



National University Subscription Catalog 86

National University
Spectrum Business Park
9388 Lightwave Ave,
San Diego, CA. 92123.

The following updates will take effect September 25, 2023.

Preface

2023/2024

SUBSCRIPTION CATALOG

VOLUME 86 | January 2024

National University Academic Headquarters
9388 Lightwave Ave • San Diego, CA 92123-1426 • (858) 642-8800

For More Information

(800) NAT-UNIV (628-8648)

Current Students

(866) NU-ACCESS (682-2237)

Student Concierge Services

(866) 628-8988

Visit Us on the Web

www.nu.edu

Note: The university reserves the right to change or modify policies, regulations, curricula, courses, tuition and fees, or any other aspect of its programs described in this catalog at any time.

Not all courses or programs listed in this catalog will be available at every campus or online. Not all facilities, equipment and other resources will be available at every campus.

Catalog Effective Date

January 8th, 2024

Accredited By

WASC Senior College and University Commission (WSCUC)
985 Atlantic Avenue
Suite 100
Alameda, CA 94501
(510) 748-9001

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Dear Student,

On behalf of our entire community, welcome to National University. At NU you will be part of the Navigator family – a connected, engaged, and inspired community of students from across the country and around the globe. From day one you will have the support of your fellow students, alumni, faculty, and staff, all here to help you soar toward your education and professional goals.

National University's holistic approach to student support, well-being, and success – called [Whole Human Education™](#) – is about supporting the entire student. Our "5 Pillars of Support" form the core of this approach, providing financial, academic, emotional, career, and family assistance needed for you to succeed in higher education, while you also fill many other important roles in your workplace and family. We understand how to meet students where they are and help them get on a pathway to possibility. We are committed to helping our students change their lives, improve the future of their families, and positively impact their communities.

You have joined an institution that remains steadfast in its mission to provide current and future generations of diverse students the best opportunities for quality education through next-generation education and credential-rich education. NU achieves this promise to our students by offering convenient 4- and 8-week courses, year-round enrollment, flexible online classes, and career-focused programs designed for working adults – taught by professors with real-world experience. Further, innovative data and technology, proactive advising, free tutoring, and many other support resources of the university will provide the scaffolding you may need as you build toward your future, whether that is a new skill, a promotion at work, a more fulfilling career, or simply a sense of personal accomplishment.

NU, one of the nation's largest private nonprofit universities, comprises seven schools and colleges. We offer more than 190+ online and on-campus programs, and we serve more than 40,000 students across the United States and abroad. NU boasts a growing global network of over 220,000 alumni. With over 50 years of educational excellence, we are proud to share that 25 percent of our students are affiliated with the U.S. military, we are the largest conferrer of graduate degrees to minority students in the U.S., and more than 50 percent of our graduates are women. As one of the largest Minority Serving Institutions in the U.S., two-thirds of NU's graduates are racially diverse, approximately 40 percent of our learners are first-generation college students, and 30 percent of our bachelor's degree completers are Latino students.

Again, welcome to the NU Navigator family. We will champion your success every step of the way, from your first class to your triumphant walk across the stage at commencement, to your future success as an NU alumni. Best wishes on your journey to future possibilities! #NUFam, #WingsUpNU
Sincerely,

Mark D. Milliron, Ph.D.



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On behalf of our entire community, welcome to National University. At NU you will be part of the Navigator family – a connected, engaged, and inspired community of students from across the country and around the globe. From day one you will have the support of your fellow students, alumni, faculty, and staff, all here to help you soar toward your education and professional goals.

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helping our students change their lives, improve the future of their families, and positively impact their communities.

You have joined an institution that remains steadfast in its mission to provide current and future generations of diverse students the best opportunities for quality education through next-generation education and credential-rich education. NU achieves this promise to our students by offering convenient 4- and 8-week courses, year-round enrollment, flexible online classes, and career-focused programs designed for working adults – taught by professors with real-world experience. Further, innovative data and technology, proactive advising, free tutoring, and many other support resources of the university will provide the scaffolding you may need as you build toward your future, whether that is a new skill, a promotion at work, a more fulfilling career, or simply a sense of personal accomplishment.

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Sincerely,

Mark D. Milliron, Ph.D.

Calendar Information

Class Calendar at a Glance

OCTOBER 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023						
S	M	T	W	T	F	S
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DECEMBER 2023						
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31						

JANUARY 2024						
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FEBRUARY 2024						
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MARCH 2024						
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APRIL 2024						
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MAY 2024						
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JUNE 2024						
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JULY 2024						
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AUGUST 2024						
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SEPTEMBER 2024						
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OCTOBER 2024						
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NOVEMBER 2024						
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DECEMBER 2024						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

	Quarter Begins
	Term Start Date
	National University Break
	Last Week of Classes
	Term End Date
	Quarter Ends
	National Holiday Observed - No Classes

Calendar and Class Schedules

2022 Fall

Fall Quarter Begins: Monday, September 26

2023 Winter

New Year's Day: Sunday, January 1
Winter Quarter Begins: Tuesday,

2024 Winter

New Year's Day: Monday, January 1
Winter Quarter Begins: Monday,

Veterans Day: Friday, November 11 Thanksgiving: Thursday, November 24 Fall Quarter Ends: Saturday, December 18 Christmas Eve: Saturday, December 24 Christmas Day: Sunday, December 25	January 3 Martin Luther King's Birthday: Monday, January 16 President's Day: Monday, February 20 Winter Quarter Ends: Saturday, March 25	January 8 Martin Luther King's Birthday: Monday, January 15 President's Day: Monday, February 20 Winter Quarter Ends: Saturday, March 30
	2023 Spring Spring Break: Sunday, March 26 – Saturday, April 1 Spring Quarter Begins: Monday, April 3 Memorial Day: Monday, May 29 Juneteenth: Monday, June 19 Spring Quarter Ends: Saturday, June 24	2024 Spring Spring Break: Sunday, March 31 – Saturday, April 6 Spring Quarter Begins: Monday, April 8 Memorial Day: Monday, May 27 Juneteenth: Wednesday, June 19 Spring Quarter Ends: Saturday, June 29
	2023 Summer Summer Break: Sunday, June 25 – Saturday, July 1 Summer Quarter Begins: Monday, July 3 Independence Day: Tuesday, July 4 Labor Day: Monday, September 4 Summer Quarter Ends: Saturday, September 23	2024 Summer Summer Break: Sunday, June 30 – Saturday, July 6 Summer Quarter Begins: Monday, July 8 Independence Day: Thursday, July 4 Labor Day: Monday, September 2 Summer Quarter Ends: Saturday, September 28
	2023 Fall Fall Quarter Begins: Monday, September 25 Veterans Day: Saturday, November 11 Thanksgiving: Thursday, November 25 Fall Quarter Ends: Saturday, December 16 Christmas Eve: Sunday, December 24 Christmas Day: Monday, December 25	2024 Fall Fall Quarter Begins: Monday, September 30 Veterans Day: Monday, November 11 Thanksgiving: Thursday, November 28 Fall Quarter Ends: Saturday, December 21 Christmas Eve: Tuesday, December 24 Christmas Day: Wednesday, December 25

Undergraduate Class Schedule

Undergraduate classes are 4.5 quarter units unless otherwise noted. In Person Undergraduate classes meet for a total of 45 contact hours. National University also offers Hybrid and Online Modalities. All online classes begin on Mondays, with the exception of those terms when Monday is a holiday. In these cases, online courses begin on Tuesday. Ending dates vary by program.

National University's academic year is divided into four twelve-week quarters, each composed of three one-month classes.

- in person classes are held two evenings each week, from 5:30 p.m. to 10 p.m.
- Undergraduate students generally attend two Saturday sessions from 8 a.m. to 12:30 p.m. or 1 p.m. to 5:30 p.m.

Undergraduate day classes are held either Monday and Wednesday or Tuesday and Thursday from 9 a.m. to 2:30 p.m.

- Eight-week class schedules are listed in SOAR
- 24-month calendar follow

IN PERSON MEETING SCHEDULE

WEEKDAY	TIME	SATURDAY SCHEDULE
Monday/Wednesday (8 sessions)	5:30 p.m. - 10 p.m.	8 a.m. - 12:30 p.m. or 1 p.m. - 5:30 p.m. Normally two Saturdays, three Saturdays if weekday holiday makes it necessary
Tuesday/Thursday (8 sessions)	5:30 p.m. - 10 p.m.	8 a.m. - 12:30 p.m. or 1 p.m. - 5:30 p.m. Normally two Saturdays, three Saturdays if weekday holiday makes it necessary

UNDERGRADUATE CLASS TERM DATES

NOVEMBER 2022

Start Date: Monday, October 24
End Date: Saturday, November 19

DECEMBER 2023

Start Date: Monday, November 20
End Date: Saturday, December 16

DECEMBER 2022

Start Date: Monday, November 21
End Date: Saturday, September 17

JANUARY 2024

Start Date: Monday, January 8
End Date: Saturday, February 3

JANUARY 2023

Start Date: Tuesday, January 3
End Date: Saturday, January 28

FEBRUARY 2024

Start Date: Monday, February 5
End Date: Saturday, March 2

FEBRUARY 2023

Start Date: Monday, January 30
End Date: Saturday, February 25

MARCH 2024

Start Date: Monday, March 4
End Date: Saturday, March 30

MARCH 2023

Start Date: Monday, February 27
End Date: Saturday, March 25

APRIL 2023

Start Date: Monday, April 3
End Date: Saturday, April 29

MAY 2023

Start Date: Monday, May 1
End Date: Saturday, May 27

JUNE 2023

Start Date: Tuesday, May 30
End Date: Saturday, June 24

JULY 2023

Start Date: Monday, July 3
End Date: Saturday, July 29

AUGUST 2023

Start Date: Monday, July 31
End Date: Saturday, August 26

SEPTEMBER 2023

Start Date: Monday, August 28
End Date: Saturday, September 23

OCTOBER 2023

Start Date: Monday, September 25
End Date: Saturday, October 21

NOVEMBER 2023

Start Date: Monday, October 23
End Date: Saturday, November 18

APRIL 2024

Start Date: Monday, April 8
End Date: Saturday, May 4

MAY 2024

Start Date: Monday, May 6
End Date: Saturday, June 1

JUNE 2024

Start Date: Monday, June 3
End Date: Saturday, June 29

JULY 2024

Start Date: Monday, July 8
End Date: Saturday, August 3

AUGUST 2024

Start Date: Monday, August 5
End Date: Saturday, August 31

SEPTEMBER 2024

Start Date: Tuesday, September 3
End Date: Saturday, September 28

OCTOBER 2024

Start Date: Monday, September 30
End Date: Saturday, October 26

NOVEMBER 2024

Start Date: Monday, October 28
End Date: Saturday, November 23

DECEMBER 2024

Start Date: Monday, November 25
End Date: Saturday, December 21

Graduate Class Schedule

Graduate classes are 4.5 quarter units, unless otherwise noted. In Person Graduate classes meet for a total of 40 contact hours. National University also offers Hybrid and Online modalities. All online classes begin on Mondays, with the exception of those terms when Monday is a holiday. In these cases, online courses begin on Tuesday. Ending dates vary by program.

National University's academic year is divided into four twelve-week quarters, each composed of three one-month classes.

Graduate students enrolled in an In Person class meet for a final session on the last Saturday of the four week term, either from 8:30 a.m. to 12:30 p.m. or 1 p.m. to 5 p.m.

• In person classes are held two evenings each week, from 5:30 p.m. to 10 p.m.

• Eight-week class schedules are listed in SOAR.

IN PERSON MEETING SCHEDULE

WEEKDAY	TIME	SATURDAY SCHEDULE
Monday/Wednesday (8 sessions)	5:30 p.m. - 10 p.m.	8 a.m. - 12:30 p.m. or 1 p.m. - 5:30 p.m. Normally two Saturdays, three Saturdays if weekday holiday makes it necessary
Tuesday/Thursday (8 sessions)	5:30 p.m. - 10 p.m.	8 a.m. - 12:30 p.m. or 1 p.m. - 5:30 p.m. Normally two Saturdays, three Saturdays if weekday holiday makes it necessary

GRADUATE CLASS TERM DATES

NOVEMBER 2022

Start Date: Monday, October 24
End Date: Saturday, November 19

DECEMBER 2023

Start Date: Monday, November 20
End Date: Saturday, December 16

DECEMBER 2022

Start Date: Monday, November 21
End Date: Saturday, September 17

JANUARY 2024

Start Date: Monday, January 8
End Date: Saturday, February 3

JANUARY 2023

Start Date: Tuesday, January 3
End Date: Saturday, January 28

FEBRUARY 2024

Start Date: Monday, February 5
End Date: Saturday, March 2

FEBRUARY 2023

Start Date: Monday, January 30
End Date: Saturday, February 25

MARCH 2024

Start Date: Monday, March 4
End Date: Saturday, March 30

MARCH 2023

Start Date: Monday, February 27
End Date: Saturday, March 25

APRIL 2024

Start Date: Monday, April 8
End Date: Saturday, May 4

APRIL 2023

Start Date: Monday, April 3
End Date: Saturday, April 29

MAY 2024

Start Date: Monday, May 6
End Date: Saturday, June 1

MAY 2023

Start Date: Monday, May 1
End Date: Saturday, May 27

JUNE 2024

Start Date: Monday, June 3
End Date: Saturday, June 29

JUNE 2023

JULY 2024

Start Date: Monday, July 8
End Date: Saturday, August 3

Start Date: Tuesday, May 30
End Date: Saturday, June 24

JULY 2023

Start Date: Monday, July 3
End Date: Saturday, July 29

AUGUST 2024

Start Date: Monday, August 5
End Date: Saturday, August 31

AUGUST 2023

Start Date: Monday, July 31
End Date: Saturday, August 26

SEPTEMBER 2024

Start Date: Tuesday, September 3
End Date: Saturday, September 28

SEPTEMBER 2023

Start Date: Monday, August 28
End Date: Saturday, September 23

OCTOBER 2024

Start Date: Monday, September 30
End Date: Saturday, October 26

OCTOBER 2023

Start Date: Monday, September 25
End Date: Saturday, October 21

NOVEMBER 2024

Start Date: Monday, October 28
End Date: Saturday, November 23

NOVEMBER 2023

Start Date: Monday, October 23
End Date: Saturday, November 18

DECEMBER 2024

Start Date: Monday, November 25
End Date: Saturday, December 21

Locations

ACADEMIC HEADQUARTERS

9388 Lightwave Ave.
San Diego, CA 92123-1426
P 858.541.7700

CERRITOS COMMUNITY COLLEGE UNIVERSITY CENTER

11110 Alondra Blvd
Business, Humanities and Social Science Division,
SS-23 (Basement)
Norwalk, CA 90650

COLLEGE OF THE CANYONS UNIVERSITY

26455 Rockwell Canyons Rd.
Suite 204D
Santa Clarita, CA 91355

FRESNO CAMPUS

20 E River Park Place
West Fresno, CA 93720-1551
P 559.256.4900
F 559.256.4992

Academic Department

P 559.256.4969
F 559.256.4995

Administration

P 559.256.4901
F 559.256.4991

Admissions

P 559.256.4900
F 559.256.4992

Bookstore

(National University TextDirect)

P 1.866.243.0077
E Nutextdirect@bkstr.com
W www.nutextdirect.com

Business Office/Student Accounts

P 559.256.4911
F 559.256.4993

PORTERVILLE COMMUNITY COLLEGE UNIVERSITY CENTER

100 E College Ave
Porterville, CA 93257

OXNARD CAMPUS

1000 Town Center
Suite 125
Oxnard, CA 93036
P 805.437.3000
F 805.437.3094

RANCHO BERNARDO CAMPUS

16875 West Bernardo Drive
Suite 150
San Diego, CA 92127-1675
P 858.521.3900
F 858.521.3998

RANCHO CORDOVA CAMPUS

10901 Gold Center Drive
Rancho Cordova, CA 95670
P 916.855.4100
F 916.855.4295

SCRIPPS RANCH

9980 Carroll Canyon Rd.
San Diego, CA 92131
P 619.563.7200

SOUTH BAY CAMPUS

660 Bay Boulevard
Suite 110
Chula Vista, CA 91910-5200
P 619.563.7400

MILITARY LEARNING CENTERS

MARINE CORPS AIR STATION MIRAMAR

Kelso Rd.
Building 5305
San Diego, CA 92145

Conference Facilities

P 559.256.4926

Credential Advisor

P 559.256.4931

Financial Aid

P 559.256.4928

LA MESA CAMPUS

7787 Alvarado Road

La Mesa, CA 91942-8243

P 619.337.7500

LOS ANGELES CAMPUS

5245 Pacific Concourse Drive

Suite 100

Los Angeles, CA 90045-6905

P 310.662.2000

F 310.662.2098

Academic Department

P 310.662.2102

Administration

P 310.662.2000

Admissions

P 310.662.2000

F 310.662.2099

Bookstore

(National University TextDirect)

P 1.866.243-0077

E Nutextdirect@bkstr.com

W www.nutextdirect.com

Business Office/Student Accounts

P 310.662.2035, 310.662.2031,
2032, 2033

School of Letters and Sciences

P 310.662.2000

F 310.662.2110

P 619.563.7355

NAVAL AIR STATION**NORTH ISLAND**

S. R Avenue

Building 650

San Diego, CA 92135-7024

P 619.563.7478

NAVAL MEDICAL CENTER

34425 Farenholt Ave.,

Bldg. 26 3B

San Diego, CA 92134-5000

P 619.563.7470

NAVAL BASE SAN DIEGO

3975 Norman Scott Rd.

Bldg. 3280 B114

San Diego, CA 92136-5000

P 619.563.7474

FLEET ANTI-SUBMARINE WARFARE TRAINING

33077 Ping Place

Building 7

San Diego, CA 92147-5090

P 619.563.7488

NAVAL BASE CORONADO

S. R Avenue

Building 650

San Diego, CA 92135-7024

P 619.563.7478

MARINE CORPS RECRUIT DEPOT

4025 Tripoli Avenue

Building 111

San Diego, CA 92140-5000

P 619.563.7482

MARINE CORPS BASE CAMP**PENDLETON**

B Street

Bldg. 1331

Box 555020

Camp Pendleton, CA 92055-5020

Credential Advisor**P** 310.662.2050**Financial Aid Advisor****P** 310.662.2020**Sanford College of Education****P** 310.662.2000**F** 310.662.2110**PLEASANT HILL****Admissions Offices**

100 Ellinwood Way

Pleasant Hill, CA 94523-4817

P 925.969.3587**P** 760.268-1533**TWENTYNINE PALMS MARINE AIR GROUND**

Task Force Training Center

6th Street

Bldg. 1526

Twentynine Palms, CA 92278-1118

NAVAL SUBMARINE BASE

Admissions Office

140 Sylvester Road

Building 140

San Diego, CA 92106-3521

P 619.563.7490

Locations		
SPECTRUM ACADEMIC HEADQUARTERS 9388 Lightwave Ave. San Diego, CA 92123-1426 P: 858.541.7710	CERRITOS COMMUNITY COLLEGE UNIVERSITY CENTER 11110 Alondra Blvd Business, Humanities and Social Science Division, SS-23 (Basement) Norwalk, CA 90650 P: 562-467-5000 Ext 2789	COLLEGE OF THE CANYONS UNIVERSITY 26455 Rockwell Canyons Rd. Suite 204E Santa Clarita, CA 91355 P: 818-932-2461
FRESNO CAMPUS 20 E River Park Place West Fresno, CA 93720-1551 P: 559.256.4950	LOS ANGELES CAMPUS 5230 Pacific Concourse Drive 4th Floor Los Angeles, CA 90045-6905 P: 310.662.2005 Academic Department P: 310.662.2005 Administration P: 310.662.2005 Admissions P: 310.662.2005	PLEASANT HILL JFK School of Psychology and Social Sciences - PsyD Campus 100 Ellinwood Way Pleasant Hill, CA 94523-4817 P: 925.969.3300
PALOMAR COMMUNITY COLLEGE 11111 Rancho Bernardo Road Office #235 San Diego, Ca 92127 P: 858-210-0215	PORTERVILLE COMMUNITY COLLEGE UNIVERSITY CENTER 100 E College Ave Porterville, CA 93257	RANCHO BERNARDO CAMPUS 16875 West Bernardo Drive Suite 150 San Diego, CA 92127-1675 P: 858.521.3900
RANCHO CORDOVA CAMPUS 10901 Gold Center Drive Rancho Cordova, CA 95670	SCRIPPS RANCH 9980 Carroll Canyon Rd. San Diego, CA 92131 P: 619.563.7200	SOUTH BAY CAMPUS 660 Bay Boulevard Suite 101 Chula Vista, CA 91910-5200 P: 619.563.7400

Military Training Locations		
MARINE CORPS BASE CAMP - PENDLETON 12th Street Building 1331, Rm 104 Box 555020 Camp Pendleton, CA 92055-5020 P: 760.994-5236	MARINE CORPS AIR STATION - MIRAMAR Kelso Rd. Building 5305 San Diego, CA 92145 P: 619.563.7355	MARINE CORPS RECRUIT DEPOT 4025 Tripoli Avenue Building 111 San Diego, CA 92140-5000 P: 619.563.2518
MARINE AIR GROUND - TWENTYNINE PALMS Task Force Training Center 6th Street Building 1530, Rm 309 Twentynine Palms, CA 92278-1118 P: 760-830-6887	Marine Corp Air Station - YUMA Education Center Building 850, Room 110 MCAS Yuma, AZ 85369	FLEET ANTI-SUBMARINE WARFARE TRAINING 33077 Ping Place Building 7, Rm 125 San Diego, CA 92147-5090 P: 619.563.2504
NAVAL AIR STATION - NORTH ISLAND S. R Avenue Building 650 San Diego, CA 92135-7024 P: 619.963.1919	NAVAL BASE SAN DIEGO 3975 Norman Scott Rd., Bldg. 3280 B103 San Diego, CA 92136-5000 P: 619.563.7474	NAVAL MEDICAL CENTER 34800 Bob Wilson Dr., Bldg. 26 Floor 3B San Diego, CA 92134-5000 P: 619.563.7476
NAVAL SUBMARINE BASE Admissions Office 140 Sylvester Road Building 211, Rm 210 San Diego, CA 92106-3521 P: 619.563.7490	Nellis Air Force Base/Testing Center 4475 England Avenue Suite #3 Nellis AFB, NV 89191 P: 702-283-8490	Vandenberg Space Force Base 641 Utah Avenue Building 13640 Lompoc, CA 93437 P: 858-642-8020

Department and Directory

Academic Headquarters

9388 Lightwave Avenue
San Diego CA 92123
P 858.642.8594
F 858.642.8708

Accounts Payable

P 858.642.8573
F 858.642.8723

Administration and Business

9388 Lightwave Avenue
San Diego CA 92123
P 858.642.8593
F 858.642.8711

Admissions

P 1.800.NAT.UNIV (628.8648)
E admissions@nu.edu

Alumni and Community Relations

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Tuition and Fees

TUITION

Tuition rates are effective as of January 1, 2024.

National University's subscription programs charge tuition at the start of each subscription period. A subscription period is a block of 16 weeks within which students begin courses. Regardless of the number of courses the students' begins during the period, students will be charged the same flat rate. The charge for the subscription period includes tuition, fees and books. No additional fees associated with the subscription period will be assessed. Additional fees may apply based on student specific circumstances as listed below.

Undergraduate Full Time Rates.....\$5,500 per subscription period (16 instructional weeks)

Tuition is due and payable prior to the first-class session of each subscription period unless other arrangements have been made with the institution. Some students may qualify for National University Payment Plans. If a tuition payment check is returned due to insufficient funds, the University reserves the right to drop all current and future classes for that student. Students will be notified of this action and assessed a return check charge. The University may require students who have written multiple insufficient-fund checks to make all future payments by cashier's check, cash or money order.

The University reserves the right to modify tuition and fees at any time. Students whose employers have entered into a contractual agreement with the University may be eligible for reduced tuition.

General Fees

Fees are non-refundable. All records and services are withheld from students who have any outstanding financial obligations to the University or have defaulted on a Title IV loan at the University. Effective May 1, 2011 National University began reporting student account defaults to credit reporting agencies.

International Student Orientation Fee.....\$50

Transcript Fee.....\$5 (Per copy fee for each transcript–additional \$2 surcharge applicable to e-transcripts.)

Returned Check Charge.....\$20

Credit by Examination Fee.....\$100 (Per examination, per course.)

Challenge Examination Fee.....\$50 (Per examination charge, course waiver, no credit.)

General Information

Mission Statement

To deliver accessible world-class student experiences by providing quality programs and services that ensure student success through meaningful learning.

Vision

To be an inclusive and innovative university serving life-long learners who contribute to the positive transformation of society.

Institutional Learning Outcomes

1. Apply information literacy skills necessary to support continuous, lifelong learning.
2. Communicate effectively orally and in writing and through other appropriate modes of expression.
3. Display mastery of knowledge and skills in a discipline.
4. Demonstrate cultural and global awareness to be responsible citizens in a diverse society.
5. Demonstrate professional ethics and practice academic integrity.
6. Utilize research and critical thinking to solve problems.
7. Use collaboration and group processes to achieve a common goal.

General Description

Dedicated to educational access and academic excellence, National University provides challenging and relevant programs that are student-centered, success-oriented, and have a proven balance of theoretical and practical attributes. Additionally, students are encouraged to take advantage of National University's unique student services options designed to support students throughout their career. National University is geographically dispersed, with its academic and administrative headquarters located in San Diego, California. These departments include the Office of the President, Vice Presidents, Provost, College Deans and Department Chairs, and Enrollment Management.

From its administrative headquarters, National University supports a variety of campuses, making learning convenient for its students.

Enrollment Agreement

Students must submit an enrollment agreement before beginning classes at National University. The agreement includes topics pertaining to tuition and fees, billing, attendance, financial assistance, payment options, and other matters of enrollment. Contact an enrollment advisor for further information.

Familiarity with University Regulations

Through submission of enrollment agreement, students acknowledge receipt of the General Catalog and agree to abide by the policies, rules and regulations of the University. Upon acceptance of the online enrollment agreement, constituting a virtual signature, students acknowledge that they are bound by the policies, rules and regulations of the University contained in this catalog. This publication includes academic standards and the general requirements for graduation. Lack of knowledge or familiarity with the information contained in the General Catalog does not serve as an excuse for noncompliance or violations. The University provides assistance in the form of academic advising, but students are responsible for meeting the published requirements of their respective programs.

Use of Social Security Number

Applicants are required to include their Social Security Number where indicated on the application for admission forms. The Social Security Number is used to identify student records, including records for financial aid eligibility and the disbursement and repayment of financial aid and other debts payable to the University. The Internal Revenue Service (IRS) requires the University to file forms that include information such as amount paid for tuition. This information is used by the IRS to help determine whether a student, or a person claiming the student as a dependent, may take a credit or deduction on their federal income taxes.

Credit Hour Policy

National University recently merged with John F. Kennedy University and Northcentral University with the goal of providing a more holistic approach to student success and degree offerings to support the "Whole Human Education" experience. In part, due to this merger of three universities, National University currently offers degree plans that use "quarter" credit hours and degree plans that use "semester" credit hours. NU is working to consolidate all degree offerings using semester credit hours. Until then, students will need to refer to the university course catalog or speak with their academic advisor to confirm if their degree plan utilizes quarter or semester credit hours.

Semester Credit Hours

NU courses that award credits earned based on semester credits mostly carry 3-semester credits. It is expected that a student taking a 3-credit semester course will need to spend approximately 135-144 hours on learning experiences such as reading and study; research; faculty-student interaction; demonstration of defined learning outcomes through assignments, papers and projects; examinations; and assessment of performance.

Quarter Credit Hours

Courses designed using quarter credit hours divide the academic year into four 12-week quarters, each comprised of three 4-week classes. Under the current policy, 4.5 units of credit are awarded for courses.

Contact Hours: WSCUC accredited, undergraduate courses require 1 hour of classroom instruction (also known as direct faculty instruction or contact hours, including substantive interaction) and a minimum of 2 hours of out-of-class (non-contact hour) student work, per credit hour, each week for 10-12 weeks, or the equivalent amount of work over a different amount of time. (Note - If the accreditor updates this requirement, the following will be revised.)

At National University, this means that a typical, 4.5 credit hour course taught over 4 weeks, must include at least 2,700 minutes (45 hours) of student contact time spent "in" the course. (For fewer credits, divide these numbers appropriately; for more credits, multiply these numbers appropriately. Courses longer than 4-weeks will see these numbers spread over time.) This student-content, student-student, and/or student-professor interaction typically involves students working in the LMS itself. In the 4-week, 4.5 credit hour course model used at NU, this means that students should spend just over 11 hours per week working in and with fellow students, instructors, and course content such as discussions, simulations, watching videos, etc., (For more assistance with considering how to strategize timing for an online course, see Appendix.)

Non-Contact Hours: WSCUC expects individual programs and/or departments to make determinations above and beyond the base timeframe (called non-contact hours) with a minimum requirement of 2 hours of non-contact time for every 1 hour of contact time. (Ex: A typical week for a National University undergraduate student should see approximately 11 hours of "in class" work with at least 22 hours of reading, writing papers, creating presentations, and other homework, etc.) Course Authors should seek guidance from department stakeholders for other non-contact expectations.

Notice Concerning Transferability of Credits and Credential Earned at Our Institution

The transferability of credits you earn at National University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits or degree you earn in your program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree or certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending National University to determine if your credits, degree or certificate will transfer.

National University Student Email Address

Upon enrollment, all students will be issued an official National University student email address. National University's email services support the educational and administrative activities of the University and serve as a means of primary and official communication by and between users and the University. From this point forward, National University solely uses the official student email address to communicate important announcements to its students regarding financial aid, student accounts, advising, grades, student records and more. It is important that students access the official student email account. The services are provided only while a student is enrolled in the the University and once a student's electronic services are terminated, students may no longer access the contents of their mailboxes.

Financial Obligations and Release of Records

The University awards diplomas only after a student satisfies all financial obligations to the University. Some services are withheld from students who have any outstanding financial obligations to the University or who have defaulted on federal Perkins or NU Institution Loans.

Criminal History Notice

Many disciplines, professions and jobs require disclosure of an individual's criminal history, and a variety of states require background checks to apply to, or be eligible for, certain certificates, registrations and licenses. Existence of a criminal history may also subject an individual to denial of an initial application for a certificate, registration or license and/or result in the revocation or suspension of an existing certificate, registration or license. Requirements can vary by state, occupation and/or licensing authority.

If a student has been arrested or convicted of a crime it may be more challenging or impossible to obtain employment in certain fields upon graduation. Students are strongly encouraged to consult state requirements and prohibitions to determine whether an arrest, crime or criminal history may affect their eligibility to continue within their program and/or subsequent licensure. Previous arrests or a criminal record may prevent students from being placed at training sites, stop an applicant from obtaining requisite licenses, registration, certifications or gain employment in the field, and/or compromise their ability to complete all academic/program requirements.

Students with previous arrests or a criminal record are individually responsible for checking all licensing and certification requirements in any state where the student is interested in working. Students are also responsible for understanding all residency training requirements to determine whether their criminal history will be a barrier to participation.

Faculty

There are two tiers of faculty at National University—full-time and part-time, which includes part-time faculty.

Full-Time Faculty are members of the University whose primary responsibilities include teaching, scholarship, service, intellectual coordination with the part-time faculty, professional development, student advising and participation in the University's governance.

Part-Time (PT) Faculty are subject matter experts whose principal professional commitments are elsewhere in their fields, maintaining relevancy in their professional and disciplinary fields is a requirement of the position. PT faculty are contracted to teach a designated number of students or courses per year, assist in content development, coach peers, or advise students on course-related topics.

All faculty hold advanced degrees in their areas of expertise and are respected professionals with many years of career experience. When hired, they receive an orientation to the University as well as training in the various learning modalities used at National University. Ongoing professional development occurs throughout the academic year.

Military Community

National University has eight convenient locations for the military community in San Diego County and one in San Bernardino County. Centers are located at Naval Base San Diego, Fleet Antisubmarine Warfare Training, Naval Air Station North Island, Marine Corps Recruit Depot San Diego, Marine Corps Air Station Miramar, Marine Base Camp Pendleton, Naval Base Coronado, Naval Medical Center, and Twentynine Palms Marine Air Ground. National University also has admissions offices at Naval Hospital and Naval Submarine Base in San Diego.

National University offers reduced tuition for classes on base for qualified students, including active-duty members, their spouses and dependents, Active Reserve/ National Guard Service Members and dependents. The University accepts DSST tests offered through the military voluntary education program.

Safety Program

National University is concerned about the safety of its students and employees and has instituted a University Safety Policy and an Injury and Illness Prevention Program. Students play an important role in ensuring that their classroom facilities are safe. Students should:

- Review fire, medical and earthquake emergency procedures posted in each classroom and be prepared to respond accordingly.

- Review emergency egress routes and know the location of fire extinguishers (posted in each classroom).
- Watch for any hazardous conditions and report them immediately to the center assistant.

Safety procedures are posted at campuses, labs and available on the University's website at <https://www.nu.edu/safety/>

Campus Security

National University recognizes that crime prevention is the responsibility of each person either working, attending school, or visiting at a University facility. Crime prevention is best served by the vigilant surveillance of the premises and the reporting of any suspicious personal behavior. The University, therefore, is committed to providing a safe environment for learning and working. To help prevent crime, students should:

- Lock their cars.
- Never leave valuable items in their parked cars.
- Return to their cars in the company of other students when they leave the classroom at night. If no other students are going in that direction, students should request that a security guard or the center assistant accompany them.
- Take items of value with them when they leave a classroom, unless they are certain that the classroom will be locked or monitored while they are away.
- Report anything that appears to be out of the ordinary (e.g., a stranger lingering in the area) immediately to the center assistant.

Students should never single-handedly try to stop a criminal in the act. Students should call for security or report the act by calling 911. When the emergency operator answers, students should give the operator their direct dial number, name, and specific location, including building and room number. (For students calling from a campus phone at the La Mesa, South Bay, Marine Corps Recruit Depot, or any of the San Diego Naval installations, the location displayed on the 911 emergency operator's console will be that of the central telephone switch unit, rather than that of the caller.) If time permits, students should also notify the University operator by dialing 0, since it is possible the 911 emergency operator may try to contact them through the main University number.

If students are involved in or aware of any event that requires the attention of University administration, they should complete a "NU Safety & Security Incident Report" available through the center assistant.

Pursuant to the Crime Awareness and Campus Security Act of 1990, referred to as the Clery Act, the University publishes the Annual Security Report that discloses information about campus safety policies, procedures and crime statistics. This current report is available on the University's website at <https://www.nu.edu/ouruniversity/annualsafetyandsecurityreport/> . Printed copies are available upon request to all current students and prospective students at each National University campus.

Conference Services

National University offers conveniently located facilities available for conference needs at very competitive rates. The University's conference-style classrooms are perfect for hosting seminars, conferences, off-site meetings, or training sessions in an academic atmosphere that is comfortable, focused, and conducive to interaction and learning.

Development

As a nonprofit institution, the University relies to a large extent on the public's generosity to provide nontraditional learners with an affordable, accessible and relevant education. The Office of Development is responsible for securing annual gifts, corporate and foundation partnerships, planned gifts, and major donor relations. Charitable gifts help to fund scholarships and endowments that make a college degree affordable to underserved students. Partnerships with corporations and foundations launch new programs that are relevant and leading-edge.

The Office of Development fosters interaction with the University among corporations and other organizations to serve mutually beneficial community needs.

For further information, visit www.giving.nu.edu or contact the Office of Development at 858.642.8807 or development@nu.edu.

Accreditation/Memberships

Since 1977, National University has been accredited by the WASC Senior College and University Commission (WSCUC).

The University is also:

- Accredited by the Association for Advancing Quality in Educator Preparation (AAQEP) for educator preparation programs.
- Approved by the California Commission on Teacher Credentialing (CT).
- The baccalaureate degree programs in nursing and post-graduate APRN certificate programs at National University are approved by the California Board of Nursing (BRN).
- The baccalaureate degree programs in nursing, master's degree programs in nursing, Doctor of Nursing Practice program, and post-graduate APRN certificate programs at National University are accredited by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>).
- Designated as a Center of Academic Excellence in Cyber Defense Education (CAE CDE) for the Master of Science in Cybersecurity.
- Approved by the American Bar Association (ABA) for the Bachelor of Science in Paralegal Studies, Associate of Science in Paralegal Studies, and Paralegal Specialist Certificates.
- The Bachelor of Science in Electrical and Computer Engineering is accredited by the Engineering Accreditation Commission of ABET, <https://www.abet.org>, under the General Criteria and the Electrical, Computer, Communications, Telecommunication(s) and Similarly Named Engineering Program Criteria.
- The Bachelor of Science in Computer Science is accredited by the Computing Accreditation Commission of ABET, <https://www.abet.org>, under the General Criteria and the Computer Science Program Criteria. The National University Master of Public Health program is accredited by the Council on Education for Public Health (<https://ceph.org/>).
- The National University Doctor of Nurse Anesthesia Practice program is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA), 10275 W. Higgins Rd., Suite 906, Rosemont, IL 60018-5603; (224) 275-9130.
- The Master of Health Administration program has received candidacy status from the Commission on Accreditation of Healthcare Management Education (CAHME), 6110 Executive Blvd., Suite 614, Rockville, MD 20852.
- Emergency Medical Technician (EMT) certification is provided through the National Registry of Emergency Medical Technicians (NREMT).
- Both the Emergency Medical Technician (EMT) certificate program and the Emergency Medical Services (EMS) continuing education program adhere to California EMS Authority Regulations and are approved by the Fresno County EMS Office and the San Diego County EMS Office.
- Certified by the Society of Human Resource Management for the Masters of Arts in Human Resource Management.
- A member of the American Association of Colleges for Teacher Education (AACTE).
- Approved to train veterans under Title 38, U.S. Code (GI Bill).
- Approved for student financial aid by the Department of Education.
- A member of the Council of Colleges of Arts and Sciences (CCAS).
- Authorized under federal law to enroll non-immigrant alien students.
- A member of the American Association of Intensive English Programs (AAIEP) through its Language Institute English Language program.
- Approved for Army, Air Force, Coast Guard, Marine Corps, Navy and U.S. government tuition assistance. Students in San Diego, Los Angeles, and Rancho Cordova who qualify may enroll in the Army or Air Force ROTC cross-enrollment programs.
- National University has received specialized accreditation for its business programs through the International Assembly for Collegiate Business Education (IACBE), located at 11374 Strang Line Road, Lenexa, Kansas, USA. For a listing of accredited programs visit: iacbe.org/memberpdf/NationalUniversity.pdf

Campuses

- Fresno
- La Mesa
- Los Angeles
- Oxnard
- Rancho Bernardo
- Rancho Cordova
- South Bay
- Spectrum Business Park Technology

Military Learning Centers

- Fleet Antisubmarine Warfare Training
- Marine Base Camp Pendleton
- Marine Corps Air Station Miramar
- Marine Corps Recruit Depot San Diego
- Naval Base Coronado
- Naval Air Station North Island
- Naval Base San Diego
- Naval Medical Center
- Twentynine Palms Marine Air Ground

UNIVERSITY COURSE NUMBERING SYSTEM

0- to 99-Level Courses: Remedial courses that do not grant collegiate credit.

100- to 200-Level Courses: Lower-Division courses applicable to associate degrees.

300- to 400-Level Courses: Upper-Division courses applicable to bachelor's degrees.

500-Level Courses: Courses which may be applicable as advanced Upper-Division credit or as graduate credit, as specified by the requirements of each program.

600-Level Courses: Graduate-level courses.

800-Level Courses: Doctoral-level courses.

Smoking Policy

See the Smoking Policy under Policies and Procedures section.

Visitors on Campus Policy

The safety and wellbeing of the National University community, including students, faculty, staff and visitors are of utmost importance. Accordingly, the National University Visitor policy sets forth guidelines for behavior and conduct while on University premises.

Access to University property shall primarily be limited to students, employees and their visitors or guests for the purposes of study, work, teaching and conducting other University business or activities. As a private institution of higher learning, National University reserves the right to restrict access to University premises and to prohibit certain individuals from being present on University owned or controlled property at any time at its discretion.

Visitors are not allowed in the classroom during class hours without the prior approval of the instructor. Students are not permitted to bring children to the classroom or computer lab or leave them unattended at any University facility while attending class.

All individuals present on University owned or controlled property shall conduct themselves in a safe and professional manner in accordance with the law and University policies. Prohibited conduct includes, but is not limited to, endangerment of the health and safety of any person or property, intentional or negligent disruption of the operations of the University, excess noise, threats, harassment, hate speech, physical abuse, intimidation, or unauthorized entry into, obstruction of, or occupation of a University owned or controlled property. Any violation of this policy may result in removal from University property and/or disciplinary action.

STATE AUTHORIZATION OF DISTANCE EDUCATION

States have varying rules, requirements and regulations that govern online (distance) education offered by out-of-state postsecondary institutions. These rules require higher education institutions that offer distance education to state residents to obtain exemption, approval, authorization or other certification from the relevant state agencies. Many of these regulations also apply to field experiences (e.g., internships, practicums, clinicals, etc.) in the state.

National University researches and monitors state authorization requirements in each state and continues to make good faith efforts to secure the appropriate authorization and/or licensure to offer online programs in each state in which it enrolls students. Prospective and current students should check this website for continual updates on National University's state authorization statuses. For states with an approved status, please be aware that individual programs may not be approved or may be pending approval by a state authority and cannot be offered to students residing in that state.

STATE RELOCATION NOTICE

Students who relocate while enrolled may be unable to complete their studies if they are moving to a country or state where the University is not currently authorized to offer that particular program. Prospective students should contact their Admissions Advisor to discuss how relocation could alter their eligibility, while current students should contact their Academic Advisor if they are considering relocating during their course of study.

Since the University must be authorized/approved to offer programs in each state, there may be consequences for applicants and students who relocate to a state or country where the institution does not meet state requirements or has yet to be approved. There are also program limitations even in states where the university is authorized/approved; for states with an authorized/approved status, applicants/students may not be able to apply, continue, or change to a particular program, as not all programs may be approved by a state licensing authority. In these cases, these programs cannot be offered to students residing in that state.

PROFESSIONAL LICENSURE/CERTIFICATION

Some programs offered at National University may not provide all the educational requirements necessary for professional licensure or certification in a student's state or country. Prospective and current students should review the University's Licensure Disclosures for more information related to these programs. Individuals considering an online program that leads to a professional license/certification should be aware that requirements for professional licensure can vary drastically by state, and these requirements can change frequently and often without notice. While a program may originally meet the educational requirements for licensure, changes in requirements could impact the program's ability to meet any new educational requirements.

Students considering an online program that leads to a professional license in a state are highly encouraged to contact the appropriate licensing agency and organization(s) in that state to seek information and additional guidance before beginning the program; and students should also continually monitor changes throughout the program as licensure requirements may change over time. Many licensure boards require more than successful degree completion to obtain a license, such as completion of an examination(s), test(s), background check(s), internship/practicum hours, and other requirements determined by the respective state board. It is the responsibility of the student completing the licensure program to check with the respective state licensing board(s) for the most recent information, rules and requirements. National University is not responsible and cannot be held liable if the student is unable to qualify for licensure or certification in any jurisdiction or cannot obtain a practicum/internship location.

STATE-REGULATED REFUND POLICIES FOR ONLINE/DISTANCE LEARNING

Tuition refunds for students enrolled in online programs who reside in certain states will be issued in accordance with the policies required by the laws and regulations of those states. However, if the University's standard Refund Policy is more beneficial to those students, the University will follow its standard Refund Policy. State-specific refund policies are listed below.

STUDENT CONSUMER INFORMATION

Federal Student Consumer Information Requirements

National University (NU) consumer information provides a suite of important University information, disclosures, policies and procedures. Per the Higher Education Opportunity Act, this information is intended to provide an assortment of pertinent and helpful information to prospective students, current students, their families, support

persons, and other interested parties. This consumer information includes resources to academic policies, financial aid resources, general institutional information, health, safety & security items, student services, admissions expectations, and a variety of other areas. NU's consumer information is also available on the University's website at: <https://www.nu.edu/consumer-info/>.

Notice to Enrolled Students

National University (NU) Student and Financial Services team annually emails each enrolled student a Notice of Availability of financial assistance and institutional and consumer information, including FSA Penalties for Drug Law Violations, links to the University's graduation and completion rates and retention rates reported to IPEDS, campus security reports, and student rights under FERPA. Information will also be linked in new student Enrollment Agreements, so all students are provided with the information in the Enrollment process. Students who have any questions or would like to meet with one of the University's dedicated Academic & Finance Counselor may reach out at financialaid@nu.edu or 1-800-NAT-UNIV, ext. 8500.

Financial Aid Information

Financial Aid Programs Available at National University

National University (NU) offers eligible students access to Federal and State loan and grant programs.

Federal Student Aid (FSA) Grants

Federal Pell Grant

This grant program helps students with tuition costs. This program assists students who are working toward a first bachelor's degree.

- Award Range for 2023-2024 Award Year: \$750 to \$7395
- Applications: FAFSA

The Federal Pell Grant Program is an entitlement program for students pursuing their first undergraduate degree. Students must demonstrate financial need to qualify. Students who have already earned a bachelor's degree are not eligible for Federal Pell Grant funds.

The Federal Pell Grant Program is federally funded with the purpose of helping financially needy students meet the cost of postsecondary education. This program is centrally administered by the federal government and is typically the foundation of an undergraduate student's aid package.

In order to determine eligibility for the Federal Pell Grant, NU must receive the results of the Free Application for Federal Student Aid (FAFSA) in the form of a valid Institutional Student Information Report (ISIR) from the Department of Education's Central Processing Service (CPS). The Federal Pell Grant Scheduled Award is based upon the official Expected Family Contribution (EFC) and the Federal Pell Grant Cost of Attendance (COA). The University uses Pell Formula 4 to determine a student's eligibility and award. Students may be eligible to receive up to 150% of their Pell Grant Scheduled Award for an award year. This provision is called "Year-Round Pell" or "additional Pell". Students eligible for Year-Round Pell awards are subject to the normal duration of eligibility rules and LEU limits. A student's maximum duration of Pell Grant eligibility is six scheduled awards, as measured by the percentage of lifetime eligibility used (one scheduled award equals 100% lifetime eligibility used). A student is ineligible to receive further Pell Grant funds if they have reached or exceeded the 600% limit.

The amount of Federal Pell Grant awarded is based upon the length of the payment periods to be funded and the EFC indicated on the student's valid SAR/ISIR. The portion of the enrollment that is funded based upon a particular year's SAR/ISIR depends upon the student's payment periods that begin in that year. Payment periods are normally funded from the year in which they begin.

When a payment period falls into two award years (crosses over July 1st), it is called a "crossover payment period." The University will assign crossover payment periods to the award year that best meets the needs of its students and maximizes a student's eligibility over the two award years in which the crossover payment period occurs.

For an academic year, the student is awarded the full Federal Pell Grant Scheduled Award determined by the EFC and COA. When less than a full academic year is to be funded, the Scheduled Award is prorated appropriately.

Federal Pell Grant funds are generally scheduled for disbursement at the beginning of each subscription period or payment period, in conjunction with the achievement of Satisfactory Academic Progress. The funds scheduled

represent, at maximum, funding for all credits that should be earned during the payment periods to be funded from the appropriate award year.

Federal Supplemental Educational Opportunity Grant (FSEOG)

This grant program assists with tuition costs. Like the Pell Grant, a student must be enrolled in a first bachelor's degree. Awards are made on a limited basis to students with an exceptional financial need.

- Award range: \$100 to \$800
- Applications: FAFSA

TEACH Grant

The Teacher Education Assistance for College and Higher Education Grant Program (TEACH) provides grants of up to \$4,000 per year (based on sequestration laws) to students who intend to teach in a public or private elementary or secondary school in a high-need field that serves students from low-income families. The TEACH Grant requires a four-year teaching commitment within eight years of graduating, or else the grants will convert to Direct Unsubsidized Loans.

- Award range: Up to \$3,772

State (California) Grants

Cal Grant A

Cal Grant A is a state funded grant program to help students with tuition cost. Grant recipients are selected on the basis of financial need and grade point average. Students must be California residents working towards a first bachelor's degree. Recipients of this award will be notified by the California Student Aid commission in June.

- Award: Up to \$9,358/year at National University
- Applications: FAFSA, GPA verification
- Application deadline: March 2
- Date funding begins: October 1

Cal Grant B

Cal Grant B is a state funded grant program to help students with tuition cost. This program is intended to assist students with high potential from disadvantaged, low-income families. Students must be California residents who have completed less than one semester of undergraduate studies. Recipients of this award will be notified by the California Student Aid Commission in June.

- Award: Up to \$9,358 at National University
- Access Award: \$1648/year at National University
- Applications: FAFSA, GPA verification
- Application deadline: March 2
- Date funding begins: October 1

Federal Student Aid (FSA) Loans

Direct Subsidized Loan

This loan program assists undergraduate students with educational expenses. Interest doesn't accrue while you are attending and enrolled in at least a half time status. The interest rate and origination fees are fixed. More information about specific interest and origination rates can be found at <https://studentaid.gov/understand-aid/types/loans/interest-rates>. Repayment is not required while you are attending school and maintain at least half-time enrollment. Students are allowed a six-month grace period when they cease attendance or attend less than half-time. More information about loan repayment can be found at <https://studentaid.gov/manage-loans/repayment>.

Direct Subsidized Loan Amount: For each academic year, a student may borrow:

- Up to \$3,500 as a first-year undergraduate
- Up to \$4,500 as a second-year undergraduate
- Up to \$5,500 as a third-, fourth-, or fifth-year undergraduate

The date funding begins is based on each student's individual program of study.

Direct Unsubsidized Loan

This program is available to undergraduate, graduate, and professional students to assist with educational expenses. Interest accrues while you are attending. More information about specific interest and origination rates can be found at <https://studentaid.gov/understand-aid/types/loans/interest-rates>. Repayment is not required while you are attending school and maintain at least half-time enrollment. Students are allowed a six-month grace period when they cease attendance or attend less than half time. More information about loan repayment can be found at <https://studentaid.gov/manage-loans/repayment>.

Direct Unsubsidized Loan Amount: For each academic year, a student may borrow:

- Up to \$9,500 as a first-year undergraduate
- Up to \$10,500 as a second-year undergraduate
- Up to \$12,500 as a third-, fourth-, or fifth-year undergraduate
- Up to \$12,500 as a fifth-year undergraduate credential student
- Up to \$20,500 as a graduate student
- Up to \$33,000 as a graduate student in certain health professions

Dependent students' Direct Unsubsidized Loan amount eligibility may vary.

Aggregate Loan Limits

- Dependent Undergraduate: \$31,000 (\$23,000 maximum subsidized)
- Independent Undergraduate: \$57,500 (\$23,000 maximum subsidized)
- Graduate: \$138,500 (\$65,500 in subsidized Stafford)
- Graduate in Certain Health Professions: \$224,000 (\$65,500 in subsidized Stafford)

Note: The graduate loan limit includes any Direct Loans borrowed as an undergraduate. Students may view their borrowed loan amounts via NSLDS. A link to the NSLDS website is available via the University's consumer information or directly at: <https://www.nu.edu/admissions/financial-aid-and-scholarships/financial-aid-programs/>.

Direct PLUS Loans

Direct PLUS Loans are available to parents of dependent undergraduate students and graduate or professional students to assist with educational expenses not covered with other financial aid. PLUS loans aren't based on need and require a credit check.

Federal Direct Loan Interest Rates and Fees

Interest rates and origination fees vary depending on when your aid is disbursed. Specific rates and fees are available on the FSA website. A link to the FSA website is available via the University's consumer information page or directly at: <https://www.nu.edu/admissions/financial-aid-and-scholarships/financial-aid-programs/>.

Federal Work Study (FWS) Program

The FWS program provides funds for part-time employment to help finance the costs of postsecondary education. Employment is available for graduate and undergraduate students with financial need. FWS provides financial aid on a monthly basis as earnings. Opportunities to participate in the FWS program exist in various schools and departments at locations across NU. Specific information and available positions can be found on the NU website at <https://www.nu.edu/Admissions/Financial-Aid-and-Scholarships/federal-work-study-program/>.

Enrollment Reporting Policy

National Student Loan Data System (SSCR Reporting)

Student enrollment status (full-time/part-time/withdrawn, etc.), effective date, and primary location are submitted monthly to National University's servicer, the National Student Clearinghouse (NSC).

NON-TERM BASED ENROLLMENT STATUS

The University recognizes the following program-level enrollment statuses:

Enrollment Status	Code	Definition
Active Full-Time	F	The student is enrolled and attending a course that meets the student's academic degree completion requirements. The student is actively attending class and the student's official last date of attendance based on academic-related activities does not exceed 35 consecutive days.
Active Less Than Half-Time	L	The student is enrolled and attending a course that does not meet the student's academic degree completion requirements, as determined by the institution.
Withdrawn	W	The student has been withdrawn from the University. Withdrawal can be unofficial, official, or administrative.
Graduated	G	The student has completed all program requirements and degree is conferred.
Leave of Absence	A	The student is on an approved Leave of Absence (LOA).

Effective date is determined by the start date of the term session and end dates will vary depending on the student's program and academic calendars (4 week or quarter). Primary location is determined by student enrollment where the majority of courses were completed. A primary location change will only be reported if it is determined the student has completed a majority of coursework at a location other than originally reported.

Primary location will remain the same if this majority is not reached. NSC then transmits the enrollment status and primary location data to the National Student Loan Data System (NSLDS). The Student Status Confirmation Report (SSCR) from the NSLDS is sent to the NSC who then sends a return response to the NSLDS.

Data in the files sent for reporting is reviewed for trends, consistency, and for missing data. Reports are generated monthly to compare Graduated and Withdrawn students each month. If there is an update in the student's enrollment or status after the report was submitted (for example Withdrawn or Graduated), manual submissions are sent to NSC to ensure the corrected enrollment status is reported. If a student's Date of Birth or Social Security Number is corrected in our system, this information is reconciled before the next monthly submission to ensure the data is merged correctly in NSC by the next report.

Title IV Disbursement Policy

Definition of Disbursements and Disbursement Methods

A disbursement may be defined as the application of any aid source to the student account, including, but not limited to, Title IV funding, Veteran's benefits, State Grants, Private Loans, and institutional grants and scholarships.

The disbursement policy allows for consistent application to student accounts that have scheduled and awarded funding. The policy outlines the process for funding when the student falls outside of the standard disbursement timeline.

Students who elect to use Title IV Funding will be subjected to eligibility reviews at multiple checkpoints in the funding period. These checkpoints are implemented to ensure proper adherence to the policy and regulation.

Students must meet eligibility requirements in order to receive subsequent disbursements within an aid year. Students must be making Satisfactory Academic Progress and all required documents must have been submitted to the Financial Aid Office before any disbursement can be made.

Standard Disbursement Process

Subscription period charges are posted to the student account ledger prior to the 16th day of the course start date. Post the 16th Day disbursement rosters are run to capture all students who remain in the subscription period past the add/drop period.

For all students on the above rosters the following items are reviewed to confirm disbursement eligibility:

- for Direct Loans, the student is enrolled at least half time and has a valid, linked MPN; and either entrance counseling has been completed
- for a student otherwise eligible for a Pell Grant, the scheduled disbursement will not cause the student to exceed his or her lifetime eligibility
- The student is meeting Satisfactory Academic Progress or is approved for Financial Aid Probation.
- The ISIR does not have conflicting information, unresolved c-codes, or incomplete Verification flags.
- If a subsequent ISIR has been received, the above criteria apply, and it will be reviewed to determine if any eligibility changes exist in reference to need-based aid eligibility
- for TEACH Grant awards, the student has a. completed initial or subsequent counseling, as appropriate (see Volume 3); b. signed an Agreement to Serve or Repay; and c. earned the appropriate GPA

The University reserves the right to make multiple disbursements within each payment period to align with the timing of charges being assessed.

Post-Withdrawal/Late Disbursements

Generally, if funds are received after the end of the loan or Pell period, if a student has withdrawn after successfully completing the payment period, or if the student has graduated, the student may be eligible for a late disbursement. Post-Withdrawal/Late Disbursements will be reviewed and processed once the qualification criteria has been validated and a student acknowledgment has been collected, if applicable.

Student eligibility for a post-withdrawal/late disbursement is contingent on the following:

Stafford Loans and PLUS/Grad Plus Loans:

- The loan must have originated on or before the end of the loan period or graduation date.
- The student must meet all other eligibility criteria (i.e., Satisfactory Academic Progress (SAP), started the loan period within 30 days, met admission criteria, met disbursement eligibility, etc.).
- The disbursement must be made within 180 days after the date the student becomes ineligible.
- In the case of a late second or subsequent disbursement of Direct Loan funds, the student must have graduated or completed the loan period for which the funds were intended.

Grants:

- A valid ISIR for the award year has been received prior to the student's withdrawal date, or the Department of Education's ISIR deadline dates, whichever is earlier.
- The student has met all other eligibility criteria (i.e. SAP, met admission criteria, and so on).
- The disbursement must be made by the Department of Education's payment deadlines for the given award year or within 180 days after the date the University determined that the student withdrew, whichever is earlier.
- If a student withdraws and it is determined during the return to Title IV calculation that they are eligible for more Pell than was disbursed, they will be offered a post-withdrawal disbursement.
- If there is no withdrawal date in the academic year or the student has graduated, the student may be paid retroactively for any completed payment periods subject to the above stated deadlines.

Disbursement Dates and Schedules

The disbursement process occurs in one set of disbursements at the start of each subscription or payment period. Students will be evaluated for academic and loan period progressions. Disbursements will be based on the charges for the subscription period and any additional funds the student may have requested.

Tuition and fees are charged to the account after the 15-day drop/add period and for which they have demonstrated participation in the subscription period.

Student and Parent Authorizations

Students and parents have the ability, but are not required, to authorize National University to hold funding, within the Academic Year, for future charges. If a student or parent wishes to authorize NU to hold funding, they should contact the financial aid office for the relevant authorization forms.

Additionally, students and parents may authorize National University to use FSA funds to pay for non-institutional charges when needed and should contact the financial aid office for the relevant forms.

Disbursing FWS Funds to Pay Current Award Year Institutional Charges for Tuition, Fees, Contracted Room and Board, and Other Educationally-Related Goods and Services

National University disburses Federal Work Study (FWS) funding directly to students as a paycheck. If students wish to apply payment from FWS participation to their account, they would need to do so by making payments to the institution.

Disbursing FWS Funds to Pay Prior Award Year Institutional Charges

National University does not apply FWS payments to student accounts directly and therefore does not apply FWS payments to prior or future periods.

Disbursing Title IV Funds (Other than FWS) to Pay Current Year Educationally-Related Institutional Charges Other than Tuition, Fees, and Contracted Room and Board

Students and parents may authorize National University to use FSA funds to pay for non-institutional charges when needed and should contact the financial aid office for the relevant forms.

Disbursing Title IV Funds (Other than FWS) to Pay Prior Award Year Educationally-Related Institutional Charges Other than Tuition, Fees, and Contracted Room and Board

Students are allowed to apply up to \$200 in FSA funding to prior year charges. In accordance with this, NU will hold up to \$200 in funding if the student has a prior period charge on their account at the time of disbursement. If the charges or for non-institutional charges, the student (or parent) must provide authorization.

Holding Excess Title IV Funds (Credit Balances)

It is the policy of National University (NU) to issue credit balances within 14 days as required by the Department of Education. In accordance with Department of Education policy, NU determined TIV credit balances based on the charges for the subscription period in question minus any disbursements during the same period. When the disbursements exceed allowable charges, a credit balance is created.

Students will be issued any credit balance owed for each subscription period within 14 days of being posted to their student ledger.

In practice, NU does not hold Credit Balances on student accounts. Credit balance payments are made to students within 14 days of the credit balance creation. In some cases, students or parents may wish to authorize to hold a credit balance on the student account within an Academic year. For details on that process see section 11.3. Title IV credit balances are not held on student accounts, even with authorization, beyond the end of a payment period.

Credit Balance Management

If Title IV disbursements to a student's account at the school create a credit balance, the school must pay the credit balance directly to the student or parent as soon as possible, but no later than 14 days after:

- The first day of a new subscription period if the credit balance occurred prior to that subscription period beginning
- The day the balance occurred if the credit balance was created after the first day of a new subscription period
- R2T4 completion if the student withdrew or got dismissed from the university between the time the funds disbursed and the end of the 14-day window.

If a student has withdrawn or gotten dismissed, the credit balance will be handled as follows:

- Credit balance will be treated as aid disbursed in R2T4 calculation, and will be subject to return based on results of the calculation
 - If a student is identified as having a grant overpayment as a result of the R2T4, any remaining credit balance funds will be used to cover that balance.
- Any applicable refund policy is applied to determine if doing so creates a new or larger Title IV credit balance
- Funds released within 14 days of calculation completion.

Institutional Information

Net Price Calculator (NPC)

National University (NU) provides prospective students with a calculator designed to give them an early indication of how much and what types of financial aid they may qualify for if they were attending school full-time in the academic year indicated. The goal is to provide students with a clear picture of options and opportunities so they may make more informed decisions about their college choices. A link to the College Board's NPC is available on the University's consumer information page at: <https://www.nu.edu/consumer-info/>.

Cohort Default Rates (CDR)

National University (NU) provides prospective students with the University's annual FSA loan default rate to give them an indication of how many students who borrowed FSA loan funds from the University are not paying back their FSA loans. The goal is to provide students with an indicator regarding the percentage of students who do not repay their loans after graduating or withdrawing from the University. A link to NU's current and prior two year's default rates is available on the University's consumer information page at: <https://www.nu.edu/consumer-info/>.

Tuition and Fees

National University (NU) provides prospective students with a straightforward, easy to understand tuition and fee structure that includes a cost per subscription period tuition rate. National University (NU) tuition and fee costs for all of its programs are available on the University's consumer information page at: <https://www.nu.edu/consumer-info/>.

Textbooks

National University (NU) has partnered with the largest textbook supplier and distributor in the nation, Barnes and Noble College (BNC) Services and MBS Direct. This partnership is intended to enhance the student experience by offering competitive pricing, quicker access, and additional purchasing choices for course materials.

To support student success, NU has negotiated an institutional agreement to lower costs on New and Used textbooks and offer free two (2) day shipping on domestic orders fulfilled by MBS Direct. In addition, the Guaranteed Buyback Program and Digital Marketplace serve as great resources that can further reduce a student's cost of attendance.

The University's Online Bookstore is built around a course-driven system that ensures students order and receive the right book in a timely manner. Student textbooks and course materials are shipped from a state-of-the art warehouse that is fully operational 24 hours a day, five (5) days a week.

Completion or Graduation Rate

National University (NU) annually prepares its graduation rates and makes these rates available to enrolled and prospective students via its consumer information page at: <https://www.nu.edu/consumer-info/>

National University reports disaggregated graduation rates by gender, major racial and ethnic subgroups (as defined by IPEDS).

The "Student Right to Know" or IPEDS graduation rate tracks the progress of students who began their studies as full-time, first-time degree or certificate-seeking students to see if they complete a degree or other award such as a certificate within 150% of "normal time" for completing the program in which they are enrolled. NU does not disaggregate SRTK graduation by recipients of Federal Student Financial Aid recipients as the number is too small (30 students at last reporting) to disclose or report and protect student privacy. Not all NU students are tracked for these rates. Students who have already attended another postsecondary institution, or who began their studies on a part-time basis, are not tracked for this rate.

Student Right to Know graduation and retention rates can be found on the NCES website at: <https://nces.ed.gov/collegenavigator/?q=national+university&s=all&pg=2&id=119605#retgrad>

NU graduation rates of all students can be found on the NU graduation rate dashboard on the student achievement website at: <https://studentachievement.nu.edu/institutional-data.html>.

Graduate diversity is also available as a Graduate Report as part of the Student Demographics dashboard.

NU retention rates of all students can be found on the NU retention rate dashboard on the student achievement website at: <https://studentachievement.nu.edu/institutional-data.html>.

NU does not calculate job placement rates and thus does not provide the following consumer information: Job Placement Rates, Placement in Employment, and Types of Graduate and Professional Education in Which the Institution's Graduates Enroll.

Annual Security Report

National University (NU) recognizes that crime prevention is the responsibility of each person working at, or attending school at, or visiting, a University facility. Crime prevention is best served by the vigilant surveillance of the premises and reporting any suspicious personal behavior. The University is, therefore, committed to providing a safe environment for learning and working.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current faculty, staff, and students and notice of its availability to prospective students, faculty, and staff. The annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings, or on property owned or controlled by National University, and on public property within, or immediately adjacent to and accessible from the campus.

The report also includes institutional policies concerning campus security such as policies concerning alcohol and drug use, crime prevention, and the reporting of crimes, sexual assault, and other matters.

NU's current and past annual security reports are available on the University's consumer information website at: <https://www.nu.edu/our-university/annual-safety-and-security-report/>. The annual report is released in January of each year by the Legal/Regulatory department. A paper copy will be provided upon request.

Timely Warnings and Emergency Notifications

National University (NU) recognizes that crime prevention is the responsibility of the University and each person working at, attending school at, or visiting a University facility. Crime prevention is best served by the vigilant surveillance of the premises and reporting any suspicious personal behavior.

The University's Emergency Operations information line is 1(844)-AlertNU or 1(844) 253-7868. This recorded information line is updated in the event of a campus emergency.

Reporting Health and Safety Concerns

Students, faculty, staff, and guests should immediately report health or safety concerns to campus or security personnel. If a campus security officer cannot be reached, request to speak with the center director or another staff member since they will be able to assist in reaching the security officer. The Campus Safety and Security team may be reached directly via their main line (858) 642-8892, mobile line (619) 405-4208, or email safety@nu.edu.

For concerns that are not an immediate health or safety concern, visit <https://www.nu.edu/reportit/> to connect with the appropriate department.

Emergency Procedures

University team members are advised to program the following numbers in their mobile phones in the event of an emergency and should note that campus phones will require "9" to be entered to reach an outside line. Incidents occurring on any campus can be reported to the Director of Security for immediate assistance:

- Office Phone: (858) 642-8191
- Mobile Phone: (619) 405-4208
- Safety & Security Office: (858) 642-8892

All work-related injuries or illnesses must be reported to Human Resources within 24 hours:

- Office Phone: (858) 642-8191
- Email: benefits@nu.edu

If an incident is in progress and someone is unable to call but has access to email, a message will need to be sent instead to incidents@nu.edu. This notifies Human Resources, Information Technology, Regional Operations and Safety & Security. All Security Officers are equipped with a cell phone. Please contact your Center Director for your officer's number.

Active Shooter

If an active shooter is in the vicinity: RUN.HIDE.FIGHT.

- Remain calm. Survey your surroundings for a safe escape route.
- RUN. Relocate to a safe location.
- If there is an escape path, attempt to evacuate to a safe location.
- Leave your belongings behind. Staying out of harm's way is your top priority.

- Help others escape, if possible.
- Prevent others from entering the area.
- Call 911 when you are safe. Report location of injured and if possible, description of assailant.
- HIDE. If evacuation is not possible, find a place to hide.
- Lock and/or blockade the door.
- Silence your cell phone.
- Hide behind large objects, out of the assailant's view.
- Remain very quiet.
- Prepare to evade or defend.
- FIGHT. As a last resort, and ONLY if your life is in danger.
- Attempt to incapacitate the intruder.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.

When Law Enforcement Arrives:

- Remain calm and follow instructions.
- Keep your hands visible at all times.
- Avoid pointing or yelling.
- Know that help for the injured is on its way.
- Wait for further instructions. Do not drive away unless instructed to do so.

Building Evacuation

- When an alarm sounds or an emergency is communicated, evacuate the building IMMEDIATELY.
- Pull the fire alarm if you discover a fire.
- Do not lose your life over your possessions. If time allows, take your keys and cell phone.
- CLOSE but do not lock doors as you leave.
- Look for the nearest doorway marked EXIT and/or proceed to the nearest safe stairway and exit the building quickly.
- Do not use elevators.
- Be certain all persons in the area are evacuated, if possible.
- Help those who need special assistance.
- Report immediately to the designated assembly area for a head count. Report anyone missing or injured.
- Wait for instructions from emergency personnel. Do not leave until told to do so.

Earthquake

BEFORE

- Decide where you can take cover when tremors start.
- Clear the area underneath your desk of boxes or other items.
- Store your Grab-in-Go bag underneath your desk or table.
- Secure bookshelves or partitions to walls.
- Keep overhead bins locked.
- Prepare a kit for home. (3 day supply of food & water, First Aid kit, blankets, flashlights, radio, and batteries).
- Store a pair of shoes and flashlight in a bag and tie it to your bedpost.

- Establish an out-of-state contact.
- Join your local Community Emergency Response Team (CERT).

DURING

- Resist the urge to panic and flee. Remain calm.
- Protect yourself from falling or flying objects.
- Get under or beside something that is sturdier than you.
- Stay away from large windows, shelving systems, or tall room partitions.
- DROP onto your hands and knees and take cover underneath a desk, table, or stairwell; or beside an interior wall or sofa.
- Do not stand in doorways. Doors can swing violently, resulting in smashed or broken fingers.
- COVER the back of your head and clasp your hands behind your neck. Bend over to protect your vital organs.
- If you are in a wheelchair, set your parking brake, lean forward and cover your neck with your hands and arms or other items.
- Close your eyes and mouth to protect against dust and debris.
- HOLD ON to desk or table legs so that you can remain covered; or hold on to sofa leg. Be prepared to move with your shelter.
- Remain sheltered until shaking stops.
- Prepare for aftershocks, power outage, sounding alarms, activated fire sprinklers, and noise from broken glass, creaking walls or falling objects.
- If you are inside, stay inside.

If you are outside:

- Resist the urge of running towards a building.
- DROP, COVER and HOLD ON.
- Drop down to your hands and knees.
- Cover your head with your arms, clasping your hands behind your neck.
- Bend over to cover your vital organs and hold on.
- If you can move safely, relocate to an open area away from overhead power lines, building facades, or windows.

If you are at a desk or table located near a window:

- Get underneath the desk or table and pull in a chair as close as you can to protect yourself from flying glass.

If you're driving:

- Gradually decrease speed and pull over to the side of the road.
- Do not stop under overpasses or bridges.
- Set your parking break.
- Turn on the radio and listen to emergency alerts.
- If a power line falls on your car, call 911 and remain inside your vehicle. Do not touch windows, doors or any metal surfaces.

If in a stadium/theater/auditorium/classroom:

- DROP to your hands and knees, in between the seats.

- COVER your neck with your hands and arms. Bend over as far as possible to protect your vital organs.
- HOLD ON to a chair leg with one hand, while protecting your head and neck with your other arm.
- Close your eyes and mouth to protect against dust and debris.

If sitting in a restroom stall:

- Bend towards your knees.
- Cover your head with your arms to protect yourself from falling objects.
- Close your eyes and mouth to protect against dust and debris.

If at the grocery store:

- Resist the instinct to run.
- DROP, COVER and HOLD ON.

AFTER

- Retrieve your dust mask from your Grab-n-Go bag and use it to cover your nose and mouth.
- Check your surroundings before leaving your shelter or bed.
- Be careful of any debris such as broken glass.
- Do not attempt to evacuate unless absolutely necessary.
- If evacuating, take all essential items (jacket, purse/wallet, cell phone, car and house keys, laptop, etc.) and your Grab-n-Go bag.
- Survey your immediate area for trapped or injured persons and ruptured utilities.
- Provide care for injured and resolve any issues such as chemical spills or other hazards.
- Be prepared for aftershocks by relocating to a safe area and not running.
- If possible, notify your out-of-state contact.

Campus Crime Log

National University (NU) provides a Campus Safety and Security team and maintains a crime log for all campuses. This log is available on its consumer information website at: <https://nupublicresources.blob.core.windows.net/campussecurity/nu-crime-log.pdf>

Other General Disclosures

Consumer Protection Policies and Codes of Conduct

Privacy Policy

National University (NU) is committed to protecting the privacy of students, faculty, team members and all other stakeholders. NU values its users' privacy and has created a Privacy Policy (Policy) to assist in the understanding of how it collects and uses personal information from those who visit its website or make use of its online facilities and services, and what it will and will not do with the information it collects. The NU Policy has been designed and created to assure those affiliated with NU of its commitment and realization of its obligation not only to meet, but to exceed, most existing privacy standards. This Policy does not govern the collection and use of information by companies that NU does not control, nor by individuals not employed or managed by NU. This Policy is designed to provide the following:

- What personally identifiable information is collected through its website;
- Why NU collects personally identifiable information and the legal basis for such collection;
- How NU uses the collected information and with whom it may be shared;

- What choices are available regarding the use of data; and
- The security procedures in place to protect the misuse of information.

FERPA

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, all National University student records are confidential. Generally, information pertaining to a student record is not to be released to a third party without written or authorized electronic consent via a FERPA release form, judicial order or lawfully issued subpoena.

FERPA Rights

FERPA sets out requirements designed to afford students certain rights with respect to their education records. In addition, it puts limits on what information NU may disclose to third parties without receiving prior written consent from the student via a FERPA release form, an authorized signature on another document or a lawfully issued subpoena or judicial order.

NU Registrar's office maintains student educational records, provides students access to their records, and keeps information contained in those records confidential as required by FERPA.

Student Educational Records

NU maintains student educational records, provides students access to their records, and keeps information contained in those records confidential as required by FERPA. FERPA covers anyone who is or has enrolled at the University, including:

- Active students currently enrolled in a program
- Former students and alumni
- Administrative team members, full-time faculty members, and part-time faculty members

When operating websites, NU must take special measures to ensure the confidentiality of the information is protected. A privacy statement appears on the websites that explains what information NU may collect through our websites, why NU collects such information, how the information is protected, and the choices stakeholders have about how NU uses the information.

The University safeguards this information and to ensure the stakeholders are protected.

The University maintains Enrollment, Financial Aid and Disciplinary documents for up to five years and Transcript documentation indefinitely.

Copyright Infringement and Fair Use

NU is committed to adhering to the provisions of the United States Copyright Law, including peer-to-peer (P2P) file sharing. To learn more about our [related policies and procedures](#), see:

- Acceptable Use of Information Technology
- Fair Use of Copyrighted Material

Student Code of Conduct

NU has a Code of Conduct that supports the University mission to provide access to higher education opportunities that help students become valuable contributors to their communities and within their professions. Each student is expected to understand the terms and conditions set forth in the Student Code of Conduct Policy and conduct themselves with academic honesty and personal integrity.

Code of Conduct

The University has established the following Code of Conduct for all current or former students and alumni. As a member of the NU Community, each student is expected to understand the terms and conditions set forth in this Policy, comply with the standards, and conduct themselves in a professional and respectful manner. (See the Employee Handbook and Faculty Handbook for the Code of Conduct applicable to staff and faculty.)

National is committed to maintaining an inclusive community with exceptional ethical standards of professional and academic conduct. Substantiated violations may result in disciplinary sanctions, up to and including expulsion from the University.

Community members of the University are expected to conduct themselves professionally, and refrain from acts of misconduct including but not limited to the following seven categories:

- Dishonesty, cheating, plagiarism, misrepresentation or furnishing false information, forgery, or misuse of academic or administrative materials
- Harassment, stalking, humiliation, name-calling, the use of insulting or offensive language, cyber-bullying, threatening communications, abuse and intimidation
- Conduct, in speech, written communication or behavior, that is disrespectful or unprofessional or racist, sexist, ageist, or that is otherwise prejudicial against a particular community or social group
- Failure to follow community guidelines for University-sponsored events or University run social media engagement platforms to include any social media posts that are contrary to University values and lead to disruption in the NU Community
- Disruption or obstruction of the normal operations of the University; including unauthorized use of any of the University's facilities, informational or material properties, and resources
- Conduct, in speech, written communication or behavior, that is disorderly, lewd, lascivious, indecent, sexually abusive, or otherwise inappropriate, or that constitutes a breach of the peace; including violation of the University's policy that prohibits bringing alcohol, recreational drugs, or firearms on University property or any location during a University-sponsored event
- Failure to cooperate during a University investigation

All members of the University community who become aware of violations of the Code of Conduct have a responsibility to report them to the appropriate authority.

For violations of an academic nature, the appropriate authority is the relevant Dean or Provost.

For violations that are administrative in nature, the appropriate authority is the relevant director of the functional area that oversees the administrative functions.

For violations that involve monies or are financial in nature, the appropriate authority is the Director of Student and Financial Services and Vice President of Operations - Student and Financial Services.

For minor violations of an interpersonal nature, the appropriate authority is the relevant Director, Vice President, or member of the President's Cabinet.

For violations, including any instance of intimidation or sexual harassment, the violation must be reported to the University President and/or the Vice President of Human Resources.

A member of the University community who is the victim of a sexual assault should immediately notify law enforcement by dialing 911. A team member of the University who, in the course of their job responsibilities, suspects the sexual or physical abuse of a child must immediately report the incident to the law enforcement by

dialing 911. If an incident of sexual assault occurs at a University location, it must be immediately reported to Human Resources.

Faculty and team members involved in the purported Code of Conduct violation(s) have a responsibility to report such incidents to the appropriate Dean by submitting a completed Suspected Code of Conduct Violation form.

The Dean will review the charges presented thus the ownership of the investigation (including supporting documentation) should fall on the reporting party.

