

NATIONAL AMERICAN UNIVERSITY



Student Handbook revised November 2015

Quality higher education in a caring and supportive learning environment

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NATIONAL AMERICAN UNIVERSITY

MISSION AND PURPOSES

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, 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, Kan., 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 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, (727) 210-2350.

The Occupational Therapy Assistant (OTA) programs offered at the Denver, Colo. and Independence, Mo. campuses, are 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 campus, 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).

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).

The pre-licensure BSN program offered at the Bloomington campus is approved with conditions by the Minnesota Board of Nursing.

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, GA 30326, (404) 975-5000, 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 Minnesota Statutes sections 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.

ACADEMIC INTEGRITY

The NAU 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 acknowledgment. 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.

ACADEMIC INTEGRITY PROCEDURE AND APPEAL

- a. When a faculty member suspects academic dishonesty, the faculty member may either choose to meet with the student to discuss the concerns or move directly to completing the Academic Dishonesty Form. For minor or inadvertent violations, the faculty member may choose to informally correct the student's conduct.
- b. If, after meeting with the student, the faculty member concludes that the student engaged in academic dishonesty or in cases where the faculty member chooses to move directly to the formal process, the faculty member will complete the Academic Dishonesty Form and submit it to the academic dean. The academic dean will consult with the system vice president of academic administration and regulatory affairs to determine the appropriate penalty, taking into consideration any prior incidents of academic dishonesty.
- c. A first act of dishonesty must result in a failing grade for the test, assignment or project. If a second act occurs at the university, regardless of the course or campus, the penalty will be a failing grade for the course. A third act of academic dishonesty on the part of a particular student (or conduct that is especially egregious despite whether a first or subsequent act of dishonesty occurred), may result in temporary or permanent suspension from the university.
- d. After the Academic Dishonesty Form has been completed, the student will be provided a copy of the form and must choose one of the following options:
 1. Accept responsibility and consent to the penalty. If the student chooses to accept responsibility for the violation and consents to the penalty, the student must sign the Academic Dishonesty Form and submit it to

the academic dean for the campus within 72 hours from the student's receipt of the Academic Dishonesty Form. The dean will provide a copy of the form to the system vice president of academic administration and regulatory affairs, and the form will be kept in the student's permanent academic file.

2. Request review by the academic standards committee. If the student chooses to contest the determination of academic dishonesty or the penalty, the student must sign the Request for Review section of the form and submit it to the academic dean for the campus within 72 hours from the student's receipt of the Academic Dishonesty Form. The dean will provide a copy of the form to the system vice president of academic administration and regulatory affairs, and the form will be kept in the student's permanent academic file. If the student does not sign and return the Academic Dishonesty Form by the deadline, the determination and penalty will be final.
- e. The academic integrity committee consists of three members selected by the system vice president of academic administration and regulatory affairs from the list of individuals below:

Campus Deans	System Director of Curriculum
Dean of the Graduate School	Associate Provost
System Program Chairs	Dean of the School of Nursing

ADD/DROP PERIOD - UNDERGRADUATE

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 for standard and interim terms 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.

ADVISING

Academic advisors are available to assist each student in developing an efficient plan of study, preparing class schedules, and addressing general academic matters. Students are encouraged to maintain regular contact with their advisors to plan their schedules, review progress, and discuss future education options and career goals. Students may contact their academic dean to identify their academic advisor.

Online students have access to academic advisors to assist students with questions concerning course scheduling, degree completion, and other academic issues. Academic advisors can be reached through e-mail at uservices@national.edu or by phone at 1-800-548-0602.

ATTENDANCE

Students are expected to attend all class sessions. If a student misses 14 consecutive days without contacting the instructor and campus academic dean or advisor, he/she may be administratively dropped from the course. The 14 day count begins from the last day of attendance in the course. University holidays, weekends and campus closures are included as days without attendance. If the student misses 21 consecutive days of class, the student will be administratively dropped. Instructors are encouraged to establish appropriate attendance standards, including grade adjustments.

Attendance in Online Classes

In accordance with NAU's attendance policy, students must actively participate at least once per week to be counted present in their online course. Simply logging into the course is not considered attendance; therefore, failure to actively participate weekly may result in withdrawal from the course after two consecutive weeks of non-attendance.

Online students are required to actively participate in a weekly activity in order to be counted present. Weekly activities may include completing a quiz, posting a substantial discussion post, or submitting a required item to the drop box. The online courses are designed to include at least one of these items each week, please refer to the course schedule within the online classroom for weekly requirements.

Weekly participation in online classes is critical to each student's academic success. Failure to participate in weekly activities may affect a student's academic performance; furthermore, it may also result in administrative withdrawal.

Participation within the online courses can be verified through the student's access to the secured host site. As a result, the student's participation is permanently recorded through the learning management system.

A student's weekly involvement in course activities can be measured by active participation in the academic endeavor. Students who do not participate within the course in a consistent fashion may jeopardize their academic standing.

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.

Contingency Plan

National American University's grading policy outlines specifically that full credit will not be awarded for late submissions unless you have prior approval from the instructor. Contacting your instructor late on the evening of the due date is not an acceptable method for seeking approval. The instructor must be given ample time to review your request and respond to your email. If you suspect you may need to seek late approval from an instructor, it is best to ask for permission early. Therefore, always be prepared with a contingency plan.

1. Work ahead early in the week to ensure that you are not scrambling on the final day with questions about the curriculum.

2. Have at least two alternative locations identified from which you can access your classes in the event that your internet connection, computer, or electricity fails. There are many locations which offer free Wi-Fi, such as coffee shops. Public libraries and Kinko's are good resources also. You may have friends or family across town that still have access. Have a backup computer or establish access to a friend's computer or work with the local library. Most libraries rent computer time or offer it for free.
3. If you have an emergency (i.e. hospitalization, car accident, etc.) notify your instructor immediately. If you cannot physically access your course, call your learner services advisor as soon as possible.

Due Dates/Late Assignments

All graded activities are due no later than 11:59 PM Sunday night (MT) of the week in which it is due, or as otherwise directed in the course or by the instructor. Any graded activity submitted after its due date is subject to a 10 percent deduction of the total possible points for the first week it is late, 50 percent of the total possible points for the second week it is late, and 0 percent of the total possible points if it is more than two weeks late. Extenuating circumstances may justify exceptions, which are at the sole discretion of the instructor.

**Note: This policy does NOT apply to exams. Exams MUST be taken during the prescribed times to receive ANY credit.*

CALENDAR

The annual academic calendar is located in the back of this student handbook. Students are encouraged to post the calendar near their computers for easy access to term start/end dates, course add/drop dates, exam and registration dates.

CHANGE OF PROGRAM

Students are limited to active enrollment in one program of study. Students wishing to change the program in which they are enrolled must meet with their academic advisor or the academic dean to complete the required paperwork and to determine which courses and/or credits they have earned will meet the requirements of the new program.

CLASSROOM ETIQUETTE

Etiquette helps keep interactions between individuals reasonably pleasant and harmonious. Because etiquette is "situation dependent", behavior that is perfectly acceptable among close friends may not be acceptable in different company. Listed below are a few key expectations concerning classroom etiquette:

1. *Take responsibility for your own education.* Instructors create a learning environment. Students will learn depending on their willingness to listen, ask appropriate questions, and do the work necessary to pass the course.
2. *Attend and participate in class each week.* Students enrolled in a class are expected to attend and participate with the instructor and other students. Students who attend

class weekly, participate in discussions, and communicate with instructors are more likely to pass with a higher grade. If an emergency or illness arises, the student should contact his/her instructor as soon as possible to let the instructor know that the student will be absent. Note: if a student is unable to participate in a class, it is his/her responsibility to make arrangements with the instructor to determine a plan to make up the missed work.

