5 = 81)
- Credits transferred from another institution are included as credits attempted and completed for the purpose of calculating maximum timeframe.

Satisfactory Academic Progress Status

The satisfactory academic progress of each student is evaluated for the purpose of determining federal financial aid eligibility. SAP is evaluated by the Satisfactory Academic Progress Committee at each campus once per quarter. Students who have received an incomplete grade will be evaluated for SAP after expiration of the incomplete grade period and the determination of a final grade.

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

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

Suspension - A student in warning status who does not return to good standing status after one quarter, or who exceeds the maximum timeframe, will be placed in suspension status. A student in suspension status is not eligible to receive federal financial aid, but may continue to attend classes if the student makes other payment arrangements. This status continues during periods of non-enrollment. A student may re-establish eligibility for federal financial aid as set forth in the following section entitled Re-Establishing Federal Financial Aid Eligibility.

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

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

Re-Establishing Federal Financial Aid Eligibility

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

- The student continues to attend classes and improves his/her CGPA and/or completion rate to minimum standards without federal financial aid, or
- The student appeals the suspension and demonstrates that extenuating circumstances caused the student to be unable to make satisfactory academic progress, such as the death of
a relative, serious injury or illness of the student, or other special circumstances. The student must also explain what has changed in the student’s situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation.

• The student must submit an Appeal of Academic Suspension Form, Academic Plan Form, and documentation of extenuating circumstances no later than the first day of the term for which the student wishes to enroll.

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

• A student may appeal no more than three times. A student who is projected to reach maximum timeframe cannot re-establish eligibility for federal financial aid.

SATISFACTORY ACADEMIC PROGRESS

TABLE - GRADUATE

<table>
<thead>
<tr>
<th>Credits attempted and completed</th>
<th>Minimum CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-18.5</td>
<td>2.5</td>
</tr>
<tr>
<td>19-22.5</td>
<td>2.6</td>
</tr>
<tr>
<td>23-31.5</td>
<td>2.7</td>
</tr>
<tr>
<td>32-45.5</td>
<td>2.9</td>
</tr>
<tr>
<td>46+</td>
<td>3.0</td>
</tr>
</tbody>
</table>
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.

ATTENDANCE PHILOSOPHY

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

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

**ATTENDANCE POLICY**

Students are expected to attend all class sessions. If a student misses 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.

**CONDUCT**

Students of National American University are expected to conduct themselves in a manner appropriate to a learning environment. Students are required to treat others with respect and abide by the Student Code of Conduct. If a student treats any student or university employee in a disrespectful or unprofessional manner or otherwise violates the student code of conduct, the student may be subject to disciplinary action, including permanent suspension from the university.

A copy of the student code of conduct is available at: http://webapps.national.edu/Smart_Catalog/student_handbook/conduct.htm

Violations of law will be reported to the appropriate authorities.

**CONFIDENTIALITY POLICY**

MSN students should refer to the School of Nursing Handbook for specific policies relating to confidentiality.

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

**AMERICANS WITH DISABILITIES ACT POLICY - UNDERGRADUATE/GRADUATE**

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 an 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 Associate Provost and System Vice President for Campus Academic Operations, who serves as a resource for students with disabilities, verifies and maintains documentation, considers accommodation requests, and determines reasonable accommodations.

Dr. Michael Bell
Associate Provost and System Vice President for Campus Academic Operations
National American University
5301 S. Highway 16, Rapid City, SD 57701
Telephone: (913) 302-8863 | Fax: (605) 721-5241
mcbell@national.edu

To request an accommodation:
**Step 1** – Contact your campus Academic Dean or Academic Coordinator and request an ADA Accommodation Request Form.

**Step 2** – Submit a completed ADA Accommodation Request Form and all required documentation to your campus Academic Dean or Academic Coordinator 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 you request an accommodation for a disability relating to learning or attention difficulties, comprehensive and diagnostic testing may be required, at your expense.

The Associate Provost and System Vice President for Campus Academic Operations will review the request and supporting documentation and will communicate with you and other persons as appropriate.

If the Associate Provost and System Vice President for Campus Academic Operations 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** – Provide each on-ground instructor with a copy of the ADA Student Accommodation Agreement, obtain the instructor’s signature, and deliver the signed Agreement(s) to your campus Academic Dean or Academic Coordinator. If you register for online classes, contact uservices@national.edu prior to the start of each academic term so that the accommodations may be implemented in the online classes.