NOTE: This policy does not regulate any group or individual posting on their own social media unless their conduct/communication is directed toward or has a direct and negative effect on members of the NU Community.

Student Grievance Process

In the event that a student has a complaint or dispute with the University regarding the University's application of policies and procedures, its decisions, or judgments, the student has a right to seek a satisfactory resolution through the formal avenues of a grievance.

NU encourages students to attempt to resolve all issues internally with their Academic & Finance Counselor and/or Faculty members. This procedure supports timeliness, quality, accountability, and ensures that the appropriate institutional levels are involved and resolve matters in an efficient and effective manner. Additionally, it allows those closest to the problem the ability to extend the highest levels of support services.

Academic & Finance Counselor will coordinate and collaborate with required team members, department, and/or Schools in pursuit of a student's required response. This ensures that the process is in accordance with policy and reviewed by the necessary parties required to properly address the issue at the appropriate institutional level.

Expected Escalation Levels for Resolution

- First level - Academic and Finance Counselor / Faculty
- Second level - Team Lead and/or Associate Director of Student and Financial Services
- Third level - Sr. Director of Student and Financial Services/ Dean or designee
- Fourth level - VP Operations - Student and Financial Services/ Office of the Provost (depending on the nature of the issue)
- Fifth level - Grievance

NOTE: Dissertation Students are required to work through problems and concerns with their Committee Chair. If a student is unable to resolve an issue with the Chair regarding dissertation protocols, then the student may use these resolution methods.

Grievance

A grievance is a formal complaint that has not been resolved at other levels within the University. Resolution is viewed as being afforded due diligence and has been evaluated in accordance with ethics, academic integrity, policies, regulations, and laws. A grievance is not another channel of escalation in the case a decision was not made in the student's favor.

Grievance Evaluation

Formal grievances are reviewed by the Provost and are considered final. Students can file a grievance through their Academic & Finance Counselor if all other steps noted above have been attempted without appropriate resolution.

NOTE: Students may not grieve the stated or published policy of NU.

An individual may contact the Bureau for Private Postsecondary Education for review of a complaint.

The bureau may be contacted at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, through their website <https://www.bppe.ca.gov/>, by phone at 916-431-6959 or by fax at 916-263-1897.

Drug and Alcohol Abuse Prevention Information

National University's (NU) drug and alcohol abuse prevention program and policy is designed to present students and team members of the University with official notification of the applicable policies and penalties related to controlled substances (illicit drugs) and alcohol, as required by the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. Students and team members of the University are required to be aware of and abide by the standards and provisions outlined in this policy statement. NU will distribute this policy to students and team members on an annual basis.

The use, consumption, sale, purchase, possession, manufacture or distribution of illegal drugs, drug paraphernalia, and/or alcohol while on University property or while engaged in University activities is prohibited. All students and team members are subject to this policy and to applicable federal, state and local laws related to this matter. Any violation of this policy may result in disciplinary actions as set forth in the applicable sections of this policy. NU recognizes that students and team members may, in accordance with the federal, state and local laws, choose to use alcohol on their own time. Additionally, the University retains the right to grant limited exceptions to this policy only for the moderate consumption of alcohol during University-sponsored events or meals at which the University deems such moderate consumption to be acceptable.

Students and team members should be aware that there are criminal penalties – under federal, state, and local law – that make it illegal to use, manufacture, sell or possess controlled substances. Students must also be aware that there are federal financial aid penalties for drug-related convictions – received prior to and/or while receiving aid – that can affect student eligibility to receive federal financial aid. For additional information regarding federal financial aid and the implications of drug-related convictions, please visit the Office of the US Department of Education's Federal Student Aid website.

NU urges individuals with substance abuse problems to seek assistance and support. Students are encouraged to seek help through available national and community resources and hotlines including, but not limited to, the following examples:

National Council on Alcoholism and Drug Dependence, Inc. (NCAD)

- Telephone: 1-800-NCA-CALL (622-2255)

Substance Abuse and Mental Health Services Administration (SAMHSA)

- Telephone: 1-800-662-HELP (4357)
- Website: <https://www.samhsa.gov/>
- Treatment Finder: <https://findtreatment.gov/>

National Institute on Alcohol Abuse and Alcoholism (NIAAA)

- Telephone: 1-800-662-HELP (4357)
- Website: <https://www.niaaa.nih.gov/>
- Treatment Finder: <https://www.niaaa.nih.gov/alcohols-effects-health/support-treatment>

National Institute on Drug Abuse (NIDA)

- Telephone: 1-800-662-HELP (4357)
- Website: <https://nida.nih.gov/>

Alcoholics Anonymous (AA)

- Telephone: see local telephone directories
- Website: <https://www.aa.org/>

Al-Anon

- Telephone: 1-888-425-2666

National Cocaine Hotline

- Telephone: 1-800-COCAINE (262-2463)

Addiction Group

- Telephone: (855) 217-2693
- Website: <https://www.addictiongroup.org/>
- Treatment information: <https://www.addictiongroup.org/treatment/>

Team members are eligible to participate in the University's Employee Assistance Program at no additional cost. Team members are encouraged to contact Human Resources with additional questions.

There are serious physical and psychological health implications associated with the use and/or abuse of drugs and alcohol that vary based on the frequency, extent, and intensity of consumption. When consumed in excess, drugs and alcohol can also lead to overdose or death. Drug use can cause changes in the brain that result in memory and cognition problems or lead to more severe consequences such as seizures, stroke, and possible brain damage. Alcohol use can impair brain function and motor skills; excessive use can increase the risk of certain cancers, stroke, and liver disease. Drug and alcohol use while pregnant may result in a number of health complications for the fetus such as premature birth, miscarriage, and low birth weight. For more information on the use of drugs and/or alcohol and its effects on the brain and body, visit the National Council on Alcoholism and Drug Dependence.

Students and team members found participating in the use, consumption, sale, purchase, possession, manufacture or distribution of illegal drugs, drug paraphernalia, and/or alcohol while on University property or while engaged in University activities shall be subject to disciplinary sanctions on a case-by-case basis. Students are expected to conduct themselves professionally and refrain from acts of misconduct set forth in the Student Code of Conduct published in NU's Catalog. Suspected acts of misconduct or violations of this policy should be reported to the appropriate authority for review and submission of the Suspected Code of Conduct Violation form. Substantiated violations may result in disciplinary sanctions, up to and including expulsion from the University. Team members are expected to observe high standards of ethical, moral, and legal business conduct as outlined in the Code of Conduct and Ethics and Standards of Professional Conduct published in the Team Member Handbook. Violation of these standards of conduct or this policy may result in corrective action, up to and including termination of employment. Suspected violations should be reported to a member of leadership or the Human Resources office.

New employees will receive a copy of this policy during the New Employee Orientation process, and all other employees will receive their annual notice of the policy during the annual Compliance Training process as implemented by Human Resources.

New students will receive a link to the policy on their Enrollment Agreements, with all other students receiving their annual notice no later than August 31.

Voter Registration Information

National University (NU) provides voter registration information for its students on its consumer information website at: <https://www.nu.edu/consumer-info/>

The National Mail Voter Registration Form can be used by U.S. citizens to register to vote, update registration information due to a change of name, make a change of address, or to register with a political party. The national form also contains voter registration rules and regulations for each state and territory. In order to use this form for state registration purposes, the citizen must follow the state-specific instructions listed for their state. After completing the form, it must be signed and sent to the state or local election office for processing.

For more information about registering to vote, contact a state-specific election office. To register to vote by following your state-specific instructions and using the National Mail Voter Registration form, go to <https://www.eac.gov/voters/national-mail-voter-registration-form>.

Consumer Information Review Process

Topic	Team Responsible	Annual Review Due Date	Remediation Due Date	Annual Notice Required?	Method of Notice
Annual Notices to Enrolled Students^	Student & Financial Services	June 30	July 31	Yes	Email
Financial Aid Info^	Student & Financial Services	June 30	July 31	Yes	Website
Institutional Info^	Academic Affairs	June 30	July 31	Yes	Website
Completion/Grad Rates^	Data Operations	July 31	August 31	Yes	Website
Annual Security Report*	Legal / Regulatory	January 31	February 28	Yes	Website
General Disclosures^	Academic Affairs	June 30	July 31	Yes	Email
State-Required Consumer Information^	Academic Affairs	June 30	July 31	No	Website
Accrediting Agency Information^	Academic Affairs	June 30	July 31	Yes	Website
Title IV Loan Counseling~	Student & Financial Services	June 30	July 31	No	Email

*Students will be notified no later than February 28 by the Legal/Regulatory team that the annual Security Report is available on the National University website, with paper copies available upon request.

^An annual notice with links to all required annual disclosures will be sent out no later than August 31 by the Student & Financial Services team.

~Counseling information will be provided to each student on a case-by-case basis. Entrance Counseling will be communicated to new financial aid-receiving students by the Academic & Financial Counselor team, as needed, in the packaging process. Exit Counseling will be communicated by the Processing team either during the R2T4 process if a student withdraws, or within 30 days of the student completing their degree program.

State-Required Consumer Information

State Authorization of Distance Education

National University (NU) researches and monitors state authorization requirements in each state and continues to make good faith efforts to secure the appropriate authorization and/or licensure to offer online programs in each state for student enrollment. NU may have programs that are unauthorized in various states and is therefore unable to offer those programs to students residing in states.

States have varying rules, requirements and regulations that govern online (distance) education offered by out-of-state postsecondary institutions. These rules require higher education institutions that offer distance education to state residents to either register, obtain licensure or certification approval, a letter of exemption, or other certification from the relevant state agencies. For states in which NU lacks a physical presence, which may be defined differently by state, the University is not required to obtain authorization. Many of these regulations also apply to field experiences (e.g., internships, practicums, clinicals, etc.) in the state.

State Relocation Notice

Students who relocate while enrolled may be unable to complete their studies if they are moving to a country or state where the University is not currently authorized to offer that particular program. Prospective students should contact their Admissions Advisor to discuss how relocation could alter their eligibility, while current students should contact their Academic Advisor if they are considering relocating during their course of study.

Since the University must be authorized/approved to offer programs in each state, there may be consequences for applicants and students who relocate to a state or country where the institution does not meet state requirements or has yet to be approved. There are also program limitations even in states where the university is authorized/approved; for states with an authorized/approved status, applicants/students may not be able to apply, continue, or change to a particular program, as not all programs may be approved by a state licensing authority. In these cases, these programs cannot be offered to students residing in that state.

Professional Licensure/Certification

Some programs offered at National University may not provide all the educational requirements necessary for professional licensure or certification in a student's state or country. Prospective and current students should review the University's Licensure Disclosures for more information related to these programs. Individuals considering an online program that leads to a professional license/certification should be aware that requirements for professional licensure can vary drastically by state, and these requirements can change frequently and often without notice. While a program may originally meet the educational requirements for licensure, changes in requirements could impact the program's ability to meet any new educational requirements.

Students considering an online program that leads to a professional license in a state are highly encouraged to contact the appropriate licensing agency and organization(s) in that state to seek information and additional guidance before beginning the program; and students should also continually monitor changes throughout the program as licensure requirements may change over time. Many licensure boards require more than successful degree completion to obtain a license, such as completion of an examination(s), test(s), background check(s), internship/practicum hours, and other requirements determined by the respective state board. It is the responsibility of the student completing the licensure program to check with the respective state licensing board(s) for the most recent information, rules and requirements. National University is not responsible and cannot be held liable if the student is unable to qualify for licensure or certification in any jurisdiction or cannot obtain a practicum/internship location.

State-Regulated Refund Policies for Online/Distance Learning

Tuition refunds for students enrolled in online programs who reside in certain states will be issued in accordance with the policies required by the laws and regulations of those states. However, if the University's standard Refund Policy is more beneficial to those students, the University will follow its standard Refund Policy. State-specific refund policies are listed below and online.

Student Consumer Information

The National University Consumer Information page at <http://www.nu.edu/consumer-info/> provides links to a suite of important National University information, disclosures, policies and procedures. Per the Higher Education Opportunity Act, this information is intended to provide an assortment of pertinent and helpful information to prospective students, current students, their families, support persons, and other interested parties. This information webpage includes resources and links to academic policies, financial aid resources, general institutional information, health, safety & security items, student services, admissions expectations, and a variety of other areas. See <https://www.nu.edu/consumer-info/>.

National University is currently, registered, licensed, authorized, have a letter of exemption or lack of physical presence in the following states:

Alabama Commission on Higher Education (ACHE)

100 North Union Street
Montgomery, AL 36104
Phone: 334.242.1998
Website: www.ache.edu

Alabama Community College System (ACCS)

P.O. Box 302130
Montgomery, AL 36130
Phone: 334.293.4500
Website: www.accs.edu

Alabama Student Grievance Information: <https://www.accs.edu/about-accs/private-school-licensure/complaints/>

Alabama Student Grievance Form: <https://psl.asc.edu/External/Complaints.aspx>

Alaska Commission on Postsecondary Education

PO Box 110505
Juneau, AK 99811-0505
Phone: 800.441.2962
Website: <https://acpe.alaska.gov/>

Alaska Student Grievance Information: <https://acpe.alaska.gov/ConsumerProtection>

Arizona State Board for Private Postsecondary Education

1740 W. Adams Street, #3008
Phoenix, AZ 85007
Phone: 602.542.5709
Website: <https://ppse.az.gov/>

Arizona Disclosure: If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The student must contact the State Board for further details.

Arizona Student Grievance Information: <https://ppse.az.gov/resources/student-complaint>

Arizona Student Grievance Form: <https://ppse.az.gov/sites/default/files/2022-09/Student%20Complaint%20Form%20%281%29.pdf>

Arkansas Higher Education Coordinating Board

114 East Capitol Ave.
Little Rock, AR 72201
Phone: 501.371.2000
Website: www.adhe.edu

Arkansas Disclosure: Arkansas Higher Education Coordinating Board Certification does not constitute endorsement of any institution or degree program. Such certification merely indicates that certain criteria have been met under the rules and regulations of institutional ad program certification as defined in Arkansas Code §6-61-301. The student should be aware that these degree programs may not transfer. The transfer of course/degree credit is determined by the receiving institution.

Arkansas Student Grievance Information: <https://adhe.edu/resources/students>

Arkansas Student Grievance Form: <https://sbpce.wufoo.com/forms/form-8040-complaint-form/>

California Bureau for Private Postsecondary Education

Mailing address:

P.O. Box 98018

West Sacramento, CA 95798-0818

Phone: 916.431.6959

Website: www.bppe.ca.gov

Physical Address:

2535 Capital Oaks Drive, Suite 400

Sacramento, CA 95833

California Student Grievance Information: <https://www.bppe.ca.gov/enforcement/complaint.shtml>

California Student Grievance Form: https://www.bppe.ca.gov/forms_pubs/complaint.pdf

Colorado Commission on Higher Education

1600 Broadway, Suite 2200

Denver, CO 80202

Phone: 303.862.3001

Website: <https://higherred.colorado.gov>

Colorado Student Grievance Information: <https://higherred.colorado.gov/students/how-do-i/file-a-student-complaint>

Colorado Student Grievance Form: <https://higherred.colorado.gov/Academics/Complaints/FileComplaint.aspx>

Connecticut Office of Higher Education

450 Columbus Boulevard, Suite 707

Hartford, CT 06103

Phone: 860.947.1824

Email: Emily.Bjornberg@ct.gov

Connecticut Student Grievance Information: <https://portal.ct.gov/DCP/Complaint-Center/Consumers---Complaint-Center>

Connecticut Student Grievance Form: https://portal.ct.gov/-/media/DCP/Complaint-Center/Complaint_Form-pdf.pdf

Delaware Department of Higher Education

35 Commerce Way, Suite 1

Dover, DE 19904

Phone: 302.857.3313

Website: <https://education.delaware.gov/>

Delaware Student Grievance Form: <https://www.doe.k12.de.us/cms/lib/DE01922744/Centricity/Domain/158/PBTS%20Complaint%20Form.pdf>

District of Columbia Higher Education Licensure Commission (HELC)

Office of the State Superintendent of Education

1050 First St. NE, 5th Floor
Washington, DC 20002
Phone: 202.727.6436

Website: <https://helc.osse.dc.gov/>

District of Columbia Disclaimer: National University has an account for student indemnification in the manner of surety bond, which may be used to indemnify a student or enrollee who has suffered damage as a result of discontinuance of operation or violation by the institution of any provision of NRS 394.383 to 394.560.

District of Columbia Student Grievance Information: <https://helc.osse.dc.gov/topic/helcadmin/community-stakeholders/public-complaints>

District of Columbia Student Grievance Form: <https://helc.osse.dc.gov/HELCAAdmin/HELCAAdmin/media/0kmobb5o/helc-complaint-form-english.docx>

Florida Commission for Independent Education

325 W. Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
Phone: 850.245.3212

Website: <http://www.fldoe.org>

Florida Student Grievance Information: <https://www.fldoe.org/about-us/office-of-the-inspector-general/file-a-complaint.shtml>

Florida Student Grievance Form: <https://web01.fldoe.org/IGComplaintSSO/ComplaintForm.aspx>

Georgia Nonpublic Postsecondary Education Commission

2082 E Exchange Place, Suite 220
Tucker, GA 30084-5334
Phone: 770.414.3300

Website: <https://gnpec.georgia.gov>

Georgia Student Grievance Information: <https://gnpec.georgia.gov/student-resources/complaints-against-institution>

Georgia Student Grievance Form: <https://gnpec.georgia.gov/complaint-forms>

Hawaii Post-Secondary Education Authorization Program Department of Commerce and Consumer Affairs

335 Merchant Street, Rm. 310
Honolulu, Hawaii 96813
Phone: 808.586.7327

Website: www.cca.hawaii.gov/hpeap/

Hawaii Student Grievance Information: <https://cca.hawaii.gov/hpeap/student-complaint-process/>

Hawaii Student Grievance Form: <https://cca.hawaii.gov/hpeap/files/2013/08/Student-Complaint-Form.pdf>

Idaho State Board of Education

650 W. State Street, 3rd Floor
Boise, ID 83720-0037
Phone: 208.334.2270

Website: <http://www.boardofed.idaho.gov>

Idaho Student Grievance Information: <https://boardofed.idaho.gov/higher-education-private/proprietary-schools-non-degree-granting/student-complaint-procedures/>

Idaho Student Grievance Form: <https://boardofed.idaho.gov/wp-content/uploads/2020/07/Student-Complaint-Form-7-2020.docx>

Illinois Board of Higher Education

1 North Old State Capital Plaza, Suite 333

Springfield, IL 62701-1377

Phone: 217.782.2551

Website: www.ibhe.org

Illinois Student Grievance Information: <https://complaints.ibhe.org/>

Illinois Student Grievance Form: <https://complaints.ibhe.org/register.aspx>

Indiana Commission on Higher Education

101 W. Washington Street, Suite 300

Indianapolis, IN 46204-4206

Phone: 317.464.4400

Website: <http://www.in.gov/che>

Indiana Student Grievance Information: <https://www.in.gov/che/student-complaints/>

Indiana Student Grievance Form: https://www.in.gov/che/files/161116_ICHE_StudentComplaintForm.pdf

Indiana Refund Policy:

The University will cancel a student's enrollment upon request of the student. The Indiana State Refund Policy applies when Indiana students enrolled in online programs withdraw, drop, or are administratively dropped from a Subscription Period or the institution. The student's obligation at the time of cancellation will be calculated as follows:

Proportion of Total Subscription Period Completed as of Date of Withdrawal or Termination

Tuition Refund

Less than 10%..... 90% refund

10% up to but not including 25% 75% refund

25% up to but not including 50% 50% refund

50% up to but not including 75% 25% refund

More than 75%No refund

The institution will make a proper refund within thirty-one (31) days of the student's request for a subscription period drop or cancellation. If the student has paid tuition extending beyond twelve (12) months, all such charges shall be refunded.

Iowa College Student Aid Commission

475 SW 5th Street, Suite D

Des Moines, IA 50309

Phone: 877.272.4456 option 4

Website: <https://iowacollegeaid.gov/>

Iowa Student Grievance Information: <https://iowacollegeaid.gov/StudentComplaintForm>

Iowa Student Grievance Form: https://iowacollegeaid.co1.qualtrics.com/jfe/form/SV_9Br0hqNMto1FitT

Kansas Board of Regents

1000 S.W. Jackson Street, Suite 520

Topeka, KS 66612-1368

Phone: 785.430.4240

Website: <http://www.kansasregents.org>

Kansas Disclosure: The University catalog outlines the process for filing and resolution of student complaints. If the student grievance cannot be resolved after exhausting the University's grievance procedure, Kansas residents

may file a complaint with the Kansas Board of Regents. The Board's address is 1000 S.W. Jackson, Ste. 520, Topeka, KS 66612

Kansas Disclosure: National University is authorized to operate in Kansas with Certificate of Approval from the Kansas Board of Regents.

Kansas Student Grievance Information: https://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process

Kentucky Council on Postsecondary Education

100 Airport Road

Third Floor

Frankfort, KY 40601

Phone: 502.573.1555

Website: <http://www.cpe.ky.gov/>

Kentucky Student Grievance Information: http://cpe.ky.gov/campuses/consumer_complaint.html

Kentucky Student Grievance Form: <http://cpe.ky.gov/campuses/complaintform>

Louisiana Board of Regents

Mailing Address:

PO Box 3677

Baton Rouge, LA 70821-2677

Physical Address:

1201 N 3rd Street, Suite 6

Baton Rouge, LA 70802

Phone: 225.342.4253

Website: <http://www.regents.la.gov>

Louisiana Disclosure: National University is currently licensed by the Board of Regents of the State of Louisiana. Licenses are renewed by the State Board of Regents every two years. Licensed institutions have met minimal operational standards set forth by the state, but licensure does not constitute accreditation, guarantee the transferability of credits, nor signify that programs are certifiable by any professional agency or organization.

Louisiana Student Grievance Information: <https://www.laregents.edu/regents-resources/#studentparent>

Maine Department of Education

23 State House Station

Augusta, ME 04333

Phone: 207.624.6616

Website: <https://www.maine.gov/doe/home>

Maine Student Grievance Form: <https://www.maine.gov/doe/sites/maine.gov.doe/files/inline-files/sara-complaint-form.pdf>

Maryland Higher Education Commission (MHEC)

6 N. Liberty St., 10th Floor

Baltimore MD 21201

Phone: 401.767.3301

Website: <http://www.mhec.state.md.us/Pages/default.aspx>

Maryland Disclosure: National University is registered with the Maryland Higher Education Commission (MHEC). If a prospective or current student is not satisfied with the outcome of the institution's internal complaint resolution process, the complaint may then be brought to the MHEC or Maryland's Office of the Attorney General.

Maryland Student Grievance Information: https://mhec.maryland.gov/institutions_training/Pages/career/pcs/complaint.aspx

Maryland Student Grievance Form: https://mhec.maryland.gov/institutions_training/Documents/PCS%20Student%20Complaint_20220103.pdf

Maryland Office of the Attorney General Student Grievance Information:
<https://www.marylandattorneygeneral.gov/Pages/CPD/Complaint.aspx>

Maryland Refund Policy:

Students enrolled in online programs who reside in Maryland will receive the minimum tuition refunds in accordance with the Maryland Higher Education Commission requirements (specified in Title 13B.05.01.10 of the Code of Maryland Regulations).

1. Except as provided in §B of this policy/regulation, an institution's refund policy shall conform to this regulation and the institution shall provide for refunds of tuition to Maryland students as provided in this regulation.
2. If the University's refund policy is more beneficial to Maryland students, the institution will follow its refund policy and provide for refunds of tuition to Maryland students as provided in that policy.
3. Minimum refund: The University will refund the applicable tuition refund to a Maryland student who drops, withdraws or is terminated after completing only a portion of a course/class:

Proportion of Total Course, Program, or Term Completed as of Date of Withdrawal or Termination

Tuition Refund

Less than 10%.....	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to but not including 60%	20% refund
More than 60%	No refund

A refund due to a Maryland student will be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination.

- D. This refund policy is disclosed and acknowledged by students upon enrollment, and
- E. Documentation verifying student refunds in accordance with this policy is maintained.

Oregon Refund Policy

Massachusetts Department of Higher Education

One Ashburton Place, Room 1401

Boston, MA 02108

Phone: 617.994.6950

Website: <https://www.mass.edu/home.asp>

Massachusetts Student Grievance Form: <https://www.mass.edu/forstufam/complaints/complaintform.asp>

Michigan Department of Licensing and Regulatory Affairs

611 W. Ottawa

P.O. Box 30714

Lansing, MI 48907

Phone: 517.355.9700

Website: <http://www.michigan.gov/lara>

Michigan Student Grievance Information: <https://www.michigan.gov/lara/bureau-list/cscl/complaints>

Michigan Student Grievance Form: [https://www.michigan.gov/leo/-/media/Project/Websites/leo/Documents/WD/WD_PROGRAMS_SERVICES/PSS/Post-Secondary_Complaint_Instructions_FINAL_032020_685912_7-\(34\).pdf?rev=d9354bf5247548a6bd9751a8aa4e178d](https://www.michigan.gov/leo/-/media/Project/Websites/leo/Documents/WD/WD_PROGRAMS_SERVICES/PSS/Post-Secondary_Complaint_Instructions_FINAL_032020_685912_7-(34).pdf?rev=d9354bf5247548a6bd9751a8aa4e178d)

Minnesota Office of Higher Education

1450 Energy Park Drive, Suite 350

St. Paul, MN 55108-5227

Phone: 651.642.0567

Website: <http://www.ohe.state.mn.us>

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

Minnesota Disclosure: Minnesota residents interested in enrolling in the Bachelor of Science in Criminal Justice program should make note that the state of Minnesota licenses police officers and there are specific educational requirements. In addition, additional training (a skills-based course) is also required before being eligible for licensure as a police officer in the state of Minnesota.

Minnesota Disclosure: ILR 260 is not recognized as an English or communication class in Minnesota. Minnesota residents must be required to complete the other English or Communications classes to satisfy the Minnesota Degree Standards.

Minnesota Student Grievance Information: <https://www.ohe.state.mn.us/mPg.cfm?pageID=1078>

Minnesota Student Grievance Form: <https://www.ohe.state.mn.us/pdf/ComplaintForm.pdf>

Mississippi Commission on College Accreditation

3825 Ridgewood Road

Jackson, MS 39211-6453

Phone: 601.432.6372

Website: <http://www.mississippi.edu/>

Mississippi Student Grievance Information: http://www.mississippi.edu/mcca/student_complaint_process.asp

Mississippi Student Grievance Form: <http://www.mississippi.edu/mcca/downloads/mccastudentcomplaintform.pdf>

Missouri Department of Higher Education & Workforce Development

P.O. Box 1469

Jefferson City, MO 65101

Phone: 573.751.2361

Website: <https://dhewd.mo.gov/>

Missouri Student Grievance Information: <https://ago.mo.gov/civil-division/consumer/consumer-complaints>

Missouri Student Grievance Form: <https://ago.mo.gov/app/consumercomplaint>

Montana Board of Regents

2500 Broadway St.,

PO Box 203201

Helena, MT 59620-3201

Phone: 406.444.6570

Website: <http://www.mus.edu/board>

Montana Student Grievance Information: <https://mus.edu/MUS-Statement-of-Complaint-Process.html>

Montana Student Grievance Form: <https://dojmt.gov/consumer/consumer-complaints/>

Nebraska Coordinating Commission for Postsecondary Education

P.O. Box 95005
Lincoln, NE 68509-5005
Phone: 402.471.2847
Website: <https://ccpe.nebraska.gov/>

Nebraska Student Grievance Information: <https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

Nebraska Student Grievance Form: https://www.education.ne.gov/wp-content/uploads/2017/07/PPCS_Complaint-form.pdf

Nevada Commission on Postsecondary Education Commission

2800 E. St. Louis
Las Vegas, NV 89104
Phone: 702.486.7330
Website: <http://www.cpe.nv.gov>

Disclosure: National University has an account for student indemnification in the manner of a surety bond, which may be used to indemnify a student or enrollee who has suffered damage as a result of discontinuance of operation or violation by the institution of any provision of NRS 394.383 to 394.560.

Nevada Student Grievance Information: https://cpe.nv.gov/Students/Students_Home/

Nevada Student Grievance Form: <https://cpe.nv.gov/uploadedFiles/cpenvgov/content/Students/Complaint%20Form%20Initial%202021.pdf>

New Hampshire Department of Education

25 Hall Street
Concord, NH 03301-3860
Phone: 603.271.3494
Website: <https://www.education.nh.gov/who-we-are/higher-education-commission>

New Hampshire Student Grievance Form: <https://my.doe.nh.gov/ESSWEB/HigherEducation/Complaint.aspx>

New Jersey Commission on Higher Education

20 W. State Street
PO Box 542
Trenton, NJ 08625
Phone: 609.292.7225
Website: <https://www.state.nj.us/highereducation/>

New Jersey Student Grievance Information: <https://www.state.nj.us/highereducation/OSHEComplaintInstructions.shtml>

New Jersey Student Grievance Form: <https://www.state.nj.us/highereducation/documents/pdf/OSHEComplaintForm.pdf>

New Mexico Higher Education Department

2048 Galisteo Street, # 4
Santa Fe, NM 87505
Phone: 505.476.8400
Website: <https://hed.nm.gov/>

New Mexico Disclosure: If the student grievance cannot be resolved after exhausting the Institution's grievance procedure, New Mexico residents may file a complaint with the New Mexico Higher Education Department. The Department's address is: 2048 Galisteo Street, Santa Fe, NM 87505-2100, Telephone: (505) 476-8400

New Mexico Student Grievance Information: <https://ppsd.smapply.io/>

New Mexico Student Grievance Form: <https://ppsd.smapply.io/protected/resource/eyJ0ZnJlIjogOTg0NzgxODUsICJ2cSI6IDE2ODUxMH0/>

New York Office of College and University Evaluation

89 Washington Ave
Albany, NY 12234
Phone: 518.486.3633
Website: <http://www.nysed.gov/college-university-evaluation>

New York Student Grievance Information: <http://www.nysed.gov/college-university-evaluation/complaints>

The University of North Carolina System Board of Governors

223 S. West Street, Suite 1800
Raleigh, NC 27603
Phone: 919.962.4558
Website: <http://www.northcarolina.edu/offices-and-services/academic-affairs/licensure-department>

North Carolina Student Grievance Information: <https://www.northcarolina.edu/post-secondary-education-complaints/>

North Carolina Student Grievance Form: <https://studentcomplaints.northcarolina.edu/form>

North Dakota University System

10th Floor, State Capitol
600 East Boulevard Ave, Dept. 215
Bismarck, ND 58505-0230
Phone: 701.328.2960
Website: <http://www.ndus.edu>

North Dakota Student Grievance Information: <https://ndus.edu/state-authorization-sara/>

Ohio Board of Regent

25 South Front Street
Columbus, OH 43215
Phone: 614.466.6000
Website: <http://www.ohiohighered.org>

Ohio Student Grievance Information: <https://highered.ohio.gov/students/current-college-students/student-complaints/student-complaints>

Ohio Student Grievance Form: <https://highered.ohio.gov/students/current-college-students/student-complaints/submit-complaint>

Oklahoma State Regents for Higher Education

655 Research Parkway, Suite 200
Oklahoma City, OK 73104
Phone: 405.226.9100
Website: <http://www.okhighered.org>

Oklahoma Student Grievance Form: <https://www.okhighered.org/resources/Student-Complaint-Form/>

Oregon Higher Education Coordinating Commission

3225 25th Street SE
Salem, OR 97302
Phone: 503.373.0003
Website: <http://www.oregon.gov/highered/institutions-programs/private/Pages/office-degree-authorization.aspx>

Oregon Disclosure: Students should attempt to resolve any grievances they may have with their school first. Should attempts to resolve these problems with appropriate school officials fail, or should the student be dissatisfied with the final outcome of the college complaint process, then the Higher Education Coordinating Commission (HECC), can respond to a formal complaint. Students may contact the Higher Education Coordinating Commission at the below address or by sending an email to complaints@hecc.oregon.gov.

Oregon Student Grievance Information: <https://www.oregon.gov/highered/about/Pages/complaints.aspx>

Oregon Refund Policy:

Courses dropped before the 10th day of the course will be fully refunded. Online students located in Oregon who withdraw from a course are eligible for a 50% partial refund through the middle week of the course term. Refunds are based on unused instructional time and are prorated on a weekly basis.

Pennsylvania Department of Education

333 Market Street
Harrisburg, PA 17126
Phone: 717.783.6788
Website: <http://www.education.pa.gov/Pages/default.aspx>

Pennsylvania Student Grievance Information: [https://www.education.pa.gov/Postsecondary-Adult/CollegeCareer/Pages/State-Authorization-Reciprocity-Agreement-\(SARA\).aspx](https://www.education.pa.gov/Postsecondary-Adult/CollegeCareer/Pages/State-Authorization-Reciprocity-Agreement-(SARA).aspx)

Pennsylvania Student Grievance Form: <https://www.education.pa.gov/Documents/Postsecondary-Adult/College%20and%20Career%20Education/Private%20Licensed%20Schools/Student%20Complaint%20Form.pdf>

Puerto Rico State Higher Education Agency

Council on Education of Puerto Rico
P.O. Box 19900
Ave. Ponce de Leon 268
Edificio Hato Rey Center Piso 15
Hato Rey, PR 00918
Phone: 787.641.2121
Website: <http://www.ce.pr.gov>

Puerto Rico Student Grievance Information: <https://studentprivacy.ed.gov/file-a-complaint>

Rhode Island Board of Governors for Higher Education

560 Jefferson Boulevard, Suite 100
Warwick, RI 02886
Phone: 401.736.1100
Website: <https://www.riopc.edu/>

Rhode Island Student Grievance Information: <https://riopc.edu/policies/student-complaint-procedures/>

South Carolina Commission on Higher Education

1333 Main Street, Suite 200
Columbia, SC 29201
Phone: 803.737.2260
Website: <http://www.che.sc.gov>

South Carolina Student Grievance Information: <https://www.che.sc.gov/students-families-and-military/student-resources>

South Carolina Student Grievance Form: https://www.che.sc.gov/sites/che/files/Documents/Licensing%20updates/Complaint_Procedures_and_Form.pdf

South Dakota Board of Regents

306 E. Capitol Ave, Suite 200

Pierre, SD 57501

Phone: 605.773.3455

Website: <https://www.sdbor.edu/administrative-offices/academics/SD-SARA/Pages/default.aspx>

South Dakota Student Grievance Information: <https://www.sdbor.edu/administrative-offices/academics/SD-SARA/Pages/default.aspx>

South Dakota Student Grievance Form: <https://www.sdbor.edu/administrative-offices/academics/SD-SARA/Documents/Complaint%20Form%20-%20SD-SARA.pdf>

Tennessee Higher Education Commission

312 Rosa Parks Ave, 9th Floor

Nashville, TN 37243

Phone: 615.471.5293

Website: <http://www.tn.gov/thec.html>

Tennessee Disclosure: Any authorizations 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.

Tennessee Residents: Any grievance not resolved on the institutional level may be forwarded to the Tennessee Higher Education Commission, Nashville TN 37243-0830, (615)741-5293

Tennessee Student Grievance Information: <https://www.tn.gov/thec/bureaus/student-aid-and-compliance/postsecondary-state-authorization/request-for-complaint-review.html>

Tennessee Student Grievance Form: https://www.tn.gov/content/dam/tn/thec/bureau/student_aid_and_compliance/dpsa/links-and-forms/Complaint%20Form.pdf

Texas Higher Education Coordinating Board

Mailing Address:

P.O. Box 12788

Austin, TX 78711

Phone: 512.427.6223

Website: <https://www.highered.texas.gov/>

Delivery Address:

1801 N. Congress Ave. Suite 12.200

Austin, TX 78701

Texas Disclosure: National University has permission to operate in the state of Texas and has been regionally accredited by the WASC Senior College and University Commission since 1977. The Texas State Board of Accountancy's new regulation precludes National University graduates from being qualified applicants for the CPA exam in Texas.

Texas Student Grievance Information: <https://www.highered.texas.gov/student-complaints/>

Texas Student Grievance Form: <https://www.txhigheredaccountability.org/CfratInquiry/Home/Create>

Texas Workforce Commission Career Schools and Colleges

101 East 15th Street

Austin, TX 78778-001

Phone: 512.463.2222

Website: <http://www.twc.texas.gov>

Texas Disclosure: Exemption status means National University is not approved or regulated by the Texas Workforce Commission. This means the Texas Workforce Commission has not approved the curriculum,

classrooms, teachers, or any other matters related to National University. On-site visits will not be conducted at National University. Furthermore, the exemption status does not constitute approval, accreditation, or licensure of any courses under Texas law.

Texas Workforce Commission Student Grievance Form: <https://www.twc.texas.gov/files/jobseekers/csc-401a-student-complaint-form-twc.pdf>

Utah Division of Consumer Protection

160 East 300 South, Second Floor

Salt Lake City, UT 84114

Phone: 801.530.6601

Website: <http://www.consumerprotection.utah.gov>

Utah Student Grievance Information: <http://www.consumerprotection.utah.gov/complaints.html?f=c>

Vermont Agency of Education

Secretary Daniel M. French

1 National Life Drive, Davis 5

Montpelier, VT 05620-2501

Phone: 802.828.1130

Vermont Student Grievance Information: <https://education.vermont.gov/documents/postsecondary-program-complaint-resolution>

Virginia State Council of Higher Education for Virginia

101 N. 14th St., 10th Floor

James Monroe Building

Richmond, VA 23219-3659

Phone: 804.225.2600

Website: <http://www.schev.edu>

Virginia Student Grievance Information: <https://www.schev.edu/students/resources/student-complaints>

Virginia Student Grievance Form: <https://www.surveymonkey.com/r/StudentComplaintForm>

Virginia Refund Policy:

Students are accepted and registered for classes with the understanding that they will attend the entire course. Faculty contracts, the commitment of space, and other University resources are made on that assumption, creating financial obligations that students who withdraw must share. National University's refund policy reflects this position. Students may withdraw themselves from class prior to midnight of the ninth (9th) day of the session by emailing their Academic and Finance Advisor at advisor@nu.edu.

To accurately count session days, note that the first day of a session—not the actual day a student attends class—counts as day one of that session. The University counts calendar days rather than business days for determining refunds. As such, if the first day of the session is a Monday, the student would need to withdraw prior to midnight of the following Tuesday, the ninth day of that session.

If a student does not complete a subscription period, a tuition refund is made according to the following schedule, which is based upon a 28-day month.

Students who withdraw from a subscription period prior to midnight of the:

- Fifteenth (15th) day of the session will receive a 100 percent refund
 - Fifty-sixth (56th) day of the session will receive a 50 percent refund
 - Eighty-fourth (84th) day of the session will receive a 25 percent refund
 - Students who withdraw after midnight on the Eighty-fourth (84th) day of the session will not received a refund.
-

Students must have a credit balance in their account to receive a refund. Refunds, depending on the verification of funds, are processed and mailed within fifteen (15) days from the later of:

1. The date from when a student cancels enrollment
2. The date from when the institution terminates a student's enrollment
3. The last day of an authorized leave of absence (if the student fails to return after this period)
4. The last day of attendance of a student

All refunds are mailed to the student's home address. Students must make sure that the address on file is correct.

Washington Student Achievement Council

917 Lakeridge Way, SW
Olympia, WA 98504-3430
Phone: 360.753.7800
Website: <http://www.wsac.wa.gov>

Washington Disclosure: "National University is authorized by the Washington Student Achievement Council 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 University to offer field placement components for specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council or 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 Council at P.O. Box 43430, Olympic, WA 98504-3430 or by email at [degree authorization@wsac.wa.gov](mailto:authorization@wsac.wa.gov)."

Washington Disclosure: "The transferability of credits earned at National University is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of student at National University will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma or other academic credential earned at National University to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at National University will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas or certificates earned".

Washington Disclosure: "For Washington State residents seeking information and resources about student loan repayment or seeking to submit a complaint relating to your student loans or student loan servicer, please visit www.wsac.wa.gov/loan-advocacy or contact the Student Loan Advocate at loanadvocate@wsac.wa.gov."

Washington Student Grievance Information: <https://wsac.wa.gov/student-complaints>

Washington Student Grievance Form: <https://www.studentcomplaints.wa.gov/hc/en-us>

West Virginia Higher Education Policy Commission

1018 Kanawha Blvd. East, Suite 700
Charleston, WV 25301-2800
Phone: 304.558.2101
Website: <http://www.wvhepc.edu>

West Virginia Student Grievance Form: <https://www.wvhepc.edu/wp-content/uploads/2021/10/Student-Complaint-Process.pdf>

Wisconsin Educational Approval Board

Mailing Address:
P.O. Box 8696
4822 Madison Yards Way

Madison, WI 53705-8366

Website: <http://www.dsps.wi.gov/pages/programs/educationalapproval/default.aspx>

Wisconsin Disclosure: Students must submit an enrollment agreement before beginning classes at National University. The agreement includes topic pertaining to tuition and fees, billing, attendance, financial assistance, payment options, and other matters of enrollment. Contact an enrollment advisor for further information. The student may cancel enrollment during a 3-business-day period by delivering or mailing a signed written notice to the school at the address set forth in the notice of cancellation privilege. Saturdays, Sundays and holidays are not business days. The school shall, within 10 business days after receiving notice of cancellation from the student, make any refund owing as a result of the cancellation and arrange for a termination of the student's obligation to pay any sum. This cancellation privilege does not apply to any program for which the total cost is less than \$150 and which is offered in less than 6 class days, provided that the program is not one of a sequence.

Wisconsin Student Grievance Information: <https://dsps.wi.gov/Pages/Programs/EducationalApproval/EAPFileAComplaint.aspx>

Wisconsin Student Grievance Information: <https://dsps.wi.gov/Pages/Programs/EducationalApproval/EAPFileAComplaint.aspx>

Wisconsin Refund Policy

A student who withdraws or is dismissed after the cancellation period has passed, but before completing 60% of the potential units of instruction in the current enrollment period, shall be entitled to a pro rata refund, as calculated below, less any amounts owed by the student for the current enrollment period, less a one-time application fee of \$100.

1. Pro rata refund shall be determined as the number of units remaining after the last unit completed by the student, divided by the total number of units in the enrollment period, rounded downward to the nearest ten percent. Pro rata refund is the resulting per cent applied to the total tuition and other required costs paid by the student for the current enrollment period.
2. All efforts will be made to refund prepaid amounts for books, supplies and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or are returned by the school to the supplier.
3. Refunds shall be paid within 40 days after the effective date of termination.
4. After the student's first period of enrollment, if a student withdraws or is dismissed in a subsequent enrollment period, the school may also retain an administrative fee of 15% of the total cost of a resident program, or \$400, whichever is less.
5. No refund is required for any student who withdraws or is dismissed after completing 60% of the potential units of instruction in the current enrollment period unless a student withdraws due to mitigating circumstances, which are those that directly prohibit pursuit of a program and which are beyond the student's control.

Wyoming Department of Education

2300 Capitol Avenue

Hathaway Building, 2nd Floor

Cheyenne, WY 82002-0050

Phone: 307.777.7690

Website: <http://www.edu.wyoming.gov>

Wyoming Student Grievance Form: <https://form.jotform.com/212505034743043>

Registering a Complaint with National University's Accrediting Organization Western Association of Schools and Colleges (WASC) Senior College and University Commission (WSCUC):

Students may file a complaint with the University's institutional accrediting body by contacting the Western Association of Schools and Colleges (WASC) Senior College and University Commission at wascsr@wascsenior.org. Any student desiring to file a complaint must satisfy specific criteria as published in the

official Complaint and Third-Party Comment Policy and must submit the required Complaint Form. The policy and form are available for download on the [WASC Document List](#).

WASC Senior College and University Commission (WSCUC)

985 Atlantic Avenue, Suite 100

Alameda, CA 94501

Phone: 510.748.9001

Email: wascsr@wascsenior.org

COMPLAINTS

Each institution of higher education is required to provide all prospective and current students with the contact information for the state agency, or agencies, that handle complaints against postsecondary education institutions offering online (distance) learning within that state.

If a prospective or current student has a complaint, we encourage you to resolve them informally or formally through Student Services before submitting a complaint to an external entity. Please contact our Student Concierge Services at 1-866-NU-ACCESS (1-866-682-2237) or email scs@nu.edu with any concerns or questions. Should a student wish to file a complaint in their home state, they should select the state contact per above.

Accrediting Agency Consumer Information

National University (NU) shares with students that accreditation is a process of institutional peer review performed by objective, not-for-profit external agencies and that the goal of accreditation is to ensure institutions of higher education meet acceptable levels of quality. These agencies evaluate colleges, universities and educational programs for continuous quality. In other words, accreditation is a higher education seal of approval for schools, employers, and most importantly, for students. Students who earn a degree at a regionally accredited institution can be confident that the quality of education, and commitment of an institution to maintain and improve quality, meets the standards of the accrediting body.

Since 1977, NU has been accredited by the WASC Senior College and University Commission (WSCUC). The Commission accredits institutions rather than individual programs. Therefore, in addition to assessing the academic quality and educational effectiveness of institutions, the Commission emphasizes institutional structures, processes, and resources. The accreditation process is aimed at:

- Assuring the Community of Quality
- Developing and Applying Standards
- Promoting a Culture of Evidence
- Promoting Engagement
- Developing Adaptive Systems
- Promoting the Exchange of Ideas

Title IV Loan Counseling

National University (NU) ensures all undergraduate student loan borrowers who have not received a prior FSA loan disbursement and all graduate PLUS loan borrowers who have not received a prior FSA graduate PLUS loan disbursement receives entrance counseling prior to their first disbursement.

Entrance Counseling

National University (NU) identifies first-time borrowers and notifies those students via email regarding the entrance counseling requirement and directs them to the Department of Education's online tool at studentaid.gov. NU will not disburse FSA loan funds prior to verifying the student's entrance loan counseling is complete.

Exit Counseling

National University (NU) identifies students who have withdrawn, enrolled and failed to return, or graduated from their program of study and notifies those students, via email within 30 days after they complete their program or the date they were determined to have left their program, regarding the exit counseling requirement and directs them to the Department of Education's online tool at studentaid.gov. Each quarter NU reviews the records of students who have exited during the previous quarter and if exit counseling has yet to be completed, the University mails each student exit counseling material to the address in the student's academic record.

Assessing Student Learning in Programs and Academic Program Review

The National University community is actively engaged in knowing what students are learning and using that information to guide program improvement. Standards of performance are measured on an ongoing basis through National University's regular assessment cycle, which exists in relationship with the mission, values, and strategic planning of the institution. The annual assessment process, where learning outcomes assessment occurs, is called the Program Annual Review (PAR). Within the context of the PAR process, all degree programs as well as the undergraduate general education program are required to articulate Program Learning Outcomes (PLOs) that indicate the standards of performance expected of each program graduate. The annual PAR provides for regular and ongoing opportunities for faculty engagement and reflection based on learning results. Both qualitative and quantitative data are critical components of the PAR. On an annual basis, degree programs collect and assess student performance relative to the Course Learning Outcomes (CLOs). In most programs, direct assessment strategies collate data from individual instructors' assessments of student work from their own courses utilizing a course-specific rubric or exam question associated with one or more of the CLOs. Additionally, student exit surveys or focus groups are analyzed against benchmarked standards. The University's Five-Year Program Review (FYR) identifies the strengths and seek out areas in which improvements can be made to the academic program of study that will correspondingly enhance the learning experience and academic success of its students. The FYR at National University involves significant collaboration among faculty, staff, students, alumni, administration, and appropriate stakeholders. Each review involves a comprehensive internal and external evaluation of applicable course, program, and institutional data to determine current programmatic effectiveness and make informed recommendations for improvement. Curriculum mapping, comparison of learning outcomes to industry standards for disciplinary competencies (as applicable), use of diverse learning strategies, review of syllabi across the program and modalities for quality and meeting of the credit hour, and alignment to the university's MQID framework are explored. Additionally, end-of-course student evaluations include student comments and provide a useful tool for improving course content and faculty performance.

Constitution Day

Constitution Day commemorates the formation and signing of the U.S. Constitution at the Philadelphia Convention on September 17, 1787. National University encourages students and faculty at all levels to learn more about the Constitution and the U.S. government by exploring the links below.

<https://www.senate.gov/artandhistory/senate-stories/celebrating-constitution-day.htm>

<https://www.archives.gov/founding-docs>

Student Information and Services

National University provides a number of services to help students attain their educational goals. In addition to the Office of Academic Affairs, several offices of the University join together to provide services for the academic, economic and personal needs of enrolled students. Student services include student advising and scheduling, records evaluation, veteran's assistance, financial aid, tutoring, and other services. Additionally, the library, alumni association, and student accounts office are available to help students.

ACADEMIC SUCCESS CENTER

The National University Academic Success Center (ASC) provides innovative services and resources that set the example for providing world-class support to online students and faculty. The ASC team is devoted to providing an inclusive and trustworthy environment where students are empowered to develop the skills needed to be successful in their course of study. Live real-time support is available via chat and text message. You may email or submit questions to the Ask a Coach service 24 hours a day, 7 days a week. For more information, visit the [Academic Success Center website](#).

Writing Support – Available seven (7) days a week

Writing Coaches provide support for all stages of the writing process (APA, paragraph development, synthesis, legal writing, and research writing) through interactive live individual and small group sessions and asynchronous recorded coaching sessions.

Statistics and Math Support – Available seven (7) days a week

Statistics and Math Coaches are available to help students at all proficiency levels build confidence as they develop quantitative reasoning skills (statistics, algebra, math, and quantitative analysis) through interactive live individual and small group sessions and asynchronous recorded coaching sessions.

Proofreading Service

This paid service aims to provide students with a trustworthy editing resource to support diverse writing needs with a focus on APA, formatting, and grammar. Students can select from a menu of 30-minute, 1, 2, and 3-hour sessions. Students who have a completed dissertation can schedule a complimentary 3-hour proofreading session.

Contact Information:

- [ASC Chat](#) – Chat with a coach live.
- Text: 928-440-1325
- Email: asc@nu.edu

NATIONAL UNIVERSITY LIBRARY SYSTEM

The Library offers a wide range of resources and services designed to meet the needs of all students. All print collections and library support services are located in the Library at the Spectrum Center in San Diego, CA. Free document delivery of books and articles is available. Library services include tutorials, research guides, and consultations. For more information, see the Student Resources & Services Research Guide (<https://nu.libguides.com/students>).

Online resources and services are available 24/7 at <https://library.nu.edu>. Access to online resources may require authentication. Log in using Single Sign-On (SSO) with the ID and password that you use to access your class.

Location

9393 Lightwave Avenue
San Diego, CA 92123

Hours (Pacific Time, excluding holidays and breaks)

Monday - Thursday 10 a.m. - 10 p.m.

Friday 10 a.m. - 6 p.m.

Saturday 8:30 a.m. - 5 p.m.

Sunday 10 a.m. - 5 p.m.

Contact Information

E-mail: refdesk@nu.edu

Text: 858.367.0904

In San Diego: 858.541.7900

Toll Free: 858.682.2237 x7900

Ask Us (Chat & FAQ Service): <https://nu.libanswers.com/>

BOOKSTORE

The University contracts with an external vendor for the sale and buyback of textbooks. Textbooks are available for purchase two months prior to the start of the course. The cost of books varies with each course. Students must purchase all required books and supplies necessary for the course in which they are enrolled. Online access to the vendor is provided through the student portal on the University's website, or may be accessed at <https://www.nutextbooks.com>.

VETERAN CENTER

National University's Veteran Center is a liaison for military-affiliated students, that helps support transition from military life to higher education, works with internal and external resources of the university and helps to build a connection among active duty, veteran, reserve, and dependent students. Here you will find a community that creates lifelong connections with other military-affiliated students and staff, who will encourage you from your first class to graduation and beyond.

Services offered through the National University Veteran Center can be accessed on-site, via phone/email, or through our Virtual Veteran Center on Brightspace. Services include, but limited to: SALUTE – Veteran Honor Society, SVO; Student Veteran Organization, and access to a Veteran Center lounge area available for study groups and other meetings at the Spectrum Campus. Please visit www.nu.edu/veterancenter for more information and current hours of operation.

Every military-affiliated student at NU has access to our online community via their Brightspace home page, under Virtual Veteran Center. If you have trouble finding the link, email us at veterancenter@nu.edu for assistance.

National University Veteran Center**Spectrum Campus**

Room 171

9388 Lightwave Avenue San Diego, CA 92123-1426

Phone: 858.541.7780

Email: veterancenter@nu.edu

ONLINE LEARNING REQUIREMENTS

National University offers many programs in an online format. In an online course, students will be able to view the syllabus, complete assignments and assessments, engage with varying course materials (videos, interactive presentations, assigned reading), participate in threaded discussions, interact with peers and the instructors, as well as review instructor feedback. Students should log in on the first day of class and anticipate checking their online course multiple times per week. Students are provided access to online courses beginning on the Sunday before the term begins through three weeks after the term ends. Students should ensure they have a reliable internet connection and a reliable computer to access their course.

As of August 2021, the following are the minimum system requirements that are needed to successfully access your courses on the Blackboard Learn platform.

TECHNICAL REQUIREMENTS

Windows Users

- Recommended OS: Windows 8, 10
- Supported OS: Windows 7
- Secure High-Speed Internet connection (e.g.: DSL, Cable, etc.)
- Soundcard & Speakers
- Screen Resolution: 1280 X 1024 or better
- Recommended Browsers: Firefox, Chrome
- Supported Browsers: Chrome 90+, Edge 90+, Firefox 88++
- Headset with microphone using USB/wired connection

Mac Users

- Recommended OS: OS X 10.14
- Supported OS: OS X 10.12+
- Secure High-Speed Internet connection (e.g.: DSL, Cable, etc.)
- Soundcard & Speakers
- Screen Resolution: 1280 X 1024 or better
- Recommended Browsers: Firefox 88+, Safari 14+
- Headset with microphone using a USB/wired connection

Mobile Users

- Recommended OS: Android 9+, IOS 14+, Chrome OS 90+
- Supported OS: Android 5+, IOS 11+
- Recommended Browsers: Chrome, Safari
- Secure High-Speed Cell Service, Mobile Hotspot or Wi-Fi Connection
- Headset with microphone

Notes:

Satellite & Cellular Internet Connections: If this is the only connection you have access to, please note that you may experience sporadic issues while working in your online courses. If you report these problems to the IT Helpdesk, we will attempt to address them with your Satellite or Cellular connection provider.

Wireless Routers/Connections: While working in your online courses via a wireless router or wireless connection you may experience problems such as various error messages. If you contact the IT Helpdesk, please be aware that part of the troubleshooting process may be to have you bypass your wireless router or connection. If bypassing the wireless router resolves the problem you are experiencing, you will either need to continue to bypass the router or contact the router's manufacturer's support to further diagnose the source of this problem.

Notes:

Web browsers listed have been validated with the online course platform. A student risks running into problems with the course software if they choose to use a non- supported browser.

National University maintains a Technical Requirements web page that is updated frequently with Windows and Macintosh hardware and software requirements, including both recommended and supported web browser software. For further information, please check <http://kb.nu.edu/app/answers/detail/aid/120>

CAMPUS INTERNET ACCESS

All National University students can access the Internet from any of the computers found in the University's computer classrooms and open computer labs. National University has wireless Internet access at most campuses. At the applicable campuses, wireless access is available within most student areas, such as classrooms and lounges. The student should contact the campus to determine if a site has wireless access and to get log-on information to access the wireless network.

National University's programs and courses make frequent use of Internet resources, allowing students to learn the skills required to gain information through such electronic media.

STUDENT PORTAL

National University offers all students online real-time access to their academic, financial and personal records and other pertinent information. Through the student portal, accessible from the University's home page, students can access their online classes, grades, Academic Advisement Report (AAR), textbook requirements, online bookstore, financial aid checklists and student accounts, as well as add courses to their schedules.

STUDENTS WITH DISABILITIES

It is the policy of National University, in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal and state disability nondiscrimination laws, that no student shall, on the basis of his/her disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any University program or activity.

National University is committed to providing students with disabilities an equal opportunity to access the benefits, rights and privileges of University services, programs, and activities in the most integrated setting appropriate to the students' needs.

National University is committed to providing reasonable accommodations to students with disabilities in order to ensure that all students have an equal opportunity to benefit from and have access to programs and services. "Reasonable accommodation" means a reasonable modification or adjustment that enables qualified students with disabilities to have equal access to programs and services.

Under the law, “reasonable accommodation” may include, but is not limited to, removal of barriers of access of the physical facilities or programs, “academic adjustments” such as modification of academic requirements, policies and procedures, and “auxiliary aids” such as texts in alternate media, interpreters, readers, and other similar services and actions.

Student Accessibility Services Office

Student Accessibility Services (SAS) at National University, through collaboration with the campus and the community, is committed to empowering students with disabilities and providing equal access to higher education through the provision of academic support services, technology and advocacy in order to promote student retention and graduation. Student Accessibility Services provides disability consultation, coordination of support services, and accommodations for all eligible students with disabilities.

Services

Student Accessibility Services provides a variety of services designed to assist the National University community, including students, faculty and staff. Student Accessibility Services offers services that allow students with disabilities to participate fully in all facets of the learning experience.

- Students with disabilities are equipped with tools to promote self- advocacy, independence, learning, and goal attainment.
- Faculty and staff are provided resources and guidance to assist with the creation of accessible on-site and online learning experiences that foster engagement and interaction with all students.

Requesting Accommodations and Services

Students with disabilities have the right to obtain reasonable accommodations. National University will make such modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating on the basis of disability against a qualified applicant or student with a disability. Modifications may include changes in the length of time permitted for the completion of the degree requirements, substitution of specific courses required for the completion of degree requirements and adaptation of the manner in which specific courses are conducted. In course examinations or other procedures for evaluating a student’s academic achievement, National University shall provide methods for evaluating the achievement of students with disabilities that impair sensory, manual or speaking skills as will best ensure that the results of the evaluation represent the student’s achievement in the course, rather than reflecting the student’s impaired sensory, manual or speaking skills, except where such skills are the factors that the test purports to measure.

The University will take necessary steps to ensure that no qualified disabled student is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination because of the absence of educational auxiliary aids. Auxiliary aids may include texts in alternate format, interpreters, or other effective methods of making orally delivered materials available to students with hearing impairments, readers in libraries for students with visual impairments, classroom equipment adapted for use by students with manual impairments, and other similar services and actions. Accommodations that would fundamentally alter the nature of the program, cause undue hardship on the University or jeopardize the health or safety of others cannot be provided. Reasonable accommodations must specifically address the functional limitations of the student’s specific disability.

Registration

Students seeking accommodations and services due to a disability should contact Student Accessibility Services. A Student Accessibility Services Counselor will discuss potential accommodations and required documentation with the student. Students are encouraged to register with Student Accessibility Services and make accommodation requests as far in advance as possible; accommodations are not retroactive.

Students seeking to register with Student Accessibility Services are required to:

1. self-identify to Student Accessibility Services,
2. submit an application,
3. provide documentation of a disability from the appropriate licensed professional,
4. participate in an interactive appointment with a Student Accessibility Services Counselor. Student Accessibility Services will provide a letter confirming eligibility for services and detailing approved curriculum accommodations to eligible students with disabilities following completion of the registration process. Electronic application forms and other materials related to the registration process can be found at www.nu.edu/sas.

Disability Documentation

Disability documentation must be signed by a licensed physician, psychologist, audiologist, speech pathologist, physical therapist, occupational therapist or other professional healthcare provider. Documentation should indicate the student's current level of functioning with respect to the major life activity impacted by the disability. The diagnostic report should include, where appropriate, recommendations for specific accommodations and an explanation of the reason the accommodation is recommended. In some situations, the University may request additional documentation. The cost of obtaining professional documentation of a disability is the responsibility of the student. Additional information regarding documentation is located at www.nu.edu/sas.

Accommodation Determination

Student Accessibility Services will consider all materials, consult with relevant faculty when necessary and afford qualifying individuals with appropriate accommodations. The student may provide additional input from an appropriate professional at the student's expense if the student or Student Accessibility Services deems such input to be necessary to determine eligibility for services or appropriateness of a specific accommodation requested.

Once a student is approved to receive accommodation(s), a Student Accessibility Services Counselor will provide an accommodation letter to the student. It is the student's responsibility to present this letter to his/her instructor in timely fashion, preferably within the first three days of the term/course, to allow sufficient time for the arrangement of any prescribed accommodation(s). A student may or may not elect to use the accommodation(s).

Students requesting, and approved for, on-site testing accommodations are required to complete a Testing Accommodations Orientation at least two weeks prior to their first exam request for in-course exams. For on-site tests, students are also required to complete an On-site Test Accommodation Request Form. Completed forms are due to Student Accessibility Services at least five business days prior to the exam or quiz date to allow sufficient time for the arrangement of test accommodations, including but not limited to extended test time, distraction-reduced setting, etc. In addition, students are required to read and follow the Test Accommodation Policies and Guidelines. The Testing Accommodations Orientation documents, the On-site Test Accommodation

Request Form and the Test Accommodation Policies and Guidelines are located at www.nu.edu/sas in the section entitled Accessibility Forms and Guides.

Providing advanced notice: students needing captioning and/or interpreting must request these services using the appropriate request forms also located at www.nu.edu/sas. Faculty and staff are encouraged to communicate with deaf and hard-of-hearing students using electronic mail or web-based chat. If the student uses text telephone (TT) or video phone, use the California Relay Services by dialing 888.877.5379.

Faculty members who receive a request from a student for a curriculum accommodation due to a reported disability should request an accommodation letter from the student. If the student informs the instructor that they do not have such a letter or are not registered with Student Accessibility Services, the faculty member should direct the student to Student Accessibility Services, providing him/ her with the contact information. In addition, the instructor should contact Student Accessibility Services to discuss any questions or seek additional guidance. Any disability-related information that a student gives to the faculty member is to be used only for making curriculum accessible for the student and may not be disclosed to any parties without written consent from the student. Instructors are not authorized to unilaterally deny a student an approved accommodation. Instructors who disagree with a particular accommodation prescribed for a student and included on the official accommodation letter should contact Student Accessibility Services for immediate consultation and discussion.

Denial or Insufficiency of Accommodation

If a student is denied an accommodation or believes that the accommodation approved is insufficient, the student may appeal to the Vice President of Student Services, who will render a decision within seven days of receipt of the appeal or prior to the start date of the next course, depending on which occurs first. The decision of the Vice President is final.

Students have the right to appeal any decision by the University denying a requested reasonable accommodation to outside enforcement agencies such as the Office for Civil Rights of the United States Department of Education or the California Department of Fair Employment and Housing. See “Appellate Procedures” in the Policies and Procedures section of the General Catalog. Any complaint must be filed with the Office for Civil Rights within 180 calendar days of the University’s final decision, or with the California Department of Fair Employment and Housing within one year of the University’s final decision. Students need not exhaust the University’s appeal procedures in order to file an appeal with an outside agency.

Problems in Receiving Approved Accommodations

In the event that a student believes they are not receiving an accommodation that is specified in their accommodation letter, the student should immediately contact Student Accessibility Services for assistance at sas@nu.edu.

Confidentiality

Student Accessibility Services is committed to ensuring all information and communication pertaining to a student’s disability is maintained as confidential as required and/or permitted by local, state and federal laws and regulations. To that end, the following guidelines govern the use and disclosure of information shared with the SAS office staff.

1. This information is protected by the Family Educational Rights and Privacy Act (FERPA). All records received and kept by SAS are considered educational records. All documentation is kept in secure electronic or hard copy files, and immediate access is limited to the SAS staff and managers.

2. Personally identifiable information will not be disclosed to persons outside the University without the expressed written permission of the student, except in accordance with local, state and federal laws or pursuant to a court order or subpoena.
3. Personally identifiable information will be shared with other University employees, faculty and other officials only when the requestor maintains a legitimate educational interest. In such a case, the SAS staff will disclose only information pertinent to the request and in the best interest of the student.
4. If a student wishes to have information about his/her disability shared with others outside of the institution, the student must provide written authorization to SAS at sas@nu.edu to release the information.
5. A student has the right to review their own SAS file with reasonable notification. Any student wishing to review their own records should contact SAS at sas@nu.edu.
6. Contact Student Accessibility Services at 858.521.3967, e-mail sas@nu.edu, or visit www.nu.edu/sas for questions or for further assistance.

Student Accessibility Services

Phone: 858.521.3967

Email: sas@nu.edu

Web: www.nu.edu/sas

OFFICE OF STUDENT AFFAIRS

The Student Relations Specialist in the Office of Student Affairs (OSA) serves the National University community by advocating for accepted norms of fairness, ethical behavior, adherence to the letter and spirit of National University policies, and prevention of delay, complication and unresponsiveness in the application of University rules and processes. In the Office of Student Affairs, we strive to fulfill the mission of the University by serving as an informal and impartial mediator and resolution center.

The Office of Student Affairs strives to create a non-judgmental and safe forum to voicing of their concerns as well as collaborative and respectful problem solving. The OSA is designated neutral and, as such, does not advocate for an individual or specific point of view. Following an investigation, the OSA provides options and support in resolution as well as feedback to National University Administration about policies, practices, and structures that may contribute to confusion, conflict and discord in the community.

For help identifying alternative courses of action, please contact the Student Relations Specialist:

Office of Student Affairs

National University

Online Report: www.nu.edu/reportit

Phone: 858.642. 8036

Email: osa@nu.edu

CAREER SERVICES

National University Career Services offers quality career and employment resources to help students and alumni identify and fulfill their career goals. We will help you define your unique potential for success and foster lifelong professional and career development skills. You will benefit from our innovative programs, exceptional support, and expanded employment opportunities. Career Services are available online. Our job portal connects you with employers, and enables you to easily post your resume and apply for online positions.

For more information about Career Services and its services, call 858.541.7950 or 1-866-NU-ACCESS, ext. 7950 or email: careerservices@nu.edu.

The University does not guarantee employment, and student referrals to prospective employers are not based on direct contact with the employer regarding current job openings. Placement services provided by the school is offered as an assistance in working out the student's placement but is not offered as an assumption of the responsibility for finding the student a job.

TESTING SERVICES

Students at National University have the opportunity to demonstrate their prior learning for placement in more advanced coursework as well as for course credit. NU Testing Services can assist you in selecting, scheduling, and preparing for appropriate exams based on your academic plan and previous experience. Testing services include ACCUPLACER testing, DSST, CLEP, Sophia, StraighterLine, and Credit by Exam/Challenge Exam. You can find information about Testing Services at www.nu.edu/testingservices

Testing Services

9393 Lightwave Avenue
San Diego, CA 92123-1447

Phone: 858.541.7951

Fax: 858.541.7996

Email: testingservices@nu.edu

CENTER FOR STUDENT ENGAGEMENT AND ACTIVITIES

National University is proud to have student clubs and organizations. Whether meetings are in person, online, or both, we have a place for students to engage and connect with each other.

New Club/Organization Requirements. Clubs must have:

- A minimum of ten members.
- Officers must have a 2.7 GPA or above.
- A mission statement.
- A faculty or staff advisor.
- Members must have a minimum 2.0 GPA.

To register, clubs must:

- Fill out a Registration and Liability form.
- Advisors must fill out an Advisor Agreement Form.

CSEA Student Learning Outcomes

Membership in student organizations supports the following four SLOs

1. Apply effective communication strategies for in-person and online interactions, including meetings, professional websites, and social media platforms.
2. Synthesize connections among experiences outside of the formal classroom (including life experiences, co-curricular, and academic experiences such as internships and travel abroad) to deepen understanding of fields of study and to broaden own points of view.

3. Evaluate and apply diverse perspectives to complex topics to demonstrate an empathetic understanding of multiple worldviews and cultures.
4. Utilize various leadership behaviors to support a constructive team climate, including teamwork and conflict resolution.

For more information contact:

Center for Student Engagement and Leadership

Phone: 858.541.7714

Email: clubs@nu.edu

Web: www.nu.edu/csea

ALUMNI AND COMMUNITY RELATIONS

The Office Alumni and Community Relations seeks to identify and promote the successes of graduates. It also provides alumni with lifelong connections, resources, career services and other benefits, while fostering and facilitating opportunities for personal and professional growth and continued participation within the University community. National University strives to broaden the array of programs and services available to alumni through the Office of Alumni and Community Relations. It maintains open communication with the alumni community through its website, e-mail, mail, social media, and newsletter. To subscribe, contact 858.642.8095 or email alumni@nu.edu.

The alumni relations website provides up-to-date information on initiatives being offered. Alumni may also access National University's free Online Alumni Community, a network created exclusively for National University alumni accessible via the alumni website at <http://alumni.nu.edu>. This community features an alumni directory, event listings, mentoring, chapter boards, clubs, career services and more. One of the most popular benefits available to Alumni is membership to the National University Online Library, which includes access to e-Books on EBSCO host and the Academic Search Premier Alumni Edition database. For more information or to sign up, visit www.alumni.nu.edu/librarysubscription.

STUDENT WELLNESS

At National University, we believe holistic wellness is integral to student learning and success. Wellness is a practice that's cultivated over time. Our Student Wellness staff can help you on campus or online with the following. More information can be found and file a student referral at: www.nu.edu/studentwellness.

- Mental health concerns (anxiety, depression, etc.)
- Housing, financial, and food insecurities
- Financial wellness and budgeting
- Solutions-focused and options counseling
- Referrals to University and community resources

Student Wellness

9388 Lightwave Ave., Suite 164D

San Diego, CA 92123

Email: studentwellness@nu.edu

Phone: (858) 541-7784

Web: www.nu.edu/studentwellness

CARE TEAM

The CARE Team works to assist students who display behaviors that are concerning, disruptive, or threatening in nature and that potentially impede their own or others' ability to participate successfully or safely in the university community. The CARE Team primarily focuses on students who:

- Reported suicidal thoughts/plans
- Made a threat to someone else
- Made a threat to the broader community

The CARE Team employs proactive and collaborative strategies to identify, assess and mitigate risks to community member wellbeing using an interdepartmental meeting forum and shared decision-making. While the team does not hold jurisdiction over non-National University community members, the team reserves the right to include any relevant person of concern or witness in the assessment and intervention process, regardless of enrollment status.

In the process of threat assessment, the CARE Team utilizes publicly-available information, University records, voluntarily disclosed student or peer reports, and mandated assessments. Students may be asked to complete a mandatory assessment with either a University official or a preferred outside provider at no cost to the student. Mandated assessments are considered only when a student of concern crosses the elevated threshold on the NaBITA Risk Rubric and the assessment is necessary in making decisions regarding re-enrollment, program continuation, or a return to class.

Once a level of risk or threat is determined using the NaBITA Threat Assessment tool, the CARE Team then deploys the intervention techniques and strategies appropriate to that level of risk. Interventions are based on the NaBITA Threat Assessment Tool's recommendations for action based on the established risk level. The authority to take the recommended action or implement the intervention rests with the core members' official capacity at the university.

For more information, contact:

CARE Team Chair

Email: care@nu.edu

Phone: (858) 226-1369

Web: www.nu.edu/care

National University provides a number of services to help students attain their educational goals. In addition to the Office of Academic Affairs, several offices of the University join together to provide services for the academic, economic and personal needs of enrolled students. Student services include student advising and scheduling, records evaluation, veteran's assistance, financial aid, tutoring, and other services. Additionally, the library, alumni association, and student accounts office are available to help students.

Academic Success Center

The National University Academic Success Center (ASC) offers innovative services and resources designed to support students throughout their learning journey and in the development of their identities as scholars and practitioners. The ASC team employs an integrated approach to student support, enabling the center to provide wrap-around services tailored to each student's unique needs. This ensures a meaningful and personalized learning experience. Live, real-time support is available via chat and text message. Additionally, you can email or submit questions to the Ask a Coach service 24/7. For more information, visit the [Academic Success Center website](#).

Writing Support – Available seven (7) days a week

Writing Coaches provide support for all stages of the writing process (APA, paragraph development, synthesis, legal writing, and research writing) through interactive live individual and small group sessions and asynchronous recorded coaching sessions.

Statistics and Math Support – Available seven (7) days a week

Statistics and Math Coaches are available to help students at all proficiency levels build confidence as they develop quantitative reasoning skills (statistics, algebra, math, and quantitative analysis) through interactive live individual and small group sessions and asynchronous recorded coaching sessions.

Alumni Navigators – Available seven (7) days a week

Alumni Navigators provide personalized assistance in areas such as time management, goal setting, and developing a growth mindset to help students achieve academic and personal success. Alumni Navigators host individual and weekly open group sessions daily.

Proofreading Service

This paid service aims to provide students with a trustworthy editing resource to support diverse writing needs with a focus on APA, formatting, and grammar. Students can select from a menu of 30-minute, 1, 2, and 3-hour sessions. Students who have a completed dissertation can schedule a complimentary 3-hour proofreading session.

Contact Information:

ASC Chat – [Chat with a coach live.](#)

Text: 928-440-1325

Email: asc@nu.edu

National University Library

The Library offers a wide range of resources and service designed to meet the needs of all students. All resources and support services are available 24/7 online at the Library's website, resources.nu.edu/library. You can find more information about the hundreds of databases and thousands of ebooks and videos on the website. Services range from live chat (available 24/7) to webinars and 1:1 research consultations. The website contains a wealth of resources that you can use at your convenience to learn more about how to most effectively conduct library research. The Library also provides free document delivery of items outside of our collection through our interlibrary loan service.

Hours (Pacific Time, excluding holidays and breaks)

- Monday - Thursday 8 a.m. - 9 p.m.
- Friday 8 a.m. - 5 p.m.
- Saturday 9 a.m. - 5 p.m.
- Sunday 10 a.m. - 9 p.m.

Contact Information:

E-mail: refdesk@nu.edu

Text: 928.550.6552

Phone: 888.628.1569

Ask Us (Chat & FAQ Service): resources.nu.edu/library

Bookstore

The University contracts with an external vendor for the sale and buyback of textbooks. Textbooks are available for purchase two months prior to the start of the course. The cost of books varies with each course. Students must purchase all required books and supplies necessary for the course in which they are enrolled. Online access to the vendor is provided through the student portal on the University's website, or may be accessed at <http://www.nutextdirect.com/>.

Veteran Center

National University's Veteran Center is a liaison for military-affiliated students, that helps support transition from military life to higher education, works with internal and external resources of the university and helps to build a connection among active duty, veteran, reserve, and dependent students. Here you will find a community that

creates lifelong connections with other military-affiliated students and staff, who will encourage you from your first class to graduation and beyond.

Services offered through the National University Veteran Center can be accessed on-site, via phone/email, or through our Virtual Veteran Center on Brightspace. Services include, but are not limited to: SALUTE – Veteran Honor Society, SVO; Student Veteran Organization, Student Food Pantry, Veteran Victory Scholarship, and access to a Veteran Center lounge area where students can take a break and enjoy a snack and some coffee. Please visit www.nu.edu/veterancenter for more information and current hours of operation.

Every military-affiliated student at NU has access to our online community via their Brightspace home page, under Virtual Veteran Center. If you have trouble finding the link, email us at veterancenter@nu.edu for assistance.

National University Veteran Center Spectrum Campus

Room 171

9388 Lightwave Avenue

San Diego, CA 92123-1426

Phone: 858.541.7780

Email: veterancenter@nu.edu

Online Learning Requirements

National University offers many programs in an online format. In an online course, students will be able to view the syllabus, complete assignments and assessments, engage with varying course materials (videos, interactive presentations, assigned reading), participate in threaded discussions, interact with peers and the instructors, as well as review instructor feedback. Students should log in on the first day of class and anticipate checking their online course multiple times per week. Students are provided access to online courses beginning on the Sunday before the term begins through three weeks after the term ends. Students should ensure they have a reliable internet connection and a reliable computer to access their course.

As of August 2024, the following are the minimum system requirements that are needed to successfully access your courses on the Brightspace platform.

Technical Requirements

Windows Users

- Recommended OS: Windows 10, 11
- Supported OS: Windows 10 22H2+
- Secure High-Speed Internet connection (e.g.: DSL, Cable, etc.)
- Soundcard & Speakers
- Screen Resolution: 1280 X 1024 or better
- Recommended Browsers: Firefox, Chrome
- Supported Browsers: Chrome126+, Edge 126+, Firefox 126++
- Headset with microphone using USB/wired connection

Mac Users

- Recommended OS: OS X 10.14
- Supported OS: OS X 10.13+
- Secure High-Speed Internet connection (e.g.: DSL, Cable, etc.)
- Soundcard & Speakers
- Screen Resolution: 1280 X 1024 or better
- Recommended Browsers: Firefox 126+, Safari 14+, Chrome 126++
- Headset with microphone using a USB/wired connection

Mobile Users

- Recommended OS: Android 13+, IOS 16+, Chrome OS 90+
- Supported OS: Android 11+, IOS 16+
- Recommended Browsers: Chrome, Safari
- Secure High-Speed Cell Service, Mobile Hotspot or Wi-Fi Connection

- Headset with microphone

Notes:

Satellite & Cellular Internet Connections: If this is the only connection you have access to, please note that you may experience sporadic issues while working in your online courses. If you report these problems to the IT Helpdesk, we will attempt to address them with your Satellite or Cellular connection provider.

Wireless Routers/Connections: While working in your online courses via a wireless router or wireless connection you may experience problems such as various error messages. If you contact the IT Helpdesk, please be aware that part of the troubleshooting process may be to have you bypass your wireless router or connection. If bypassing the wireless router resolves the problem you are experiencing, you will either need to continue to bypass the router or contact the router's manufacturer's support to further diagnose the source of this problem.