3. *Ask appropriate questions.* It's good to ask questions and make comments, but keep them related to the discussion at hand.
4. *Respect instructors.* Openly challenging the instructor's knowledge or authority in the classroom is not proper. If a student takes issue with the instructor's information or instructional methods, his/her comments should be made without confrontation or antagonism. Students may want to discuss their issues with their instructor privately.
5. *Instructors' classroom policies, procedures and teaching styles vary.* Each instructor has the freedom and authority to set the guidelines and policies for their classroom within the overall policies of the university.
6. *Turn in work on time.* It is important to plan ahead. Students who wait until the last minute to do their work usually receive lower grades and are more likely to miss deadlines.
7. *Seek assistance.* If a student is struggling with coursework, he/she should seek immediate assistance. Instructors are willing to assist all students; however, there are other ways to get help. Tutors provide academic coaching assistance available for many courses. This assistance is offered without cost to NAU students. If a student has questions or needs assistance, the student should speak with his/her academic advisor. Academic advisors are willing to assist all students to ensure success.

COURSE LOAD POLICY – UNDERGRADUATE

In order to complete a degree in the standard time frame (two years for the associate degree and four years for the bachelor's degree), the student course load would be about 16 credit hours for three quarters per year. The per quarter course load includes regular, accelerated, online, and independent study courses, as well as externships and internships. A minimum of 12 credits per quarter is required to be considered as a full-time student. Registration for course loads exceeding 18 quarter credits requires a minimum cumulative grade point average and signature as follows:

Credit Hours	Min. GPA	Cumulative GPA	Signature(s)
19-22.5	2.0		Advisor Academic Dean
23-27	3.0		Advisor Academic Dean Associate Provost/System VP for Curriculum and

CURRICULUM AND CLASS SCHEDULE

The curriculum for each academic program, including required and elective courses, are listed in the current university undergraduate and graduate catalogs. Each student's academic progress, including credits transferred from other institutions, is tracked on the student's individual program status sheet, which is available from the student's academic advisor or the registrar's office.

Class schedules for each academic term are posted during the preceding term. Students should work closely with their academic advisors to plan their class schedules to satisfy graduation requirements and minimize scheduling difficulties.

EMERGENCY MILITARY DEPLOYMENT

NAU is committed to providing consideration to military students enrolled at any NAU campus or in the online program. When a student, who is also serving our country, is deployed he/she may choose one of the following options to complete the work he/she is enrolled in at the time of deployment.

A student may select one of the options for each class (the same option may be used for all or different options for some classes.) For example, a student may decide to complete one class before leaving [option one] but will need to take an incomplete in the other classes [option three]. The form must be completed within 30 days of your last date of attendance. If not, the university withdrawal policy as found in the current catalog will be applied.

Before you sign the form, please speak to your NAU financial aid advisor and an NAU military finance coordinator.

Options one and two are available for all students regardless of the status of their financial aid disbursement.

Option One:

You may elect to finish your class(es) by accelerating your work and completing it before you leave or by finishing your class via mail, e-mail or learning management system (distance students) to your instructor. Please note: students wishing to complete their work via e-mail or learning management system must have web access at their deployment location.

Grade: You will receive the grade you earned in your class at the end of the current term.

Financial Aid: You will pay for your class(es) this quarter. Military assistance or federal financial aid may be used to pay for the class if all other eligibility requirements are met.

Option Two:

If your financial aid has not been disbursed and your deployment is within three weeks of the start of a term, you

may request to be “no-showed” from your class(es). Your attendance and enrollment will be deleted from the system.

Grade: The course will not be recorded on your transcript.

Financial Aid: You will not be charged for the class(es).

Options three, four and five are available for students whose federal financial aid quarterly disbursement has been disbursed while you were in attendance, thus, prior to your deployment.

Option Three:

You may elect to take an incomplete in your classes. You will need to notify your instructor who will process the incomplete paperwork. You will have one year from the date your incomplete was granted to finish your class. The Satisfactory Academic Progress (SAP) for the purpose of determining financial aid eligibility will not be evaluated for students who receive an incomplete grade until the incomplete grade has been converted to a final grade.

Grade: If you chose this option, an “I” will appear on your transcript until the work is completed or a year has passed. If the work is completed, the instructor will submit a grade change and award you the grade earned on all of your work. If the work is not completed within one year, the instructor will award you a grade based on the work completed up to the time you dropped the class. In many cases, this will be a grade of an “F.”

Financial Aid: You will pay for this class this quarter. Federal financial aid may be used to pay for the class but must be disbursed while you are in attendance and prior to your deployment and all other eligibility requirements are met. You should also check with your education office to make sure you will not be personally billed for this class as some branches of the service will not allow an incomplete to be open for this amount of time.

Option Four:

You may elect to follow the university’s normal withdrawal policy and be administratively dropped from the class.

Grade: You will receive a “W” on your transcript for your classes.

Financial Aid: You will pay for your class(es) this quarter. Federal financial aid may be used to pay for the class but must be disbursed prior to your deployment. If your last date of attendance is within the refund period, any refund will be pro-rated. If you are beyond the refund period, no refund will be given.

Option Five:

You may contact your education officer to request a waiver for this term. The waiver allows you to retake the class at a later date and to receive military assistance for the class a second time. If the waiver is granted you must also request to be dropped from all of your classes.

Grade: You will receive a “W” on your transcript for the current class. When you enroll the second time, the second class will also be on your transcript along with the grade earned that term.

Financial Aid: You will receive a pro-rated refund based on the university’s refund policy from the date you drop the class. You will be required to pay for the class the second time with the waiver allowing you to use military assistance for the class a second time.

EXAMINATIONS

On-campus Courses

Students should review the course syllabus and communicate with their instructors regarding the scheduled dates of examinations, including midterm and final exams. Most classes include a comprehensive final exam typically scheduled during a three or four day testing period at the end of the quarter.

Students are expected to complete exams at the scheduled times. Exam extensions will be granted ONLY for extenuating circumstances, such as a death in the immediate family, hospitalization or military deployment. All requests for exam extensions must be approved by the academic dean prior to the scheduled exam time.

Online Courses

Test Proctoring

To help ensure the academic integrity of the examination process at NAU, each online student is required to utilize the test proctor system, which ensures that a verified, neutral third person administers certain formal examinations in the student's online courses. Students are able to complete their online, proctored final exams using a webcam in the virtual presence of a proctor.

Students should be aware that exams may have time limits, which vary from course to course. Once a student selects "Begin Quiz" to start an online exam, the timer starts and will continue to run, even if the student logs out of the course. The student will not be able to access the exam once the time has expired. As a result, the student should set aside enough time and plan on completing an online exam in one sitting.

Exam extensions will be granted ONLY for extenuating circumstances, such as a death in the immediate family, hospitalization or military deployment. A student who requests an exam extension in an online course is required to contact the instructor, who will submit the request to the distance learning academic dean or graduate dean for consideration.

Students should be aware that exams may have time limits, which vary from course to course. Once a student selects "Begin Quiz" to start an online exam, the timer starts and will continue to run, even if the student logs out of the course. The student will not be able to access the exam once the time has

expired. As a result, the student should set aside enough time and plan on completing an online exam in one sitting.

Exam extensions will be granted ONLY for extenuating circumstances, such as a death in the immediate family, hospitalization or military deployment. A student who requests an exam extension in an online course is required to contact the instructor, who will submit the request to the distance learning academic dean or graduate dean for consideration. Work submitted late (after quarter close) will not be factored into the final course grade.

FACULTY

NAU instructors are committed to excellence in the classroom and to nurturing the intellectual growth of students. Business and technical professionals with strong academic backgrounds provide the best form of classroom experience by combining practice and theory.

Students are encouraged to contact their instructors with questions or to request assistance, as needed. If a student feels that he/she has not received adequate assistance, the student should contact the campus academic office.