Contact the Associate Provost and System Vice President for Campus Academic Operations if an accommodation is not effectively implemented. If your request for an accommodation is not granted, contact the Associate Provost and System Vice President for Campus Academic Operations with any questions you may have. If you wish 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.

**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.

**ENROLLMENT DATES AND QUARTER SYSTEM**

The National American University master's graduate program is on a four-quarter calendar schedule. Graduate classes are delivered in 11-week sessions. The instructional methods employed by National American University include discussions, case studies, written assignments, research papers, and a variety of interactive learning strategies.

**REGISTRATION**

Any changes in a student's registration (including class sections and adding or dropping classes) must be completed by their graduate advisor. Once the student submits the request for a registration change by email to their graduate advisor, it will be reviewed by the graduate studies office for approval.

**FALSIFICATION OF EDUCATIONAL RECORDS**

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

**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

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 listed below.

**Alabama**  
Alabama Commission on Higher Education  
100 North Union Street  
Montgomery, AL 36104-3758  
Website: www.ache.state.al.us/  
Telephone: (334) 242-1998  
Fax: (334) 242-0268

**Alaska**  
Alaska Commission on Postsecondary Education  
Mailing Address:  
P.O. Box 110505  
Juneau, AK 99811-0510  
Website: acpe.alaska.gov  
Telephone: (907) 465-2962  
Fax: (907) 465-5316  
Email: ACPE@alaska.gov

**Arizona**  
Arizona State Board for Private Postsecondary Education  
1400 W. Washington Street  
Phoenix, AZ 85007  
Website: http://www.azppse.gov/  
Telephone: (602) 542-5709  
Fax: (602) 542-1253

**Arkansas**  
Arkansas Department of Higher Education  
423 Main Street, Suite 400  
Little Rock, AR 72201  
Website: www.adhe.edu

Telephone: (501) 371-2000  
Email: ADHE_Info@adhe.edu

**California**  
Bureau of Private Postsecondary Education  
Mailing Address:  
P.O. Box 980818  
West Sacramento, CA 95798-0818  
Physical Address:  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
Website: www.bppe.ca.gov/  
Telephone: toll free: (888) 370-7589; (916) 431-6959  
Fax: (916) 263-1897  
Email: bppe@dca.ca.gov

**Colorado**  
Colorado Department of Higher Education  
1560 Broadway, Suite 1600  
Denver, CO 80202  
Website: highered.colorado.gov/  
Phone: (303) 866-2723  
Fax: (303) 866-4266

**Connecticut**  
Connecticut Board of Regents for Higher Education  
39 Woodland Street  
Hartford, CT 06105  
Website: www.ctohe.org/  
Phone: (860) 493-0000

**Delaware**  
Delaware Higher Education Office  
John G. Townsend Building  
401 Federal Street  
Dover, DE 19901  
Website: www.doe.k12.de.us/  
Phone: (302) 735-4000  
Fax: (302) 739-4654  
Email: dedoe@doe.k12.de.us

**Florida**  
Florida Department of Education  
325 W. Gaines Street, Room 1544  
Tallahassee, FL 32399-0400  
Website: www.fldoe.org  
Phone: (850) 245-0505  
Fax: (850) 245-9667  
Email: Susan.Hood@fldoe.org

**Georgia**  
Nonpublic Postsecondary Education Commission  
2082 East Exchange Place, Suite 220  
Tucker, GA 30084-5305  
Website: www.gnpec.org  
Phone: (770) 414-3300  
Fax: (770) 414-3309

**Hawaii**  
Hawaii State Department of Education  
1390 Miller Street  
Honolulu, HI 96813  
Website: www.hawaiipublicschools.org/  
Phone: (808) 586-3230
Fax: (808) 586-3234

**Idaho**
Idaho State Board of Education
Mailing Address:
P.O. Box 83720
Boise, ID 83720-0037
Physical Address:
650 West State Street, 3rd Floor
Boise, ID 83702
Website: www.boardofed.idaho.gov/
Phone: (208) 334-2270
Fax: (208) 334-2632
Email: board@osbe.idaho.gov