Notes:

Web browsers listed have been validated with the online course platform. A student risks running into problems with the course software if they choose to use a non- supported browser.

Campus Internet Access

All National University students can access the Internet from any of the computers found in the University's computer classrooms and open computer labs. National University has wireless Internet access at most campuses. At the applicable campuses, wireless access is available within most student areas, such as classrooms and lounges. The student should contact the campus to determine if a site has wireless access and to get log-on information to access the wireless network.

National University's programs and courses make frequent use of Internet resources, allowing students to learn the skills required to gain information through such electronic media.

Student Portal

National University offers all students online real-time access to their academic, financial and personal records and other pertinent information. Through the student portal, accessible from the University's home page, students can access their online classes, grades, Academic Advisement Report (AAR), textbook requirements, online bookstore, financial aid checklists and student accounts, as well as add courses to their schedules.

Students with Disabilities

It is the policy of National University, in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal and state disability nondiscrimination laws, that no student shall, based on their disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under, any University program or activity.

National University is committed to providing students with disabilities an equal opportunity to access the benefits, rights, and privileges of University services, programs, and activities in the most integrated setting appropriate to the students' needs.

National University is committed to providing reasonable accommodations to students with disabilities to ensure all students have an equal opportunity to benefit from and access programs and services. "Reasonable accommodation" means a reasonable modification or adjustment that enables qualified students with disabilities equal access to programs and services.

Under the law, "reasonable accommodation" may include, but is not limited to, removal of barriers to access of the physical facilities or programs, "academic adjustments" such as modification of academic requirements, policies, and procedures, and "auxiliary aids" such as texts in alternate media, interpreters, readers, and other similar services and actions.

Student Accessibility Services cannot authorize the following:

- Extended breaks between courses or leaves of absence;
- Special funding, discounts, or waivers for course fees;
- Vocational rehabilitation funding or scholarships;

- Additional time to complete a program;
- Waivers of the University policies, including admissions, academics, or financial;
- Fundamental alterations to courses and programs that can have an impact on the essential academic requirements.

Student Accessibility Services Office

Student Accessibility Services (SAS) at National University, through collaboration with the campus and the community, is committed to empowering students with disabilities and providing equal access to higher education through the provision of academic support services, technology, and advocacy to promote student persistence and graduation. SAS provides disability consultation, coordination of support services, and accommodations for all eligible students with disabilities.

Services

SAS provides a variety of services designed to assist the National University community, including students, faculty, and staff. SAS offers services that allow students with disabilities to participate fully in all facets of the learning experience.

- Students with disabilities are equipped with tools to promote self-advocacy, independence, learning, and goal attainment.
- Faculty and staff are provided resources and guidance to assist with the creation of accessible on-site and online learning experiences that foster engagement and interaction with all students.

Requesting Accommodations and Services

National University can modify academic requirements as necessary to ensure that such requirements do not discriminate or prohibit the participation of qualified applicants or students with a disability if the modification does not fundamentally impact the course or program in which the student is participating.

Fundamental alterations can include but are not limited to, changes to curriculum and program revisions that impact accreditation or University requirements. Modifications may include changes in the length of time permitted for the completion of the degree requirements, substitution of specific courses required for the completion of degree requirements, and adaptation of the manner in which specific courses are conducted.

In course examinations or other procedures for evaluating a student's academic achievement, National University shall provide methods for evaluating the achievement of students with disabilities that impair sensory, manual, or speaking skills as will best ensure that the results of the evaluation represent the student's achievement in the course, rather than reflecting the student's impaired sensory, manual or speaking skills, except where such skills are the factors that the test purports to measure.

The University will take necessary steps to ensure that no qualified disabled student is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination because of the absence of educational auxiliary aids. Auxiliary aids may include texts in alternate format, interpreters, or other effective methods of making orally delivered materials available to students with hearing impairments, readers in libraries for students with visual impairments, classroom equipment adapted for use by students with manual impairments, and other similar services and actions. Accommodations that would fundamentally alter the nature of the program, cause undue hardship on the University or jeopardize the health or safety of others cannot be provided. Reasonable accommodations must specifically address the functional limitations of the student's specific disability.

Registration

Students seeking accommodations and services due to a disability should contact SAS. A SAS Counselor will discuss potential accommodations and required documentation with the student. Students are encouraged to register with SAS and make accommodation requests as far in advance as possible; accommodations are not retroactive.

Students seeking to register with SAS are required to:

- self-identify to SAS,
- submit an application,
- provide documentation of a disability from the appropriate licensed professional, and
- participate in an interactive appointment with a SAS Counselor.

SAS will provide a letter confirming eligibility for services and detailing approved curriculum accommodations to eligible students with disabilities following the completion of the registration process. Information related to the registration process can be found at www.nu.edu/sas.

Disability Documentation

Disability documentation must be signed by a licensed physician, psychologist, audiologist, speech pathologist, physical therapist, occupational therapist, or other professional healthcare provider.

Documentation should indicate the student's current level of functioning with respect to the major life activity impacted by the disability. The diagnostic report should include, where appropriate, recommendations for specific accommodations and explain why the accommodation is recommended. In some situations, the University may request additional documentation. The cost of obtaining professional documentation of a disability is the student's responsibility. Additional information regarding documentation is located at www.nu.edu/sas.

Accommodation Determination

SAS will consider all materials, consult with relevant faculty when necessary and afford qualifying individuals with appropriate accommodations. The student may provide additional input from an appropriate professional at the student's expense if the student or SAS deems such input necessary to determine eligibility for services or the appropriateness of a specific accommodation requested.

Once a student is approved to receive accommodation(s), a SAS Counselor will provide an accommodation letter to the student. It is the student's responsibility to present this letter to his/her instructor in a timely fashion, preferably within the first three days of the term/course, to allow sufficient time to arrange any prescribed accommodation(s). A student may or may not elect to use the accommodation(s). Students are encouraged to speak with their instructor regarding their accommodations and to review which accommodations they plan to use.

Students requesting and approved for on-site testing accommodations near an established Testing Center are required to complete a Testing Accommodations Orientation at least two weeks prior to their first exam request for in-course exams. For on-site tests, students are also required to complete an On-site Test Accommodation Request Form. Completed forms are due to SAS at least five business days prior to the exam or quiz date to allow sufficient time for the arrangement of test accommodations, including but not limited to extended test time, distraction-reduced setting, etc. In addition, students are required to read and follow the Test Accommodation Policies and Guidelines. The Testing Accommodations Orientation documents, the On-site Test Accommodation Request Form, and the Test Accommodation Policies and Guidelines are located at www.nu.edu/sas in the section entitled Accessibility Forms and Guides.

Providing advanced notice: students needing captioning and/or interpreting must request these services using the appropriate request forms located at www.nu.edu/sas. Faculty and staff are encouraged to communicate with deaf and hard-of-hearing students using electronic mail or web-based chat. If the student uses text telephone (TT) or video phone, use the California Relay Services by dialing 1-800-735-2922 (English), or 1-800-855-3000 (Spanish).

Faculty who receive a request from a student for a curriculum accommodation due to a reported disability should request an accommodation letter from the student. If the student informs the instructor that they do not have such a letter or are not registered with SAS, the faculty member should direct the student to SAS, providing them with the contact information. In addition, the instructor should contact SAS to discuss any questions or seek additional guidance. Any disability-related information that a student gives to the faculty member is to be used only for making the curriculum accessible for the student and may not be disclosed to any parties without written consent from the student. Instructors are not authorized to deny a student an approved accommodation unilaterally. Instructors who disagree with a particular accommodation prescribed for a student and included on the official accommodation letter should contact SAS for immediate consultation and discussion.

If a student would like to request additional accommodations, additional documentation and an additional interactive appointment may be requested.

Modality

National University (NU) offers classes in two possible instructional models: a one-to-one model and a class-based model. In a one-to-one model course, each student is assigned to a professor who will work individually with that student throughout the course. Courses generally begin each Monday. In a class-based model, multiple students

are assigned to start the course simultaneously with one professor, often involving discussion boards or other student-to-student interactions. These courses begin monthly at the designated time of the course calendar.

As a unified department, a standardized accommodation approach will be adopted for all new students. Students who were previously enrolled in a one-to-one model through NCU will be offered the opportunity to remain in their one-to-one model through their program completion or merge into a class-based model, with the understanding that once they move, they will not be able to switch between modalities after that selection. Students offered the option to remain in their one-to-one model or change to a class-based model will understand that their accommodations will reflect the model in which they are enrolled.

Students who choose to remain in a one-to-one model will be offered an opportunity to revise their accommodations or maintain their current approvals. If the standardized approach negatively affects their academic progress, they will be granted a one-time offering to return to their NCU legacy accommodations. Once selected, one-to-one students understand that their accommodations will remain as is until they complete their program or transfer to a class-based model. Students who transfer to a class-based model understand that there is a possibility of a change in accommodations to reflect the change in course modality. Accommodation approval will remain an individualized process dependent on the student's diagnosis and documentation. Students who transfer to a class-based model will meet with a SAS Accommodation Counselor to review their accommodations and discuss any changes that may be necessary.

All inquiries regarding accommodations for either modality should be directed to SAS at sas@nu.edu.

Denial or Insufficiency of Accommodation

If a student is denied an accommodation or believes that the accommodation approved is insufficient, the student may appeal to the ADA/504 Coordinator, who will render a decision within seven days of receipt of the appeal or before the start date of the next course, depending on which occurs first. The decision of the ADA/504 Coordinator is final.

Problems in Receiving Approved Accommodations

If a student believes they are not receiving an accommodation specified in their letter, they should immediately contact SAS for assistance at sas@nu.edu.

Confidentiality

SAS is committed to ensuring all information and communication about a student's disability is maintained as confidential as required and/or permitted by local, state, and federal laws and regulations. To that end, the following guidelines govern the use and disclosure of information shared with the SAS office staff.

This information is protected by the Family Educational Rights and Privacy Act (FERPA). All records received and kept by SAS are considered educational records. All documentation is kept in secure electronic files, and immediate access is limited to the SAS staff and managers.

Personally identifiable information will not be disclosed to persons outside the University without the express written permission of the student, except in accordance with local, state, and federal laws or pursuant to a court order or subpoena.

Personally identifiable information will be shared with other University employees, faculty, and other officials only when the requestor maintains a legitimate educational interest. In such a case, the SAS staff will disclose only information pertinent to the request and in the student's best interest.

If a student wishes to have information about their disability shared with others outside of the institution, the student must provide written authorization to SAS at sas@nu.edu to release the information.

A student has the right to review their own SAS file with reasonable notification. Any student wishing to review their records should contact SAS at sas@nu.edu.

Student Accessibility Services

Phone: 858.521.3967

Email: sas@nu.edu

Web: www.nu.edu/sa

Students Who Believe They Have Been Subject to Discrimination Based on their Disability

National University students and employees (including the SAS office staff) abide by the [Equal Opportunity, Harassment and Nondiscrimination Policy](#), as found on the NU website and in the General Catalog.

It is our sincere hope that no member of our community experiences discrimination, harassment, misconduct, or violence based on their actual or perceived membership in a protected category. If that has occurred, please know that any person may file an informational report (whether or not the person reporting is alleged to have experienced the conduct). A report may be made at any time (including during non- business hours) by choosing the appropriate reporting form at this link: www.nu.edu/reportit, or in person, by mail, by telephone, by video, or by email, using the contact information listed below for the Title IX Coordinator & ADA/504 Coordinator.

ADA/504 Coordinator

Douglas Sheppard, ADA/504 Coordinator
9388 Lightwave Ave.
San Diego, CA 92123

Telephone: (858) 309-3538 | **Office Email:** adacoord@nu.edu | **Email:** dsheppard2@nu.edu

Title IX Coordinator

Heather Tyrrell, Director, Institutional Equity Office of Institutional Equity
9388 Lightwave Ave.
San Diego, CA 92123

Telephone: (858) 640-8087 | **Office Email:** oe@nu.edu | **Email:** htyrrell@nu.edu

Office of Student Affairs

The Student Relations Specialist in the Office of Student Affairs (OSA) serves the National University community by advocating for accepted norms of fairness, ethical behavior, adherence to the letter and spirit of National University policies, and prevention of delay, complication and unresponsiveness in the application of University rules and processes. In the Office of Student Affairs, we strive to fulfill the mission of the University by serving as an informal and impartial mediator and resolution center.

The Office of Student Affairs strives to create a non-judgmental and safe forum to voicing of their concerns as well as collaborative and respectful problem solving. The OSA is designated neutral and, as such, does not advocate for an individual or specific point of view. Following an investigation, the OSA provides options and support in resolution as well as feedback to National University Administration about policies, practices, and structures that may contribute to confusion, conflict and discord in the community.

For help identifying alternative courses of action, please contact the Student Relations Specialist:

Office of Student Affairs

National University

Online Report: www.nu.edu/reportit

Phone: 858.642. 8036

Email: osa@nu.edu

Career Services

National University Career Services offers quality career and employment resources to help students and alumni identify and fulfill their career goals. We will help you define your unique potential for success and foster lifelong professional and career development skills. You will benefit from our innovative programs, exceptional support, and expanded employment opportunities. Career Services are available online, including self-service resources on our website. Our career management portal, Handshake, connects you with employers and enables you to easily attend career fairs and events, post your resume, search for open positions, and apply online.

For more information about Career Services and its services, visit our website careerservices.nu.edu, call 858.541.7950, or email: careerservices@nu.edu.

The University does not guarantee employment, and student referrals to prospective employers are not based on direct contact with the employer regarding current job openings. Placement services provided by the school are offered as an assistance in supporting the student while they search for placement but is not offered as an assumption of the responsibility for finding the student a job.

Testing Services

Students at National University have the opportunity to demonstrate their knowledge about a wide array of subjects for course credit. NU Testing Services can assist you in selecting, scheduling, and preparing for appropriate exams based on your academic plan. Testing services include ACCUPLACER testing, DSST, CLEP, Sophia, StraighterLine, and Credit by Exam/Challenge Exam. You can find information about Testing Services at www.nu.edu/testingservices.

Testing Services

9388 Lightwave Ave.

San Diego, CA 92123

Phone: 858.541.7951

Email: testingservices@nu.edu

Center for Student Engagement and Activities

National University is proud to support student clubs and organizations. Joining a club is a great way to meet new people and enhance your leadership and teamwork skills, as well as gain a support network that could last far beyond graduation.

National University offers 15 student organizations (and counting!) across a variety of programs and interests.

To join a student organization:

- Fill out the [Registration & Liability Form](#)
- Attend your club's next meeting, monthly meeting schedules can be found [here](#).

Interested in starting your own student organization? Check out the requirements in our [CSEA Student Handbook](#), starting on page 7.

CSEA Student Learning Outcomes

Membership in student organizations supports the following four SLOs

1. Apply effective communication strategies for in-person and online interactions, including meetings, professional websites, and social media platforms.
2. Synthesize connections among experiences outside of the formal classroom (including life experiences, co-curricular, and academic experiences such as internships and travel abroad) to deepen understanding of fields of study and to broaden own points of view.
3. Evaluate and apply diverse perspectives to complex topics to demonstrate an empathetic understanding of multiple worldviews and cultures.
4. Utilize various leadership behaviors to support a constructive team climate, including teamwork and conflict resolution.

For more information contact:

Center for Student Engagement and Leadership

Email: clubs@nu.edu

Schedule an appointment: <https://calendly.com/cseaoofficehours/30min>

Website: www.nu.edu/cse

Alumni and Community Relations

As a graduate of National University, Northcentral University, or John F. Kennedy University, you are a part of the Alumni Association uniting you with a community of over 240,000 well-connected, highly-educated professionals. What does it mean to be part of an alumni community? It's about lifelong learners making lifelong connections and tapping into lifelong resources and benefits.

Upon graduation you are automatically a member of the Alumni Association. There are no dues, fees, or memberships to apply for.

Your membership includes several benefits and resources including:

- NU Speaker Series
- NU Mentoring Network
- Alumni Events
- NU Alumni Connection Newsletter
- Share your story: NU in the News & Class Notes

For more information, visit <https://www.alumni.nu.edu/>, email alumni@nu.edu, or call 858-642-8095.

National University Foundation

The National University Foundation was created to spread the hope of a rich and rewarding life to non-traditional, working, and military students who often face overwhelming barriers to higher education. By offering pathways to possibility, National University Foundation donors are changing the world, one student at a time. You can help students go from aspiration to achievement at National University in several ways - from one-time or recurring gift donations to corporate matching gifts to legacy-building gift planning. National University Foundation is a 501(c)(3) EIN 20-1269904, so every gift is a charitable donation.

To learn more about the Foundation and ways to give, visit <https://www.nu.edu/nu-foundation>, email foundation@nu.edu or call 858.642.8942.

Student Wellness

At National University, we believe holistic wellness is integral to student learning and success. Wellness is a practice that's cultivated over time. Our Student Wellness staff can help students with the following.

- Mental health concerns (anxiety, depression, etc.)
- Housing, financial, and food insecurities
- Financial wellness and budgeting
- Solutions-focused and options counseling
- Referrals to University and community resources

Refer a Student: www.nu.edu/studentreferral

Email: studentwellness@nu.edu

Web: www.nu.edu/studentwellness

Behavioral Intervention Team (BIT)

The BIT works to assist students who display behaviors that are concerning, disruptive, or threatening in nature and that potentially impede their own or others' ability to participate successfully or safely in the university community. The BIT primarily focuses on students who:

- Reported suicidal thoughts/plans
- Made a threat to someone else
- Made a threat to the broader community

The BIT employs proactive and collaborative strategies to identify, assess, and mitigate risks to community member wellbeing using an interdepartmental meeting forum and shared decision-making. While the team does not hold jurisdiction over non-National University community members, the team reserves the right to include any relevant person of concern or witness in the assessment and intervention process, regardless of enrollment status.

In the process of threat assessment, the BIT utilizes publicly available information, University records, voluntarily disclosed student or peer reports, and mandated assessments. Students may be asked to complete a mandatory assessment with either a University official or a preferred outside provider at no cost to the student. Mandated assessments are considered only when a student of concern crosses the elevated threshold on the NaBITA Risk Rubric and the assessment is necessary in making decisions regarding re-enrollment, program continuation, or a return to class.

Once a level of risk or threat is determined using the NaBITA Threat Assessment tool, the BIT then deploys the intervention techniques and strategies appropriate to that level of risk. Interventions are based on the NaBITA Threat Assessment Tool's recommendations for action based on the established risk level. The authority to take

the recommended action or implement the intervention rests with the core members' official capacity at the university.

Behavioral Intervention Team Chair: J.B. Robinson, PhD, Dean of Students

Referral: www.nu.edu/reportit

Email: bit@nu.edu

Web: www.nu.edu/care

International Affairs

National University's national expansion of online education has discontinued enrollment opportunities of new international students at this time.

Any questions related to International Students, please contact International Affairs at ipo@nu.edu.

INTERNATIONAL ADMISSIONS

All applicants to the University must complete an application for admission and execute an enrollment agreement.

Academic Records

All applicants must present academic records of prior education (in original language and with certified English translations) for evaluation and determination of admission eligibility into desired program. **Graduates of Bologna-compliant degree programs may be eligible for admission to graduate programs at National University after meeting specified criteria.*

English Proficiency

International students from a country where English is not the primary language will be required to fulfill the University's English Language Proficiency requirement prior to beginning their academic program.

Passport

A copy of the applicant's passport information with expiration date is required. Note: F1 student applicants' passports should be valid for up to 6 months into the future of the anticipated start term at National University.

SEVIS Form I-20

Applicants who require a Certificate of Eligibility for Non-Immigrant (F-1) Student Status must establish means of financial support in addition to the University admission requirements. **Additional documents required for transfer students currently in the U.S.A.*

The University is required to maintain student records and to furnish the information to appropriate U.S. federal agencies upon request.

National University's national expansion of online education has discontinued enrollment opportunities of new/returning international students at this time.

Any questions related to International Students, please contact International Affairs at ipo@nu.edu.

Academic Records

All applicants must present an official evaluation of their academic records of prior education (in original language and with certified English translations) for determination of admission eligibility into desired program. **Graduates of Bologna-compliant degree programs may be eligible for admission to graduate programs at National University after meeting specified criteria.*

English Proficiency

International students from a country where English is not the primary language will be required to fulfill the University's English Language Proficiency requirement prior to beginning their academic program.

Financial Aid and Scholarship

STUDENT FINANCIAL AID

There are many types of financial aid available to assist students who qualify. For specific information regarding financial aid programs and the University's Financial Aid policies and procedures, please visit the Financial Aid website at www.nu.edu or contact a Student Finance Advisor.

How to Apply for Financial Aid

Planning ahead and applying for financial aid can help students obtain an education which might otherwise be outside their financial reach.

To be considered for federal and state financial aid, students must complete the process of "need analysis." Need analysis is the method used to estimate the amount of money students and their families can reasonably contribute toward the cost of education. For the current school year, a student's awards will be determined using the income from the two years prior (taxed and untaxed) and current assets. Other factors that are considered include the student's marital status and the number of dependents.

The data to complete a "need analysis" is collected when a student completes the Free Application for Federal Student Aid (FAFSA). To expedite the application process, students are encouraged to apply online at www.fafsa.ed.gov as soon as possible. National University computer labs are available for students' use.

If a student (and parent, if required) has a Federal Student Aid ID (FSA ID), the application can be signed electronically. Sign up for FSA ID at www.fafsa.ed.gov.

Apply Faster—Sign Your FAFSA with the FSA ID

The FSA ID allows students to electronically sign when they submit a FAFSA. If students are providing parent information, one parent must also sign the FAFSA. To sign electronically, a parent should also apply for a FSA ID.

Students do not have to pay to get help or submit a FAFSA and can submit a FAFSA for free online at www.fafsa.ed.gov. Federal Student Aid provides free help online at www.fafsa.ed.gov or 1-800-4-FED-AID. TTY users (hearing impaired) may call 1.800.730.8913.

Student Eligibility Requirements

To receive financial aid, students must meet all the federal eligibility requirements. Students must:

- Have a high school diploma or recognized equivalent of a high school diploma.
- Be a U.S. citizen or an eligible non-citizen.
- Be enrolled in an eligible program and have their records evaluated by the Office of the Registrar (excludes non-degree studies and continuing education programs, which do not qualify for federal or state aid).
- Demonstrate financial need as determined by the federal methodology (excludes the federal unsubsidized Direct Loan Program, Grad PLUS Program and Parent PLUS program).
- Have a valid Social Security Number.
- Maintain satisfactory academic progress (SAP), as defined by the university Financial Aid Office.
- Not owe an overpayment on any Title IV educational grant or be in default on a Title IV educational loan unless satisfactory payment arrangements are made to repay or otherwise resolve the overpayment or default.
- Complete the verification process, if selected to do so, by submitting a signed copy of federal tax forms and any other required documents.

Students who plan to borrow Federal Direct Loans will need to complete a Direct Loan Master Promissory Note and Entrance Counseling prior to receiving aid. The Direct Loan Master Promissory Note can be completed at <https://studentaid.gov/mpn/> and Entrance Counseling can be completed at <https://studentaid.gov/entrance-counseling/>.

VERIFICATION

Verification is the selective confirmation of certain student and parent-reported data (for dependent students). Applications are selected for verification either by the Central Processing System (CPS) or by the Student and Financial Services (S&FS) team. The Financial Aid Office verifies all applications selected by the CPS. Any Institutional Student Information Record (ISIR) may be selected for verification, even if the prior ISIR was not selected.

On a case-by-case basis, the Financial Aid Office may institutionally select an application for verification if there is a discrepancy or a condition that is unusual and warrants review.

To minimize award notification updates and post-award questions, NU packages and disburses funds only after completing any necessary verification. The verification process must be completed for selected applicants before any Title IV aid (excluding PLUS and Unsubsidized Direct loans if those loans represent the only award) will be disbursed. A student will receive an updated award letter if, based on verification documentation, Title IV award amounts have changed.

Information that must be verified and the acceptable documentation for students selected for verification are determined annually and published before the start of an award year. In accordance with the new regulation, NU may verify different items from year to year.

STUDENT NOTIFICATION OF VERIFICATION

Applicants selected for verification will be notified via notice of:

- The documentation needed to satisfy the verification requirements in their student portal
- The student responsibilities with respect to the verification application information, including the deadlines for completing the process and the consequences of failing to complete the process
- The notification methods if the award letter changes as a result of verification and the time frame for such notification
- When the verification process is complete

The student must submit these documents to the Financial Aid Office in order to receive any Title IV aid for the award year. Students cannot avoid the verification process by choosing to decline a Pell Grant or Subsidized Direct loan, resulting in Unsubsidized Direct Loan funds only.

student must submit all verification documents by the earlier of 120 days after the last day of the student's enrollment or by the deadline published in the Federal Register (generally at the end of September following the end of the award year). Verification is considered complete when all requested documentation has been received, all errors have been corrected, and a valid ISIR is on file.

If required verification documentation is not submitted by the deadline, the student will not be eligible for any Title IV aid for the period of time the selected ISIR was used to determine eligibility.

Once a student is no longer enrolled, they may still submit verification documentation (using the deadline above) and receive a late disbursement if, during the time they were enrolled, the U.S. Department of Education had processed an ISIR with an official Expected Family Contribution (EFC). If the EFC changes based on the

documentation received, any Pell grant award will be based on the higher EFC. As a reminder, if the student is a Pell Grant recipient, certain Lifetime Eligibility Used (LEU) restrictions may apply.

CONFLICTING AND INACCURATE INFORMATION

If the results of the FAFSA indicate that further verification is needed, such as citizenship proof, or proof of non-citizen eligibility, additional documentation may be required. The Financial Aid Office is required to resolve conflicting data if there is a reason to believe that any information on an application used to calculate the EFC is inaccurate.

-REFERRAL OF FRAUD CASES

Suspicion of financial aid fraud should be reported to the Human Resources and Student & Financial Services leadership teams. The University refers for investigation to U.S. Department of Education's Office of Inspector General (OIG) any credible information indicating that a Title IV aid applicant, school employee, or third-party servicer may have engaged in fraud or other criminal misconduct in connection with the Title IV programs.

Dependency Status

Students who apply for financial aid must determine whether they qualify as independent (self-supporting) students or as dependent students. Determination of a student's dependency status is made in the student status section on the Free Application for Federal Student Aid (FAFSA).

Students who meet ANY of the following are considered an independent student and will not have to provide parental information. Students who meet NONE of the following will be required to provide parental information.

- I was born before January 1, 2000.
- I am married.
- I will be working on a master's or doctorate program (this does not include students who are enrolled in a credential-only program).
- I am serving on active duty in the U.S. Armed Forces.
- I am a veteran of the U.S. Armed Forces.
- I have children and I provide more than half of their support.
- Since I turned age 13, both of my parents were deceased.
- I have dependents (other than children or my spouse) who live with me and I provide more than half of their support.
- I was in foster care since turning age 13.
- I was a dependent or ward of the court since turning age 13.
- I am currently or I was in legal guardianship.
- I am currently or I was an emancipated minor.
- I am homeless or I am at risk of being homeless.

Students who claim to be independent may be asked to provide documentation to verify their dependency status prior to receiving financial aid. Students who want to be considered independent due to special circumstances other than those listed should contact a Student Finance Advisor prior to completing the FAFSA.

PROFESSIONAL JUDGMENT POLICY

The Director of Student and Financial Services has the authority to exercise professional judgment based upon unusual and special circumstances on a case-by-case basis.

Professional Judgement Criteria & Process

Circumstances That May Justify a Professional Judgment

Professional judgment is an opportunity for the parent, student, or the University to account for exceptions in certain areas that might allow more financial aid eligibility. The goal of Professional Judgment is to consider whether current circumstances are hindering a student from receiving adequate financial assistance.

Following are some examples of reasons for which a student and/or parent may request a Professional Judgment, but these are not the only reasons why Professional Judgment may be appropriate:

- Job loss or income reduction
- Illness or death of a spouse
- Medical and dental expenses not covered by insurance
- Unusually high child/dependent care expenses
- Parents enrolled in college
- Elementary and secondary school tuition
- Early distribution from retirement plans
- Loss of benefit
- Roth IRA rollovers
- Male students who failed to register for Selective Service

Limits on the use of Professional Judgment

Professional Judgment may not be used to modify the EFC formula tables used in the EFC calculation.

Processing Requests for Professional Judgment

Student requests for Professional Judgment should be submitted to the Student and Financial Services Team.

All requests for the use of Professional Judgment are considered on a case-by-case basis and documented in detail in the student's file. If an adjustment is made, documentation includes the reason for the adjustment and how it relates to the special circumstances that have arisen.

Professional Judgment may be applied to adjust either the cost of attendance in the student budget or a data element in the ISIR. If the data element in the ISIR is adjusted, the University will use the resulting EFC consistently for all federal student aid funds awarded to undergraduate students.

An aid administrator's decision regarding adjustments is final and cannot be appealed.

DEPENDENCY OVERRIDE POLICY

The Director of Student and Financial Services has the authority to exercise Dependency Overrides based upon unusual circumstances on a case-by-case basis.

Dependency Override Criteria & Process

Circumstances That May Justify a Dependency Override

Dependency Override is the process through which a student can appeal to have the dependency status as determined by the Free Application for Federal Student Aid (FAFSA) overridden due to unusual circumstances where the student is unable to contact a parent or where contact with parents poses a risk to such student.

Following are some examples of reasons for which a student may request a Dependency Override, but these are not the only reasons why it may be appropriate:

- Human trafficking, as described in the Trafficking Victims Protection Act of 2000 (22 U.S.C. 7101 et seq.)

- Legally granted refugee or asylum status
- Student's voluntary or involuntary removal from the parents' home
- Parental abandonment or estrangement
- Student or parental incarceration

Limits on the use of Dependency Override

Dependency Override does not apply to situations in which parents refuse to financially contribute to the student's education, are unwilling to provide their information, or do not claim the student as an income tax dependent, or for a student who demonstrates total self-sufficiency. In addition, the fact that a student's parents live in another country does not qualify as an unusual circumstance.

Processing Requests for Dependency Override

Student requests for Dependency Override should be submitted to the Student and Financial Services Team.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Satisfactory Academic Progress (SAP) is the standard by which the University measures students' progress toward completion of a degree or certificate program. The two components of SAP are Grade Point Average (GPA) and Maximum Timeframe. If at any time, a student is not meeting the minimum requirements for SAP, they will receive an email notification to the address on file. However, it is ultimately the student's responsibility to know these requirements, and failure to receive notification does not nullify the SAP status.

SAP Procedures

SAP Component Definitions

Program Grade Point Average (GPA) - A Cumulative Program GPA is calculated using only grades earned at the university for the student's current program of study. The minimum GPA requirement for undergraduate students is 2.0. The minimum GPA requirement for graduate students is 3.0.

SAP Maximum Timeframe - The SAP Maximum Timeframe to complete a program cannot exceed 150% of the published length of the student's active program and is measured in credit hours. For example, if an undergraduate program consists of 120 credit hours, the student must successfully complete the program after attempting no more than 180 credit hours. See the Time Limits for Degree Completion section for the SAP Maximum Time to Completion breakdown.

Maximum Timeframe resets for SAP only if there has been a substantial change in degree program. Refer to the substantial change definition in the Re-entry policy for more information. A SAP Appeal will need to be filed for all program extensions when it has been determined that a student cannot complete their program within the allowed attempted credit limits per their individual program requirements and will need more time to complete their degree program.

Treatment of Courses and Credits

Course Repetitions - Only the most recent grade for a repeated course is counted in the Program GPA. All attempted courses are counted toward the SAP Maximum Timeframe for program completion. Courses in progress at the end of a Subscription Period - Courses that are in progress at the time of SAP assessment shall be removed from the calculation as they will be captured upon completion

Dropped Courses - Courses dropped before the end of the drop period are not included in SAP calculations. Courses from which the student withdraws due to an approved Military Leave of Absence or for which an "NG" (No Grade) is granted are treated as dropped courses and are also excluded from SAP calculations.

Applied/Migrated Credits Within the University - All credits earned at the University that are accepted into the student's current program of study are counted toward the SAP Maximum Timeframe, and are included in Program GPA calculations.

If a comparison of the original program and the program the student is entering results in the determination of a substantial change by the Office of the Registrar, the student is considered to be starting a new program.⁵ In this case, SAP will restart. See the Re-entry policy for further information.

Transfer Credits From Another Institution - Graduate transferred credits are not included in SAP Maximum Timeframe or Program GPA calculations. Undergraduate transfer credits are included in SAP Maximum Timeframe but not in Program GPA calculations.

Course Withdrawals - All courses from which a student withdraws after the end of the drop period receive a "W" on the student's transcript. These courses are counted toward the SAP Maximum Timeframe.

Changing Programs - Students are only permitted to make a substantial program or degree change once per degree level in their tenure with the University. If a comparison of the original program and the program the student is entering results in the determination of a substantial change by the Office of the Registrar, SAP will restart. The substantial change definition remains the same for both re-entry and continuing students who wish to change programs. Refer to the substantial change section in the re-entry policy for more details.

Remedial Coursework – Remedial coursework will count toward all satisfactory academic progress measures that apply to the student based on their program of study.

SAP Evaluation Schedule

Subscriptions-based - Undergraduate Programs (BADMD and BAIMC) – Students enrolled are evaluated for SAP after their completion of their academic year.

SAP Evaluation Statuses

Good Standing – A student is in good standing if: 1) No grades have been posted yet, or 2) If SAP has not been evaluated yet, or 3) Student is meeting minimum SAP requirements at time of evaluation, or 4) Student regained Good Standing after being placed on Academic Probation/Financial Aid Probationary period.

Academic Probation – A student is in an Academic Probation status when they did not regain Good Standing by the next SAP evaluation period. If the student wishes to maintain their financial aid, they will need to submit an Appeal. See below for directions on the Appeal process. If SAP is met by the next scheduled evaluation period and the student will regain Good Standing status.

Academic Probation Two – A student is in an Academic Probation Two status only if they were placed on an Academic/Financial Aid Probation and fails to regain Good Standing status before the next evaluation point and has then decided to Appeal for a second probationary evaluation period based on special circumstances. See below for directions on the Appeal process. Students in an academic probation two status are not eligible for federal financial aid. If SAP is met by the next scheduled evaluation period, the student will regain Good Standing status

Financial Aid Probation – A student is in Financial Aid Probation status only if they were first placed on Academic Probation and then decided to Appeal to reinstate federal financial aid. If SAP is met by the next scheduled evaluation period, the student will regain Good Standing status and will also remain eligible for federal financial aid. Failure to return to Good Standing will result in SAP Dismissal.

Probation: Max Timeframe – A student is placed on Probation: Max Timeframe when it is determined it is mathematically impossible to complete the program within 150% of the program length and the student has successfully appealed to establish a new max timeframe. Students must establish a plan and continue to meet the plan to remain eligible for financial aid. Students requiring a change to the established plan may request one through a subsequent appeal to the SAP Committee.

SAP (Academic) Dismissal – This status indicates a student was in a probationary SAP period and did not regain good standing by the next SAP evaluation. Students may not appeal the dismissal to return to the University. Students who receive approval to return from academic dismissal are subject to the Re-entry policies and procedures. If ever it is determined that it is mathematically impossible for the student to regain good standing within the current program, the student may consider a different program. A student is allowed one substantial program change per degree-level without the submission of a SAP appeal.

SAP Right to Appeal

Occasionally, a student's academic progress may be delayed by circumstances beyond their control. A student may appeal:

- For federal financial aid to continue after the student has been placed on Academic Probation, or
- For an extension when it has been determined that a student cannot complete their program within the allowed attempted credit limits per their individual program requirements and will need more time to complete their degree program

Students able to regain good standing status who wish to appeal for any of the above reasons should email their Academic and Finance Advisor or saphelp@nu.edu to request a SAP appeal form. Completed SAP appeal forms, including supporting documentation, should be emailed to saphelp@nu.edu for the SAP Appeal Committee to review. The SAP Appeal Committee comprised of various University leaders who meet on a periodic basis to review student appeals. Committee appeal decisions are made within 15 business days of receipt and are final. Students may not submit a second appeal for the same situation without new information documenting any extenuating circumstances not previously disclosed.

For consideration, students should provide the following:

- An explanation and/or document that they have suffered from extenuating circumstances such as death of a relative, injury, disability, illness or other special circumstances;
- Specific information in the Appeal regarding why they failed to meet SAP;
- An explanation as to what has changed in the student's situation that will allow them to achieve SAP by the next evaluation.

NOTE: Please refer to the Student Code of Conduct, and Attendance and Continuous Enrollment policies information on administrative dismissals due to violation of academic and University policy.

TIME LIMITS FOR DEGREE COMPLETION

Students at the University are held to two standards regarding time to degree completion: Satisfactory Academic Progress and Academic Maximum Time Frame.

Satisfactory Academic Progress (SAP) is a standard by which the University measures students' progress toward completion of a degree or certificate program. The two components of SAP are Grade Point Average (GPA) and SAP Maximum Time Frame. For Academic Maximum Time Frame, the University sets the deadline in calendar years from the first date of attendance in the degree program. SAP Maximum Time Frame rules will supersede Academic Maximum Time Frame when it comes to financial aid eligibility.

SAP Maximum Time to Completion

The SAP Maximum Time Frame to complete a program cannot exceed 150% of the published length of the students' active program and is measured in credit hours, this applies to graduate and undergraduate programs. For example, if a program consists of 120 semester credit hours, the student must successfully complete the program after attempting no more than 180 semester credit hours.

Students who are unable to complete his/her program within the SAP maximum time limits and need more time to complete his/her program may file a Satisfactory Academic Progress (SAP) appeal by following the procedures given in the Satisfactory Academic Progress (SAP) policy. SAP Maximum Timeframe extensions are determined on a case-by-case basis.

Academic Maximum Time to Completion

The University requires students to complete all degree or certificate program requirements within specific time limits as outlined in the Catalog to be eligible for graduation. Students who do not complete their degree or certificate program within the required time limits may be academically dismissed from the University. The program completion guidelines outline the maximum time frames allotted to students and do not supersede the obligation to maintain satisfactory academic progress through the student's program of study. Program completion deadlines are calculated based on the first date of attendance in the student's program. In extenuating circumstances, with accompanying documentation, Deans may approve an extension to the academic maximum time frame. Approved extensions may not exceed the requirements to maintain satisfactory academic progress.

Program Type	Academic Maximum Time Frame
Bachelor's Degrees	180 attempted credit hours
Certificate	2 years
Master's Degrees- 36 credit hours or less	5 years
Master's Degrees - More than 36 credit hours	6 years
Education Specialist Degree (EdS)	5 years
Doctoral Degrees - 60 credits hours or less	7 years
Doctoral Degrees - More than 60 credit hours	8 years

Student Loan Deferment

Federally subsidized Direct Loan borrowers are eligible for a federal interest subsidy whereby the federal government, rather than the student, pays the interest on a student's outstanding loan during the time the student is in school. During an authorized deferment of repayment, unsubsidized Direct Loan borrowers are eligible for the same deferment as subsidized Direct Loan borrowers. However, a deferment for an unsubsidized Direct Loan borrower only applies to the principal loan amount. Deferments for Grad and Parent PLUS applicants vary. See the Financial Aid Guide at www.nu.edu for details.

Loan Deferment Procedures

Once a month, the University submits student enrollment data to the National Student Clearinghouse, which reduces the number of deferment forms students need to complete. Students who receive a letter, statement, or a deferment form from a servicer must complete and submit the form as instructed. To be eligible for loan deferment, students must be in attendance at least half-time and meet one of the following:

1. Have completed at least the first class in their enrollment OR
2. Be in attendance in the first class of their enrollment and the ninth day of the session must have passed.

Deferment forms cannot be processed until students have started their program of study. The University cannot accommodate students who request deferment forms prior to beginning their program.

Deferment forms are only certified for the official class dates of enrollment and are based on unit load per quarter, regardless of the length of the class. The University provides servicers with data on student status but does not grant or deny deferment. The Clearinghouse only reports enrollment status to the National Student Loan Data System (NSLDS) for Direct/PLUS borrowers. This reporting does not apply to NU-HELP borrowers, who should file paper deferment forms to notify the University of their loan status. For further clarification of enrollment status and certification, see “Definition of Student Status” in the Policies and Procedures section of this catalog

UNDERGRADUATE STUDENTS UNIT REQUIREMENTS			
Number of Months	Half	3/4	Full
1	6	9	12
2	6	9	12
3	6	9	12

GRADUATE & CREDENTIAL STUDENTS UNIT REQUIREMENTS			
Number of Months	Half	3/4	Full
1	4.5	6.5	9
2	4.5	6.5	9
3	4.5	6.5	9

Financial Aid Refund Policy

As part of the Higher Education Amendments of 1998, Congress passed new provisions on October 29, 2010 regarding refund policies and procedures for students who have received Federal Student Assistance and are considered withdrawn from school. To comply with these regulations, any student who does not participate in academic-related activity for 35 consecutive days, with the exception of scheduled University holidays, breaks or Title IV approved leaves of absence will be considered withdrawn for Title IV financial aid purposes.

The Federal Return of Title IV Funds (R2T4) policy was effective October 29, 2010, and governs all federal grant and loan programs, including Federal Pell Grant, SEOG, TEACH Grant, Direct Loans (subsidized and unsubsidized,) and PLUS loans.

This federal regulation assumes that awards of Federal Student Aid funds are earned in proportion to the number of days attended for the period funded. If a student is considered withdrawn from the University, a calculation is then performed to identify the total scheduled financial assistance the student earned and is therefore entitled to receive. If the student receives (or the University receives on the student's behalf) more financial aid than is earned, the unearned funds must be returned to the Department of Education. If the student receives (or the University receives on the student's behalf) less financial aid than the amount earned, the student may be able to receive those additional funds.

The portion of federal grants and loans that a student is entitled to receive is calculated on a percentage basis. The percentage is determined by comparing the total number of days in the specified payment period to the number of days completed before withdrawing from the University.

For example, if a student completes 30 percent of the payment period, the student earns 30 percent of the financial aid he/she was originally scheduled to receive. This means that 70 percent of the scheduled award received at the beginning of the payment period becomes unearned and must be returned. In general, loan disbursements and grants cover a specific period of time and number of units called the payment period. Once more than 60 percent of the payment period has been completed, all (100 percent) of the financial aid award received for that period is considered earned.

Important Note: If a student is considered withdrawn from the University (officially or unofficially) before completing 60 percent of a payment period, the student may have to repay unearned federal monies that were already disbursed at the beginning of the payment period.

The Withdrawal date will be determined as either:

- The effective date of withdrawal from the last course attempted, as documented by the University, or
- The last date of attendance at an academically related activity, as documented by the University.

If it is determined that the student received excess funds that must be returned, the University shares the responsibility of returning those funds. The University's portion of the funds to be returned is equal to the lesser of:

- The entire amount of the excess funds, or
- The total in tuition and fee charges multiplied by the percentage of unearned aid received.

If the refund calculation determines that the University is not required to return all of the excess funds, then the student must return the remaining amount. Any loan funds that a student is required to return must be repaid according to the terms of the promissory note. If any grant funds must be returned, the law allows the repayment amount to be reduced by 50 percent. This means that a student who has received too much in grant funds will only be required to return half of the excess amount.

If there is a return of any unearned financial aid by the University, the student will be billed accordingly. In such cases, the student will be required to make arrangements with the Student Business Services Office to pay the amount refunded to the Department of Education within 45 days of the date of the University's notification.

In addition, the student will not be eligible for any further federal financial aid until the balance is paid to the Business Office. Effective May 1, 2011, National University began reporting student account defaults to credit reporting agencies.

Financial Aid Calendar

A calendar of deadlines and critical dates for students applying for financial aid at the University.

2022-2023 2023-2024

October 1, 2021	October 1, 2022	<ul style="list-style-type: none"> Apply for financial aid. Students must file a new Free Application for Federal Student Aid (FAFSA) annually.
March 2, 2022	March 2, 2023	<ul style="list-style-type: none"> Deadline for new Cal Grant A and B applications. National University Financial Aid priority filing date for FSEOG. Note: The Financial Aid Office will continue to make awards after this date as long as funds remain during the federal school year (July 1-June 30).
April 2022	April 2023	<ul style="list-style-type: none"> National University begins processing student awards.
June 2022	June 2023	<ul style="list-style-type: none"> Announcements of Cal Grant A and B Awards.
July 2022	July 2023	<ul style="list-style-type: none"> The funding period begins for the Federal Pell Grant and Campus-Based programs (FSEOG).
October 2022	October 2023	<ul style="list-style-type: none"> The funding period begins for the Cal Grant programs.
June 30, 2023	June 30, 2024	<ul style="list-style-type: none"> Federal Pell Grant deadline. Last day to file the FAFSA. Note: The Federal Student Aid Center must receive the student's FAFSA by this date (June 30th). Applications post- marked June 30th and received by the processor after midnight Central Time June 30 will not be accepted for processing.
June 30, 2023	June 30, 2024	<ul style="list-style-type: none"> National University Verification/Processing deadline. Students must submit all requested forms by this date in order to receive financial aid for the school year.
Completion of Student's Academic Year		<ul style="list-style-type: none"> Applying for an additional loan (Direct and/or PLUS): Because students apply for and are awarded aid during different times of the year, each student's academic year will vary. Generally, students are eligible to reapply after they successfully complete all courses in the previous loan period. In addition, 32 weeks of in-class instruction must be completed. Loans at the

end of an academic program will be calculated and awarded as prorated based on the remaining units and weeks of instruction.

SCHOLARSHIP PROGRAMS

University Scholarships and Grants

Each year, National University awards tuition scholarships or grants to students in the following categories: those who demonstrate exceptional scholastic achievement; those who are educationally and economically disadvantaged in underrepresented categories; those with disabilities and demonstrated financial need; and those who are single parents with demonstrated financial need. All scholarships or grants are based on the eligibility rules that apply to the particular award. The University's goal is to attract and retain quality students by providing scholarships that are based upon merit and financial need. In order to be eligible for Scholarships at National University, students must complete a FAFSA. Students must be in good standing with Student Accounts Office. Students must not have any disciplinary actions filed against them.

The University may, at its discretion, target certain campuses and/or certain academic programs for the awarding of scholarships. This prioritization will then constitute the first criterion for selection. The secondary criterion will be those specified for each type of scholarship as described below.

National University's scholarships are considered "last dollar" tuition scholarships. These scholarships are designed to supplement, but not replace, federal and state financial aid, employer tuition assistance, and student income. Awards are credited directly to the recipient's financial accounts. The number of scholarships depends on the availability of allocated funds. As a nonprofit institution, the University tries to provide as many scholarship and grant opportunities as possible.

The scholarship application process is available online through the student portal. Students are responsible for reading and complying with the policies and procedures contained in this catalog prior to applying for a scholarship.

TYPES OF AWARDS

Collegiate Honor Award

Tuition scholarships of up to \$2,000 are available to students who have demonstrated exceptional scholastic achievement and are in need of financial assistance.

To be eligible for this award, undergraduate and graduate applicants must have completed 54 semester units at a U.S. regionally accredited community college or four-year college with an undergraduate Grade Point Average of at least 3.5 on a scale of 4.0. Awards will be credited to students' accounts in increments, up to the maximum of \$500 per course. The application form is available online through the student portal.

Horatio Alger-Denny Sanford Scholarship Program

National University is one of 13 universities in the United States designated to receive the Horatio Alger-Denny Sanford Scholarship Program award. Each year, 10 students who are identified by National University, based on pre-qualification criteria, will receive an application to apply. The total award for each National University student is \$25,000, disbursed over the course of three years.

Students must meet criteria of:

- Currently earning a bachelor's degree.
- Demonstrated critical financial need (\$55,000 or lower adjusted gross family income, required).
- Complete FAFSA.
- Be under the age of 28 years old.
- Have two years or more remaining at National University.

- Be a US citizen.
- Display integrity and perseverance in overcoming adversity.
- Have a GPA of 2.0 or above.
- Be enrolled full time.

A link to the application will be sent to pre-qualified students beginning mid- January through the student portal. Complete applications are due March 15 of each year. The applications are administered by the Horatio Alger Association. The application will ask for supplemental forms, including unofficial transcripts. Students may also be asked to write a few short essays.

To find out more, or if you have questions, please contact 858-541-7762 or email alger.sanford@nu.edu

NU Scholars Program

NU Scholars Program is a full-tuition scholarship and \$200 per month book stipend award embedded into a curriculum composed of leadership, community service, intercultural experience, research, engagement and ePortfolios. Envisioned by National University's previous President, David W. Andrews, the NU Scholars Program rewards students who have demonstrated academic potential through perseverance, motivation and determination.

Eligibility Requirements

All students must complete a FAFSA. Students must be in good standing with the Student Accounts Office. Students must not have any disciplinary actions filed against them.

- **Undergraduate:** 3.4 NU GPA; 2.7 incoming GPA. 36 NU units completed. Students should be in sophomore or junior standing at the time of application.
- **Graduate/Credential:** 3.8 NU GPA. At least 9 NU units completed. If coming directly from undergraduate, must have 3.6 incoming GPA.
- **Transfers:** 2.7 incoming from transfer institution. Must have 60 transferable units completed. Must complete General Education areas A-F.
- **High School Students:** Must have 3.3 GPA and demonstrated community service and/or club participation.

Application Process

Pre-qualified students will receive a link to the application through a message in their student portal. Faculty and staff are welcome to nominate students. A link to the nomination form is found on our website:

<https://scholars.nu.edu/qualifications.html>

Students will fill out the complete application, including three short essays; they will also upload two letters of recommendation (one from a professor), a letter of introduction and a resume. A DD214 is required to verify the Character of Service for applicants who are US veterans.

Applications will be reviewed by the committee. A select number of students will then advance to interview. The interview will contain eight questions and one presentation.

Selected students will be recommended to the university President for admission into the NU Scholars Program. NU Scholars are university ambassadors and student leaders.

Contact Information

Phone: (858) 541.7712

Web: www.nu.edu/scholars

Email: scholars@nu.edu

Presidential Tuition Scholarship

Presidential Tuition Scholarships of up to \$3,330 are available to undergraduate transfer students in at least one of the following categories:

- Educationally and economically disadvantaged persons who have been historically underrepresented at higher educational institutions (African Americans, Hispanics, and Native Americans).
- Single parents with demonstrated financial need.

- Persons with a verified disability and financial need. Applicants must also meet all the eligibility criteria listed below.

Have an annual income below \$18,000 for single applicants or \$25,000 for a family of two or more.

- Demonstrate a cumulative college Grade Point Average of 2.30 on a 4.00 scale.
- Have at least 56 semester units of credit from an accredited college or university.
- Apply for federal and state financial aid.
- Be an undergraduate student working toward a first bachelor's degree.
- Be a U.S. citizen or eligible non-citizen.

Awards will be credited to students' accounts in increments, up to the maximum of the full cost of tuition per course. The application form is available online through the student portal.

Veterans' Victory Scholarship

The Veteran Center offers the Veterans' Victory Scholarship to qualified applicants. The scholarship offers up to \$5,000 based on academic or community achievement and financial need. The National University Veterans' Victory scholarship is considered a "last dollar" scholarship and is designed to supplement military GI Bill Chapter 31 and Chapter 33 educational benefits when those benefits are exhausted during the current degree program at National University. This scholarship is not intended to replace federal and state financial aid, employer tuition assistance or student income and will only be used to help fund the last two to five courses in a student's academic degree program, helping "bridge the gap" to degree completion.

Applicants must also meet all the eligibility criteria listed below:

- Be a Veteran of the United States Armed Forces.
- Be an active student enrolled at National University.
- Minimum GPA of 3.0 for Undergraduate Degrees.
- Minimum GPA of 3.5 for Graduate Degrees.
- Have completed a minimum of 18 units or four courses at National University.
- Not be in receipt of any VA Education Benefit (Chapter 30, Chapter 31, Chapter 33, and Chapter 35) or Active Duty Tuition Assistance.
- Not be in receipt of any other National University scholarship or discount.
- Must have exhausted Chapter 31 or Chapter 33 GI Bill Educational benefits (on current National University degree program).
- Full-time employees of National University are not eligible for the Veterans' Victory Scholarship.

Contact the National University Veteran Center Manager to learn more about the Veterans' Victory Scholarship and to confirm eligibility prior to application.

National University Veteran Center

Spectrum Campus

Room 171

9388 Lightwave Avenue

San Diego, CA 92123-1426

Phone: 858.541.7780

Email: veterancenter@nu.edu

Veterans, Spouses & Dependents Scholarship

This scholarship is designed to reduce tuition expenses for veterans and their family members who are not using, or do not have access to the Post-9/11 GI Bill or Fry Scholarship. It may be used by spouses and dependents in conjunction with the Dependents' Educational Assistance (Chapter 35) or with the Montgomery GI Bill® (Chapters 30, 1606, or 1607) when the servicemember is no longer actively serving (and therefore not eligible for the active service tuition rate).

Eligibility

- All veterans that can document service through DD214, DD256, DD257, or NGB22 with a discharge status of Honorable or General Under Honorable Conditions (Other Than Honorable, Bad Conduct Discharge, Dishonorable Discharge, Entry-Level Separation do not qualify)
- Spouses and dependents require a statement from the serving spouse/parent and a copy of the appropriate service verification document
- Veterans, spouses, or dependents utilizing Chapter 30, 1606, 1607, or 35 need only to provide their certificate of eligibility for the appropriate VA education benefit
- Eligibility will remain in effect as long as the student is continuously enrolled
- Current and new students qualify for this scholarship, but it is not retroactive

Implementation

- A tuition scholarship of 25% is approved for veterans, veteran spouses, and dependents that are not eligible for Post-9/11 GI Bill® or Fry Scholarship benefits.

Military Tuition Scholarship

Military Tuition Scholarships of up to \$2,500 are available to military personnel, including active duty, reservists, national guardsmen/women, their spouses, and their dependents. The scholarship is intended to benefit educationally and economically disadvantaged personnel and their family members who have demonstrated financial need. For active duty personnel to qualify, they must have exhausted the aggregate amount of their military tuition assistance and all military educational benefits.

In order to determine financial need, an applicant must file a Free Application for Federal Student Aid (FAFSA), which can be completed online at www.fafsa.ed.gov. The applicant must also submit a letter describing personal circumstances that make earning an education important. Awards will be credited to a student's account in increments up to a maximum of \$500 per course toward tuition. The application is available online through the student self-service portal. The letter describing personal circumstances should be sent to:

The Office of Scholarships

National University

9388 Lightwave Avenue
San Diego, CA 92123-1426

Transfer to Success Scholarship

National University is committed to supporting the success and achievement of community college students continuing their academic journey through its Transfer to Success Scholarship. This scholarship is designed to assist undergraduate students pursuing a bachelor's degree who are transferring from a California community college or another community college which has a signed agreement with National University. Students who meet the eligibility criteria outlined below will automatically be considered for this scholarship following formal acceptance to the University.

To be eligible for the Transfer to Success Scholarship, a student must meet the following requirements:

- Be enrolling for the first time at the University.
- Be in good academic standing at the community college and have a 2.0 incoming Grade Point Average at the time of application to National University.
- Have completed at least 30 semester units at a California community college or combination of California community colleges or at another approved community college.
- The last semester of attendance was at an approved community college and is within 24 months of application to National University.
- Must be formally accepted to the University (formal acceptance is achieved once all transcripts have been submitted and evaluated).
- ALL prior university and college academic transcripts must be submitted within 30 days following submission of the application for admission to be eligible for the Transfer to Success scholarship (no exceptions).

The award will pay up to \$5,000. Fifty percent of the award will apply to two courses within the first six months; with the remainder applied to the last two courses of the degree program.

Financial aid resources may affect your eligibility for this scholarship including full funding for tuition from Cal Grant, military tuition assistance, reduced tuition rates for military and cohorts, and employer-reimbursement programs.

California Community College – Associate Degree for Transfer (ADT) Scholarship

National University is a proud participant in California's Higher Education Associate Degree for Transfer program. In an effort to support this program, California Community College students who have earned their Associate's Degree for Transfer, Transferable Associate of Arts and Transferable Associate of Science degrees (associate degrees that use the CSU Breadth or IGETC patterns as general education for degree completion) from a California Community College are candidates for National University's ADT Scholarship.

To be eligible for the Associate Degree for Transfer (ADT) Scholarship, a student must meet the following requirements:

- Be enrolled for the first time to National University
- Have earned either an Associate Degree for Transfer, Transferable Associate of Arts, or Transferable Associate of Science Degree (associate degrees that use the CSU Breadth or IGETC patterns as general education for degree completion) from a California Community College within the past 12 months of enrollment to National University.
- Have an incoming 2.0 Grade Point Average at the time of application to National University.
- Must be formally accepted to National University (Formal Acceptance is achieved once all transcripts have been submitted and evaluated).
- ALL prior university and college academic transcripts must be submitted within 30 days following submission of the application for admission to be eligible for the ADT Scholarship (No Exceptions).

The ADT Scholarship will reduce tuition to \$880 per course (max. 20 courses).

Financial aid resources may affect your eligibility for this scholarship including full funding for tuition from Cal Grant, military tuition assistance, reduced tuition rates for military and cohorts, and employer reimbursement programs.

Scholarship Rules and Policies

Rules and policies that govern National University-funded awards are as follows:

To be considered for an award, students must apply and begin attending courses within the first three months of admission. Award recipients have twelve (12) months from the date of notification of the award to use funds, after which, all unused funds will be revoked.

- Funds will not be applied toward non-degree or certificate courses.
- Funds are credited to a student's account in maximum increments of \$500 per 4.5 unit course per month for the Collegiate Honor Award; \$500 per 4.5 unit course per month for the Military Tuition Scholarship; up to the full cost of tuition per month for the Presidential Tuition Scholarship (up to \$2,500 total).
- Award funds will only be applied toward the tuition cost for academic coursework toward an intended degree objective.
- Awards are not transferable. Only one award can be received and used per degree objective.
- Awards are made to students for their intended degree objective at the time of application.
- Students who receive other educational assistance in excess of 90 percent of the cost of tuition for a course are not eligible to receive award funds for the course.
- Recipients must maintain good standing with the Student Accounts Office to ensure continuation of their award.
- This award may affect the amount of other financial aid for which a student may qualify, or the award may be reduced or nullified by other educational assistance and aid the student receives.
- Application of award funds toward a withdrawn course will be based on the charge incurred. If there is no charge, there will be no application of funds.
- In order to be eligible for a National University Scholarship, all students must complete a FAFSA.

Externally Funded Scholarships

There are many corporations, organizations and foundations that provide scholarships to students seeking undergraduate and graduate degrees. For application procedures and scholarship criteria, students should consult the University's Financial Aid website.

MILITARY PROGRAMS AND VETERAN AFFAIR BENEFITS

National University Veterans Affairs Department

9388 Lightwave Avenue Suite 163A

San Diego CA 92123

Email: veteransaffairs@nu.edu

Phone: 858.541.7970

Fax: 858.434.1469

VA students using GI Bill educational programs are requested to provide the following documents by email or fax.

- VA 22-1990, Application for VA Education Benefits or Certificate of Eligibility.
- DD 214, Certificate of Release or Discharge from Active Duty for prior military service.
- VA 22-1995, Request for Change of Programs or Place of Training when changing schools.
- VA 22-5490, Dependents' Application for VA Education Benefits.
- VA 22-5495, Dependents' Request for Change of Program or Place of Training.
- VA 22-1990e, Application for Family Member to Use Transferred Benefits.
- VA students must notify Veterans Affairs Department of National University when their course schedule changes due to additions, drops or withdrawals to minimize indebtedness from the US Department of Veterans Affairs.

Veterans Affairs (VA) Educational Benefits

The toll-free number for the Department of Veterans Affairs – Education Call Center is 1.888.GI.BILL (1.888.442.4551) which is located in Muskogee, OK. Education Case Managers are available from 7:00 a.m. to 5:00p.m. (CST), Monday to Friday.

Many active-duty military personnel, veterans, family members of active-duty personnel, family members of deceased or disabled veterans, and reservists are eligible for U.S. Department of Veterans Affairs' educational benefit and programs. (www.benefits.va.gov). These programs and benefits are administered by the Veterans Affairs Department at National University who may be contacted at email veteransaffairs@nu.edu or 858.541.7970.

Chapter 32, Post-Vietnam Veterans' Educational Assistance Program (VEAP)

For veterans who entered active duty between January 1, 1977 and June 30, 1985 and who contributed to the program while on active duty. More information on this program can be found at <https://www.va.gov/education/other-va-education-benefits/veap/>

Chapter 30, Montgomery GI Bill Active Duty (MGIB-AD)

For veterans who entered active duty beginning July 1, 1985 and who participated in the 12-month pay reduction program while on active duty; remaining entitlement under the Vietnam Era GI Bill (Chapter 34); involuntarily separated for certain reasons or separated under the VSI (Voluntary Separation Incentive) or SSB (Special Separation Benefit program; Chapter 32 active-duty persons with eligibility as of October 9, 1996 who elected to participate in the Montgomery GI Bill.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Website at <http://www.benefits.va.gov/gibill>.

Chapter 1606, Montgomery GI Bill (Selected Reserve Program)

For undergraduates and graduates who enlisted in the reserves and who have made a six-year commitment to the selected reserves.

Chapter 35, Dependents' Educational Assistance Program (DEA)

For spouses or children of veterans who died on active duty, whose death was caused by a service-connected disability, or who are rated 100 percent permanently disabled according to the U.S. Department of Veterans Affairs.

Chapter 31, Vocational Rehabilitation and Employment (VetSuccess) Program

Veterans are eligible if they have a service-connected disability rating of at least 10 percent or a memorandum rating of 20 percent or more from the U.S. Department of Veterans Affairs. A veteran who is eligible for an evaluation under Chapter 31 must first apply for services and receive an appointment with a Vocational Rehabilitation Counselor (VRC). Students should contact the Department of Veterans Affairs at 1.800.827.1000. The VRC works with the veteran to determine if an employment handicap exists as a result of a service-connected disability. The VRC and the veteran work together to implement a plan to assist the veteran to achieve employment and/or independent living goals.

National University military evaluations staff conducts a pre-evaluation and forwards the estimate to a VRC. The VRC reviews the pre-evaluation and makes a determination. The veteran student meets with the VRC to sign an Individually Written Rehab Plan (IWRP). The VRC generates a VA 28-1905 contract indicating approval and sends a copy to National University Veterans Affairs Department and to military evaluations staff. NU VA Department submits enrollment certifications to notify the Department of Veterans Affairs of the student's enrollment.

Chapter 33, Post-9/11 GI Bill

The Post-9/11 GI Bill is for individuals with at least 90 days of aggregate service after September 10, 2001, or individuals discharged with a service-connected disability after 30 days and must have received an honorable discharge to be eligible for the Post-9/11 GI Bill. The Post-9/11 GI Bill is effective for training on or after August 1, 2009. Eligibility is determined by the U.S. Department of Veterans Affairs. Depending on each individual's situation, benefits could include tuition and fees, a monthly housing allowance, and stipend. Post-9/11 benefits differ from other education assistance programs in that each type of payment is issued separately, with tuition and fee payments made directly to the school while monthly housing allowance and stipend are paid to the individual.

Transfer of Post-9/11 GI Bill Benefits to Dependents (TEB)

Effective August 1, 2009, eligible service members enrolled in the Post-9/11 GI Bill program may transfer unused educational benefit to their spouses or children. See the official DoD TEB website to begin the transferability process of Education Benefit (TEB) Milconnect Web application: <https://www.dmdc.osd.mil/milconnect>

eBenefits

Veteran students are strongly encouraged to register and utilize eBenefits (<https://www.vets.gov>) to assist them in the following:

- Obtaining up-to-date information on their educational entitlement.
- Updating their Direct Deposit and personal contact information.
- Downloading VA letters and personal documents.
- Viewing the current status of their payments (both education and disability).

Students can register for either a Basic or Premium account, but must be enrolled in the Defense Enrollment Eligibility Reporting System (DEERS) to obtain either account type. If you are unable to register, call the VA Education Call Center at 1.888.442.4551 for assistance.

Yellow Ribbon Program for Post 9/11 Chapter 33 Students

National University participates in the Yellow Ribbon Program (YRP), where the Department of Veterans Affairs and National University have agreed to fund the tuition and fees that exceed the basic tuition and fees national annual cap per academic year for a private institution of higher learning (IHL). The academic year is from August 1, 2020 to July 31, 2021.

Application for Yellow Ribbon Program (Post-9/11 Chapter 33) is on a first-come, first-served basis. A student will provide NU Veterans Affairs Department a copy of their most recent Letter of Entitlement indicating balance of Post-9/11 entitlements for the academic year.

Veterans, spouses of veterans, and dependents under the Transfer of Entitlement provision must be eligible at the 100% benefit level.

Active Duty Members Are Not Eligible for Yellow Ribbon Program

Spouses of active-duty members are not eligible for Yellow Ribbon Program. Recipients of Marine Gunnery Sergeant John David Fry Scholarship are not eligible for Yellow Ribbon Program.

Students who exhaust their Chapter 33 entitlements prior to exceeding the annual cap are not eligible for Yellow Ribbon Program.

Eligible students will receive matching funds from National University and the U.S. Department of Veterans Affairs per academic year and all subsequent academic years in which National University is participating in the Yellow Ribbon Program; and the student maintains satisfactory progress, conduct, and continuous enrollment.

National University will make financial contributions that exceed the tuition and fees cap for the academic year on behalf of the student in the form of a “Yellow Ribbon Program Tuition Waiver” and the U.S. Department of Veterans Affairs will match that contribution.

Students repeating a course, who had previously received credit and an appropriate letter grade, will not receive Yellow Ribbon Program Tuition Waiver for repeating the course.

Students should be aware that the U.S. Department of Veterans Affairs pays educational benefits only for those courses that are part of an approved degree or certificate program and that have not been previously and successfully completed.

Students are required to attend classes regularly and maintain satisfactory grades.

Using VA Benefits for Remedial Courses

Remedial courses such as MTH 12A (Algebra I) and MTH 12B (Algebra II) are designed to correct deficiencies in basic Mathematics. These courses can be certified as part of an approved program for students whose needs have been established.

Only residential (classroom setting or on-site) remedial courses can be certified for VA benefits. Online remedial courses (including online independent study) cannot be approved and cannot be certified to VA.

Chapter 30, 33, 1606 and 1607: Entitlement is charged for remedial training. Chapter 35: Entitlement is not charged up to 5 months of full-time remedial training.

Non-Matriculated Veteran Students

VA defines matriculated as having been formally admitted to a college or university as a degree-seeking student. VA educational benefits cannot be paid to non-matriculated college or university students unless they are pending admission to National University.

In that case, veteran students can be certified for two terms, irrespective of the number of units/credit hours. A student can be certified beyond this two term limit once the student is formally admitted to National University as a degree-seeking student.

Course Applicability for Veteran Students Using VA Benefits (Applies to all GI Bill Educational Programs)

U.S. Department of Veterans Affairs pays GI Bill benefits in pursuit of one educational degree at a time. Only courses that satisfy the minimum requirements outlined by the curriculum guide or graduation evaluation form can be certified for VA purposes. A curriculum guide or graduation evaluation form should be kept in the student's file. When a student takes a course that does not fulfill a program requirement, it cannot be certified for VA purposes. Excessive free electives, for example, cannot be certified. U.S. Department of Veterans Affairs does not pay GI Bill educational benefits for taking prerequisite courses to get accepted into a nursing or medical program.

Vocational Rehabilitation Eligibility Procedures

Vocational Rehabilitation is a state-supported program of services funded under Title I of the Rehabilitation Act of 1973 that assists individuals with disabilities who are pursuing meaningful careers.

Vocational Rehabilitation can also be sponsored by the U.S. Department of Veterans Affairs.

Prospective students eligible for Vocational Rehabilitation must work with an Academic Advisor to prepare the documents required below. The Academic Advisor will send an email to militaryevaluations@nu.edu with the following information:

1. Student name
2. Student ID
3. Program of interest
4. Name of company or organization providing sponsorship for Vocational Rehabilitation
5. Name and contact information of Vocational Rehabilitation Counselor assigned to the student

In order to make an accurate assessment of the course work remaining under the desired degree program, students must provide transcripts from all previously attended postsecondary institutions, including any military transcripts such as a JST. Unofficial transcripts are acceptable in this pre-evaluation. Once eligibility is determined, a letter will be sent to the sponsor(s) listing the courses that the recipient still needs to complete for the requested degree program. This letter, which will be submitted on letterhead and faxed as well as mailed to the sponsor, will furnish a cost estimate. National University will provide up to three different program estimates for each recipient. Students must have a pre-evaluation and Vocational Rehabilitation sponsor approval before enrolling in any classes. The recipient will have exactly one year from the date of the pre-evaluation to

take advantage of this contract and retain the catalog rights as stated in the contract. For questions or additional information please contact militaryevaluations@nu.edu.

MILITARY TUITION ASSISTANCE

Tuition Assistance is an educational financial assistance program that provides up to 100% of tuition and fees for courses taken by active-duty military personnel. It provides funding to eligible members of the Army, Navy, Marine Corps, Coast Guard, National Guard and Air Force. Each service has its own criteria for eligibility, obligated service, application process, and restrictions. Students are to apply for tuition assistance through their Education Offices on-base. Students must send a copy of approved tuition assistance voucher with student ID number to veteransaffairs@nu.edu or fax it to 858.434.1469.

Tuition Assistance Top-Up (TATU) allows the Department of Veterans Affairs to reimburse an individual for all or a portion of the charges of a course or courses that are not reimbursed under certain military programs. To receive Top-Up, an individual must be eligible for Chapter 30 Montgomery GI Bill – active-duty or Chapter 33 Post-9/11 GI Bill education benefits and also receive some amount of Tuition Assistance from his or her military component for the course(s) pursued.

VA cannot pay Top-Up if the Tuition Assistance amount is zero. Students must notify the VA Department when they would like to apply for their Top-Up by annotating their approved TA voucher with “Top-Up” on the upper portion of the document. Students should send all approved TA vouchers directly to veteransaffairs@nu.edu or fax to 858.434.1469.

Students who want to apply for programs administered by the U.S. Department of Veterans Affairs can obtain information on how to apply for their benefits at [https:// www.vets.gov](https://www.vets.gov) by calling or visiting the National University Veterans Affairs Department located at the Spectrum Business Park campus. Veterans who enroll at National University are encouraged to call or visit the veterans representative for instructions prior to signing up for benefits. The National University Veterans Affairs Department telephone number is 858.541.7970 and email is veteransaffairs@nu.edu.

Nevada students should contact National University Veteran Affairs Office at 2850 W. Horizon Ridge Parkway, Suite 300, Henderson, Nevada, 89052, or call 702.531.7800.

Return of Tuition Assistance Funds

As an active duty, National Guard, or Reserve Uniformed service member, students may be eligible for military Tuition Assistance (TA) to help pay tuition. TA benefits may even cover the entire cost of education with the special tuition rates the University offers in conjunction with TA.

TA funds are awarded to students on a course by course basis under the assumption that the student will attend the University for the period for which the assistance is awarded. TA funds are earned proportionally during an enrollment period, with unearned funds returned directly to the military service based upon when a student stops attending. The University will return any unearned TA funds on a prorated basis through at least the 60 percent point of the course for which the funds were provided. The chart below shows the University's TA proration schedule.

4-Week Course Refund Schedule	Refund %	8-Week Course Refund Schedule	Refund %	12-Week Course Refund Schedule	Refund %
Day 1-9	100%	Week 1	100%	Week 1	100%
Day 10-13	75%	Week 2	75%	Week 2	75%

Day 14-17*	25%	Week 3	50%	Week 3	75%
Day 18-27	0%	Week 4	50%	Week 4	50%
-	-	Week 5*	25%	Week 5	50%
-	-	Week 6	25%	Week 6	25%
-	-	Week 7	0%	Week 7	25%
-	-	Week 8	0%	Week 8	0%
-	-	-	-	Week 9	0%
-	-	-	-	Week 10	0%
-	-	-	-	Week 11	0%
-	-	-	-	Week 12	0%

*The course is 60% complete during this week.

In instances when a Service member stops attending due to a military service obligation, the University will work with the affected service member to identify solutions that will not result in a student debt for the returned portion in compliance with the DOD policy.

Return policies apply to students who drop on or before the 10th day of the term. Discontinuing enrollment after the 10th day of the term will not result in an adjustment to the student's Tuition Assistance for that term. Students withdrawing for deployment reasons after the 9th day of the session will fall under the military deployment refund criteria.

Study Abroad

Courses pursued in foreign countries must:

- Be approved.
- Be offered at an institution of higher learning (IHL).
- Be required for the student's degree program.

Under Post-9/11 Chapter 33, VA will pay:

- Home school's tuition and fees.
- Books and supplies stipend.
- Monthly housing allowance based on the home school's address.
- Additional fees specific to the Study Abroad program. The Study Aboard option must be required for graduation

VA will not pay:

- Costs related to travel (airfare, lodging and meals).
- Third-party charges (amenity fees or host school fees) even if study abroad option is required.

POST-9/11 CHAPTER 33 MONTHLY HOUSING ALLOWANCE

A monthly housing allowance is paid directly to the student. Payment is made in arrears. Housing allowance is based upon the location where the student attends the majority of their classes. A housing allowance is paid when a student's rate of pursuit is more than 50%. This means that a student takes 4.5 units per month. Due to

the uniqueness of National University's accelerated degree programs, VA pays prorated housing allowance during the period of attendance and enrollment.

Students may call the VA education hotline at 1.888.442.4551 to discuss housing allowance payment and obtain an estimate of their housing allowance.

Undergraduate Level

Full-time is considered at 4.5 units (one course) per month. Students are encouraged to have a dialogue with their assigned advisors to determine the availability of courses applicable to their degree program when they are pursuing a course less than the full-time rate of 4.5 units per month in order to be eligible for housing allowance for a specific period.

Graduate Level

National University provides the training time/full-time information to the U.S. Department of Veterans Affairs in addition to term dates and credit units/hours of the enrollment for graduate students.

Online or Distance Learning

Students exclusively taking an online or distance-learning course at 4.5 units per month are eligible for housing allowance equal to 50% of the national average of Basic Allowances for Housing (BAH).

Books and Supplies Stipend

The books and supplies stipend is paid directly to the student when the enrollment certification is processed. The maximum stipend is \$1,000 per academic year. The stipend is prorated by the student's length of service percentage ranging from 40% to 100%.

Rounding Out Rule

National University adheres to the guidance provided by the Department of Veterans Affairs with regards to the Rounding Out Rule provided in the SCO Handbook. Students are encouraged to consult National University's Department of Veterans Affairs for additional information.

Repeating Courses

When a student fails a course required for the current degree program or when a degree program requires a higher grade than the one achieved in a particular course for successful completion, that course may be repeated and certified to VA again. A course may be repeated a maximum of two times.

Courses that have been successfully completed may not be certified again for VA benefits if they are repeated.

- **Scenario 1:** The Nursing program requires a "B" or better in all nursing core courses, then that class may be repeated if a "B" or better was not earned. This requirement must be published in the school catalog.
- **Scenario 2:** A student may repeat a course required for graduation and can be certified for said course until it is successfully completed. A course may be repeated a maximum of two times in accordance with National University's policy.
- **Scenario 3:** A course cannot be certified to VA when a student chooses to repeat a course that was successfully completed just to improve his/her GPA.

PARENT SCHOOL LETTER AND CONCURRENT ENROLLMENT

A student may take courses at more than one school that apply to his/her current degree program. When National University grants the degree, then National University is the primary school. All other schools are

secondary schools. All courses to be taken at the secondary school must be pre-approved by National University in order to be certified with the VA. National University VA Department provides an approved parent school letter addressed to the VA school Certifying Official of the secondary school.

ALTERNATIVE EDUCATIONAL FUNDING

Reserve Officers' Training Program (ROTC) Army and Air Force

Students can enroll in the ROTC program while attending classes at National University. There is a continuing need for scientific computer, engineering, medical, and management personnel, as well as pilots and navigators in both the Army and Air Force.

ROTC offers scholarships on a competitive basis for students already enrolled in college. Scholarship programs vary slightly each year. Generally, scholarships exist at the two-, three-and-one-half-, and four-year college levels. Applicants for ROTC scholarships are selected on the basis of the "whole-person" concept that includes both objective (e.g., Grade Point Average) and subjective (e.g., interview evaluation) factors.

National University students can enroll in ROTC by contacting the local ROTC Recruiting Office. Veterans who complete their studies and are commissioned by age 35 may also be eligible for the ROTC.

Corporate Tuition Assistance

Many companies and government agencies award tuition reimbursement to employees. Students should check with their employer for information on how to apply for this employee-development fringe benefit.

Aid for Native Americans

Native American students who can prove membership in a federally recognized tribe may receive educational grants from the federal Bureau of Indian Affairs (BIA). Applications for BIA grants for California tribes are available by writing the Bureau's Office of Indian Education, 2800 Cottage Way, Sacramento, CA 95825 or by calling 916.978.4680.

California State Rehabilitation

The Department of Rehabilitation is a state agency that helps men and women with disabilities enter or return to work. It also has programs that ensure the rights of people with disabilities. Persons with a disability who need help living more independently or who need training to get a job should contact the regional office of this state agency.