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

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 NAU.

Students will be informed of their progress in each course on a regular basis by grades given on tests, papers, and other assignments. Additionally, students will receive a notice halfway through each quarter if their grades are below a "C". Grade reports are issued at the end of each quarter.

GRADUATION

A student must submit a graduation application two quarters prior to the student's anticipated graduation date. A graduation application form is available at the campus academic office or student services office.

The registrar's office will then provide the student with a Graduation Report indicating the remaining courses to be completed by the student prior to graduation.

NAU conducts formal commencement exercises each year at the close of the spring term. Graduate candidates, including online students, who become eligible to graduate during fall through summer quarters of the graduation year, are encouraged to participate in commencement exercises.

GRADUATION REQUIREMENTS

Conferring of Degrees or Diplomas

The degree or diploma is conferred by the NAU board of governors upon recommendation of the president and faculty after a student has completed all academic requirements for such degree or diploma.

INTERNET POLICY

Open access through computers, networks, and the Internet is a privilege. NAU's goal in providing this service to our students, faculty and staff is to promote educational excellence by facilitating resource sharing, innovation, and communication.

NAU'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 an NAU 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.

LEARNING RESOURCE CENTERS AND ONLINE LIBRARY

Campus librarians and distance learning librarians are dedicated to assisting and supporting students, faculty and staff at all campuses. Learning 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 students have access to the NAU online library at <http://library.national.edu>, which includes the NAU catalog, e-books, tutorials, and a myriad of 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 (askalibrarian@national.edu) is available 7-days per week to support students' library needs. A link to the library is also available in the student portal and in D2L. The online

library has a comprehensive collection that supports all the programs that are offered. Some highlights include:

- ProQuest® provides access to thousands of current periodicals and newspapers, many updated daily and containing full-text articles. Search from a highly-respected, diversified mix of scholarly journals, trade publications, and magazines covering over 150 academic disciplines.
- EBSCOhost® provides access to thousands of full text publications. Choose from scholarly journals, business journals, regional business publications, health, general science, multicultural issues and general reference publications.
- Credo® provides access to thousands of reference books, encyclopedias and subject dictionaries. Find quick facts, definitions or background information on an assortment of topics.
- Ebrary has a collection of electronic full-text books with a special emphasis on business and health care occupations.

REENTRY POLICY - UNDERGRADUATE

Students who reenter the university after more than four consecutive quarters of absence will be required to enter the university under current program requirements. For nursing readmission guidelines, please refer to the school of nursing student handbook.

An exception to this requirement will be made if the student has four or fewer courses left in his/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 readmittance consideration.

If the student was in academic suspension status when he/she left the university, he/she will be required to appeal his or her status to the campus academic standards committee and his or her re-enrollment is conditioned upon a successful appeal with the committee.

REGISTRATION

Students must register for classes each quarter. Students who register early will benefit from a greater selection of classes. Fewer classes are available as classes close when they reach their size limits.

During the times scheduled for class registration, each student should:

1. Contact his/her academic advisor to set a class schedule for the coming term.
2. Contact his/her financial aid/student account advisor to make financial arrangements for the payment of tuition and fees.
3. Register for courses through student portal.

RESEARCH PAPERS

Many courses require a research paper as one of the graded activities. Students should review each course syllabus and communicate with their instructors regarding specific requirements for their research papers, including topic, length of paper, due date, etc.

APA Format

All research papers must be submitted in American Psychological Association (APA) style format. Information about APA style, including an APA style tutorial, APA example paper, research paper guidelines, and helpful links are available at NAU's Learning Resource Center website located in the Student Portal.

Research Paper Guidelines

Each research paper should include a cover page and abstract as shown in the APA example paper at NAU's Learning Resource Center website. Each research paper should also comply with the following guidelines:

Introduction

- Identifies the subject and states the thesis.
- Includes an attention getter to capture the reader's interest.

Body

- Provides support for the thesis presented in the introduction.
- Each paragraph in the body includes a clear topic sentence that expresses the central idea of the paragraph.
- All of the sentences in a paragraph contribute to the idea in the topic sentence to produce paragraph unity.
- Paragraphs lead the reader logically from one section to another; transitions are used to make connections between ideas easier to follow and contribute to the smoothness of the paper.

Conclusion

Is brief and relates to what has been written previously by mentioning major ideas, interpreting the significance of the material in the body, making predictions, using an anecdote, and/or stating a quote or question.

Audience Awareness

Written for a general audience or writer makes it clear to the reader if writing for a special audience.

Grammar and Mechanics

- Uses appropriate grammar and punctuation.
- Uses conventional spelling.
- Uses correct APA style in the title page, headings, pagination, internal citations, references page and font size.
- Uses print or electronic books, research journals, periodicals, and electronic database references. No more than one non-juried/non-refereed Internet site (contains material that has not undergone professional peer review).

Argumentation (if applicable)

- A problem or issue that allows for differences of opinion is stated.
- Possible positions that may be taken on the issue are identified.
- The position taken in the paper is stated.
- Proof is offered to support that the position taken is reasonable.
- Objections to the position are anticipated and addressed (acknowledged/accepted or refuted).
- The position is restated.
- Two or more methods of development are used: description, narration, example, process, comparison/contrast, classification/division, cause/effect or demonstration.

Skwire, D., & Wiener, H. S. (2002). Student's book of college English: Rhetoric readings, handbook (9th ed.). New York: Longman.

REPEATING COURSES

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.

REPEATING COURSES - UNDERGRADUATE

A student may be eligible to receive financial aid for a repeated course if the student previously withdrew from the course or received a failing grade. A student may also be eligible to receive financial aid one time to repeat a course in which the student previously received a passing grade. However, a student generally may not receive financial aid to repeat a course for which the student previously earned an "A."

When a course is repeated, the higher grade is used to calculate the student's term and cumulative grade point averages, although the lower grade will remain on the transcript. For policies affecting nursing courses, please refer to the school of nursing student handbook.

SATISFACTORY ACADEMIC PROGRESS

POLICY - UNDERGRADUATE

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 time frame.

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. 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.
- Satisfactory (S), Unsatisfactory (U), Withdrawal (W), and Withdrawal-Fail (WF) 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 percent of all credit hours attempted, including those attempted in remedial and English as a Second Language (ESL) courses.
- 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.

Maximum Timeframe

- A student must complete his/her academic program within a maximum of 150 percent of the published length of the education program as measured in credit hours. For example, a student completing a bachelor's degree requiring 186 credit hours may attempt 279 credit hours to complete that degree. ($186 \times 1.5 = 279$)
- Credits transferred from another institution are included as credits attempted and completed for the purpose of calculating maximum time frame.

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 percent of the credit hours attempted; (2) maintained at least the minimum CGPA; and (3) not exceeded the maximum time frame.

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 percent 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 time frame, 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 time frame, 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 no later than the last day of add/drop week of the quarter 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 has exceeded maximum time frame cannot re-establish eligibility for federal financial aid.

SATISFACTORY ACADEMIC PROGRESS TABLES - UNDERGRADUATE

Bachelor and Associate Degree Programs

Credits attempted and completed	Minimum CGPA
0-18.5	1.5
19-49.5	1.7
50-79.5	1.9
80+	2.0

Diploma Programs

Credits attempted and completed	Minimum CGPA
0-18.5	1.5
19-45.5	1.7
46-71.5	1.9
72+	2.0

Students taking preparatory courses for admission to a graduate program must maintain a 2.0 CGPA.

Satisfactory Academic Progress Table - Graduate

Minimum Cumulative Grade Point Average

Credits attempted and completed	Minimum CGPA
0-13.9	2.5
14-27.9	2.6
28-36.9	2.7
37-44.9	2.9
45+	3.0

STUDYING

Studying outside of class is crucial to academic success. Successful students establish and practice a personal study plan that develops effective study habits. A good study plan sets a regular time and place to study, recognizes individual learning styles, and uses tips from alumni.

