IOWA REFUND POLICY 51
REFUND DISTRIBUTION POLICY 52
FINANCIAL AID PROGRAMS 53
FEDERAL PELL GRANTS 53
FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANTS (FSEOG) 53
FEDERAL STUDENT LOAN PROGRAMS 53
DIRECT STUDENT LOANS 53
DIRECT PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS) 53
SCHOLARSHIPS 53
VETERAN FINANCIAL ASSISTANCE 54
SATISFACTORY ACADEMIC PROGRESS POLICY 55
CUMULATIVE GRADE POINT AVERAGE 55
COMPLETION RATE 55
UNDERGRADUATE 55
MAXIMUM TIME FRAME 55
SATISFACTORY ACADEMIC PROGRESS STATUS 55
GOOD STANDING STATUS .....

CENTRAL ADMINISTRATION

5301 Mount Rushmore Rd.
Rapid City, SD 57701
(605) 7215200
(605) 7215241 (FAX)

GEORGIA

Kings Bay
918 USS James Madison Rd, Bldg 1030

College of Undergraduate Studies

Accounting AAS (p. 59)
Accounting BS (p. 60)
Aviation Management BS (p. 61)
Business Administration AAS (p. 62)
Business Administration BS (p. 63)
Business Logistics AAS (p. 65)
Construction Management BS (p. 66)
Health and Beauty Management AAS (p. 70)
Healthcare Coding Diploma (p. 67)
Healthcare Management BS (p. 68)
Health Information Technology AAS (p. 71)
Human Resource Management, BS (p. 72)
Information Technology AAS (p. 73)
Information Technology BS (p. 74)
Information Technology, BS, Emphasis in Cybersecurity and Forensics (p. 75)
Management AAS (p. 75)
Management BS (p. 77)
Medical Administrative Assistant AAS (p. 78)
Medical Billing and Coding Diploma (p. 79)
Medical Staff Services Management AAS (p. 80)

Foreign Language
- Arabic Certificate (p. 101)*
- Dari Certificate (p. 102)*
- Farsi Certificate (p. 102)*
- French Certificate (p. 102)*
- Hindi Certificate (p. 102)*
- Mandarin Chinese Certificate (p. 102)*
- Portuguese Certificate (p. 102)*
- Russian Certificate (p. 102)*
- Spanish Certificate (p. 102)*
- Urdu Certificate (p. 102)*

Counterterrorism
- Entry-Level Certificate in Counterterrorism (p. 103)*

Intelligence
- Entry-Level Certificate in Intelligence Analysis (p. 103)*

Strategic Security and Protection Management
- Entry-Level Certificate in Executive Protection (p. 104)*
- Certificate in Physical Security and Risk Assessment (p. 104)*

SUSPENDED PROGRAMS

The following programs have been suspended. New students are not being accepted into these programs.

Fall 2020 - Summer 2021

Academic and Financial Deadlines	Fall A 2020	Fall B 2020	Fall C 2020
Quarter begins	Sep 8	Oct 5	Nov 2
Last day to add classes; last day to drop classes without incurring charges for tuition and fees.	Sep 14	Oct 11	Nov 8

Last day to drop classes and receive a grade of "W," which does adversely affect grade point average but may affect financial aid.	Oct 22	Nov 18	Dec 16
Final exams	Nov 16-22	Dec 13-19	Jan

Quarter begins	Mar 4	Apr 1	May 6
Last day to add classes; last day to drop classes without incurri charges for tuition and fees.	Mar 10	Apr 7	May 12
Last day todrop classes and receive a grade of "W," which does adversely affect grade point average but may affect financial aid	Apr 18	May 16	Jun 20
Final exams	May 13-19	Jun 10-16	Jul 15-21
Quarter ends	May 19	Jun 16	Jul 21
Quarter break	May 20-Jun 2	Jun 17-30	Jul 22-Aug 4
Academic and Financial Deadlines	Summer A 2024	Summer B 2024	Summer C 2024
Quarter begins	Jun 3	Jul 1	Aug 5
Last day to add classes; last day to drop classes without incurri charges for tuition and fees.	Jun 9	Jul 7	Aug 11
Last day to drop classes and receive a grade of "W," which does adversely affect grade point average but may affect financial aid	Jul 18	Aug 15	Sep 19
Final exams	Aug 12-18	Sep 9-15	Oct 14-20
Quarter ends	Aug 18	Sep 15	Oct 20

To apply for admission, students may complete and submit

ACADEMIC INFORMATION

NAU continually strives to provide students with an exceptional learning experience. At NAU, we take great pride in our unyielding commitment to the success of each of our students, and we fully understand the importance of our students' commitment to their own personal and academic growth.

NAU understands the demands of today's learners. Most NAU students are balancing their time between school, work, and family. Online courses allow students the flexibility to complete course work throughout the week. Provided that students have Internet availability, they can access their courses 24/7 from anywhere around the world.