ADDITIONAL INFORMATION SOURCES

California Student Aid Commission	www.csac.ca.gov
U.S. Department of Veterans Affairs	www.benefits.va.gov
Gateway to Veterans Benefits Information eBenefits	https://www.vets.gov
U.S. Department of Education	www.ed.gov/finaid.html
College is Possible	www.collegeispossible.org
Scholarship Search and Financial Aid Calculator	www.fastweb.com

The U.S. Department of Education has created the Student Financial Aid Ombudsman to work with student loan borrowers to informally resolve loan disputes and problems with the following federal loans:

- William D. Ford Federal Direct Loans: Subsidized and Unsubsidized Direct Loans, Direct PLUS Loans (for parents and grad students) and Direct Consolidation Loans
- Consolidation Loans
- Guaranteed Student Loans, SLS Loans
- Ombudsman Customer Service Line at 877.557.2575 or at www.fsahelped.gov/

GRANT	LOAN	UNDERGRADUATE	GRADUATE	CRED - 1	CERT - 2	NEED-BASED	Financial Aid Programs 2023-2024	APPLICATION DEADLINE	
							FEDERAL PELL GRANT is a grant program to help students with tuition cost. This program assists students who are working toward a first bachelor's degree. Award Range: \$750 to \$7,395 Applications: FAFSA	June 30, 2024	Ju
							FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG) is a grant-program to assist with tuition cost. Like Pell Grant, a student must be enrolled in a first bachelor's degree. Awards are made on a limited basis to students with an exceptional financial need. Award: \$800 maximum per year Applications: FAFSA	Priority filing date: October 1, 2022	Ju
							CAL GRANT A is a state- funded grant program to help students with tuition cost. Grant recipients are selected on the basis of financial need and Grade Point Average. Students must be California residents working toward a first bachelor's degree. Recipients of this award will be notified by the California Student Aid Commission in June. Award: \$3,119 per quarter Applications: FAFSA, GPA verification	March 2, 2023	O

			<p>CAL GRANT B is a state- funded grant program to help students with tuition cost. This program is intended to assist students with high potential from disadvantaged/low- income families. Students must be California residents who have completed less than one semester of undergraduate studies. Recipients of this award will be notified by the California Student Aid Commission in June.</p> <p>Tuition Award: \$3,119 per quarter</p> <p>Access: \$549 per quarter</p> <p>Applications: FAFSA, GPA verification</p>	March 2, 2023	O
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FAFSA: Free Application for Federal Student Aid

GPA: Grade Point Average

Credential Program: Students must complete the program residency requirement at National University (except for recipients of NU Scholarships) and may only apply for financial aid as a fifth-year undergraduate.

Certificate Program: These programs must consist of 36 units in length (except for recipients of NU Scholarships). Students are eligible to reapply for an additional Direct or PLUS Loan in the Certificate Program

GRANT	LOAN	UNDERGRADUATE	GRADUATE	CRED-1	CERT-2	NEED-BASED	Financial Aid Programs 2022-2023	APPLICATION DEADLINE	DATE
							<p>TEACH GRANT PROGRAM was created by Congress through the College Cost Reduction Act of 2007. The Teacher Education Assistance for College and Higher Education Grant Program (TEACH) provides grants of up to \$4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families. And maintain a cumulative GPA of 3.25</p> <p>https://studentaid.gov/understand-aid/types/grants/teach</p> <p>https://studentaid.gov/teach-agreement/</p> <p>Award Range: \$100 to \$4,000 Applications: FAFSA</p>	June 30, 2024	Ju

				<p>FEDERAL PLUS PARENT LOANS FOR STUDENTS is a loan program to assist parents of undergraduate dependent students with educational costs. This loan requires the borrower to demonstrate credit-worthiness, has a fixed interest rate of 8.05%, and origination fees up to 4.228%. Like the unsubsidized Direct Loan, the interest is not subsidized by the government. Repayment begins 60 days after the loan is made.</p> <p>Loan Amount: For each academic year, a parent may borrow up to the student's cost of attendance minus other aid, per undergraduate dependent student.</p> <p>Applications: Parent Verification Worksheet, FAFSA Loan Application</p>	Three months prior to the student's last course of the academic year.	Bar stu inc c sc
				<p>FEDERAL PLUS LOANS FOR GRADUATE STUDENTS (GRAD PLUS) is a loan program to assist graduate students with educational costs. This loan requires the borrower to demonstrate credit-worthiness, has a fixed interest rate of 8.05%, and origination fees up to 4.228%. Like the unsubsidized Direct Loan, the interest is not subsidized by the government. Contact your lender for information regarding payment deferment, if applicable.</p> <p>Loan Amount: For each academic year, the student may borrow up to the cost of attendance minus other aid.</p> <p>Applications: FAFSA Loan Application</p>	Three months prior to the student's last course of the academic year.	Bar stu inc c sc
				<p>SUBSIDIZED FEDERAL DIRECT STUDENT LOAN is a loan program to assist students with educational expenses. The undergraduate interest rate is capped at 8.25% and is adjusted July 1 of each year. The 2023-2024 rate is 5.50%. Direct Loan recipients are not required to make payments or pay the interest during full- time attendance or the first six months after the student's last date of attendance.</p> <p>Loan Amount: For each academic year, a dependent student may borrow:</p> <ul style="list-style-type: none"> • Up to \$3,500 as a first-year undergraduate • Up to \$4,500 as a second-year undergraduate • Up to \$5,500 as a third-, fourth-, or fifth-year undergraduate <p>Dependent students may receive both an unsubsidized and subsidized Direct Loan up to the amounts listed above.</p> <p>Applications: FAFSA Loan Application</p>	Three months prior to the student's last course of the academic year.	Bar stu inc c sc

LOAN	UNDERGRADUATE	GRADUATE	CRED - 1	CERT - 2	NEED-BASED	Financial Aid Programs 2022-2023	APPLICATION DEADLINE	DATE FUNDING
						<p>UNSUBSIDIZED FEDERAL DIRECT LOAN is a program available to students who may not qualify for a subsidized Direct Loan or for students who may qualify for only a partial subsidized Direct Loan. This loan has a variable interest rate capped at 8.25% adjusted July 1 of each year. The 2023-2024 rate is 5.50% for undergraduate students and 7.05% for graduate students. The terms and conditions are the same as the subsidized Direct Loan, except that the borrower is responsible for the interest that accrues while the student is in school and during the grace period.</p> <p>Loan Amount: Students may receive both subsidized and unsubsidized Direct Loans totaling up to the applicable Direct Loan limit (based on grade level).</p> <p>Applications: FAFSA Loan Application</p> <p>Loan Amount: For each academic year, an independent student may borrow:</p> <ul style="list-style-type: none"> Up to \$9,500 as a first-year (at least \$6,000 of this amount must be in unsubsidized) Up to \$10,500 as a second year undergraduate (at least \$6,000 of this amount must be in unsubsidized) Up to \$12,500 as a third, fourth, or fifth year undergraduate (at least \$7,000 of this amount must be in unsubsidized) Up to \$12,500 for a credential (at least \$7,000 of this amount must be in unsubsidized) Up to \$20,500 as a graduate <p>Note: Students enrolled in an academic year requiring less than 36 units will be subject to a pro-rated loan.</p> <p>Aggregate Direct Loan Limits</p> <ul style="list-style-type: none"> Dependent Undergraduate: \$31,000 Independent Undergraduate: \$57,500 Graduate: \$138,500 <p>Note: The graduate debt limit includes any Direct Loans received as an undergraduate.</p> <p>Fees:</p>	Three months prior to the student's last course of the academic year.	

					Loan Origination Fee: A loan origination fee of up to 1.057% of the loan principal is deducted proportionately from each loan disbursement effective October 1, 2020.		
					NATIONAL UNIVERSITY SCHOLARSHIP PROGRAM consists of the Collegiate Honor Award, the NU Presidential Scholarship, and the Military Tuition Scholarship. These awards are designed to recognize students for outstanding leadership, superior job performance, and exceptional scholastic achievement. The NU Presidential Tuition Scholarship is also designed to recruit and retain underrepresented educationally and economically disadvantaged students, single parents with financial need, and handicapped students. Awards: Collegiate Honor up to \$2,000 Presidential Tuition Scholarship up to \$3,258 Military Tuition Scholarship up to \$2,500 Application: Scholarship Application	Open, but subject to available funds.	Fu be re th sc ac let F De

					<p>Loan Origination Fee: A loan origination fee of up to 1.057% of the loan principal is deducted proportionately from each loan disbursement effective October 1, 2020.</p>		
					<p>NATIONAL UNIVERSITY SCHOLARSHIP PROGRAM consists of the Collegiate Honor Award, the NU Presidential Scholarship, and the Military Tuition Scholarship. These awards are designed to recognize students for outstanding leadership, superior job performance, and exceptional scholastic achievement. The NU Presidential Tuition Scholarship is also designed to recruit and retain underrepresented educationally and economically disadvantaged students, single parents with financial need, and handicapped students.</p> <p>Awards:</p> <p>Collegiate Honor up to \$2,000 Presidential Tuition Scholarship up to \$3,258 Military Tuition Scholarship up to \$2,500</p> <p>Application: Scholarship Application</p>	Open, but subject to available funds.	Fully funded by the school's endowment fund. De

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						<p>Loan Origination Fee: A loan origination fee of up to 1.057% of the loan principal is deducted proportionately from each loan disbursement effective October 1, 2020.</p>
						<p>NATIONAL UNIVERSITY SCHOLARSHIP PROGRAM consists of the Collegiate Honor Award, the NU Presidential Scholarship, and the Military Tuition Scholarship. These awards are designed to recognize students for outstanding leadership, superior job performance, and exceptional scholastic achievement. The NU Presidential Tuition Scholarship is also designed to recruit and retain underrepresented educationally and economically disadvantaged students, single parents with financial need, and handicapped students.</p> <p>Awards:</p> <ul style="list-style-type: none"> Collegiate Honor up to \$2,000 Presidential Tuition Scholarship up to \$3,258 Military Tuition Scholarship up to \$2,500 <p>Application: Scholarship Application</p>

					<p>Loan Origination Fee: A loan origination fee of up to 1.057% of the loan principal is deducted proportionately from each loan disbursement effective October 1, 2020.</p>
					<p>NATIONAL UNIVERSITY SCHOLARSHIP PROGRAM consists of the Collegiate Honor Award, the NU Presidential Scholarship, and the Military Tuition Scholarship. These awards are designed to recognize students for outstanding leadership, superior job performance, and exceptional scholastic achievement. The NU Presidential Tuition Scholarship is also designed to recruit and retain underrepresented educationally and economically disadvantaged students, single parents with financial need, and handicapped students.</p> <p>Awards:</p> <p>Collegiate Honor up to \$2,000 Presidential Tuition Scholarship up to \$3,258 Military Tuition Scholarship up to \$2,500</p> <p>Application: Scholarship Application</p>

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				<p>NATIONAL UNIVERSITY HIGHER EDUCATION LOAN PROGRAM (NU-HELP) is a low-interest (4.29%) loan established by National University. This loan program is designed to supplement other resources the student may receive. Applicants are selected on the basis of financial need. Repayment begins six months after the student's last date of attendance. The maximum repayment term is 10 years. Funds are awarded to assist students with tuition cost, on a limited basis.</p> <p>Award Range: up to full tuition for 12 months</p>	Open, but subject to available funds.	J
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Policies and Procedures

Attendance Procedures

Defining Attendance

Attendance is mandatory in all University courses. The University requires students to be in attendance at least once every 35 calendar days from the last date of attendance. Students satisfy course attendance requirements through academic related activities. Academic-Related Activities (ARAs) are used to determine a student's official last date of attendance in the LMS and corresponding enrollment status at the University. ARAs are also used to determine the effective date of active and withdrawn enrollment statuses. (See examples of ARAs below)

All students must be officially enrolled in order to attend class and to receive a grade. This means that the course must be added to the student's schedule prior to the ninth (9th) day of the course. University instructors will not permit non-enrolled students to attend a class or be issued a grade. The Office of the Registrar will not post grades for students who are not officially enrolled.

Residential (face-to-face) Courses:

Students are expected to attend all scheduled classes of a course. Failure to attend courses may impact the student's grade. Some programs may have additional attendance requirements based on accreditation and funding bodies. Please see program requirements and course syllabus for additional attendance requirements.

Online Courses:

Academic-related activities (ARAs) must be posted to an online course, within the Learning Management System (LMS), no later than Sunday at 11:59 P.M. Pacific time each week.

The university's attendance policy is designed to encourage consistent or weekly academic engagement. All students are expected to engage in one of the following academic related activities throughout the term:

- Completing the initial assessment
- Submitting an assignment for evaluation
- Completing a exam or quiz
- Submitting a final project; and/or
- Reviewing graded feedback from faculty
- Participating in an online tutorial or computer-assisted instruction
- Watching videos in the online course room 6
- Following links to external resources
- Participating in an online discussion about academic matters

The following will not count as attendance:

- Logging in and not engaging in an academically related activity
- Participation in orientation
- Contacting Academic and Finance Advisor

Out of Attendance:

The University requires students to be in attendance at least once every 35 calendar days from the last date of attendance. Students, whether on-site or online, are responsible for following the published policy on deadlines for drop and withdrawal.

With instructor approval, students may be allowed to make up examinations or class assignments missed due to absence or tardiness. Students must arrange to complete any make-up work with the instructor in advance. Work must be completed prior to the final class session. A grade of incomplete may be issued if the student has attended two-thirds of the course and coursework is not completed by the final class session. Instructors may use their discretion when issuing approval of, and assigning, an incomplete grade.

Any dispute about attendance must be addressed by the student in writing and submitted to the Office of the Registrar within thirty (30) days of grade posting. If extenuating circumstances prevent the submission of the

dispute within that time frame, the Office of the Registrar will make a determination about whether the circumstances warrant further consideration. The Office of the Registrar will not consider a dispute that is more than one year old.

Once grades have been issued and credit awarded, neither the coursework nor the grade can be expunged from the student's record.

Refund Policy

Students are accepted and enrolled in classes with the understanding they will attend the entire subscription period. Students may withdraw from a subscription period prior to 11:59 pm Pacific Standard Time (PST) of the fifteenth (15th) day of the session by emailing their Academic Finance Counselor at advisor@nu.edu. The student is responsible for ensuring that the withdrawal is reflected in their record appropriately by viewing their schedule on the student web portal.

To accurately count session days, note that the first day of a session—and not the actual day a student attends class—counts as day one. The University counts calendar days rather than business days for determining refunds. As such, if the first day of the session is a Monday, the student would need to withdraw prior to 11:59 pm (PST) of the fifteenth day of that subscription period.

If a student does not complete a subscription period, tuition refunds are made according to the schedule below. The refund policy is the same for on-site and online classes.

Students who withdraw from a subscription period before midnight of the:

- Fifteenth (15th) day of the session will receive a 100 percent refund
- Fifty-sixth (56th) day of the session will receive a 50 percent refund
- Eighty-fourth (84th) day of the session will receive a 25 percent refund
- Students who withdraw from a course after midnight of the Eighty-fourth (84th) of the session will not receive a refund.

To receive a refund, students must submit a written request to SBSAdvisor@nu.edu. Students must have a credit balance on their account to receive a refund. Most refunds are processed and mailed or directly deposited via ACH within ten (10) working days from the receipt of the request depending on the verification of funds. Financial Aid funds are reviewed for refunds within three days of disbursement to the student account, and excess funds are automatically refunded to the student. All refunds are processed via EFT to the bank information as provided or mailed to the student's home address. If payment was made by credit card, refunds will be issued back to the original credit card used and as provided on the credit card refund form. Credit card refund forms can be obtained and submitted through the Student Account offices directly or online at stuact@nu.edu.

Refund percentage may vary based on state of residence and state regulatory requirements.

Please Note: Students who withdraw from the subscription period after the 15th day and remain active are fully responsible for the tuition and fees.

State-Regulated Refund Policies for Online/Distance Learning

Tuition refunds for students enrolled in online programs who reside in certain states will be issued in accordance with the policies required by the laws and regulations of those states. However, if the University's standard Refund Policy is more beneficial to those students, the University will follow its standard Refund Policy. State-specific refund policies are listed below.

Indiana State Refund Policy

The University will cancel a student's enrollment upon request of the student. The Indiana State Refund Policy applies when Indiana students enrolled in online programs withdraw, drop, or are administratively dropped from a Subscription Period or the institution. The student's obligation at the time of cancellation will be calculated as follows:

Proportion of Total Subscription Period Completed as of Date of Withdrawal or Termination

Tuition Refund

Less than 10%.....	90% refund
10% up to but not including 25%	75% refund
25% up to but not including 50%	50% refund
50% up to but not including 75%	25% refund
More than 75%	No refund

The institution will make a proper refund within thirty-one (31) days of the student's request for a subscription period drop or cancellation. If the student has paid tuition extending beyond twelve (12) months, all such charges shall be refunded.

Maryland Refund Policy

Students enrolled in online programs who reside in Maryland will receive the minimum tuition refunds in accordance with the Maryland Higher Education Commission requirements (specified in Title 13B.05.01.10 of the Code of Maryland Regulations).

- A. Except as provided in §B of this policy/regulation, an institution's refund policy shall conform to this regulation and the institution shall provide for refunds of tuition to Maryland students as provided in this regulation.
- B. If the University's refund policy is more beneficial to Maryland students, the institution will follow its refund policy and provide for refunds of tuition to Maryland students as provided in that policy.
- C. Minimum refund: The University will refund the applicable tuition refund to a Maryland student who drops, withdraws or is terminated after completing only a portion of a course/class:

Proportion of Total Course, Program, or Term Completed as of Date of Withdrawal or Termination

Tuition Refund

Less than 10%.....	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to but not including 60%	20% refund
More than 60%	No refund

A refund due to a Maryland student will be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination.

- D. This refund policy is disclosed and acknowledged by students upon enrollment, and
- E. Documentation verifying student refunds in accordance with this policy is maintained.

Oregon Refund Policy

Courses dropped before the 10th day of the course will be fully refunded. Online students located in Oregon who withdraw from a course are eligible for a 50% partial refund through the middle week of the course term. Refunds are based on unused instructional time and are prorated on a weekly basis.

Virginia Refund Policy

Students are accepted and registered for classes with the understanding that they will attend the entire course. Faculty contracts, the commitment of space, and other University resources are made on that assumption, creating financial obligations that students who withdraw must share. National University's refund policy reflects this position. Students may withdraw themselves from class prior to midnight of the ninth (9th) day of the session by emailing their Academic and Finance Advisor at advisor@nu.edu.

To accurately count session days, note that the first day of a session—not the actual day a student attends class—counts as day one of that session. The University counts calendar days rather than business days for determining refunds. As such, if the first day of the session is a Monday, the student would need to withdraw prior to midnight of the following Tuesday, the ninth day of that session.

If a student does not complete a subscription period, a tuition refund is made according to the following schedule, which is based upon a 28-day month.

Students who withdraw from a subscription period prior to midnight of the:

- Fifteenth (15th) day of the session will receive a 100 percent refund
- Fifty-sixth (56th) day of the session will receive a 50 percent refund
- Eighty-fourth (84th) day of the session will receive a 25 percent refund
- Students who withdraw after midnight on the Eighty-fourth (84th) day of the session will not received a refund.

Students must have a credit balance in their account to receive a refund. Refunds, depending on the verification of funds, are processed and mailed within fifteen (15) days from the later of:

- a. The date from when a student cancels enrollment
- b. The date from when the institution terminates a student's enrollment
- c. The last day of an authorized leave of absence (if the student fails to return after this period)
- d. The last day of attendance of a student

All refunds are mailed to the student's home address. Students must make sure that the address on file is correct.

Wisconsin Refund Policy

A student who withdraws or is dismissed after the cancellation period has passed, but before completing 60% of the potential units of instruction in the current enrollment period, shall be entitled to a pro rata refund, as calculated below, less any amounts owed by the student for the current enrollment period, less a one-time application fee of \$100.

1. Pro rata refund shall be determined as the number of units remaining after the last unit completed by the student, divided by the total number of units in the enrollment period, rounded downward to the nearest ten percent. Pro rata refund is the resulting per cent applied to the total tuition and other required costs paid by the student for the current enrollment period.
2. All efforts will be made to refund prepaid amounts for books, supplies and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or are returned by the school to the supplier.
3. Refunds shall be paid within 40 days after the effective date of termination.
4. After the student's first period of enrollment, if a student withdraws or is dismissed in a subsequent enrollment period, the school may also retain an administrative fee of 15% of the total cost of a resident program, or \$400, whichever is less.

5. No refund is required for any student who withdraws or is dismissed after completing 60% of the potential units of instruction in the current enrollment period unless a student withdraws due to mitigating circumstances, which are those that directly prohibit pursuit of a program and which are beyond the student's control.

Class Drop and Withdrawal

The term “drop” means a student has dropped a course prior to midnight (PST) of the ninth (9th) day of the session, and no grade or notation appears on the student's record. The term “withdrawal” signifies that a student has withdrawn from a course after midnight (PST) of the ninth (9th) day of the session, and a “W” will appear on the student's record. Students who withdraw after midnight (PST) of the twenty-first (21st) day of the session will receive a grade of “F” or “U,” as appropriate for grading criteria of the course. This is a permanent mark with no grade points assigned. Notifying the instructor of one's intent to withdraw is insufficient and will not constitute an official withdrawal. Students may drop a course prior to midnight (PST) of the ninth (9th) day of the session by emailing their Academic and Finance Advisor at advisor@nu.edu. The student is responsible for ensuring that the drop or withdraw is reflected in their record appropriately by viewing their schedule on the student web portal.

Active duty, guard, and reserve military personnel (Army, Navy, Air Force, Marines and Coast Guard) who are enrolled at National University and whose academic progress is interrupted due to deployment or activation mid-subscription period may withdraw without tuition penalty. A student currently in a course will not be charged for the course; however, the class will remain on the student's record with a grade of “W”. Students must submit a copy of their military duty assignment orders verifying deployment or activation to their Academic and Finance Advisor along with their request to withdraw the course. This policy does not apply to retired military personnel or dependents.

Leave of Absence

Students are limited to one hundred and eighty (180) Leave of Absence (LOA) days per twelve (12) month period. LOA days need not all be taken at once. A student may have multiple LOAs within a 12-month period provided that the cumulative total does not exceed the allowable amount. University scheduled breaks will be counted toward the 180-LOA day limit if a student is on an approved LOA during a scheduled break.

For students in non-term programs who need a break of sixty (60) days or less from their last date of attendance, an LOA may not be necessary. A student will not be considered to have withdrawn if the student submits written confirmation (email is acceptable) that they will resume attendance, and that future date of attendance is no later than 60 calendar days after the student ceased attendance.

A student on an approved LOA will be considered enrolled at National University. In some cases, these students may be eligible for an in-school deferment for student aid loans. Federal Student Assistance (FSA) may be negatively impacted if students fail to timely apply for a LOA or if the application is denied.

To request a formal LOA, students will need to follow the steps outlined below. Students who receive FSA in the form of loans and grants, and who will have a break in attendance of 35 days or more, may be subject to recalculation and/or return of unearned FSA monies, unless they have an approved LOA on file. Students who do not return from an approved LOA on the student's scheduled return date will be withdrawn from the University.

Further information for FSA students may be obtained from their Academic and Finance Advisor.

Students requesting a LOA must:

1. Timely inform their Academic and Finance Advisor of their request and discuss financial aid implications, as appropriate.
2. Submit the e-form request for Leave of Absence located on the student portal and include the following information:
 1. Beginning and ending dates of the LOA requested
 2. Reason for the LOA request.
3. An LOA approval must meet the above criteria and the reason for the request must be approved by the Office of the Registrar.

All students are encouraged to submit requests at their earliest opportunity to allow the University adequate time to process the request. Requests submitted the day of the requested leave start date or later will not be considered.

All LOA requests start the day of the student's request for the LOA. LOA will not be backdated unless the student has documented extenuating circumstances that prevented them from making the request in advance of their leave.

Once approved, the LOA will be entered into the student's record and the student will be reported as an approved LOA student. It is the student's responsibility to determine how this status may affect any other funding sources they may be receiving.

Requesting a LOA does not grant a drop or withdrawal from the current class of attendance. The current class remains subject to the official drop and withdrawal policies as published in the catalog. If an emergency LOA is approved, in the middle of the course, and the student receives a Withdraw, upon return, the student will not be charged tuition to retake the course.

Financial Aid Implications for Students Requesting a Leave of Absence

Financial aid students must contact their Academic and Finance Advisor as early as possible upon determining they would like to request a LOA to discuss the impact on student aid. Students who do not return from an approved LOA will have all future loan disbursements canceled. The loan repayment grace periods established on all previously disbursed loans will have begun as of the first day of the student's approved LOA. Therefore, if the student does not return from an approved LOA, the student may have exhausted some or all the grace period and may be required to enter repayment immediately. Students will need to contact their lender(s) regarding grace period rules and requirements.

Students who wish to dispute the interpretation of a University financial policy, or who seek special consideration regarding a financial matter, can appeal their case to the Finance Committee.

Requests must be submitted in writing through the Student Accounts Office and must contain all pertinent information to support the appeal. All financial disputes must be submitted within one year of occurrence. Each case is decided upon its own merits. The decision of the committee is final and not subject to appeal, unless there is information pertinent to the outcome which was not available at the time of the initial request.

Class Scheduling

Any class changes in a degree program must be consistent with a student's degree objective and fulfill the graduation requirements for the degree. Students should contact their Academic and Finance Advisor for assistance in requesting such changes. Scheduling changes should occur prior to the start date of that class.

For students receiving financial aid, changes made to their schedules after processing may delay or cancel their aid. Students should speak to an Academic and Finance Advisor before withdrawing from a class or requesting a change of schedule or program.

Students may drop a class prior to midnight (PST) of the ninth (9th) day of the session by emailing their Academic and Finance Advisor at advisor@nu.edu. A grade will not be awarded, and tuition will not be charged. After midnight (PST) of the ninth (9th) day of the session, a grade will be entered, and tuition will be charged according to the refund policy. (See prior sections on “Refund Policy” and “Class Drop and Withdrawal”.)

Grade Reporting

All grades are reported electronically. Students can access their official grades as posted to their record via the student portal on the University’s website. Students who need an official printed copy of a grade report can request one through the student portal. Grades are not given over the telephone or via e-mail. All grades are due from instructors within ten (10) calendar days. Grades are only reported for students who are officially enrolled in a class. Students should direct questions regarding the accuracy of a grade to their instructor.

Student Records

Transcripts and other documents received by the University for the purpose of admission or recording supplemental work become the property of the University and will not be released to or copied for students. Even though California regulatory agencies require that student records be kept for only five (5) years, National University’s student records are retained indefinitely.

National University Transcripts

National University transcripts are ordered online via Parchment at www.parchment.com/u/registration/33382/institution. The transcript fee is \$5. An additional \$2 surcharge is required when sending official transcripts electronically.

Transcripts contain only coursework completed and GPA earned at National University. A total unit summary of previous external education is reflected on the official transcript.

Definition of Student Status (Full-Time, Part-Time/Half-Time)

A student enrolled in a subscription-based program (which would exclude students taking courses that are not in pursuit of a degree, referred to as non-degree students) has an enrollment status that the student chooses at the start of the subscription period and that is used for every term in which the student enrolls, without regard to how many courses the student begins or finishes during the period. This enrollment status remains constant for the academic year. During this time, the student is expected to complete the amount of coursework associated with their enrollment status. Full-time status may vary by program. Some programs may only be offered for Full-time enrollment. If a program is offered in half-time, the student may select either full-time or half-time. Half-time status students will have restrictions on the quantity of courses they can take during a subscription period to ensure they don’t exceed a half-time load.

In undergraduate programs, a student may elect to be less-than-half-time. Less-than-half-time students will take only one course per subscription period and will pay a per course rate rather than the subscription amount. Less-than-half-time students are not eligible for financial aid.

Off-campus agencies may use different definitions for determining full-time status. For example, the definition of “Full-Time Student Status” may not apply to international students who require an F-1 visa.

Students with proper identification can verify enrollment at the Office of the Registrar or obtain enrollment verification via the student portal on the University website. Verifications can also be requested through the mail with an authorized student signature to the following address:

Office of the Registrar

9388 Lightwave Avenue

San Diego, CA 92123

P 858.642.8260

E registrar@nu.edu

Cancellation of Classes or Programs

The University reserves the right to cancel or postpone a class or a program if student enrollment is insufficient. However, every effort will be made to cancel the class or program well in advance of the intended start date allowing students to reschedule or make other arrangements.

Bar from Attendance

Students may be barred from attending classes for failure to:

- Present official transcripts certifying degree/status from previous institutions
- Comply with admission requirements
- Respond to official University notices
- Settle financial obligations when due

Students who are barred from attendance are generally given advance notice. If a student fails to respond or has a history of failing to respond, action will be taken without further notice and the student may no longer be entitled to services of the University, except for assistance toward reinstatement. The University can drop the student from all current and future classes as appropriate. Under no circumstances may a student who has been barred from attendance attend class or receive a grade.

Withdrawal from the University

Students are required to satisfy all registration, code of conduct, attendance, Academic Integrity and enrollment policies required by the program and University at all times. Students who wish to withdraw permanently from National University must take one of two actions:

1. Complete a “University Withdrawal Form” available at each campus and online through the University’s website, or via the student web portal by submitting a University Withdrawal eForm; or
2. Contact their Academic and Finance Advisor who will verify student information and submit the request in writing on behalf of the student to the Office of the Registrar.

Students taking one of the two above actions will be withdrawn from the University and all future classes will be deleted from their schedules. Students should be aware that the current term’s classes remain subject to the official drop and withdrawal deadlines as published in this Catalog. Federal student aid recipients should refer to the “Financial Aid Refund Policy” in this catalog, as withdrawal from any courses and/or periods of enrollment can have financial consequences and may require the University to return financial aid.

Administrative Withdrawal

Students will be administratively withdrawn from any or all courses if they fail to meet all applicable registration, code of conduct, attendance, Academic Integrity, and enrollment policies at all times. Any withdrawals may

impact a student's financial aid awards, academic progress, military funding, residential status and/ or student visa status.

Administrative withdrawal from the University may occur for the following reasons:

1. Failure to pay required fees,
2. Failure to provide documents or meet credit requirements to be enrolled,
3. Failure to attend,
4. Violation of College policies, or
5. Emergency administrative withdrawal.

Non-Degree Students

Individuals interested in taking courses for academic credit but not in pursuing a degree or certificate should apply as a non-degree student. Non-degree applicants are not required to undergo a formal admissions process but must submit an application and meet established academic qualifications to enter the courses desired. Applicants who wish to take graduate-level courses must hold a four-year or approved three-year bachelor's degree, or the equivalent, from a regionally accredited institution. Non-degree students who later decide to become degree-seeking must follow the standard admission procedures, including submission of official transcripts from all previously attended regionally accredited postsecondary institutions. Admission as a non-degree student neither implies nor guarantees admission to a degree or certificate program. Students requesting an exception to the number of units must submit a request by completing an exception to policy e-form on the student web portal. Non-degree students are not eligible for financial aid.

Air Force ROTC

The Air Force Reserve Officer Training Corps (AFROTC) is a three- or four-year program designed to equip students with leadership skills and commission officers for tomorrow's Air Force. AFROTC offers a variety of two-, three- and four-year scholarships, many of which pay the full cost of tuition, books, and fees. These scholarships are available for qualified cadets, and may be applied toward tuition, lab fees, and other required items. In addition, scholarship students receive a non-taxable book allowance and monthly stipend.

National University does not have an AFROTC program. Students may, however, enroll in AFROTC courses at the following institutions (where AFROTC courses are conducted) in conjunction with completing their degree programs at National University:

California State University Sacramento (CSUS AFROTC)

Further information on these programs may be obtained from the Aerospace Studies Department, 916.278.7315, or Det088@maxwell.af.mil. The detachment website can be found at www.csus.edu/afrotc.

Loyola Marymount University (LMU AFROTC)

Through arrangements with Loyola Marymount University (LMU) in West Los Angeles, students may participate in the Air Force Reserve Officer Training Corps (AFROTC) program. AFROTC offers a variety of two-, three- and four-year scholarships, many of which pay the full cost of tuition, books, and fees. Successful completion of as little as four semesters of AFROTC academic classes and leadership laboratories can lead to a commission as a second lieutenant in the United States Air Force.

Classes consist of one hour of academics and two hours of laboratory for freshman and sophomores; three hours of academics and two hours of laboratory for juniors and seniors. The academic hours earned can normally be counted as elective credit toward graduation. All AFROTC classes and laboratories are held on Fridays to better

accommodate students commuting from other colleges and universities. Currently, LMU does not charge for the courses. Additionally, AFROTC cadets under scholarship and all juniors and seniors receive a monthly tax-free stipend.

For more information, contact the Loyola Marymount University Department of Aerospace Studies (AFROTC) at 310.338.2770 or visit the website at <http://academics.lmu.edu/afrotc>.

San Diego State University (SDSU AFROTC)

There is no advance application needed to participate in the Freshmen- or Sophomore-level course; however, an orientation program, held just prior to the start of the semester, is recommended. Required coursework includes lectures, a leadership laboratory practical component, panel discussions, dialogues, problem solving, and physical training. All coursework is completed on site at or near one of the schools, with the exception of a four-week summer Field Training encampment conducted on a military base between the second and third year.

Upon successful completion of the AFROTC program and all requirements for a bachelor's degree, cadets are commissioned as Second Lieutenants and serve a minimum of four years in the Active Duty Air Force. Interested students should contact the AFROTC Detachment 075 Unit Admissions Officer at 619.594.5545 or see the website below for more information. AFROTC Detachment 075 Website: [http:// www.rohan.sdsu.edu/dept/afrotc/](http://www.rohan.sdsu.edu/dept/afrotc/).

Auditing Courses

To audit a course, a person who is not a current student must complete an admission application with an advisor. Approval to audit is given on a space-available basis. Students auditing a course must pay the regular fees and tuition and participate in class activities but are not required to take examinations. No academic credit will be earned for any course that is taken as an audited course.

University alumni are permitted to audit up to a maximum of four (4) classes in total in any content area provided they meet the eligibility and prerequisite requirements of that given year. Courses may be audited for 50% of the prevailing tuition.

Individuals who subsequently enroll in a given degree program will not be eligible to transfer any previously audited course(s) to degree-course status. Audited classes are not eligible for federal financial aid or University tuition assistance funding.

Library Borrowing Privileges and Fines

All current National University students, faculty, and staff are eligible to borrow Library materials. A maximum of 15 books may be checked out at one time. The loan period is four weeks. Periodicals, microforms, reference books, reserve materials and Special Collection items do not circulate.

Materials overdue for one month are considered lost. For lost items, a Library Hold will be placed on the student record, and students are responsible for \$30 replacement cost plus the \$10 maximum late fee until the items are returned. Once the material is returned, the replacement cost and late fee and late fine will be waived. For more information, see the Research Guide: Circulation (<http://nu.libguides.com/circulation>).

Computer Lab Regulations

Computer labs are available at many University locations for use by students, faculty, and staff. Lab assistants or other authorized staff are available at each location to ensure availability and operability of computing resources and that the resources are used appropriately. By using any National University Computer Lab, students agree to comply with the computer and Internet access policy, and additionally agree to follow the following:

- Students must sign in to use the computer lab facilities. They may be asked to show University identification.
- Students may not install software on University computers. All aspects of the authorized use policy will be enforced, including copyrights are strictly enforced. The Computer Software and Email Policy provides complete details.
- Students may not bring food or drink into the computer labs.
- Computing resources in the lab are for University-related purposes only.
- Students should minimize their use of lab printers. Printing is restricted to 25 pages at a time. Students must use copy machines when multiple copies of documents are required. The lab assistant has the right and responsibility to limit computer printing based on local requirements and his/her judgment.
- The computers are equipped with headphones for students' use for multi-media content. Students are asked to adjust the volume on the headsets to a level that will not disturb others.

The lab assistant or other authorized staff member has the right to ask students to leave for non-compliance with any University policy. Technical questions, equipment failure or malfunction, and disputes should be reported to the Help Desk at helpdesk@nu.edu.

Lab hours are posted at each facility and are subject to change to support class scheduling requirements and holidays. It is the lab user's responsibility to become familiar with the schedule. The computer labs close promptly at the scheduled closing times.

Acceptable Use and Copyright Infringement Policy

National University relies upon every member of our community to act with integrity, professionalism and in a responsible and legal manner when utilizing the University's information technology resources. National University requires all students to review and abide by the Acceptable Use and Copyright Infringement Policy, and to promptly report situations that may violate this policy.

Scope

This policy applies to all users of information technology resources owned or managed by National University and the National University System. Individuals covered by this policy include all full-time and part-time employees, contingent workers including leased workers, independent contractors and service providers, faculty, including staff and adjunct, students, alumni as well as all persons of interest (POI) including vendors, volunteers, guests, visitors and trustees, and any external individuals or organizations accessing University information technology resources.

Information technology resources include all National University and National University System owned, licensed, or managed hardware and software, and use of the University's network via a physical or wireless connection, regardless of the ownership of the device connected to the network.

Rights and Responsibilities

National University's information technology systems are a critical but finite resource and must be used only for purposes that are consistent with the business and mission of National University. These resources should only be used in an ethical, responsible, and lawful manner and only to fulfill one's assigned job duties or study activities. As a condition for receiving access to National University information technology resources, users are expected to respect the University in all electronic interactions made within and outside of the University. Users are responsible for reporting violations of this policy to the Information Security Office at informationsecurity@nu.edu.

Adherence with Federal, State, and Local Laws

As a member of the National University community, you are expected to:

- Abide by all federal, state, and local laws.
- Abide by all applicable copyright laws and licenses.
- National University has entered into legal agreements or contracts for many information technology resources that require each individual using them to comply with those agreements. Employees, workers or contractors that have questions or concerns about the terms of an agreement should contact their supervisor or the Vice Chancellor of Information Technology. Students and alumni who have questions should contact the University Data Protection Officer at dataprotection@nu.edu.
- Abide by laws that regulate and protect intellectual property as they apply to music, videos, games, images, texts, and other media in both personal use and in production of electronic information.

Conditions of Acceptable and Unacceptable Use

National University information technology resources must not be used to engage in behavior or communications that violate the law or University policy. The following are conditions of acceptable and unacceptable use, including, but not limited to:

Violation of applicable federal or state laws and University policies, including but not limited to the transmission of threats, harassment, defamation, obscenity, and pornography; theft of or unauthorized access or use of University resources; fraudulent offers of products, items, or services from any University account; or conduct unreasonably obstructing or disrupting working, teaching, learning or research.

Copyright infringement. Be aware that reproduction, modification, or distribution of copyrighted works, including, but not limited to, images, text or software, without permission of the owner is an infringement of U.S. Copyright Law and subject to civil damages and/or criminal penalties from fines up to and including imprisonment as well as disciplinary actions up to and including termination. Copyright infringement also includes the reproduction, modification or distribution of web page graphics, sound files, videos, trademarks, software, and logos, unless you have the legal right to use, copy, or distribute the protected work. Other activities such as making software available for copying on your computer through Peer-to-Peer (P2P) file sharing services, and connecting that computer to National's network (either by VPN or on-campus network) is also considered copyright infringement. For more information see www.copyright.gov.

Engaging in activities that compromise computer security or disrupt University services. Intentionally introducing malicious programs into the network or server (e.g., viruses, worms, trojan horses, e-mail bombs, ransomware, phishing emails, or malware in general); and interfering with the proper operational function of the National University wired or wireless network is prohibited. You must not use tools that are normally used to assess security or to attack computer system or networks unless you have been specifically authorized to do so by the IT Information Security Officer. You must not use University information technology resources in conjunction with the execution of programs, software, or other processes that are intended to disrupt (or that could reasonably be expected to disrupt) other computer or network users, or damage or degrade the performance of software or hardware components of the system.

Making fraudulent offers of products, items, or services originating from any University account.

Use of University resources to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace policy.

Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws (e.g. sending encryption software to a prohibited country).

Unauthorized access can include the following: using another user's account or attempting to gain access to another user's account or information unless explicitly granted the right to do so by written authorization from the Vice Chancellor Information Technology; allowing others to use an account they are not authorized for use (account sharing); revealing or sharing an account password to an unauthorized person(s); transferring or extending the privilege of using National University technology resources to people or groups outside of the University unless it has been explicitly authorized by the Information Security Officer. You must not attempt to access restricted portions of the University's network, servers, operating systems, security systems, or other administrative applications without appropriate written authorization. You may only use the information technology resources for which you have authorization.

Unauthorized use of resources, data, systems or an account for political lobbying or campaigning, personal financial gain, interests or benefit, including but not limited to engaging in commercial enterprise or selling access to the University's systems or networks is strictly prohibited.

Access or distribution of confidential and personal information about University employees or students, unless explicitly authorized by NU Departmental authority, is strictly prohibited. You are individually responsible for the appropriate use of all information technology resources assigned to you, including a computer, network address, software, and any other hardware devices. You should make a reasonable effort to protect your account passwords and to secure information technology resources against unauthorized use or access.

Categories for Authorization of Software

No person may use or facilitate the use of any software on National University's computers unless it is specifically authorized by the Information Technology Department. If it is authorized by the Information Technology Department, the use must fall into one or more of the following categories:

- It is in the public domain.
- It is covered by a valid licensing agreement with the software authors, vendor or developer, whichever is applicable regardless whether it was purchased or donated to the University.
- It has been purchased by the user and a record of a bonafide purchase exists and can be produced by the user upon demand.
- It is being reviewed or demonstrated by the users, pursuant to the permission given by the owner, in order to reach a decision about possible future purchase or request for contribution or licensing.
- It has been written or developed by National University or affiliates including employees or contingent workers for the specific purpose of being used in the University's computer environment.
- It is authorized by a University official with appropriate contractual signatory authority.
- It has been copied in compliance with the published copyright and licensing agreements provided with the purchase of all software.

Consequences of Information Technology Misuse

Violations of this policy can occur because of accidental or inadvertent actions or intentional misuse, including illegal activity. The University reserves the right to determine what is appropriate and inappropriate. Failure to comply with this policy may result in revocation of user accounts and system access, up to and including suspension or termination of employment, enrollment, or affiliation with the

University. Unauthorized use of National University technology resources is illegal, constitutes theft under California law and may be prosecuted by the University.

National University reserves the right to remove or limit access to material posted on University owned or administered systems or networks if University policies, contractual obligations, or if local, state, federal or other applicable laws are violated.

The University reserves the right to restrict the use of its computing facilities and limit access to its networks when faced with evidence of violations of university policies or standards, contractual obligations, and federal, state or local laws. Violations of the law may be reported to the appropriate civil authorities.

Misuse of National University Information technology may result in the loss of computing privileges and may require financial restitution to the University for losses incurred by the University. Unauthorized use of National University technology resources constitute theft under California law and may be prosecuted by the University.

Any actions which deter others from doing their work or which would be otherwise deemed malicious will result in the loss of access to the system, subject to disciplinary action and/or prosecuted in a civil and/or criminal action. Violations of this policy shall be referred to the appropriate University officials for disposition in accordance with the applicable policy governing the individual's conduct, access to University technology resources and social media rules.

Family Educational Rights and Privacy Act of 1974 (FERPA)

National University maintains all student records in accordance with the provisions of FERPA, as amended. FERPA affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, school dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request an amendment of the student's education records that the student believes is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent, in writing, to disclosures of personally identifiable information contained in the student's 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, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee,

such as a disciplinary or grievance committee; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official acts in any of the following capacities: is performing a task that is specified in his or her position description or contract agreement, related to a student's education or to the discipline of a student: providing a service or benefit relating to the student or the student's family (e.g., counseling, job placement, financial aid, etc.); or maintaining the safety and security of the campus. Upon request, the University may disclose education records without a student's consent to officials of another school in which that student seeks or intends to enroll. Personally identifiable information may also be disclosed by Federal and State Authorities to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is principally engaged in the provision of education, such as early childhood education, and job training, as well as any program that is administered by an education agency or institution. Federal and State Authorities may also release personally identifiable information to researchers performing certain types of studies. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive personally identifiable information. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without consent personally identifiable information and track participation in education and other programs by linking personally identifiable information to information obtained from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by National 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 20202-4605

Directory information at National University is limited to the following public information:

- Name of student
- Date of birth
- Place of birth
- Email address
- Major field of study
- Dates of enrollment
- Degrees and dates conferred
- Academic honors and awards received
- Addresses, telephone numbers and email addresses of alumni will be placed in the Alumni Directory
- Any other personal information voluntarily provided by alumni to be distributed to other alumni

The university maintains a record in the student's file listing to whom personally identifiable information was disclosed and the legitimate interests the parties had in obtaining the information (does not apply to school officials with a legitimate educational interest, of which the university keeps record, or to directory information).

The school maintains a record of each request (who and why) for access to and disclosure of personally identifiable information, as well as others who disclose personally identifiable information without written

consent from the student, unless the request was from the student, a school official with legitimate educational interest, or a party seeking records due to a law enforcement subpoena containing criteria that the subpoena not be disclosed, or the request is for directory information only.

National University may disclose personally identifiable information without student consent to the following parties:

- School officials with legitimate educational interests
- U.S. Comptroller General, U.S. Attorney General, U.S. Department of Education
- State and local officials
- Authorized organizations conducting educational research
- Accrediting agencies
- Alleged victim of a crime
- Parent of a Dependent Student as defined by the IRS
- Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse

A health and safety exception permits the disclosure of personally identifiable information from a student's record in case of an immediate threat to the health or safety of students or other individuals. National University only discloses personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

HIPAA applies to Health Care Providers, private benefit plans, and health care clearinghouses. It does not apply to other types of organizations whose receipt or maintenance of health records is incidental to their normal course of business. FERPA does not limit what records a school may obtain, create, or maintain. It provides safeguards for education records.

NU's Student Accessibility Services (SAS), normally obtains and maintains health records for each student who applies for services or waivers. So, the receipt and maintenance of health records is well established. If a health record is used to make a decision in regard to a student's education program, (e.g., whether a student should receive extended time for testing; or be exempt from an academic requirement, such as SAP) the health record may be construed to be an education record. In that case the normal FERPA provisions for safeguarding the record would apply.

If students do not want the University to release directory information, they must submit the FERPA Request for Non-Disclosure Form to the Office of the Registrar. This form is found on the University website, www.nu.edu/student-services/registrar/. For more information, and for particular questions with respect to a student's rights under FERPA, students should contact the Office of the Registrar at 858.642.8260 or e-mail registrar@nu.edu.

Visitors On Campus Policy

The safety and wellbeing of the National University community, including students, faculty, staff and visitors are of utmost importance. Accordingly, the National University Visitor policy sets forth guidelines for behavior and conduct while on University premises.

Access to University property shall primarily be limited to students, employees and their visitors or guests for the purposes of study, work, teaching and conducting other University business or activities. As a private institution of higher learning, National University reserves the right to restrict access to University premises and to prohibit certain individuals from being present on University owned or controlled property at any time at its discretion.

Visitors are not allowed in the classroom during class hours without the prior approval of the instructor. Students are not permitted to bring children to the classroom or computer lab or leave them unattended at any University facility while attending class.

All individuals present on University owned or controlled property shall conduct themselves in a safe and professional manner in accordance with the law and University policies. Prohibited conduct includes, but is not limited to, endangerment of the health and safety of any person or property, intentional or negligent disruption of the operations of the University, excess noise, threats, harassment, hate speech, physical abuse, intimidation, or unauthorized entry into, obstruction of, or occupation of a University owned or controlled property. Any violation of this policy may result in removal from University property and/or disciplinary action.

Children on Campus

National University welcomes individuals of all ages to our campuses when they are enrolled in course offerings or are accompanied by a parent, legal guardian, or adult caregiver and under appropriate supervision. Our facilities are open to the public, a situation which might present risks to children. It is National University's goal to maintain a safe and welcoming environment for both children and adults, according to the following guidelines:

- A child not yet in high school must be under the supervision of an adult who assumes responsibility for them, unless the child is officially enrolled/participating in a National University course or program.
- Except in situations where children are officially enrolled/participating: parents, guardians and adult caregivers are responsible for being with children at all times, and must monitor all activities and behavior of their children while on campus.
- Any child found unattended will be reported to the National University Safety and Security Office and/or the local police.
- Adult students and employees should plan for child care as children are not intended to be a part of the classroom learning environment or workplace at National University.

Drug Free Schools and Campuses Act – Prevention Program

The unlawful possession, use or distribution of any illicit drug or alcohol by students or employees on University property or at University sponsored activities or events is prohibited. Violation may constitute criminal conduct which could result in criminal prosecution under state and/or federal law. It is the policy of the University to impose appropriate disciplinary sanctions on employees and students for the unlawful possession, use or distribution of illicit drugs or alcohol.

Appropriate disciplinary sanctions may include suspension or expulsion for students or suspension or termination for employees, and may also include requiring the completion of a rehabilitation program. The standards of conduct for students and the applicable sanctions for violating the standards are contained in the Student Code of Conduct. The standards of conduct and sanctions applicable to employees are contained in Employee Handbook.

The use of drugs and alcohol may pose significant health risks including hangovers, blackouts, general fatigue, impaired learning, dependency, and death. Students may not smoke or use medical marijuana while in district facilities for any reason.

Further detailed information on the state penalties and risks associated with the use of drugs and alcohol may be found at the following campus office locations: Student Services, Student Wellness, and Human Resources.

Smoke-Free Campus

The goal of National University is to have a safe learning and working environment for students and staff. Smoking (including e-cigarettes, hookah, or cannabis) is prohibited in all indoor and outdoor locations, with the exception of designated areas and/or parking lots. Students and employees who smoke are required to smoke outside at a minimum of 25 feet away from a building. Smoking is prohibited in all University vehicles. Tobacco products are not permitted to be sold in any area of National University owned or leased facilities, vehicles or areas adjacent to buildings (i.e. parking lots). Smoking products are not permitted to be sold on campus either through vending machines or by non-campus establishments. "No Smoking" signs shall be conspicuously posted at building entrances and in restrooms, locker rooms, dressing areas, cafeteria and sports facilities. In addition, designated areas/parking lots for smoking areas will be clearly marked. Refer to California Government Code Section 7596. Compliance is the responsibility of each student, faculty and staff and visitors to any of the National University campuses. Repeat offenders may be reported to the Office of Student Conduct (OSC) for a policy violation, which may result in a sanction(s).

ACADEMIC POLICIES AND PROCEDURES

Some degree programs may have additional policies and procedures. Please see the appropriate section of the catalog for more information.

Grade Changes

All grades are final. Students are not allowed to complete additional work after the final grade has been assigned or to repeat examinations in order to improve a grade. Students may request a review of their records if the possibility of a clerical or computational error exists. Additional information is available in the Grade Appeals section below.

Grade Appeals

Faculty members are vested with the authority to establish course requirements and standards of performance. It is the responsibility of faculty to articulate and communicate course requirements and standards of performance to students at the beginning of each course and apply all grading criteria uniformly and in a timely manner. Final grades submitted by faculty to the Office of the Registrar are presumed to be accurate and final. A student who has questions about a grade received in a course should seek to resolve the issue by first consulting with the instructor. If the issue has not been resolved after consultation, and the student believes there are grounds for appealing the grade, the student may invoke the grade-appeal procedure outlined below.

Grounds for a Grade Appeal: Students can appeal a grade only when they can document that one or more of the following has occurred:

- An error in calculating the grade.
- Failure of the instructor to notify students clearly and promptly of the criteria for grade determination.
- Assignment of a grade based on reasons other than the announced criteria and standards.
- Concerns with academic integrity violation and/or cheating.

Grade Appeal Process

When students believe that they have grounds for appealing a grade issued by an instructor because of an occurrence of one or more of the above mentioned circumstances, the following procedures must be followed:

- The student must submit an e-form through the student portal to the school dean within 45 days of grade posting for the course. The student must attach to the e-form clear substantiating documentation that demonstrates the occurrence of one or more of the above-listed grounds for appeal. Documentation may be

in the form of e-mail correspondence, graded assignments, proof of timely submission, etc. The student must also attach documentary evidence of the level of achievement in support of the particular grade that the student believes he/she should have been awarded. If the evidence meets the criteria, the school dean forwards the student's e-form to the instructor for a response, which the instructor must provide within 15 days. The dean then refers all documentation to the grade appeals committee.

Grade Appeals Committee

A standing committee within each school, the Grade Appeals Committee consists of three or more faculty members (full-time or associate) appointed by the appropriate School Dean. The Grade Appeals Committee considers the documentation and may decide either to change or uphold the grade.

The Grade Appeals Committee will render a decision within 30 days of receiving the grade appeal e-form information from the School Dean. The office of the school dean will notify all of the following: the student, the instructor, and the Office of the Registrar.

Avoiding Plagiarism

Students are responsible for the work they submit and must give credit for any information that is not either the result of original research or common knowledge. For example, it would be necessary to give credit to an author who provided an argument about the strategic importance of the Emancipation Proclamation in the American Civil War. Conversely, major historical facts, such as the dates of the American Civil War, are considered common knowledge and do not require that credit be given to a particular author.

If a student borrows ideas or information from another author, he/she must acknowledge the author in the body of the text and on the reference page. If a student borrows the words of another author, they must be careful to use the author's exact words, enclose them in quotation marks, and cite the source in the body of the text and also on the reference page. If students are unsure whether or not they should cite, they are encouraged to cite. They are also encouraged to ask their instructors for guidance on this issue. Students might also consult writing handbooks such as the *Essential Little Brown Handbook*, and for formatting questions refer to manuals such as *The MLA Handbook for the Humanities*, *The Publication Manual of the APA* for social sciences and business, and *The CBE Style Manual* for natural and applied sciences.

Additional information and resources regarding plagiarism, including videos and tutorials, are available on the National University Library web pages. Visit <http://nu.libguides.com/citations/plagiarism> and input plagiarism in the search field.

Accelerated Study

National University acknowledges the diverse academic requirements of its student body, which often vary due to external commitments. The institution recommends a minimum enrollment of 18 quarter / 12 semester credit hours per subscription period, defined as 16 instructional weeks, to maintain full-time student status.

For undergraduate students who wish to expedite their academic journey, the University permits concurrent enrollment in courses amounting to a **maximum** of 9 quarter credit hours, or 6 semester credit hours. This is subject to programmatic specific requirements, course availability, the successful completion of any prerequisite courses, and any programmatic accreditation limitations. See your program in the catalog for programmatic specific requirements that may impact your ability to accelerate your study.

Additionally, students desiring to enroll in the maximum of 9 quarter credit hours, or 6 semester credit hours must:

- Be currently classified in good academic standing according to NU's Satisfactory Academic Progress (SAP) Policy. Should a student fail to meet the satisfactory academic progress criteria, the University reserves the right to rescind said approval.
- Have successfully completed at least 9 quarter credit hours, or 6 semester credit hours, at National University prior to their enrollment in concurrent courses.
- Have completed all prior coursework with no outstanding grades of "Incomplete".
- Acknowledge through a signed disclosure the expected workload of course/curricular engagement at an accelerated pace.

This acceleration policy is not subject to Dean's review unless an exception to the requirements above is necessary.

Practicums, Internships, and Residencies

Students may be required to take practical training courses in the form of internships, practicums or residencies depending on the academic discipline in which they are enrolled. This training may be accomplished at National University facilities or at offsite locations, depending on the specialty. All such courses share commonalities, including:

- Students must register in advance.
- University instructors are responsible for developing course requirements and supervising the progress of students.
- Regular meetings between students and instructors provide opportunities for guidance and evaluation. These interactions are generally held on a weekly basis.
- Practical training experiences require significantly more time than a regular course.
- Students are evaluated on their progress and assigned either a letter grade or a satisfactory/unsatisfactory grade, as determined by the appropriate academic department. The satisfactory grade is not calculated into the student's GPA.
- All practicums, internships or residencies are granted full credit toward graduation, do not extend degree requirements, and are mandatory in several degree and credential programs.
- Student teaching field experience does not grant graduate credit, but is required for degree conferral as part of a joint master's/credential program.
- Standard tuition charges apply.
- Students who do not complete practicums, internships or residencies in the time allotted are issued either a grade of Incomplete (I) or In Progress (IP), depending on the approved grading criteria for the course. Students must complete the "I" or "IP" within the time specified. Students who fail to complete the course by the required completion date receive the grade of "F" or "U" as appropriate for the grading criteria of the class.

Students should consult the academic program requirements for further information. Veterans should contact the Veterans Affairs Office at National University to determine how enrollment in such courses may affect benefits.

Repetition of Courses

Students are not obligated to repeat a failed course unless it is a course required for graduation. Students may repeat any course to improve cumulative GPA. Only courses completed at National University may be repeated

to improve cumulative GPA. Transferred courses may be accepted to replace a failed course, but it will not impact GPA. In the case of Topics courses, the Topics must be the same.

National University courses may be repeated a maximum of two times, for a total of three attempts. All grades earned remain part of the student's permanent record, but only the most recent grade, regardless of grade earned, is considered in computing cumulative Grade Point Average. Credit is only given once for repeated courses. Grades earned at National University remain counted in the student's Grade Point Average if the course is repeated at another institution. While courses may be repeated two times, financial aid may only be available for a single repeat if the original course had a passing grade. If the institution considers a grade passing, the grade will be considered passing for financial aid purposes regardless of programmatic accreditation standards. Contact Students and Financial Services for additional details.

Students receiving veteran benefits may not be eligible for benefits when repeating courses. Additional information may be obtained from the National University Veterans Affairs' Department.

Interruption of Study Due to Excessive Incomplete Grades

Students who have two (2) concurrent "Incomplete" grades will be prohibited from taking any further courses until all "Incomplete" grades have been removed. They will be allowed to resume their program once final grades have been received for all "Incomplete" grades. In the event that these "Incomplete" grades become permanent grades of "F," the student's Academic Standing may be retroactively affected.

Concurrent Enrollment at Other Institutions

After students are admitted to National University, all courses leading to an associate, credential, bachelor's degree, or master's degree must be taken at National University unless written approval to take coursework at another institution is given in advance by the Office of the Registrar. Credit earned at another institution without such prior approval may not apply toward an academic program at National University. To qualify for concurrent enrollment, students must:

1. Have completed the admissions process and been officially evaluated, and not be on an approved leave of absence.
2. Not exceed the maximum number of units (18 quarter units) authorized by the University for each term.
3. Maintain a 2.0 Grade Point Average in undergraduate studies or a 3.0 Grade Point Average in graduate studies.
4. Submit the e-form request for concurrent enrollment located on the student portal no later than four weeks prior to the enrollment date at the other institution.
5. Requests must include a course description or request will be canceled.
6. Request that an official transcript be sent directly to the Office of the Registrar upon completion of the approved course(s).
7. Be in good financial standing.
8. International students must complete 13.5 units prior to concurrent enrollment approval.

Courses must be completed at a regionally accredited institution and needed for current plan of study at National University.

Readmission Procedures

Students who are in good standing but have a break in enrollment for 12 or more months may be readmitted to the University by submitting an online application for readmission. Students are required to follow the policies of the catalog in effect at the time of readmission, including the degree requirements for their program.

Change of Academic Program

Students may apply for a change of academic program, provided they are not on probation or disqualified from their current program. Application for such a change does not mean automatic acceptance into the new program, which occurs only after the Office of the Registrar approves the change of the student's program on their official record. Students on probation or who are disqualified must submit a policy exception request for a change of program. Students who change academic programs will be subject to the requirements of the new program in effect in the current catalog at the time of the request. Students must be aware that courses taken in the program they are exiting might not apply toward the new program. For financial aid purposes, the University will not include in the calculation of a student's Satisfactory Academic Progress (SAP) standing the credits attempted and grades earned in the previous program that do not count toward the student's new major. The University will count credit earned as it applies toward the current program. All coursework attempted will be calculated in determining cumulative Grade Point Average and academic standing, regardless of applicability to the current program. Students are allowed a maximum of two change requests. The third (3rd) and subsequent requests for a change in program must be petitioned via CAS. The letter accompanying the petition should explain the reason for the change request along with the plan for completion. Petitions are submitted by e-form through the student portal.

Application for Graduation

Graduation is not automatic upon the completion of degree requirements. Students must submit the online graduation application located on the student portal within the designated application period for degree posting. Students are advised to submit their application at least three months prior to their anticipated conferral date.

Requirements for graduation include:

1. Satisfactory completion of student's program of study leading to a degree.
2. Settlement of all financial obligations with the University.

Additional graduation and commencement information can be found on the University website at <https://www.nu.edu/student-services/graduation/>.

Note: National University does not backdate degrees. Students applying for graduation will automatically be processed for the next conferral date.

DEGREE CONFERRAL

Degrees post to transcripts monthly in alignment with university conferral dates. National University's degree conferral dates are the third Sunday of each month. Diplomas are mailed four to six weeks following the degree conferral date. One diploma may be ordered at no charge.

Commencement exercises are held annually. Detailed information with specific instructions regarding the commencement exercises is mailed to eligible students prior to each ceremony date for those who have submitted their online Application for Degree by the posted deadline to participate.

Consult the University's website for conferral and commencement dates. <https://www.nu.edu/student-services/graduation/>

Second Degree from National University

A second degree from National University can be granted if all course and residency requirements for the second degree have been met. Completion of an additional minor within the same degree major does not qualify for a second degree. The number of courses for a second degree varies, but at least 45 quarter units must be

completed in residence in the new degree program. No more than 50 percent of the core requirements for the second degree can be completed in a previously conferred degree.

National University Memorial Degree

In the event of a student death prior to completion of degree requirements, the family may request that the Board of Trustees award posthumously a memorial degree in the field of the student's area and level of study, as long as the student was in good standing at the University. A family member may contact the University Registrar at 858.642.8260 or registrar@nu.edu.

Exceptions to Academic Policies

In cases of exceptional circumstance, students can request an exception to a published University academic policy. Convenience or lack of knowledge of a published policy does not constitute sufficient justification for a policy exception request. Some policies are not eligible for petition exception, including changes to and/or backdating of conferral date, retroactive processing of a program change, waiver of minimum GPA, waiver of minimum GPA requirement for student teaching/ internships/ practicum, removal of classes completed and graded with a successful grade (depending on the degree level), utilization of a 400-level course to meet GE requirements. Petitions received requesting exception to policies that are not eligible will be denied or canceled.

Students should make a policy exception request through their Academic and Finance Advisor or by completing an Exception to Academic Policy e-form on the student portal. Students must submit a letter of explanation and documentary evidence in support of the request. Each case is decided upon its own merits and the decision is final and not subject to appeal, unless there is information pertinent to the outcome which was not available at the time of the initial request. Decisions are typically rendered within four (4) weeks of receipt of student petition; however, the University strives to review and render decisions on all incoming petitions in a timely manner. All decisions rendered are valid for one (1)-year from the date the decision was made. Exceptions to academic policies that are approved will be considered null and void if a student does not take action within the allotted one (1)-year time frame. Rendered decisions may require action be taken within a shorter time frame, based on the student's unique circumstance and the policy to which an exception has been requested.

Students should complete the exception to policy e-form on the student portal or see their Academic and Finance Advisor for assistance. All requests must include both justification and documentation of the special circumstances that necessitate an exception to a published University policy. A petition letter is required. Students are notified through email of final decision.

Institutional Review Board

The National University Institutional Review Board (NU-IRB) was established in accordance with federal regulations governing the use of human subjects in research. The NU-IRB is charged with the responsibility for review and oversight of all research involving human subjects carried out at National University. Review and oversight are conducted to assure the protection of the rights and welfare of all research subjects, including volunteers.

Any research conducted by National University faculty, staff, or students that involves human subjects in any way must receive IRB approval before the research can be undertaken, including any research that utilizes National University faculty, staff or students as subjects. Research that is based solely on external literature written by others about human subjects does not require approval of the NU-IRB nor does research that is purely theoretical or is exclusively limited to non-human subjects such as engineering, etc. If the research, however, involves human subjects in any way, such as being recorded in a data pool or being asked to participate in an

experiment, to be observed, to respond to a survey or questionnaire or to participate in a focus group, then approval of the NU-IRB is required.

All individuals who conduct research at National University or under its auspices shall observe the guidelines and policies in the planning, designing and implementation of research projects involving human subjects. These policies and guidelines are intended to supplement, not supplant, ethical guidelines for research established by professional organizations that represent the various disciplines within the academic and professional communities. Researchers at the University shall strive to maintain the highest ethical standards and shall utilize the guidelines described in the policy as minimum standards in the effort to protect the welfare and rights of their human subjects and contribute knowledge to their disciplines. Finally, researchers must remember that the highest wisdom is that which cherishes and protects the dignity of each and every human being.

EQUAL OPPORTUNITY, HARASSMENT, and NONDISCRIMINATION

National University adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. The University does not discriminate in its admissions practices except as permitted by law, in its employment practices, or in its educational programs or activities on the basis of race, color, national origin, ancestry, citizenship status, religion (including religious dress and grooming and having requested accommodation of bona fide religious belief or practice), military status, veteran status, marital status, registered domestic partner status, age, disability, protected medical condition, genetic information, political activity, sex/gender. As a recipient of federal financial assistance for education activities, National University is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex includes sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status or any other category protected by applicable state or federal law.

National University also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by National University policy.

Any member of the institutional community, guest, or visitor who acts to deny, deprive, or limit the educational, employment, residential, or social access, opportunities and/or benefits of any member of the National University community on the basis of sex is in violation of the [Equal Opportunity, Harassment and Nondiscrimination Policy](#).

Any person may report sex discrimination (whether or not the person reporting is the person alleged to have experienced the conduct), in person, by mail, by telephone, by video, or by email, using the contact information listed for the Title IX Coordinator (below). A report may be made at any time (including during non-business hours) by choosing the appropriate reporting form at www.nu.edu/reportit.

Questions regarding discrimination, harassment and/or Title IX specifically, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a complete copy of the policy and/or for more information, please visit National University's [Civil Rights & Title IX Office website](#) or contact the Title IX Coordinator.

Individuals who believe they have experienced discrimination, harassment, and/or retaliation in violation of the National University [Equal Opportunity, Harassment and Nondiscrimination Policy](#) are encouraged to speak with their supervisor, a Human Resources Business Partner, an Official with Authority, or contact the Title IX Coordinator or Deputy directly:

Title IX Coordinator

Heather Tyrrell
9388 Lightwave Ave.
San Diego, CA 92123
Telephone: (858) 640-8087
Email: htyrrell@nu.edu

Deputy Title IX Coordinator

Andrea Boozer
9388 Lightwave Ave.
San Diego, CA 92123
Telephone: (619) 375-8356
Email: aboozer@nu.edu

A person may also file a complaint with the appropriate federal, state, or local agency within the time frame required by law. Depending upon the nature of the complaint, the appropriate agency may be the federal Equal Employment Opportunity Commission (EEOC), the U.S. Department of Education Office for Civil Rights (OCR), the Department of Justice, and/or the California Department of Fair Employment and Housing.

California Department of Fair Employment & Housing

2218 Kausen Drive, STE100
Elk Grove, CA 95758
(800) 884-1684
(800) 700-2320 TDD Only
www.dfeh.ca.gov

EEOC Field Office - San Diego

555 West Beech Street, Suite 504
San Diego, CA 92101
(619) 900-1616
(800) 669-6820 TTY

OCR District Office - San Francisco Title IX Coordinator

Office for Civil Rights
U.S. Department of Education
50 United Nations Plaza
Mail Box 1200, Room 1545
San Francisco, CA 94102
Telephone: (415) 486-5555
FAX: 415-486-5570; TDD: 800-877-8339
Email: ocr.sanfrancisco@ed.gov

Assistant Secretary for Civil Rights Title IX Coordinator

Office for Civil Rights, National Headquarters
U.S. Department of Education
Lyndon Baines Johnson Dept. of Education Building
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 800-421-3481

Fax: 202-453-6012; TDD: 800-877-8339

Email: OCR@ed.gov

Within any Resolution Process related to the [Equal Opportunity, Harassment and Nondiscrimination Policy](#), National University will provide reasonable accommodations to persons with disabilities and religious accommodations, when that accommodation is consistent with state and federal law.

PREGNANCY AND PARENTING POLICY

National University is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972 (Title IX). Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited and illegal in admissions, educational programs and activities, hiring, leave policies, employment policies, and health insurance coverage. National University hereby establishes a policy and associated procedures for ensuring the protection and equal treatment of pregnant individuals, persons with pregnancy-related conditions, and new parents.

Under the Department of Education's (ED) Title IX regulations, an institution that receives federal funding "shall not discriminate against any student or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom." According to the ED, appropriate treatment of a pregnant student includes granting the student leave "for so long a period of time as is deemed medically necessary by the student's physician," and then effectively reinstating the student to the same status as was held when the leave began.

This generally means that pregnant students should be treated by National University the same way as someone who has a temporary disability and will be given an opportunity to make up missed work wherever possible. Extended deadlines, make-up assignments (e.g., papers, quizzes, tests, and presentations), tutoring, independent study, online course completion options, and incomplete grades that can be completed at a later date, should all be employed, in addition to any other ergonomic and assistive supports. To the extent possible, National University will take reasonable steps to ensure that pregnant students who take a leave of absence return to the same position of academic progress that they were in when they took leave, including access to the same course catalog that was in place when the leave began. The Title IX Coordinator or designee has the authority to determine that such accommodations are necessary and appropriate, and to inform faculty members of the need to adjust academic parameters accordingly.

As with disability accommodations, information about pregnant students' requests for accommodations will be shared with faculty and staff only to the extent necessary to provide the reasonable accommodation. Faculty and staff will regard all information associated with such requests as private and will not disclose this information to anyone, unless there is a legitimate need to know. Administrative responsibility for these accommodations lies with the Title IX Coordinator or designee, who will maintain all appropriate documentation related to accommodations.

In situations such as clinical rotations, performances, labs, and group work, the institution will work with the student to devise an alternative path to completion, if possible. In progressive curricular and/or cohort-model programs, medically necessary leaves are sufficient cause to permit the student to shift course order, substitute similar courses, or join a subsequent cohort when returning from leave.

Students are encouraged to complete the online form titled "Adjustment Request" which can be found at this link: <https://www.nu.edu/title-ix/policies/> which will notify the Title IX Coordinator of your request. Students are encouraged to work directly with their faculty members and National University's support systems to devise a

plan for how to best address the conditions as pregnancy progresses, anticipate the need for leaves, minimize the academic impact of their absence, and get back on track as efficiently and comfortably as possible. The Title IX Coordinator or designee, will assist with plan development and implementation as needed.

SCOPE OF POLICY

This policy applies to all aspects of National University's program, including, but not limited to, admissions, educational programs and activities, extracurricular activities, and student leave policies.

Reporting

Any member of the National University community may report a violation of this policy via the appropriate online form at this link: reportit@nu.edu or they may file a report with a supervisor, Human Resources Business Partner (HRBP) or the Title IX Coordinator. All employees at National University are considered "Responsible Employees/Mandated Reporters" and are required to promptly forward such reports to the Title IX Coordinator via the online reporting form. The Title IX Coordinator and Title IX Team are responsible for overseeing reports of discrimination involving pregnant and parenting students.

Title IX Coordinator

Heather Tyrrell
Institutional Equity Officer
9388 Lightwave Ave.
San Diego, CA 92123
Telephone: (858) 640-8087
Email: htyrrell@nu.edu

Complaints may also be filed with the U.S. Department of Education's Office for Civil Rights at:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <https://www.ed.gov/ocr>

Complaints may be filed online, using the form available, at www.ed.gov/ocr/complaintintro.html

DEFINITIONS

- a. *Caretaking*: caring for and providing for the needs of a child.
- b. *Medical Necessity*: a determination made by a health care provider (of the NU community member's choosing) that a certain course of action is in the patient's best health interests.
- c. *Parenting*: the raising of a child by the child's parents in the reasonably immediate post-partum period.
- d. *Pregnancy and Pregnancy-Related Conditions*: include (but are not limited to) pregnancy, childbirth, false pregnancy, termination of pregnancy, conditions arising in connection with pregnancy, and recovery from any of these conditions.

- e. *Pregnancy Discrimination*: includes treating an individual affected by pregnancy or a pregnancy-related condition less favorably than similar individuals not so affected and includes a failure to provide legally mandated leave or accommodations.
- f. *Pregnant/Birth-Parent*: refers to the NU community member who is or was pregnant. This policy and its pregnancy-related protections apply to all pregnant persons, regardless of gender identity or expression.
- g. *Reasonable Accommodations*: (for the purposes of this policy) changes in the academic or typical operations that enables pregnant students of the NU community or those with pregnancy-related conditions to continue to pursue their studies and enjoy the equal benefits of National University.

REASONABLE ACCOMMODATION OF STUDENTS AFFECTED BY PREGNANCY, CHILDBIRTH, OR RELATED CONDITIONS

- a. National University and its faculty, staff, and other employees will not require students to limit their studies as the result of pregnancy or pregnancy-related conditions.
- b. The benefits and services provided to students affected by pregnancy will be no less than those provided to students with temporary medical conditions.
- c. National University students with pregnancy-related disabilities, like any student with a short-term or temporary disability, are entitled to reasonable accommodations so that they will not be disadvantaged in their courses of study, research and may seek assistance from the Office of Diversity, Equity & Inclusion.
- d. No artificial deadlines or time limitations will be imposed on requests for accommodations, but National University is limited in its ability to impact or implement accommodations retroactively.

Reasonable accommodations may include, but are not limited to:

- 1. Providing accommodations requested by a pregnant student to protect the health and safety of the individual and/or the pregnancy (such as allowing the individual to maintain a safe distance from hazardous substances);
- 2. Making modifications to the physical environment (such as accessible seating);
- 3. Providing mobility support;
- 4. Extending deadlines and/or allowing the student to make up tests or assignments missed for pregnancy-related absences;
- 5. Offering remote learning options;
- 6. Excusing medically-necessary absences (this must be granted, irrespective of classroom attendance requirements set by a faculty member, department, or division);
- 7. Granting leave per National University's Leave of Absence Policy or implementing incomplete grades for classes that will be resumed at a future date.

Breastfeeding individuals must be allowed reasonable time and space to pump breast milk in a location that is private, clean, and reasonably accessible. *Bathroom stalls do not satisfy this requirement.

Nothing in this policy requires modification to the essential elements of any academic program. Pregnant students cannot be channeled into an alternative program or school against their wishes.

MODIFIED ACADEMIC RESPONSIBILITIES POLICY FOR PARENTING STUDENTS

- a. Students with child caretaking/parenting responsibilities who wish to remain engaged in their coursework while adjusting their academic responsibilities because of the birth or adoption of a child or placement of a foster child may request an academic modification period up to two (2) quarters during the first six (6)

months from the time the child entered the home. Extensions may be granted when additional time is required by medical necessity or extraordinary caretaking/parenting responsibilities.

- b. During the modification period, the student's academic requirements will be adjusted and deadlines postponed as appropriate, in collaboration with the Title IX Coordinator or designee, the student's Academic and Finance Advisor, and the appropriate academic department(s).
- c. Students seeking a period of modified academic responsibilities may consult with their Academic and Finance Advisor, who will in turn contact the Title IX Coordinator or they may contact the Office of Diversity, Equity & Inclusion directly. The Title IX Coordinator or designee, will coordinate accommodation-related efforts with the Academic and Finance Advisor unless the students specifically requests that their Academic and Finance Advisor be excluded. Students are provided with a letter that details out approved accommodations and students are encouraged to work with their Academic and Finance Advisor and/or faculty members to reschedule course assignments, lab hours, examinations, or other requirements, and/or to reduce their overall course load, as appropriate, once authorization is received from the Title IX Coordinator or designee. If, for any reason, caretaking/parenting students are not able to work with their Academic and Finance Advisor/faculty members to obtain appropriate modifications, students should alert the Title IX Coordinator or designee, as soon as possible, who will help facilitate needed accommodations and modifications.
- d. In timed degree, certification or credentialing programs, students who seek modifications upon the birth or placement of their child will be allowed an extension of up to twelve (12) months to prepare for and take preliminary and qualifying examinations, and an extension of up to twelve (12) months toward normative time to degree while in candidacy, to the extent those deadlines are controlled by National University. Longer extensions may be granted in extenuating circumstances.
- e. Students can request modified academic responsibilities under this policy regardless of whether they elect to take a leave of absence.
- f. While receiving academic modifications, students will remain registered and retain educational benefits accordingly.

LEAVE OF ABSENCE - ACADEMIC

- a. As long as students can maintain appropriate academic progress, faculty, staff, or other National University employees will not require them to take a leave of absence, or withdraw from or limit their studies as the result of pregnancy, childbirth, or related conditions, but nothing in this policy requires modification of the essential elements of any academic program.
- b. Pursuant to Title IX, the University treats pregnancy and related conditions as justification for a leave of absence for as long a period of time as is deemed medically necessary by a student's physician. Enrolled students may elect to take a leave of absence because of pregnancy and/or the birth, adoption, or placement of a child. The leave term may be extended in the case of extenuating circumstances or medical necessity.
- c. Students taking a leave of absence under this policy will provide notice of the intent to take leave 30 calendar days prior to the initiation of leave, or as soon as practicable. In unforeseen circumstances, in which the situation prevents the student from doing so, the student may request a retroactive leave of absence under this policy.
- d. Intermittent leave may be taken with the advance approval of the Title IX Coordinator or designee, and students' academic department(s), when medically necessary.
- e. Students who elect to take leave under this policy may register under an [inactive/"on leave" etc. status] to continue their eligibility for certain benefits.