**Illinois**
Illinois Board of Higher Education
431 East Adams, 2nd Floor
Springfield, IL 62701-1404
Website: www.ibhe.org
Phone: (217) 782-2551
Fax: (217) 782-2632

**Indiana**
Indiana Commission for Higher Education
101 West Ohio Street, Suite 550
Indianapolis, IN 46204-1984
Website: www.in.gov/che/
Phone: (317) 464-4400
Email: complaints@che.in.gov

**Iowa**
Iowa College Student Aid Commission
430 East Grand Avenue, FL 3
Des Moines, IA 50309-1920
Website: www.iowacollegeaid.gov
Phone: (515) 725-3400
Fax: (515) 725-3401

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

**Kentucky**
Kentucky Council on Postsecondary Education
1024 Capital Center Drive, Suite 320
Frankfort, KY 40601
Website: cpe.ky.gov/
Phone: (502) 573-1555
Fax: (502) 573-1535

**Louisiana**
Louisiana Board of Regents
Mailing Address:
P.O. Box 3677
Baton Rouge, LA 70821-3677
Physical Address:
1201 N. Third Street, Suite 6-200
Baton Rouge, LA 70802
Website: http://regents.louisiana.gov/
Phone: (225) 342-7084
Fax: (225) 342-9318 or 6926

**Maine**
Maine Department of Education
23 State House Station
Augusta, ME 04333-0023
Website: www.maine.gov/doe/
Phone: (207) 624-6600
Fax: (207) 624-6700

**Maryland**
Maryland Attorney General
Consumer Protection Division
200 St. Paul St.
Baltimore, MD 21202
Phone: Toll Free (888) 743-0823 or (410) 528-8662

**Massachusetts**
Massachusetts Department of Higher Education
One Ashburton Place, Room 1401
Boston, MA 02108
Website: www.mass.edu
Phone: (617) 994-6950
Fax: (617) 727-0955 or (617) 727-6656

**Michigan**
Michigan Department of Licensing and Regulatory Affairs
Bureau of Commercial Services, Licensing Division, Private Postsecondary Schools
P.O. Box 30018
Lansing, MI 48909
Website: www.michigan.gov
Phone: (517) 241-9288
Fax: (517) 373-2162

**Minnesota**
Minnesota Office of Higher Education
Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108-5227
Website: www.ohe.state.mn.us/
Phone: Toll Free (800) 657-3866 or (651) 642-0567
Fax: (651) 642-0675

**Mississippi**
Mississippi Commission on College Accreditation
3825 Ridgewood Road
Jackson, MS 32911-6453
Website: www.mississippi.edu/
Phone: (601) 432-6647

**Missouri**
Missouri Department of Higher Education
205 Jefferson Street
P.O. Box 1469
Jefferson City, MO 65102-1469
Website: www.dhe.mo.gov/
Phone: toll free: (800) 473-6757; (573) 751-2361
Fax: (573) 751-6635

**Montana**
Montana University System, Montana Board of Regents
Office of the Commissioner of Higher Education
2500 Broadway Street, P.O. Box 203201
Helena, MT 59620-3201
North Carolina
North Carolina Community College System
20 West Jones Street
Raleigh, NC 27603
Website: www.nccommunitycolleges.edu/
Phone: (919) 807-7146
Fax: (919) 807-7164

North Dakota
North Dakota State Board for Career and Technical Education
State Capitol 15th Floor
600 East Boulevard Avenue, Dept. 270
Bismarck, ND 58505-0610
Website: www.nd.gov/
Phone: (701) 328-3180
Fax: (701) 328-1255
Email: cte@nd.gov

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

Oklahoma
Oklahoma State Regents for Higher Education
655 Research Parkway, Suite 200
Oklahoma City, OK 73104
Website: www.okhighered.org/
Phone: (405) 225-9100
Email: communicationsdepartment@osrhe.edu

Oregon
Oregon Department of Education
255 Capitol Street NE
Salem, OR 97310-0203
Website: www.ode.state.or.us/
Phone: (503) 947-5600
Fax: (503) 378-5156
Oregon Office of Student Access and Completion (OSAC)
1500 Valley River Drive, Suite 100
Eugene, OR 97401
Website: www.oregonstudentaid.gov
Telephone: (541) 687-7478
Fax: (541) 687-7414