ACADEMIC INTEGRITY

The National American University Mission describes the university's commitment to preparing students for success in technical and professional fields. A significant aspect of this mission 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

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ADVANCED PLACEMENT PROGRAM (AP)

Entering students who have completed an honors course in high school and who have taken and successfully passed the appropriate College Board Advanced Placement exam with a score of 3, 4 or 5 may receive course credit. The student shall receive credit without a specific grade for the exempted course.

ASSESSMENT PHILOSOPHY - UNDERGRADUATE

The assessment of student learning outcomes is integral to achieving the NAU mission and purposes and core values. In order to prepare students for careers in technical and professional fields through quality higher education, student learning outcomes must be measured to document academic achievement and to identify opportunities for improvement. In addition to promoting continuous improvement, the assessment of student learning also

ATTENDANCE AND PARTICIPATION 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 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. 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.

Ground Class Attendance

changes in a student's registration must be completed on a

In order for the online RN to BSN students to be eligible, they must have the following:

- Associates degree or diploma in nursing with 2.5 CGPA or above.
- Currently active unencumbered RN license.

In order for the dual credit to be used toward an NAU master's program other than nursing:

- 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 of Management or Master of Business Administration must be completed within ten years of dual credit course completion.
- The student is limited to 13.5 hours of dual credit.

In order for the dual credit to be used toward the MSN program:

The student needs to receive a B or higher. The MSN must be completed within five years of dual credit. 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 student services advisor at (800) 209-0182 or email nauadmissions@national.edu. If you are a student in the Henley-Putnam School of Strategic Security please call a military services advisor at (855)-746-2460 or email nauadmissions@national.edu.

Bachelor's and Master's Program Degrees (4+1)

Students in the Henley-Putnam School of Strategic Security have the option for dual credit, as well as a 4+1 program, allowing the student to complete the bachelor's and master's in a period of five years.

Accelerated BS-MS Track

The accelerated BS-MS track provides high achieving students the opportunity to complete a bachelor's and master's degree in a reduced amount of time while maintaining the integrity, objectives, and standards of both degrees.

In the accelerated BS-MS track, the bachelor's elective courses are reduced from nine courses to five courses, and four of the master's required courses count both toward the bachelor's and master's degrees.

This accelerated track maintains the integrity, scope, and objectives of the MS program by retaining its original requirements and incorporating those of the BS program, with which it aligns.

Program Admission Requirements

To apply for acceptance to the accelerated BS-MS

academic program. An asterisk will denote courses deleted through the Fresh Start Policy on the transcript. For Satisfactory Academic Progress purposes, the grades the student earned during previous attendance must be calculated in the cumulative GPA, and the corresponding credit hours must be calculated in the successful completion rate.

The student must apply for consideration of the option at the time of readmission and the "Fresh Start" can be made only once during a student's academic career at NAU. The student services advisor will review the student's request for entering the Fresh Start Program and his/her current academic goals before granting the student provisional admission into the Fresh Start Policy. The student will be considered on probation status until he/she has completed 12 new quarter hours. The eligible student will be granted Fresh Start Policy officially only after completion of 12 new quarter hours with a GPA of 2.0 or higher. Once accepted, the student cannot petition for any other transcript modification (such as a change of program with grade deletion).

GRADE APPEAL POLICY

In order to protect students' rights and maintain academic integrity, the following policy and procedure should govern grade appeals:

Grade appeals may be filed in circumstances where a student believes there is a grade entry error or mathematical error or in instances where the student believes that a grade was awarded in an arbitrary or capricious manner. Arbitrary and capricious includes but is not limited to:

- Instances in which the grade was awarded using criteria not outlined in the course syllabus or policies established for the class.
- Instances in which the grade was awarded for purposes other than academic merit, such as under favoritism, discrimination, or in instances where policies outlined in the syllabus or classroom have not been followed.

Grades submitted by faculty at the end of each quarter are not subject to revision on the basis of additional work or a new examination. Grade disputes may not be filed for sanctions imposed under the academic integrity or student conduct policy.

GRADING STANDARDS

Grade points are earned as follows for each credit hour:
A - 4 grade points - Excellent or Superior
B - 3 grade points - Good
C - 2 grade points - Satisfactory
D - 1 grade point - Passing

Grade designations for which grade points are not earned include:

F — Failure. The subject may be repeated, and in the case of non-elective courses, it will be necessary to do so in order to complete a program.

I — Incomplete. The student did not complete all requirements of the course at the time of grading.

W — Withdrawal . The student voluntarily withdrew from the course or was dropped from the course before completing 60 percent of the academic term. This grade has no bearing on the grade point average but may affect eligibility for financial aid.

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

S — Satisfactory

traditional or prior learning credit does not apply to this requirement).