- f. To the extent possible, National University will take reasonable steps to ensure that upon return from leave, students will be reinstated to their program of study, in the same status as when the leave began.

LEAVE OF ABSENCE – STUDENTS RECEIVING FINANCIAL AID OR SCHOLARSHIPS

- a. To avoid a disruption of financial aid funding, please review the National University leave of absence policy in the General Catalog.
 - A student will need to apply for a leave of absence through the Office of the Registrar to avoid cancelation of future financial aid disbursements and/or a return of Title IV funds due to a break of over 45 days.
 - If a student is no longer meeting Satisfactory Academic Progress (SAP) due to a break or breaks in attendance, they will be required to submit an appeal and provide supporting documentation to reinstate their eligibility.
- b. Continuation of students' scholarship, fellowship, or similar external sponsored funding during the leave term will depend on the students' registration status and the policies of the specific funding program regarding registration status.
- c. Students will not be negatively impacted by or forfeit their future eligibility for their scholarship, fellowship, or similar National University-supported funding by exercising their rights under this policy.
- d. The Title IX Coordinator or designee can and will advocate for students with respect to financial aid agencies and external scholarship providers in the event that a leave of absence places eligibility into question.

EMPLOYEE - LEAVE OF ABSENCE

- a. If an employee is requesting a Leave of Absence, they must contact National University's Benefits Department at benefits@nu.edu or (858) 642-8199

STUDENT- EMPLOYEE LEAVE OF ABSENCE

- b. If a student, who is also an employee is requesting a Leave of Absence, they must first contact National University's Benefits Department at benefits@nu.edu or (858) 642-8199, who will in turn collaborate with the Title IX Coordinator regarding approved accommodations.

RETALIATION AND HARASSMENT

- a. Harassment of any member of National University community based on sex, gender identity, gender expression, pregnancy, or parental status is prohibited.
- b. Faculty, staff, and other National University employees are prohibited from interfering with any member of the National University community's right to take leave, seek reasonable accommodation, or otherwise exercise their rights under this policy.
- c. Faculty, staff, and other National University employees are prohibited from retaliating against any member of National University for exercising the rights articulated by this policy, including imposing or threatening to impose negative educational outcomes because a member of National University requests leave or accommodation, file a complaint, or otherwise exercise their rights under this policy (Please see *National University Equal Opportunity, Harassment and Nondiscrimination Policy* for more details).

DISSEMINATION OF THE POLICY AND TRAINING

A copy of this policy will be published in the General Catalog and posted on the National University, Title IX website. All new members of the National University community will be made aware of this policy and the location of this policy during the enrollment and/or new hire process. All students and employees will be provided with a copy annually. The Office of Diversity, Equity and Inclusion will make additional educational materials available to all members of the National University community to promote compliance with this policy and familiarity with its procedures.

This policy and procedure were implemented in April 2018 and updates were made to this document in July 2020.

STUDENT CODE OF CONDUCT

Preface

National University (NU) is dedicated to making lifelong learning opportunities accessible, challenging, and relevant to a diverse student population. Consistent with the University mission, rights and responsibilities are extended to all members of our University community.

Community exists on the basis of shared values and principles. NU student community members are expected to uphold and abide by certain standards of conduct which form the basis of the Student Code of Conduct. These standards are embodied within the below set of core values.

Core Values of Student Conduct at National University

- **Integrity:** National University students exemplify honesty, honor and a respect for the truth in all of their dealings.
- **Community:** National University students build and enhance their community.
- **Social Justice:** National University students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.
- **Respect:** National University students show positive regard for each other, for property and for the community.
- **Responsibility:** National University students are given and accept a high level of responsibility to self, to others, and to the community.

National University students are solely responsible for having knowledge of information, policies and procedures outlined within this policy. The Office of Student Conduct (OSC) reserves the right to change this code as deemed necessary; posted changes are effective immediately.

Students are encouraged to check online at <https://www.nu.edu/student-services/StudentConduct/> for the most current version of all policies and procedures.

Conflict Resolution Options

Whenever appropriate, community members should consider alternative dispute resolution in the following forms. Some important exceptions include offenses including sexual violence, physical threat/violence, or when there is a concern a physical threat may develop with continued contact between the parties.

- Involvement of a Supervisor or Academic Program Leadership
- **University Ombuds Office**

» 858) 642-8368 or ombuds@nu.edu

- Consider switching communication methods (e.g., discussion via phone rather than email)

SECTION 1: MISSION AND PHILOSOPHY STATEMENTS

1.1 Mission Statement

The OSC seeks to enhance student learning and personal development by creating an educationally purposeful, ethical and caring community, while protecting the interests of the larger National University community. Through the fair, timely and consistent administration of the student conduct process, the OSC promotes student learning with the guiding principles of integrity, community, social justice, respect and responsibility.

1.2 Philosophy Statement

The NU community is committed to fostering an environment that is conducive to academic inquiry, a productive campus life, and thoughtful study and discourse. The OSC is entrusted to maintain balance between the interests of individual students and those of the University community. This community exists on the basis of shared values and principles, which all members are expected to uphold and abide by. Specific to students, these shared principles of behavior form the basis of the Student Code of Conduct. These standards are embodied within a set of core values that include integrity, community, social justice, respect and responsibility.

When members of the University community fail to exemplify these five values by engaging in violation of the standards below, it is the responsibility of all staff, faculty, students, and other community members to encourage behavior change. Specifically, the OSC establishes norms, documents, intervenes, and leads development and assertion of these standards.

The student conduct process at National University is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior in some way compromises the productivity of academic pursuits. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine the student should no longer share in the privilege of participating in this community.

Procedures and rights in student conduct procedures are conducted with fairness to all but are not held to the same protections of due process afforded by the courts during civil or criminal proceedings. Due process, as defined within these procedures, assures written notice and an Educational Conference (EC) with an objective decision-maker (only in the case of an investigation – not solely a complaint). No student will be found in violation of National University policy without showing it is more likely than not that a policy violation occurred and any sanctions will be proportionate to the severity of each violation and to the cumulative conduct history of the student.

SECTION 2: POLICY ADMINISTRATION AND DESIGNATIONS

2.1 Interpretation and Revision

OSC will develop procedural rules for the administration of conduct proceedings and/or appeals that are consistent with provisions of the Student Code of Conduct. Material deviation from these rules will, generally, only be made as necessary and will include reasonable advance notice to the parties involved,

either by posting online and/or in the form of written communication. The OSC may vary procedures with notice upon determining that changes to law or regulation require policy or procedural alterations not reflected in this Code. The OSC may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party. Any question of interpretation of the Student Code of Conduct will be referred to the OSC, whose interpretation is final. The Student Code of Conduct will be updated annually.

2.2 University as Convener

The University is the convener of every action under this Code. Within that action, there are several roles. The Respondent is the person who is alleged to have violated the Code. The party bringing the complaint is the Reporter, who may be a student, employee, visitor or guest.

The Reporter may, if they so choose, be present and participate in the process as fully as the Respondent. There are Witnesses, who may offer information regarding the allegation. There is an Investigator(s) whose role is to present the allegations and share the evidence that the University has obtained regarding the allegations.

2.3 Group Violations

A student group or organization and its officers and membership may be held collectively and individually responsible when violations of this code by the organization or its member(s):

- Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
- Have received the consent or encouragement of the organization or of the organization's leaders or officers; or
- Were known or should have been known to the membership or its officers.

Investigations for student groups or organizations follow the same general student conduct procedures. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual and the organization.

2.4 Amnesty

Amnesty means that current students can avoid informal and formal University disciplinary action and the creation of a formal disciplinary record under the circumstances described below. Records regarding the provision of amnesty are maintained. Abuse of amnesty requests can result in a decision by the OSC not to extend amnesty to the same person repeatedly.

2.4.1 For Victims

The University provides amnesty to victims who may be hesitant to report to University officials because they fear that they themselves may be accused of minor policy violations, such as underage drinking, at the time of the incident. Educational options will be explored, but no conduct proceedings or conduct record will result.

2.4.2 For Those Who Offer Assistance

To encourage students to offer help and assistance to others, the University pursues a policy of amnesty for minor violations when students offer help to others in need. At the discretion of the OSC, amnesty may

also be extended on a case-by-case basis to the person receiving assistance. Educational options will be explored, but no conduct proceedings or conduct record will result.

2.4.3 For Those Who Report Serious Violations

Students who are engaged in minor violations but who choose to bring related serious violations by others to the attention of the University are offered amnesty for their minor violations. Educational options will be explored, but no conduct proceedings or record will result.

SECTION 3: JURISDICTION

The *Student Code of Conduct* is published annually in the University General Catalog, and the policy is available on the National University Office of Student Conduct website. Hard copies are available by request from the OSC (osc@nu.edu). Students are responsible for having read and abiding by the provisions of the Student Code of Conduct.

The *Student Code of Conduct* and the student conduct process apply to the conduct of all students, both undergraduate and graduate, and all National University- affiliated student organizations. For the purposes of student conduct, National University considers an individual to be a student when an offer of admission has been extended, a student identification number has been issued, and thereafter, as long as the student is eligible to enroll in courses at the University. The Code also applies to guests of students, whose hosts may be held accountable for the misconduct of their guests. Visitors to, and guests of, National University may seek resolution of violations of the *Student Code of Conduct* committed against them by members of the National University student body.

National University retains conduct jurisdiction over students who choose to take a leave of absence, withdraw, or have graduated; for any misconduct that occurred prior to the leave, withdrawal, or graduation. The University will retain jurisdiction even when misconduct is reported after the student has left, withdrawn, or graduated from the University.

There is no time limit on reporting violations of the Student Code of Conduct; however, the longer someone waits to report an offense, the harder it becomes for National University officials to obtain information and witness statements, and to make determinations regarding alleged violations.

The *Student Code of Conduct* applies to behaviors that take place on a campus, online, at University-sponsored events and may also apply off-campus when the OSC determines that the off-campus conduct affects National University constituents or its interests. National University interest is defined to include:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of themselves or others;
- Any situation that significantly impinges upon the rights, property, or achievements of self or others, or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of National University.

The *Student Code of Conduct* may be applied to behavior conducted online, via email, social media and all other types of electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online.

However, most online speech by students not involving National University networks or technology will be protected as free expression and not subject to this Code, with two notable exceptions:

- A true threat, defined as a threat that a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals.
- Speech posted online about National University or its community members that causes a significant on-campus disruption.

Though anonymous complaints are permitted, doing so may limit National University's ability to investigate and respond to an allegation. Those who are aware of misconduct are encouraged to file a report as quickly as possible to the OSC.

A responding student facing an alleged violation of the Student Code of Conduct is not permitted to withdraw from National University until all allegations are resolved. Official transcripts and/or diploma may be withheld until the allegations are resolved.

University-assigned student email addresses are the primary means of communication at National University as well as the OSC. In addition, students may be required to meet in-person, via phone, or through videoconferencing, when necessary. Students are responsible for keeping their contact information up to date and are responsible for all communications received to their means of contact as they are documented in official University records. Failure to check and/or respond to email or voicemail is NOT an acceptable excuse for failing to respond to an official communication.

SECTION 4: VIOLATIONS OF THE LAW

Alleged violations of federal, state and local laws may be investigated and addressed under the Student Code of Conduct. When an offense occurs over which National University has jurisdiction, the National University conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident.

National University reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint. Interim suspensions are imposed until an EC can be held, typically within two (2) weeks. The EC may resolve the allegation or may help to determine if the interim suspension should be continued. The interim suspension may be continued if a danger to the community is posed, and National University may be delayed or prevented from conducting its own investigation and resolving the allegation by the pendency of the criminal process. In such cases, National University will only delay its process until such time as it can conduct an internal investigation or obtain sufficient information independently or receive a report from law enforcement to proceed. This delay will be no longer than two (2) weeks from notice of the incident unless a longer delay is requested and substantiated in writing by the Reporter or Respondent, or to allow the criminal investigation to proceed before the National University process. Students accused of crimes may request to take a Leave of Absence (LOA) from National University until the criminal charges are resolved. In such situations, the National University procedure for voluntary leaves of absence is subject to the following conditions:

- The responding student must comply with all campus investigative efforts that will not prejudice their defense in the criminal trial;
- The responding student must comply with all interim actions and/or restrictions imposed during the leave of absence;

- The responding student must agree that, in order to be reinstated to active student status, they must first be subject to, and fully cooperate with, the campus conduct process and must comply with all sanctions that are imposed; and
- This Leave of Absence will not prevent enrollment status from being reported as scheduled. Students receiving Financial Aid should contact the Financial Aid department to help determine impact of voluntary LOA.

SECTION 5: THE RULES

5.1 Core Values and Behavioral Expectations

National University considers the behavior described in the following sub-sections as inappropriate for the NU community and in opposition to the core values set forth in this document. These expectations and rules apply to all students, whether undergraduate, graduate, or non- degree seeking. National University encourages community members to report all incidents that involve the following actions to the OSC. Any student found to have committed or to have attempted to commit the following misconduct is subject to the sanctions outlined in the student conduct process.

5.2 General Standards of Conduct for Online Students

Freedom of speech and expression is valued in the academic setting. Equally valued is the respect given to University computer systems and information technology. To that end, students will adhere to the following online standards of conduct:

- Access National University courses only for lawful purposes.
- Respect the privacy of other members of the class and other students.
- Respect the integrity of the University's computer systems.
- Respect the diversity of opinions among the instructor and members of the class and respond to them in a courteous manner. Electronic communication consisting of all caps, large font, or bold print may be considered unprofessional and a form of verbal abuse.
- Maintain an environment free of harassment, stalking, threats, abuse, insults or humiliation to the instructor and members of the class. This includes, but is not limited to, demeaning written or oral comments of an ethnic, religious, sexist (or sexual orientation), or racist nature, and the unwanted sexual advances or intimidations by email, or on discussion boards and postings in course shells.
- Abide by all rules and regulations published by the University and agree to be subject to disciplinary actions as described in this Code of Conduct and all policies as described in the General Catalog.

5.2.1 Integrity

National University students exemplify honesty, honor and a respect for the truth in all of their dealings. Behavior that violates this value includes, but is not limited to:

5.2.1.1 Academic Dishonesty

Academic dishonesty violations will be addressed by the instructor utilizing the guidance in the Faculty Handbook on Academic Integrity and Ethics. The instructor will subsequently report any violation that occurs at the University to the OSC at the following link: www.nu.edu/reportit. The OSC is responsible for adjudication utilizing the rubric below and tracking of all academic integrity violations that occur at the University.

In the case of academic integrity violations, the student may be subject to both classroom/program as well as institutional sanctions. Classroom or program-specific sanctions will be issued at the discretion of

the instructor of record/program leadership (e.g., penalized grade or program dismissal), whereas the OSC will assess the appropriateness of and enact educational and/or disciplinary sanctions.

An incident or string of incidents will generally be considered a single violation up until the point a student receives notice of the violation; additional infractions occurring after that point will be considered separately for purposes of this rubric. General guidance on substantial issues of interpretation of the sanction rubric may be provided by the Academic Program Lead (APL) or the OSC.

Each incident the student is found responsible for will constitute one cumulative point toward Academic Dishonesty Sanctions listed below. Points are assigned per incident regardless of the number of violations. Also, an additional point may be accrued if the charges involve one or more of the following: senior project, thesis, surrogate, graduate course, altering grades, candidacy/qualifying exam, and/or program professional/clinical standards (credential/nursing/MAC).

Examples of Academic Dishonesty and Plagiarism

Below are examples of academic integrity infractions. This list is NOT all inclusive and students are considered responsible for maintaining integrity in their academic pursuits at all times.

- Referencing content from websites without citation or paraphrase (websites may be referenced for academic work but must be cited by the date referenced).
- Intentional close paraphrasing of the published or unpublished work of another author or authors without proper in-text attribution.
- Submitting as your own original work any paper, article, report, presentation, or book chapter written by another author or authors.
- Submitting as your own original work any assignment that includes content purchased from a commercial service or another person.
- Submitting a paper or other assignment previously written for another course (at National University or other institution) without explicit permission from the faculty of the current course.
- Submitting a paper or other assignment that contains any published materials that have been duplicated word-for-word without citation or proper attribution.
- Writing a paper (or any assignment) on behalf of another student.
- Providing and/or citing references that were not actually used in your work giving the impression that authentic research was conducted.
- Speaking in public (in the form of a speech, lecture or presentation) where any content in that presentation is misrepresented as your own original work or intellectual property.
- Unauthorized collaboration with others on homework assignments.
- Attempting to obtain access to test questions or advance copies of an exam in advance of the exam.
- Publishing or otherwise making available evaluation materials, essay prompts, or other protected documentation from University coursework or services.

Sanction points are cumulative over the length of the student's tenure at National University.

Office of Student Conduct Points/Sanctions

Sanction points for academic dishonesty are as follows:

1 Point = Written Warning

2 Points = Educational Sanction (ex. paper on academic dishonesty/ethics)

3 Points = Educational and Disciplinary Sanctions (ex. paper and disciplinary probation and/or suspension)

4 Points = Separation Proceedings

5.2.1.2 Unauthorized Access

Unauthorized access to any University building (i.e., keys, cards, etc.) or unauthorized possession, duplication or use of means of access to any University building or failing to timely report a lost University identification card or key.

5.2.1.3 Collusion

Action or inaction with another or others to violate the Student Code of Conduct, which includes but is not limited to:

- Students are subject to disciplinary action for knowingly acting in concert with others to violate University policies and/or regulations.
- Students are subject to disciplinary action for being aware of the existence of a violation of University policies and/or regulations and failing to take reasonable action to report the violations in a timely manner.
- Students are always responsible for the actions of their guests that are on campus visiting a member of the campus community.

5.2.1.4 Trust

Violations of positions of trust within the community and/or deliberately misleading University officials or agents who are attempting to gain information for University business.

5.2.1.5 Election Tampering

Tampering with the election of any National University-recognized student organization (minor election code violations are addressed by the Associate Director of NU Scholars Program).

5.2.1.6 Taking of Property

Intentional and unauthorized taking of National University property or the personal property of another, including goods, services and other valuables; attempting to take, sell or keep in one's possession, including but not exclusively, items of National University property or items belonging to students, faculty, staff, student groups, visitors or to others within the larger community whether on or off campus.

5.2.1.7 Stolen Property

Knowingly taking or maintaining possession of stolen property.

5.2.2 COMMUNITY

National University students build and enhance their community. Behavior that violates this value includes, but is not limited to:

5.2.2.1 Disruptive Behavior

Disruption of University operations including non-adherence to and/or disregard for location-specific rules and behavioral expectations such as, but not limited to, the library, computer, science and/or simulation labs.

Disruptive behaviors are separated into two different categories: Minimum and Significant.

Minimum

Minor disruption of University operations which occur on/off campus or online will be addressed by the Professor, Academic Program Lead, Director or Manager of the University department where the behavior occurred, and documented for the department file.

Examples include, but are not limited to:

- Repeated and disruptive tardiness to class or appointments
- Eating and/or drinking (if not permitted)
- Electronic devices going off
- Email or phone harassment (1-3 separate instances within a short time frame)
- Performing a distracting repetitive act such as tapping feet or fingers, popping gum, or loud talking
- Disrespectful engagement online or in-person

Significant

Substantial disruption of University operations including obstruction of teaching, research, administration, other University activities, and/or other authorized non-University activities which occur on/off campus or online must be reported immediately and will be addressed by the OSC.

Persistent Minimum-level behaviors can become Significant level concerns. When reporting persistent minimum level behaviors, that have risen to the significant level, please provide the OSC with adequate documentation regarding prior occurrences, including all attempts at addressing the behavior at the department level.

Examples include, but are not limited to:

- Persistent Minimum level behaviors (3+ separate instances)
- Invading one's personal space or blocking an entry or exit way
- Moving around the classroom in a threatening manner and/or without authorization (e.g., during a lecture)
- Aggressive confrontation of another person
- Explicit or implicit threats

5.2.2.2 Disorderly Assembly

Causing, inciting or participating in any disturbance that presents a clear and present danger to others, causes physical harm to others, or damage and/or destruction of property, which includes, but is not limited to, the following:

1.0 Assembling on campus for the purpose of disrupting classes, seminars, meetings, research projects, or activities of the University

1.1 Assembling on campus for the purpose of creating or attempting to create a riot, destroying property or creating a disorderly diversion that interferes with the normal operation of the University (i.e., water balloon or water gun fights, egging incidents, etc.)

1.2 Obstructing the freedom of movement of other persons to and from University facilities or materially interfering with the normal operation of the University.

1.3 Engaging in abuse of or unauthorized use of sound amplification equipment indoors or outdoors during class hours. (Any use of sound amplification equipment must be cleared in advance through the Center Director of the specific campus where the event will take place. For student organizations, this must first be cleared by the Office of Student Engagement and Leadership and then the Center Director.)

5.2.2.3 Unauthorized Entry

Misuse of access privileges to University premises or unauthorized entry to or use of buildings, including trespassing, propping open or unauthorized use of alarmed doors for entry into or exit from a University building.

5.2.2.4 Forgery/Fraud

Altering University documents or knowingly providing false information.

5.2.2.5 Damage and Destruction

Intentional, reckless and/or unauthorized damage to or destruction of University property or the personal property of another.

5.2.2.6 IT and Acceptable Use

Violations in this category would include, but are not limited to:

1.0 Unauthorized entry into a file to use, read or change the contents, or for any other purpose

1.1 Unauthorized transfer of a file

1.2 Unauthorized use of another individual's identification and password

1.3 Use of computing facilities to view or send indecent, obscene, threatening or abusive messages

1.4 Use of computer facilities that violate copyright laws including the unauthorized distribution of copyrighted material via file sharing

1.5 Inappropriate use of social media (including but not limited to Facebook, Instagram, Tic Tok, Twitter, Snapchat, Vine, blogs, etc.)

1.6 Use of computing facilities to interfere with the normal operation of the Office of Information Technology

5.2.2.7 Gambling

Gambling as prohibited by the laws of the State of California; (Gambling may include video games, dice, raffles, lotteries, sports pools, online betting activities, any other game of skill or chance played for money.)

5.2.2.8 Weapons

Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons and pellet guns), or other weapons or objects deemed dangerous such as arrows, axes, machetes, nun chucks, throwing stars, or non-folding knives with a blade of longer than 4 inches, mace or pepper spray, chemical weapons, darts, box cutters, including the storage of any item that falls within the category of a weapon in a vehicle parked on University property.

5.2.2.9 Smoking or Tobacco

Smoking or tobacco sale or use in any area of National University facilities, vehicles, and outside stairways.

Students who smoke are required to smoke outside and at a minimum of 25 feet away from a building. Smoking materials must be properly disposed of in appropriately designated receptacles.

5.2.2.10 Fire Safety

Violation of local, state, federal or campus fire policies including, but not limited to:

1.0 Intentionally or recklessly causing a fire which damages University or personal property or which causes injury

1.1 Failure to evacuate a National University-controlled building during a fire alarm

1.2 Improper use of National University fire safety equipment

1.3 Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on National University property. There is the possibility that such action may result in a local fine in addition to National University sanctions.

5.2.2.11 Ineligible Pledging or Association

Pledging or associating with a student organization without having met eligibility requirements established by National University.

5.2.2.12 Animals

Animals and pets, with the exception of service animals for persons with disabilities, are not permitted in any University facility. Students who have questions on whether their animal will be allowed on campus due to a disability are responsible to contact the Student Accessibility Services (SAS) team. (Please visit www.nu.edu/sas for more information).

5.2.2.13 Wheeled Devices

Skateboards, roller blades, roller skates, bicycles and similar wheeled devices are not permitted inside National University buildings. Additionally, skateboards and other wheeled items may not be ridden on railings, curbs, benches, or any such fixtures that may be damaged by these activities, and individuals may be liable for damage to National University property caused by these activities.

5.2.3 SOCIAL JUSTICE

National University students recognize that respecting the dignity every person is essential for creating and sustaining a flourishing university community. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others. Conduct that violates this value includes, but is not limited to:

5.2.3.1 Discrimination

Any act or failure to act that is based upon an individual or group's actual or perceived status (sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other protected status), that is sufficiently severe in that it limits or denies the ability to participate in or benefit from the University's educational programs or activities. (Please see National University Equal Opportunity, Harassment and Nondiscrimination Policy for more information).

5.2.3.2 Unwelcome Harassment

Any unwelcome conduct in-person or online, on the basis of an individual or group's actual or perceived status (sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other protected status). Any unwelcome conduct should be reported to a campus official, who will act to remedy and/or resolve reported incidents on behalf of the parties involved and the community. (Please see National University Equal Opportunity, Harassment and Nondiscrimination Policy for more information).

1.0 Hostile Environment

Sanctions can and will be imposed for the creation of a hostile environment only when unwelcome harassment is sufficiently severe, pervasive or persistent, and objectively offensive that it unreasonably interferes with, limits or denies the ability to participate in or benefit from the University educational or employment program or activities. (Please see National University Equal Opportunity, Harassment and Nondiscrimination Policy for more information).

5.2.3.3 Retaliatory Discrimination or Harassment

Any intentional, adverse action taken by a responding individual or allied third party, absent legitimate nondiscriminatory purposes, against a participant or supporter of a participant in a civil rights grievance proceeding or other protected activity under this Code. To be considered retaliation, a causal connection is required between a materially adverse action and the act of:

1.0 Reporting an allegation; or

1.1 Participating in support of an investigation.

A materially adverse action is one that would dissuade a reasonable person from reporting an allegation of a policy violation under this Code. A determination of whether an action is materially adverse is made on a case-by-case basis. (Please see National University Equal Opportunity, Harassment and Nondiscrimination Policy for more information).

5.2.3.4 Bystanding

Students are expected to “reasonably” respond to assist other students in need.

1.0 Complicity with or failure of any student to appropriately address known or obvious violations of the Code of Student Conduct or law

1.1 Complicity with or failure of any organized group to appropriately address known or obvious violations of the Code of Student Conduct or law by its members

5.2.3.5 Abuse of Conduct Process

Abuse or interference with, or failure to comply in, University processes including conduct and academic integrity conferences, including, but not limited to:

1.0 Falsification, distortion, or misrepresentation of information

1.1 Failure to provide, destroying or concealing information during an investigation of an alleged policy violation

1.2 Attempting to discourage an individual’s proper participation in, or use of, the campus conduct system

1.3 Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding

1.4 Failure to comply with the sanction(s) imposed by the campus conduct system

1.5 Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system

5.2.4 RESPECT

National University students show positive regard for each other and for the community. Behavior that violates this value includes, but is not limited to:

5.2.4.1 Harm to Persons

Intentionally or recklessly causing physical harm or endangering the health or safety of any person.

5.2.4.2 Threatening Behaviors

Students should not be engaged in any behavior that seeks to threaten or intimidate others, thereby disrupting the ability to maintain a positive environment conducive to learning.

1.0 Threat

Written or verbal conduct that causes a reasonable expectation of injury to the physical health, mental health, or safety of any person or damage to any property.

1.1 Intimidation

Intimidation defined as implied threats or acts that cause a reasonable fear of emotional, mental or physical harm in another.

5.2.4.3 Bullying and Cyberbullying

Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally and are not protected by freedom of expression.

5.2.4.4 Hazing

Defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent, failing to discourage or failing to report those acts may also violate this policy. (Please see National University Equal Opportunity, Harassment and Nondiscrimination Policy for more information.)

5.2.4.5 Intimate Partner/ Relationship Violence

Violence or abuse by a person in an intimate relationship with another. (Please see National University Equal Opportunity, Harassment and Nondiscrimination Policy for more information).

5.2.4.6 Stalking

Stalking is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear. This would include persistent contact via electronic mediums (Facebook, Instagram, Email, Text Message, etc.). (Please see National University Equal Opportunity, Harassment and Nondiscrimination Policy for more information.)

5.2.4.7 Sexual Misconduct

Includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, or sexual exploitation. (Please see National Equal Opportunity, Harassment and Nondiscrimination Policy for more information.)

5.2.4.8 Public Exposure

Includes deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts. (Please see National University Equal Opportunity, Harassment and Nondiscrimination Policy for more information.)

5.2.5 RESPONSIBILITY

National University students are given and accept a high level of responsibility to self, to others and to the community. Behavior that violates this value includes, but is not limited to:

5.2.5.1 Alcohol

Use, possession or distribution of alcoholic beverages or paraphernalia while on University property.

5.2.5.2 Illegal Drugs

Use, possession or distribution of illegal drugs or other controlled substances or drug paraphernalia while on University property.

5.2.5.3 Prescription Medications

Abuse, misuse, sale or distribution of prescription or over-the-counter medications while on University property.

5.2.5.4 Failure to Comply

Failure to comply with the reasonable directives of University officials or law enforcement officers during the performance of their duties and/ or failure to identify oneself to these persons when requested to do so.

5.2.5.5 Financial Responsibilities

Failure to promptly meet financial responsibilities to the institution, including, but not limited to; knowingly passing a worthless check or money order in payment to the institution or to an official of the institution acting in an official capacity.

5.2.5.6 Arrest

Failure of any student to accurately report an off-campus arrest by any law enforcement agency for any crime (including non-custodial or field arrests) to the OSC within seventy-two (72) hours of release.

5.2.5.7 Other Policies

Violating other published University policies, regulations or rules.

Students are subject to the specific policies in the academic handbook of the program in which they are enrolled. Students registered in courses that involve clinical rotations, student teaching or internships are also subject to the specific policies of those allied third-party sites.

5.2.5.8 Health and Safety

Creation of health and/or safety hazards (dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.).

5.2.5.9 Violations of Law

Evidence of violation of local, state or federal laws, when substantiated through the University's conduct process.

SECTION 6: OVERVIEW OF THE CONDUCT PROCESS

This overview gives a general idea of how the University's campus conduct proceedings work, but it should be noted that not all situations are of the same severity or complexity. Thus, these procedures are flexible, and are not the same in every situation, though consistency in similar situations is a priority. The campus conduct process and all applicable timelines commence with notice to an administrator of a potential violation of University rules.¹

6.1 Notice of Alleged Violation

Any member of the University community, visitor or guest may allege a policy violation(s) by a student for misconduct under this Code by filling out the form found at this link (www.nu.edu/reportit) with all pertinent details.

Notice may also be given to the OSC (or designee), the Title IX Coordinator, or any member of the Equity Grievance Process (EGP) Team, when appropriate. Additionally, administrators may act on notice of a potential violation whether a formal allegation is made or not. All allegations can be submitted by a victim or a third party and should be submitted as soon as possible after the incident occurs. The University has the right to pursue an allegation or notice of misconduct on its own behalf and to serve as convener of the subsequent campus conduct process.

In Title IX related issues, the “administrator” is any “mandated reporter” as defined under the Equal Opportunity, Harassment and Non-Discrimination policy.

6.2 STEP 1: Initial Inquiry Leading to Warning Letter or Notice of Investigation (NOI)

The University conducts a prompt initial inquiry into the nature of the incident or notice, the evidence available, and the parties involved. The initial inquiry may lead to one of the following:

- A determination that there is insufficient evidence to pursue the investigation because the behavior alleged, even if proven, would not violate the Student Code of Conduct (e.g., for reasons such as mistaken identity or allegations of behavior that falls outside the Code); or
- A determination that there is sufficient evidence to issue student a Warning Letter, describing the problematic behavior in violation of the Student Code of Conduct and requesting specific behavior change; (a Warning Letter and the resulting requests do not carry sanctions and are therefore not eligible for appeal); or
- A determination that there is sufficient evidence to conduct a more comprehensive investigation, usually through the use of an EC. A formal notice of investigation will be issued to the responding party.

6.3 STEP 2: Educational Conference (EC)

When an EC is held, the possible outcomes include:

- A decision not to pursue the allegation based on a lack of or insufficient evidence. The matter should be closed, and records should so indicate.
- A decision on the allegation, also known as a resolution to an allegation. If necessary, additional investigation and/or ECs may be held prior to closing the investigation and recommending sanction(s).

If a decision on the allegation is made and the finding is that the responding student is not responsible for violating the Code, the process will end. If/when the CO conducting the EC determines that it is more likely than not that the responding student is in violation, the CO will close the investigation and recommend final sanction(s) to the OSC.

6.4 STEP 3: Review and Finalize Sanction(s)

If the student is found in violation(s), sanction(s) will be recommended by the CO to the OSC (based on precedent, prior violations of a similar nature that may indicate pattern, etc.), who will review and finalize the sanctions, subject to the University appeals process by any party to the complaint.

6.5 Conduct Sanctions

One or more of following sanctions may be imposed upon any student found responsible for any single violation of the Student Code of Conduct:

1.0 Warning

An official written notice that the student has violated University policies and/or rules and that more severe conduct action will result should the student be involved in any other violations while the student is enrolled at the University.

1.1 Restitution

Compensation for damage caused to the University or any person's property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.

1.2 Community/University Service Requirements

For a student or organization to complete a specific supervised community or University service.

1.3 Loss of Privileges

The student will be denied specified privileges for a designated period of time.

1.4 Confiscation of Prohibited Property

Items whose presence is in violation of University policy will be confiscated and will become the property of the University. Prohibited items may be returned to the owner at the discretion of the OSC and/or Campus Security.

1.5 Behavioral Requirement

This includes required activities including, but not limited to, seeking academic counseling or substance abuse counseling, writing a letter of apology, etc.

1.6 Educational Program

Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.

1.7 University Probation

The student is placed on official notice that, should further violations of University policies occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed.

1.8 Eligibility Restriction

The student is deemed “not in good standing” with the University for a specified period of time. Specific limitations or exceptions may be granted by the OSC and terms of this conduct sanction may include, but are not limited to, the following:

- a. Ineligibility to hold any office in any student organization recognized by the University or hold an elected or appointed office at the University; or
- b. Ineligibility to represent the University to anyone outside the University community in any way including: participating in a study tour or study abroad program, attending conferences, or

representing the University at an official function, event or competition as a competitor, manager or student coach, etc.

1.9 Records, Enrollment, and/or Graduation Hold

A hold may be placed on the student's ability to re-enroll and/ or obtain official transcripts and/or graduate, and all sanctions must be satisfied prior to release of records, re-enrollment, or graduation/ degree conferral.

1.10 University Suspension

Separation from the University for a specified minimum period, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted in the Decision Letter at the time of suspension. During the suspension period, the student is banned from all university property, functions, events, activities, online classes and/or NU Commons Facebook activity without prior written approval from the OSC (or designee). This sanction may be enforced with a trespass action as necessary.

1.11 University Expulsion

Permanent separation from the University. The student is banned from all University property and the student's presence at any University-sponsored activity or event (including alumni events) is prohibited. This action may be enforced with a trespass action as necessary.

1.12 Revocation of Degree

In the event of serious misconduct committed while still enrolled but reported after the responding student has graduated, National University may invoke student conduct procedures and should the former student be found responsible, the University may revoke that student's degree.

1.13 Other Sanctions

Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the OSC or designee.

The following sanctions may be imposed upon groups or organizations found to have violated the Student Code of Conduct:

- One or more of the sanctions listed above; and/or
- Deactivation, de-recognition, loss of all privileges (including status as a University-registered group/ organization), for a specified period.

6.6 Parental Notification

The University reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The University may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

6.7 Notification of Outcomes

The outcome of a conduct proceeding is part of the education record of the responding student and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. As allowed by FERPA, when a student is accused of a policy violation that would constitute a "crime of violence" or forcible or non-forcible sex offense, National University will inform the alleged

victim in writing of the final results of a conduct proceeding and/or an appeal panel regardless of whether the University concludes that a violation was committed. Such release of information may only include the responding student's name, the violation committed, and the sanctions assigned (if applicable). In cases of sexual misconduct and other offenses covered by Title IX, only, the rationale for the outcome will also be shared with all parties to the incident, in addition to the finding and sanction(s).

In cases where National University determines through the student conduct process that a student violated a policy that would constitute a "crime of violence" or non-forcible sex offense, the University may also release the above information publicly and/or to any third party. FERPA defines "crimes of violence" to include:

1. Arson
2. Assault offenses (includes stalking)
3. Burglary
4. Criminal Homicide—manslaughter by negligence
5. Criminal Homicide—murder and non-negligent manslaughter
6. Destruction/damage/vandalism of property
7. Kidnapping/abduction
8. Robbery
9. Forcible sex offenses
10. Non-forcible sex offenses

6.8 Failure to Complete Conduct Sanctions

All students, as members of the University community, are expected to comply with conduct sanctions within the timeframe specified by the CO (or designee). Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions and/or suspension from the University.

SECTION 7: THE APPEAL REVIEW PROCESS

Any party may request an appeal of the decision of the OSC by filing a Petition for Appeal, available at: www.nu.edu/student-services/student-conduct/. All appeals of conduct decisions must be submitted within 5 business days of the original outcome, barring exigent circumstances. Any exceptions are made at the discretion of the OSC. If a party is granted an appeal, the party is granted only one appeal, based on the outline "Grounds for Appeal Requests" provided below. All sanctions imposed by the original decision-maker(s) remain in effect, and all parties will be informed (usually within five business days) of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.

7.1 Grounds for Appeal Requests

Appeals requests are limited to the following grounds:

1. A procedural error occurred that significantly impacted the outcome of the investigation (e.g., substantiated bias, material deviation from established procedures, etc.).
2. To consider new evidence, unavailable during the original investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
3. The sanctions imposed are substantially outside the precedent set by National University for the same type of offense and/or the cumulative conduct record of the responding student.

7.2 Appeal Process

The presumptive stance of the University is that all decisions made and sanctions imposed by the original decision-maker are to be implemented during the appellate process. At the discretion of the OSC, implementation of sanctions may be stayed pending review only in extremely exigent circumstances. This does not include proximity to graduation, end of term, or exams. Instead, it refers to an overwhelming likelihood that the appeal would result in a reversal of the finding and/or substantial modification of the sanctions.

Failure to provide information during or participate in an investigation or an EC, even resulting from concern over pending criminal or civil proceedings, does not make evidence “unavailable” at the time of the EC.

The Director of Student Affairs will consult with the original decision maker.

The OSC will share the appeal by one party with the other party(ies) when appropriate under procedure or law (e.g., if the responding student appeals, the appeal is shared with the Reporter, who may wish to file a response, or request an appeal on the same grounds or different grounds).

In the case of timely and relevant appeals, the OSC will send a response to the appeal requestor(s), explaining whether the request(s) will be granted or denied, and the rationale.

On reconsideration, the party assigned to hear the appeal may affirm or change the findings and/or sanctions of the original investigation in accordance with the granted appeal grounds. Procedural errors should be corrected, new evidence should be considered, and sanctions should be proportionate to the severity of the violation and the student’s cumulative conduct record.

All appeal decisions are to be made within fifteen (15) business days of submission and are final.

SECTION 8: DISCIPLINARY RECORDS

All conduct records are maintained by the University indefinitely from the time of their creation and in line with University records policy and procedures established by the Office of the Registrar.

STUDENT COMPLAINTS AND GRIEVANCES POLICY

Acceptance for all non-discriminatory student concerns with the University regarding an interaction with a staff or faculty member, policy/procedure preferences, or other concerns about their experience, the student may start the process with the [Office of Student Affairs](#) (OSA). Other resources to report a concern can be found on the [Report an Incident or Concern](#) page including any concerns around civil rights and discriminatory treatment, see [Title IX](#).

NOTE: Appeals of final grades must use the appeal process defined in “Appealing a Final Grade” in the University Catalog and Policy and Procedure Manual. Review carefully the directives on appeals as often the decisions of Deans in these matters are not grieve-able. Other appeals include but are not limited to: SAP, academic dismissal, administrative dismissal, and re-admission. Students should refer to the catalog for details on advancing these types of appeals.

California Bureau for Private Postsecondary Education (BPPE)

The BPPE exists to promote and protect the interests of students and consumers in California. Students may file a complaint with the California Bureau for Private Postsecondary Education. A complaint may be filed by writing (Complaint Form) or calling the Bureau's Enforcement Section at the following address and telephone number:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Telephone: (916) 431-6959

FAX: (916) 263-1897

www.bppe.ca.gov

STUDENT COMPLAINT

State Contact Information

National University works with higher education authorities in U.S. states and jurisdictions to ensure compliance with state and federal requirements, including complaint processes. Institutions of higher education are required to provide prospective and current students with contact information for relevant external entities tasked with complaint oversight.

National University strives to give all our students the best experience possible, which is why the university offers a wide range of services to support students from enrollment through graduation. If a prospective or current student has a complaint, we encourage you to resolve them informally or formally through Student Services before submitting a complaint to an external entity.

Students can also reach out to the Ombudsman Office for assistance in addressing concerns. The Ombudsman's Office is an informal, impartial, independent, neutral and confidential place for community members to address concerns. This office strives for fairness of process and healthy conflict resolution; the Ombudsman can provide unbiased assistance and guidance in resolving any complaints or concerns.

Phone: (858) 642-8368

Email: ombuds@nu.edu

www.nu.edu/ombuds

However, if an issue cannot be resolved internally, students can file a complaint with their state of residence or the University's accrediting organization. Each of the relevant state higher education regulatory agencies and the University's accrediting organization are listed below with their contact information.

Students who wish to file a complaint based upon discriminatory treatment should review The Civil Rights/Title IX information located on the website and in the General Catalog. Students who wish to file a complaint with the University's accrediting agency should contact WSCUC (information below).

Alabama Commission on Higher Education (ACHE)

100 North Union Street

Montgomery, AL 36104

Phone: 334.242.1998

Website: www.ache.edu

Alabama Community College System (ACCS)

P.O. Box 302130

Montgomery, AL 36130

Phone: 334.293.4500

Website: www.accs.edu

Alabama Student Grievance Information: <https://www.accs.edu/about-accs/private-school-licensure/complaints/>

Alabama Student Grievance Form: <https://psl.asc.edu/External/Complaints.aspx>

Alaska Commission on Postsecondary Education

PO Box 110505

Juneau, AK 99811-0505

Phone: 800.441.2962

Website: <https://acpe.alaska.gov/>

Alaska Student Grievance Information: <https://acpe.alaska.gov/ConsumerProtection>

Arizona State Board for Private Postsecondary Education

1740 W. Adams Street, #3008

Phoenix, AZ 85007

Phone: 602.542.5709

Website: <https://ppse.az.gov/>

Arizona Disclosure: If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The student must contact the State Board for further details.

Arizona Student Grievance Information: <https://ppse.az.gov/resources/student-complaint>

Arizona Student Grievance Form: <https://ppse.az.gov/sites/default/files/2022-09/Student%20Complaint%20Form%20%281%29.pdf>

Arkansas Higher Education Coordinating Board

114 East Capitol Ave.

Little Rock, AR 72201

Phone: 501.371.2000

Website: www.adhe.edu

Arkansas Disclosure: Arkansas Higher Education Coordinating Board Certification does not constitute endorsement of any institution or degree program. Such certification merely indicates that certain criteria have been met under the rules and regulations of institutional ad program certification as defined in Arkansas Code §6-61-301. The student should be aware that these degree programs may not transfer. The transfer of course/degree credit is determined by the receiving institution.

Arkansas Student Grievance Information: <https://adhe.edu/resources/students>

Arkansas Student Grievance Form: <https://sbpce.wufoo.com/forms/form-8040-complaint-form/>

California Bureau for Private Postsecondary Education

Mailing address:

P.O. Box 98018

West Sacramento, CA 95798-0818

Phone: 916.431.6959

Website: www.bppe.ca.gov

Physical Address:

2535 Capital Oaks Drive, Suite 400

Sacramento, CA 95833

California Student Grievance Information: <https://www.bppe.ca.gov/enforcement/complaint.shtml>

California Student Grievance Form: https://www.bppe.ca.gov/forms_pubs/complaint.pdf

Colorado Commission on Higher Education

1600 Broadway, Suite 2200

Denver, CO 80202

Phone: 303.862.3001

Website: <https://highered.colorado.gov>

Colorado Student Grievance Information: <https://highered.colorado.gov/students/how-do-i/file-a-student-complaint>

Colorado Student Grievance Form: <https://highered.colorado.gov/Academics/Complaints/FileComplaint.aspx>

Connecticut Office of Higher Education

450 Columbus Boulevard, Suite 707

Hartford, CT 06103

Phone: 860.947.1824

Email: Emily.Bjornberg@ct.gov

Connecticut Student Grievance Information: <https://portal.ct.gov/DCP/Complaint-Center/Consumers---Complaint-Center>

Connecticut Student Grievance Form: https://portal.ct.gov/-/media/DCP/Complaint-Center/Complaint_Form-pdf.pdf

Delaware Department of Higher Education

35 Commerce Way, Suite 1

Dover, DE 19904

Phone: 302.857.3313

Website: <https://education.delaware.gov/>

Delaware Student Grievance Form: <https://www.doe.k12.de.us/cms/lib/DE01922744/Centricity/Domain/158/PBTS%20Complaint%20Form.pdf>

District of Columbia Higher Education Licensure Commission (HELC)

Office of the State Superintendent of Education

1050 First St. NE, 5th Floor

Washington, DC 20002

Phone: 202.727.6436

Website: <https://helc.osse.dc.gov/>

District of Columbia Disclaimer: National University has an account for student indemnification in the manner of surety bond, which may be used to indemnify a student or enrollee who has suffered damage as a result of discontinuance of operation or violation by the institution of any provision of NRS 394.383 to 394.560.

District of Columbia Student Grievance Information: <https://helc.osse.dc.gov/topic/helcadmin/community-stakeholders/public-complaints>

District of Columbia Student Grievance Form: <https://helc.osse.dc.gov/HELCAAdmin/HELCAAdmin/media/0kmobb5o/helc-complaint-form-english.docx>

Florida Commission for Independent Education

325 W. Gaines Street, Suite 1414

Tallahassee, FL 32399-0400

Phone: 850.245.3212

Website: <http://www.fldoe.org>

Florida Student Grievance Information: <https://www.fldoe.org/about-us/office-of-the-inspector-general/file-a-complaint.stml>

Florida Student Grievance Form: <https://web01.fldoe.org/IGComplaintSSO/ComplaintForm.aspx>

Georgia Nonpublic Postsecondary Education Commission

2082 E Exchange Place, Suite 220

Tucker, GA 30084-5334

Phone: 770.414.3300

Website: <https://gnpec.georgia.gov>

Georgia Student Grievance Information: <https://gnpec.georgia.gov/student-resources/complaints-against-institution>

Georgia Student Grievance Form: <https://gnpec.georgia.gov/complaint-forms>

Hawaii Post-Secondary Education Authorization Program Department of Commerce and Consumer Affairs

335 Merchant Street, Rm. 310

Honolulu, Hawaii 96813

Phone: 808.586.7327

Website: www.cca.hawaii.gov/hpeap/

Hawaii Student Grievance Information: <https://cca.hawaii.gov/hpeap/student-complaint-process/>

Hawaii Student Grievance Form: <https://cca.hawaii.gov/hpeap/files/2013/08/Student-Complaint-Form.pdf>

Idaho State Board of Education

650 W. State Street, 3rd Floor

Boise, ID 83720-0037

Phone: 208.334.2270

Website: <http://www.boardofed.idaho.gov>

Idaho Student Grievance Information: <https://boardofed.idaho.gov/higher-education-private/proprietary-schools-non-degree-granting/student-complaint-procedures/>

Idaho Student Grievance Form: <https://boardofed.idaho.gov/wp-content/uploads/2020/07/Student-Complaint-Form-7-2020.docx>

Illinois Board of Higher Education

1 North Old State Capital Plaza, Suite 333

Springfield, IL 62701-1377

Phone: 217.782.2551

Website: www.ibhe.org

Illinois Student Grievance Information: <https://complaints.ibhe.org/>

Illinois Student Grievance Form: <https://complaints.ibhe.org/register.aspx>

Indiana Commission on Higher Education

101 W. Washington Street, Suite 300

Indianapolis, IN 46204-4206

Phone: 317.464.4400

Website: <http://www.in.gov/che>

Indiana Student Grievance Information: <https://www.in.gov/che/student-complaints/>

Indiana Student Grievance Form: https://www.in.gov/che/files/161116_ICHE_StudentComplaintForm.pdf

Indiana Refund Policy:

The University will cancel a student's enrollment upon request of the student. The Indiana State Refund Policy applies when Indiana students enrolled in online programs withdraw, drop, or are administratively dropped from a Subscription Period or the institution. The student's obligation at the time of cancellation will be calculated as follows:

Proportion of Total Subscription Period Completed as of Date of Withdrawal or Termination

Tuition Refund

Less than 10%..... 90% refund

10% up to but not including 25% 75% refund

25% up to but not including 50% 50% refund

50% up to but not including 75% 25% refund

More than 75%No refund

The institution will make a proper refund within thirty-one (31) days of the student's request for a subscription period drop or cancellation. If the student has paid tuition extending beyond twelve (12) months, all such charges shall be refunded.

Iowa College Student Aid Commission

475 SW 5th Street, Suite D

Des Moines, IA 50309

Phone: 877.272.4456 option 4

Website: <https://iowacollegeaid.gov/>

Iowa Student Grievance Information: <https://iowacollegeaid.gov/StudentComplaintForm>

Iowa Student Grievance Form: https://iowacollegeaid.co1.qualtrics.com/jfe/form/SV_9Br0hqNMto1FitT

Kansas Board of Regents

1000 S.W. Jackson Street, Suite 520

Topeka, KS 66612-1368

Phone: 785.430.4240

Website: <http://www.kansasregents.org>

Kansas Disclosure: The University catalog outlines the process for filing and resolution of student complaints. If the student grievance cannot be resolved after exhausting the University's grievance procedure, Kansas residents may file a complaint with the Kansas Board of Regents. The Board's address is 1000 S.W. Jackson, Ste. 520, Topeka, KS 66612

Kansas Disclosure: National University is authorized to operate in Kansas with Certificate of Approval from the Kansas Board of Regents.

Kansas Student Grievance Information: https://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process

Kentucky Council on Postsecondary Education

100 Airport Road

Third Floor

Frankfort, KY 40601

Phone: 502.573.1555

Website: <http://www.cpe.ky.gov/>

Kentucky Student Grievance Information: http://cpe.ky.gov/campuses/consumer_complaint.html

Kentucky Student Grievance Form: <http://cpe.ky.gov/campuses/complaintform>

Louisiana Board of Regents

Mailing Address:

PO Box 3677

Baton Rouge, LA 70821-2677

Physical Address:

1201 N 3rd Street, Suite 6

Baton Rouge, LA 70802

Phone: 225.342.4253

Website: <http://www.regents.la.gov>

Louisiana Disclosure: National University is currently licensed by the Board of Regents of the State of Louisiana. Licenses are renewed by the State Board of Regents every two years. Licensed institutions have met minimal operational standards set forth by the state, but licensure does not constitute accreditation, guarantee the transferability of credits, nor signify that programs are certifiable by any professional agency or organization.

Louisiana Student Grievance Information: <https://www.laregents.edu/regents-resources/#studentparent>

Maine Department of Education

23 State House Station

Augusta, ME 04333

Phone: 207.624.6616

Website: <https://www.maine.gov/doe/home>

Maine Student Grievance Form: <https://www.maine.gov/doe/sites/maine.gov.doe/files/inline-files/sara-complaint-form.pdf>

Maryland Higher Education Commission (MHEC)

6 N. Liberty St., 10th Floor

Baltimore MD 21201

Phone: 401.767.3301

Website: <http://www.mhec.state.md.us/Pages/default.aspx>

Maryland Disclosure: National University is registered with the Maryland Higher Education Commission (MHEC). If a prospective or current student is not satisfied with the outcome of the institution's internal complaint resolution process, the complaint may then be brought to the MHEC or Maryland's Office of the Attorney General.

Maryland Student Grievance Information: https://mhec.maryland.gov/institutions_training/Pages/career/pcs/complaint.aspx

Maryland Student Grievance Form: https://mhec.maryland.gov/institutions_training/Documents/PCS%20Student%20Complaint_20220103.pdf

Maryland Office of the Attorney General Student Grievance Information:
<https://www.marylandattorneygeneral.gov/Pages/CPD/Complaint.aspx>

Maryland Refund Policy:

Students enrolled in online programs who reside in Maryland will receive the minimum tuition refunds in accordance with the Maryland Higher Education Commission requirements (specified in Title 13B.05.01.10 of the Code of Maryland Regulations).

- A. Except as provided in §B of this policy/regulation, an institution's refund policy shall conform to this regulation and the institution shall provide for refunds of tuition to Maryland students as provided in this regulation.
- B. If the University's refund policy is more beneficial to Maryland students, the institution will follow its refund policy and provide for refunds of tuition to Maryland students as provided in that policy.
- C. Minimum refund: The University will refund the applicable tuition refund to a Maryland student who drops, withdraws or is terminated after completing only a portion of a course/class:

Proportion of Total Course, Program, or Term Completed as of Date of Withdrawal or Termination

Tuition Refund

Less than 10%.....	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to but not including 60%	20% refund
More than 60%	No refund

A refund due to a Maryland student will be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination.

-
- D. This refund policy is disclosed and acknowledged by students upon enrollment, and
 - E. Documentation verifying student refunds in accordance with this policy is maintained.

Oregon Refund Policy

Massachusetts Department of Higher Education

One Ashburton Place, Room 1401

Boston, MA 02108

Phone: 617.994.6950

Website: <https://www.mass.edu/home.asp>

Massachusetts Student Grievance Form: <https://www.mass.edu/forstufam/complaints/complaintform.asp>

Michigan Department of Licensing and Regulatory Affairs

611 W. Ottawa

P.O. Box 30714

Lansing, MI 48907

Phone: 517.355.9700

Website: <http://www.michigan.gov/lara>

Michigan Student Grievance Information: <https://www.michigan.gov/lara/bureau-list/cscl/complaints>

Michigan Student Grievance Form: [https://www.michigan.gov/leo/-/media/Project/Websites/leo/Documents/WD/WD_PROGRAMS_SERVICES/PSS/Post-Secondary_Complaint_Instructions_FINAL_032020_685912_7-\(34\).pdf?rev=d9354bf5247548a6bd9751a8aa4e178d](https://www.michigan.gov/leo/-/media/Project/Websites/leo/Documents/WD/WD_PROGRAMS_SERVICES/PSS/Post-Secondary_Complaint_Instructions_FINAL_032020_685912_7-(34).pdf?rev=d9354bf5247548a6bd9751a8aa4e178d)

Minnesota Office of Higher Education

1450 Energy Park Drive, Suite 350

St. Paul, MN 55108-5227

Phone: 651.642.0567

Website: <http://www.ohe.state.mn.us>

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

Minnesota Disclosure: Minnesota residents interested in enrolling in the Bachelor of Science in Criminal Justice program should make note that the state of Minnesota licenses police officers and there are specific educational requirements. In addition, additional training (a skills-based course) is also required before being eligible for licensure as a police officer in the state of Minnesota.

Minnesota Disclosure: ILR 260 is not recognized as an English or communication class in Minnesota. Minnesota residents must be required to complete the other English or Communications classes to satisfy the Minnesota Degree Standards.

Minnesota Student Grievance Information: <https://www.ohe.state.mn.us/mPg.cfm?pageID=1078>

Minnesota Student Grievance Form: <https://www.ohe.state.mn.us/pdf/ComplaintForm.pdf>

Mississippi Commission on College Accreditation

3825 Ridgewood Road

Jackson, MS 39211-6453

Phone: 601.432.6372

Website: <http://www.mississippi.edu/>

Mississippi Student Grievance Information: http://www.mississippi.edu/mcca/student_complaint_process.asp

Mississippi Student Grievance Form: <http://www.mississippi.edu/mcca/downloads/mccastudentcomplaintform.pdf>

Missouri Department of Higher Education & Workforce Development

P.O. Box 1469

Jefferson City, MO 65101

Phone: 573.751.2361

Website: <https://dhewd.mo.gov/>

Missouri Student Grievance Information: <https://ago.mo.gov/civil-division/consumer/consumer-complaints>

Missouri Student Grievance Form: <https://ago.mo.gov/app/consumercomplaint>

Montana Board of Regents

2500 Broadway St.,

PO Box 203201

Helena, MT 59620-3201

Phone: 406.444.6570

Website: <http://www.mus.edu/board>

Montana Student Grievance Information: <https://mus.edu/MUS-Statement-of-Complaint-Process.html>

Montana Student Grievance Form: <https://dojmt.gov/consumer/consumer-complaints/>

Nebraska Coordinating Commission for Postsecondary Education

P.O. Box 95005

Lincoln, NE 68509-5005

Phone: 402.471.2847

Website: <https://ccpe.nebraska.gov/>

Nebraska Student Grievance Information: <https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

Nebraska Student Grievance Form: https://www.education.ne.gov/wp-content/uploads/2017/07/PPCS_Complaint-form.pdf

Nevada Commission on Postsecondary Education Commission

2800 E. St. Louis

Las Vegas, NV 89104

Phone: 702.486.7330

Website: <http://www.cpe.nv.gov>

Disclosure: National University has an account for student indemnification in the manner of a surety bond, which may be used to indemnify a student or enrollee who has suffered damage as a result of discontinuance of operation or violation by the institution of any provision of NRS 394.383 to 394.560.

Nevada Student Grievance Information: https://cpe.nv.gov/Students/Students_Home/

Nevada Student Grievance Form: <https://cpe.nv.gov/uploadedFiles/cpenvgov/content/Students/Complaint%20Form%20Initial%202021.pdf>

New Hampshire Department of Education

25 Hall Street

Concord, NH 03301-3860

Phone: 603.271.3494

Website: <https://www.education.nh.gov/who-we-are/higher-education-commission>

New Hampshire Student Grievance Form: <https://my.doe.nh.gov/ESSWEB/HigherEducation/Complaint.aspx>

New Jersey Commission on Higher Education

20 W. State Street

PO Box 542

Trenton, NJ 08625

Phone: 609.292.7225

Website: <https://www.state.nj.us/highereducation/>

New Jersey Student Grievance Information: <https://www.state.nj.us/highereducation/OSHEComplaintInstructions.shtml>

New Jersey Student Grievance Form: <https://www.state.nj.us/highereducation/documents/pdf/OSHEComplaintForm.pdf>

New Mexico Higher Education Department

2048 Galisteo Street, # 4

Santa Fe, NM 87505

Phone: 505.476.8400

Website: <https://hed.nm.gov/>

New Mexico Disclosure: If the student grievance cannot be resolved after exhausting the Institution's grievance procedure, New Mexico residents may file a complaint with the New Mexico Higher Education Department. The Department's address is: 2048 Galisteo Street, Santa Fe, NM 87505-2100, Telephone: (505) 476-8400

New Mexico Student Grievance Information: <https://ppsd.smapply.io/>

New Mexico Student Grievance Form: <https://ppsd.smapply.io/protected/resource/eYJoZnJlJogOTg0NzgxODUsICJ2cSI6IDE2ODUxMH0/>

New York Office of College and University Evaluation

89 Washington Ave

Albany, NY 12234

Phone: 518.486.3633

Website: <http://www.nysed.gov/college-university-evaluation>

New York Student Grievance Information: <http://www.nysed.gov/college-university-evaluation/complaints>

The University of North Carolina System Board of Governors

223 S. West Street, Suite 1800

Raleigh, NC 27603

Phone: 919.962.4558

Website: <http://www.northcarolina.edu/offices-and-services/academic-affairs/licensure-department>

North Carolina Student Grievance Information: <https://www.northcarolina.edu/post-secondary-education-complaints/>

North Carolina Student Grievance Form: <https://studentcomplaints.northcarolina.edu/form>

North Dakota University System

10th Floor, State Capitol

600 East Boulevard Ave, Dept. 215

Bismarck, ND 58505-0230

Phone: 701.328.2960

Website: <http://www.ndus.edu>

North Dakota Student Grievance Information: <https://ndus.edu/state-authorization-sara/>

Ohio Board of Regent

25 South Front Street

Columbus, OH 43215

Phone: 614.466.6000

Website: <http://www.ohiohighered.org>

Ohio Student Grievance Information: <https://highered.ohio.gov/students/current-college-students/student-complaints/student-complaints>

Ohio Student Grievance Form: <https://highered.ohio.gov/students/current-college-students/student-complaints/submit-complaint>

Oklahoma State Regents for Higher Education

655 Research Parkway, Suite 200

Oklahoma City, OK 73104

Phone: 405.226.9100

Website: <http://www.okhighered.org>

Oklahoma Student Grievance Form: <https://www.okhighered.org/resources/Student-Complaint-Form/>

Oregon Higher Education Coordinating Commission

3225 25th Street SE

Salem, OR 97302

Phone: 503.373.0003

Website: <http://www.oregon.gov/highered/institutions-programs/private/Pages/office-degree-authorization.aspx>

Oregon Disclosure: Students should attempt to resolve any grievances they may have with their school first. Should attempts to resolve these problems with appropriate school officials fail, or should the student be dissatisfied with the final outcome of the college complaint process, then the Higher Education Coordinating Commission (HECC), can respond to a formal complaint. Students may contact the Higher Education Coordinating Commission at the below address or by sending an email to complaints@hecc.oregon.gov.

Oregon Student Grievance Information: <https://www.oregon.gov/highered/about/Pages/complaints.aspx>

Oregon Refund Policy:

Courses dropped before the 10th day of the course will be fully refunded. Online students located in Oregon who withdraw from a course are eligible for a 50% partial refund through the middle week of the course term. Refunds are based on unused instructional time and are prorated on a weekly basis.

Pennsylvania Department of Education

333 Market Street

Harrisburg, PA 17126

Phone: 717.783.6788

Website: <http://www.education.pa.gov/Pages/default.aspx>

Pennsylvania Student Grievance Information: [https://www.education.pa.gov/Postsecondary-Adult/CollegeCareer/Pages/State-Authorization-Reciprocity-Agreement-\(SARA\).aspx](https://www.education.pa.gov/Postsecondary-Adult/CollegeCareer/Pages/State-Authorization-Reciprocity-Agreement-(SARA).aspx)

Pennsylvania Student Grievance Form: <https://www.education.pa.gov/Documents/Postsecondary-Adult/College%20and%20Career%20Education/Private%20Licensed%20Schools/Student%20Complaint%20Form.pdf>

Puerto Rico State Higher Education Agency

Council on Education of Puerto Rico

P.O. Box 19900

Ave. Ponce de Leon 268

Edificio Hato Rey Center Piso 15

Hato Rey, PR 00918

Phone: 787.641.2121

Website: <http://www.ce.pr.gov>

Puerto Rico Student Grievance Information: <https://studentprivacy.ed.gov/file-a-complaint>

Rhode Island Board of Governors for Higher Education

560 Jefferson Boulevard, Suite 100

Warwick, RI 02886

Phone: 401.736.1100

Website: <https://www.riopc.edu/>

Rhode Island Student Grievance Information: <https://riopc.edu/policies/student-complaint-procedures/>

South Carolina Commission on Higher Education

1333 Main Street, Suite 200

Columbia, SC 29201

Phone: 803.737.2260 Columbia, SC 29201

Website: <http://www.che.sc.gov>

South Carolina Student Grievance Information: <https://www.che.sc.gov/students-families-and-military/student-resources>

South Carolina Student Grievance Form: https://www.che.sc.gov/sites/che/files/Documents/Licensing%20updates/Complaint_Procedures_and_Form.pdf

South Dakota Board of Regents

306 E. Capitol Ave, Suite 200

Pierre, SD 57501

Phone: 605.773.3455

Website: <https://www.sdbor.edu/administrative-offices/academics/SD-SARA/Pages/default.aspx>

South Dakota Student Grievance Information: <https://www.sdbor.edu/administrative-offices/academics/SD-SARA/Pages/default.aspx>

South Dakota Student Grievance Form: <https://www.sdbor.edu/administrative-offices/academics/SD-SARA/Documents/Complaint%20Form%20-%20SD-SARA.pdf>

Tennessee Higher Education Commission

312 Rosa Parks Ave, 9th Floor

Nashville, TN 37243

Phone: 615.471.5293

Website: <http://www.tn.gov/thec.html>

Tennessee Disclosure: Any authorizations 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.

Tennessee Residents: Any grievance not resolved on the institutional level may be forwarded to the Tennessee Higher Education Commission, Nashville TN 37243-0830, (615)741-5293

Tennessee Student Grievance Information: <https://www.tn.gov/thec/bureaus/student-aid-and-compliance/postsecondary-state-authorization/request-for-complaint-review.html>

Tennessee Student Grievance Form: https://www.tn.gov/content/dam/tn/thec/bureau/student_aid_and_compliance/dpsa/links-and-forms/Complaint%20Form.pdf

Texas Higher Education Coordinating Board

Mailing Address:

P.O. Box 12788

Austin, TX 78711

Phone: 512.427.6223

Website: <https://www.highered.texas.gov/>

Delivery Address:

1801 N. Congress Ave. Suite 12.200

Austin, TX 78701

Texas Disclosure: National University has permission to operate in the state of Texas and has been regionally accredited by the WASC Senior College and University Commission since 1977. The Texas State Board of Accountancy's new regulation precludes National University graduates from being qualified applicants for the CPA exam in Texas.

Texas Student Grievance Information: <https://www.highered.texas.gov/student-complaints/>

Texas Student Grievance Form: <https://www.txhigheredaccountability.org/CfratInquiry/Home/Create>

Texas Workforce Commission Career Schools and Colleges

101 East 15th Street

Austin, TX 78778-001

Phone: 512.463.2222

Website: <http://www.twc.texas.gov>

Texas Disclosure: Exemption status means National University is not approved or regulated by the Texas Workforce Commission. This means the Texas Workforce Commission has not approved the curriculum, classrooms, teachers, or any other matters related to National University. On-site visits will not be conducted at National University. Furthermore, the exemption status does not constitute approval, accreditation, or licensure of any courses under Texas law.

Texas Workforce Commission Student Grievance Form: <https://www.twc.texas.gov/files/jobseekers/csc-401a-student-complaint-form-twc.pdf>

Utah Division of Consumer Protection

160 East 300 South, Second Floor

Salt Lake City, UT 84114

Phone: 801.530.6601

Website: <http://www.consumerprotection.utah.gov>

Utah Student Grievance Information: <http://www.consumerprotection.utah.gov/complaints.html?f=c>

Vermont Agency of Education

Secretary Daniel M. French

1 National Life Drive, Davis 5

Montpelier, VT 05620-2501

Phone: 802.828.1130

Vermont Student Grievance Information: <https://education.vermont.gov/documents/postsecondary-program-complaint-resolution>

Virginia State Council of Higher Education for Virginia

101 N. 14th St., 10th Floor

James Monroe Building

Richmond, VA 23219-3659

Phone: 804.225.2600

Website: <http://www.schev.edu>

Virginia Student Grievance Information: <https://www.schev.edu/students/resources/student-complaints>

Virginia Student Grievance Form: <https://www.surveymonkey.com/r/StudentComplaintForm>

Virginia Refund Policy:

Students are accepted and registered for classes with the understanding that they will attend the entire course. Faculty contracts, the commitment of space, and other University resources are made on that assumption, creating financial obligations that students who withdraw must share. National University's refund policy reflects this position. Students may withdraw themselves from class prior to midnight of the ninth (9th) day of the session by emailing their Academic and Finance Advisor at advisor@nu.edu.

To accurately count session days, note that the first day of a session—not the actual day a student attends class—counts as day one of that session. The University counts calendar days rather than business days for determining refunds. As such, if the first day of the session is a Monday, the student would need to withdraw prior to midnight of the following Tuesday, the ninth day of that session.

If a student does not complete a subscription period, a tuition refund is made according to the following schedule, which is based upon a 28-day month.

Students who withdraw from a subscription period prior to midnight of the:

- Fifteenth (15th) day of the session will receive a 100 percent refund
- Fifty-sixth (56th) day of the session will receive a 50 percent refund
- Eighty-fourth (84th) day of the session will receive a 25 percent refund
- Students who withdraw after midnight on the Eighty-fourth (84th) day of the session will not received a refund.

Students must have a credit balance in their account to receive a refund. Refunds, depending on the verification of funds, are processed and mailed within fifteen (15) days from the later of:

- a. The date from when a student cancels enrollment
- b. The date from when the institution terminates a student's enrollment
- c. The last day of an authorized leave of absence (if the student fails to return after this period)
- d. The last day of attendance of a student

All refunds are mailed to the student's home address. Students must make sure that the address on file is correct.

Washington Student Achievement Council

917 Lakeridge Way, SW

Olympia, WA 98504-3430

Phone: 360.753.7800

Website: <http://www.wsac.wa.gov>

Washington Disclosure: “National University is authorized by the Washington Student Achievement Council 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 University to offer field placement components for specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council or 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 Council at P.O. Box 43430, Olympic, WA 98504-3430 or by email at degree authorization@wsac.wa.gov.”

Washington Disclosure: “The transferability of credits earned at National University is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of student at National University will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma or other academic credential earned at National University to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at National University will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas or certificates earned”.

Washington Disclosure: “For Washington State residents seeking information and resources about student loan repayment or seeking to submit a complaint relating to your student loans or student loan servicer, please visit www.wsac.wa.gov/loan-advocacy or contact the Student Loan Advocate at loanadvocate@wsac.wa.gov.”

Washington Student Grievance Information: <https://wsac.wa.gov/student-complaints>

Washington Student Grievance Form: <https://www.studentcomplaints.wa.gov/hc/en-us>

West Virginia Higher Education Policy Commission

1018 Kanawha Blvd. East, Suite 700

Charleston, WV 25301-2800

Phone: 304.558.2101

Website: <http://www.wvhepc.edu>

West Virginia Student Grievance Form: <https://www.wvhepc.edu/wp-content/uploads/2021/10/Student-Complaint-Process.pdf>

Wisconsin Educational Approval Board

Mailing Address:

P.O. Box 8696

4822 Madison Yards Way

Madison, WI 53705-8366

Website: <http://www.dsps.wi.gov/pages/programs/educationalapproval/default.aspx>

Wisconsin Disclosure: Students must submit an enrollment agreement before beginning classes at National University. The agreement includes topic pertaining to tuition and fees, billing, attendance, financial assistance, payment options, and other matters of enrollment. Contact an enrollment advisor for further information. The student may cancel enrollment during a 3-business-day period by delivering or mailing a signed written notice to the school at the address set forth in the notice of cancellation privilege. Saturdays, Sundays and holidays are not business days. The school shall, within 10 business days after receiving notice of cancellation from the student, make any refund owing as a result of the cancellation and arrange for a termination of the student's obligation to pay any sum. This cancellation privilege does not apply to any program for which the total cost is less than \$150 and which is offered in less than 6 class days, provided that the program is not one of a sequence.

Wisconsin Student Grievance Information: <https://dsps.wi.gov/Pages/Programs/EducationalApproval/EAPFileAComplaint.aspx>

Wisconsin Student Grievance Information: <https://dsps.wi.gov/Pages/Programs/EducationalApproval/EAPFileAComplaint.aspx>

Wisconsin Refund Policy

A student who withdraws or is dismissed after the cancellation period has passed, but before completing 60% of the potential units of instruction in the current enrollment period, shall be entitled to a pro rata refund, as calculated below, less any amounts owed by the student for the current enrollment period, less a one-time application fee of \$100.

1. Pro rata refund shall be determined as the number of units remaining after the last unit completed by the student, divided by the total number of units in the enrollment period, rounded downward to the nearest ten percent. Pro rata refund is the resulting per cent applied to the total tuition and other required costs paid by the student for the current enrollment period.
2. All efforts will be made to refund prepaid amounts for books, supplies and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or are returned by the school to the supplier.
3. Refunds shall be paid within 40 days after the effective date of termination.
4. After the student's first period of enrollment, if a student withdraws or is dismissed in a subsequent enrollment period, the school may also retain an administrative fee of 15% of the total cost of a resident program, or \$400, whichever is less.
5. No refund is required for any student who withdraws or is dismissed after completing 60% of the potential units of instruction in the current enrollment period unless a student withdraws due to mitigating circumstances, which are those that directly prohibit pursuit of a program and which are beyond the student's control.

Wyoming Department of Education

2300 Capitol Avenue

Hathaway Building, 2nd Floor

Cheyenne, WY 82002-0050

Phone: 307.777.7690

Website: <http://www.edu.wyoming.gov>

Wyoming Student Grievance Form: <https://form.jotform.com/212505034743043>

Registering a Complaint with National University's Accrediting Organization Western Association of Schools and Colleges (WASC) Senior College and University Commission (WSCUC):

Students may file a complaint with the University's institutional accrediting body by contacting the Western Association of Schools and Colleges (WASC) Senior College and University Commission at wascsr@wascsenior.org. Any student desiring to file a complaint must satisfy specific criteria as published in the official Complaint and Third-Party Comment Policy and must submit the required Complaint Form. The policy and form are available for download on the [WASC Document List](#).

WASC Senior College and University Commission (WSCUC)

985 Atlantic Avenue, Suite 100

Alameda, CA 94501

Phone: 510.748.9001

Email: wascsr@wascsenior.org

Academic Information for Undergraduate Degrees

ADMISSION PROCEDURES

Admissions Advising

National University offers year-round admission. Applicants are interviewed by an enrollment advisor, who discusses the applicant's specific requirements for admission at the initial interview. All prospective and registered students receive a unique nine-digit student number.

Faculty Advising

Upon admission to the University, students may contact a faculty advisor to assist them in making appropriate decisions about educational and career-related issues. Faculty advisors, who are listed under each degree program within this catalog, provide students the benefit of experience in professional practice and insight gathered from years of formal study in higher education. Students should direct requests for information about curriculum content, course requirements, proficiency examinations, and program goals to their faculty advisor as well. Faculty advisors help students meet University academic regulations and standards.

Qualifications

Applicants for admission to an undergraduate program must meet the following requirements:

Freshman Admission Applicants:

- Must have attended a regionally accredited high school*
- Must have a high school GPA of 2.0

High school applicants who are within six months of completing their high school diploma may be eligible for conditional admission. See Conditional Admission section below.

* Applicants who attended a non-regionally accredited high school or were home schooled must petition for admission approval.

Home Schooled Applicants

Undergraduate students who indicate they received their secondary school instruction through home schooling will be required to submit an official high school transcript with the following information:

- Student's name
- List and description of courses completed by grade level
- Grades earned for the courses completed
- Number of credits earned for each course
- Names of textbooks utilized in courses
- Signed by person who administered curriculum
- Graduation date (if applicable)

Students must also provide a letter from their state Department of Education or local school district confirming home school registration. If the student's home state requires that individuals who were home schooled take an exam to show high school completion, the student must submit official high

school proficiency exam test scores to the Office of the Registrar. The student will not be required to submit an official high school transcript if providing official high school proficiency exam test scores.

Students will be considered to be provisionally accepted (see Provisional Acceptance section below) until receipt of the required documentation. Students may be allowed to take courses but should note that final verification of high school completion will be made by the Office of the Registrar at the time official high school transcripts are received. Students who are deemed to not have met the high school completion requirement will be required to submit official high school equivalency test scores prior to continued enrollment.

Transfer Applicants

- Applicants who have not earned an associate's degree from a regionally accredited institution or who have completed fewer than 90 quarter (60 semester) units of transferable college credit (remedial, fail, repeats, and excessive vocational/PE courses are nontransferable) must have graduated from high school, passed a high-school-level proficiency test (standard score for each section must be at least 410 with an overall score of 2250), or received a Certificate of Proficiency from a state Department of Education to be accepted on a provisional basis.
- Applicants transferring from regionally accredited colleges and universities are admitted as degree students if their cumulative Grade Point Average from all schools is 2.0 (C) or better.
- Applicants with a cumulative Grade Point Average below 2.0 may be admitted on probationary status if there is sufficient evidence of potential to complete college studies. See Probationary Admission section below.
- Students who have documents from a foreign country must request a foreign credential pre-evaluation to determine eligibility through their enrollment advisor.

All applicants must present preliminary evidence of prior education at the required interview with an enrollment advisor. Unofficial transcripts are acceptable.

All applicants to the University must also:

1. Complete an application for admission
2. Execute an enrollment agreement

If the University determines that a student does not meet stated admissions requirements, his/her studies will be interrupted. A policy exception must be approved for the above admissions requirements before the applicant can be accepted for admission to the University.

International Admissions

Please refer to International Affairs section of this catalog.

Transcript Evaluation

Official documents (e.g., transcripts, mark sheets, diplomas) are required for admission. Transcripts from international institutions of higher education may require a credit recommendation by a recognized evaluation service selected by National University. Applicants are responsible for any required evaluation fees. The final decision on awarding credit is made by National University, which carefully considers the evaluation service's recommendations. More information is available by e-mailing foreignevaluations@nu.edu or by contacting the Office of the Registrar.

Provisional Acceptance

Undergraduate students may take courses during provisional acceptance while the Office of the Registrar awaits receipt of official transcripts from:

- All regionally accredited colleges and universities previously attended.
- All examinations taken including CLEP, AP, DSST, and/or Excelsior College Exams.
- Official Military JST Transcript (Army, Navy, Marine, or Coast Guard).
- Community College of the Air Force transcript.
- High school transcripts (required if the student has not earned an associate's degree from a regionally accredited institution or has less than 60 semester units [90 quarter units] of transferable coursework from previous collegiate level institutions or if the student has not attended any higher education institution). High school proficiency certificates may be submitted by students who have obtained high school equivalency through an alternative route. Coursework not included in total transferable units include remedial, fail, repeats, and excess vocational and PE.