Pennsylvania
Department of Education, Division of Program Services
333 Market Street
Harrisburg, PA 17126
Website: www.portal.state.pa.us
Phone: (717) 783-6137
Fax: (717) 783-6139

Puerto Rico
Puerto Rico Council on Higher Education
P.O. Box 19900
San Juan, Puerto Rico 00910-1900
Website: www.ce.pr.gov
Phone: (787) 641-7100

New York
Office of College and University Evaluation
New York State Education Department
89 Washington Avenue
Albany, NY 12234
Website: www.highered.nysed.gov
Phone (518) 474-2593
Fax: (518) 486-2779
Email: ocueinfo@mail.nysed.gov
Fax: (787) 641-2573

**Rhode Island**

Rhode Island Board of Governors for Higher Education  
Shepard Building, 80 Washington Street  
Providence, RI 02903  
Website: www.ribghe.org  
Phone: (401) 456-6000  
Fax: (401) 456-6028

**South Carolina**

South Carolina Commission on Higher Education  
1122 Lady Street, Suite 300  
Columbia, SC 29201  
Website: www.che.sc.gov/  
Phone: (803) 737-2260  
Fax: (803) 737-2297

**South Dakota**

South Dakota Board of Regents  
306 East Capitol Avenue  
Pierre, SD 57501  
Website: www.sdbor.edu/  
Phone: (605) 773-3455  
Fax: (605) 773-5320  
Email: info@sdbor.edu

**Tennessee**

Tennessee Higher Education Commission  
Division of Postsecondary School Authorization  
404 James Robertson Parkway, Suite 1900  
Nashville, TN 37243  
Website: www.state.tn.us/thec/  
Phone: (615) 741-3605  
Fax: (615) 532-8845

**Texas**

Texas Higher Education Coordinating Board  
1200 E. Anderson Lane  
Austin, TX 78752  
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

**Utah**

Utah Division of Consumer Protection  
160 East 300 South  
Salt Lake City, UT 84111  
Website: www.consumerprotection.utah.gov/  
Phone: (800) 721-7233 or (801) 530-6601  
Fax: (801) 530-6001  
Email: consumerprotection@utah.gov

**Vermont**

Vermont Agency of Education  
219 North Main Street, Suite 402  
Barre, VT 05641  
Website: education.vermont.gov/  
Phone: (802) 479-1030  
Email: AOE.EdInfo@state.vt.us

**Virginia**

State Council of Higher Education for Virginia  
101 N. 14th Street, 10th Floor, James Monroe Bldg.  
Richmond, VA 23219  
Website: www.schev.edu/  
Phone: (804) 225-2600  
Fax: (804) 225-2604  
Email: communications@schev.edu

**Washington**

Washington Higher Education Coordinating Board  
917 Lakeridge Way SW  
Olympia, WA 98502  
Website: www.wsac.wa.gov  
Phone: (360) 753-7800  
Email: info@wsac.wa.gov

**Washington DC**

Washington DC - Education Licensure Commission  
810 1st Street NE, 9th Floor  
Washington, DC 20002  
Website: osse.dc.gov/  
Phone: (202) 727-6436  
Email: osse@dc.gov

**West Virginia**

West Virginia Higher Education Policy Commission  
1018 Kanawha Boulevard East, Suite 700  
Charleston, WV 25301-2800  
Website: wvhepc.com  
Phone: (304) 558-4016  
Fax: (304) 558-5719

**Wisconsin**

Wisconsin Educational Approval Board  
201 W. Washington Avenue, 3rd Floor  
Madison, WI 53708-8696  
Website: eab.state.wi.us/  
Phone: (608) 266-1996  
Fax: (608) 264-8477  
Email: eabmail@eab.wisconsin.gov

**Wyoming**

Wyoming Department of Education  
Cheyenne Office:  
2300 Capitol Avenue  
Hathaway Building, 2nd Floor  
Cheyenne, WY 82002-0050  
Phone: (307) 777-7690  
Fax: (307) 777-6234  
Riverton Office:  
320 West Main  
Riverton, WY 82501  
Phone: (307) 857-9250  
Fax: (307) 857-9256  
Website: edu.wyoming.gov/