6. A graduation application must be submitted no earlier than three terms and no later than two terms prior to their anticipated graduation date.
7. Students must satisfy all financial obligations with the university.
8. Candidates for graduation must have official transcripts from all previous post-secondary institutions on file in the registrar's office. No student will be eligible for graduation while holding a special or non-degree status.
9. In all undergraduate bachelor's degree curricula, a minimum of 180 quarter hours of credit is required, however specific program requirements may vary.

Bachelor of Science Degree - Henley Putnam School of Strategic Security

Prior to graduation, the student must have successfully completed with a CGPA of 2.0, the equivalent of 45 quarter (30 semester) credits in general education. Each bachelor of science may have different general education requirements. Students should review each degree plan for the specific general education requirements. However, all include at least the following units:

General Education Requirements

- Written and/or Oral Communication, 9 quarter (6 semester) credits
-

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purpose of determining financial aid eligibility will not be

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.

NATURAL DISASTER ACADEMIC ACCOMMODATION

National American University is committed to accommodating students who are adversely affected by natural disasters. When a student suffers a loss or disruption due to a natural disaster, as defined by the U.S. Federal Emergency Management Agency (FEMA), the student may request one of four options, as described below. FEMA defines a natural disaster as "an occurrence of a natural catastrophe, technological accident, or human caused event that has resulted in severe property damage, deaths, and/or multiple injuries."

A student adversely affected by a natural disaster must submit a Natural Disaster Academic Accommodation request form to their designated student services advisor within 30 days of the last date of attendance; otherwise, the Withdrawals and Refunds policy will be applied. The student may request the same option for all class4.2 (s)9.5 (a (ude)4.2 (o)-4 (la7)-2.4 (o)-4 (p)-4 (h)-4.1y)5 (r)-5MA)5ud (y r)1

Regular and Substantive Interaction Learner Statement

The learner and the instructor play a crucial role in the outcome of the online and blended learning experience and engage in regular and substantive interactions to advance student learning and to foster persistence and completion of courses and programs. Students are expected to participate synchronously or asynchronously in regular and substantive interactions with faculty and others as required by the course syllabus.

Online and blended learning environments integrate learner autonomy and interactive opportunities to enrich the learning experience in a caring and supportive manner. Course design and deliverin1.9 (ve)4.2 [(p2 (de)4.poi-2 (d)12.1 (l)6.9 (e)1tCayl)6.9 (l)6.9 (n a)4.3 dev313 (nvi)6.9 (r)1io 12.9

Transfer of Credit, Core Curriculum and Field of Study Curricula.

Special Student Status

Special status students at 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 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.

NAU does not offer financial aid to special status students.

Transcripts of Records

The registrar's office maintains the permanent academic records for all students. An official transcript is a certified copy of a student's permanent record that shows the academic status of the student at the time of issuance. National American University has authorized Parchment to provide official transcript ordering online. An official

of credits earned at NAU to be sent to the university at which he/she is a candidate for a degree.

Foundational nursing students eligible to receive transfer credits for one or more of their nursing foundation courses have the option to request that NAU not accept transfer credit in one or more of the nursing foundation courses. This request must be made at the time of admission and students must first see their nursing foundational core advisor to be advised regarding NAU's admission criteria into the nursing clinical core. The decision to reject the transfer of courses into the nursing foundation core is not reversible.

Transferability of Credit Disclosure

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

Virtual Externships and Internships

Virtual externships and internships provide opportunities for students in certain programs to apply the knowledge and skills acquired in their programs and gain experience while working in a virtual environment, which is becoming more prevalent in today's world. Students interact with externship/internship sites through technology, without being physically present at a site. The student must have a virtual externship or internship approved by the university no later than the beginning of the quarter in which the externship or internship is to be performed.

Traditional clinical, practicum, and internship opportunities are available for students enrolled in the following suspended programs in states in which such programs are authorized: nursing, medical laboratory technician, and medical assisting.

Withdrawal Policy

Students may voluntarily withdraw or be administratively withdrawn from courses. Students withdrawing before the end of the add/drop period will have the course removed from their transcript, and tuition will not be charged. Students who officially withdraw after the end of the add/drop period but before 60 percent of the academic term has elapsed will receive a "W" on their transcripts. The student's grade point average will not be affected by the "W" grade on the transcript, however the credits will count toward cumulative credits attempted.

Students who have completed more than 60 percent of the academic term may not be withdrawn from a course. Please refer to the academic calendar for withdrawal deadlines for each academic term. For additional nursing program withdrawal procedures, please refer to the school of nursing student handbook.

The student services program at NAU contributes to the career development goals of the university's students. Student services are provided through personnel, programs,

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accommodation has been granted. Accommodations will not be applied retroactively.

Step 3 –

Provide each instructor with a copy of the ADA Student Accommodation Agreement, obtain the instructor's signature, and deliver the signed Agreement(s) to the student services advisor. Students need to contact uservices@national.edu prior to the start of each academic term so that the accommodations may be implemented in the online classes.