If the Office of the Registrar does not receive all required documentation within 60 days of the date of admission, the students' studies are temporarily interrupted until the Registrar receives all official documents. If the student's studies are temporarily interrupted, this can affect financial aid eligibility. The Office of the Registrar will send a courtesy notification every 20 days to students in provisional status advising them of any outstanding documentation needed for their file to be complete. Students should also view their to-do list on the student web portal to view outstanding documents. Coursework satisfactorily completed during the provisional acceptance period counts toward graduation if it is consistent with specific degree program requirements.

Conditional Admission

Applicants who are within six months of completing a high school diploma may apply and be conditionally admitted into a National University undergraduate program. The official admission of such students will occur when they produce, in a sealed envelope, an official transcript that shows conferral of the high school completion. Baccalaureate courses may not be taken until proof of the student's high school conferral is provided. When the Office of the Registrar receives this official documentation, students will be considered for full admission into a National University program.

Probationary Admission

Applicants who have a cumulative Grade Point Average (GPA) below 2.0 may be accepted on probationary status. Students are ineligible for official admission and will not be processed for degree evaluation or financial aid until students have completed a minimum of 4.5 or a maximum of 13.5 quarter units of college level undergraduate courses with a cumulative GPA of 2.0. Students should be aware that remedial courses will not be calculated in cumulative GPA and should not be completed during the probationary period. Students admitted on probationary status are not permitted to schedule more than 13.5 quarter units during the probationary period. If the first required course in a student's degree program is taken using Satisfactory/Unsatisfactory (S/U) grading criteria, the student may schedule the S/U course and additional courses that issue a letter grade. Students are not permitted to enroll in other courses until official grades have been posted to their record and their probationary status has been lifted. Students should be aware that this may mean a break in enrollment of one term (month) due to the timeframe for submission of grades by instructors. Students

who fail to achieve a minimum cumulative GPA of 2.0 during the probationary period are not eligible for admission to the University. Probationary admission students are not eligible for financial aid. Students who have not attended a college for five or more years and have an incoming GPA of less than 2.0 are exempt from this requirement.

Mathematics Evaluation

It is strongly recommended that all entering undergraduate students take the Accuplacer Mathematics evaluation as part of the admissions process. The results of the evaluation are printed immediately and a copy is provided to students.

First-time undergraduate students can take the Accuplacer evaluation tests once at no charge. Subsequent examinations can be repeated after 14 days for a \$5 fee. The Accuplacer may be repeated a maximum of three (3) times.

Mathematics Placement

Students may request transfer credit for lower-division college-level mathematics courses completed elsewhere with a grade of “C-” or better. Remedial-level courses will not transfer or count for credit. It is recommended that students without transferable mathematics credits complete the pre-collegiate mathematics sequence, MTH 12A and MTH 12B, prior to starting college-level mathematics. Students may test out of one or both of these classes through successful placement by Accuplacer.

MTH 12A and MTH 12B are remedial-level courses and do not grant collegiate credit. Grading for these courses is Satisfactory/Unsatisfactory only.

Transcript Requests of Other Institutions

Transfer credit earned at other institutions cannot be considered without official transcripts. To expedite the evaluation process, it is recommended that students request transcripts directly from all of their previous institutions or the evaluation process may be delayed.

Official transcripts should be sent by the issuing institution directly to:

Office of the Registrar

National University

9980 Carroll Canyon Road

San Diego, California 92131-1133

The Office of the Registrar will not accept hand-carried transcripts or transcripts “issued to student” as official documents unless they are in a sealed envelope from the issuing institution. Electronic transcripts sent directly from the issuing institution to records@nu.edu will be considered official. Electronic transcripts not sent from the issuing institution or sent to a different nu.edu email address will not be considered official.

Upon request, the University will process the initial request for all domestic transcripts (excluding test scores), including payment of associated fees, on the student’s behalf. If a transcript has not arrived within four weeks, the Office of the Registrar will submit a second request. Thereafter, it becomes the student’s responsibility to ensure that the University receives the document(s). Students must provide documents that are outstanding to ensure receipt within the required time frame.

Once student has been officially admitted, any subsequent transcripts are the sole responsibility of the student.

The University will not process requests for foreign transcripts/documents. Students who have attended institutions in foreign countries or who have a high school proficiency must acquire official transcripts/documents themselves.

Transcripts from other institutions that have been presented for admission or evaluation become a part of the student's academic file and are not returned or copied for distribution.

Evaluation

Evaluation is the official determination of the required course of study for a student's degree and is the final step in the admission process. After the Office of the Registrar receives all official transcripts and other documents required for admission, the student's records are evaluated for transferability of credit. The course of study that a student discussed with an advisor at the initial admissions interview is only an estimate of the course requirements for a degree. The Office of the Registrar makes the official determination regarding the applicability of previous coursework toward meeting the requirements of a particular degree program. Students will be notified by e-mail when they may view their Academic Advisement Report (AAR) online through the student portal. As students' progress through their program, the AAR will show coursework already completed and courses remaining to be completed. The AAR helps students and advisors determine progress toward completion of program requirements. The AAR is not the official notification of completion of program requirements. An official audit of program requirements is conducted by the Office of the Registrar when a student applies for graduation.

Applications for financial aid cannot be processed until evaluation has occurred. Federal regulations require the University to determine the appropriate grade level for funding purposes.

SOURCES OF CREDIT

Transfer Credit

National University accepts credits from regionally accredited institutions. It may also accept credits from institutions that are accredited by an agency which is a member of Council for Higher Education Accreditation (CHEA), provided that the academic quality of the institutions can be verified and the credits otherwise comply with National University guidelines. National University may also accept credits from collegiate institutions which are accredited by non-CHEA member agencies provided they are recognized by the Department of Education. In either case, the below process must be followed to request transfer credit consideration.

Transfer of credits from agencies which are not CHEA members are subject to additional scrutiny to validate that their academic programs adhere to the standards of institutions accredited by CHEA members. Credits transferred from collegiate institutions will only be accepted if they apply to the student's degree or certificate program and if they are comparable in nature, content, and level of credit to similar coursework offered by National University. Transfer students must have been in good standing and eligible to return to the last institution in which they were enrolled. Remedial college credits do not meet collegiate standards and will not be accepted as transfer credits by National University.

National University makes transfer credit decisions based upon its assessment of the collegiate institution and the circumstances and performance of the student. For students transferring from non-regionally accredited institutions, National University may accept fewer transfer credits, require the student to have earned minimum grades, or accept transfer credits on a provisional basis to be validated by satisfactory coursework in residence. Under no circumstances will National University accept transfer credit for a course in which the student earned a “D+” or lower grade.

The maximum transfer credit allowed for an associate’s degree is 58.5 quarter units. The maximum allowed for a bachelor’s degree is 135 quarter units.

Requests for Transfer Credit Consideration

Any student who would like to request consideration of non-regionally accredited coursework must submit the following by completing a policy exception e-form (available on the Student Portal):

- Institution’s catalog for the years the student attended.
- Listing of what courses the student would like to use in transfer, including direct course equivalencies whenever possible.
- Petition letter outlining student’s request.

It is recommended that the student work with an enrollment advisor for assistance.

Collegiate

The maximum number of collegiate lower-division credits acceptable for transfer to an associate degree program is 58.5 quarter units (39 semester units). For a baccalaureate degree program, no more than 103.5 lower-division quarter units (69 semester units) are allowed.

The maximum number of upper-division collegiate credits acceptable for transfer is 40.5 quarter units (27 semester units). A total of 36 quarter units (24 semester units) may be accepted from the extension division of a regionally accredited university. In either case, only credits accepted by the previous institution toward degree requirements are transferable.

The maximum credit allowed in transfer for vocational/technical courses is 18 quarter units (12 semester units). The maximum credit allowed in transfer for physical education is 9 quarter units (6 semester units).

Prior Learning Credit Transfer

National University recognizes knowledge is acquired in many different ways. In addition to the traditional classroom setting, mastery of college-level knowledge and skills may occur as a result of nontraditional learning experiences such as employment, military training and experience, non-collegiate training programs, advanced high school courses, and self-development. The university awards applicable credits earned for nontraditional prior learning. However, credit is not awarded simply for experience but for measurable college-level learning, which includes knowledge, skills and competencies students have obtained as a result of their prior learning experiences. College credit may be granted on a case-by-case basis for prior learning only when it can be documented and falls within regular credit course offerings. The maximum number of credits acceptable for non-collegiate learning is a cumulative total of up to 135 quarter units (90 semester units) for an associate degree or

baccalaureate degree. This maximum total is cumulative of all non-collegiate coursework. The credits may be from the following sources:

- A maximum of 22.5 quarter units (15 semester units) may be earned for:
 - Excelsior College Examinations
 - Council for Adult Experiential Learning (CAEL) Portfolio
 - Departmental examinations at National University (Credit by Examination).
- A maximum of 45 quarter units (30 semester units) of lower-division credit may be allowed for clinical courses for a registered nurse who is a graduate of a three-year hospital nursing school. Up to 22.5 quarter units (15 semester units) of additional lower-division credit may be granted for academically equivalent coursework.
- American Council On Education (ACE) Credit Transfer
 - A maximum of 67.5 quarter units (45 semester units) may be earned at the lower-division by College-Level Examination Program (CLEP) examinations.
 - A maximum of 45 quarter units (30 semester units) may be earned at the lower-division level for Advanced Placement Examinations (AP) or International Baccalaureate Examinations (IB).
 - DANTES independent study/credit by examination courses
 - Credit recommended in the National Guide to Credit Recommendations for Non-Collegiate Courses (American Council on Education [ACE])
 - A maximum of up to 135 quarter units (90 semester units) may be allowed for military experience and military schools that have been evaluated by ACE. An additional 9 quarter units of correspondence credit is available to active or veteran Marine Corps students.
 - Local, state, and federal law enforcement training recommended by ACE and such credit as is listed on a transcript from a regionally accredited college

College Level Examination Program (CLEP)

The University awards credit for successful completion of CLEP subject examinations. CLEP examination credit can be applied to meet general education, preparation for the major, or general lower-division elective credit. National

University awards credit for CLEP examinations in accordance with published American Council on Education (ACE) guidelines. The ACE guidelines provide a minimum score required as well as a recommendation on the amount of transfer credit that may be applied. In order to receive credit for CLEP examinations, an official CLEP transcript must be received by the Office of the Registrar. CLEP information can be found at the College Board website: www.collegeboard.com/clep. The total number of units awarded for CLEP exams cannot exceed 67.5 quarter units (45 semester units) toward a bachelor's degree.

You can find more information on testing sites and preparation for your exam at www.nu.edu/testingservices. You can also contact the Testing Center at 858.541.7951 or email testingservices@nu.edu.

Students who have taken a CLEP general examination prior to 2002 may use the credit toward general education requirements, as it applies, up to a maximum of 27 quarter units or 18 semester hours. National University does not accept transfer credits for the mathematics general CLEP examination.

CLEP EXAMINATION	MINIMUM SCORE	UNITS (QTR)	TRANSFER CREDIT ALLOWED FOR
American Government	50	4.5	POL 201
American Literature	50	4.5	1 Area D: Humanities
Analyzing & Interpreting Literature	50	4.5	LIT 100
Biology	50	9	BIO 100 and 1 Area A-G
Calculus	50	6	MTH 220
Chemistry	50	9	CHE 141 and CHE 142
College Algebra	50	4.5	MTH 216A
College Composition	50	9	ENG 102 and ENG 240
College Composition Modular	50	4.5	ENG 102
College Mathematics	50	9	1 Area B and 1 open elective
English Literature	50	4.5	LIT 100
Financial Accounting	50	4.5	ACC 201
French Language – Level 1	50	9	2 Area D: Language
French Language – Level 2	59	13.5	2 Area D: Language and 1 Area A-G
German Language – Level 1	50	9	2 Area D: Language
German Language – Level 2	60	13.5	2 Area D: Language and 1 Area A-G
History of the United States I: Early Colonization to 1877	50	4.5	HIS 220A
History of the United States II: 1865 to Present	50	4.5	HIS 220B
Human Growth and Development	50	4.5	1 Area E
Humanities	50	4.5	1 Area D: Humanities
Information Systems	50	4.5	1 open elective

CLEP EXAMINATION	MINIMUM SCORE	UNITS (QTR)	TRANSFER CREDIT ALLOWED FOR
Introduction to Educational Psychology	50	4.5	1 open elective
Introductory Business Law	50	4.5	LAW 204
Introductory Psychology	50	4.5	PSYC 100
Introductory Sociology	50	4.5	SOC 100
Natural Sciences	50	9	1 Area F Lecture & 1 Area A-G
Precalculus	50	4.5	MTH 215
Principles of Macroeconomics	50	4.5	ECO 204
Principles of Management	50	4.5	1 open elective
Principles of Marketing	50	4.5	1 open elective
Principles of Microeconomics	50	4.5	ECO 203
Social Sciences and History	50	9	2 Area E
Spanish Language – Level 1	50	9	SPN 100 and SPN 101
Spanish Language – Level 2	63	13.5	SPN 100, SPN 101, SPN 200
Spanish with Writing – Level 1	50	9	SPN 100 and SPN 101
Spanish with Writing – Level 2	65	18	SPN 100, SPN 101, SPN 200 and SPN 201
Western Civilization I: Ancient Near East to 1648	50	4.5	1 Area D: Humanities
Western Civilization II: 1648 to Present	50	4.5	1 Area D: Humanities

Advanced Placement (AP) Exams

National University awards college credit, as recommended by ACE, for AP Exams passed with a score of 3, 4, or 5. An official transcript must be received in order for credit to be awarded. Further information on the AP Exams can be found at www.collegeboard.com. Credits from the AP Exams will transfer as outlined in the chart. The AP Code for National University is 0470.

ADVANCED PLACEMENT (AP) EXAM	MINIMUM SCORE	UNITS (QTR)	TRANSFER CREDIT ALLOWED FOR
Art History	3	4.5	ART 100

ADVANCED PLACEMENT (AP) EXAM	MINIMUM SCORE	UNITS (QTR)	TRANSFER CREDIT ALLOWED FOR
Biology	3	12	BIO 100, BIO 100A and 1 Area A-G
Calculus AB	3	6	MTH 220
Calculus BC	3	12	MTH 220 and MTH 221
Chemistry	3	12	CHE 101, CHE 101A and 1 Area A-G
Chinese Language and Culture	3	12	2 Area D: Language
Chinese Language and Culture	4	18	3 Area D: Language and 1 Area A-G
Chinese Language and Culture	5	24	3 Area D: Language and 2 Area A-G
Computer Science A	3	6	1 Area D: Language
English Language/Composition	3	9	ENG 102 and ENG 240
English Literature/Composition	3	9	ENG 102 and LIT 100
European History	3	9	2 Area E
French Language	3	9	2 Area D: Language
French Language	4	13.5	3 Area D: Language
French Language	5	18	3 Area D: Language and 1 Area A-G
German Language	3	9	2 Area D: Language
Human Geography	3	4.5	1 Area E
Italian Language and Culture	3	12	2 Area D: Humanities
Italian Language and Culture	4	18	3 Area D: Humanities and 1 Area D: Language
Italian Language and Culture	5	24	3 Area D: Humanities and 2 Area D: Language
Japanese Language and Culture	3	12	2 Area D: Humanities
Japanese Language and Culture	4	18	3 Area D: Humanities and 1 Area D: Language
Japanese Language and Culture	5	24	3 Area D: Humanities and 2 Area D: Language
Latin	3	12	2 Area D: Language

ADVANCED PLACEMENT (AP) EXAM	MINIMUM SCORE	UNITS (QTR)	TRANSFER CREDIT ALLOWED FOR
Latin	4	18	3 Area D: Language and 1 Area A-G
Latin	5	24	3 Area D: Language and 2 Area A-G
Macroeconomics	3	4.5	ECO 204
Microeconomics	3	4.5	ECO 203
Music Theory	3	9	2 Area D: Arts
Physics 1	3	6	PHS 171 and 1 Area F Lab
Physics 2: Algebra-Based	3	6	PHS 172 and 1 Area F Lab
Physics C: Electricity and Magnetism	3	6	PHS 231 and Area F Lab
Physics C: Mechanics	3	6	PHS 232 and Area F Lab
Psychology	3	4.5	PSYC 100
Research	3	4.5	1 open elective
Research	4	9	2 open electives
Seminar	3	4.5	1 open elective
Seminar	4	9	2 open electives
Spanish Language and Culture	3	9	2 Area D: Language
Spanish Language and Culture	4	13.5	3 Area D: Language
Spanish Language and Culture	5	18	3 Area D: Language and 1 Area A-G
Spanish Literature and Culture	3	13.5	3 Area D: Humanities
Spanish Literature and Culture	4	18	3 Area D: Humanities and 1 Area A-G
Statistics	3	4.5	MTH 210
United States History	3	9	HIS 220A and HIS 220B
World History	3	9	HIS 233 and HIS 234

International Baccalaureate (IB)

National University awards college credit to students who successfully obtain the International Baccalaureate Diploma demonstrating the completion of Higher-Level Examinations. Credit may also be awarded to students who score a 4, 5, 6, or 7 on individual Higher-Level Exams. No credit is awarded for IB standard-level passes. An official transcript must be received in order to award credit. Further information on the IB programs can be found at www.ibo.org. The chart shows how the credit from IB Examinations will be transferred.

INTERNATIONAL BACCALAUREATE HIGHER LEVEL	SCORE REQUIRED	UNITS (QTR)	TRANSFER CREDIT ALLOWED FOR (IB HL) EXAMS
Biology	4-7	9	BIO 161 and BIO 162
Business & Management	4-7	9	open elective units
Chemistry	4-7	9	CHE 141 and CHE 142
Computer Science	4-7	9	open elective units
Design Technology	4-7	9	open elective units
Economics	4-7	9	ECO 203 and ECO 204
Film	4-7	9	open elective units
French A2	4-7	9	2 General Ed Area D: Language
Geography	4-7	9	2 General Ed Area A-G
German A2	4-7	9	2 General Ed Area D: Language
History	4-7	9	1 General Ed Area E and 1 General Ed Area A-G
Japanese A2	4-7	9	2 General Ed Area D: Language
Language A: Language and Literature	4-7	9	General Ed Area A1 and LIT 100
Mathematics or Further Mathematics	4-7	9	1 General Ed Area B and 1 General Ed Area A-G
Music	4-7	9	open elective units
Physics	4-7	9	PHS 171 and PHS 172
Spanish A2	4-7	9	SPN 200 and SPN 201
Spanish B	4-7	9	SPN 200 and SPN 201
Theatre Arts	4-7	9	2 General Ed Area D: Arts

INTERNATIONAL BACCALAUREATE HIGHER LEVEL	SCORE REQUIRED	UNITS (QTR)	TRANSFER CREDIT ALLOWED FOR (IB HL) EXAMS
Visual Arts	4-7	9	open elective units

Defense Activity for Non-Traditional Education Support (DANTES)

DANTES Subject Standardized Tests (DSST) demonstrates college-level learning acquired outside of the college classroom. The tests cover material usually taught in one-semester or one-year post-secondary courses. Credit for successful completion of DSST can be applied toward general education, preparation for the major, or general elective credit. Most tests grant three semester units (4.5 quarter units) of credit. The total number of units awarded for subject exams cannot exceed 22.5 quarter units (15 semester units).

DSST are available to military personnel through the Base Education Services Officer. Further information can be found at <http://getcollegedcredit.com>.

Note: The DANTES code for National University is 7858.

LOWER DIVISION	DSST EXAMINATIONS	MINIMUM SCORE	UNITS (QTR)	TRANSFER CREDIT ALLOWED FOR
	A History of the Vietnam War	400	4.5	Area E
	Art of the Western World	400	4.5	Area D: Art
	Astronomy	400	4.5	open elective
	Business Ethics and Society	400	4.5	open elective
	Business Mathematics	400	4.5	open elective
	Computing and Information Technology (formerly Introduction to Computing)	400	4.5	open elective
	Criminal Justice	400	4.5	Area E
	Environmental Science	400	4.5	Area A-G
	Ethics in America	400	4.5	Area D: Humanities
	Ethics in Technology	400	4.5	open elective
	Foundations of Education	400	4.5	open elective
	Fundamentals of College Algebra	400	4.5	Area B
	Fundamentals of Counseling	400	4.5	open elective
	General Anthropology	400	4.5	open elective
	Health and Human Development (formerly Here's to your Health)	400	4.5	COH 100
	History of the Soviet Union (former Rise and Fall of the Soviet Union)	400	4.5	open elective

DSST EXAMINATIONS		MINIMUM SCORE	UNITS (QTR)	TRANSFER CREDIT ALLOWED FOR
	Human Resource Management	400	4.5	open elective
	Introduction to Business	400	4.5	BUS 100
	Introduction to Geography	400	4.5	Area E
	Introduction to Geology	400	4.5	Area A-G
	Introduction to World Religions	400	4.5	Area D: Humanities
	Lifespan Developmental Psychology	400	4.5	Area E
	Management Information Systems	400	4.5	open elective
	Organizational Behavior	400	4.5	open elective
	Principles of Advance English Composition	400	4.5	ENG 240
	Personal Finance	400	4.5	open elective
	Principles of Finance	400	4.5	open elective
	Principles of Statistics	400	4.5	MTH 210
	Principles of Supervision	400	4.5	open elective
	Substance Abuse (former Drug & Alcohol Abuse)	400	4.5	open elective
	Technical Writing	400	4.5	open elective
	The Civil War and Reconstruction	400	4.5	Area E
UPPER DIVISION	Fundamentals of Cybersecurity	400	4.5	UD CYB Elective
	Introduction to Law Enforcement	400	4.5	UD CJA Elective
	Money and Banking	48	4.5	ECO 447
	Principles of Public Speaking	400	4.5	UD COM 103

Excelsior College Examinations

The Excelsior College Examinations assess college-level competence acquired in non-campus settings in more than 40 arts and sciences, business, education, and nursing subjects. Credit for successful completion of an Excelsior College Examination can be applied toward general education, preparation for the major, or general lower-division elective credit. Most examinations are for three or six semester units (4.5 or 9 quarter units) of credit. The total number of units awarded for subject exams cannot exceed 22.5 quarter units (15 semester units).

Excelsior College Examination information is available through the Testing Center in San Diego. Students should contact the Testing Center at 858.541.7951 or testingservices@nu.edu for further information.

Military Education Credit

To be awarded credit for courses taken at military service schools on an equivalency basis, students must submit a Community College of the Air Force transcript, or a military JST transcript for those serving in the Army, Navy, Marine Corps or Coast Guard.

Students must present appropriate transcripts, certificates, or other official documents before an evaluation can be made.

Credits for military school courses apply directly to undergraduate work as it relates to the level and content of the particular degree program. The maximum amount of transfer credit granted for military education is 45 quarter units. An additional nine (9) units of correspondence coursework may be granted for active or veteran students who served in the Marine Corps. National University will only accept credit for military courses that have been recommended for credit by the American Council on Education (ACE).

SOPHIA Learning LLC. Courses

National University awards college credit for SOPHIA Learning LLC. courses in accordance with published American Council on Education (ACE) guidelines. The ACE guidelines specify a minimum score required as well as a recommendation on the amount of transfer credit that may be applied. In order to receive credit for SOPHIA courses, an official SOPHIA transcript must be received by the Office of the Registrar. Additional information can be found at sophia.org. Credits from SOPHIA will transfer as outlined in the chart. A maximum number of 22.5 quarter units (15 semester units) may be earned for ACE recommended credit. Students should submit a Concurrent Enrollment e-Form four weeks prior to the start of a course to ensure the transferability of any external coursework.

SOPHIA COURSE	SOPHIA COURSE TITLE	MINIMUM SCORE	UNITS (QTR)	TRANSFER CREDIT ALLOWED FOR
ACCT 1101	Accounting	70%	4.5	ACC 201
CA 1010	Applied Introductory Math	70%	1.5	Open Elective
PHIL 1001	Ancient Greek Philosophers	70%	4.5	Area D: Humanities
REL 1001	Approaches to Studying Religions	70%	4.5	Area D: Humanities
ARTHIST 1001	Art History I	70%	4.5	ART 100
ARTHIST 1002	Art History II	70%	4.5	Area D: Arts
BUSLAW 1001	Business Law	70%	4.5	LAW 204
CA 1001	College Algebra	70%	4.5	MTH 216A
COLLEGE 1001	College Readiness	70%	4.5	Open Elective
SOPH-0034	Communication at Work	70%	4.5	Open Elective
CONRES 1001	Conflict Resolution	70%	1.5	Open Elective
BUS 1200	Developing Effective Teams	70%	1.5	Open Elective
ENG 1001	English Composition I	70%	4.5	ENG 102
ENG 1002	English Composition II	70%	4.5	ENG 240
ENVS 1001	Environment Science	70%	4.5	GE AREA A-G

SOPHIA COURSE	SOPHIA COURSE TITLE	MINIMUM SCORE	UNITS (QTR)	TRANSFER CREDIT ALLOWED FOR
CONRES 1000	Essentials of Managing Conflict	70%	4.5	Open Elective
CA 0050	Foundations of College Algebra	70%	4.5	MTH 12A/12B, REMEDIAL
ENG 0050	Foundations of English Composition	70%	4.5	NONE, REMEDIAL
ST 0050	Foundations of Statistics	70%	3	MTH 210
HUMBIO 1001	Human Biology	70%	4.5	BIO 110
BUS 1001	Introduction to Business	70%	4.5	BUS 100
PHIL 1002	Introduction to Ethics	70%	4.5	Area D: Humanities
CS 1001	Introduction to Information Technology	70%	4.5	Open Elective
PSY 1001	Introduction to Psychology	70%	4.5	PSYC 100
CS 1011	Introduction to Relational Databases	70%	4.5	Open Elective
SOC 1001	Introduction to Sociology	70%	4.5	SOC 100
STAT 1001	Introduction to Statistics	70%	4.5	MTH 210
CS 1005	Introduction to Web Development	70%	4.5	Open Elective
CS 1003	IT Career Exploration	70%	1.5	Open Elective
ECON 1001	Macroeconomics	70%	4.5	ECO 204
ECON 1002	Microeconomics	70%	4.5	ECO 203
FIN 1001	Principles of Finance	70%	4.5	Open Elective
PM 1001	Project Management	70%	4.5	Open Elective
COMM 1002	Public Speaking	70%	4.5	COM 103
PSYC 1010	Smarter Decisions Through Psychology	70%	4.5	PSYC 100
SUCCESS 1001	Student Success	70%	1.5	Open Elective
ECON 1010	Taking Charge of Your Economic Future	70%	1.5	Open Elective
ENG 1020	The Power of Persuasion	70%	4.5	ENG 240
HIST 1001	US History I	70%	4.5	HIS 220A
HIST 1002	US History II	70%	4.5	HIS 220B
HIST 1010	US. History: Learning from the Past, Preparing for the Future	70%	4.5	Area E
VISCOMM 1001	Visual Communications	70%	4.5	COM 220

StraighterLine Courses

National University awards college credit for StraighterLine courses in accordance with published American Council on Education (ACE) guidelines. The ACE guidelines provide a minimum score required as well as a recommendation on the amount of transfer credit that may be applied. In order to receive credit for StraighterLine courses, an official StraighterLine transcript must be received by the Office of the Registrar. Additional information can be found at Straighterline.com. Credits from StraighterLine will transfer as outlined in the chart. A maximum number of 22.5 quarter units (15 semester units) may be earned for ACE- recommended credit. Student should submit a Concurrent Enrollment e-Form four weeks prior to the start of a course to ensure the transferability of any external coursework.

STRAIGHTERLINE	MINIMUM SCORE	UNITS (QTR)	TRANSFER CREDIT ALLOWED FOR
ACC 150 – Managerial Accounting	70%	4.5	ACC 202
ACC 151 – Financial Accounting	70%	4.5	ACC 201
ANTH 101 – Cultural Anthropology	70%	4.5	1 Area E
BIO 101 – Introduction to Biology	70%	4.5	BIO 100
BIO 101L – Introduction to Biology Lab	70%	1.5	BIO 100A
BIO 201 – Anatomy & Physiology I	70%	4.5	1 Are F Lecture
BIO 201L – Anatomy & Physiology I Lab	70%	1.5	1 Are F Lab
BIO 202 – Anatomy & Physiology II	70%	4.5	1 Are F Lecture
BIO 202L – Anatomy & Physiology II Lab	70%	1.5	1 Are F Lab
BIO 250 – Microbiology	70%	4.5	1 Are F Lecture
BIO 250L – Microbiology Lab	70%	1.5	1 Are F Lab
BUS 101 – Introduction to Business	70%	4.5	BUS 100
BUS 105 – Business Communication	70%	4.5	Open Elective
BUS 106 – Business Ethics	70%	4.5	Open Elective
BUS 110 – Business Law	70%	4.5	LAW 204
BUS 120 – Organizational Behavior	70%	4.5	Open Elective
BUS 201 – Principles of Management	70%	4.5	Open Elective
CHEM 101 – General Chemistry I	70%	4.5	CHE 101
CHEM 101L – Gen Chem I Lab	70%	1.5	CHE 101A
CIV 101 – Western Civilization I	70%	4.5	1 Area D: Humanities
CIV 102 – Western Civilization II	70%	4.5	1 Area D: Humanities
CIV 103 – Survey of World History	70%	4.5	1 Area E
CJ 101 – Introduction to Criminal Justice	70%	4.5	1 Area E
COM 101 – Introduction to Communication	70%	4.5	1 Area A3

STRAIGHTERLINE	MINIMUM SCORE	UNITS (QTR)	TRANSFER CREDIT ALLOWED FOR
CS 101 – Introduction to Programming	70%	4.5	1 Area D: Language
ECON 101 – Macroeconomics	70%	4.5	ECO 204
ECON 102 – Microeconomics	70%	4.5	ECO 203
ENG 101 – English Composition I	70%	4.5	ENG 102
ENG 102 – English Composition II	70%	4.5	ENG 240
ENV 101 MH – Introduction to Environmental Science	70%	4.5	1 Area A-G
FIN 101 – Personal Finance	70%	4.5	Open Elective
IT 101 – Information Technology Fundamentals	70%	4.5	Open Elective
IT 102 – Software Development Fundamentals	70%	3	Open Elective
IT 103 – Networking Fundamentals	70%	3	Open Elective
IT 104 – Database Administration Fundamentals	70%	3	Open Elective
IT 150 – Introduction to Personal Computer Maintenance	70%	6	Open Elective
IT 151 – Introduction to Networking	70%	4.5	CYB 202
MAT 101 – College Algebra	70%	4.5	MTH 216A
MAT 150 – Business Statistics	70%	4.5	MTH 210
MAT 201 – Precalculus	70%	4.5	MTH 215
MAT 202 – Introduction to Statistics	70%	4.5	MTH 210
MAT 250 – General Calculus I	70%	6	MTH 220
MAT 251 – General Calculus II	70%	6	MTH 221
MED 101 – First Aid/CPR	70%	4.5	Open Elective
MEDTERM101 – Medical Terminology	70%	4.5	COH 150
NUTRI 101 – Intro to Nutrition	70%	4.5	1 Area G
PE 101 – Personal Fitness & Wellness	70%	4.5	COH 100
PHARM 103 – Pharmacology	70%	4.5	Open Elective
PHL 101 – Intro to Philosophy	70%	4.5	PHL 100
PHY 250 - General Physics I	70%	4.5	PHS 171
PHY 250L – General Physics I Lab	70%	4.5	PHS 179A
POL S101 – American Government	70%	4.5	POL 201
PSY 101 – Introduction to Psychology	70%	4.5	PSYC 100

STRAIGHTERLINE	MINIMUM SCORE	UNITS (QTR)	TRANSFER CREDIT ALLOWED FOR
REL 101 – Introduction to Religion	70%	4.5	1 Area D: Humanities
SOC 101 – Introduction to Sociology	70%	4.5	SOC 100
SPAN 101 – Spanish I	70%	6	SPN 100
SPAN 102 – Spanish II	70%	6	SPN 101
SUCCESS 101 – Student Success	70%	4.5	1 Area G
US HIST 101 – United States History I	70%	4.5	HIS 220A
US HIST 102 – United States History II	70%	4.5	HIS 220B

Other Non-Collegiate Credit

National University accepts credit, to the maximum specified above, from coursework recognized by the National Guide to Credit Recommendations for Non-Collegiate Courses (American Council on Education [ACE]). Students must present appropriate transcripts, certificates or other official documents before an evaluation can be made.

Credits for non-collegiate approved courses apply directly to undergraduate work as it relates to the level and content of the particular degree program.

NATIONAL UNIVERSITY CREDIT AND CHALLENGE BY EXAMINATION

Credit by Examination

Currently enrolled students can obtain credit for undergraduate courses through departmental examinations, called Credit by Examination, when their training or work experience seems to provide proficiency in the subject matter of an approved course. Only a limited number of courses are approved for Credit by Examination. Students cannot challenge courses that are in the same area as an advanced course taken at National University or another regionally accredited institution. Students cannot challenge a course they have previously attempted regardless of grade earned. Students can apply for Credit by Examination by completing the e-forms link on the Student Portal. Students must submit their e-form after they are formally evaluated by the Office of the Registrar to determine eligibility for the exam. Approval for the exam must be granted before the exam can be taken. Students must pay the required \$100 Credit by Examination fee to the Student Accounts.

All Credit by Examinations must support the objectives of the student's degree program and cannot exceed 13.5 quarter units in an associate degree program. Credit from Credit by Examination counts toward graduation, but no grade points are assigned or included in calculating Grade Point Averages. The credit cannot be used to meet residency requirements.

You can find more information on testing sites and preparation for your exam at: www.nu.edu/testingservices. You can also contact the testing center at 858.541.7951 or email testingservices@nu.edu.

Challenge by Examination

Waivers for certain University courses can only be established by departmental examination. Typically, the courses that require a departmental examination to establish an exemption (waiver) are courses in computer science, mathematics, technical subjects, or those required for licensure or a credential.

Procedures to challenge a course by examination are identical to the Credit by Examination procedures explained above, but the fee for a Challenge by Examination is \$50 rather than \$100. No credit is awarded for a waived course.

Undergraduate Course Waivers

Students may request to waive a course based on previous training or experience. If the student can demonstrate mastery of a subject, the department chair must submit a recommendation to allow the student to waive the particular course. If the course in question has an available Credit by Examination (or other approved test) then the student must pass the examination and may not request for a waiver.

A course waived exempts a student from that course. Units are not awarded for a waived course, so the student may need to take a different course such as an elective in order to meet the overall unit requirements for the degree. Approval of a course waiver does not reduce the total number of credits required for the awarding of the degree, but allows the student to take another approved course for the same number of credits. Waiver requests must be submitted at least four (4) weeks prior to the class' scheduled start date.

Language Proficiency Testing

National University offers competency proficiency testing through an agreement with the University of Pennsylvania Penn Language Center for students who need foreign language proficiency verification. National University will allow students, who have met the Intermediate level of foreign language proficiency through this test, to waive the Area D language requirement in General Education. This service is made available to the students at a reasonable cost.

Note: Students will need to meet the overall unit requirement for General Education.

The foreign language competency test consists of four components which measure a student's ability to communicate, read and write in a foreign language. The duration of the test varies depending on the language, and could take approximately 1.5–2 hours. The test contains an oral interview between test candidate and the tester, a reading comprehension assignment, and a writing sample.

University of Pennsylvania Penn Language Center will keep a permanent record of the results of the competency testing. Credit by Examination is not available. Website: www.pls.sas.upenn.edu/testing.

Approval For the Training of Veterans

National University is approved for the training of veterans under Title 38 of the U.S. Code, Chapters 30, 31, 32, 34, and 35. The University is also authorized for active duty tuition assistance.

Questions regarding pre-evaluations and degree plans of military students may be submitted to student's academic advisor or the Military Evaluations Team (militaryevaluations@nu.edu or 858.642.8047).

Course Applicability For Veteran Students Using VA Benefits

(Applies to all GI Bill Educational Programs)

U.S. Department of Veterans Affairs pays GI Bill benefits for students in pursuit of one educational degree at a time. Only courses that satisfy the minimum requirements outlined by the curriculum guide or graduation evaluation form can be certified for VA purposes. A curriculum guide or graduation evaluation form should be kept in the student's file. When a student takes a course that does not fulfill a program requirement, it cannot be certified for VA purposes. Excessive free electives, for example, cannot be certified.

National University students are responsible for notifying the Veterans Affairs Department of any change of status, class schedule changes, or unsatisfactory progress.

GRADES AND GRADING SYSTEM

Students who have more than three absences, excused or unexcused, cannot be awarded a letter or satisfactory grade.

Definition of Grades

A Outstanding Achievement

Significantly Exceeds Standards

B Commendable Achievement

Exceeds Standards

C Acceptable Achievement

Meets Standards

D Marginal Achievement

Below Standards

F Failure

Courses in which a grade of "F" is earned will not count toward degree requirements and may require repetition of course.

I Incomplete

A grade of "I" may only be issued when a student has attended at least two-thirds of the class sessions and is unable to complete the requirements due to uncontrollable and unforeseen circumstances. Students must communicate these circumstances (in writing) to the instructor prior to the final day of the course. If an instructor decides that an "Incomplete" is warranted, he/she issues a grade of "I" and notates the conditions for removal of the "Incomplete" in the student's record. Students receive notification via e-mail about the assignment of an "Incomplete," including the conditions for its removal. This information remains in place until the "Incomplete" is satisfied or the time limit for removal has passed. An "Incomplete" is not issued when the only way the student can make up the work is to attend a major portion of the class the next time it is offered. Students must resolve "Incomplete" grades no later than six months after the official course end date or earlier if specified by the instructor. The Office of the Registrar sends a courtesy e-mail reminder regarding the "Incomplete" on record when four months have elapsed since the course end date, provided the instructor has not specified a shorter end date. An "Incomplete" that is not removed within the stipulated time becomes

an “F” or a “U” based on the grading criteria of the course. No grade points are assigned. The “F” is calculated in the Grade Point Average.

U Unsatisfactory

A permanent grade indicating that a credit attempt was not acceptable. An “Unsatisfactory” grade merits no grade points and is not computed in the Grade Point Average.

W Withdrawal

Signifies that a student has withdrawn from a course after midnight of the ninth day of the class session. A “Withdrawal” is not allowed after the 21st day of the session. This is a permanent mark with no grade points assigned.

S Satisfactory

Credit is granted but no grade points are assigned.

IP In Progress

A designation representing a project course that allows up to 12 months from course start date for completion. No grade points are assigned for the “IP” grade.

The following grades are assigned for selected project/practicum courses identified in the course description section of this catalog:

H Honors

Signifies Outstanding Achievement. No grade points are assigned.

S Satisfactory

Signifies Acceptable Achievement. No grade points are assigned.

U Unsatisfactory

Signifies Unacceptable Achievement. No credit is granted and no grade points are assigned.

Plus/Minus Grading

National University uses a plus/minus grading system. The grade of A+ is not issued. In the plus/minus system, the grade points per credit used in the calculation of the Grade Point Average are specified below.

Computing Grade Point Averages

To compute a student’s Grade Point Average, the total number of credit units is divided into the total number of grade points. Course units count only once toward graduation requirements. “I,” “W,” “U,” “IP,” “H,” and “S” designations carry no grade points and are not considered when computing Grade Point Average. When a course is repeated, all grades remain part of the permanent record but only the most recent grade is calculated in the Grade Point Average. If an undergraduate student changes their plan of study, all completed coursework will be utilized to calculate cumulative Grade Point Average regardless of applicability to current program of study. GPA is truncated to two decimal places. Only courses completed in residence are utilized in calculating GPA.

Grade Points Awarded

A	=	4.0	A-	=	3.7
B+	=	3.3	B	=	3.0
B-	=	2.7	C+	=	2.3
C	=	2.0	C-	=	1.7
D+	=	1.3	D	=	1.0
D-	=	0.7	F	=	0.0

ACADEMIC STANDING

Students attending National University are expected to maintain satisfactory academic progress in their degree program. Academic progress is defined by a quantitative measure. The quantitative academic progress is assessed by the cumulative Grade Point Average (GPA) achieved at National University. Academic progress is processed four times annually at the end of each quarter (see Calendar and Class Schedule for dates).

Academic Warning 1

A student whose cumulative GPA falls below 2.0 from good standing shall be placed on academic warning. Students are strongly recommended to complete an academic plan with their academic advisor.

Academic Warning 2

A student who is unable to improve their cumulative GPA after being on academic warning will be placed on second warning. Students on second warning are required to complete an academic plan and meet with their academic advisor.

Academic Probation

A student on second warning whose cumulative GPA remains below 2.0 will be placed on academic probation. A registration hold is placed on the student's record until they meet with a success coach. Students may be required to limit the number of classes/units scheduled while on probation. Students must meet with a success coach to learn more about the specific requirements needed in order to remove their registration hold. Students can remain on academic probation if their term GPA remains at a minimum 2.0.

Academic Suspension

Students whose term GPA falls below 2.0 will be placed on Academic Suspension. A registration hold will be placed on the student's record and will prevent the student from registering for courses at the University. If the student is registered for the following quarter, their courses will be dropped.

Students will be placed on Academic Suspension for a minimum of one quarter.

Academic Appeal

If after completing the suspension period the student's GPA has not improved, the student must meet with a success coach to discuss appealing their suspension. Students must submit a letter of intent explaining the academic strategies the student intends to employ to ensure academic success. If there is sufficient evidence of potential to continue in the program, the student will be admitted for one

additional quarter. The conditional requirements are individualized according to each student's situation. Students who fail to meet the conditional requirements, or whose appeal is denied, will be dismissed from the University and are not eligible for admission.

A student is placed in good standing at any point once the student's cumulative GPA improves to the minimum 2.0.

Academic Dismissal

Students who fail to meet the conditional requirements of their Academic Suspension, or whose appeal is denied, will be dismissed from the University.

Catalog Rights

Any student whose record reflects a break in enrollment for a period of 12 or more consecutive months is not eligible to retain his/her catalog rights. All other students are defined as having continuous enrollment and, as such, remain subject to the requirements of the academic program that were listed in the catalog at the time of their admission. Students who interrupt studies for a period of greater than 12 or more months must re-apply for admission. Re-admitted students are subject to all catalog requirements in existence at the time of re-enrollment.

Students who change their major after having been admitted to the University must follow the program requirements in effect at the time of such change. Students who choose to add or drop a minor are not subject to a catalog change, unless the minor is not offered in the original catalog. If the minor was not offered in the original catalog, the student must meet both major and minor requirements under the catalog in effect at the time of the requested plan change.

Students can elect to move assigned catalogs and follow the requirements listed in the current catalog; however, students cannot combine requirements from their previous catalog with those in the current catalog. Students may only move to the most current active catalog.

GRADUATION REQUIREMENTS FOR UNDERGRADUATE DEGREES

Unit and GPA Requirements / Total Number of Units

The minimum number of units required to earn an associate degree is 90 quarter units.

The minimum number of units required to earn a baccalaureate degree is 180 quarter units. Students may be required to complete more than 180 quarter units depending upon their program of study.

Upper-Division Units

The total number of upper-division units (numbered 300 through 599) required for a baccalaureate degree is 76.5 quarter units.

Residency Requirements

To qualify for a certificate, students must complete two-thirds of the certificate program at National University.

To qualify for an associate degree, students must complete each of the following requirements at National University:

- A minimum of 18 quarter units.

- At least two-thirds of the courses/units required for the minor or concentration, if a student has selected a minor or concentration, or if a concentration is required as part of the degree requirements.

To qualify for a baccalaureate degree, students must complete each of the following requirements at National University:

- A minimum of 45 quarter units, at least 36 units of which must be in upper- division courses (numbered 300–599).
- At least half of the upper-division units required for the major.
- At least two-thirds of the upper-division units required for the minor or concentration, if a student has selected a minor or concentration, or if a concentration is required as part of the degree requirements.

Courses taken through credit by examination and credits students transfer to the University do not apply toward residency requirements.

GPA Requirements

Students must meet the following GPA requirements for their degree:

- Minimum overall cumulative Grade Point Average of 2.0
- Minimum cumulative Grade Point Average of a 2.0 within their major or core coursework (unless otherwise specified)
- Minimum cumulative Grade Point Average of 2.0 within their minor or concentration coursework (unless otherwise specified).

General Education Requirements

All undergraduate students must complete the University General Education requirements specific to their degree level. Unless otherwise specified in the program, students must meet the requirements located in the General Education section of this catalog. The General Education curriculum furnishes students with the basic knowledge necessary to pursue any degree program. Students who fulfill the curriculum gain a strong interdisciplinary liberal arts framework geared toward problem solving.

The general education program consists of a minimum of 34.5 quarter units for associate degrees and 70.5 quarter units for bachelor degrees. As part of the General Education unit requirements, all students must complete at least 4.5 units of diversity-enriched coursework. Students pursuing bachelor degrees must also complete at least 4.5 units of upper-division General Education.

CSU General Education Certifications and IGETC

National University will accept the following General Education certifications: California State University (CSU) General Education Breadth Certification and the Inter-Segmental General Education Transfer Curriculum (IGETC). All requirements for CSU General Education and IGETC must be completed and certified prior to transfer to National University. The University will not accept partial certifications. Students must provide an official transcript with the signed certification included or a separate certification form from the community college attended.

National University has general education requirements in the following areas: English Communication, Mathematical Concepts and Quantitative Reasoning, Information Literacy, Arts, Humanities and

Languages, Social and Behavioral Sciences, Physical and Biological Sciences, and Lifelong Learning and Self Development.

The required number of units in each section can be found in the General Education section of this catalog.

Courses taken to achieve minimum collegiate-level competency in the areas of writing and mathematical concepts and systems do not satisfy any portion of the general education requirement.

MAJOR, MINOR, AND CONCENTRATION REQUIREMENTS

Preparation for the Major

Some majors require a set of introductory and/or skills courses designed to prepare students for upper-division study. Many courses taken for this purpose can also be used to satisfy general education requirements.

Major

Students must complete a departmental major for any bachelor's degree. Most majors consist of an integrated area of specialized study at the upper-division level and contain at least nine courses, which total at least 40.5 quarter units.

Coursework taken to meet major requirements cannot be used to meet general education requirements. At least half of the required upper-division courses for the major must be completed in residence.

Minor

Students may take any minor with any baccalaureate degree program. Students must verify, prior to requesting a change of degree plan, that the particular combination being requested has not been duplicated by the major or specifically prohibited by the baccalaureate program. Students must also meet any entry requirements and prerequisites for the requested minor.

Completion of a minor is not required. A minor consists of a minimum of six upper-division courses that total at least 27 quarter units, unless otherwise specified. Courses in the minor can be used to satisfy preparation for the major and general education requirements as appropriate. At least two-thirds of the units in the minor must be completed in residence.

Concentration

A concentration may be required by the degree program or an optional choice for the student. A concentration is an area of specialization related to the major that allow students to delve deeper into a focused study area. Unless otherwise specified, completion of a concentration is not required. Courses in the concentration cannot be used to meet major requirements. Courses in the concentration can be used to satisfy preparation for the major and general education requirements as appropriate. At least two-thirds of the units in the concentration must be completed in residence.

National University Dean's List

At National University, we believe it is important to recognize academic success in many forms. We realize our students have many demands across many roles in their lives. While Cum Laude and other graduation honors are awarded in recognition of achievement sustained across the student journey, the Dean's List recognizes students in their shorter sprints toward ultimate success.

The Dean's List at National University is a quarterly recognition of undergraduate and graduate students who have demonstrated exceptional academic performance. Students eligible for the honor must complete a minimum amount of coursework (9.0 quarter units/6.0 semester units) with a three-month GPA of at least 3.5 (undergraduate) or 3.7 (graduate).

In determining student eligibility, we use the following criteria:

- Completed a minimum of 9.0 quarter units/6.0 semester units). These units are calculated on the end date of the course. For instance, a student completing an 8-week course with 4 weeks completed prior to the quarter and 4 weeks completed during the assessment period would be granted unit and GPA credit for the whole course.
- Quarter GPA of at least 3.5 (undergraduate) or 3.7 (graduate). These minimum GPAs are only calculated with the courses completed during the assessment period. Therefore, a student may have a cumulative GPA of 3.3, receive two A's during courses completed in the quarter, and will be eligible for the honor of Dean's List.

Exceptions: Dissertation courses and some clinically-focused coursework is excluded in the calculation of eligibility, and those students in the Juris Doctorate program have different eligibility criteria based on program accreditation requirements as outlined in the Juris Doctorate Student Handbook.

The Dean's List is calculated and awarded quarterly in January, April, July, and October for the three months preceding. Students are notified via their student email address and also receive a confirmation when their certificate is issued. Certificates are available electronically through Parchment.

Graduation with Honors

Graduation with Honors is available to students whose academic record indicates superior achievement. Earned honors are noted on diplomas and official University transcripts.

Honors for associate and baccalaureate degrees are determined only by courses taken at National University. Honors are awarded according to the following Grade Point Average:

- Summa Cum Laude - 3.90
- Magna Cum Laude - 3.70
- Cum Laude - 3.50

Only those students who complete 45 quarter units or more in residence in their program are considered for honors awards.

In the calculation of eligibility for honors the cumulative GPA is truncated to two decimal places. For example, if the cumulative GPA of record is a 3.695 this figure is truncated to 3.69 and the honors designation would be Cum Laude.

HONOR SOCIETIES

Alpha Kappa Delta International Sociology Honor Society

Alpha Kappa Delta seeks to acknowledge and promote excellence in scholarship in the study of sociology, the research of social problems, and such other social and intellectual activities as will lead to improvement in the human condition. Alpha Kappa Delta is a non-secret, democratic, international society of scholars dedicated to the ideal of *Athronon Katamannthanein Diakonesin* or "to investigate humanity for the purpose of service." At commencement, membership in Alpha Kappa Delta is signified by the wearing of a teal honor cord.

Alpha Phi Sigma Honor Society

Alpha Phi Sigma is a criminal justice honor society affiliated with the Academic of Criminal Justice Sciences whose goals are to honor and promote academic excellence, community service, educational leadership, and unity.

Order of the Sword and Shield Honor Society

Order of the Sword and Shield is a national honor society that recognizes the scholastic and professional achievements of students and alumni from institutions granting degrees in the fields of homeland security, intelligence and protective security.

Pinnacle Honor Society for Undergraduate Students

Pinnacle is a national collegiate honorary society founded for the single purpose of recognizing the nation's most outstanding adult and other non-traditional students. Honored students receive letters of congratulation, certificates of membership, lapel pins, diploma seals, and honor cords. Students accepted for membership to the Pinnacle Honor Society are nationally recognized for their academic achievement, community service, leadership, and ethical standards. Each commencement season, the Office of Student Affairs invites undergraduate students to join Pinnacle based on their qualifying Grade Point Average. Students will be asked to complete an application which is then reviewed for eligibility determination.

Pi Lambda Theta Honor Society

Pi Lambda Theta is the international honor society and professional association for students in the field of education. The Dean of the Sanford College of Education nominates students to Pi Lambda Theta who have met rigorous requirements. Membership in this honor society offers students access to scholarships, research grants, career search, and leadership conferences, as well as support from the National Board of Professional Teacher Standards. A gold cord worn during commencement exercises designates Pi Lambda Theta graduates.

Psi Chi Honor Society

Psi Chi is an international honor society whose purpose shall be to encourage, stimulate, and maintain excellence in scholarship of the individual members in all fields, particularly in psychology and to advance the science of psychology. Undergraduate and graduate students accepted for membership in Psi Chi are recognized for their academic achievement and devotion to the field of psychology. Psi Chi is a member of the Association of College Honor Societies and is an affiliate of the American Psychological Association (APA) and the Association for Psychological Science (APS). Nominees can be identified by the platinum and blue cord they wear during the ceremony.

SALUTE Veterans National Honor Society

SALUTE is the first national academic honor society established for student veterans, and active military, in 2-year and 4-year institutions of higher education. Another unique element of our honor society includes a 4-tier system, which is designed to encourage undergraduate student veterans to strive to improve their GPAs and advance to higher tier levels (and scholarship brackets) in the honor society during their academic careers.

For more information, please contact the Veteran Center at veterancenter@nu.edu

Sigma Beta Delta Honor Society

Sigma Beta Delta, founded in 1994, is an honor society which recognizes scholarship and achievement by students of business, management, or administration who have attained superior records at universities with regional accreditation. The society characterizes itself by three principles: wisdom, honor, and the pursuit of meaningful aspirations. It recognizes these qualities as being important for success in the academic realm, as well as providing guidelines which lead to a fulfilling personal and professional life and a life distinguished by honorable service to humankind. The Dean of the College of Professional Studies invites qualified students to join Sigma Beta Delta. Membership provides lifetime recognition, eligibility for fellowship awards, networking opportunities and a lifetime subscription to the Society's "Aspirations" newsletter. Dark green and gold cords worn during commencement exercises designate Sigma Beta Delta graduates.

Sigma Tau Delta, International English Honor Society

Sigma Tau Delta, International English Honor Society, was founded in 1924 at Dakota Wesleyan University. The Society strives to confer distinction for high achievement in English language and literature in undergraduate, graduate, and professional studies. Provide, through its local chapters, cultural stimulation on college campuses and promote interest in literature and the English language in surrounding communities. Foster all aspects of the discipline of English, including literature, language, and writing. Promote exemplary character and good fellowship among its members, exhibit high standards of academic excellence; and serve society by fostering literacy.

ADMISSION PROCEDURES

Admissions Advising

National University offers year-round admission. Applicants are interviewed by an enrollment advisor, who discusses the applicant's specific requirements for admission at the initial interview. All prospective and registered students receive a unique nine-digit student number.

Faculty Advising

Upon admission to the University, students may contact a faculty advisor to assist them in making appropriate decisions about educational and career-related issues. Faculty advisors, who are listed under each degree program within this catalog, provide students the benefit of experience in professional practice and insight gathered from years of formal study in higher education. Students should direct requests for information about curriculum content, course requirements, proficiency examinations, and program goals to their faculty advisor as well. Faculty advisors help students meet University academic regulations and standards.

Acceptance Requirements

Program acceptance requirements vary by degree-level, School, and program of study. Minimum requirements for acceptance are outlined below. Please refer to School and program sections for additional, program-specific admissions, evaluation, and application requirements or procedures.

Undergraduate Applicants

Applicants for admission to an undergraduate program must meet the following requirements:

- Must have graduated from a regionally or nationally accredited high school, passed a high school level proficiency test, or have documented home school completion (please see Basis for Admissions policy for more information about home school documentation).
- Students who have completed a program but the conferral date has not yet occurred must provide a Letter of Completion. Degree conferral dates must be within six months from the date of application to NU.

Post-Baccalaureate Certificate Applicants

Applicants for admission to an post-baccalaureate program must meet the following requirements:

- Admission to a Post-Bachelor's Certificate program requires a conferred bachelor's level or higher degree from a regionally or nationally accredited academic institution.
- Students who have completed a program but the conferral date has not yet occurred must provide a Letter of Completion. Degree conferral dates must be within six months from the date of application to NU.

Undergraduate Basis for Admissions

NU accepts students on a continual basis. Application for admission can be submitted online any time during the calendar year via www.nu.edu. The Office of the Registrar reviews each applicant file to ensure that the prospective students meet the institutional and program-specific basis for admission requirements. Please refer to School and program sections of this catalog for program-specific admissions requirements and procedures.

All prospective students must provide the following documentation to meet basis for admission to the University:

- Official transcripts from a regionally or nationally accredited high school, high school level proficiency test, or have documented home school completion.

-OR-

- Official Associate of Arts or Associate of Science degree from a regionally or nationally accredited institution posted transcript that can be degree-verified through the National Student Clearinghouse (NSC). Except where prohibited by accreditation.

Note: Students that intend to use VA funding must submit Official transcripts from all regionally or nationally accredited institutions attended.

Unofficial and official transcripts submitted for basis of admissions to NU must include the following information at a minimum:

- Student's full name
- Name of school
- Course and/or term dates
- Earned and attempted credit totals
- Grade point average (GPA)
- Name of degree
- Degree conferral date (if applicable)
- All pages of the transcript

Students who completed Home School instruction must also include:

- List and description of courses completed by grade level
- Grades earned for the courses completed
- Number of credits earned for each course
- Names of textbooks utilized in courses
- Signed by person who administered curriculum
- A letter from their state Department of Education or local school district confirming home school registration.

To be considered official, transcripts must be submitted to the Office of the Registrar in a sealed envelope from the institution via mail or electronically through a third-party transcript processor (e.g., , Parchment, National Student Clearinghouse,).

Note: Degree audit reports and grade reports are not considered unofficial transcripts. All prospective students who wish to receive transfer credit from coursework completed outside the United States must provide official transcripts and official evaluations from an approved agency as needed for official evaluation. Once a student is considered officially admitted, they may receive financial aid.

Note: Students who provide an attestation of conferral for a degree conferral date that has not yet occurred are not permitted to attend courses until official documentation is received. Degree conferral dates must be within six months from the date of application to NU.

Provisional Basis for Admission

Provisional basis for admission may be granted to prospective students that provide an unofficial copy of their transcript that is unable to be verified through NSC. A student that is admitted on a provisional basis is only granted basis for admissions status once all required documentation that meets the program and accreditation requirements has been received by NU. Students who are provisionally admitted to a program are not eligible to receive financial aid until documentation has been provided and basis for admissions has been met.

Undergraduate students may take courses during provisional acceptance while the Office of the Registrar awaits receipt of official transcripts from regionally and nationally accredited institutions.

Provisional Basis for Admission Deadlines

Students who are granted provisional basis for admission must provide required documentation for Basis for Admission within 60 days of their first date of attendance in an NU course (or date of admission). Please see program description for program specific requirements.

The University will administratively dismiss students who do not provide the required official documentation prior to the 61st day of enrollment unless they are currently in a course. Students who are actively attending a course will be administratively dismissed after the course ends.

Students who have been administratively dismissed for failure to provide official documentation within the allotted time frame will not be allowed to return to the University until all official documentation has been provided.

International Basis for Admissions

All prospective students with internationally awarded degrees must provide the following documentation to meet basis for admission to the University:

- English proficiency
- An official credential evaluation that meets the following requirements:
- Evaluation completed by an approved credential evaluation agency
- Submitted to NU in a sealed envelope from the agency or via secure email delivery to transcripts@nu.edu
- Degree level
- Program of study or major and U.S. equivalency statement
- Degree conferral date
- With information that matches that of the prospective student (e.g., birthdate, name, passport, etc.)

Note: Name change documentation is required if a prospective student's name differs from the name that is listed on official documentation from approved credential evaluation agency.

International Provisional Basis for Admission

The University will provisionally accept internationally awarded degrees as the basis for admission provided an unofficial Course-by-course evaluation report from an NU-approved credential evaluation agency is provided. NU will accept credential evaluations from evaluation agencies accredited by the National Association of Credential Evaluation Services (NACES), or agencies approved by the California Commission on Teacher Credentialing (CCTC) at the time of enrollment. During the enrollment process, NU will work with an applicant to determine which approved evaluation agency may be recommended for their personal situation.

All official transcript evaluations completed by approved credential evaluation agencies are due 60 days after the start of the student's first course.

- An official course-by-course evaluation report is defined as:
- Being received in a sealed envelope from the agency or via secure email delivery to records@nu.edu
- Includes institution name, completed courses, grades, dates of attendance, GPA, and a US equivalency.
- With a conferred date
- With information that matches that of the Applicant

Undergraduate Credit from Foreign Institutions

The University may accept transfer or waive credit if an official course-by-course evaluation report from an approved evaluation agency is supplied. NU will accept course-by-course evaluation reports from evaluation

agencies accredited by the National Association of Credential Evaluation Services (NACES) or agencies approved by the California Commission on Teacher Credentialing (CCTC) at the time of enrollment.

International Provisional Basis for Admission Deadlines

Students who are granted provisional basis for admission must provide required documentation for Basis for Admission within 60 days of their first date of attendance in an NU course (or date of admission). Please see program description for program specific requirements.

The University will administratively dismiss students who do not provide the required official documentation prior to the 61st day of enrollment unless they are currently in a course. Students who are actively attending a course will be administratively dismissed after the course ends.

Students who have been administratively dismissed for failure to provide official documentation within the allotted time frame will not be allowed to return to the University until all official documentation has been provided.

Mathematics Evaluation

It is strongly recommended that all entering undergraduate students take the Accuplacer Mathematics evaluation as part of the admissions process. The results of the evaluation are printed immediately and a copy is provided to students.

First-time undergraduate students can take the Accuplacer evaluation tests once at no charge. Subsequent examinations can be repeated after 14 days for a \$5 fee. The Accuplacer may be repeated a maximum of three (3) times.

Mathematics Placement

Students may request transfer credit for lower-division college-level mathematics courses completed elsewhere with a grade of "C-" or better. Remedial-level courses will not transfer or count for credit. It is recommended that students without transferable mathematics credits complete the pre-collegiate mathematics sequence, MTH 12A and MTH 12B, prior to starting college-level mathematics. Students may test out of one or both of these classes through successful placement by Accuplacer.

MTH 12A and MTH 12B are remedial-level courses and do not grant collegiate credit. Grading for these courses is Satisfactory/Unsatisfactory only.

Transcript Requests of Other Institutions

Transfer credit earned at other institutions cannot be considered without official transcripts. To expedite the evaluation process, it is recommended that students request transcripts directly from all of their previous institutions or the evaluation process may be delayed.

Official transcripts should be sent by the issuing institution directly to:

Office of the Registrar

National University

9388 Lightwave Avenue

San Diego, California 92123

The Office of the Registrar will not accept transcripts "issued to student" as official documents unless they are in a sealed envelope from the issuing institution. Electronic transcripts sent directly from the issuing institution to records@nu.edu will be considered official. The Office of the Registrar will not accept electronic transcript links that are forwarded from the student. Electronic transcripts not sent from the issuing institution will not be considered official.

Upon request, the University will process the initial request for all domestic transcripts (excluding test scores), for institutions that accept electronic Third Party Orders, including payment of associated transcript fees, on the student's behalf. If a transcript has not arrived within two weeks, it becomes the student's responsibility to ensure that the university receives the document(s). Students must provide documents that are outstanding to ensure receipt within the required time frame.

The university will not process requests for foreign transcripts/documents. Students who have attended institutions in foreign countries or who have a high school proficiency must acquire official transcripts/documents.

Transcripts from other institutions presented for admission or evaluation become a part of the student's academic file and may not be returned to the student or copied for distribution.

Evaluation

Evaluation is the official determination of the required course of study for a student's degree and is the final step in the admission process. After the Office of the Registrar receives all official transcripts and other documents required for admission, the student's records are evaluated for transferability of credit. The course of study that a student discussed with an advisor at the initial admissions interview is only an estimate of the course requirements for a degree. The Office of the Registrar makes the official determination regarding the applicability of previous coursework toward meeting the requirements of a particular degree program. Students will be notified by e-mail when they may view their Academic Advisement Report (AAR) online through the student portal. As students' progress through their program, the AAR will show coursework already completed and courses remaining to be completed. The AAR helps students and advisors determine progress toward completion of program requirements. The AAR is not the official notification of completion of program requirements. An official audit of program requirements is conducted by the Office of the Registrar when a student applies for graduation.

Applications for financial aid cannot be processed until evaluation has occurred. Federal regulations require the University to determine the appropriate grade level for funding purposes.

Transfer Credit Eligibility Policy

As of 3/1/2023 National University accepts credits from regionally and nationally accredited institutions. It may also accept credits from institutions that are accredited by an agency which is a member of Council for Higher Education Accreditation (CHEA) or from collegiate institutions which are accredited by non-CHEA member agencies provided they are recognized by the Department of Education. Transfer credits from institutions that are accredited by an agency which is a member of CHEA are only accepted provided that the academic quality of the institutions can be verified and the credits otherwise comply with National University guidelines. Transfer credits from agencies which are not CHEA members are subject to additional scrutiny to validate that their academic programs adhere to the standards of institutions accredited by CHEA members.

Requests for course transfer credit must be made along with the admissions application so that an appropriate degree plan can be developed and accepted by the student. Requests by the student for consideration of additional transfer credit can be made at any time prior to degree conferral provided the maximum number of transfer credits permissible has not already been accepted by the University.

The Office of the Registrar, School Dean, or designee must approve all requests for transfer credit. Transfer courses are evaluated for currency and relevancy to NU degree programs, and whether they meet academic standards. The Admissions and Evaluation team will document which courses are accepted in transfer and which University requirements the course satisfies.

Any credit hours to be considered for transfer into a National University academic program must:

- Have been completed at a regionally or nationally accredited academic institution, an institution accredited by an agency which is a member of CHEA, or from a collegiate institution accredited by a non-CHEA member agency provided it is recognized by the Department of Education;
- Be equivalent to the degree program requirements, including specified electives;
- Appear on an official transcript from the institution where they were earned;
- Meet required minimum grade requirements for transfer credit eligibility outlined by degree or program-level (remedial college credits are not accepted as transfer credit);
- Have been completed within the specified number of years for transfer credit eligibility outlined by degree or program-level.

Note: If a student submits a transcript for basis for admission and the transcript has pending coursework or grades not posted to courses, those courses will not be evaluated for transfer credit until an official transcript is submitted with final grades for those courses. NU is not responsible for duplication of transferable courses that the student may have taken and received credit from a prior institution.

Undergraduate Transfer Credit

The School Dean or designee uses the following criteria to evaluate proposed transfer credits at the undergraduate level:

- Completed at regionally or nationally accredited post-secondary institution
- Do not exceed a maximum of 90 lower and upper division semester credits or 135 lower and upper division quarter credits unless programmatic accreditation requires otherwise.
- Earned with a grade of "C-" or better unless otherwise indicated by program or accreditation.

The following chart shows the maximum number of credits that are allowed to transfer in an NU undergraduate program by type of credit.

Type of Credits	Maximum number of credits allowed in an NU Undergraduate program
Lower Division (towards an Associate Degree)	58.5 quarter credits (39 semester credits)
Lower Division (towards a Bachelor's Degree)	103.5 quarter credits (69 semester credits)
Upper Division	40.5 quarter credits (27 semester credits)
Extension division from a regionally accredited institution	36 quarter credits (24 semester credits)
Vocational/Technical Courses	18 quarter credits (12 semester credits)
Physical Education Courses	9 quarter credits (6 semester credits)

UNDERGRADUATE CREDIT FROM FOREIGN INSTITUTIONS

The University may accept transfer or waive credit if an official course-by-course evaluation report from an approved evaluation agency is supplied. NU will accept course-by-course evaluation reports from evaluation agencies accredited by the National Association of Credential Evaluation Services (NACES) or agencies approved by the California Commission on Teacher Credentialing (CCTC) at the time of enrollment.

Prior Learning Credit Transfer

National University recognizes knowledge is acquired in many different ways. In addition to the traditional classroom setting, mastery of college-level knowledge and skills may occur as a result of nontraditional learning experiences such as employment, military training and experience, noncollegiate training programs, advanced high school courses, and self-development. The University awards applicable credits earned for nontraditional prior learning, however, credit is not awarded simply for experience but for measurable college-level learning which includes knowledge, skills and competencies students have obtained as a result of their prior learning experiences. College credit may be granted on a case-by-case basis for prior learning only when it can be documented and falls within regular credit course offerings.

The maximum number of credits acceptable for non- collegiate learning is a cumulative total of up to 135 quarter credits (90 semester credits) for an associate degree or baccalaureate degree unless programmatic accreditation requires otherwise.

This maximum total is cumulative of all non-collegiate coursework. The credits may be from the following sources:

- A maximum of 22.5 quarter credits (15 semester credits) may be earned for:
 - Excelsior College Examinations
 - Council for Adult Experiential Learning (CAEL) Portfolio
 - Departmental examinations at National University (Credit by Examination).
- A maximum of 45 quarter credits (30 semester credits) of lower-division credit may be allowed for clinical courses for a registered nurse who is a graduate of a three-year hospital nursing school. Up to 22.5 quarter credits (15 semester credits) of additional lower-division credit may be granted for academically equivalent coursework.

American Council On Education (ACE) Credit Transfer

- A maximum of 67.5 quarter credits (45 semester credits) may be earned at the lower-division by
- College-Level Examination Program (CLEP) examinations.
- A maximum of 45 quarter credits (30 semester credits) may be earned at the lower-division level
- for Advanced Placement Examinations (AP) or International Baccalaureate Examinations (IB).
- DANTES independent study/credit by examination courses
- Credit recommended in the National Guide to Credit Recommendations for Non-Collegiate
- Courses (American Council on Education [ACE])
- A maximum of up to 135 quarter credits (90 semester credits) may be allowed for military
- experience and military schools that have been evaluated by ACE. An additional 9 quarter credits
- of correspondence credit is available to active or veteran Marine Corps students.
- Local, state, and federal law enforcement training recommended by ACE and such credit as is listed on a transcript from a regionally accredited college

More information on testing sites and preparation for CLEP exams exam or Excelsior College exams can be found at [Testing Services | National University \(nu.edu\)](#). Students can also contact the Testing Center at 858.541.7951 or email testingservices@nu.edu.

Prior Learning Credit Categories

The University awards credit for:

A. College Level Examination Program (CLEP) www.collegeboard.com/clep

In accordance with American Council on Education (ACE) guidelines, successful completion of CLEP subject examinations credits can be applied to meet general education, preparation for the major, or general lower division elective credit. In order to receive credit for CLEP examinations, an official CLEP transcript must be received by the Office of the Registrar.

Students who have taken a CLEP general examination prior to 2002 may use the credit toward general education requirements, as it applies, up to a maximum of 27 quarter credits or 18 semester credits. National University does not accept transfer credits for the mathematics general CLEP examination.

B. Advanced Placement (AP) Exams www.collegeboard.com

As recommended by ACE, for AP Exams passed. An official transcript must be received for credit to be awarded. The AP Code for National University is 0470.

C. International Baccalaureate (IB) www.ibo.org

To students who successfully obtain the International Baccalaureate Diploma demonstrating the completion of Higher-Level Examinations. No credit is awarded for IB standard-level passes. An official transcript must be received in order to award credit.

D. Defense Activity for Non-Traditional Education Support (DANTES)/DANTES Subject Standardized Tests (DSST) <http://getcollegecredit.com>

Credit for successful completion of DSST can be applied toward general education, preparation for the major, or general elective credit. Most tests grant 4.5 quarter credits (3 semester credits). DANTES Subject Standardized Tests (DSST) demonstrates college-level learning acquired outside of the college classroom. DSST are available to military personnel through the Base Education Services Officer. The DANTES code for National University is 7858.

E. Excelsior College Examinations

Credit for successful completion of an Excelsior College Examination can be applied toward general education, preparation for the major, or general lower-division elective credit. Most examinations grant 4.5 or 9 quarter credits (3 or 6 semester credits). The Excelsior College Examinations assess college-level competence acquired in non-campus settings in more than 40 arts and sciences, business, education, and nursing subjects.

F. SOPHIA Learning LLC. Courses sophia.org

In accordance with published ACE guidelines, successful completion of SOPHIA courses can be applied. In order to receive credit for SOPHIA courses, an official SOPHIA transcript must be received by the Office of the Registrar. Students should submit a Concurrent Enrollment e-Form four weeks prior to the start of a course to ensure the transferability of any external coursework.

G. StraighterLine Courses [Straighterline.com](https://www.straighterline.com)

In accordance with published ACE guidelines, successful completion of StraighterLine courses can be applied. In order to receive credit for StraighterLine courses, an official StraighterLine transcript must be received by the Office of the Registrar. Student should submit a Concurrent Enrollment e-Form four weeks prior to the start of a course to ensure the transferability of any external coursework.

Prior Learning Credit Equivalency Chart

The chart below outlines the minimum score required, amount of credit, and what the credit is allowed for at the University, sorted by the specific prior learning credit category.

