

# NATIONAL AMERICAN UNIVERSITY



## CATALOG ADDENDUM 2016-2017 Published May 2017

Quality higher education in a caring  
and supportive learning environment

Accredited by the Higher Learning Commission  
[www.ncahlc.org](http://www.ncahlc.org) (312) 263-0456

# National American University Locations

## Central Administration

5301 S. Highway 16 ~~Mount Rushmore Rd.~~  
Rapid City, SD 57701  
(605) 721-5200  
(605) 721-5241 (FAX)

## MINNESOTA

### **Minnetonka**

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

## TEXAS

### **Allen Service Center**

1101 Central Expressway S., Suite 100  
Allen, TX 75013  
(972) 649-5650  
(972) 649-5652 (FAX)

### **Austin South**

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

## General Information

### ***Accreditation – Approvals - Affiliations***

The Occupational Therapy Assistant (OTA) programs offered at the Centennial, Co. and Independence, Mo. campuses, are accredited through the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number, c/o AOTA, is 301-652-AOTA. [www.acoteonline.org](http://www.acoteonline.org).

Effective April 1, 2017, ACOTE changed the accreditation status of the AAS OTA program offered at the Independence Campus to Probationary Accreditation for noncompliance with ACOTE Standard A.5.6. (certification exam pass rates). The program remains accredited and the university has been requested to submit a plan of correction to return to full compliance with the Standard. This change only affects the ACOTE accreditation of AAS OTA program offered at the Independence campus.

## Learner Services

### CONDUCT

#### Procedure and Appeals

1. Any staff, ~~or~~ faculty member, or staff member may file charges against a student for violations of the Student Code of Conduct. A charge shall be prepared in writing and directed to the campus executive officer within 30 days of the alleged violation.

2. Students who are disruptive, damage university property, or pose a threat to any person on the campus may be immediately suspended and escorted from the premises (or removed from the NAU online classroom) by the [academic dean or](#) campus executive officer.
3. If ~~the~~ campus executive officer observes or otherwise becomes aware of a violation of the Student Code of Conduct, the campus executive officer or designee may either choose to meet with the student to discuss the concerns or move directly to convene a student conduct committee. For minor or inadvertent violations, the campus executive officer may choose to informally correct the student's behavior.
4. The student conduct committee will investigate reported violations of the Student Code of Conduct. The committee is composed of the campus executive officer (or designee), ~~the an~~ [academic dean representative](#), [and a director of student success](#), ~~and one~~ [student support representative](#). [All members of the student conduct committee](#). ~~The student must be independent of the incident and student under investigation. The student conduct committee will determine if the charge(s) of misconduct have merit and/or if the charge(s) can be disposed of administratively.~~
5. The student will be provided written notice of the time and date for a disciplinary hearing from the student conduct committee. The disciplinary hearing will be scheduled within [5-10](#) days of notification to the student.
6. The student is permitted to be assisted by an advisor (such as a parent, relative, or a member of the university community) present during the disciplinary hearing, but the advisor will not be permitted to speak or participate directly in the hearing. The student will not be permitted to bring an attorney to the hearing.
7. Witnesses with relevant knowledge of the alleged violation of the Student Code of Conduct may be presented on behalf of the student or the university.
8. The student conduct committee's decision will be provided to the student on the Student Conduct Form within ~~five~~ [5](#) days of the hearing. If the student conduct committee determines that a violation of the Student Code of Conduct has occurred, appropriate sanctions will be imposed. Sanctions of permanent suspension or revocation of admission and/or degree may only be imposed by the ~~system vice president for academic administration and regulatory affairs~~ [provost](#) upon recommendation from the student conduct committee.
9. The student has a right to appeal the decision of the student conduct committee to the ~~system vice president~~ [Office of Student Concerns](#) for academic administration and regulatory affairs for [all](#) sanctions identified. [If appealed, the decision of the student conduct committee remains](#) in paragraph 1 a e. ~~This~~ [the interim](#). [The student's appeal](#) request must be made on the Student Conduct Form and delivered to the ~~system vice president for academic administration and regulatory affairs~~ [Office of Student Concerns](#) within 72 hours of the student conduct committee's decision. ~~The system vice president for academic administration and regulatory affairs~~ [Office of Student Concerns](#) will convene a student conduct appeals committee, composed of three university administrators, to review the proceedings of the student conduct committee. ~~Any sanctions imposed pursuant to paragraph 1 d e will be automatically appealed to the student conduct appeals committee.~~
10. The student conduct appeals committee will render a decision within ~~five (5) business~~ days after receipt of the student's appeal. ~~The~~ [Absent provost intervention, the](#) decision of the student conduct appeals committee is final.