The student can contact the student services advisor if an accommodation is not effectively implemented, not granted, to have the matter reconsidered, or with any questions. While it is hoped that any concerns can be resolved within the university process, the student may also contact the U.S. Department of Justice, Civil Rights Division.

BOOKSTORE

Students may order their textbooks from the university's online bookstore. The bookstore is accessible online at https://www.nationalamericanbookstore.com/.

CAREER CENTER AND SERVICES

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

Student services advisors 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, recruitment by employers, part-time employment, internships, and Internet utilization are some of the means used by NAU to facilitate employment and career development of students and graduates.

The Career Center is online and is accessible 24/7 to all students, alumni, and faculty. It provides detailed support for students on career exploration, enrichment, development, and decisions. NAU 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: careerservices.national.edu.

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especially as these relate to institutional and educational goals. Respect and tolerance are keywords in the institutional expectations of students in their interaction with each other and with other members of the university community.

Student Code of Conduct

Specific violations of the student code of conduct include, but are not limited to the following:

1. Acts of dishonesty, including but not limited to the following:
   a. Furnishing false information to any university official, faculty member, or office.
   b. Forgery, alteration, or misuse of any university document, record, or instrument of identification.
2. Disruption or obstruction of teaching, administration, disciplinary proceedings, other university activities or of other authorized non-university activities.
3. Physical abuse, verbal abuse, threats, intimidation, bullying, harassment, coercion, and/or other conduct, regardless of medium, which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the university or property of a member of the university community or other personal or public property.
5. Failure to comply with directions of university officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
6. Unauthorized possession, duplication or use of keys to any university premises or unauthorized entry to or use of university premises.
7. Violation of any university policy, rule, or regulation published in hard copy or available electronically on the university website.
8. Violation of any federal, state or local law.
9. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.
10. Use, possession, manufacturing, or distribution of alcoholic beverages, or public intoxication.
11. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on university premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
12. Participating in a demonstration, riot or activity that disrupts the normal operations of the university and/or infringes on the rights of other members of the university community; leading or inciting others to disrupt scheduled and/or normal activities within any university building or area.
13. Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university-sponsored or supervised functions.
14. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on university premises or at functions sponsored by, or participated in by, the university community. Disorderly Conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on university premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress.
15. Disrespectful behavior includes behavior designed to harass, threaten, or embarrass others. Students may not communicate content in any medium that could reasonably be construed as offensive, threatening or discriminatory. At all times, students are expected to behave appropriately, respectfully and courteously in communications with other students and university faculty, staff, and administrators.
16. Theft or other abuse of computer facilities and resources, including but not limited to:
   a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
   b. Unauthorized transfer of a file.
   c. Use of another individual's identification and/or password.
   d. Use of computing facilities and resources to interfere with the work of another student, faculty member or university official.
   e. Use of computing facilities and resources to send obscene or abusive messages.
   f. Use of computing facilities and resources to interfere with normal operation of the university computing system.
   g. Use of computing facilities and resources in violation of copyright laws.
   h. Any violation of the university's Internet, Netiquette, and Prohibited Use policies.

Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:
   a. Warning—A notice in writing to the student that the student has violated university policy.
   b. Probation—A written reprimand for violation of specified university policies. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to have violated university policy during the probationary period.

c. Suspension—Separation of the student from the university for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
d. Permanent Suspension—Permanent separation of the student from the university.
e. Revocation of admission and/or degree—Admission to or a degree awarded from the university may be revoked for fraud, misrepresentation, or other violation of university standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

2. More than one of the sanctions listed above may be imposed for any single violation.

Procedure and Appeals

1. Any staff or faculty member may file charges against a student for violations of the Student Code of Conduct

3. It is the responsibility of ALL employees and students to:
   a. Read and abide by this policy. Employees with questions may contact the director for human resources. Students with questions may contact the Title IX coordinator.
   b. Refrain from engaging in acts of harassment or discrimination or acts that can be construed as harassment or discrimination.
   c. Immediately report any acts of discrimination or harassment or acts that can be construed as such.
   d. Cooperate with any investigation regarding discrimination, harassment, or inappropriate conduct.
   e. Maintain the confidentiality of any complaint or information received or provided in the course of an investigation, only disclosing information to those NAU personnel or representatives with a need to know about the complaint or information. Refrain from speculation and from drawing conclusions or gossiping about the subject matter or individuals involved in claims of harassment or discrimination, or involved in the investigation of such claims.
   f. Refrain from taking any adverse or retaliatory action against any individual who has made a claim of harassment, opposed harassment, or participated in

CFR §99.31(a)(1)(i)(B)(1) -(a)(1)(i)(B)(2) are met. (34 CFR §99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of 34 CFR §99.34 (34 CFR §99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (34 CFR §§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and .9 (t)em(t)6.9 (he)4.2 (a)4.2 (i)6.9 (d,)15 (or)11.012 0 Td ai1J (d,)15 behah condi-.9 4346 (or)1.7 (c)(a)4.3 ())13.7 (()1.6 (3))126 (a)16.3 (nd 9.3 6(9.)3 (3 Td ( )Tj 0.253 01 (86)Tj -0.006 Tc 041I