Study Schedule

Establish a consistent study schedule at times that work well for you. It might not be a good idea to study at the end of the day, since some students have difficulty concentrating after a full day of activities. Take a few breaks, about 15 minutes or so, to get up, walk around and stretch, grab a nutritious light snack. If you have great focus and discipline you can even allow a short phone conversation with a friend, or spend some time with a family member. The practice of studying on a daily schedule will ensure you will be well-prepared for class sessions and exams.

Study Place

Choose a good location to study, one where you feel comfortable, but preferably not the couch in front of the TV, in bed late at night, or during breakfast at the lively family table! Stick to studying in the same place as often as possible. Your mind will learn that your study place signals time to get busy and learn something!

Learning Style

Determine your learning style: visual, auditory or kinesthetic/tactile. Chances are you are a mixture to some extent of all of the above. With this information, you can obtain study "tools" that will enhance your quest for knowledge. National American University offers a wide variety of study guides, self-assessment tests and Internet links to assist students. Contact your campus student services department and/or the campus library for more information.

Tips from Alumni

- Time yourself when you read. See how long it takes you to read five to ten pages so that you can accurately estimate how long you need for your study sessions.
- Be flexible. Changes will occur each quarter as you take new classes. Plan ahead so that you can complete your large projects early and have plenty of time to review and then make any changes as required.
- Don't overwork; set a stopping time, forcing yourself to work in a more focused manner. When you and your brain are fatigued you are only working harder, not smarter.

TUTORS/ACADEMIC COACHES

Tutors/academic coaches are available to assist students in select courses. Many online courses offer online tutoring assistance. A student requesting academic assistance should first communicate with his/her instructor. If further assistance is needed, the student should contact the academic dean/learner services advisor to determine the availability of tutoring services on his/her campus. Full attendance may be required to receive tutor assistance.

WITHDRAWAL FROM NAU

If circumstances require that a student discontinue his/her education at NAU, even temporarily, it should be done officially by contacting the academic dean. A clear date of separation is needed for refund purposes, as well as grade records. Because financial aid can also be affected, it is important for a student to maintain good standing and contact his/her financial aid advisors prior to withdrawing. Unofficial withdrawals create problems for everyone concerned. Among other things, students can incur out-of-pocket expenses as described in the catalog refund policy.

ADMISSIONS

ACADEMIC SUCCESS APPRAISAL

The purposes of the academic success appraisal are to:

1. Encourage academic success and degree completion.
2. Identify existing knowledge and skills in both reading and sentence skills, mathematics, and computer literacy.
3. Provide students with feedback about their basic skills.
4. Aid in the appropriate course placement in English or mathematics and advise the student if pre-college studies are needed.
5. Recommend a course of study in which the student may reasonably expect to achieve academic success.

As an open-enrollment institution, NAU requires all degree-seeking students to complete academic success appraisals at the time of enrollment or provide evidence of successfully completed college-level English and mathematics courses or equivalent. Course completion or equivalents are defined as follows:

1. A student has successfully completed college-level algebra and/or composition ("C" grade or above) and has submitted a copy of a college transcript as documentation.
2. A student has successfully completed the CLEP College Composition and/or College Algebra examination with a passing score as defined by the CLEP program, and has submitted a copy of the official CLEP transcript as documentation.
3. A student has successfully completed the equivalent Advanced Placement (AP) English and/or mathematics examinations with a score of 3 or above and has submitted a copy of the official AP transcript as documentation.

NON-TRADITIONAL & TRANSFER CREDIT

NAU offers a variety of ways in which undergraduate credit may be applied to degree requirements. Students should refer to the current copy of the university catalog or contact the academic dean for additional information about non-traditional and transfer credit. Official transfer credit can only be awarded by the central administration registrar's office.

SCHOLARSHIPS

We understand affordability is an important factor in considering your education goals. That's why we encourage you to research the multitude of scholarships available, including those offered by NAU.

Scholarship Searches take time, but they are worth it! Scholarships are free money for school.

- Federal Student Aid -

<https://studentaid.ed.gov/sa/types/grants-scholarships/finding-scholarships>

Scholarship search sites we recommend:

- US Department of Labor - <http://careerinfonet.org/scholarshipsearch/ScholarshipCategory.asp?searchtype=category&nodeid=22>
- Fastweb - <http://www.fastweb.com/>
- Scholarships.com - <https://www.scholarships.com/scholarship-search.aspx>
- Scholarship Experts - <https://www.unigo.com/scholarships#/fromscholarshipexperts>

Nursing scholarship site:

- Nurse Corps - www.hrsa.gov/loanscholarships/scholarships/nursing/

In the reference section of the university 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.

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'.

FINANCIAL AID – STUDENT ACCOUNTS

FINANCIAL AID

National American University recognizes that many students would be unable to pursue their educational goals without financial assistance. To assist students, NAU provides financial aid in the form of grants, scholarships and low-interest loan programs through federal, state and local sources. A number of governmental and private organizations also provide financial support to NAU students, including the BIA, State Rehabilitation, VA, WIA, Social Security, United States Air Force, etc. Federal financial aid is not available to international students. Students interested in applying for financial aid are encouraged to visit with staff in NAU's financial aid office and visit the university's financial assistance website.

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.

NAU 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.

UNIVERSITY SERVICES: GENERAL INFORMATION

AMERICANS WITH DISABILITIES ACT

POLICY -

UNDERGRADUATE/GRADUATE

NAU 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 NAU 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 ADA coordinator, 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
ADA Coordinator
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 academic dean and request an ADA Accommodation Request Form.

Step 2 –

Submit a completed ADA Accommodation Request Form and all required documentation to your academic dean 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 ADA coordinator will review the request and supporting documentation and will communicate with you and other persons as appropriate.

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

Step 3 –

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 undergraduate online classes, contact userservices@national.edu, for graduate online courses, contact

graduniversityservices@national.edu prior to the start of each academic term so that the accommodations may be implemented in the online classes.

Contact the ADA coordinator if an accommodation is not effectively implemented. If your request for an accommodation is not granted, contact the ADA coordinator with any questions you may have. If you wish to have the matter reconsidered, contact the academic dean or academic coordinator. 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.

BOOKS

All students are encouraged to purchase textbooks through the National American University Online Bookstore. The bookstore link is located in the student portal (mycampus.national.edu). Select Bookstore from the left hand toolbar.

Regardless where textbooks are purchased, students should check the course requirements to confirm that they are purchasing the correct textbook, the proper edition (ISBN number), and are purchasing any software or other materials that are required for the course.

Students can request to use federal financial aid funding to purchase textbooks. Once a student has registered, the student should communicate with his/her financial aid and student account advisor for approval. If a student has any issues or concerns regarding the procurement of a textbook, he/she should contact the campus bookstore.

CAMPUS SAFETY AND SECURITY

NAU encourages all students, employees and university community members to be fully aware of the safety and security issues on all of its campuses and to take action to prevent and to report illegal and inappropriate activities. National American University firmly believes that personal safety practices are the foundation of a safe campus community.

Federal regulations relating to campus security and campus safety issues require institutions of higher education that participate in federal financial aid programs to develop and distribute an annual security report. National American University's annual security report contains university security and safety policies, as well as crime statistics for the last three calendar years. Information provided in the Annual Campus Safety and Security Report is obtained from data gathered at NAU's campuses.

The U.S. Department of Education allows higher education institutions to select the medium in which to disseminate the annual security report. In that regard, National American University posts its annual security report on its website.

CAREER SERVICES

The NAU career services office provides a variety of services to assist students and alumni in achieving their professional goals. In addition to assistance available at each campus, students and alumni may access the NAU career services website to:

- obtain information about preparing resumes and cover letters, interview skills, etc.;
- post their resumes online for access by participating employers;
- search for employment opportunities online.