College Level Examination Program (CLEP)

CLEP EXAMINATION	MINIMUM SCORE	UNITS (QTR)	TRANSFER CREDIT ALLOWED FOR
American Government	50	4.5	POL 201
American Literature	50	4.5	Area D: Humanities
Analyzing & Interpreting Literature	50	4.5	LIT 100
Biology	50	9	BIO 100 & Area A-G
Calculus	50	6	MTH 220
Chemistry	50	9	CHE 141 & CHE 142
College Algebra	50	4.5	MTH 216A
College Composition	50	9	ENG 102 & ENG 240
College Composition Modular	50	4.5	ENG 102
College Mathematics	50	9	Area B & Open Elective
English Literature	50	4.5	LIT 100
Financial Accounting	50	4.5	ACC 201 NOTE: Students in the BSACC must have completed this exam within the last 2 years.
French Language – Level 1	50	9	2 Area D: Language
French Language – Level 2	59	13.5	2 Area D: Language & Area A-G
German Language – Level 1	50	9	2 Area D: Language
German Language – Level 2	60	13.5	2 Area D: Language & Area A-G

CLEP EXAMINATION	MINIMUM SCORE	UNITS (QTR)	TRANSFER CREDIT ALLOWED FOR
History of the United States I: Early Colonization to 1877	50	4.5	HIS 220A
History of the United States II: 1865 to Present	50	4.5	HIS 220B
Human Growth and Development	50	4.5	Area E
Humanities	50	4.5	Area D: Humanities
Information Systems	50	4.5	Open Elective
Introduction to Educational Psychology	50	4.5	Open Elective
Introductory Business Law	50	4.5	LAW 204
Introductory Psychology	50	4.5	PSYC 100
Introductory Sociology	50	4.5	SOC 100
Natural Sciences	50	9	Area F Lecture & Area A-G
Precalculus	50	4.5	MTH 215
Principles of Macroeconomics	50	4.5	ECO 204
Principles of Management	50	4.5	Open Elective
Principles of Marketing	50	4.5	Open Elective
Principles of Microeconomics	50	4.5	ECO 203
Social Sciences and History	50	9	2 Area E
Spanish Language – Level 1	50	9	SPN 100 and SPN 101
Spanish Language – Level 2	63	13.5	SPN 100, SPN 101, SPN 200
Spanish with Writing – Level 1	50	9	SPN 100 and SPN 101

CLEP EXAMINATION	MINIMUM SCORE	UNITS (QTR)	TRANSFER CREDIT ALLOWED FOR
Spanish with Writing – Level 2	65	18	SPN 100, SPN 101, and SPN 200
Western Civilization I: Ancient Near East to 1648	50	4.5	Area D: Humanities
Western Civilization II: 1648 to Present	50	4.5	Area D: Humanities

Advanced Placement (AP) Exams

ADVANCED PLACEMENT (AP) EXAM	MINIMUM SCORE	UNITS (QTR)	TRANSFER CREDIT ALLOWED FOR
Art History	3	9	ART 100 & Area D:Art
Biology	3	6	BIO 100 & BIO 100A
Calculus AB	3	6	MTH 220
Calculus BC	3	12	MTH 220 & MTH 221
Chemistry	3	12	CHE 101, CHE 101A and Area A-G
Chinese Language and Culture	3	12	2 Area D: Language
Computer Science A	3	6	Area D: Language
English Language/Composition	3	9	ENG 102 and ENG 240
English Literature/Composition	3	9	ENG 102 and LIT 100
European History	3	9	2 Area E
French Language	3	9	2 Area D: Language
French Language	4	13.5	3 Area D: Language
French Language	5	18	3 Area D: Language and Area A-G
German Language	3	18	4 Area D: Language
Human Geography	3	4.5	Area E
Italian Language and Culture	3	9	2 Area D: Humanities
Japanese Language and Culture	3	9	2 Area D: Humanities
Latin	3	9	2 Area D: Language

ADVANCED PLACEMENT (AP) EXAM	MINIMUM SCORE	UNITS (QTR)	TRANSFER CREDIT ALLOWED FOR
Macroeconomics	3	4.5	ECO 204
Microeconomics	3	4.5	ECO 203
Music Theory	3	4.5	Area D: Arts
Music Theory	4	9	2 Area D: Arts
Physics 1	3	6	PHS 171 & Area F Lab
Physics 2: Algebra-Based	3	6	PHS 172 & Area F Lab
Physics C: Electricity and Magnetism	3	6	PHS 231 & Area F Lab
Physics C: Mechanics	3	6	PHS 232 & Area F Lab
Psychology	3	4.5	PSYC 100
Research	3	4.5	1 Open Elective
Research	4	9	2 Open Electives
Seminar	3	4.5	1 Open Elective
Seminar	4	9	2 Open Electives
Spanish Language and Culture	3	9	2 Area D: Language
Spanish Language and Culture	4	13.5	3 Area D: Language
Spanish Language and Culture	5	18	3 Area D: Language & Area A-G
Spanish Literature and Culture	3	13.5	3 Area D: Humanities
Spanish Literature and Culture	4	18	3 Area D: Humanities & Area A-G
Statistics	3	4.5	MTH 210
United States History	3	9	HIS 220A and HIS 220B
World History	3	9	HIS 233 and HIS 234
World History: Modern	3	9	HIS 233 and HIS 234

International Baccalaureate (IB)

INTERNATIONAL BACCALAUREATE HIGHER LEVEL	SCORE REQUIRED	UNITS (QTR)	TRANSFER CREDIT ALLOWED FOR (IB HL) EXAMS
Biology	4-7	9	BIO 161 and BIO 162
Business & Management	4-7	9	Open Elective
Chemistry	4-7	9	CHE 141 and CHE 142
Computer Science	4-7	9	Open Elective
Design Technology	4-7	9	Open Elective
Economics	4-7	9	ECO 203 and ECO 204
Film	4-7	9	open elective units
French A2	4-7	9	General Ed Area D: Language
Geography	4-7	9	General Ed Area A-G
German A2	4-7	9	General Ed Area D: Language
History	4-7	9	General Ed Area E and General Ed Area A-G
Japanese A2	4-7	9	General Ed Area D: Language
Language A: Language and Literature	4-7	9	General Ed Area A1 and LIT 100
Mathematics or Further Mathematics	4-7	9	General Ed Area B and General Ed Area A-G
Music	4-7	9	Open Elective
Physics	4-7	9	PHS 171 and PHS 172
Spanish A2	4-7	9	SPN 200
Spanish B	4-7	9	SPN 200
Theatre Arts	4-7	9	General Ed Area D: Arts
Visual Arts	4-7	9	Open Elective

Defense Activity for Non-Traditional Education Support (DANTES)

	DSST EXAMINATIONS	MINIMUM SCORE	UNITS (QTR)	TRANSFER CREDIT ALLOWED FOR
LOWER DIVISION	A History of the Vietnam War	400	4.5	Area E
	Art of the Western World	400	4.5	Area D: Art
	Astronomy	400	4.5	Area A-G
	Business Ethics and Society	400	4.5	Open Elective
	Business Mathematics	400	4.5	Open Elective
	Computing and Information Technology (formerly Introduction to Computing)	400	4.5	Open Elective
	Criminal Justice	400	4.5	Area E
	Environmental Science	400	4.5	Area A-G
	Ethics in America	400	4.5	Area D: Humanities
	Ethics in Technology	400	4.5	Open Elective
	Foundations of Education	400	4.5	Open Elective
	Fundamentals of College Algebra	400	4.5	Area B
	Fundamentals of Cybersecurity	400	4.5	Open Elective
	General Anthropology	400	4.5	Open Elective
	Health and Human Development (formerly Here's to your Health)	400	4.5	COH 100
	History of the Soviet Union (former Rise and Fall of the Soviet Union)	400	4.5	Open Elective
	Human Resource Management	400	4.5	Open Elective
	Introduction to Business	400	4.5	Open Elective
	Introduction to Geography	400	4.5	Area E
	Introduction to Geology	400	4.5	Area A-G
	Introduction to Law Enforcement	400	4.5	Open Elective
	Introduction to World Religions	400	4.5	Area D: Humanities
	Lifespan Developmental Psychology	400	4.5	Area E
	Management Information Systems	400	4.5	Open Elective
	Math for Liberal Arts	400	4.5	Area B
	Organizational Behavior	400	4.5	Open Elective
	Principles of Advance English Composition	400	4.5	ENG 240
	Personal Finance	400	4.5	Open Elective
	Principles of Finance	400	4.5	Open Elective
	Principles of Statistics	400	4.5	MTH 210

DSST EXAMINATIONS		MINIMUM SCORE	UNITS (QTR)	TRANSFER CREDIT ALLOWED FOR
UPPER DIVISION	Principles of Supervision	400	4.5	Open Elective
	Substance Abuse (former Drug & Alcohol Abuse)	400	4.5	Open Elective
	Technical Writing	400	4.5	Open Elective
	The Civil War and Reconstruction	400	4.5	Area E
	Fundamentals of Counseling	400	4.5	Open Elective
	Money and Banking	48	4.5	ECO 447
	Principles of Public Speaking	400	4.5	UD COM 103

SOPHIA Learning LLC. Courses

SOPHIA COURSE	SOPHIA COURSE TITLE	MINIMUM SCORE	UNITS (QTR)	TRANSFER CREDIT ALLOWED FOR
PHIL 1001	Ancient Greek Philosophers	70%	4.5	Area D: Humanities
REL 1001	Approaches to Studying Religions	70%	4.5	Area D: Humanities
ARTHIST 1001	Art History I	70%	4.5	ART 100
ARTHIST 1002	Art History II	70%	4.5	Area D: Arts
BUSLAW 1001	Business Law	70%	4.5	LAW 204
CA 1001	College Algebra	70%	4.5	MTH 216A
COLLEGE 1001	College Readiness	70%	4.5	Area G
SOPH-0034	Communication at Work	70%	4.5	Open Elective
COMM 1010	Workplace Communication	70%	4.5	Open Elective
CONRES 1001	Conflict Resolution	70%	4.5	Open Elective
BUS 1200	Developing Effective Teams	70%	1.5	Open Elective
ENG 1001	English Composition I	70%	4.5	ENG 102
ENG 1002	English Composition II	70%	4.5	ENG 240
ENVS 1001	Environment Science	70%	4.5	AREA A-G
CONRES 1000	Essentials of Managing Conflict	70%	4.5	Open Elective
CA 0050	Foundations of College Algebra	70%	4.5	MTH 12A/12B, REMEDIAL
ENG 0050	Foundations of English Composition	70%	4.5	NONE, REMEDIAL
ST 0050	Foundations of Statistics	70%	3	MTH 210
HUMBIO 1001	Human Biology	70%	4.5	BIO 110

SOPHIA COURSE	SOPHIA COURSE TITLE	MINIMUM SCORE	UNITS (QTR)	TRANSFER CREDIT ALLOWED FOR
BUS 1001	Introduction to Business	70%	4.5	BUS 100
PHIL 1002	Introduction to Ethics	70%	4.5	Area D: Humanities
CS 1001	Introduction to Information Technology	70%	4.5	Open Elective
PSY 1001	Introduction to Psychology	70%	4.5	PSYC 100
CS 1011	Introduction to Relational Databases	70%	4.5	Open Elective
SOC 1001	Introduction to Sociology	70%	4.5	SOC 100
STAT 1001	Introduction to Statistics	70%	4.5	MTH 210
CS 1005	Introduction to Web Development	70%	4.5	Open Elective
CS 1003	IT Career Exploration	70%	1.5	Open Elective
ECON 1001	Macroeconomics	70%	4.5	ECO 204
ECON 1002	Microeconomics	70%	4.5	ECO 203
FIN 1001	Principles of Finance	70%	4.5	Open Elective
PM 1001	Project Management	70%	4.5	Open Elective
COMM 1002	Public Speaking	70%	4.5	COM 103
PSYC 1010	Smarter Decisions Through Psychology	70%	4.5	PSYC 100
SUCCESS 1001	Student Success	70%	1.5	Open Elective
ECON 1010	Personal Finance	70%	1.5	Open Elective
ENG 1020	Workplace Writing II	70%	4.5	ENG 240
HIST 1001	US History I	70%	4.5	HIS 220A
HIST 1002	US History II	70%	4.5	HIS 220B
HIST 1010	US. History: Learning from the Past, Preparing for the Future	70%	4.5	Area E
VISCOMM 1001	Visual Communications	70%	4.5	COM 220

StraighterLine Courses

STRAIGHTERLINE	MINIMUM SCORE	UNITS (QTR)	TRANSFER CREDIT ALLOWED FOR
ACC 150 – Managerial Accounting	70%	4.5	ACC 202
ACC 151 – Financial Accounting	70%	4.5	UD ACC
ANTH 101 – Cultural Anthropology	70%	4.5	Area E
BIO 101 – Introduction to Biology	70%	4.5	BIO 100

STRAIGHTERLINE	MINIMUM SCORE	UNITS (QTR)	TRANSFER CREDIT ALLOWED FOR
BIO 101L – Introduction to Biology Lab	70%	1.5	BIO 100A
BIO 201 – Anatomy & Physiology I	70%	4.5	Area F Lecture
BIO 201L – Anatomy & Physiology I Lab	70%	1.5	Area F Lab
BIO 202 – Anatomy & Physiology II	70%	4.5	Area F Lecture
BIO 202L – Anatomy & Physiology II Lab	70%	1.5	Area F Lab
BIO 250 – Microbiology	70%	4.5	Area F Lecture
BIO 250L – Microbiology Lab	70%	1.5	Area F Lab
BUS 101 – Introduction to Business	70%	4.5	Open Elective
BUS 105 – Business Communication	70%	4.5	Open Elective
BUS 106 – Business Ethics	70%	4.5	Open Elective
BUS 110 – Business Law	70%	4.5	LAW 204
BUS 120 – Organizational Behavior	70%	4.5	Open Elective
BUS 201 – Principles of Management	70%	4.5	Open Elective
CHEM 101 – General Chemistry I	70%	4.5	CHE 101
CHEM 101L – Gen Chem I Lab	70%	1.5	CHE 101A
CIV 101 – Western Civilization I	70%	4.5	Area D: Humanities
CIV 102 – Western Civilization II	70%	4.5	Area D: Humanities
CIV 103 – Survey of World History	70%	4.5	Area E
CJ 101 – Introduction to Criminal Justice	70%	4.5	Area E
COM 101 – Introduction to Communication	70%	4.5	Area A3
CS 101 – Introduction to Programming	70%	4.5	Area D: Language
ECON 101 – Macroeconomics	70%	4.5	ECO 204
ECON 102 – Microeconomics	70%	4.5	ECO 203
ENG 101 – English Composition I	70%	4.5	ENG 102
ENG 102 – English Composition II	70%	4.5	ENG 240
ENV 101 MH – Introduction to Environmental Science	70%	4.5	Area A-G
FIN 101 – Personal Finance	70%	4.5	Open Elective
IT 101 – Information Technology Fundamentals	70%	4.5	Open Elective
IT 102 – Software Development Fundamentals	70%	3	Open Elective
IT 103 – Networking Fundamentals	70%	3	Open Elective

STRAIGHTERLINE	MINIMUM SCORE	UNITS (QTR)	TRANSFER CREDIT ALLOWED FOR
IT 104 – Database Administration Fundamentals	70%	3	Open Elective
IT 150 – Introduction to Personal Computer Maintenance	70%	6	Open Elective
IT 151 – Introduction to Networking	70%	4.5	CYB 202
MAT 101 – College Algebra	70%	4.5	MTH 216A
MAT 150 – Business Statistics	70%	4.5	MTH 210
MAT 201 – Precalculus	70%	4.5	MTH 215
MAT 202 – Introduction to Statistics	70%	4.5	MTH 210
MAT 250 – General Calculus I	70%	4.5	MTH 220
MAT 251 – General Calculus II	70%	4.5	MTH 221
MED 101 – First Aid/CPR	70%	4.5	Open Elective
MEDTERM101 – Medical Terminology	70%	4.5	COH 150
NUTRI 101 – Intro to Nutrition	70%	4.5	Area G
PE 101 – Personal Fitness & Wellness	70%	4.5	COH 100
PHARM 103 – Pharmacology	70%	4.5	Open Elective
PHL 101 – Intro to Philosophy	70%	4.5	PHL 100
PHY 250 - General Physics I	70%	4.5	PHS 171
PHY 250L – General Physics I Lab	70%	4.5	Area F Lab
POL S101 – American Government	70%	4.5	POL 201
PSY 120 - Lifespan Development	70%	4.5	Area E
PSY 101 – Introduction to Psychology	70%	4.5	PSYC 100
REL 101 – Introduction to Religion	70%	4.5	Area D: Humanities
SOC 101 – Introduction to Sociology	70%	4.5	SOC 100
SPAN 101 – Spanish I	70%	6	SPN 100
SPAN 102 – Spanish II	70%	6	SPN 101
SUCCESS 101 – Student Success	70%	4.5	Area G
US HIST 101 – United States History I	70%	4.5	HIS 220A
US HIST 102 – United States History II	70%	4.5	HIS 220B

Paralegal Transfer Credit Policy

Students may receive credit for up to thirty percent (30%) of their legal specialty courses by transferring in coursework taken at another college or university, if approved by the Program Director or a qualified faculty

member. Students transferring from American Bar Association (ABA) approved programs for which there is an existing articulation agreement may receive credit for up to fifty percent (50%) of their legal specialty coursework. Approval can be obtained by:

- An articulation agreement established through National University and the student's prior school or university, or
- Submission of a petition for transfer credit by the student to the Office of the Registrar, which will include:
 - Name of prior school or university,
 - Whether or not the prior program is ABA approved, and
 - For each course taken in the prior program for which credit is sought:
 - Name of course,
 - Course description,
 - Syllabus,
 - Documentation of the number of hours, if any, the course was offered in synchronous or asynchronous format, if not included in the syllabus, and
 - Certification of grade in the course (typically via a transcript from the prior institution).

Petitions will be reviewed by the Program Director or a qualified faculty member. Credit will only be granted if the course is equivalent in content, length, and nature to a National University course, the student has earned a grade of C or better, and the course was taken within the last ten (10) years. Additionally, students must still complete at least nine (9) semester credits or the equivalent of legal specialty courses through synchronous instruction and may be further limited in transfer credits to satisfy this requirement.

Other Non-Collegiate Credit

Military Transfer Credits

As recommended by the American Council on Education (ACE), United States military training, testing, and other appropriate academic experience may be considered for transfer into a National University degree program. Except for military training courses specifically designated by ACE as equivalent to graduate coursework, military transfer credit will be limited to undergraduate programs.

NU will accept the minimum semester credits, levels of study, and subject areas recommended by the American Council on Education (ACE) on all military training courses, selected Military Occupation Specialties (MOS) and Ratings.

The maximum amount of transfer credit granted for military education is 135 quarter credits (90 semester credits). An additional nine (9) credits of correspondence coursework may be granted for active or veteran students who served in the Marine Corps.

ACCEPTABLE TRANSCRIPTS AND CREDITS

Military training and experience must be documented on an official military transcript system supported by ACE credit recommendations. These include JST (Joint Services Transcripts), CCAF (Community College of the Air Force), USCGI (United States Coast Guard Institute), or similar.

College transcripts sent directly to the Army National Guard Institute or other partnership agency and forwarded to NU with the original envelope showing that it was not received by the student may be accepted as official transcripts.

The recommended ACE credit must appear on an official transcript from the institution where they were earned. Work that is not documented on an official military transcript system may be considered on an individual basis when proper military documentation of military course completion is presented to NU for assessment.

COURSEWORK CREDITS

Transfer credit for military or veteran applicants at the undergraduate level toward bachelor's degrees are accepted by NU on the following basis:

Undergraduate credits must be completed at a regionally or nationally accredited post-secondary institution and must be earned with a grade of "C-" or better

Military training or coursework must have been evaluated by an outside agency (i.e. ACE, institutions of higher learning) for academic content and semester credit equivalency

Courses accepted in transfer must relate to the program and degree being pursued and must be equivalent to the degree program requirements, including specified electives

MILITARY EXPERIENCE CREDITS

Credit for military experience may be awarded based on Army MOS, Navy Ratings, Marine Corps MOS, and/or Coast Guard Ratings. The School Dean or designee shall determine the equivalency and transfer credit for each MOS or rating matched to a bachelor's degree program or concentration.

Credit awarded based on a rating or MOS may not duplicate any credits given for military training.

TRANSCRIPT EVALUATION FOR STUDENTS USING VA EDUCATION BENEFITS

In addition to transcripts needed to meet basis for admissions requirements, for students electing to use VA Educational Benefits, such as GI Bill®, NU will inquire about all previous education and training, and request transcripts from students for all prior institutions. This includes transcripts for military training, traditional college coursework, and vocational training. A copy of an unofficial transcript is sufficient for the purpose of an initial evaluation. Transcripts for education and training from prior institutions will be evaluated and credit will be granted, as appropriate, per the University's Transfer Credit Policy.

TRANSFER CREDIT ARTICULATIONS AND CROSSWALKS

NU has several partnerships with schools and organizations that allow students to satisfy NU program requirements with previously completed coursework and certifications. To learn more about the specific requirements necessary to receive transfer credit, please click on the specific institutional and organizational partnerships linked below.

School of Business and Economics

- [NU / Project Management Institute \(PMI\) Project Management Professional \(PMP\) Master's Transfer Credit Articulation](#)
- [NU / Project Management Institute \(PMI\) Project Management Professional \(PMP\) Doctoral Transfer Credit Articulation](#)
- [NU / Society for Human Resource Management \(SHRM\) Transfer Credit Articulation](#)
- [NU/FBI National Academy \(FBINAA\) Graduate Transfer Credit Articulation](#)
- [NU/FBI National Academy \(FBINAA\) Undergraduate Transfer Credit Articulation](#)
- [NU BBA / JFKU BA Management Transfer Credit Articulation](#)
- [NU/Straighterline Transfer Credit Articulation](#)
- [NU/Outier.com Transfer Credit Articulation](#)

Sanford College of Education

- [NU/ American Association of Adjunct Education \(AAAE\) Transfer Credit Articulation](#)

School of Technology and Engineering

- [NU/Certified Information Systems Security Professional \(CISSP\), Transfer Credit Articulation](#)

School of Arts Letters and Sciences

- [NU/Straighterline Transfer Credit Articulation](#)
- [NU BA Psychology / JFKU BA Psychology Transfer Credit Articulation](#)
- [NU/Outier.com Transfer Credit Articulation](#)

NATIONAL UNIVERSITY CREDIT AND CHALLENGE BY EXAMINATION

Credit by Examination

Currently enrolled students can obtain credit for undergraduate courses through departmental examinations, called Credit by Examination, when their training or work experience seems to provide proficiency in the subject matter of an approved course. Only a limited number of courses are approved for Credit by Examination. Students cannot challenge courses that are in the same area as an advanced course taken at National University or another regionally accredited institution. Students cannot challenge a course they have previously attempted regardless of grade earned. Students can apply for Credit by Examination by completing the e-forms link on the Student Portal. Students must submit their e-form after they are formally evaluated by the Office of the Registrar to determine eligibility for the exam. Approval for the exam must be granted before the exam can be taken. Students must pay the required \$100 Credit by Examination fee to the Student Accounts.

All Credit by Examinations must support the objectives of the student's degree program and cannot exceed 13.5 quarter units in an associate degree program. Credit from Credit by Examination counts toward graduation, but no grade points are assigned or included in calculating Grade Point Averages. The credit cannot be used to meet residency requirements.

You can find more information on testing sites and preparation for your exam at: [Testing Services | National University \(nu.edu\)](#). You can also contact the testing center at 858.541.7951 or email testingservices@nu.edu.

Challenge by Examination

Waivers for certain University courses can only be established by departmental examination. Typically, the courses that require a departmental examination to establish an exemption (waiver) are courses in computer science, mathematics, technical subjects, or those required for licensure or a credential.

Procedures to challenge a course by examination are identical to the Credit by Examination procedures explained above, but the fee for a Challenge by Examination is \$50 rather than \$100. No credit is awarded for a waived course.

Undergraduate Course Waivers

Students may request to waive a course based on previous training or experience. If the student can demonstrate mastery of a subject, the department chair must submit a recommendation to allow the student to waive the particular course. If the course in question has an available Credit by Examination (or other approved test) then the student must pass the examination and may not request for a waiver.

A course waived exempts a student from that course. Units are not awarded for a waived course, so the student may need to take a different course such as an elective in order to meet the overall unit requirements for the degree. Approval of a course waiver does not reduce the total number of credits required for the awarding of the degree, but allows the student to take another approved course for the same number of credits. Waiver requests must be submitted at least four (4) weeks prior to the class' scheduled start date.

Language Proficiency Testing

National University offers competency proficiency testing through an agreement with the University of Pennsylvania Penn Language Center for students who need foreign language proficiency verification. National University will allow students, who have met the Intermediate level of foreign language proficiency through this test, to waive the Area D language requirement in General Education. This service is made available to the students at a reasonable cost.

Note: Students will need to meet the overall unit requirement for General Education.

The foreign language competency test consists of four components which measure a student's ability to communicate, read and write in a foreign language. The duration of the test varies depending on the language, and could take approximately 1.5–2 hours. The test contains an oral interview between test candidate and the tester, a reading comprehension assignment, and a writing sample.

University of Pennsylvania Penn Language Center will keep a permanent record of the results of the competency testing. Credit by Examination is not available. Website: www.pls.sas.upenn.edu/testing.

Approval For the Training of Veterans

National University is approved for the training of veterans under Title 38 of the U.S. Code, Chapters 30, 31, 32, 34, and 35. The University is also authorized for active duty tuition assistance.

Questions regarding pre-evaluations and degree plans of military students may be submitted to student's academic advisor or the Military Evaluations Team (militaryevaluations@nu.edu or 858.642.8047).

Course Applicability For Veteran Students Using VA Benefits

(Applies to all GI Bill Educational Programs)

U.S. Department of Veterans Affairs pays GI Bill benefits for students in pursuit of one educational degree at a time. Only courses that satisfy the minimum requirements outlined by the curriculum guide or graduation evaluation form can be certified for VA purposes. A curriculum guide or graduation evaluation form should be kept in the student's file. When a student takes a course that does not fulfill a program requirement, it cannot be certified for VA purposes. Excessive free electives, for example, cannot be certified.

National University students are responsible for notifying the Veterans Affairs Department of any change of status, class schedule changes, or unsatisfactory progress.

GRADES AND GRADING SYSTEM

Students who have more than three absences, excused or unexcused, cannot be awarded a letter or satisfactory grade.

Definition of Grades

A Outstanding Achievement

Significantly Exceeds Standards

B Commendable Achievement

Exceeds Standards

C Acceptable Achievement

Meets Standards

D Marginal Achievement

Below Standards

F Failure

Courses in which a grade of "F" is earned will not count toward degree requirements and may require repetition of course.

I Incomplete

A grade of "I" may only be issued when a student has attended at least two-thirds of the class sessions and is unable to complete the requirements due to uncontrollable and unforeseen circumstances. Students must communicate these circumstances (in writing) to the instructor prior to the final day of the course. If an instructor decides that an "Incomplete" is warranted, he/she issues a grade of "I" and notates the conditions for removal of the "Incomplete" in the student's record. Students receive notification via e-mail about the assignment of an "Incomplete," including the conditions for its removal. This information remains in place until the "Incomplete" is satisfied or the time limit for removal has passed. An "Incomplete" is not issued when the only way the student can make up the work is to attend a major portion of the class the next time it is offered. Students must resolve "Incomplete" grades no later than six months after the official course end date or earlier if specified by the instructor. The Office of the Registrar sends a courtesy e-mail reminder regarding the "Incomplete" on record when four months have elapsed since the course end date, provided the instructor has not specified a shorter end date. An "Incomplete" that is not removed within the stipulated time becomes an "F" or a "U" based on the grading criteria of the course. No grade points are assigned. The "F" is calculated in the Grade Point Average.

U Unsatisfactory

A permanent grade indicating that a credit attempt was not acceptable. An "Unsatisfactory" grade merits no grade points and is not computed in the Grade Point Average.

W Withdrawal

Signifies that a student has withdrawn from a course after midnight of the ninth day of the class session. A "Withdrawal" is not allowed after the 21st day of the session. This is a permanent mark with no grade points assigned.

S Satisfactory

Credit is granted but no grade points are assigned.

IP In Progress

A designation representing a project course that allows up to 12 months from course start date for completion. No grade points are assigned for the “IP” grade.

The following grades are assigned for selected project/practicum courses identified in the course description section of this catalog:

H Honors

Signifies Outstanding Achievement. No grade points are assigned.

S Satisfactory

Signifies Acceptable Achievement. No grade points are assigned.

U Unsatisfactory

Signifies Unacceptable Achievement. No credit is granted and no grade points are assigned.

Plus/Minus Grading

National University uses a plus/minus grading system. The grade of A+ is not issued. In the plus/minus system, the grade points per credit used in the calculation of the Grade Point Average are specified below.

Computing Grade Point Averages

To compute a student’s Grade Point Average, the total number of credit units is divided into the total number of grade points. Course units count only once toward graduation requirements. “I,” “W,” “U,” “IP,” “H,” and “S” designations carry no grade points and are not considered when computing Grade Point Average. When a course is repeated, all grades remain part of the permanent record but only the most recent grade is calculated in the Grade Point Average. If an undergraduate student changes their plan of study, all completed coursework will be utilized to calculate cumulative Grade Point Average regardless of applicability to current program of study. GPA is truncated to two decimal places. Only courses completed in residence are utilized in calculating GPA.

Grade Points Awarded

A	=	4.0	A-	=	3.7
B+	=	3.3	B	=	3.0
B-	=	2.7	C+	=	2.3
C	=	2.0	C-	=	1.7
D+	=	1.3	D	=	1.0
D-	=	0.7	F	=	0.0

ACADEMIC STANDING

Students attending National University are expected to maintain satisfactory academic progress in their degree program. Academic progress is defined by a quantitative measure. The quantitative academic progress is assessed by the cumulative Grade Point Average (GPA) achieved at National University.

Academic progress is processed four times annually at the end of each quarter (see Calendar and Class Schedule for dates).

Academic Warning 1

A student was in good standing and whose cumulative GPA falls below 2.0 shall be placed on academic warning.

Academic Warning 2

A student who is unable to improve their cumulative GPA after being on academic warning will be placed on second warning.

Academic Probation

A student on second warning whose cumulative GPA remains below 2.0 will be placed on academic probation. A registration hold is placed on the student's record. Students may be required to limit the number of classes/units scheduled while on probation. Students must meet with their Academic and Finance Counselor to learn more about the specific requirements needed in order to remove their registration hold. Students can remain on academic probation if their term GPA remains at a minimum 2.0.

Academic Suspension

Students whose term GPA falls below 2.0 will be placed on Academic Suspension. A registration hold will be placed on the student's record and will prevent the student from registering for courses at the University. If the student is registered for the following quarter, their courses will be dropped.

Students will be placed on Academic Suspension for a minimum of one quarter.

Academic Appeal

If after completing the suspension period the student's GPA has not improved, the student must work with their advisor to submit a letter of intent via a CAS Petition for Reinstatement explaining the academic strategies the student intends to employ to ensure academic success. If there is sufficient evidence of potential to continue in the program, the student will be admitted for one additional quarter. The conditional requirements are individualized according to each student's situation. Students who fail to meet the conditional requirements, or whose appeal is denied, will be dismissed from the University and are not eligible for admission.

A student is placed in good standing at any point once the student's cumulative GPA improves to the minimum 2.0.

Academic Dismissal

Students who fail to meet the conditional requirements of their Academic Suspension, or whose appeal is denied, will be dismissed from the University.

Catalog Rights

Any student whose record reflects a break in enrollment for a period of 12 or more consecutive months is not eligible to retain his/her catalog rights. All other students are defined as having continuous enrollment and, as such, remain subject to the requirements of the academic program that were listed in the catalog at the time of their admission. Students who interrupt studies for a period of greater

than 12 or more months must re-apply for admission. Re-admitted students are subject to all catalog requirements in existence at the time of re-enrollment.

Students who change their major after having been admitted to the University must follow the program requirements in effect at the time of such change. Students who choose to add or drop a minor are not subject to a catalog change, unless the minor is not offered in the original catalog. If the minor was not offered in the original catalog, the student must meet both major and minor requirements under the catalog in effect at the time of the requested plan change.

Students can elect to move assigned catalogs and follow the requirements listed in the current catalog; however, students cannot combine requirements from their previous catalog with those in the current catalog. Students may only move to the most current active catalog.

GRADUATION REQUIREMENTS FOR UNDERGRADUATE DEGREES

Unit and GPA Requirements / Total Number of Units

The minimum number of units required to earn an associate degree is 90 quarter units.

The minimum number of units required to earn a baccalaureate degree is 180 quarter units. Students may be required to complete more than 180 quarter units depending upon their program of study.

Upper-Division Units

The total number of upper-division units (numbered 300 through 599) required for a baccalaureate degree is 76.5 quarter units.

Residency Requirements

To qualify for a certificate, students must complete two-thirds of the certificate program at National University.

To qualify for an associate degree, students must complete each of the following requirements at National University:

- A minimum of 18 quarter units.
- At least two-thirds of the courses/units required for the minor or concentration, if a student has selected a minor or concentration, or if a concentration is required as part of the degree requirements.

To qualify for a baccalaureate degree, students must complete each of the following requirements at National University:

- A minimum of 45 quarter units, at least 36 units of which must be in upper- division courses (numbered 300–599).
- At least half of the upper-division units required for the major.
- At least two-thirds of the upper-division units required for the minor or concentration, if a student has selected a minor or concentration, or if a concentration is required as part of the degree requirements.

Courses taken through credit by examination and credits students transfer to the University do not apply toward residency requirements.

GPA Requirements

Students must meet the following GPA requirements for their degree:

- Minimum overall cumulative Grade Point Average of 2.0
- Minimum cumulative Grade Point Average of a 2.0 within their major or core coursework (unless otherwise specified)
- Minimum cumulative Grade Point Average of 2.0 within their minor or concentration coursework (unless otherwise specified).

General Education Requirements

All undergraduate students must complete the University General Education requirements specific to their degree level. Unless otherwise specified in the program, students must meet the requirements located in the General Education section of this catalog. The General Education curriculum furnishes students with the basic knowledge necessary to pursue any degree program. Students who fulfill the curriculum gain a strong interdisciplinary liberal arts framework geared toward problem solving.

The general education program consists of a minimum of 37.5 quarter units for associate degrees and 69 quarter units for bachelor degrees. As part of the General Education unit requirements, all students must complete at least 4.5 units of diversity-enriched coursework. Students pursuing bachelor degrees must also complete at least 4.5 units of upper-division General Education.

CSU General Education Certifications and IGETC

National University will accept the following General Education certifications: California State University (CSU) General Education Breadth Certification and the Inter-Segmental General Education Transfer Curriculum (IGETC). All requirements for CSU General Education and IGETC must be completed and certified prior to transfer to National University. The University will not accept partial certifications. Students must provide an official transcript with the signed certification included or a separate certification form from the community college attended.

National University has general education requirements in the following areas: English Communication, Mathematical Concepts and Quantitative Reasoning, Information Literacy, Arts, Humanities and Languages, Social and Behavioral Sciences, Physical and Biological Sciences, and Lifelong Learning and Self Development.

The required number of units in each section can be found in the General Education section of this catalog.

Courses taken to achieve minimum collegiate-level competency in the areas of writing and mathematical concepts and systems do not satisfy any portion of the general education requirement.

MAJOR, MINOR, AND CONCENTRATION REQUIREMENTS

Preparation for the Major

Some majors require a set of introductory and/or skills courses designed to prepare students for upper-division study. Many courses taken for this purpose can also be used to satisfy general education requirements.

Major

Students must complete a departmental major for any bachelor's degree. Most majors consist of an integrated area of specialized study at the upper-division level and contain at least nine courses, which total at least 40.5 quarter units.

Coursework taken to meet major requirements cannot be used to meet general education requirements. At least half of the required upper-division courses for the major must be completed in residence.

Minor

Students may take any minor with any baccalaureate degree program. Students must verify, prior to requesting a change of degree plan, that the particular combination being requested has not been duplicated by the major or specifically prohibited by the baccalaureate program. Students must also meet any entry requirements and prerequisites for the requested minor.

Completion of a minor is not required. A minor consists of a minimum of six upper-division courses that total at least 27 quarter units, unless otherwise specified. Courses in the minor can be used to satisfy preparation for the major and general education requirements as appropriate. At least two-thirds of the units in the minor must be completed in residence.

Concentration

A concentration may be required by the degree program or an optional choice for the student. A concentration is an area of specialization related to the major that allow students to delve deeper into a focused study area. Unless otherwise specified, completion of a concentration is not required. Courses in the concentration cannot be used to meet major requirements. Courses in the concentration can be used to satisfy preparation for the major and general education requirements as appropriate. At least two-thirds of the units in the concentration must be completed in residence.

National University Dean's List

At National University, we believe it is important to recognize academic success in many forms. We realize our students have many demands across many roles in their lives. While Cum Laude and other graduation honors are awarded in recognition of achievement sustained across the student journey, the Dean's List recognizes students in their shorter sprints toward ultimate success.

The Dean's List at National University is a quarterly recognition of undergraduate and graduate students who have demonstrated exceptional academic performance. Students eligible for the honor must complete a minimum amount of coursework (9.0 quarter units/6.0 semester units) with a three-month GPA of at least 3.5 (undergraduate) or 3.7 (graduate).

In determining student eligibility, we use the following criteria:

- Completed a minimum of 9.0 quarter units/6.0 semester units). These units are calculated on the end date of the course. For instance, a student completing an 8-week course with 4 weeks completed prior to the quarter and 4 weeks completed during the assessment period would be granted unit and GPA credit for the whole course.
- Quarter GPA of at least 3.5 (undergraduate) or 3.7 (graduate). These minimum GPAs are only calculated with the courses completed during the assessment period. Therefore, a student may have a cumulative GPA of 3.3, receive two A's during courses completed in the quarter, and will be eligible for the honor of Dean's List.

Exceptions: Dissertation courses and some clinically-focused coursework is excluded in the calculation of eligibility, and those students in the Juris Doctorate program have different eligibility criteria based on program accreditation requirements as outlined in the Juris Doctorate Student Handbook.

The Dean's List is calculated and awarded quarterly in January, April, July, and October for the three months preceding. Students are notified via their student email address and also receive a confirmation when their certificate is issued. Certificates are available electronically through Parchment.

National University President's Circle

National University (NU) is deeply committed to promoting academic and service excellence. In pursuit of this objective, National University takes great pride in annually acknowledging and honoring students' outstanding academic achievements through the President's Circle.

Nomination Process:

- Graduating students are nominated annually by the Dean of their respective schools for consideration to be part of the President's Circle.
- Within each school, one student is selected from each degree program, including associate's, bachelor's, master's, and doctoral programs.
- The nominated students represent the highest achievers in their respective programs, consistently exceeding expectations while demonstrating exceptional dedication.
- The following criteria are used to determine the selection of each student:
 - Attainment of consistently high academic performance
 - For graduate students, sustained performance at a distinguished scholarly level
 - Active participation in various student groups, such as University activities, the Student Advisory Council, or Honor Societies
 - Demonstration of a strong commitment to improving the lives of others through their education
 - Belief in their capacity to effect positive change in their communities

Students chosen to join the President's Circle are invited to attend the President's Circle Breakfast, which occurs before the commencement ceremony annually. Students will have the opportunity to interact with NU leadership and their school Deans during this event. They will also be publicly recognized for their outstanding achievements and receive an appreciation certificate and specialized honor cords. Subsequent to recognition, academic-year classes of President's Circle members will be invited to stay engaged as premiere NU academic ambassadors with students, alumni, and the broader community.

Graduation with Honors

Graduation with Honors is available to students whose academic record indicates superior achievement. Earned honors are noted on diplomas and official University transcripts.

Honors for associate and baccalaureate degrees are determined only by courses taken at National University. Honors are awarded according to the following Grade Point Average:

- Summa Cum Laude - 3.90
- Magna Cum Laude - 3.70
- Cum Laude - 3.50

Only those students who complete 45 quarter units or more in residence in their program are considered for honors awards.

In the calculation of eligibility for honors the cumulative GPA is truncated to two decimal places. For example, if the cumulative GPA of record is a 3.695 this figure is truncated to 3.69 and the honors designation would be Cum Laude.

HONOR SOCIETIES

All Schools

- **Golden Key International Honor Society (GK)**

Golden Key is the world's largest collegiate honor society for undergraduate and graduate students. Participation in the society is open to all academic disciplines. Membership is by invitation only and is sent to eligible students on a periodic basis.

For more information about Golden Key, visit www.goldenkey.org. Students who have not received a membership invitation but believe they meet the University's academic eligibility criteria can submit an online application at <https://goldenkey.org/golden-key-eligibility> for review.

- **Honors Fellows for Social Change**

The Honors Fellows for Social Change is a highly selective honors program comprised of students who show the potential to utilize their degree to make positive social change in their communities of choice. Students are admitted to the program based on a rigorous application process that includes video testimonials and writing samples that illustrate the student's capacity to connect their educational goals to further advancing the public good.

- **National Society of Leadership Success (NSLS)**

The National Society of Leadership and Success is the nation's largest leadership honor society. Candidacy is a nationally recognized achievement of honorable distinction. Participation in the society is open to all undergraduate and graduate level majors based on GPA and number of courses completed. Lifetime membership benefits include: an accredited leadership development program, free admission to live broadcasts of speakers from leading organizations as well as a presidential series, opportunities for scholarships and building a professional network, access to a job bank, letter of recommendation, and more.

For more information about National Society of Leadership Success, visit: <http://www.nsls.org>.

- **Phi Chapter Omega Nu Lambda Honor Society**

Phi Chapter Omega Nu Lambda (ONL) is the only national collegiate honor society exclusive to online students. ONL strives to help make online education a better experience by acknowledging academic achievement, rewarding online experience by offering scholarship opportunities, and creating environments that promote connectivity among other ONL members throughout the United States.

For more information about Phi Chapter Omega Nu Lambda, visit <https://www.omeganulambda.org> or contact ONL@nu.edu.

- **SALUTE Veterans National Honor Society**

SALUTE is a national academic honor society recognizing the service and scholastic achievements of student veterans and active-duty military in higher education.

For more information about SALUTE, please contact the Veteran Center at veterancenter@nu.edu.

Sanford College of Education

- **Pi Lambda Theta Honor Society**

Pi Lambda Theta is the international honor society and professional association for students in the field of education. The dean of the Sanford College of Education nominates students to Pi Lambda Theta who have met rigorous requirements. Membership in this honor society offers students access to scholarships, research grants, career support, and leadership conferences, as well as support from the National Board of Professional Teacher Standards. A gold cord worn during commencement exercises designates Pi Lambda Theta graduates.

For more information about Pi Lambda Theta, visit <https://pilambda.org/>.

School of Business and Economics

- **Sigma Beta Delta Honor Society**

Sigma Beta Delta is an honor society for students of business, management, or administration who are pursuing bachelor's or master's degrees. The society characterizes itself by three principles; wisdom, honor, and the pursuit of meaningful aspirations. It recognizes these qualities as being important for success in the academic realm as well as providing guidelines which lead to a fulfilling personal and professional life and a life distinguished by honorable service to humankind.

- For more information about Sigma Beta Delta, visit: <https://sigmabetadelta.org/>.

School of Health Professions

- **Sigma Theta Tau International (STTI) Omega Omega Chapter 574**

- The mission is to develop nurses' leaders to improve healthcare everywhere. Students who qualify from Undergraduate and Graduate level Nursing Programs are invited to join this international community of nurses. These nurse leaders are dedicated to the advancement of knowledge, teaching, learning, and service through the cultivation of communities of practice, education, and research.

For more information about Sigma Theta Tau International Omega Omega , visit; <https://www.sigmanursing.org/>.

- **Upsilon Phi Delta (UPD)**

Applicable for students enrolled in the Bachelor of Science in Healthcare Administration (BSHA) and the Master of Health Administration (MHA) Program in the School of Health Professions. Upsilon Phi Delta is an honor society only open to programs who hold membership with the Association of University Programs in Health Administration (AUPHA). Invitation to the student is offered by the School of Health Professions. Membership Benefits include lifetime recognition of outstanding academic achievement, scholarship program, lifetime contact through national networking, and other benefits.

For more information about Upsilon Phi Delta, visit; <http://www.aupha.org/main/resourcecenter/currentstudents/honorsociety>.

School of Arts, Letters, and Sciences

- **Alpha Kappa Delta International Sociology Honor Society**

Alpha Kappa Delta seeks to acknowledge and promote excellence in scholarship in the study of sociology, the research of social problems, and such other social and intellectual activities as will lead to improvement in the human condition. Alpha Kappa Delta is a non-secret, democratic, international society of scholars dedicated to the ideal of Athropon Katamannthanein Diakonesin or “to investigate humanity for the purpose of service.” At commencement, membership in Alpha Kappa Delta is signified by the wearing of a teal honor cord.

For more information about Alpha Kappa Delta, visit: <https://alphakappadelta.org/>.

- **Psi Chi Honor Society**

Psi Chi is an international honor society whose purpose is to encourage, stimulate, and maintain excellence in scholarship of the individual members in all fields, particularly in psychology, and to advance the science of psychology. Undergraduate and graduate students accepted for membership in Psi Chi are recognized for their academic achievement and devotion to the field of psychology. Psi Chi is a member of the Association of College Honor Societies and is an affiliate of the American Psychological Association (APA) and the Association for Psychological Science (APS). Nominees can be identified by the platinum and blue cord they wear during the ceremony.

For more information about Psi Chi, please visit: <https://www.psichi.org/>.

- **Sigma Tau Delta, International English Honor Society**

Sigma Tau Delta, the International English Honor Society, was established in 1924 to confer distinction for high achievement in English language, literature, and writing, and the organization is dedicated to fostering literacy and all aspects of the discipline of English. With over 900 active chapters located in the United States and abroad, there are more than 1,000 Faculty Advisors, and approximately 9,000 members are inducted annually.

For more information about Sigma Tau Delta, visit: <https://www.english.org>.

JFK School of Law at National University

- **Alpha Phi Sigma (APS)**

The Mission of Alpha Phi Sigma is to promote analytical thinking, rigorous scholarship, and lifelong learning; to keep abreast of the advances in scientific research; to elevate the ethical standards of the criminal justice profession and to sustain in the public mind the benefit and necessity of education and professional training.

Alpha Phi Sigma recognizes academic excellence of undergraduate and graduate students of Criminal Justice and related disciplines. Alpha Phi Sigma is the only Criminal Justice Honor Society that is a certified member of the Association of College Honor Societies and is affiliated with the Academy of Criminal Justice Sciences.

For more information about Alpha Phi Sigma, visit: <https://alphaphisigma.org/>.

- **Lambda Epsilon Chi Honor Society**

Lambda Epsilon Chi (LEX) is a National Honor Society for students of Paralegal Studies/Legal Studies. The purpose of the JFK School of Law at National University Chapter of LEX is to recognize persons who have demonstrated superior academic performance in an established program of paralegal studies/legal studies in which they earn a Paralegal Certificate.

- **Order of the Sword and Shield Honor Society**

The Order of the Sword and Shield is the first and only academic and professional honor society dedicated exclusively to homeland security, intelligence, emergency management, cyber and information security, and all protective security disciplines. The mission of the Society shall be to promote critical thinking, high scholarship and professional development; to further enhance the ethical standards of the protective security professions; and to cultivate a high order of personal living.

For more information about the Order of the Sword and Shield, visit; <https://www.securityhonorsociety.org/>.

Admissions Advising

National University offers year-round admission. Applicants are interviewed by an enrollment advisor, who discusses the applicant's specific requirements for admission at the initial interview. All registered students receive a unique nine-digit student number

Faculty Advising

Upon admission to the University, students may contact a faculty advisor to assist them in making appropriate decisions about educational and career-related issues. Faculty advisors, who are listed under each degree program within this catalog, provide students the benefit of experience in professional practice and insight gathered from years of formal study in higher education. Students should direct requests for information about curriculum content, course requirements, proficiency examinations, and program goals to their faculty advisor as well. Faculty advisors help students meet University academic regulations and standards.

Acceptance Requirements

Program acceptance requirements vary by degree-level, School, and program of study. Minimum requirements for acceptance are outlined below. Please refer to School and program sections for additional, program-specific admissions, evaluation, and application requirements or procedures.

Undergraduate Applicants

Applicants for admission to an undergraduate program must meet the following requirements:

- Must have graduated from a regionally or nationally accredited high school, passed a high school level proficiency test, or have documented home school completion (please see Basis for Admissions policy for more information about home school documentation).
- Students who have completed a program but the conferral date has not yet occurred must provide a Letter of Completion. Degree conferral dates must be within six months from the date of application to NU.

Undergraduate Basis for Admissions

NU accepts students on a continual basis. Application for admission can be submitted online any time during the calendar year via www.nu.edu. The Office of the Registrar reviews each applicant file to ensure that the students meet the institutional and program-specific basis for admission requirements. Please refer to School and program sections of this catalog for program-specific admissions requirements and procedures.

All prospective students must provide the following documentation to meet basis for admission to the University:

- Official transcripts from a regionally or nationally accredited high school, high school level proficiency test, or have documented home school completion.

-OR-

- Official Associate of Arts or Associate of Science degree from a regionally or nationally accredited institution posted transcript that can be degree-verified through the National Student Clearinghouse (NSC). Except where prohibited by accreditation.

Note: Students that intend to use VA funding must submit Official transcripts from all regionally or nationally accredited institutions attended.

Unofficial and official transcripts submitted for basis of admissions to NU must include the following information at a minimum:

- Student's full name
- Name of school
- Course and/or term dates
- Earned and attempted credit totals
- Grade point average (GPA)
- Name of degree
- Degree conferral date (if applicable)
- All pages of the transcript

Students who completed Home School instruction must also include:

- List and description of courses completed by grade level
- Grades earned for the courses completed
- Number of credits earned for each course
- Names of textbooks utilized in courses
- Signed by person who administered curriculum
- A letter from their state Department of Education or local school district confirming home school registration.

To be considered official, transcripts must be submitted to the Office of the Registrar in a sealed envelope from the institution via mail or electronically through a third-party transcript processor (e.g., Parchment or National Student Clearinghouse).

Note: Degree audit reports and grade reports are not considered unofficial transcripts. All prospective students who wish to receive transfer credit from coursework completed outside the United States must provide official transcripts and official evaluations from an approved agency as needed for official evaluation. Once a student is considered officially admitted, they may receive financial aid.

Note: Students who provide an attestation of conferral for a degree conferral date that has not yet occurred are not permitted to attend courses until official documentation is received. Degree conferral dates must be within six months from the date of application to NU.

Provisional Basis for Admission

Provisional basis for admission may be granted to prospective students that provide an unofficial copy of their transcript that is unable to be verified through NSC. A student that is admitted on a provisional basis is only granted basis for admissions status once all required documentation that meets the program and accreditation requirements has been received by NU. Students who are provisionally admitted to a program are not eligible to receive financial aid until documentation has been provided and basis for admissions has been met.

Undergraduate students may take courses during provisional acceptance while the Office of the Registrar awaits receipt of official transcripts from regionally and nationally accredited institutions.

Provisional Basis for Admission Deadlines

Students who are granted provisional basis for admission must provide required documentation for Basis for Admission within 60 days of their first date of attendance in an NU course (or date of admission). Please see program description for program specific requirements.

The University will administratively dismiss students who do not provide the required official documentation prior to the 61st day of enrollment unless they are currently in a course. Students who are actively attending a course will be administratively dismissed after the course ends.

Students who have been administratively dismissed for failure to provide official documentation within the allotted time frame will not be allowed to return to the University until all official documentation has been provided.

International Basis for Admissions

All prospective students with internationally awarded degrees must provide the following documentation to meet basis for admission to the University:

- English proficiency
- An official credential evaluation that meets the following requirements:
- Evaluation completed by an approved credential evaluation agency
- Submitted to NU in a sealed envelope from the agency or via secure email delivery to transcripts@nu.edu
- Degree level
- Program of study or major and U.S. equivalency statement
- Degree conferral date
- With information that matches that of the prospective student (e.g., birthdate, name, passport, etc.)

Note: Name change documentation is required if a prospective student's name differs from the name that is listed on official documentation from approved credential evaluation agency.

International Provisional Basis for Admission

The University will provisionally accept internationally awarded degrees as the basis for admission provided an unofficial Course-by-course evaluation report from an NU-approved credential evaluation agency is provided. NU will accept credential evaluations from evaluation agencies accredited by the National Association of Credential Evaluation Services (NACES), or agencies approved by the California Commission on Teacher Credentialing (CCTC) at the time of enrollment. During the enrollment process, NU will work with an applicant to determine which approved evaluation agency may be recommended for their personal situation.

All official transcript evaluations completed by approved credential evaluation agencies are due 60 days after the start of the student's first course.

- An official course-by-course evaluation report is defined as:
- Being received in a sealed envelope from the agency or via secure email delivery to transcripts@nu.edu
- Includes institution name, completed courses, grades, dates of attendance, GPA, and a US equivalency.
- With a conferred date
- With information that matches that of the Applicant

International Provisional Basis for Admission Deadlines

Students who are granted provisional basis for admission must provide required documentation for Basis for Admission within 60 days of their first date of attendance in an NU course (or date of admission). Please see program description for program specific requirements.

The University will administratively dismiss students who do not provide the required official documentation prior to the 61st day of enrollment unless they are currently in a course. Students who are actively attending a course will be administratively dismissed after the course ends.

Students who have been administratively dismissed for failure to provide official documentation within the allotted time frame will not be allowed to return to the University until all official documentation has been provided.

Undergraduate Credit from Foreign Institutions

The University may accept transfer or waive credit if an official course-by-course evaluation report from an approved evaluation agency is supplied. NU will accept course-by-course evaluation reports from evaluation agencies accredited by the National Association of Credential Evaluation Services (NACES) or agencies approved by the California Commission on Teacher Credentialing (CCTC) at the time of enrollment.

Mathematics Evaluation

It is strongly recommended that all entering undergraduate students take the Accuplacer Mathematics evaluation as part of the admissions process. The results of the evaluation are printed immediately and a copy is provided to students.

First-time undergraduate students can take the Accuplacer evaluation tests once at no charge. Subsequent examinations can be repeated after 14 days for a \$5 fee. The Accuplacer may be repeated a maximum of three (3) times.

Mathematics Placement

Students may request transfer credit for lower-division college-level mathematics courses completed elsewhere with a grade of "C-" or better. Remedial-level courses will not transfer or count for credit. It is recommended that students without transferable mathematics credits complete the pre-collegiate mathematics sequence, MTH 12A and MTH 12B, prior to starting college-level mathematics. Students may test out of one or both of these classes through successful placement by Accuplacer.

MTH 12A and MTH 12B are remedial-level courses and do not grant collegiate credit. Grading for these courses is Satisfactory/Unsatisfactory only.

Transcript Requests of Other Institutions

Transfer credit earned at other institutions cannot be considered without official transcripts. To expedite the evaluation process, it is recommended that students request transcripts directly from all of their previous institutions or the evaluation process may be delayed.

Official transcripts should be sent by the issuing institution directly to:

Office of the Registrar

National University

9388 Lightwave Ave.
San Diego, CA 92123

The Office of the Registrar will not accept transcripts "issued to student" as official documents unless they are in a sealed envelope from the issuing institution. Electronic transcripts sent directly from the issuing institution to transcripts@nu.edu will be considered official. The Office of the Registrar will not accept electronic transcript links that are forwarded from the student. Electronic transcripts not sent from the issuing institution will not be considered official.

Upon request, the University will process the initial request for all domestic transcripts (excluding test scores), for institutions that accept electronic Third Party Orders, including payment of associated transcript fees, on the student's behalf. If a transcript has not arrived within two weeks, it becomes the student's responsibility to ensure that the university receives the document(s). Students must provide documents that are outstanding to ensure receipt within the required time frame.

The university will not process requests for foreign transcripts/documents. Students who have attended institutions in foreign countries or who have a high school proficiency must acquire official transcripts/documents.

Transcripts from other institutions presented for admission or evaluation become a part of the student's academic file and may not be returned to the student or copied for distribution.

Evaluation

Evaluation is the official determination of the required course of study for a student's degree and is the final step in the admission process. After the Office of the Registrar receives all official transcripts and other documents required for admission, the student's records are evaluated for transferability of credit. The course of study that a student discussed with an advisor at the initial admissions interview is only an estimate of the course requirements for a degree. The Office of the Registrar makes the official determination regarding the applicability of previous coursework toward meeting the requirements of a particular degree program. Students will be notified by e-mail when they may view their Academic Advisement Report (AAR) online through the student portal. As students' progress through their program, the AAR will show coursework already completed and courses remaining to be completed. The AAR helps students and advisors determine progress toward completion of program

requirements. The AAR is not the official notification of completion of program requirements. An official audit of program requirements is conducted by the Office of the Registrar when a student applies for graduation.

Applications for financial aid cannot be processed until evaluation has occurred. Federal regulations require the University to determine the appropriate grade level for funding purposes.

Transfer Credit Eligibility Policy

As of 3/1/2023 National University accepts credits from regionally and nationally accredited institutions. It may also accept credits from institutions that are accredited by an agency which is a member of Council for Higher Education Accreditation (CHEA) or from collegiate institutions which are accredited by non-CHEA member agencies provided they are recognized by the Department of Education. Transfer credits from institutions that are accredited by an agency which is a member of CHEA are only accepted provided that the academic quality of the institutions can be verified and the credits otherwise comply with National University guidelines. Transfer credits from agencies which are not CHEA members are subject to additional scrutiny to validate that their academic programs adhere to the standards of institutions accredited by CHEA members.

Requests for course transfer credit must be made along with the admissions application so that an appropriate degree plan can be developed and accepted by the student. Requests by the student for consideration of additional transfer credit can be made at any time prior to degree conferral provided the maximum number of transfer credits permissible has not already been accepted by the University.

The Office of the Registrar, School Dean, or designee must approve all requests for transfer credit. Transfer courses are evaluated for currency and relevancy to NU degree programs, and whether they meet academic standards. The Admissions and Evaluation team will document which courses are accepted in transfer and which University requirements the course satisfies.

Any credit hours to be considered for transfer into a National University academic program must:

- Have been completed at a regionally or nationally accredited academic institution, an institution accredited by an agency which is a member of CHEA, or from a collegiate institution accredited by a non-CHEA member agency provided it is recognized by the Department of Education;
- Be equivalent to the degree program requirements, including specified electives;
- Appear on an official transcript from the institution where they were earned;
- Meet required minimum grade requirements for transfer credit eligibility outlined by degree or program-level (remedial college credits are not accepted as transfer credit);
- Have been completed within the specified number of years for transfer credit eligibility outlined by degree or program-level.

Note: If a student submits a transcript for basis for admission and the transcript has pending coursework or grades not posted to courses, those courses will not be evaluated for transfer credit until an official transcript is submitted with final grades for those courses. NU is not responsible for duplication of transferable courses that the student may have taken and received credit from a prior institution.

Undergraduate Program Evaluation

To evaluate proposed transfer credits at the undergraduate level, National University uses the following criteria for courses taken at an external institution:

- Completed at a regionally or nationally accredited post-secondary institution
- May not exceed 58.5 quarter units (39 semester credit hours) in transfer for an associate's degree
- May not exceed 135 quarter units (90 semester credit hours) in transfer for a bachelor's degree.
- Earned a grade of "C-" or better

National University makes transfer credit decisions based on its assessment of the collegiate institution and the circumstances and performance of the student. Transfer of credits from agencies that are not regionally accredited or CHEA members are subject to additional scrutiny to validate that their academic programs adhere to the standards of institutions accredited by CHEA members.

Credits transferred from collegiate institutions will only be accepted if they apply to the student's degree or certificate program and are comparable in nature, content, and level of credit to similar coursework offered by National University.

Remedial college credits do not meet collegiate standards and will not be accepted as transfer credits by National University.

Undergraduate Credit from Foreign Institutions

The University may accept transfer or waive credit if an official course-by-course evaluation report from an approved evaluation agency is supplied. NU will accept course-by-course evaluation reports from evaluation agencies accredited by the National Association of Credential Evaluation Services (NACES) or agencies approved by the California Commission on Teacher Credentialing (CCTC) at the time of enrollment.

Prior Learning Credit Transfer

National University recognizes knowledge is acquired in many different ways. In addition to the traditional classroom setting, mastery of college-level knowledge and skills may occur as a result of nontraditional learning experiences such as employment, military training and experience, noncollegiate training programs, advanced high school courses, and self-development. The University awards applicable credits earned for nontraditional prior learning, however, credit is not awarded simply for experience but for measurable college-level learning which includes knowledge, skills and competencies students have obtained as a result of their prior learning experiences. College credit may be granted on a case-by-case basis for prior learning only when it can be documented and falls within regular credit course offerings.

The maximum number of credits acceptable for non-collegiate learning is a cumulative total of up to 135 quarter credits (90 semester credits) for an associate degree or baccalaureate degree unless programmatic accreditation requires otherwise.

This maximum total is cumulative of all non-collegiate coursework. The credits may be from the following sources:

1. A maximum of 22.5 quarter credits (15 semester credits) may be earned for:
 - Excelsior College Examinations.
 - Council for Adult Experiential Learning (CAEL) Portfolio.
 - Departmental examinations at National University (Credit by Examination).
2. A maximum of 67.5 quarter credits (45 semester credits) may be earned by:
 - College Level Examination Program (CLEP) examinations at the lower-division.
3. A maximum of 45 quarter credits (30 semester credits) may be earned by:
 - Advanced Placement Examinations (AP) at the lower-division level.
 - International Baccalaureate Examinations (IB) at the lower-division level.
 - Defense Activity for Non-Traditional Education Support (DANTES) & DANTES Subject Standardized Tests (DSST).
 - Credit recommended in the ACE National Guide for Non-Collegiate credit.
4. A maximum of up to 135 quarter credits (90 semester credits) may be allowed for:
 - Military experience and military schools that have been evaluated by ACE. An additional 9 quarter credits of correspondence credit is available to active or veteran Marine Corps students.
 - Local, state, and federal law enforcement training recommended by ACE and such credit as is listed on a transcript from a regionally accredited college.
5. A maximum of 45 quarter credits (30 semester credits) of lower-division credit may be allowed for clinical courses for a registered nurse who is a graduate of a three-year hospital nursing school. Up to 22.5 quarter credits (15 semester credits) of additional lower-division credit may be granted for academically equivalent coursework.

More information on testing sites and preparation for CLEP or Excelsior College exams can be found at [Testing Services](#). Students can also contact the Testing Center at 858.541.7951 or email testingservices@nu.edu.

Prior Learning Credit Categories

The University awards credit for:

A. **College Level Examination Program (CLEP)** - www.collegeboard.com/clep

In accordance with American Council on Education (ACE) guidelines, successful completion of CLEP subject examinations credits can be applied to meet general education, preparation for the major, or general lower division elective credit. To receive credit for CLEP examinations, an official CLEP transcript must be received by the Office of the Registrar.

Students who have taken a CLEP general examination prior to 2002 may use the credit toward general education requirements, as it applies, up to a maximum of 27 quarter credits or 18 semester credits. National University does not accept transfer credits for the mathematics general CLEP examination.

B. **Advanced Placement (AP) Exams** - www.collegeboard.com

In accordance with published ACE guidelines, AP Exams successfully passed are awarded as listed below. An official transcript must be received for credit to be awarded. The AP Code for National University is 0470.

C. **International Baccalaureate (IB)** - www.ibo.org

To students who successfully obtain the International Baccalaureate Diploma demonstrating the completion of Higher-Level Examinations. No credit is awarded for IB standard-level passes. An official transcript must be received to award credit.

D. **Defense Activity for Non-Traditional Education Support (DANTES)/DANTES Subject Standardized Tests (DSST)** - <http://getcollegedcredit.com>

Credit for successful completion of DSST can be applied toward general education, preparation for the major, or general elective credit. Most tests grant 4.5 quarter credits (3 semester credits). DANTES Subject Standardized Tests (DSST) demonstrates college-level learning acquired outside of the college classroom. DSST are available to military personnel through the Base Education Services Officer. The DANTES code for National University is 7858.

E. **Excelsior College Examinations**

Credit for successful completion of an Excelsior College Examination can be applied toward general education, preparation for the major, or general lower-division elective credit. Most examinations grant 4.5 or 9 quarter credits (3 or 6 semester credits). The Excelsior College Examinations assess college-level competence acquired in non-campus settings in more than 40 arts and sciences, business, education, and nursing subjects.

F. **SOPHIA Learning LLC. Courses** - www.sophia.org

In accordance with published ACE guidelines, successful completion of SOPHIA courses can be applied. To receive credit for SOPHIA courses, an official SOPHIA transcript must be received by the Office of the Registrar. Students should submit a Concurrent Enrollment e-Form four weeks prior to the start of a course to ensure the transferability of any external coursework.

G. **StraighterLine Courses** - www.Straighterline.com

In accordance with published ACE guidelines, successful completion of StraighterLine courses can be applied. To receive credit for StraighterLine courses, an official StraighterLine transcript must be received by the Office of the Registrar. Student should submit a Concurrent Enrollment e-Form four weeks prior to the start of a course to ensure the transferability of any external coursework.

Prior Learning Credit Equivalency Chart

The charts below outline the minimum score requirements, credit amounts, and applicable uses of credit at NU, categorized by specific prior learning credit types. If not listed in a chart, please search the [National University Course Equivalency Site](#).

College Level Examination Program (CLEP)

CLEP Examination	Minimum Score	(QTR) Units	(SEM) Credits	Transfer Credit Allowed For
American Government	50	4.5	3	POL 201
American Literature	50	4.5	3	Area D - Humanities
Analyzing & Interpreting Literature	50	4.5	3	LIT 100
Biology	50	9	6	BIO 100 & Area A-G
Calculus	50	4.5	3	MTH 220
Chemistry	50	9	6	CHE 141 & CHE 142
College Algebra	50	4.5	3	MTH 216A
College Composition	50	9	6	ENG 102 & ENG 240
College Composition Modular	50	4.5	3	ENG 102
College Mathematics	50	4.5	3	Area B – Math <i>*Earned after 4/30/2023</i>
College Mathematics	50	9	6	Area B & Open Elective <i>*Earned prior to 5/1/2023</i>
English Literature	50	4.5	3	LIT 100 <i>*Earned prior to 2/1/2024</i>
English Literature	50	9	6	LIT 100 & Area D - Humanities <i>*Earned after 1/31/2024</i>

Financial Accounting	50	4.5	3	ACC 201 NOTE: Students in the BSACC must have completed this exam within the last 2 years.
French Language – Level 1	50-58	9	6	2 Area D - Language
French Language – Level 2	59	13.5	9	2 Area D - Language & 1 Area A-G
German Language – Level 1	50-59	9	6	2 Area D - Language
German Language – Level 2	60	13.5	9	2 Area D - Language & 1 Area A-G
History of the United States I: Early Colonization to 1877	50	4.5	3	HIS 220A
History of the United States II: 1865 to Present	50	4.5	3	HIS 220B
Human Growth and Development	50	4.5	3	Area E - Social/ Behavioral Sciences
Humanities	50	4.5	3	Area D - Humanities
Information Systems	50	4.5	3	Open Elective
Introduction to Educational Psychology	50	4.5	3	Open Elective
Introductory Business Law	50	4.5	3	LAW 204

Introductory Psychology	50	4.5	3	PSYC 100
Introductory Sociology	50	4.5	3	SOC 100
Natural Sciences	50	9	6	2 Area A-G
Precalculus	50	4.5	3	MTH 215
Principles of Macroeconomics	50	4.5	3	ECO 204
Principles of Management	50	4.5	3	Open Elective
Principles of Marketing	50	4.5	3	Open Elective
Principles of Microeconomics	50	4.5	3	ECO 203
Social Sciences and History	50	9	6	2 Area E - Social/ Behavioral Sciences
Spanish Language – Level 1	50-62	9	6	SPN 100 & SPN 101
Spanish Language – Level 2	63	13.5	9	SPN 100, SPN 101, SPN 200
Spanish with Writing – Level 1	50-64	9	6	SPN 100 & SPN 101
Spanish with Writing – Level 2	65	18	12	SPN 100, SPN 101, & SPN 200
Western Civilization I: Ancient Near East to 1648	50	4.5	3	Area D - Humanities
Western Civilization II: 1648 to Present	50	4.5	3	Area D - Humanities

Advanced Placement (AP) Exams

Advanced Placement (AP) Exam	Minimum Score	(QTR) Units	(SEM) Credits	Transfer Credit Allowed For
2-D Art and Design	3	4.5	3	ART 200
3-D Art and Design	3	4.5	3	Open Elective
African American Studies	3	4.5	3	Area E - Social/ Behavioral Sciences
Art History	3	9	6	Art 225 & Area D - Arts
Biology	3	6	4	BIO 100 & BIO 100A <i>*Earned after 10/31/2021</i>
Biology	3	12	8	BIO 100, BIO 100A & Open Elective <i>*Earned prior to 11/1/2021</i>
Calculus AB	3	6	4	MTH 220
Calculus BC	3	12	8	MTH 220 & MTH 221
Chemistry	3	6	4	CHE 101 & CHE 101A <i>*Earned after to 10/31/2021</i>
Chemistry	4	12	8	CHE 101, CHE 101A, Area A-G
Chemistry	3	12	8	CHE 101, CHE 101A, Area A-G <i>*Earned prior to 11/1/2021</i>
Chinese Language and Culture	3	12	8	Area D - Humanities (3) & 2-Area D - Languages (9)

Chinese Language and Culture	4	18	12	2-Area D - Humanities (9) & 2-Area D - Languages (9)
Chinese Language and Culture	5	24	16	2-Area D - Humanities (9), 2-Area D - Languages (9), Area A-G (6)
Comparative Government and Politics	3	4.5	3	Area E - Social/ Behavior Sciences
Computer Science A	3	6	4	Area D - Language
Computer Science Principles	3	4.5	3	Open Elective
Drawing	3	4.5	3	Area D - Arts
English Language/ Composition	3	9	6	ENG 102 and ENG 240
English Literature/ Composition	3	9	6	ENG 102 and LIT 100
European History	3	9	6	2-Area E – Social/ Behavior Sciences
Environmental Science	3	4.5	3	Area a-G
French Language and Culture	3	9	6	1-Area D - Humanities & 1-Area D - Languages
French Language and Culture	4	13.5	9	1-Area D - Humanities (4.5) & 2-Area D - Languages (9)
French Language and Culture	5	18	12	2-Area D - Humanities (9) & 2-Area D - Languages (9)
Human Geography	3	4.5	3	Area E - Social/ Behavioral Sciences

Macroeconomics	3	4.5	3	ECO 204
Microeconomics	3	4.5	3	ECO 203
Music Theory	3	4.5	3	1-Area D - Arts
Music Theory	4	9	6	2-Area D - Arts
Physics 1: Algebra-Based	3	6	4	PHS 171 & Area F - Lab
Physics 2: Algebra-Based	3	6	4	PHS 172 & Area F - Lab
Physics C: Electricity and Magnetism	3	6	4	PHS 232 & Area F - Lab
Physics C: Mechanics	3	6	4	PHS 231 & Area F - Lab
Precalculus	3	6	4	MTH 215
Psychology	3	4.5	3	PSYC 100
Research	3	4.5	3	Open Elective
Research	4	9	6	Open Elective
Seminar	3	4.5	3	Open Elective
Seminar	4	9	6	2 - Open Electives
Spanish Language and Culture	3	9	6	SPN 100 & SPN 101
Spanish Language and Culture	4	13.5	9	SPN 100, SPN 101 & SPN 200
Spanish Language and Culture	5	18	12	SPN 100, SPN 101, SPN 200, & 1 Area D - Humanities
Spanish Literature and Culture	3	13.5	9	SPN 100, SPN 101, & SPN 200

Spanish Literature and Culture	4	18	12	SPN 100, SPN 101, SPN 200, & Area D - Humanities
Spanish Literature and Culture	5	22.5	15	SPN 100, SPN 101, SPN 200, Area D - Languages, & Area D - Humanities
Statistics	3	4.5	3	MTH 210
United States Government and Politics	3	4.5	3	POL 201
United States History	3	9	6	HIS 220A & HIS 220B
World History: Modern	3	9	6	HIS 233 & HIS 234

International Baccalaureate (IB)

International Baccalaureate Exam		Score Required	(QTR) Units	(SEM) Credits	Transfer Credit Allowed for (IB HL) Exams
Group 1: Studies in Language & Literature	Language A: Language and Literature (any language other than English)	4-7	9	6	Area D - Languages & Area D - Humanities
	Language A: Literature (any language other than English)	4-7	9	6	Area D - Humanities
Group 2: Language Acquisition	Language B: French	4-7	9	6	Area D - Languages & Area D - Humanities
	Language B: German	4-7	9	6	Area D - Languages & Area D - Humanities
	Language B: Spanish	4-7	9	6	SPN 200 & Area D - Humanities
Group 3: Individuals and Societies	Business Management	4-7	9	6	Open Elective
	Digital Society	4-7	9	6	Open Elective & Area D - Humanities
	Economics	4-7	9	6	Eco 203 & ECO 204
	Geography	4-7	9	6	Area A-G & Area E - Social/ Behavioral Sciences

	Global Politics	4-7	9	6	Area E - Social/ Behavioral Sciences
	History	4-7	9	6	Area E - Social/ Behavioral Sciences
	Language and Culture	4-7	9	6	Area D - Humanities & Area D - Languages
	Philosophy	4-7	9	6	Area D - Humanities
	Psychology	4-7	9	6	Area E - Social/ Behavioral Sciences
	Social and Cultural Anthropology	4-7	9	6	Area D - Humanities
Group 4: Sciences	Biology	4-7	9	6	BIO 161 & BIO 162
	Chemistry	4-7	9	6	CHE 141 & CHE 142
	Computer Science	4-7	9	6	Open Elective
	Design Technology	4-7	9	6	Open Elective
	Physics	4-7	9	6	PHS 171 & PHS 172
	Sports, Exercise and Health Science	4-7	9	6	Area F - Science Lec/Lab & Open Elective

Group 5: Mathematics	Math: Analysis & Approaches	4-7	9	6	Area B - Math
	Math: Applications & Interpretation	4-7	9	6	Area B - Math
Group 6: The Arts	Dance	4-7	9	6	Area D - Arts
	Film	4-7	9	6	Area D - Arts
	Music	4-7	9	6	Area D - Arts
	Theater Arts	4-7	9	6	Area D - Arts
	Visual Arts	4-7	9	6	Area D - Arts

Defense Activity for Non-Traditional Education Support (DANTES)

	DSST Examinations	Minimum Score	(QTR) Units	(SEM) Credits	Transfer Credit Allowed For
LOWER DIVISION	A History of the Vietnam War	400	4.5	3	Area E - Social/ Behavioral Sciences
	Art of the Western World	400	4.5	3	Area D - Arts
	Astronomy	400	4.5	3	Area A-G
	Business Ethics and Society	400	4.5	3	Open Elective
	Business Mathematics	400	4.5	3	Open Elective
	Computing and Information Technology (formerly Introduction to Computing)	400	4.5	3	Open Elective
	Criminal Justice	400	4.5	3	CJA 230
	Environmental Science	400	4.5	3	Area A-G
	Ethics in America	400	4.5	3	Area D - Humanities
	Ethics in Technology	400	4.5	3	Open Elective
	Fundamentals of College Algebra	400	4.5	3	Area B - Math
	Fundamentals of Counseling	400	4.5	3	Open Elective <i>*Earned prior to 12/1/2021</i>
	Fundamentals of Cybersecurity	400	4.5	3	Open Elective <i>*Earned after 11/30/2021</i>
	Health and Human Development	400	4.5	3	COH 100

History of the Soviet Union	400	4.5	3	Open Elective <i>*Earned after 1/31/2020</i>
Human Resource Management	400	4.5	3	Open Elective
Human/Cultural Geography	400	4.5	3	Area E - Social/ Behavioral Sciences
Introduction to Business	400	4.5	3	Open Elective
Introduction to Geography	400	4.5	3	Area E - Social/ Behavioral Sciences
Introduction to Geology	400	4.5	3	Area A-G
Introduction to Law Enforcement	400	4.5	3	CJA 229
Introduction to World Religions	400	4.5	3	Area D - Humanities
Lifespan Developmental Psychology	400	4.5	3	Area E - Social/ Behavioral Sciences <i>* Earned prior to 12/1/2021</i>
Management Information Systems	400	4.5	3	Open Elective
Math for Liberal Arts	400	4.5	3	Area B - Math
Organizational Behavior	400	4.5	3	Open Elective
Personal Finance	400	4.5	3	Open Elective
Principles of Advance English Composition	400	4.5	3	ENG 240

	Principles of Finance	400	4.5	3	Open Elective
					COM 103
	Principles of Public Speaking	400	4.5	3	<i>*Earned: 4/1/2024-3/31/2029 or 11/1/2013-7/31/2018</i>
	Principles of Statistics	400	4.5	3	MTH 210
	Principles of Supervision	400	4.5	3	Open Elective
	Substance Abuse	400	4.5	3	Area G - Lifelong Learning & Self Development
	Technical Writing	400	4.5	3	Open Elective
	The Civil War and Reconstruction	400	4.5	3	Area E - Social/ Behavioral Sciences
	The Principles of Physical Science I	400	4.5	3	PHS 102
UPPER DIVISION	Fundamentals of Counseling	400	4.5	3	Upper Div Open Elective <i>*Earned after 11/30/2021</i>
	Fundamentals of Cybersecurity	400	4.5	3	Upper Div Open Elective <i>*Earned prior to 12/1/2021</i>
	History of the Soviet Union	400	4.5	3	Upper Div Open Elective <i>*Earned prior to 2/1/2021</i>

Lifespan Developmental Psychology	400	4.5	3	Upper Div Area E - Social/ Behavioral Sciences <i>*Earned after 11/30/2021</i>
Money and Banking	400	4.5	3	ECO 447
Principles of Public Speaking	400	4.5	3	Upper Div Area A - Communication <i>*Earned between 8/1/2018 – 3/31/2024</i>

SOPHIA Learning LLC. Courses

SOPHIA Course Code and Title	Minimum Score	(QTR) Units	(SEM) Credits	Transfer Credit Allowed For
ARTHIST 1001 Art History I	70%	4.5	3	Area D - Arts
ARTHIST 1002 Art History II	70%	4.5	3	Area D - Arts
BUS 1001 Introduction to Business	70%	4.5	3	Open Elective
BUS 1010 Financial Accounting	70%	4.5	3	ACC 201
BUS 1200 Developing Effective Teams	70%	1.5	1	Open Elective
BUSLAW 1001 Business Law	70%	4.5	3	LAW 204
CA 0050 Foundations of College Algebra	70%	0	0	MTH 12A & MTH 12B
CA 1001 College Algebra	70%	4.5	3	MTH 216A
COLLEGE 1001 College Readiness	70%	4.5	3	Area G - Lifelong Learning & Self Development
COMM 1002 Public Speaking	70%	4.5	3	COM 103
COMM 1010 Workplace Communication	70%	4.5	3	Open Elective
CONRES 1000 The Essentials of Managing Conflict	70%	1.5	1	Open Elective
CONRES 1001 Conflict Resolution	70%	4.5	3	Open Elective
CS 1001 Introduction to Information Technology	70%	4.5	3	Open Elective
CS 1003 IT Career Exploration	70%	1.5	1	Open Elective
CS 1005 Introduction to Web Development	70%	4.5	3	Open Elective
CS 1011 Introduction to Relational Databases	70%	4.5	3	Open Elective

ECON 1001 Macroeconomics	70%	4.5	3	ECO 204
ECON 1002 Microeconomics	70%	4.5	3	ECO 203
ECON 1010 Personal Finance	70%	4.5	3	Open Elective
ENG 0050 Foundations of English Composition	N/A	N/A	N/A	Remedial
ENG 1001 English Composition I	70%	4.5	3	ENG 102
ENG 1002 English Composition II	70%	4.5	3	ENG 240
ENG 1010 Workplace Writing I	70%	4.5	3	ENG 102
ENG 1020 Workplace Writing II	70%	4.5	3	ENG 240
ENVS 1001 Environment Science	70%	4.5	3	Area A-G
FIN 1001 Principals of Finance	70%	4.5	3	Open Elective
HIST 1001 US History I	70%	4.5	3	HIS 220A
HIST 1002 US History II	70%	4.5	3	HIS 220B
HIST 1010 US. Topics in US History: Learning from the Past, Preparing for the Future	70%	4.5	3	Area E - Social/ Behavioral Sciences
HUMBIO 1001 Human Biology	70%	4.5	3	BIO 110
PHIL 1001 Ancient Greek Philosophers	70%	4.5	3	Area D - Humanities
PHIL 1002 Introduction to Ethics	70%	4.5	3	Area D - Humanities
PM 1001 Project Management	70%	4.5	3	Open Elective
PSY 1001 Introduction to Psychology	70%	4.5	3	PSYC 100
PSYC 1010 Introduction to Psychology: Smarter	70%	4.5	3	PSYC 100

Decisions Through Psychology				
REL 1001 Approaches to Studying Religions	70%	4.5	3	Area D - Humanities
SOC 1001 Introduction to Sociology	70%	4.5	3	SOC 100
SOCI 1010 Introduction to Sociology: Embracing Diversity and Collaboration	70%	4.5	3	SOC 100
STAT 0050 Foundations of Statistics	70%	4.5	3	MTH 210
STAT 1001 Introduction to Statistics	70%	4.5	3	MTH 210
SUCCESS 1001 Student Success	70%	1.5	1	Open Elective
VISCOMM 1001 Visual Communications	70%	4.5	3	Area D - Arts

StraighterLine Courses

StraighterLine Exam	Minimum Score	(QTR) Units	(SEM) Credits	Transfer Credit Allowed For
Accounting I	70%	4.5	3	ACC 201
Accounting II	70%	4.5	3	ACC 202
American Government	70%	4.5	3	POL 201
Anatomy and Physiology I	70%	4.5	3	Area F - Lecture
Anatomy and Physiology I Lab	70%	1.5	1	Area F - Lab
Anatomy and Physiology II	70%	4.5	3	Area F - Lecture
Anatomy and Physiology II Lab	70%	1.5	1	Area F - Lab
Art Appreciation	70%	4.5	3	Area D - Arts
Business Communication	70%	4.5	3	Open Elective
Business Ethics	70%	4.5	3	Open Elective
Business Law	70%	4.5	3	LAW 204
Business Statistics	70%	4.5	3	MTH 210
College Algebra	70%	4.5	3	MTH 216A
Cultural Anthropology	70%	4.5	3	SOC 260
English Composition I	70%	4.5	3	ENG 102
English Composition II	70%	4.5	3	ENG 240
Financial Accounting	70%	4.5	3	ACC 201
First Aid and CPR	70%	4.5	3	Open Elective
General Calculus I	70%	6	4	MTH 220
General Calculus II	70%	6	4	MTH 221
General Chemistry I	70%	4.5	3	CHE 101
General Chemistry I Lab	70%	1.5	1	CHE 101A
General Physics I	70%	4.5	3	PHS 171

General Physics I Lab	70%	1.5	1	Area F - Lab
Introduction to Biology	70%	4.5	3	BIO 100
Introduction to Biology Lab	70%	1.5	1	BIO 100A
Introduction to Business	70%	4.5	3	Open Elective
Introduction to Communications	70%	4.5	3	Area A - Communication
Introduction to Criminal Justice	70%	4.5	3	Area E - Social/ Behavioral Sciences
Introduction to Environmental Science	70%	4.5	3	Area A-G
Introduction to Nutrition	70%	6	4	Area G - Lifelong Learning & Self Development
Introduction to Philosophy	70%	4.5	3	PHL 100
Introduction to Programming	70%	4.5	3	Area D - Languages
Introduction to Psychology	70%	4.5	3	PSYC 100
Introduction to Religion	70%	4.5	3	Area D - Humanities
Introduction to Sociology	70%	4.5	3	SOC 100
Introduction to Statistics	70%	4.5	3	MTH 210
Life-Span Development	70%	4.5	3	Area E - Social/ Behavioral Sciences
Macroeconomics	70%	4.5	3	ECO 204
Medical Terminology	70%	4.5	3	COH 150
Microbiology	70%	4.5	3	Area F - Lecture
Microbiology Lab	70%	1.5	1	Area F - Lab
Microeconomics	70%	4.5	3	ECO 203

Organizational Behavior	70%	4.5	3	Open Elective
Personal Finance	70%	4.5	3	Open Elective
Personal Fitness and Wellness	70%	6	4	COH 100
Pharmacology	70%	4.5	3	Open Elective
Precalculus	70%	4.5	3	MTH 215
Principles of Management	70%	4.5	3	Open Elective
Student Success	70%	4.5	3	Area G - Lifelong Learning & Self Development
US History I	70%	4.5	3	HIS 220A
US History II	70%	4.5	3	HIS 220B
Western Civilization I	70%	4.5	3	Area D - Humanities
Western Civilization II	70%	4.5	3	Area D - Humanities

Paralegal Transfer Credit Policy

Students may receive credit for up to thirty percent (30%) of their legal specialty courses by transferring in coursework taken at another college or university, if approved by the Program Director or a qualified faculty member. Students transferring from American Bar Association (ABA) approved programs for which there is an existing articulation agreement may receive credit for up to fifty percent (50%) of their legal specialty coursework. Approval can be obtained by:

- An articulation agreement established through National University and the student's prior school or university, or
- Submission of a petition for transfer credit by the student to the Office of the Registrar, which will include:
 - Name of prior school or university,
 - Whether or not the prior program is ABA approved, and
 - For each course taken in the prior program for which credit is sought:
 - Name of course,
 - Course description,
 - Syllabus,
 - Documentation of the number of hours, if any, the course was offered in synchronous or asynchronous format, if not included in the syllabus, and
 - Certification of grade in the course (typically via a transcript from the prior institution).