PO Box 302130
Montgomery, AL 36130-2130
Website: https://www.accs.edu/about-accs/private-school-licensure/
Phone: (334) 293-4650

Alaska

Alaska Commission on Postsecondary Education
P.O. Box 110505
Juneau, AK 99811-0510
Website: acpe.alaska.gov
Phone: (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/
Phone: (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
Phone: (501) 371-2000
Email: ADHE_Info@adhe.edu

California

Bureau of Private Postsecondary Education

Website: www.education.nh.gov
Phone: (603) 271-3494
Fax: (603) 271-1953
Email: lori.temple@doe.nh.gov

New Jersey
New Jersey Secretary of Higher Education
20 West State Street, 4th floor
P.O. Box 542
Trenton, NJ 08625-0542
Website: www.state.nj.us
Phone: (609) 292-4310
Fax: (609) 292-7225

New Mexico
New Mexico Higher Education Department
Private Post-Secondary Schools Division
2044 Galisteo Street
Santa Fe, NM 87505-2100
Website: www.hed.state.nm.us/
Phone: (505) 476-8400
Fax: (505) 476-8453

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

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 Streeols

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.tn.gov/
Phone: (615) 741-3605
Fax: (615) 532-8845

Texas
Texas Higher Education Coordinating Board
Street Address:
1200 E. Anderson Lane
Austin, TX 78752
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USERVICES

For additional information not found at OneStop, the Uservices team is available via phone (801-548-0602) or email (uservices@national.edu) to assist.

VIOLENCE AND WEAPONS POLICY

Unless otherwise prescribed by applicable law, possession or use of handguns or other weapons while on university premises is strictly prohibited. This prohibition applies to all employees, independent contractors, temporary employees, visitors and students, including those who have a valid permit to carry a concealed weapon. University employees, independent contractors, and temporary employees also are prohibited from possessing or u (s)9.5 (i)8 (s)9.6 (or)1.686f5 (s)9nb.52 g7 (r)1. ()i)6.9 (o)128 (or)1.7 (ot)

TUITION

All tuition and fees are subject to change by notification from the university. Information about tuition and fees is available at www.national.edu/tuition-fees/.

Tuition and fees are due on the first day of each term unless advance arrangements are made. Students may qualify for short-term financial assistance to complete their registration.

Any balance not paid in full within 30 days after a student's last date of attendance may be subject to collection and the university shall be entitled to all remedies allowed by law. The university reserves the right to report all unpaid balances to the credit bureau.

FEES

Student Accident and Sickness Insurance Plan (optional) (Inquire for available options.)

Matriculation Fee (paid once) - $75

Portfolio Fee (per credit hour) - $50

Technology Fee - $20 per credit hour (only charged for particular special billing methods and Canadian undergraduate general rate)

Resource Material Fee (effective 1-3-2021) - $75 per eligible course

Tuition does not include the cost of resources, materials and supplies. Contact the financial service representative for more details.

WITHDRAWAL AND REFUND POLICY

Definition of a Student

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

Add/Drop Period

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

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

Withdrawals and Refunds

Students should give written notice of withdrawal to the university registrar or the student services advisor 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.9 (n t)19 (he)49

prorated based on the last day of attendance in accordance with the following calculation:

Last Day of Attendance	Percent of Reduction
Withdrawal prior to the first day of classes	100%
Last day of attendance during the first week of classes	100%
scheduled classes	proration*

a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another t9.9 (ar,a12.9 Zdb)]TJ 07d uu) y.7 (t)6.9 (he) 4d 6.23E

terminates a postsecondary educational program shall not be charged any fee or other monetary penalty for terminating the postsecondary educational program, other than a reduction in tuition refund as specified in this section.

REFUND DISTRIBUTION POLICY

When a student withdraws, any Return of Title IV funds will be distributed in the following order:

Unsubsidized Direct Stafford Loan
Subsidized Direct Stafford Loan
Perkins Loan
Direct PLUS
Pell Grant
Federal SEOG
Any Other Title IV Program

- https://studentaid.ed.gov/sa/types/grants-scholarships/finding-scholarships
- https://www.careeronestop.org/Toolkit/Training/find-scholarships.aspx
- https://www.scholarships.com/scholarship-search.aspx

Additional scholarship information, and how to apply for scholarships, can be found at https://www.national.edu/scholarship-opportunities/

Other State and Federal Programs

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

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To maintain satisfactory academic progress and qualify for Title IV federal financial aid and veteran's educational benefits, 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 and veteran's educational benefits was not received. Qualitative progress is measured by cumulative grade point average. Quantitative progress is measured by completion rate and maximum time frame.