Students and alumni are encouraged to visit the career services website.

CHILDREN ON CAMPUS

To promote the learning environment and avoid disruptions to students and employees, the university prohibits the extended presence of children on campus, except in emergency situations. Therefore, while attending class and/or studying on campus, students with dependent children are expected to make regular arrangements for proper care of their children.

CONDUCT

As a student at NAU, appropriate conduct and integrity are expected. In some instances of student misconduct, the university will issue a warning or will place the student on disciplinary probation, suspension, or will dismiss the student from the university. Procedural fair play and due process will be provided in every instance. Proper safeguards for the welfare, safety and educational opportunity will be provided for all students.

Institutional obligations include, but are not limited to, upholding the law and maintenance of regulations regarding academic honesty and restricting prejudicial behavior, physical abuse or harassment, impropriety of personal behavior, or illicit use of drugs or intoxicants, especially as these relate to institutional and educational goals. Respect and tolerance are key words in the institutional expectations of students in their interaction with each other and with other members of the university community.

Student Code of Conduct

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 on or off campus, or of other authorized non-university activities when the conduct occurs on university premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct 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, on or off campus.
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 an on-campus or off-campus 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 campus 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. 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 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 academic dean, a director of student success, and one student. The student must be independent of 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 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 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 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 for academic administration and regulatory affairs for sanctions identified in paragraph 1 a-c. This request must be made on the Student Conduct Form and delivered to the system vice president for academic administration and regulatory affairs within 72 hours of the student conduct committee's decision. The system vice president for academic administration and regulatory affairs 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 decision of the student conduct appeals committee is final.

DRUGS AND ALCOHOL

National American University desires to have its facilities free of alcohol and illicit drugs and to operate all of its academic and co-curricular programs accordingly. The possession, distribution or consumption of alcoholic beverages is prohibited on all university property, whether owned or leased. The possession, distribution or consumption of alcoholic beverages is prohibited at all student-attended, university-sponsored functions, regardless of location.

The university prohibits the unlawful possession, distribution, or use of illegal drugs and/or controlled substances on any property leased or owned by the university or in any program or activity sponsored by the university in any location.

Students who violate the prohibition against illegal drugs and alcohol are subject to discipline. Sanctions will reflect the particular violation and its severity. Depending on the circumstances of the violation, disciplinary action may include, but is not limited to: warning, fine, referral to chemical health treatment or support resources, suspension, or expulsion. Referral for criminal prosecution may occur where appropriate.

Legal Sanctions

Students must be aware that there are significant criminal penalties, under state and federal law, for the unlawful possession or distribution of alcohol and illegal drugs. Penalties include:

1. Consumption of alcohol by a minor: up to a \$700 fine/up to 90 days in jail;
2. Illegal sale of alcohol: up to a \$3,000 fine/up to 1 year in jail;
3. Possession of a small amount of marijuana: up to a \$700 fine/up to 90 days in jail;
4. Sale or possession of controlled substances such as cocaine, hallucinogens, marijuana: up to a \$1,000,000 fine/up to 30 years in jail.

Students who are concerned about specific circumstances should consult applicable local, state, and federal laws and/or seek legal counsel.

Health Risks

- Alcohol
Alcohol is a widely abused drug on college campuses across the United States. Liquor, beer and wine contain ethyl alcohol which acts on the central nervous system as a depressant. Abuse can cause intoxication, impaired motor skills, unconsciousness and death. Alcohol is chemically addictive and can cause brain cell damage, liver, pancreas and kidney damage; heart problems, stomach ulcers, high blood pressure and birth defects, such as fetal alcohol syndrome. Alcohol is one of the most socially problematic drugs in this country. Many lives can be destroyed through its abuse. Driving while intoxicated has been a serious problem and issues especially relevant to college campuses within the last decade. Alcohol is frequently associated

with instances of rape, violence, and many types of accidents.

- **Marijuana**
Marijuana is the most widely used illegal drug in this country; however, many fail to recognize its many harmful effects. Use of marijuana is detrimental to one's physical, emotional and mental well-being. Marijuana smoke is even more toxic and carcinogenic than cigarette smoke, causing similar and more serious respiratory problems. Habitual use weakens the immune system, increasing the chance of sickness. Evidence from studies shows that marijuana reduces one's ability to perform tasks requiring concentration, impairs short-term memory and motor skills and affects a noticeable decrease in motivation. Although claimed to be non-addictive, marijuana is a habit-forming substance that can be as hard to quit as any chemically-addictive drug. In other words, marijuana is a social drug that has the potential to become the center of one's life. The potency of this drug has increased 275% in the past three decades, giving even more weight to its negative effects. Marijuana use impedes one's participation with the academic community, damaging the intellectual atmosphere of the university.
- **Hallucinogens**
Hallucinogenic drugs distort the perception of reality. Common hallucinogens include LSD, magic mushrooms, mescaline and peyote. An individual's reaction to these drugs is completely unpredictable, and "bad trips," which can cause permanent personality changes, are common. Under the influence of hallucinogens, the senses of direction, distance and time become disoriented. These drugs can produce unpredictable, erratic and violent behavior in users that sometimes leads to serious injuries and death.
- **Cocaine**
Cocaine is a strong central nervous system stimulant that is extremely addictive. Derived from coca leaves, it produces euphoria, hallucinations and a temporary increase in physical strength. Common symptoms include irritability, runny nose, increased temperature and blood pressure and chronic sinus/nasal problems. More serious side effects include severe depression, seizures, respiratory arrest, cardiac arrest and strokes. Cocaine, which is used as a social drug, initially produces an intense physical stimulus, but this quickly disappears. The user typically becomes addicted after the first use. Prolonged use can cause nervous-system damage, delusions, physical deterioration, weight loss and a stronger addiction.
- **Heroin**
Heroin, a highly addictive opiate, causes physical and psychological problems such as shallow breathing, nausea, panic, insomnia and a need for increasingly higher doses of the drug to get the same effect. Attempts to stop using the drug lead to painful physical withdrawal symptoms. Heroin is primarily taken by injection, often with grave consequences. Uncertain dosage levels (due to differences in purity), unsterile equipment, contamination with cutting agents, or heroin use in combination with such other drugs

as alcohol or cocaine can cause serious health problems such as serum hepatitis, skin abscesses, inflammation of the veins and cardiac disease (sub acute bacterial endocarditis). Of all illegal drugs, heroin is responsible for the most deaths. Needle sharing by IV drug users is a leading cause of new AIDS cases. Heroin used during pregnancy is associated with stillbirths and miscarriages. Symptoms of heroin overdose include shallow breathing, pinpoint pupils, clammy skin, convulsions and coma.

- **Designer Drugs**
Designer drugs, such as Ecstasy, among countless others, are chemically manufactured substances. Produced in underground labs, these are often pre-existing drugs that are modified in order to produce a more potent effect. Since these drugs are usually mixtures of several compounds, their toxicity is much higher, and the chance for negative side-effects or overdose increases. Because designer drugs are often used in a social atmosphere, there exists a high chance for psychological dependence. Many of these synthesized drugs are also chemically addictive.
- **PCP**
PCP, a hallucinogenic drug used as an anesthetic for animals, induces a profound departure from reality, which may leave the user capable of bizarre behavior and severe disorientation. PCP-induced effects may lead to serious injuries or death to the user while under the influence of the drug. PCP often produces feelings of mental depression, and among regular users disturbs memory, perception functions, concentration and judgment. Chronic use may lead to permanent changes in cognitive ability (thinking), memory and fine motor function.