**Accrediting Agency**

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

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

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

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

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

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

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

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

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

IRB Mission Statement
The mission of the National American University Institutional Review Board is to assure highest quality research involving human subjects conducted under the auspices of the university. In that regard, safeguarding the rights and welfare of human subjects in research is a general institutional policy delegated by the president through the provost to the Institutional Review Board (IRB). Therefore, any research project involving human subjects which is conducted by National American University...
faculty, staff, students, or external persons (or that takes place on any National American University campus or as a part of an academic affiliation agreement) is subject to review and approval by the IRB. The IRB’s main purpose is to ensure protection of human subjects through the review, approval, modification, or disapproval of research applications submitted by faculty, staff, student, and/or external investigators. The IRB is further responsible for communication, recordkeeping, reporting, monitoring, education of the university community about ethical issues, and oversight of all research activity involving human subjects. The IRB is guided by ethical principles outlined in the Belmont Report (1979) and legal mandates outlined in the Code of Federal Regulations Title 45 Part 46 (1994).

**Committee Composition**

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

**Definitions**

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

**IRB Procedures**

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

- Risks to subjects are minimized by using tests or procedures which are consistent with sound research design and which do not unnecessarily expose subjects to risks, and whenever appropriate, use tests or procedures already being used for learning, diagnostic, or treatment purposes.
- Risks to subjects are reasonable in relation to the anticipated benefits, if any, to subjects, and the importance of knowledge that may reasonably be expected to result. In evaluating risks and benefits, the IRB shall consider only those risks and benefits that result from the research (as distinguished from risks and benefits of interventions subjects would receive even if not participating in the research).
- Selection of the subjects is equitable. In making this assessment, the IRB shall take into account the purposes of the research and the setting in which the research will be conducted.
- Voluntary informed consent will be sought from each prospective subject or the subject’s legally authorized representative, in accordance with, and to the extent required by Title 45 Code of Federal Regulations, Part 46.116.
- Informed consent will be appropriately documented, in accordance with, and to the extent required by 45 CFR 46.117.
- Where appropriate, the research plan makes adequate provision for monitoring the data collected to attempt to insure the safety of subjects. If any serious breach in the procedure or harmful event occurs with a subject it should be reported to the IRB as soon as possible.
- Where appropriate, there are adequate provisions to protect the privacy of subjects and to maintain the confidentiality of data. Where some or all of the subjects are likely to be vulnerable to coercion or undue influence, such as persons with acute or severe physical or mental illness, or persons who are economically or educationally disadvantaged, appropriate additional safeguards must be included in the study to protect the rights and welfare of these subjects.

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

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

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

**Reference**

The Institutional Review Board Guidebook, published by the federal Department of Health and Human Services, may be used by the NAU IRB to assist it in making determinations within the university’s IRB policies and procedures.
REFUND POLICY: ON-CAMPUS AND ONLINE STUDENTS

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

Add/Drop Period - 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.

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

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

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

The return of Title IV funds and the tuition reduction will be calculated based on the student’s last day of attendance. Refunds minus a $75 administrative fee will be made within 45 days of when the withdrawal date (last day of attendance) is determined.

The following refund policy from National American University applies to all students in all academic programs and all student categories at all campuses. The following refund policy does not apply to contract agreements or other arrangements where a separate refund policy is stated.

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

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

<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 / Number of days in scheduled term

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

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

Additional information for Iowa students
The university shall make a pro rata refund of no less than ninety percent of the tuition for a terminating student to the appropriate agency based on the ratio of completed number of scheduled school days of the school term or course. If a terminating student has completed sixty percent or more of a school term or course that is more than four months in length, the university is not required to refund tuition for the student. If, at any time, a student terminates a school term or course due to the student’s physical incapacity or due to the transfer of the student’s spouse’s employment to another city, the terminating student shall receive a refund of tuition in an amount which equals the amount of tuition multiplied by the ratio of the remaining number of school days to the total school days of the school term or course. A refund of ninety percent of the tuition for a terminating student shall be paid to the appropriate agency based upon the ratio of completed number of school days to the total school days of the school term or course. (Iowa Code Section 714.23)
Additional information for Oregon students

Students residing in Oregon are eligible for refunds pursuant to university policy, with the exception that refunds will be granted on a course-by-course basis. (OAR 583-030-0035(18)(c))