CUMULATIVE GRADE POINT AVERAGE

- A student must maintain a minimum cumulative grade point average (CGPA) as calculated in the Satisfactory Academic Progress Tables in this policy. If a student is enrolled in an educational program of more than two academic years, the student must have a CGPA of a 2.0 or higher at the end of the second academic year.
- Incomplete (I), Satisfactory (S), Unsatisfactory (U) 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 R

suspension status. Federal financial aid and veteran's educational benefits are available to eligible students in warning status.

SUSPENSION STATUS

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REFERENCES

34 CFR 668.16(e)
34 CFR 668.32(f)
34 CFR 668.34
2019-2020 FSA Handbook

SATISFACTORY ACADEMIC PROGRESS TABLES

Undergraduate Certificates

Minimum Cumulative Grade Point Average (CGPA)		Completion Rate	
Credits Attempted	Minimum CGPA	Credits Attempted	Completion Rate
0 - 9	1.5	0 - 9	50%
9.1 - 18	1.75	9.1 - 18	66.67%
18.1 +	2.0	18.1 +	66.67%

Undergraduate Diplomas

Minimum Cumulative Grade Point Average (CGPA)		Completion Rate
Credits Attempted	Minimum CGPA	

EN3050	Technical Communications	4.5

Science (9 credits)

Mathematics (9 credits)

MA2050	College Algebra	4.5
MA2000	Quantitative Reasoning	4.5
MA3000	Business Statistics	4.5

Humanities (9 credits)

Behavioral/Social Science (9 credits)

General Education (12 credits)

CS1201	Juggling College, Life, and Career: Set Up for Success! OR	5
CS1203	Bridge to Success: Creating Your Future at NAU	5
CS1301	Do the Numbers! Achieving College and Career Success	5
CS2086	Career Path Planning	2

Total Credits - 66

- E

COLLEGE OF UNDERGRADUATE STUDIES

The Associate of Applied Science in Accounting program provides specialized education for various entry-level positions in the accounting profession. The program is designed for easy transfer into the bachelor's degree program in accounting.

Graduates of this program may find employment as accounting technicians, payroll clerks, bookkeepers or clerical assistants in business, government, or nonprofit organizations. With experience, the graduate may also qualify for more advanced positions, such as payroll supervisor, or tax specialist.

Students with a career interest in becoming a CPA should consult with their student services advisor or the dean of the college to understand the specific State Board of Accountancy requirements to sit for the CPA exam.

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

Graduates of the program will be able to

- Critically apply generally accepted accounting principles to support organizational decisions.
- Use current accounting technologies in support of organizational operations.

CS1301	Do the Numbers! Achieving College and Career Success	5
CS2086	Career Path Planning	2

Graduation Requirements: A minimum 2.0 GPA is required overall and in the Accounting Major Core. See the "Graduation Requirements" section of the catal24.5 (l)2.3 (2)0.6 (uPo Tm ( )) (m)13.6 (e)1.6 (u)15n19a004 Tw 0 -1.149ePNTw 8.04 -0 0 8.5 (r)2225 (G( )) (m)13.6 6 (u)15 m.5 (r)2225e0.9 -0 0P (a

General Education

Students who do not have a 2.75 CGPA or applicable transfer credit will enroll in an appropriate undergraduate course. Transfer credit may replace major core, emphasis core, or open elective 6000DC+ and 3000+ courses.

Aviation Management Support Core (18)

AC2760	Financial Accounting for Managers	4.5
MT1050	Introduction to Business	4.5
MT2050	Principles of Management	4.5
MT4300	Management Across Cultures	4.5

Aviation Management Technical Specialty Core (51)

Consists of professional pilot training or another approved aviation sub-specialty. (If less than 51 credits are awarded for specialty core courses, open elective courses may be taken to make up the difference.)

Open Electives (9)

3000+	Elective	9

General Education Core (57)

(Available for block transfer)

Communications

EN1150	Composition I	4.5

Science

SC	Science Elective	4.5

Humanities

HU2000	Critical Thinking and Problem Solving	4.5

Behavioral/Social Science

	Behavioral/Social Science Elective	4.5

General Education

	General Education Elective	4.5

General Education (34.5) (Course by Course Transfer)

Communications

EN1300	Composition II	4.5
EN2100	Speech	4.5
	OR	
EN2150	Interpersonal Professional Communication	4.5
EN3050	Technical Communications	4.5

Mathematics

MA2000	Quantitative Reasoning	4.5
MA3000	Business Statistics	4.5

Behavioral/Social Science

EC2050	Macroeconomics	4.5
EC2100	Microeconomics	4.5

General Education

CS2080	Career Management	3

Prerequisite Course (if applicable)

CS1201	Juggling College, Life, and Career: Set Up for Success!	5
	OR	
CS1203	Bridge to Success: Creating Your Future at NAU	5
CS1301	Do the Numbers! Achieving College and Career Success	5
EN1000	College Writing	4.5

Graduation Requirements: A minimum 2.0 GPA is required overall and in the Business Administration Major Core and the Tourism and Hospitality Emphasis Core. See the "Graduation Requirements" section of the catalog for additional requirements.