Counseling, Treatment and Rehabilitation

- Drug and alcohol counseling, treatment, and rehabilitation/reentry programs for employees and students are available from a variety of sources. Anyone who recognizes a personal drug or alcohol problem, is concerned about a student or co-worker, or may wish to know more about drug and alcohol abuse may contact the human resources department.
- Campus and community resources may be found on MyNAU or by contacting a campus executive officer or the human resources department.

Resources for substance abuse include:

- Alcohol/Drug Helpline • 1-800-662-HELP

Updated September 2014

EMERGENCY AND CRISIS MANAGEMENT PLAN

National American University has established an extensive Emergency Crisis Management Plan which all university employees are asked to become familiar with. This plan is designed to provide guidance on actions that are to be taken in the event of an emergency. A paper copy of this emergency plan is available at the front desk at every NAU campus for

review. The Emergency and Crisis Management Plan may also be found in each student's NAU portal.

EMERGENCY AND DISASTER PROCEDURES

a. Official Alerts, States of Emergency and Disasters Procedures

1. Emergency or disaster conditions will be monitored closely (via TV, radio, email or telephone) by the university president, campus executive officer, campus switchboard operator or other front desk personnel as appropriate at each university site location.
2. Supervisors should contact the CEO or the campus executive officer for monitoring information or instructions for dismissal of classes or release of employees.
3. In cases of official Civil Defense or National Weather Service warnings, students should take appropriate shelter, or take whatever action they deem necessary for their personal safety.

b. Emergency Fire Procedures

Students having any indication that a fire may exist in any university building or facility will take as many of the following actions as are prudent and applicable:

- a. Set off one of the fire alarms located near each building exit.
- b. Evacuate the building. Students should familiarize themselves with exit procedures. If the exit nearest you is blocked, use an alternative exit.
- c. Do not use an elevator.
- d. Close windows if time permits, and the last person leaving any room should close the door.
- e. Using a telephone in a safe location, dial 911 to report the fire.
- f. Re-enter the building only after fire department personnel determine that it is safe.

c. Emergency Campus Closing Procedures

1. It may be necessary for a university campus (any applicable site location) to close for emergencies, such as fire, flood, extended power failure, bomb threat, or demolition of property.
2. Any campus closing will be determined at the discretion of the university president or CEO or the campus executive officer or his/her designee.

d. Emergency Tornado Procedures

Tornado Alerts fall into two categories: Tornado Watch and Tornado Warning (The conditions that may exist as described below may not be applicable to all university site locations. Please check local site requirements.).

1. Tornado Watch means that existing weather conditions are such that a tornado could develop. Any employee who becomes aware that a tornado watch has been issued should notify the university president, CEO, or

campus executive officer, who will then advise all departments and employees of the existing conditions.

2. Tornado Warning means that a severe weather system is in the area, and that a tornado sighting has been confirmed. Normally, the local civil defense office or other emergency site will sound an alert siren (usually a three-minute steady tone).

- a. When a civil defense siren sounds, the university president, CEO, or the campus executive officer will monitor local radio stations for weather reports.

- b. If conditions persist, all students, faculty, and employees will be promptly notified, by telephone, email, or in person, if a tornado warning issued. All persons will be advised to stay in the building with instructions to go to a basement or lower level hallway and to stay away from outside doors and glass panels, until the Warning status is lifted.

- c. If there is insufficient time to retreat to a basement, lower level hallway, or bomb shelter, all persons should seek shelter beneath a heavy piece of furniture or along an inside wall, away from outside windows and doors.

e. Inclement Weather Procedures

1. Generally, the university (at any applicable site location) will close for inclement weather when requested to do so by civil authorities.

2. The CEO or the campus executive officer or his/her designee will make any decision to close a campus or to cancel classes. The decision will be made as soon as practical, and television and radio stations will be notified promptly.

GRIEVANCE PROCEDURES

If a student experiences a problem while interacting with the university, the student should attempt to promptly resolve the issue with the individual or individuals involved in the situation. If the issue is not resolved after such attempt, the student may wish to visit with another person within the university. The student may ask for guidance from deans, program chairpersons, managers, directors and supervisors as to the best way to address the matter. Nothing prevents a student from going right to the top, to the president, but several other persons at different levels of the organization may be able to effectively address the problem. Raising and communicating an issue or a problem may be part of the student's responsibility. Students can consult with the academic dean/learner services advisor in regards to any grievance procedure. Formal grievance procedures exist in the areas of grade review, academic standards, etc. Due process is guaranteed.

Students should ask questions and get involved. Students are encouraged to voice any concerns and to interact productively with the university and the administration of policies that relate to them and their well-being.

HARASSMENT & NON-DISCRIMINATORY POLICY

a. Purpose of Policy

1. National American University (NAU) employees and students should be able to work and learn in an environment free from discrimination and harassment. The mission of NAU is best accomplished in an atmosphere of professionalism, which in turn is supported by mutual respect and trust. NAU expects all employees and students to work toward this goal.
2. Discrimination and harassment based on a person's race, color, creed, religion, national origin, sex, sexual orientation, disability, age, genetic information, gender identity, or any other protected class status is strictly prohibited by NAU.

b. Scope of Policy

1. This policy prohibits any form of harassment by an individual, including university managers and supervisors, employees, co-workers and third parties such as students, consultants, contractors or vendors who deal with university employees or students.

c. Definitions of Sexual and Other Forms of Harassment and Discrimination

1. Discrimination consists of unequal treatment in the workplace or academic setting or in the terms and conditions of a person's employment or academic standing, when the treatment is based on a person's race, color, creed, religion, national origin, sex, sexual orientation, disability, age, genetic information, gender identity, or other protected class status.
2. Harassment consists of unwelcome conduct based on a person's race, color, creed, religion, national origin, sex, sexual orientation, disability, age, genetic information, gender identity, or other protected class status when submission to such conduct:
 - a. Is a condition of employment, continued employment, admission to the university, continued enrollment, or academic achievement; or
 - b. Is a basis for an employment decision affecting an employee's job or a student's ability to obtain an education; or
 - c. Interferes with an employee's job or a student's academic performance; or
 - d. Creates an intimidating, hostile, or offensive work or academic environment.
3. NAU prohibits such harassment in any form, including verbal, physical, and visual harassment.
4. Some examples of conduct that could be considered harassment include the following types of action when they are taken based on protected class status:
 - a. Abusive, intimidating, insulting or degrading remarks;

- b. Displaying in the workplace or academic setting, objects, cartoons, pictures, or stories which may be perceived as offensive or demeaning; or
- c. Threats, demands or suggestions that an employee's work status or a student's academic status, advancement or other terms and conditions of employment or academic achievement are contingent upon the employee's toleration of or acquiescence to unwelcome harassment.

5. One form of prohibited harassment is sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when submission to such conduct:

- a. Is a condition of employment, continued employment, admission to the university, continued enrollment, or academic achievement; or
- b. Is a basis for an employment decision affecting an employee's job or a student's ability to obtain an education; or
- c. Interferes with an employee's job or student's academic performance; or
- d. Creates an intimidating, hostile, or offensive work or academic environment.

6. NAU prohibits sexual harassment in any form, including verbal, physical, and visual harassment. For more information, please refer to the university's Sexual Misconduct policy.

d. Reporting Harassment

1. If at any time a student feels he/she has experienced sexual or other forms of harassment, discrimination, or violence, the student should immediately contact: Karen Hoffman, Title IX Coordinator and System Director, Office of Student Concerns, 5301 S. Highway 16, Rapid City, SD 57701, 605-394-4805, khoffman@national.edu.