## Academics

### ATTENDANCE POLICY

Class attendance is required beginning with the first scheduled class meeting, and students are expected to attend all class sessions for which they are registered. Attendance is taken each scheduled period of instruction in all class sessions. If a student does not attend a registered class session for fourteen consecutive calendar days during scheduled periods of instruction without contacting the instructor or academic advisor, he/she may be administratively dropped from the course. It is the responsibility of the student to arrange to make up all course work missed because of legitimate class absences and to notify the instructor when an absence will occur. However, instructors may incorporate attendance-taking into tasks that produce in-class participation points.

Attendance shall be defined as an academically-related activity which includes any of the following:

- Attending a class where there is an opportunity for direct interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an exam, an interactive tutorial, or computer-assisted instruction;
- Attending a study group that is assigned by the university;

- Participating in an online discussion about academic matters.
- For distance education courses, contributing to an online discussion or initiating contact within the course management system with a faculty member to ask a course-related question.

**Campus/Ground Class Attendance**

Students enrolled in ground courses are counted present if they are physically present and actively participates in an academically-related activity.

**Online/Distance Education Attendance**

Students enrolled in online courses are counted as present if they actively participate weekly in an academically-related activity within the course in the university's learning management system. Documenting that a student logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student.

For more information regarding online requirements, please refer to the [distance learning National American University Online Programs](#) 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.

**PRIOR LEARNING CREDIT**

A student may obtain up to 50 percent of the required credit hours toward graduation from prior learning credit unless otherwise required by an accreditor, state, or other external agency. Prior learning includes including: a) experiential learning or portfolio credit awarded by NAU, b) evaluated corporate training certificates, c) non-transcripted military training, and d) national testing. Letter grades are not assigned to prior learning credit awarded by NAU and are generally not transferable to another institution. Residency requirements are not satisfied through prior learning credit.

**Satisfactory Academic Progress Policy**

**SATISFACTORY ACADEMIC PROGRESS POLICY - UNDERGRADUATE**

**Completion Rate**

- In addition to maintaining a minimum CGPA, a student must successfully complete ~~66.67 percent~~ a required percentage of all credit hours attempted, according to the student's total credit hours attempted, including those attempted in remedial and English as a Second Language (ESL) courses.

<u>Total Credits Attempted</u> (Other than certificate programs)	<u>Completion Rate Requirement</u>
0-40 credits	50%
40.1 + credits	66.67%

<u>Total Credits Attempted</u> (Certificates and SAP, based on a minimum of 4 courses and 18 credits for the certificate)	<u>CGPA</u>	<u>Completion Rate Requirement</u>	<u>Max Time Frame</u>
0-9 credits	1.5	50%	27 credits total
9.1-18 credits	1.75	66.67%	
18.1 + credits	2.0	66.67%	

- Credits transferred from another institution are included as credits attempted and completed for the purpose of calculating completion rate.
- The grades of A, B, C, D and S indicate successful course completion for purposes of this policy. The grades of F, W, WF and U indicate a lack of successful course completion.

# Academic Programs

## SCHOOL OF NURSING

### Admissions criteria include the following:

- Admission to NAU before application to the online RN to BSN program.
- Graduation from an associate degree program in nursing or a diploma nursing program.\*
- Current active unencumbered RN license from any state within the United States.\* Evidence of current licensure must be present in the student's electronic file.
- ~~Minimum cumulative grade point average (CGPA) of 2.5 or above from the graduated associate degree program in nursing or diploma nursing program.~~
- ~~Minimum CGPA of 2.5 on all transferred general education courses.~~
- All nursing prefix (NS) courses must be completed through NAU online.