RIGHT TO PRIVACY - FERPA

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

National American University accords all the rights of privacy under the law to students who are declared independent. Students who are minors are still accorded the protection of the law with the exception that a parent or guardian may have the right to information in the student's file. No individual organization outside the institution shall have access nor will the institution disclose any information from students' educational records without the prior written consent of students, except to personnel within the institution or officials of other institutions in which students seek to enroll. Persons or organizations providing students' financial aid, accrediting agencies carrying out their accreditation function, persons in compliance with a judicial order, and persons who, in an emergency, seek to protect the health or safety of students or other persons may also have access. Within the university, only those members of the faculty or staff individually or collectively acting in students' educational interests are allowed access to student records.

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

A student may withhold directory information by notifying the office of the registrar or the branch campus administrative office in writing no later than the 15th day after the first day of the term in which the student is enrolled. Requests for nondisclosure will be honored by the university until removed by the student. Please note that such withholding requests are binding for all information to all parties other than for educational purposes.

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

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

SELF-DIRECTED LEARNER STATEMENT

Students enrolled in online courses will be expected to complete a significant portion of their course work independent of direct faculty supervision. Due to the nature of online learning, the instructor’s role will be that of a facilitator and guide. In that role, the instructor will provide the student with guidelines and learning activities, and will offer feedback and evaluation as the student proceeds with the course.

Success depends upon the individual student’s self-motivation and ability to undertake independent study. Experience has shown that some students fail to realize the degree of effort and time that is required to successfully complete the course(s). Based upon the foregoing, National American University requires that students acknowledge their role as self-directed learners during the enrollment process.

STUDENT CONCERNS - MINNESOTA STUDENTS

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

STUDENT CONCERNS - TENNESSEE STUDENTS

Those Tennessee students enrolled in the distance learning program with student concerns may contact the distance learning campus learner services advisor at (800) 548-0602. Those who have been unable to resolve their concerns through the university’s normal channels may also contact the Tennessee Higher Education Commission, 404 James Robertson Parkway, Nashville, TN 37243-0830, telephone: (615) 741-5923.

TIME COMMITMENT/EXPECTATIONS

Graduate school requires a high level of commitment and motivation from both faculty and students. Students must be committed to:
• Reading the course materials,
• Participating in face-to-face classes and/or online class sessions,
• Participating with class members and the instructor in discussions,
• Completing quizzes, exams, case studies and other written assignments,
• Purchasing textbooks or course materials that are required for the course,
• Treat National American University employees with respect,
• Be proficient in the use of computers and of application software, and
• Have reliable and consistent access to the internet for the duration of their degree program.

This commitment equates to approximately 20-25 hours per week for a full-time (nine credits) master's student.
STUDENT SERVICES/LEARNER SERVICES

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

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

MBA and MM
Graduate Advisors can be reached through email at graduniversityservices@national.edu.

MSN
Nursing Program Learner Services Advisor, Oksana Janz, can be reached at (605) 721-5288 or ojanz@national.edu.

ALUMNI
Graduates of National American 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, obtained from biennial surveys, helps the university evaluate its programs and personnel in terms of assessing outcome determinations and establishing improvement measures. A tradition of recognizing distinguished service in terms of community involvement and/or professional accomplishment, has recently been expanded to include other NAU sites and graduation.

Alumni of National American University are encouraged to assist the university with the placement responsibility by sharing information regarding employment opportunities. Referral of prospective students to the university by alumni is also welcomed. Job search assistance on a long-term basis is available at no added charge to graduates through the campus career services offices. Alumni may activate involvement, and begin to receive the National News quarterly newsletter, on the National American University website at www.national.edu/Alumni. Please keep the alumni office informed of name, employment and directory data changes through the university website and alumni link.

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

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

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

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

HEALTH AND ACCIDENT INSURANCE
Individual health and accident insurance policies are available for National American University student’s consideration. 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 campus advisors.
NAU FOUNDATION ACADEMIC EXCELLENCE AWARD

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

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

Scholarship recipients are selected on the basis of the following:
1. Academic achievement at National American University;
2. Participation in institutional activities or community involvement/service while a National American University student;
3. Financial need.