If at any time an employee feels that he/she has experienced sexual and other forms of harassment, discrimination, or violence, the employee should immediately contact: Michael Morford, Human Resources Generalist-Employee Relations, 5301 S. Highway 16, Rapid City, SD 57701, 605-721-5312, hremployeeerelations@national.edu

2. NAU wants to resolve any such problems, but it can do so only if it is aware of those problems. NAU encourages any individual who believes he/she is being discriminated against or harassed to report any and all incidents of perceived discrimination or harassment.
3. NAU will investigate discrimination and harassment complaints and take other appropriate action. Every effort will be made to ensure the confidentiality of complaints, and the results of investigation, to the extent possible. Any person who is found to have committed prohibited discrimination or harassment will

be subject to appropriate corrective action, which may include discipline up to and including termination or, in the case of a student, permanent suspension.

e. Confidentiality

Every effort will be made to ensure the confidentiality of complaints, and the results of investigation, to the extent possible.

f. No Retaliation

1. Retaliation against any individual for making a complaint under this policy, for opposing harassment or discrimination, or for participating in an investigation of any claim regarding harassment or discrimination or inappropriate behavior is strictly prohibited.

2. Any person who engages in retaliatory conduct or reprisals in response to a claim of harassment or discrimination will be subject to appropriate corrective action, which may include discipline up to and including termination of employment or permanent suspension of a student. If an employee or student feels that he/she has experienced such retaliation, the individual should immediately report any such retaliation to the system director of human resources or campus executive officer.

3. A person who files a false or malicious complaint of discrimination or harassment may be the subject of appropriate disciplinary action.

g. Employee and Student Responsibilities

1. Everyone is responsible for maintaining a working and learning environment free of harassment and discrimination.

2. All employees are required to complete the interactive educational training program for preventing unlawful harassment, discrimination, and retaliation located on the human resources page of MyNAU. All students and employees will also be provided with Title IX, VAWA training.

3. It is the responsibility of ALL employees and students to:

a. Read and abide by this policy. Employees with questions may contact the system director for human resources. Students with questions may contact the campus director or 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 the investigation of any claim regarding harassment or inappropriate behavior.

IDENTIFICATION CARDS

NAU students may obtain a student photo identification card by contacting a member of the student services team at their campus. Students with a student I.D. card may be eligible for benefits outside of the university that are available to students enrolled in a college or university.

ILLNESS

Illness or injury does not eliminate or reduce academic obligations. Students should communicate directly with their instructors regarding any absence from class caused by illness or injury. The university's attendance policy is explained in a previous section of this student handbook.

TITLE IX: SEX DISCRIMINATION AND SEXUAL MISCONDUCT

Sexual Assault Reporting

If a student has been sexually assaulted, the student should immediately call 911 or local law enforcement. In addition, the student should promptly report the incident to the Title IX coordinator and the campus executive officer.

Sexual Harassment and Discrimination Reporting

Students who have experienced sexual harassment or discrimination should immediately contact the campus executive officer and the Title IX coordinator in accordance with the university's Sexual Misconduct and Harassment and Non-discrimination Policies.

Karen Hoffman

Title IX Coordinator

System Director for the Office of Student Concerns

5301 S. Highway 16

Rapid City, SD 57701

605-394-4805 (Office)

khoffman@national.edu

National American University's Sexual Misconduct Policy
<http://www.national.edu/about-nau/information-disclosures/sexual-complaint-reporting>

External Resources

Sexual Assault Hotlines

National Sexual Assault Hotline

<https://www.rainn.org/get-help/national-sexual-assault-hotline>

Department of Defense Safe Helpline (Military Students)

<https://www.safehelpline.org/>

Counseling Services

Student Assistance Counseling Program

mycampus.national.edu mycampus.national.edu

Local Resources*

<http://www.justice.gov/ovw/local-resources>

*Additional resources may be available in your local community. Please contact your campus executive officer or the Title IX coordinator for additional resources.

External Complaint Filing

Office of Civil Rights

<https://www.notalone.gov/students/#how-do-i-file-a-complaint-about-my-school-and-then-what-happens>

TOBACCO USE

Tobacco use, including smokeless tobacco (chew) is not permitted in any university building or classroom. It is allowed in designated smoking areas only.

VETERANS

A large number of veterans and/or dependents of veterans attend NAU and receive federal educational benefits. A Veteran's Service Office is available to assist veterans and their dependents in submitting required forms and addressing related matters. The Veteran's Service Office may be contacted by email at: voffice@national.edu or by calling 800-843-8892, ext.4995.

VIOLENCE AND WEAPONS POLICY

The 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 using handguns or other weapons while operating a university vehicle or while engaging in university business off-premises, except in the individual's own home. This weapons prohibition does not apply to authorized security or law enforcement personnel.

If you are aware that a co-worker, visitor, student or other individual possesses a handgun or other weapon while on university premises or while engaged in university business off premises, you should immediately report the conduct at issue to the campus executive officer or other university personnel.

Violence or threats of violence are strictly prohibited on university premises and in any university-related off-premises event. If you become aware of a threat of violence or other

harm to university-related persons or property, you should take the following action, even if you think the threat may be only a joke:

1. Obtain emergency assistance in any situation that you feel is an emergency;
2. Take immediate action to protect yourself and others from harm where you can do so safely; and
3. Advise the campus executive officer or other university personnel of the situation.

Any violation of this policy by students at the university will result in disciplinary action, up to and including permanent dismissal from the university.

DIRECTORY

Board of Governors

Dr. Jerry L. Gallentine	Chairman, Rapid City, SD
Ms. Susan Livingston	Board Member, Bayfield, CO
Dr. Susan Murphy	Board Member, Albuquerque, NM
Dr. Patrick McAtee	Board Member, Winfield, KS
Dr. Michael Westerfield	Board Member, Fulton, MO
Dr. Joe Pace	Board Member, Hollywood, FL
Dr. David Wendler	Board Member, Courtland, MN

Ownership

National American University is a division of Dlorah, Inc. organized under the laws of the state of South Dakota. On November 23, 2009 Dlorah, Inc. was acquired by and became a wholly owned subsidiary of National American University Holdings, Inc., incorporated in the state of Delaware. National American University Holdings, Inc. is a publicly traded company with its principle office located at 5301 S. Highway 16, Rapid City, SD 57701.

National American University Holdings, Inc.

Board of Directors

Mr. Robert D. Buckingham - Chairman
 Dr. Jerry L. Gallentine - Vice Chairman
 Mr. Jeffrey Berzina - Member
 Dr. Therese K. Crane - Member
 Mr. Richard L. Halbert - Member
 Dr. Thomas D. Saban - Member
 Dr. Ronald L. Shape - Member
 Mr. James Rowan - Member

National American University Holdings, Inc.

Officers

Dr. Ronald L. Shape - CEO
 Dr. Jerry L. Gallentine - Chairman of the Board of Governors
 Dr. David Heflin - CFO

Central Administration

University President

Ronald Shape, (Interim) BA, Dakota Wesleyan (1991); MBA, University of South Dakota (1996); EdD, University of South Dakota (2001).

Chief Executive Officer

Ronald Shape, BA, Dakota Wesleyan (1991); MBA, University of South Dakota (1996); EdD, University of South Dakota (2001).

Provost

Lynn Priddy, BA, State University of New York (1982); MA, University of Minnesota-Twin Cities (1992); PhD, Capella University (2002).

Chief Financial Officer

David K. Heflin, BPA Mississippi State University (1983), MA Mississippi State University (1991), EdD University of Saint Thomas (MN) (2007), CPA – Mississippi (1983)

Chief Information Officer

Anthony De Angelis, BS, University of Arizona (1988)

President of External Relations and Strategic Initiatives

Bob Paxton, BS, Nebraska Christian College (1978); MS, Fort Hays State University (1979); PhD, University of Texas (1989).

General Counsel

Paul Sedlacek, BS, Business Administration, University of Nebraska (1977); JD, University of Nebraska (1980).

Executive Vice President - East

Ken Sigmon, BS, Business Administration, University of Tulsa (1975); MBA, Roosevelt University (1982).

Executive Vice President - West

Marcus Smith, BA, Arizona State University (1987).