(The university reserves the right to correct clerical errors.)

The business administration associate degree program is designed to convey to students a foundation for the breadth of knowledge and strategic mindset that are requisite for career success in the field of business.

Students who complete the associate degree program are encouraged to continue in the bachelor's degree program in business administration. In choosing this academic path, they may also choose an emphasis in accounting, entrepreneurship, financial management, human resource management, marketing, management, management information systems, supply chain management, or tourism and hospitality management.

Graduates of this program will be qualified for a variety of entry-level positions in business sectors such as banking, finance, sales, insurance, and management.

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

replace major core, option core, or open elective 6000DC+ and 3000+ courses.

Open Electives (22.5)

General Education Core (66)

(Available for block transfer)

Communications		
EN1150	Composition I	4.5
Science		
SC	Science Electives	9
Humanities		
HU2000	Critical Thinking and Problem Solving	4.5
HU	Humanities Elective	4.5
Behavioral/Social Science		
	Behavioral/Social Science Electives	9

(Course-by-course transfer)

Communications		
EN1300	Composition II	4.5
EN2100	Speech	4.5
	OR	
EN2150	Interpersonal Professional Communication	4.5
EN3050	Technical Communications	4.5
Mathematics		
MA2000	Quantitative Reasoning	4.5
MA3000	Business Statistics	4.5
General Education		
CS1201	Juggling College, Life, and Career: Se Up for Success!	5
	OR	
CS1203	Bridge to Success: Creating Your Future at NAU	5
CS1301	Do the Numbers! Achieving College and Career Success	5
CS2086	Career Path Planning	2

Graduation Requirements: A minimum 2.0 GPA is required overall and in the Business Administration Major Core. See the "Graduation Requirements" section of the catalog for additional requirements.

(The university reserves the right to correct clerical errors.)

The logistics segment of the business supply chain works to promote the efficient and effective flow of goods, services, and information in order to meet customer requirements. Logistics activities typically include transportation management, warehousing, materials handling, order fulfillment, and inventory management.

The Associate of Applied Science in Business Logistics program is designed to meet the needs of those who are interested in pursuing a career in the logistics field. Students will learn how business organizations can achieve competitive advantage by developing and maintaining efficient and effective operations across their buying, shipping, and receiving channels. Graduates of logistics programs are increasingly sought for their knowledge and skills in this specialized field of business that is projected to continue its expansion and growth.

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

Graduates of the program will be able to:

- Critically apply concepts in the principal areas of business to support organizational decisions.
- Use current logistics technologies in support of organizational operations.
- Explain the leadership skills required to achieve strategic logistics objectives.
- Explain appropriate ethical perspectives in a global business environment.
- Effectively communicate in a professional business setting.
- Productively collaborate in a professional business setting.

Business Logistics: Associate of Applied Science Requirements

93 Credits

General Education Core (39)

Communications		
EN1150	Composition I	4.5
EN1300	Composition II	4.5
EN2100	Speech	4.5
	OR	
EN2150	Interpersonal Professional Communication	4.5
Science		
SC	Science Elective	4.5
Mathematics		
MA2000	Quantitative Reasoning	4.5
Humanities/Behavioral/Social Science		
HU2000	Critical Thinking and Problem Solving	4.5
General Education		
CS1201	Juggling College, Life, and Career: Se Up for Success!	5
	OR	
CS1203	Bridge to Success: Creating Your Futureat NAU	5
CS1301	Do the Numbers! Achieving College and Career Success	5
CS2086	Career Path Planning	2

GraduationRequirements: A minimum 2.0 GPA is required overall and in the Business Administration Major Core. See the "Graduation Requirements" section of the catalog for additional requirements.

(The university reserves the right to correct clerical errors.)

The Bachelor of Science degree in Construction Management helps students build knowledge in the diverse aspects of residential and commercial construction projects. Students will develop deep insight on how to

a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

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7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

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EN3050	Technical Communications	4.5

Science (9 credits)

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Humanities (9 credits)

Behavioral/Social Science (9 credits)

General Education (12 credits)

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CS1203	Bridge to Success: Creating Your Future at NAU	5
CS1301	Do the Numbers! Achieving College and Career Success	5
CS2086	Career Path Planning	2

Total Credits - 66

- E

COLLEGE OF UNDERGRADUATE STUDIES

The Associate of Applied Science in Accounting program provides specialized education for various entry-level positions in the accounting profession. The program is designed for easy transfer into the bachelor's degree program in accounting.

Graduates of this program may find employment as accounting technicians, payroll clerks, bookkeepers or clerical assistants in business, government, or nonprofit organizations. With experience, the graduate may also qualify for more advanced positions, such as payroll supervisor, or tax specialist.