ONLINE LIBRARY/LEARNING RESOURCE CENTER

National American University’s Online Library/Learning Resource Centers (LRCs) are dedicated to assisting and supporting students, faculty and staff at all campuses. Resources are chosen to assist all in achieving success in their academic programs and careers with a collection of current and timely information in a variety of formats. Most campuses have hard copy resources including books, journals, magazines, newspapers and other publications that support the academic programs. All campuses have access to the NAU Online Library. The Online Library includes the National American University catalog, e-books, tutorials, and myriad electronic searchable databases including those provided by: ProQuest, EBSCO, Credo, LearningExpress, Ebrary, Mosby’s, OVID, LexisNexis, NBClearn, and WorldCat. Any resources not available locally can be ordered through interlibrary loan. Ask-a-librarian email reference service is available 7-days per week to support students library needs.

ONLINE ORIENTATION

National American University’s online orientation introduces students to Desire2Learn, the software program used by National American University to distribute all online master’s courses. The online orientation familiarizes the student with the process of submitting assignments, participating in discussions, and communicating with the instructor online. Online orientation for new students and students with 0.00 credit hours earned is mandatory. Students will need to pass the online orientation by the last day of add/drop week.

RECOGNITION AND SCHOLARSHIPS

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

In addition to various quarterly honors, the university participates in the national program Who’s Who Among Students in American Universities and Colleges. Outstanding upper division students in bachelor’s programs are selected and recognized yearly at each location. Academic excellence, leadership and service are factors used to select qualified candidates for Who’s Who.

SEXUAL COMPLAINT REPORTING

Sexual Assault Reporting
If a student has been sexually assaulted, the student should immediately call 911 or local law enforcement. In addition, if the assault occurred on campus or involved another student or university employee, the student should promptly report the incident to the campus executive officer.

Sexual Harassment and Discrimination Reporting
Students who have experienced sexual harassment or discrimination should immediately contact the campus executive officer in accordance with the university’s Harassment and Non-discrimination Policy. In the event a student believes that the matter has not been adequately addressed at the campus level, the student should contact the university’s Office of Dispute Resolution:

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

A student may also file a Title IX complaint with the Office of Civil Rights:

Office of Civil Rights
U.S. Department of Education
400 Maryland Ave., SW
Washington, DC 20202
(202) 453-6020 (Office)
(202) 453-602 (Fax)
ocr.dc@ed.gov (Email)

STUDENT INTERACTION

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

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

**STUDENT WELFARE**

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

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

**TECHNICAL SUPPORT**

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

**TUTORING SERVICES**

The tutoring service that is available to students of the Graduate School can be located through the student portal and accessing Smarthinking.
Summer 2014
July 1          Quarter begins
July 4          Independence Day Holiday - No classes
July 7          Last day to drop or add classes without financial penalty
August 16      Last day to drop classes without a punitive grade
September 2     Labor Day - No classes
September 17    Quarter ends
September 18 - 30 Quarter ends

Fall 2014
October 1       Quarter begins
October 7       Last day to drop or add classes without financial penalty
November 11     Veteran's Day - No classes
November 15     Last day to drop classes without a punitive grade
November 27 & 28 Thanksgiving - No classes
December 6      Make up day for Thanksgiving holiday (ground-based classes)
December 16     Quarter ends
December 17 - January 11 Quarter break

Winter 2015
January 12      Quarter begins
January 18      Last day to drop or add classes without financial penalty
January 19      Martin Luther King Jr. Day - No classes
January 24      Make up day for Martin Luther King Jr. Day holiday (ground-based classes)
February 26     Last day to drop classes without a punitive grade
March 29        Quarter ends
March 30 - April 12 Quarter break

Spring 2015
April 13        Quarter begins
April 19        Last day to drop or add classes without financial penalty
May 25          Memorial Day - No classes
May 28          Last day to drop classes without a punitive grade
May 30          Make up day for Memorial Day holiday (ground-based classes)
June 28         Quarter ends
June 29 - July 5 Quarter break

Summer 2015
July 6          Quarter Begins
July 12         Last day to drop or add classes without financial penalty
August 20       Last day to drop classes without a punitive grade
September 7     Labor Day - No classes
September 12    Make up day for Labor Day holiday (ground-based classes)
September 20    Quarter ends
BOARD OF GOVERNORS

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