Executive Vice President - South

Christi Ramirez, BS, Friends University (2001); MEd, Mid-America Nazarene University (2005).

Associate Provost, Dean of Faculty

Manuel Gomez, BS, University of Arizona (1994); MA, University of Arizona (1995); PhD, University of Arizona (2004).

Associate Provost, Curriculum and Assessment

Marilyn Holmgren, BA, College of St. Scholastica (1976); MS, The Tri-College University (1990); PhD, University of Nebraska (2008).

Associate Provost and System Vice President for Campus Academic Operations

Michael Bell, BS, Shorter College (1992); MEd, State University of West Georgia (1997); EdS, Argosy University (2010); EdD, Argosy University (2014).

Dean, College of Business, Accounting, and Technology

Todd Herseth, BA, Dakota Wesleyan University (1995); MBA, University of South Dakota (2004).

Acting Dean, College of Health and Sciences

Marilyn Holmgren, BA, College of St. Scholastica (1976); MS, The Tri-College University (1990); PhD, University of Nebraska (2008).

Dean, College of Legal Studies

Michael Trump, BS, Black Hills State University (1990); MA, University of Wyoming (1994); JD, University of South Dakota (1999).

Dean, School of Nursing and Graduate Nursing Studies

Lisa Hawthorne, ASN, Arizona Western College (1995); BSN, University of Phoenix (1999); MSN, University of Phoenix (2002); PhD, University of San Diego (2013).

University Registrar, VP of Academic Records and Information Integrity

Arthur Gillis, AA, Hagerstown Community College (1986); BA, Northwood University (1990); MBA, University of Phoenix (2005).

System Vice President of Accreditation Services

Sue Darby, BSE, Emporia State University (1970); MA, Wichita State University (1984); EdD, University of Texas-Austin (1996).

System Vice President of Enrollment and Marketing

Joseph Sallustio, BS, SUNY Oneonta (2000); MSOL, Regis University (2012).

System Director for Human Resources

John Woolsey, BS, Averett College (1993); MA, National University (1996).

System Director of Financial Aid

Cheryl Bullinger

System Director of Student Accounts

Linda Pottorff, BS, National American University (1995).

System Director of the Center for Student Achievement/System General Education Chair

Vacant

System Director of Alumni and Foundation Services

Tamie Hopp, BS, University of Wisconsin (1991); JD, Texas Tech School of Law (1994).

System Director of the Office for Dispute Resolution, Title IX Coordinator

Karen Hoffman, BS, South Dakota School of Mines and Technology (2001); MM, National American University (2009).

System Director of Institutional Effectiveness, Research, and Evaluation

Tasha Almond, BS, Rockford College (2003); MEd, Northern Illinois University (2005); PhD, University of South Dakota (2011).

System Librarian

Pat Hamilton, BA, University of South Dakota (1974); MLS, University of Washington-Seattle (1979).

Controller

Amy Gusso, BS, South Dakota State University (1991);
Certified Public Accountant (1996), Certified Global
Management Accountant (2012).

Associate Vice President of Military Services

Weston Neiffer, AAS, Lake Area Vocational Technical
Institute (1994); BS, Black Hills State University (2000);
MM, National American University (2011).

Director of Affiliate Relations, Non-Credit Division

Heidi Bulman, BS, South Dakota State University (2004);
MM, National American University (2011).

**Associate Vice President of Academics and International
Relations, Non-Credit Division**

Marcie Cudmore, BS, Black Hills State University (2003);
MBA, National American University (2007).

ACADEMIC CALENDAR 2015 - 2016

Fall 2015

September 8	Quarter begins
September 14	Last day to drop or add classes without penalty (Drop/add paper work must be submitted to the campus office by 6:00 p.m., September 15)
September 29	Interim begins
October 5	Last day to drop or add interim classes without penalty (Drop/add paper work must be submitted to the campus office by 6:00 p.m., October 6)
October 16	End of first 5-1/2 week classes and beginning of second 5-1/2 week classes
October 23	Last day to drop regular term classes without punitive grade
October 31	Last day to drop Interim classes without punitive grade.
November 7	Make-up day for Veteran's Day Holiday
November 11	Veteran's Day Holiday - No classes
November 17 - 23	Final exams
November 23	Quarter ends
November 24 - December 1	Quarter break

Winter 2015 - 2016

December 2	Quarter begins
December 8	Last day to drop or add classes without penalty (Drop/add paperwork must be submitted to the campus office by 6:00 p.m., December 9)
December 23 - January 4	Winter break
January 5	Classes resume
January 5	Interim begins
January 11	Last day to drop or add interim classes without penalty (Drop/add paperwork must be submitted to the campus office by 6:00 p.m., January 12)
January 16	Make-up day for Martin Luther King Jr. Holiday
January 18	Martin Luther King Jr. Holiday - No classes
January 22	End of first 5-1/2 week classes and beginning of second 5-1/2 week classes
January 29	Last day to drop regular term classes without punitive grade
February 6	Last day to drop Interim classes without punitive grade
February 23 - 29	Final exams
February 29	Quarter ends
March 1 - 6	Quarter break

Spring 2016

March 7	Quarter begins
March 13	Last day to drop or add classes without penalty (Drop/add paperwork must be submitted to the campus office by 6:00 p.m., March 14)
March 19	Make-up day for Good Friday Holiday
March 25	Good Friday Holiday - No classes
March 28	Interim begins
April 3	Last day to drop or add interim classes without penalty (Drop/add paperwork must be submitted to the campus office by 6:00 p.m., April 4)
April 14	End of first 5-1/2 week classes and beginning of second 5-1/2 week classes

April 21	Last day to drop regular term classes without punitive grade
April 29	Last day to drop Interim classes without punitive grade
May 16 - 22	Final exams
May 22	Quarter ends
May 23 - June 7	Quarter break
Summer 2016	
June 8	Quarter begins
June 14	Last day to drop or add classes without penalty (Drop/add paperwork must be submitted to the campus office by 6:00 p.m., June 15)
June 25	Make-up day for Independence Day Holiday
June 29	Interim begins
July 4	Independence Day Holiday - No classes
July 5	Last day to drop or add interim classes without penalty (Drop/add paperwork must be submitted to the campus office by 6:00 p.m., July 6)
July 16	End of first 5-1/2 week classes and beginning of second 5-1/2 week classes
July 23	Last day to drop regular term classes without punitive grade
July 31	Last day to drop Interim classes without punitive grade
August 17 - 23	Final exams
August 23	Quarter ends
August 24 - September 5	Quarter break
Fall 2016	
September 6	Quarter begins
September 12	Last day to drop or add classes without penalty (Drop/add paperwork must be submitted to the campus office by 6:00 p.m., September 13)
September 27	Interim begins
October 3	Last day to drop or add interim classes without penalty (Drop/add paperwork must be submitted to the campus office by 6:00 p.m., October 4)
October 14	End of first 5-1/2 week classes and beginning of second 5-1/2 week classes
October 21	Last day to drop regular term classes without punitive grade
October 29	Last day to drop Interim classes without punitive grade.
November 5	Make-up day for Veteran's Day Holiday
November 11	Veteran's Day Holiday - No classes
November 15 - 21	Final exams
November 21	Quarter ends

THE STUDENT HANDBOOK

This student handbook includes and, in some cases, summarizes information contained in the NAU catalog. In the event any discrepancy exists between the two publications, the NAU catalog will be controlling.

The intention of this publication is to acquaint you with some of the policies and procedures of NAU. For more information, you are encouraged to consult the official policies and procedures outlined in the current university catalog or contact the campus director or academic dean at your home campus. Additional information, such as the academic calendar and specific information pertaining to your academic program, may be included in this student handbook. Such information and all subsequent additions or modifications of such material or this handbook are considered part of this handbook. NAU may modify this handbook at any time, with or without advance notice.

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