*\*All international nurses must have a current active unencumbered RN license from any state within the United States and an international professional evaluation of their prior education credentials.*

### Online RN to BSN Requirements

#### 180 Credits

This program is offered online on all states except Tennessee. Some courses may only be available online, and students may be required to attend classes at different locations. Course availability is subject to minimum class size requirements.

*NOTE: Students must have an associate degree or diploma in nursing ~~with a 2.5 cumulative grade point average (CGPA) or above~~ and a current active unencumbered registered nurse (RN) license.*

## Courses

### CJ - CRIMINAL JUSTICE

#### CJ2280 – Communications for the Criminal Justice Professional (4.5)

This course will introduce the student to the specific writing and communication skills needed to write effective reports in criminal justice applications. Writing style, grammar, and technical writing skills will be introduced and developed, along with increasing understanding of the functions and purposes of the various reports within criminal justice agencies.

#### CJ3005 – Gangs in America (4.5)

Are you familiar with gang hand signs? What graffiti indicates the presence of gang activity? What gangs are likely to be involved in the distribution of narcotics? What are prison gangs and do they interact with street gangs? This course introduces the criminal justice student to the history and sociology of American street and prison gangs. The course explores the development of the first street gangs, prison gangs, and the growing phenomena of gang globalization. Students will learn the history and culture of these gangs and be better prepared to identify gang signs and behaviors.

### ME - MEDICAL

#### ME2600 – Healthcare Coding I (3)

The focus of this course is learning the basic coding rules for ICD-9 CM, ICD-10 CM, CPT and Level II (HCPCS) coding systems and then applying the rules to code patient diagnosis and services, and completing insurance claim forms. The medical topics of Medicare fraud/abuse, Centers for Medicare and Medicaid regulations, HMO's, LMRP's and PRO's are also reviewed. Delivery: ~~on campus and online~~  
Prerequisite: ME2520.

#### ME2610 – Healthcare Coding II (3)

This course continues with more advanced practical experience in insurance billing and coding. Students will abstract proper information from the patient record to the insurance form, code diagnoses, code physician services to complete an insurance

~~claim, make entries on the patient's ledger card, and follow up on unpaid claims. Special attention will be given to proper use of modifiers and third party reimbursement issues. Delivery: on campus and online  
Prerequisite: ME2600.~~

## National American University Directory

### CENTRAL ADMINISTRATION

~~System Director of Military Support Services, Vice President of Institutional Operations & Military Services~~ **Vice President & Dean for the College of Military Studies**

~~Michael Johnson, BS, University of Nebraska at Kearney (1994); MA, Franciscan University of Steubenville (1997); MA, University of Nebraska at Omaha (2007); MMOAS, Air University (2012).~~

**Military Systems Director of Academics, Vice President of Institutional Operations & Military Services**

~~Tony Nishimura, BS, US Air Force Academy (1995); MBA, Trident University (2009).~~

### University Locations

#### Austin

**Interim** Campus Director

~~Christopher Ellis, BS, Jackson State University (1997); MHS, Mississippi College (1999); MHA, Strayer University (2016); PhD, Capella University (2014).~~

**Amy Williams, BS, LeTourneau University (2004); MA, Louisiana State University (2017).**

#### Burnsville

Campus Director

~~Marvin Kimble, BSBA, Si-Tanks University (2004);~~

**Lisa Palermo, BS, Minnesota School of Business; MS, Globe University.**

#### Ellsworth Air Force Base Extension

Campus **Military Site** Director

~~Sammy Roy, BS, National American University (2012); MBA, National American University (2014)~~

**Christina McCormic, BS, National American University (2015).**

#### Houston

Campus Director

~~Ho Lee, BBA, Baylor University (1998).~~

**Alisha Walker, BS, University of Tulsa (2005); MBA, University of Phoenix (2007).**

#### Wichita West

Campus Director

~~Mike Hauser, BS, University of Phoenix (1999).~~

**Amber Frost, BS, National American University (2012); MM, National American University (2015).**