Students with a career interest in becoming a CPA should consult with their student services advisor or the dean of the college to understand the specific State Board of Accountancy requirements to sit for the CPA exam.

Course availability is subject to minimum class size requirements.

Program Learning Outcomes

Graduates of the program will be able to

- Critically apply generally accepted accounting principles to support organizational decisions.
- Use current accounting technologies in support of organizational operations.

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Graduates of the program will be able to

- Critically apply generally accepted accounting principles to support organizational decisions.
- Use current accounting technologies in support of organizational operations.

and African American, North Carolina A & T State University (2001)

King, Leslie, AS, Medical Laboratory Technology, Columbus State Community College (1989); BS, Medical Technology, University of Texas (1992); MS, Healthcare Administration, Capella University (2001); PhD, Healthcare Administration, Capella University (2004)

Koenig, Craig, BS, Finance, Winona State University (1998); MBA, Business Administration, University of Minnesota- Duluth (2005)

Kruse Thornton, Renae, BS, Mathematics and Political Science, South Dakota State University (1997); MS, Mathematics, South Dakota State University (2000)

Miller, Lara, BME, Mechanical Engineering, The Catholic

Management, Calumet College of St. Joseph (1998); MBA, Information Systems Management, DeVry (2008)

Tirmizi, Shaukat, MBA, University of Ljubljana (1993)

Tran, Vincent, BS, Computer Science and Engineering, Florida Atlantic University (1995); MS, Computer Science and Engineering, Florida Atlantic University (1997)

Truitt, Benjamin, MA, University of Colorado, Humanities (2008)

Vaishnava, Premlata, MA, Monhan7 (a)-2. [(1 (n)-6.2 (i)0.7 (v)-(9)-7 (9.Cc1h (P)3J 0.00.5 (h)-a)6.2 (i)0.74(n)-4.1 (ce1 (P))12 (

INDEX

AC - Accounting 139
Academic Calendars 8
Academic Information 17
Academic Integrity 17
Academic Placement 15
Academic Programs 58
Academic Relief for U.S. Military Service/Absence 33
Accounting Program 194
Accounting, AAS 59
Accounting, BS 60
Accreditations - Authorizations - Approvals 6
Add/Drop Period 49
Administrative Fee 50
Admission Requirements, Undergraduate 14
Admissions 14
Advanced Placement Program (AP) 18
Alcohol and Drug Use Policy 34
Alumni 34
AM - Aviation Management 141
Americans with Disabilities Act Policy 35
Arabic Certificate 101
ARB - Arabic 142
Assessment Philosophy, Undergraduate 18
Associate of Applied Science and Associate of Science Degree Graduation Requirements 25
Attendance and Participation Policy 19
Attendance Philosophy 18
Auditing 19
Aviation Management, BS 61
Bachelor of Science Degree - Henley-Putnam School of Strategic Security 26
Bachelor of Science Degree Graduation Requirements 25
Bachelor of Science in Nursing Program - Austin 195
Bachelor's and Master's Program Degrees (4+1) 23
Background Clearance 16
Block Transfer Policy 19
Board of Governors 193
Bookstore 36
Business 61
Business Administration, AAS 62
Business Administration, BS 63
Business Administration, BS, Emphasis in Accounting 104
Business Administration, BS, Emphasis in Entrepreneurship 106
Business Administration, BS, Emphasis in Financial Management 107
Business Administration, BS, Emphasis in Human Resource Management 108
Business Administration, BS, Emphasis in Management 109

PHIL - Philosophy 180
PL - Paralegal 180
PO - Political Science 183
PORT - Portuguese 183
Portuguese Certificate 102
Prerequisites 28
Prior Learning Credit 28
PRO - Protection 183
Probation Status 56
Professional Legal Studies, AAS 88
Professional Legal Studies, BS 89
Program Advisory Committees 194
PS - Psychology 185
Purpose 6
Reentry Policy - Undergraduate 29
Re-Establishing Federal Financial Aid Eligibility 56
References 57
Refund Distribution Policy 52
Regular and Substantive Interaction Learner Statement 30
Repeating Courses 30
Resolution of Transfer Disputes - Texas 30
Right to Privacy - FERPA 41
RUSS - Russian 186
Russian Certificate 102
Satisfactory Academic Progress Policy 55
Satisfactory Academic Progress Status 55
Satisfactory Academic Progress Tables 57
SC - Science 186
Scholarships 53
SEC - Security 187
Small Business Management, AAS 81
SO - Sociology 189
SPAN - Spanish 189
Spanish Certificate 102
Special Student Status 31
Stand-Alone Certificate Programs 99
Stand-Alone Certificates 4
Strategic Security and Protection Management Certificate 99, 134, 135
Strategic Security and Protection Management, BS 95
Student and Learner Services 33
Student Concerns 42
Student Concerns - Missouri Students 46
Student Veterans Association 36
Substitution of Instructors 47
Suspended Programs 5, 104
Suspension Status 56