Petitions will be reviewed by the Program Director or a qualified faculty member. Credit will only be granted if the course is equivalent in content, length, and nature to a National University course, the student has earned a grade of C or better, and the course was taken within the last ten (10) years. Additionally, students must still complete at least nine (9) semester credit hours or the equivalent of legal specialty courses through synchronous instruction and may be further limited in transfer credits to satisfy this requirement.

Military Transfer Credits

As recommended by the American Council on Education (ACE), United States military training, testing, and other appropriate academic experience may be considered for transfer into a National University degree program. Except for military training courses specifically designated by ACE as equivalent to graduate coursework, military transfer credit will be limited to undergraduate programs.

NU will accept the minimum semester credit hours, levels of study, and subject areas recommended by the American Council on Education (ACE) on all military training courses, selected Military Occupation Specialties (MOS) and Ratings.

The maximum amount of transfer credit granted for military education is 135 quarter units (90 semester credit hours). An additional nine (9) credits of correspondence coursework may be granted for active or veteran students who served in the Marine Corps.

Acceptable Transcripts and Credits

Military training and experience must be documented on an official military transcript system supported by ACE credit recommendations. These include JST (Joint Services Transcripts), CCAF (Community College of the Air Force), USCGI (United States Coast Guard Institute), or similar.

College transcripts sent directly to the Army National Guard Institute or other partnership agency and forwarded to NU with the original envelope showing that it was not received by the student may be accepted as official transcripts.

The recommended ACE credit must appear on an official transcript from the institution where they were earned. Work that is not documented on an official military transcript system may be considered on an individual basis when proper military documentation of military course completion is presented to NU for assessment.

Coursework Credits

Transfer credit for military or veteran applicants at the undergraduate level toward bachelor's degrees are accepted by NU on the following basis:

Undergraduate credits must be completed at a regionally or nationally accredited post-secondary institution and must be earned with a grade of "C-" or better

Military training or coursework must have been evaluated by an outside agency (i.e. ACE, institutions of higher learning) for academic content and semester credit hour equivalency

Courses accepted in transfer must relate to the program and degree being pursued and must be equivalent to the degree program requirements, including specified electives

Military Experience Credits

Credit for military experience may be awarded based on Army MOS, Navy Ratings, Marine Corps MOS, and/or Coast Guard Ratings. The School Dean or designee shall determine the equivalency and transfer credit for each MOS or rating matched to a bachelor's degree program or concentration.

Credit awarded based on a rating or MOS may not duplicate any credits given for military training.

Transcript Evaluation for Students Using VA Education Benefits

In addition to transcripts needed to meet basis for admissions requirements, for students electing to use VA Educational Benefits, such as GI Bill®, NU will inquire about all previous education and training, and request transcripts from students for all prior institutions. This includes transcripts for military training, traditional college coursework, and vocational training. A copy of an unofficial transcript is sufficient for the purpose of an initial evaluation. Transcripts for education and training from prior institutions will be evaluated and credit will be granted, as appropriate, per the University's Transfer Credit Policy.

Credit by Examination

Currently enrolled students can obtain credit for undergraduate courses through departmental examinations, called Credit by Examination, when their training or work experience seems to provide proficiency in the subject matter of an approved course. Only a limited number of courses are approved for Credit by Examination. Students

cannot challenge courses that are in the same area as an advanced course taken at National University or another regionally accredited institution. Students cannot challenge a course they have previously attempted regardless of grade earned. Students can apply for Credit by Examination by completing the e-forms link on the Student Portal. Students must submit their e-form after they are formally evaluated by the Office of the Registrar to determine eligibility for the exam. Approval for the exam must be granted before the exam can be taken. Students must pay the required \$100 Credit by Examination fee to the Student Accounts.

All Credit by Examinations must support the objectives of the student's degree program and cannot exceed 13.5 quarter units in an associate degree program. Credit from Credit by Examination counts toward graduation, but no grade points are assigned or included in calculating Grade Point Averages. The credit cannot be used to meet residency requirements.

You can find more information on testing sites and preparation for your exam at: [Testing Services](#). You can also contact the testing center at 858.541.7951 or email testingservices@nu.edu.

Challenge by Examination

Waivers for certain University courses can only be established by departmental examination. Typically, the courses that require a departmental examination to establish an exemption (waiver) are courses in computer science, mathematics, technical subjects, or those required for licensure or a credential.

Procedures to challenge a course by examination are identical to the Credit by Examination procedures explained above, but the fee for a Challenge by Examination is \$50 rather than \$100. No credit is awarded for a waived course.

Undergraduate Course Waivers

Students may request to waive a course based on previous training or experience. If the student can demonstrate mastery of a subject, the department chair must submit a recommendation to allow the student to waive the particular course. If the course in question has an available Credit by Examination (or other approved test) then the student must pass the examination and may not request for a waiver.

A course waived exempts a student from that course. Units are not awarded for a waived course, so the student may need to take a different course such as an elective in order to meet the overall unit requirements for the degree. Approval of a course waiver does not reduce the total number of credits required for the awarding of the degree, but allows the student to take another approved course for the same number of credits. Waiver requests must be submitted at least four (4) weeks prior to the class' scheduled start date.

Language Proficiency Testing

National University offers competency proficiency testing through an agreement with the University of Pennsylvania Penn Language Center for students who need foreign language proficiency verification. National University will allow students, who have met the Intermediate level of foreign language proficiency through this test, to waive the Area D language requirement in General Education. This service is made available to the students at a reasonable cost.

Note: Students will need to meet the overall unit requirement for General Education.

The foreign language competency test consists of four components which measure a student's ability to communicate, read and write in a foreign language. The duration of the test varies depending on the language, and could take approximately 1.5–2 hours. The test contains an oral interview between test candidate and the tester, a reading comprehension assignment, and a writing sample.

University of Pennsylvania Penn Language Center will keep a permanent record of the results of the competency testing. Credit by Examination is not available. Website: www.pls.sas.upenn.edu/testing.

Approval For the Training of Veterans

National University is approved for the training of veterans under Title 38 of the U.S. Code, Chapters 30, 31, 32, 34, and 35. The University is also authorized for active duty tuition assistance.

Questions regarding pre-evaluations and degree plans of military students may be submitted to student's academic advisor or the Military Evaluations Team (militaryevaluations@nu.edu or 858.642.8047).

Course Applicability For Veteran Students Using VA Benefits

(Applies to all GI Bill Educational Programs)

U.S. Department of Veterans Affairs pays GI Bill benefits for students in pursuit of one educational degree at a time. Only courses that satisfy the minimum requirements outlined by the curriculum guide or graduation evaluation form can be certified for VA purposes. A curriculum guide or graduation evaluation form should be kept in the student's file. When a student takes a course that does not fulfill a program requirement, it cannot be certified for VA purposes. Excessive free electives, for example, cannot be certified.

National University students are responsible for notifying the Veterans Affairs Department of any change of status, class schedule changes, or unsatisfactory progress.

Grades and Grading System

Students who have more than three absences, excused or unexcused, cannot be awarded a letter or satisfactory grade.

Definition of Grades

A	Outstanding Achievement	Significantly Exceeds Standards
B	Commendable Achievement	Exceeds Standards
C	Acceptable Achievement	Meets Standards
D	Marginal Achievement	Below Standards
F	Failure	Courses in which a grade of "F" is earned will not count toward degree requirements and may require repetition of course.
I	Incomplete	<p>A grade of "I" may only be issued when a student has attended at least two-thirds of the class sessions and is unable to complete the requirements due to uncontrollable and unforeseen circumstances. Students must communicate these circumstances (in writing) to the instructor prior to the final day of the course. If an instructor decides that an "Incomplete" is warranted, he/she issues a grade of "I" and notates the conditions for removal of the "Incomplete" in the student's record. Students receive notification via e-mail about the assignment of an "Incomplete," including the conditions for its removal. This information remains in place until the "Incomplete" is satisfied or the time limit for removal has passed. An "Incomplete" is not issued when the only way the student can make up the work is to attend a major portion of the class the next time it is offered. Students must resolve "Incomplete" grades no later than six months after the official course end date or earlier if specified by the instructor. The Office of the Registrar sends a courtesy e-mail reminder regarding the "Incomplete" on record when four months have elapsed since the course end date, provided the instructor has not specified a shorter end date. An "Incomplete" that is not removed within the stipulated time becomes an "F" or a "U" based on the grading criteria of the course. No grade points are assigned. The "F" is calculated in the Grade Point Average.</p>
S	Satisfactory	Credit is granted but no grade points are assigned.

U	Unsatisfactory	A permanent grade indicating that a credit attempt was not acceptable. An “Unsatisfactory” grade merits no grade points and is not computed in the Grade Point Average.
W	Withdrawal	Signifies that a student has withdrawn from a course after midnight of the ninth day of the class session. A “Withdrawal” is not allowed after the 21st day of the session. This is a permanent mark with no grade points assigned.
IP	In Progress	A designation representing a project course that allows up to 12 months from course start date for completion. No grade points are assigned for the “IP” grade.
NG	No Grade	The Registrar is authorized to apply an “NG” course code to address administrative errors or specific modifications as approved by leadership. The “NG” course code remains permanently on the University records but does not appear on the student’s transcripts.

The following grades are assigned for selected project/practicum courses identified in the course description section of this catalog:

H	Honors	Signifies Outstanding Achievement. No grade points are assigned.
S	Satisfactory	Signifies Acceptable Achievement. No grade points are assigned.
U	Unsatisfactory	Signifies Unacceptable Achievement. No credit is granted and no grade points are assigned.

Plus/Minus Grading

National University uses a plus/minus grading system. The grade of A+ is not issued. In the plus/minus system, the grade points per credit used in the calculation of the Grade Point Average are specified below.

Computing Grade Point Averages

To compute a student’s Grade Point Average, the total number of credit units is divided into the total number of grade points. Course units count only once toward graduation requirements. “I,” “W,” “U,” “IP,” “H,” and “S” designations carry no grade points and are not considered when computing Grade Point Average. When a course is repeated, all grades remain part of the permanent record but only the most recent grade is calculated in the Grade Point Average. If an undergraduate student changes their plan of study, all completed coursework will be utilized to calculate cumulative Grade Point Average regardless of applicability to current program of study. GPA is truncated to two decimal places. Only courses completed in residence are utilized in calculating GPA.

Grade Points Awarded

A	=	4.0	A-	=	3.7
B+	=	3.3	B	=	3.0
B-	=	2.7	C+	=	2.3

C	=	2.0	C-	=	1.7
D+	=	1.3	D	=	1.0
D-	=	0.7	F	=	0.0

Academic Standing

Students attending National University are expected to maintain satisfactory academic progress in their degree program. Academic progress is defined by a quantitative measure. The quantitative academic progress is assessed by the cumulative Grade Point Average (GPA) achieved at National University. Academic progress is processed four times annually at the end of each quarter (see Calendar and Class Schedule for dates).

Academic Warning 1

A student was in good standing and whose cumulative GPA falls below 2.0 shall be placed on academic warning.

Academic Warning 2

A student who is unable to improve their cumulative GPA after being on academic warning will be placed on second warning.

Academic Probation

A student on second warning whose cumulative GPA remains below 2.0 will be placed on academic probation. A registration hold is placed on the student's record. Students may be required to limit the number of classes/units scheduled while on probation. Students must meet with their Academic and Finance Counselor to learn more about the specific requirements needed in order to remove their registration hold. Students can remain on academic probation if their term GPA remains at a minimum 2.0.

Academic Suspension

Students whose term GPA falls below 2.0 will be placed on Academic Suspension. A registration hold will be placed on the student's record and will prevent the student from registering for courses at the University. If the student is registered for the following quarter, their courses will be dropped.

Students will be placed on Academic Suspension for a minimum of one quarter.

Academic Appeal

If after completing the suspension period the student's GPA has not improved, the student must work with their advisor to submit a letter of intent via a CAS Petition for Reinstatement explaining the academic strategies the student intends to employ to ensure academic success. If there is sufficient evidence of potential to continue in the program, the student will be admitted for one additional quarter. The conditional requirements are individualized according to each student's situation. Students who fail to meet the conditional requirements, or whose appeal is denied, will be dismissed from the University and are not eligible for admission.

A student is placed in good standing at any point once the student's cumulative GPA improves to the minimum 2.0.

Academic Dismissal

Students who fail to meet the conditional requirements of their Academic Suspension, or whose appeal is denied, will be dismissed from the University.

Catalog Rights

Any student whose record reflects a break in enrollment for a period of 12 or more consecutive months is not eligible to retain his/her catalog rights. All other students are defined as having continuous enrollment and, as such, remain subject to the requirements of the academic program that were listed in the catalog at the time of their admission. Students who interrupt studies for a period of greater than 12 or more months must re-apply for admission. Re-admitted students are subject to all catalog requirements in existence at the time of re-enrollment.

Students who change their major after having been admitted to the University must follow the program requirements in effect at the time of such change. Students who choose to add or drop a minor are not subject to a catalog change, unless the minor is not offered in the original catalog. If the minor was not offered in the

original catalog, the student must meet both major and minor requirements under the catalog in effect at the time of the requested plan change.

Students can elect to move assigned catalogs and follow the requirements listed in the current catalog; however, students cannot combine requirements from their previous catalog with those in the current catalog. Students may only move to the most current active catalog.

Degree Conferral Requirements for Undergraduate Degrees

Associate degree Unit and GPA Requirements / Total Number of Units

The minimum number of credits required to earn an associate degree is 60 semester credit hours/90 quarter units.

Bachelor degree Unit and GPA Requirements / Total Number of Units

The minimum number of credits required to earn a bachelor degree is 120 semester credit hours/180 quarter units. Students may be required to complete more than the required credits depending upon their program of study.

Upper-Division Units

The total number of upper-division units required for a bachelor degree is 51 semester credit hours/76.5 quarter units.

Students must meet the following requirements for their degree:

1. Minimum overall cumulative Grade Point Average of 2.0 (letter grade of "C") for core coursework
2. Minimum overall cumulative Grade Point Average of 2.0 (letter grade of "C") for coursework leading to a minor or concentration
3. Official documents on file for basis for admission from a regionally or nationally accredited academic institution
4. Official transcripts on file for all transfer credit hours accepted by the University
5. Completion of all degree program credit requirements
6. All financial obligations to the University have been satisfied

Please see the specific program for additional degree requirements

Residency Requirements

To qualify for a certificate, students must complete two-thirds of the certificate program at National University.

To qualify for an associate degree, students must complete each of the following requirements at National University:

- A minimum of 18 quarter units (12 semester credit hours).
- At least two-thirds of the courses/units required for the minor or concentration, if a student has selected a minor or concentration, or if a concentration is required as part of the degree requirements.

To qualify for a Bachelor degree, students must complete each of the following requirements at National University:

- A minimum of 45 quarter units (30 semester credit hours), at least 36 quarter units (24 semester credit hours) of which must be in upper-division courses
- (numbered 300–599).
- At least half of the upper-division units that are required for the major.
- At least two-thirds of the upper-division units required for the minor or concentration if a student has selected a minor or concentration, or if a concentration is required as part of the degree requirements.

Courses taken through credit by examination and credits students transfer to the University do not apply toward residency requirements.

GPA Requirements

Students must meet the following GPA requirements for their degree:

- Minimum overall cumulative Grade Point Average of 2.0
- Minimum cumulative Grade Point Average of a 2.0 within their major or core coursework (unless otherwise specified)
- Minimum cumulative Grade Point Average of 2.0 within their minor or concentration coursework (unless otherwise specified).

General Education Requirements

National University has general education requirements in the following areas including but not limited to: English Communication, Mathematical Concepts and Quantitative Reasoning, Information Literacy, Arts, Humanities and Languages, Social and Behavioral Sciences, Physical and Biological Sciences, and Lifelong Learning and Self Development. Students enrolled in a Bachelor of Arts and residing in Oregon must complete 18 quarter units/ 12 semester credits of Foreign Language to satisfy state requirements. For specific requirements please refer to the program.

CSU General Education Certifications and IGETC

National University will accept the following General Education certifications: California State University (CSU) General Education Breadth Certification and the Inter-Segmental General Education Transfer Curriculum (IGETC). All requirements for CSU General Education and IGETC must be completed and certified prior to transfer to National University. The University will not accept partial certifications. Students must provide an official transcript with the signed certification included or a separate certification form from the community college attended.

National University has general education requirements in the following areas: English Communication, Mathematical Concepts and Quantitative Reasoning, Information Literacy, Arts, Humanities and Languages, Social and Behavioral Sciences, Physical and Biological Sciences, and Lifelong Learning and Self Development.

The required number of units in each section can be found in the General Education section of this catalog.

Courses taken to achieve minimum collegiate-level competency in the areas of writing and mathematical concepts and systems do not satisfy any portion of the general education requirement.

Major, Minor, and Concentration Requirements

Preparation for the Major

Some majors require a set of introductory and/or skills courses designed to prepare students for upper-division study. Many courses taken for this purpose can also be used to satisfy general education requirements.

Major

Students must complete a departmental major for any bachelor's degree. Most majors consist of an integrated area of specialized study at the upper-division level and contain at least nine courses, which total at least 40.5 quarter units or 27 semester credit hours.

Coursework taken to meet major requirements cannot be used to meet general education requirements. At least half of the required upper-division courses for the major must be completed in residence.

Minor

Completion of a minor is not required. A minor consists of a minimum of at least 27 quarter units or 18 semester credit hours unless otherwise specified. Courses in the minor can be used to satisfy preparation for the major and general education requirements as appropriate. Two-thirds of the coursework for courses used to achieve a minor must be unduplicated. At least two-thirds of the units in the minor must be completed in residence.

Students may take any minor with any bachelor's degree program. Students must verify, prior to requesting a change of degree plan, that the particular combination being requested has not been duplicated by the major or specifically prohibited by the bachelor's program. Students must also meet any entry requirements and prerequisites for the requested minor.

Concentration

A concentration may be required by the degree program or an optional choice for the student. A concentration is an area of specialization related to the major that allows students to delve deeper into a focused study area.

Unless otherwise specified, completion of a concentration is not required. Courses in the concentration cannot be used to meet major requirements.

Courses in the concentration can be used to satisfy preparation for the major and general education requirements as appropriate. Two-thirds of the coursework for courses used to achieve a concentration must be unduplicated. At least two-thirds of the units in the concentration must be completed in residence.

National University Dean's List

At National University, we believe it is important to recognize academic success in many forms. We realize our students have many demands across many roles in their lives. While Cum Laude and other graduation honors are awarded in recognition of achievement sustained across the student journey, the Dean's List recognizes students in their shorter sprints toward ultimate success.

The Dean's List at National University is a quarterly recognition of undergraduate and graduate students who have demonstrated exceptional academic performance. Students eligible for the honor must complete a minimum amount of coursework (9.0 quarter units/6.0 semester units) with a three-month GPA of at least 3.5 (undergraduate) or 3.7 (graduate).

In determining student eligibility, we use the following criteria:

- Completed a minimum of 9.0 quarter units/6.0 semester units). These units are calculated on the end date of the course. For instance, a student completing an 8-week course with 4 weeks completed prior to the quarter and 4 weeks completed during the assessment period would be granted unit and GPA credit for the whole course.
- Quarter GPA of at least 3.5 (undergraduate) or 3.7 (graduate). These minimum GPAs are only calculated with the courses completed during the assessment period. Therefore, a student may have a cumulative GPA of 3.3, receive two A's during courses completed in the quarter, and will be eligible for the honor of Dean's List.

Exceptions: Dissertation courses and some clinically-focused coursework is excluded in the calculation of eligibility, and those students in the Juris Doctorate program have different eligibility criteria based on program accreditation requirements as outlined in the Juris Doctorate Student Handbook.

The Dean's List is calculated and awarded quarterly in February, May, August, and November for the three months preceding. Students are notified via their student email address and also receive a confirmation when their certificate is issued. Certificates are available electronically through Parchment.

National University President's Circle

National University (NU) is deeply committed to promoting academic and service excellence. In pursuit of this objective, National University takes great pride in annually acknowledging and honoring students' outstanding academic achievements through the President's Circle.

Nomination Process:

- Graduating students are nominated annually by the Dean of their respective schools for consideration to be part of the President's Circle.
- Within each school, one student is selected from each degree program, including associate's, bachelor's, master's, and doctoral programs.
- The nominated students represent the highest achievers in their respective programs, consistently exceeding expectations while demonstrating exceptional dedication.

The following criteria are used to determine the selection of each student:

- Attainment of consistently high academic performance
- For graduate students, sustained performance at a distinguished scholarly level
- Active participation in various student groups, such as University activities, the Student Advisory Council, or Honor Societies
- Demonstration of a strong commitment to improving the lives of others through their education
- Belief in their capacity to effect positive change in their communities

Students chosen to join the President's Circle are invited to attend the President's Circle Breakfast or Luncheon, which occurs before the commencement ceremony annually. Students will have the opportunity to interact with

NU leadership and their school Deans during this event. They will also be publicly recognized for their outstanding achievements and receive an appreciation certificate and specialized honor cords. Subsequent to recognition, academic-year classes of President's Circle members will be invited to stay engaged as premiere NU academic ambassadors with students, alumni, and the broader community.

Graduation with Honors

Graduation with Honors is available to students whose academic record indicates superior achievement. Earned honors are noted on diplomas and official University transcripts.

Honors for associate and baccalaureate degrees are determined only by courses taken at National University. Honors are awarded according to the following Grade Point Average:

- Summa Cum Laude - 3.90
- Magna Cum Laude - 3.70
- Cum Laude - 3.50

Only those students who complete 45 quarter units or more in residence in their program are considered for honors awards.

In the calculation of eligibility for honors the cumulative GPA is truncated to two decimal places. For example, if the cumulative GPA of record is a 3.695 this figure is truncated to 3.69 and the honors designation would be Cum Laude.

Honor Societies

All Schools

Golden Key International Honor Society (GK)

Golden Key is the world's largest collegiate honor society for undergraduate and graduate students. Participation in the society is open to all academic disciplines. Membership is by invitation only and is sent to eligible students on a periodic basis.

For more information about Golden Key, visit www.goldenkey.org. Students who have not received a membership invitation but believe they meet the University's academic eligibility criteria can submit an online application at <https://goldenkey.org/golden-key-eligibility> for review.

Honors Fellows for Social Change

The Honors Fellows for Social Change is a highly selective honors program comprised of students who show the potential to utilize their degree to make positive social change in their communities of choice. Students are admitted to the program based on a rigorous application process that includes video testimonials and writing samples that illustrate the student's capacity to connect their educational goals to further advancing the public good.

National Society of Leadership Success (NSLS)

The National Society of Leadership and Success is the nation's largest leadership honor society. Candidacy is a nationally recognized achievement of honorable distinction. Participation in the society is open to all undergraduate and graduate level majors based on GPA and number of courses completed. Lifetime membership benefits include: an accredited leadership development program, free admission to live broadcasts of speakers from leading organizations as well as a presidential series, opportunities for scholarships and building a professional network, access to a job bank, letter of recommendation, and more.

For more information about National Society of Leadership Success, visit: <http://www.nsls.org>.

Phi Chapter Omega Nu Lambda Honor Society

Phi Chapter Omega Nu Lambda (ONL) is the only national collegiate honor society exclusive to online students. ONL strives to help make online education a better experience by acknowledging academic achievement, rewarding online experience by offering scholarship opportunities, and creating environments that promote connectivity among other ONL members throughout the United States.

For more information about Phi Chapter Omega Nu Lambda, visit <https://www.omeganulambda.org> or contact ONL@nu.edu.

SALUTE Veterans National Honor Society

SALUTE is a national academic honor society recognizing the service and scholastic achievements of student veterans and active-duty military in higher education.

For more information about SALUTE, please contact the Veteran Center at veterancenter@nu.edu.

Sanford College of Education

Pi Lambda Theta Honor Society

Pi Lambda Theta is the international honor society and professional association for students in the field of education. The dean of the Sanford College of Education nominates students to Pi Lambda Theta who have met rigorous requirements. Membership in this honor society offers students access to scholarships, research grants, career support, and leadership conferences, as well as support from the National Board of Professional Teacher Standards. A gold cord worn during commencement exercises designates Pi Lambda Theta graduates.

For more information about Pi Lambda Theta, visit <https://pilambda.org/>.

School of Business and Economics

Sigma Beta Delta Honor Society

Sigma Beta Delta is an honor society for students of business, management, or administration who are pursuing bachelor's or master's degrees. The society characterizes itself by three principles; wisdom, honor, and the pursuit of meaningful aspirations. It recognizes these qualities as being important for success in the academic realm as well as providing guidelines which lead to a fulfilling personal and professional life and a life distinguished by honorable service to humankind.

For more information about Sigma Beta Delta, visit: <https://sigmabetadelta.org/>.

School of Health Professions

Sigma Theta Tau International (STTI) Omega Omega Chapter 574

The mission is to develop nurses' leaders to improve healthcare everywhere. Students who qualify from Undergraduate and Graduate level Nursing Programs are invited to join this international community of nurses. These nurse leaders are dedicated to the advancement of knowledge, teaching, learning, and service through the cultivation of communities of practice, education, and research.

For more information about Sigma Theta Tau International Omega Omega , visit; <https://www.sigmanursing.org/>.

Upsilon Phi Delta (UPD)

Applicable for students enrolled in the Bachelor of Science in Healthcare Administration (BSHA) and the Master of Health Administration (MHA) Program in the School of Health Professions. Upsilon Phi Delta is an honor society only open to programs who hold membership with the Association of University Programs in Health Administration (AUPHA). Invitation to the student is offered by the School of Health Professions. Membership Benefits include lifetime recognition of outstanding academic achievement, scholarship program, lifetime contact through national networking, and other benefits.

For more information about Upsilon Phi Delta, visit; <http://www.aupha.org/main/resourcecenter/currentstudents/honorsociety>.

School of Arts, Letters, and Sciences

Alpha Kappa Delta International Sociology Honor Society

Alpha Kappa Delta seeks to acknowledge and promote excellence in scholarship in the study of sociology, the research of social problems, and such other social and intellectual activities as will lead to improvement in the human condition. Alpha Kappa Delta is a non-secret, democratic, international society of scholars dedicated to the ideal of Athropon Katamannthanein Diakonesin or "to investigate humanity for the purpose of service." At commencement, membership in Alpha Kappa Delta is signified by the wearing of a teal honor cord.

For more information about Alpha Kappa Delta, visit: <https://alphakappadelta.org/>.

Psi Chi Honor Society

Psi Chi is an international honor society whose purpose is to encourage, stimulate, and maintain excellence in scholarship of the individual members in all fields, particularly in psychology, and to advance the science of psychology. Undergraduate and graduate students accepted for membership in Psi Chi are recognized for their academic achievement and devotion to the field of psychology. Psi Chi is a member of the Association of College Honor Societies and is an affiliate of the American Psychological Association (APA) and the Association for Psychological Science (APS). Nominees can be identified by the platinum and blue cord they wear during the ceremony.

For more information about Psi Chi, please visit: <https://www.psichi.org/>.

Sigma Tau Delta, International English Honor Society

Sigma Tau Delta, the International English Honor Society, was established in 1924 to confer distinction for high achievement in English language, literature, and writing, and the organization is dedicated to fostering literacy and all aspects of the discipline of English. With over 900 active chapters located in the United States and abroad, there are more than 1,000 Faculty Advisors, and approximately 9,000 members are inducted annually.

For more information about Sigma Tau Delta, visit: <https://www.english.org>.

JFK School of Law at National University

Alpha Phi Sigma (APS)

The Mission of Alpha Phi Sigma is to promote analytical thinking, rigorous scholarship, and lifelong learning; to keep abreast of the advances in scientific research; to elevate the ethical standards of the criminal justice profession and to sustain in the public mind the benefit and necessity of education and professional training.

Alpha Phi Sigma recognizes academic excellence of undergraduate and graduate students of Criminal Justice and related disciplines. Alpha Phi Sigma is the only Criminal Justice Honor Society that is a certified member of the Association of College Honor Societies and is affiliated with the Academy of Criminal Justice Sciences.

For more information about Alpha Phi Sigma, visit; <https://alphaphisigma.org/>.

Lambda Epsilon Chi Honor Society

Lambda Epsilon Chi (LEX) is a National Honor Society for students of Paralegal Studies/Legal Studies. The purpose of the JFK School of Law at National University Chapter of LEX is to recognize persons who have demonstrated superior academic performance in an established program of paralegal studies/legal studies in which they earn a Paralegal Certificate.

Order of the Sword and Shield Honor Society

The Order of the Sword and Shield is the first and only academic and professional honor society dedicated exclusively to homeland security, intelligence, emergency management, cyber and information security, and all protective security disciplines. The mission of the Society shall be to promote critical thinking, high scholarship and professional development; to further enhance the ethical standards of the protective security professions; and to cultivate a high order of personal living.

For more information about the Order of the Sword and Shield, visit; <https://www.securityhonorsociety.org/>.

Degrees

Can't find a program? Try our search feature in the upper right corner of this page.

General Education Requirements

Class-Based

General Education for Bachelor Degrees

Status: *Historical-Review all addendums*

Academic Program Director: Melinda Campbell; 8582323077 mlcampbell@nu.edu

The general education program promotes the intellectual growth of all students in National University's undergraduate degree programs. The general education curriculum assumes that undergraduates will not concentrate on a major field of study until they have completed a thorough general education program that is writing-intensive and addresses the cultural diversity of contemporary society.

Students in the general education program are advised to focus on writing and speech communication first. Students are then counseled to explore mathematical and other formal systems to develop abstract reasoning abilities and are required to take a course in informational literacy and report writing. Finally, all students are required to have a significant exposure to the natural sciences, the humanities and fine arts, and the social and behavioral sciences and modern language. Many of these courses include an examination of the human condition in a multicultural society.

The general education curriculum emphasizes communications, mathematics and sciences, humanities and social/behavioral sciences. Thus, the curriculum provides coherence to undergraduate education, affording the student the opportunity to:

Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

- Demonstrate skills for self-development that contribute to lifelong learning.
- Demonstrate literacy in written and oral communication.
- Apply information literacy skills in developing research projects and presentations.
- Demonstrate a capacity for responsible citizenship in a diverse society.
- Demonstrate awareness of past and present human and cultural diversity.
- Identify ethical issues raised in different disciplines.
- Demonstrate scientific and quantitative literacy skills in appraising information and solving problems.
- Demonstrate the ability to use the elements of critical thinking to analyze issues, solve problems, and make decisions.
- Demonstrate the ability to work successfully in a team.
- Demonstrate creative thinking in expression or problem solving.

Degree Requirements:

The general education curriculum furnishes students with the basic knowledge necessary to pursue any degree program. Students who fulfill the curriculum gain a strong interdisciplinary liberal arts framework geared toward problem solving. This emphasis promotes self-directed research in many academic areas that have traditionally been kept separate.

Diversity Requirement

The diversity component serves the general education program goal of increasing respect for, and awareness of, diverse peoples and cultures. A plus [+] after any course on the list of approved general education courses signifies a diversity-enriched course. Students must complete at least one diversity-enriched course in the general education program.

CSU General Education Certifications and IGETC

National University will accept the following General Education certifications: California State University (CSU) General Education Breadth Certification and the Inter-Segmental General Education Transfer Curriculum (IGETC). All requirements for CSU General Education and IGETC must be completed and certified prior to transfer to National University. The University will not accept partial certifications. Students transferring with full certifications are typically required to take one to three upper-division general education courses at National in order to fulfill the unit requirements. Students must provide an official transcript with the certification included or a separate certification form from the community college attended.

General Education Program Requirements

The general education program consists of a minimum of 69 quarter units. Of the 69 quarter units, students must complete at least 4.5 units at the upper-division level and 4.5 units in diversity enriched coursework. All undergraduate students working toward any associate or bachelor's degree must meet the University's diversity requirement. A maximum of 13.5 upper-division units may be utilized to meet G.E. requirements.

AREA A: ENGLISH COMMUNICATION (Minimum 13.5 quarter units)

CATEGORY 1: Writing(9.0 quarter units required)		
ENG 102	Effective College English	4.50
ENG 240	Advanced Composition Prerequisite: ENG 102	4.50
OR		
ENG 334A	Technical Writing Prerequisite: ENG 102; (Only Business, Engineering and Nursing majors may fulfill the requirement by taking ENG 334A)	4.50
CATEGORY 2 - Oral Communication (4.5 quarter units required)		
COM 103	Public Speaking	4.50
COM 120	Intro to Interpersonal Comm	4.50

AREA B: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING (Minimum 4.5 quarter units)

MTH 204	Mathematics for Science <i>Historical-Review all addendums</i> Prerequisite: MTH 12A and MTH 12B, or Accuplacer test placement	4.50
MTH 209A	Fundamentals of Mathematics I Prerequisite: MTH 12A and MTH 12B	4.50
MTH 210	Probability and Statistics Prerequisite: MTH 12A and MTH 12B, or Accuplacer test placement evaluation	4.50
MTH 215	College Algebra & Trigonometry Prerequisite: MTH 12A and MTH 12B, or Accuplacer test placement evaluation	4.50
MTH 216A	College Algebra I <i>Discontinued</i> Prerequisite: MTH 12A and MTH 12B, or Accuplacer test placement evaluation	3.00
AND		
MTH 216B	College Algebra II <i>Discontinued</i> Prerequisite: MTH 216A	3.00
MTH 220	Calculus I <i>Historical-Review all addendums</i> Prerequisite: MTH 215, or MTH 216A and MTH 216B, or Accuplacer test placement	4.50

MTH 301	Fundamentals of Mathematics II Prerequisite: MTH 209A	4.50
CSC 208	Calculus for Comp. Science I <i>Historical-Review all addendums</i> Prerequisite: MTH 215, or MTH 216A and MTH 216B	4.50
MNS 205	Intro to Quantitative Methods <i>Historical-Review all addendums</i>	4.50
BST 322	Intro to Biomedical Statistics	4.50

AREA C: INFORMATION LITERACY (Minimum 4.5 quarter units)

ILR 260	Academic Information Literacy Prerequisite: ENG 102	4.50
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AREA D: ARTS, HUMANITIES, AND LANGUAGES (Minimum 18 quarter units in at least 2 areas)

ARTS		
ART 225	Introduction to Art History Prerequisite: ENG 102	4.50
ART 110	Visual Arts	4.50
MUL 201	Intro to Graphic Design <i>Historical-Review all addendums</i> Prerequisite: ENG 102 with a minimum grade of C. Students must have proven college level writing skills to be successful in their written assignments in the program.	4.50
MUS 100	Fundamentals of Music <i>Historical-Review all addendums</i>	4.50
MUS 300	Film Music <i>Historical-Review all addendums</i> Prerequisite: ENG 102; Recommended Preparation: MUS 100	4.50
MUS 327	World Music ⁺ Prerequisite: ENG 102	4.50
THR 200	Theater Arts	4.50
HUMANITIES		
ACEX 2101X	Philosophy of Coaching	4.50
HIS 233	World Civilizations I Prerequisite: ENG 102	4.50
HIS 234	World Civilizations II Prerequisite: ENG 102	4.50
LIT 100	Introduction to Literature Prerequisite: ENG 102	4.50
LIT 345	Mythology Prerequisite: ENG 240 and LIT 100	4.50
PHL 100	Introduction to Philosophy Prerequisite: ENG 102	4.50
PHL 337	Ethics Prerequisite: ENG 102	4.50
LANGUAGES		
ASL 120	American Sign Language I	4.50
ASL 130	American Sign Language II Prerequisite: ASL 120	4.50
SPN 100	Beginning Spanish I	4.50
SPN 101	Beginning Spanish II Prerequisite: SPN 100	4.50
SPN 200	Intermediate Spanish I Prerequisite: SPN 101	4.50

Students may also satisfy Area D Foreign Language requirements with 9 quarter units of computer languages:

CSC 242	Intro to Programming Concepts <i>Historical-Review all addendums</i> Prerequisite: MTH 215, or MTH 216A and MTH 216B	4.50
CSC 252	Programming in C++ <i>Historical-Review all addendums</i> Prerequisite: CSC 242	4.50
CSC 262	Programming in JAVA <i>Historical-Review all addendums</i> Prerequisite: MTH 215, or MTH 216A and MTH 216B	4.50

*Diversity Enriched Offerings

AREA E: SOCIAL AND BEHAVIORAL SCIENCES (Minimum 13.5 quarter units)

ACEX 2100X	History of Sport	4.50
COM 100	Intro to Mass Communication	4.50
COM 220	Media Literacy <i>Historical-Review all addendums</i>	4.50
COM 380	Democracy in the Info. Age ⁺ Prerequisite: ENG 102	4.50
ECO 203	Principles of Microeconomics	4.50
ECO 204	Principles of Macroeconomics	4.50
HIS 220A	United States History I ⁺ Prerequisite: ENG 102	4.50
HIS 220B	United States History II ⁺ Prerequisite: ENG 102	4.50
POL 100	Introduction to Politics Prerequisite: ENG 102	4.50
POL 201	American Politics Prerequisite: ENG 102	4.50
PSYC 100	Introduction to Psychology	4.50
SOC 100	Principles of Sociology ⁺	4.50
SOC 260	Cultural Anthropology Prerequisite: ENG 102	4.50
SOC 350	Cultural Diversity ⁺ Prerequisite: ENG 102	4.50

*Diversity Enriched Offering.

AREA F: PHYSICAL AND BIOLOGICAL SCIENCES (Minimum 6 quarter units

[Note: one science lab is required])

Strongly recommended: complete the BIO 201 - 203A series in numerical sequence BIO 201 + 201A, 202 + 202A, 203 + 203A.

BIO 100	Survey of Bioscience	4.50
BIO 100A	Survey of Bioscience Lab <i>Historical-Review all addendums</i> Prerequisite: BIO 100 for non-science majors (GE), or BIO 163 for science majors	1.50
BIO 161	General Biology 1	4.50
BIO 162	General Biology 2 Prerequisite: BIO 161	4.50
BIO 201	Human Anatomy and Physiol I <i>Historical-Review all addendums</i> Corequisite: BIO 191A, or BIO 201A; Recommended: Prior completion of: BIO 100; BIO 100A; CHE 101; CHE 101A	4.50

BIO 191A	Online Hum Anat and Phys I Lab <i>Historical-Review all addendums</i> Corequisite: BIO 201; Recommended: Prior completion of: BIO 100; BIO 100A; CHE 101; CHE 101A	1.50
OR BIO 201A	Human Anatomy and Physiol Lab <i>Historical-Review all addendums</i> Corequisite: BIO 201; Recommended: Prior completion of: BIO 100; BIO 100A; CHE 101; CHE 101A or equivalent courses.	1.50
BIO 202	Human Anatomy and Physiol II Corequisite: BIO 202A, or BIO 192A; Prerequisite: BIO 201 and BIO 201A	4.50
BIO 192A	Online Anat and Phys II Lab Corequisite: BIO 202; Prerequisite: BIO 191A with a minimum grade of C-. Passing grade required; BIO 201 with a minimum grade of C-. Passing grade required	1.50
OR BIO 202A	Human Antmy andPhysiol LabII Corequisite: BIO 202; Prerequisite: BIO 201; BIO 201A	1.50
BIO 203	Introductory Microbiology <i>Historical-Review all addendums</i> Corequisite: BIO 203A Students should take both lecture and lab courses concurrently and with the same instructor to ensure a consistent learning experience. Students who are retaking one of the two courses or present special circumstances should petition for exception to this requisite.; Recommended: Prior completion of: BIO 100 and BIO 100A; CHE 101 and CHE 101A or equivalent courses; BIO 201 and BIO 201A; BIO 202 and BIO 202A	4.50
BIO 193A	Online Microbiology Lab <i>Historical-Review all addendums</i> Corequisite: BIO 203; Recommended: Prior completion of: BIO 191A; BIO 201; CHE 101; CHE 101A	1.50
OR BIO 203A	Introductory Microbiology Lab <i>Historical-Review all addendums</i> Corequisite: BIO 203; Recommended: Prior completion of: BIO 100; BIO 100A; CHE 101; CHE 101A; BIO 201 and BIO 201A; BIO 202 and BIO 202A	1.50
BIO 205A	Pre-health laboratory skills Prerequisite: BIO 191A with a minimum grade of C-. A passing grade is required in this prerequisite lab course.; BIO 192A with a minimum grade of C-. A passing grade is required in this prerequisite lab course.; BIO 193A with a minimum grade of C-. A passing grade is required in this prerequisite lab course.	1.50
CHE 101	Introductory Chemistry <i>Historical-Review all addendums</i> Recommended Preparation: MTH 204, or MTH 216A and MTH 216B	4.50
CHE 101A	Introductory Chemistry Lab <i>Historical-Review all addendums</i> Prerequisite: CHE 101, or CHE 141 for Science Majors.	1.50
CHE 141	General Chemistry 1 <i>Historical-Review all addendums</i> Prerequisite: MTH 215, or MTH 216A and MTH 216B	4.50
CHE 142	General Chemistry 2 <i>Historical-Review all addendums</i> Prerequisite: CHE 141	4.50
EES 103	Fundamentals of Geology	4.50
EES 103A	Fundamentals of Geology Lab Prerequisite: EES 103	1.50
PHS 104	Introductory Physics <i>Historical-Review all addendums</i>	4.50

	Prerequisite: 2 years of high school algebra and MTH 204, or MTH 216A and MTH 216B	
PHS 104A	Introductory Physics Lab <i>Historical-Review all addendums</i>	1.50
	Prerequisite: PHS 104, or PHS 171 for Science Majors.	
PHS 171	General Physics 1 <i>Historical-Review all addendums</i>	4.50
	Prerequisite: MTH 216A and MTH 216B	
PHS 172	General Physics 2 <i>Historical-Review all addendums</i>	4.50
	Prerequisite: PHS 171	
SCI 200	Earth and Space Sciences	4.50
SCI 200A	Earth and Space Sciences Lab	1.50
	Prerequisite: SCI 200 with a minimum grade of C-. A student must have passed the lecture course in order to take the lab course.	

AREA G: LIFELONG LEARNING AND SELF DEVELOPMENT (Minimum 4.5 quarter units)

ART 250	Self-Reflection via Visual Art	4.50
	Recommended Preparation: ART 225; ART 110	
COH 100	Personal Health	4.50
COH 317	Public Health Nutrition	4.50
	Prerequisite: ENG 102; Recommended Preparation: COH 100	
COH 318	Drug Use and Abuse	4.50
	Prerequisite: ENG 102; Recommended Preparation: COH 100	
COH 319	Human Sexuality	4.50
	Prerequisite: ENG 102; Recommended Preparation: COH 100	
CRS 300	Conflict Resolution Studies	4.50
	Recommended Preparation: ENG 102 with a minimum grade of C. Satisfactory English skills are needed to understand the subject matter and to communicate in this class. The prerequisite is recommended	
ENG 201	Fiction Writing I	4.50
	Prerequisite: ENG 102	
ENG 202	Poetry Writing I	4.50
	Prerequisite: ENG 102	
ENG 203	Screenwriting I	4.50
	Prerequisite: ENG 102	
ENG 375	Nature Writing	4.50
	Prerequisite: ENG 102; ENG 240, or ENG 334A	
FFL 100	Foundation to Academic Success	4.50
GLS 150	Global Issues and Trends	4.50
MUL 203	Intro to Visual Storytelling <i>Historical-Review all addendums</i>	4.50
	Prerequisite: ENG 102 with a minimum grade of C. Students must have proven college level writing skills to be successful in their written assignments in the program.; MUL 201 with a minimum grade of C. Students must have proven competency level to be successful in the more advanced subjects in the program.	
MUS 200	Music Composition <i>Historical-Review all addendums</i>	4.50
	Recommended Preparation: MUS 100, or MUS 326, or MUS 327	
PHL 238	Logical & Critical Thinking	4.50
	Prerequisite: ENG 102	

AREA A-G: GENERAL EDUCATION (Minimum 4.5 quarter units)

If a student has not met the upper-division unit requirement in the completion of the above general education areas, an upper-division course from the following list must be taken. (Upper-division courses applicable to

General Education are numbered 300-399). If a student has already met the upper-division unit requirement in the completion of the above general education areas, any course below or any course in Areas A through G may satisfy this Area. Remedial courses taken to achieve minimum levels of collegiate-level competency in the areas of writing and mathematical concepts and systems do not satisfy any portion of the general education requirement.

ART 315	Film as Art Prerequisite: ENG 102	4.50
ART 329	World Art ⁺ Prerequisite: ENG 102	4.50
COM 360	Representation in the Media ⁺ <i>Historical-Review all addendums</i> Prerequisite: ENG 102	4.50
COM 380	Democracy in the Info. Age Prerequisite: ENG 102	4.50
CSC 350	Computer Ethics	4.50
EES 322	Oceanography	4.50
LIT 311	British Literature I Prerequisite: ENG 240 and LIT 100	4.50
LIT 312	British Literature II Prerequisite: ENG 240 and LIT 100	4.50
LIT 321	American Literature I Prerequisite: ENG 240 and LIT 100	4.50
LIT 322	American Literature II Prerequisite: ENG 240 and LIT 100	4.50
MUS 326	American Music ⁺ Prerequisite: ENG 102	4.50
PHL 320	World Religions ⁺ Prerequisite: ENG 102	4.50
PHL 375	Environmental Ethics Prerequisite: ENG 102	4.50
PHS 102	Survey of Physical Science	4.50
PSY 300	Social Psychology of Sport Prerequisite: ENG 102; PSYC 100	4.50
PSYC 301	Child Development Prerequisite: ENG 102	4.50
SCI 300	Geography ⁺	4.50
SOC 325	Popular Culture Prerequisite: ENG 102	4.50
HIS 336	American Film and Society ⁺ Prerequisite: ENG 102	4.50
SOC 344	Love, Sex, and the Family Prerequisite: ENG 102	4.50
SOC 350	Cultural Diversity Prerequisite: ENG 102	4.50

⁺Diversity Enriched Offering.

Undergraduate Degrees

Class-Based

Bachelor of Arts in Digital Media Design

Status: *Historical-Review all addendums*

Academic Program Director: Scott Campbell; scampbell@nu.edu

The Bachelor of Arts in Digital Media Design consists of courses that prepare students for a broad range of positions requiring a background in digital graphic design, web design, video and audio production and post-production, video gaming, and virtual and augmented reality. Students receive hands-on training from highly qualified instructors, many of which are working in the field, using leading software applications. Successful completion of the program will enable graduates to compete for employment in many areas of digital content creation because they possess a wide range relevant combination of skills and knowledge vital to today's workplace. Students also complete two project-oriented courses on a subject (or subjects) of their choosing. Upon completion of the program, students will have created a professional portfolio of their work.

A graduate in the BA in Digital Media Design will obtain skills and competencies to excel in various fields including, but not limited to video gaming, video and audio production, motion graphics and web. Job opportunities may include Art Director, Web Designer, Game Designer, Video Editor, Journalist, Photographer, Educational and Instructional Designer and Social Media Specialist.

Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

- Develop a personal vision in the creation of original multimedia content.
- Apply the principles of graphic and information design in the generation of digital media projects.
- Demonstrate oral, visual, and written communication skills with clients, project managers, and media production team members.
- Successfully complete all phases of a media production, from the initial planning to the final delivery.
- Explain the cultural and sociological impacts related to media production and distribution.
- Create active and interactive content with graphics and text.
- Complete all phases of an audio/video production.

Degree Requirements:

To receive a Bachelor of Arts degree with a Major in Digital Media Design, students must complete at least 180 quarter units as articulated below, 45 of which must be completed in residence at National University, 76.5 of which must be completed at the upper-division level and a minimum 69 units of the University General Education requirements. The following courses are specific degree requirements. In the absence of transfer credit, students may need to take additional general electives to satisfy the total units for the degree.

Preparation for the Major (2 courses; 9 quarter units)

MUL 201	Intro to Graphic Design Prerequisite: ENG 102	4.50
MUL 203	Intro to Visual Storytelling Prerequisite: ENG 102	4.50

Students must complete all prep for major course.

Requirements for the Major (14 courses; 63 quarter units)

MUL 308	Vector Graphics <i>Historical-Review all addendums</i> Prerequisite: ENG 102; MUL 201 with a minimum grade of C. Students must have proven competency level to be successful in the more advanced subjects in the program. ; MUL 203 with a minimum grade of C. Students must have proven competency level to be successful in the more advanced subjects in the program.	4.50
MUL 312	Digital Image Compositing <i>Historical-Review all addendums</i>	4.50

Prerequisite: ENG 102 with a minimum grade of C. Students must have proven college level writing skills to be successful in their written assignments in the program.; MUL 201 Students must have proven competency level to be successful in the more advanced subjects in the program. ; MUL 203 Students must have proven competency level to be successful in the more advanced subjects in the program.

MUL 316	e-Publishing <i>Historical-Review all addendums</i> Prerequisite: ENG 102 with a minimum grade of C. Students must have proven college level writing skills to be successful in their written assignments in the program.; MUL 201 with a minimum grade of C. Students must have proven competency level to be successful in the more advanced subjects in the program. and MUL 203 with a minimum grade of C. Students must have proven competency level to be successful in the more advanced subjects in the program.	4.50
MUL 390	User Interface Design <i>Historical-Review all addendums</i> Prerequisite: ENG 102 with a minimum grade of C. Students must have proven college level writing skills to be successful in their written assignments in the program.; MUL 201 with a minimum grade of C. Students must have proven competency level to be successful in the more advanced subjects in the program. ; MUL 203 with a minimum grade of C. Students must have proven competency level to be successful in the more advanced subjects in the program.	4.50
MUL 345	Applied Web Design <i>Historical-Review all addendums</i> Prerequisite: ENG 102 with a minimum grade of C. Students must have proven college-level writing skills to be successful in their written assignments in the program.; MUL 201 with a minimum grade of C. Students must have proven competency level to be successful in the more advanced subjects in the program. ; MUL 203 with a minimum grade of C. Students must have proven competency level to be successful in the more advanced subjects in the program.	4.50
MUL 353	2-D Design & Interactivity <i>Historical-Review all addendums</i> Prerequisite: ENG 102 with a minimum grade of C. Students must have proven college level writing skills to be successful in their written assignments in the program.; MUL 201 with a minimum grade of C. Students must have proven competency level to be successful in the more advanced subjects in the program. and MUL 203 with a minimum grade of C. Students must have proven competency level to be successful in the more advanced subjects in the program.	4.50
MUL 309	Camera and Image <i>Historical-Review all addendums</i> Prerequisite: ENG 102 with a minimum grade of C. Students must have proven college level writing skills to be successful in their written assignments in the program.; MUL 201 with a minimum grade of C. Students must have proven competency level to be successful in the more advanced subjects in the program. ; MUL 203 with a minimum grade of C. Students must have proven competency level to be successful in the more advanced subjects in the program.	4.50
MUL 365	Digital Video Editing <i>Historical-Review all addendums</i> Prerequisite: ENG 102 with a minimum grade of C. Students must have proven college level writing skills to be successful in their written assignments in the program.; MUL 201 with a minimum grade of C. Students must have proven competency level to be successful in the more advanced subjects in the program. and MUL 203 with a minimum grade of C. Students must have proven competency level to be successful in the more advanced subjects in the program.	4.50

MUL 461	Motion Graphics Vis. Effects I <i>Historical-Review all addendums</i> Prerequisite: ENG 102 with a minimum grade of C. Students must have proven college level writing skills to be successful in their written assignments in the program.; MUL 201 with a minimum grade of C. Students must have proven competency level to be successful in the more advanced subjects in the program. ; MUL 203 with a minimum grade of C. Students must have proven competency level to be successful in the more advanced subjects in the program.	4.50
MUL 465	Motion Graphics Vis Effects II <i>Historical-Review all addendums</i> Prerequisite: ENG 102 with a minimum grade of C. Students must have proven college level writing skills to be successful in their written assignments in the program.; MUL 201 with a minimum grade of C. Students must have proven competency level to be successful in the more advanced subjects in the program. ; MUL 203 with a minimum grade of C. Students must have proven competency level to be successful in the more advanced subjects in the program.; MUL 461 with a minimum grade of C. This is an advanced level class, which requires students to complete the prior class in the sequence (MUL 461) before beginning this class.	4.50
MUL 462	Digital Audio Creation <i>Historical-Review all addendums</i> Prerequisite: ENG 102 with a minimum grade of C. Students must have proven college level writing skills to be successful in their written assignments in the program.; MUL 201 with a minimum grade of C. Students must have proven competency level to be successful in the more advanced subjects in the program. ; MUL 203 with a minimum grade of C. Students must have proven competency level to be successful in the more advanced subjects in the program.	4.50
MUL 372	Foundations of 3-D Design <i>Historical-Review all addendums</i> Prerequisite: ENG 102; MUL 201 with a minimum grade of C. Students must have proven competency level to be successful in the more advanced subjects in the program. and MUL 203 with a minimum grade of C. Students must have proven competency level to be successful in the more advanced subjects in the program.	4.50
MUL 375	Applied 3D Modeling/Rendering <i>Historical-Review all addendums</i> Prerequisite: ENG 102 with a minimum grade of C. Students must have proven college level writing skills to be successful in their written assignments in the program.; MUL 201 with a minimum grade of C. Students must have proven competency level to be successful in the more advanced subjects in the program. ; MUL 203 with a minimum grade of C. Students must have proven competency level to be successful in the more advanced subjects in the program.	4.50
MUL 356	Real-Time Rendering & AR/VR <i>Historical-Review all addendums</i> Prerequisite: ENG 102; MUL 201 with a minimum grade of C. Students must have proven competency level to be successful in the more advanced subjects in the program. and MUL 203 with a minimum grade of C. Students must have proven competency level to be successful in the more advanced subjects in the program.	4.50

Final Project for the Major (2 courses; 9 quarter units)

Prior to beginning the Final Project sequence, students must have completed and passed all requirements for the Major.

MUL 483	Final Project I <i>Historical-Review all addendums</i>	4.50
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Prerequisite: ENG 102 with a minimum grade of C. Students must have proven college level writing skills to be successful in their written assignments in the program.; MUL 201; MUL 203; MUL 308; MUL 309; MUL 312; MUL 316; MUL 345; MUL 353; MUL 356; MUL 365; MUL 372; MUL 375; MUL 390; MUL 461; MUL 462; MUL 465

MUL 485	Final Project II <i>Historical-Review all addendums</i> Prerequisite: ENG 102; MUL 201; MUL 203; MUL 308; MUL 309; MUL 312; MUL 316; MUL 345; MUL 353; MUL 356; MUL 365; MUL 372; MUL 375; MUL 390; MUL 461; MUL 462; MUL 465	4.50
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Thesis Course (1 course; 4.5 quarter units)

Prior to beginning the Thesis Course sequence, students must have completed and passed all requirements for the Major, as well as the Final Project courses before being placed into this sequence.

MUL 487	Dig Med Dsgn Portfolio, Thesis <i>Historical-Review all addendums</i> Prerequisite: MUL 483; MUL 485	4.50
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Bachelor of Arts in Integrated Marketing Communication

Status: *Historical-Review all addendums*

Academic Program Director: Paul Markham; pmarkham@nu.edu

This program is a blend of the concepts of promotional marketing principles, which include advertising, sales promotion, public relations, and direct marketing, working together as a unified force with the integration of communication using the latest communication technology. Graduates will be able to demonstrate an ability to seek and integrate high-quality research for the purpose of evaluating their own insights into the professional and academic study of communication and media studies, while also understanding the roles that communication plays in developing individuals and social institutions. The BA in Integrated Marketing Communication prepares learners for careers in marketing, sales, advertising, fundraising, PR, and other related fields. It combines a business degree with advanced communication skills for traditional and advanced business platforms in the sharing / attention economy—including print, broadcast, social, personal, and mobile media.

Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

- Apply appropriate theoretical precepts and practical skills in communication traditionally and within the digital economy.
- Demonstrate effective communication and change leadership skills consistent with an everchanging professional marketing environment.
- Layout a strategic communication program, gathering and utilizing data from the conduct of appropriate market research, including primary, secondary, and extending to the emergent AI driven market research.
- Evaluate global marketing strategies for products and services, utilizing contemporary buyer behavior.
- Apply persuasion theory to media messages and algorithms in the personalized marketing era.
- Analyze global, omnichannel, multi-platform, multi-public message dissemination plans.
- Integrate program content and collaborate with peers on a dynamic basic marketing plan that contains all essential elements, including ethical considerations.

Degree Requirements:

To receive a Bachelor of Arts in Integrated Marketing Communication, students must complete at least 180 quarter units as articulated below, 45 of which must be completed in residence at National University, 76.5 of which must be completed at the upper-division level, and a minimum of 69 units of the University General

Education requirements. In the absence of transfer credit, additional general electives may be necessary to satisfy total units for the degree. The following courses are specific degree requirements.

Prerequisites for the Major (2 courses; 9.0 quarter units)

ENG 102	Effective College English	4.50
MKT 302A	Marketing Fundamentals	4.50

Core Requirements (16 courses; 72 quarter units)

Units: 72.00

COM 305	Intercultural Communication <i>Prerequisite: ENG 102</i>	4.50
COM 402	Communication Technologies <i>Prerequisite: ENG 102</i>	4.50
COM 365	Integrated Marketing Comm <i>Prerequisite: ENG 102; COM 402 and MKT 302A, or COM 315</i>	4.50
COM 324	Critical Thinking and Ethics <i>Prerequisite: ENG 102</i>	4.50
COM 334	Persuasion <i>Prerequisite: ENG 102</i>	4.50
COM 354	Professional Presentations <i>Prerequisite: ENG 102</i>	4.50
MKT 430	Intro to Global Marketing <i>Prerequisite: MKT 302A</i>	4.50
MKT 434	Marketing Research & Analytics <i>Prerequisite: MKT 302A</i>	4.50
MKT 450	Business Model Innovation <i>Prerequisite: MKT 302A</i>	4.50
MKT 460	Consumer Behavior <i>Prerequisite: MKT 302A</i>	4.50
MKT 462	Brand Management <i>Prerequisite: MKT 302A</i>	4.50
MKT 464	Advertising Management <i>Prerequisite: MKT 302A</i>	4.50
MKT 470	Services Marketing <i>Prerequisite: MKT 302A</i>	4.50
COM 441	Communication Strategies <i>Prerequisite: COM 334</i>	4.50
COM 442	Communication Campaigns <i>Prerequisite: COM 441</i>	4.50
COM 443	Interactive & Mobile Campaigns <i>Historical-Review all addendums</i> <i>Prerequisite: COM 442</i>	4.50

Courses

Class-Based

ACEX-Athletic Coaching Education

ACEX 2100X History of Sport (4.50)

A survey of the history of American sport with a focus on European influences, as well as the influences of technological, cultural, racial, and economic diversity from Colonial American to present day.

ACEX 2101X Philosophy of Coaching (4.50)

Duration: 4

A survey of basic coaching philosophies in sports. The concepts of motivation, planning, player development, and training will be explored. Historical examples will be used to highlight the importance and development of coaching techniques.

ART-Art

ART 225 Introduction to Art History (4.50)

Prerequisite: ENG 102

Duration: 4

Survey of the main periods in art history, with emphasis on the complex relationship between art and society. Explores the development of Western art from Prehistoric to Contemporary.

ART 315 Film as Art (4.50)

Prerequisite: ENG 102

Survey of the art of cinema from the silent period to the present; examines film techniques and theories; explores film styles and genres, focusing on elements such as lighting, editing, and cinematography; establishes a basis by which students can make aesthetic judgments.

ART 329 World Art (4.50)

Prerequisite: ENG 102

Duration: 4

This course approaches the fundamentals of visual and applied arts from a global perspective and provides an overview of World Art from ancient times to the present. Areas covered include the visual arts of South Asia, East Asia, the Islamic World, Native North, Central and South Americas, Africa and Oceania. Students learn how to describe and appreciate, as well as critically think and write about, art from diverse cultures and historical eras.

ASL-American Sign Language

ASL 120 American Sign Language I (4.50)

Duration: 4

An introduction to American Sign Language (ASL). Students will learn beginning ASL skills as used in daily life. The class is primarily taught using American Sign Language and written English without audio/sound. Explores the culture and community of Deaf people in the United States.

BIO-Biology

BIO 100 Survey of Bioscience (4.50)

Duration: 4

Introduction to the scientific method and the basic principles of the life sciences. Examination of cellular, organismal, population, and community biology based on the unifying concept of evolution. This course may not be taken for credit if BIO161 and/or BIO162, or their equivalents, have been completed.

BIO 100A Survey of Bioscience Lab (1.50)

Prerequisite: BIO 100 for non-science majors (GE), or BIO 163 for science majors

Duration: 4

Study of the unifying principles of life with emphasis on the following topics: molecular biology of the cell and cellular processes, including energy metabolism, membrane transport, and cell division; classical and population genetics; the mechanism of evolution and the evolutionary basis of species classification. Emphasis on the scientific method as applied in laboratory sciences, using demonstrations, experiments, and/or field trips. It may include inquiry-based research activities.

BIO 161 General Biology 1 (4.50)

Fundamental concepts of biochemistry, cell biology, genetics. Concepts include important organic molecules, cell structure and function, metabolism and enzyme activity, cellular respiration and photosynthesis, DNA structure, meiosis and mitosis, Mendelian genetics. Intended for science majors.

BIO 162 General Biology 2 (4.50)

Prerequisite: BIO 161

Evolution, taxonomy, biodiversity, ecology. Concepts include evolutionary processes, taxonomy and phylogeny of the kingdoms of life, and ecological processes at the levels of the population, community and ecosystem. Intended for science majors.

BIO 191A Online Hum Anat and Phys I Lab (1.50)

Corequisite: BIO 201; **Recommended: Prior completion of:** BIO 100; BIO 100A; CHE 101; CHE 101A

Duration: 8

This course uses virtual labs and online resources to explore human anatomy and physiology. This first lab course in the series covers body plan, microscopes, cells, tissues, skin, bone, muscle, the nervous system, and special senses. Students should verify that this course will transfer to their desired program.

BIO 192A Online Anat and Phys II Lab (1.50)

Corequisite: BIO 202; **Prerequisite:** BIO 191A with a minimum grade of C-. Passing grade required; BIO 201 with a minimum grade of C-. Passing grade required

Duration: 8

This course uses virtual labs and online resources to explore human anatomy and physiology. This second lab course in the series covers autonomic nervous, endocrine, cardiovascular, immune, respiratory, digestive, urinary, and reproductive systems, along with clinical lab tests. Students should verify that this course will transfer to their desired program.

BIO 193A Online Microbiology Lab (1.50)

Corequisite: BIO 203; **Recommended: Prior completion of:** BIO 191A; BIO 201; CHE 101; CHE 101A

Duration: 8

This course uses virtual labs and online resources to instruct students about biosafety procedures, as well as methods for the isolation, quantification, and identification of microorganisms. Students will become familiar with light microscopy, along with the preparation and analysis of stained slides. Students should verify that this course will transfer to their desired program.

BIO 201 Human Anatomy and Physiol I (4.50)

Corequisite: BIO 191A, or BIO 201A; **Recommended: Prior completion of:** BIO 100; BIO 100A; CHE 101; CHE 101A

Duration: 8

Areas of study include biological chemistry, cells, tissues, organ systems (integumentary, skeletal, muscular and nervous), and their functional relation to each other. Topics also include the aging process and diseases in these systems, as well as the development and repair of the organs and tissues in these systems. BIO201 should be taken with the co-requisite section of either BIO191A or BIO 201A with the same instructor (and classmates).

BIO 201A Human Anatomy and Physiol Lab (1.50)

Corequisite: BIO 201; **Recommended: Prior completion of:** BIO 100; BIO 100A; CHE 101; CHE 101A or equivalent courses.

Duration: 8

This laboratory course examines organ systems (skeletal, muscular and nervous). Students conduct cat/fetal pig dissections to identify and learn how skeletal muscles are organized according to body region. Sheep brain is used as a model to study human brain.

BIO 202 Human Anatomy and Physiol II (4.50)

Corequisite: BIO 202A, or BIO 192A; **Prerequisite:** BIO 201 and BIO 201A

Duration: 8

Organ systems (autonomic nervous system, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive), and their functional relation to each other. In each system, the function of any specific molecules, cells, tissues, and organs are considered along with any diseases that may impact each system and how repair occurs.

BIO 202A Human Anatomy and Physiology Lab II (1.50)

Corequisite: BIO 202; **Prerequisite:** BIO 201; BIO 201A

Duration: 8

This laboratory course examines homeostasis in the heart, lungs, liver and kidneys, along with digestive, and urinary systems. Chromosomes, mitosis, meiosis, development and different types of inheritance through the testing of vision, hearing and taste and smell. Cat/fetal pig is used to study the internal organs.

BIO 203 Introductory Microbiology (4.50)

Corequisite: BIO 193A; *BIO 203A Students should take both lecture and lab courses concurrently and with the same instructor to ensure a consistent learning experience. Students who are retaking one of the two courses or present special circumstances should petition for exception to this requisite.*

Recommended: Prior completion of: BIO 100 and BIO 100A; CHE 101 and CHE 101A or equivalent courses; BIO 201 and BIO 201A; BIO 202 and BIO 202A

Duration: 8

Biology of pathogenic and nonpathogenic microbes, including bacteria, fungi, protozoans, and viruses. The epidemiology of disease-causing agents is studied, along with the fundamentals of the human immune response. Students should take both lecture and lab courses concurrently and with the same instructor to ensure a consistent learning experience. Students who are retaking one of the two courses or present special circumstances should petition for exception to this requisite.

BIO 203A Introductory Microbiology Lab (1.50)

Corequisite: BIO 203; **Recommended: Prior**

completion of: BIO 100; BIO 100A; CHE 101; CHE 101A; BIO 201 and BIO 201A; BIO 202 and BIO 202A

Duration: 8

Introduces students to procedures for handling microbes, methods of identification of microorganisms (microscopic and by diagnostic media), preparation of stained slides and wet mounts, aseptic techniques, isolation of a single colony, preparation of a pure culture, as well as inoculation and interpretation of select diagnostic tests. This two-month course is a combination of lecture and laboratory activities. Students should take both lecture and lab courses concurrently and with the same instructor to ensure a consistent learning experience. Students who are retaking one of the two courses or present special circumstances should petition for exception to this requisite.

BST-Bio Statistics**BST 322 Intro to Biomedical Statistics (4.50)**

Duration: 4

An introduction to concepts, procedures and software used in the statistical analysis of data in the health professions.

CHE-Chemistry

CHE 101 Introductory Chemistry (4.50)**Recommended Preparation:** MTH 204

Duration: 4

An introductory chemistry course where students will learn fundamental concepts of General Chemistry.

Main topics include atoms, elements and the periodic table, chemical bonding, molecular structure, acids, bases, chemical reactions, and chemical equilibrium. The course provides a strong foundation in chemistry, allowing students to apply the chemical processes that occur in nature and our bodies to a broad understanding of how chemistry plays a central role in everyday life.

CHE 101A Introductory Chemistry Lab (1.50)**Prerequisite:** CHE 101, or CHE 141 for Science Majors.

Duration: 4

In this course, students will complement their knowledge of chemistry by applying the chemical principles discussed in the lectures to hands-on experiments. Topics covered in this course include the use of separation techniques based on physical and chemical properties, chemical reactions and stoichiometry, titrations, properties of solutions, chemical equilibrium, spectrophotometry, and calorimetry. Upon successful completion of this laboratory course, students should be able to use the concepts and calculations learned to explain facts and observations in their everyday lives.

COH-Community Health**COH 100 Personal Health (4.50)**

Duration: 4

Designed to assist individuals to establish health behaviors for optimal physical, emotional, and sexual health and maintain a healthy environment.

COH 317 Public Health Nutrition (4.50)**Prerequisite:** ENG 102; **Recommended Preparation:** COH 100

Duration: 4

Human nutrition is examined in the context of physical and emotional health across the lifespan. The cultural, economic and political context of nutrition in contemporary society is considered. Students develop a personal nutrition plan. Interventions designed to influence better eating habits in communities are examined.

CHE 141 General Chemistry 1 (4.50)**Prerequisite:** MTH 204; MTH 215

Duration: 4

General Education Chemistry course, first in a series of three. Content equivalent to one semester of General Chemistry I, including foundations of chemistry, electronic structure, periodic properties, composition of substances and solutions, reaction stoichiometry, gases laws, and thermochemistry.

CHE 142 General Chemistry 2 (4.50)**Prerequisite:** CHE 141

Duration: 4

CHE 142 is a General Education course equivalent to the second semester of General Chemistry, covering bonding, solutions, chemical kinetics, chemical equilibrium, and acids/bases. Concepts learned in General Chemistry I, CHE 141, are required to succeed in this course.

COH 318 Drug Use and Abuse (4.50)**Prerequisite:** ENG 102; **Recommended Preparation:** COH 100

Duration: 4

Social, psychological, behavioral and physiological impacts of psychoactive drug use and abuse explored. Impacts of specific drugs on health status examined. Educational programs, public policy and treatment of addiction considered.

COH 319 Human Sexuality (4.50)**Prerequisite:** ENG 102; **Recommended Preparation:** COH 100

Duration: 4

An exploration of the biological, psychological and sociological aspects of human sexuality. Development of a personal sexual philosophy, informed personal choice, awareness, tolerance and respect for sexual diversity. Critical analysis of research, information and public policy regarding sexuality.

COM-Communications

COM 100 Intro to Mass Communication (4.50)

Survey course that many students take to fulfill a general education requirement. It is also a prerequisite for further in-depth studies in the field of communication. The course examines the cultural, linguistic and institutional factors that shape even the most everyday talk or exchange of information. It also looks at the major mass media industries, including books and newspapers, TV and radio, film, advertising, and the Internet. Through readings and projects, the course introduces students to the history and evolution of the media as well as rhetorical analysis and theories used to study the media.

COM 103 Public Speaking (4.50)

Duration: 4

Introduction to the principles and application of speaking effectively to diverse audiences in specific contexts. Focus is on topic selection, organization, analysis of research, constructive feedback, and content delivery, with special attention to learning effective content delivery skills.

COM 120 Intro to Interpersonal Comm (4.50)

An introduction to the principals and application behind effective interpersonal communication. Students will study various styles of interpersonal communication, apply different techniques, and evaluate their effectiveness. Important components of interpersonal communication that include listening, conflict management, and developing and maintaining relationships, will be addressed in the personal and professional setting.

COM 220 Media Literacy (4.50)

Duration: 4

Teaches ability to access, analyze, and evaluate information received from the media. Investigates message design strategies, the effects of media consumption and information fatigue, and the influences of bias and economic forces on media content. Covers meaning formation, verbal and visual rhetorical structures and the effects of media convergence.

COM 305 Intercultural Communication (4.50)

Prerequisite: ENG 102

Duration: 4

Looks at communication across cultures and considers how culture influences communication. Focuses on the dynamics of cross-cultural face-to-face interaction, conflict styles across cultures, societal influences on ethnocentrism and racism, cultural value orientations, non-verbal dimensions of communication, language interaction, stereotypes, relationship development, and cultural adaptation.

COM 324 Critical Thinking and Ethics (4.50)

Prerequisite: ENG 102

Examines critical thinking and ethics, and their application to academic, personal, and professional situations. Covers systems of logical reasoning, critical analysis, and evaluation of message content, including supporting evidence, and logical fallacies. Discusses the morality and ramifications of decision-making in media industries.

COM 334 Persuasion (4.50)

Prerequisite: ENG 102

Introduces learners to the principles, functions, and practices of social influence. Examines how to influence others' attitudes, beliefs, opinions, values, and behaviors through communication. Explores scientifically established principles of persuasion that are used in contemporary media.

COM 354 Professional Presentations (4.50)

Prerequisite: ENG 102

Explores professional speaking and presentations. Identifies and provides practice of theory and skills used in advanced speaking. Teaches creation and integration of text, graphics, audio, and video into presentations. Offers hands-on experience applying theory and methods to create professional presentations.

COM 360 Representation in the Media (4.50)

Prerequisite: ENG 102

Duration: 4

An exploration of the ways in which popular media represents diverse and dynamic cultures within the United States. The course focuses particularly on images and narratives of race and gender on television, in the movies and in popular culture. It also examines the cultural forces that influence how such representations are produced and perceived, their political and behavioral consequences, and various methods for analyzing and critiquing popular media.

COM 365 Integrated Marketing Comm (4.50)

Prerequisite: ENG 102; COM 402 and MKT 302A, or COM 315

IMC allows organizations to plan and implement unified communication campaigns using traditional and new media. They can use these multiple media platforms to reach multiple audiences and publics, leveraging their assets to develop more efficient and effective efforts. Through case analysis, students learn how leading organizations use the principles of IMC. Hands-on projects give learners the experience and confidence they need in the workplace.

COM 380 Democracy in the Info. Age (4.50)**Prerequisite:** ENG 102

Duration: 4

A critical examination of the media and power in modern democracies. Covers theories of democratic participation and media responsibility, as measured against contemporary practices around the world. Explores effects of television news, popular access to video and electronic technologies, and global electronic networks on contemporary political and cultural discourse.

COM 402 Communication Technologies (4.50)**Prerequisite:** ENG 102

Duration: 4

Examines communication technologies and their effects on society. Looks at the history of such systems: how they emerged, diffused, and evolved. Covers current systems, with an emphasis on how the Internet and other new platforms are changing media, education, business, and politics around the world.

COM 441 Communication Strategies (4.50)**Prerequisite:** COM 334

Duration: 4 Weeks

Synthesizes principles and strategies used to develop PR and integrated advertising messages used in the planning and implementation of communication campaigns. Focuses on analyzing markets, clients, products, and audiences and on creative copywriting and art direction. Provides training in how to develop campaign plans in traditional and digital media.

COM 442 Communication Campaigns (4.50)**Prerequisite:** COM 441

Duration: 4 Weeks

Create and integrate campaign materials and media assets for a complete public relations or advertising campaign to be delivered across multiple media platforms. Materials produced include print, graphic, video, and other digital assets. Provides hands-on experience presenting a creative plan to a potential client.

COM 443 Interactive & Mobile Campaigns (4.50)**Prerequisite:** COM 442

Duration: 4 Weeks

Apply and integrate new tools and techniques to design, create, and implement interactive communication programs and campaigns. Focuses on delivery through Social Media, location-based messaging, and personal mobile devices. Offers hands-on experience producing multimedia and mobile content.

CSC-Computer Science**CSC 208 Calculus for Comp. Science I (4.50)****Prerequisite:** MTH 215

Duration: 4

(Cross-listed and equivalent to MTH220) Focus on differential and integral calculus with applications. Topics include limits and continuity, derivatives, standard rules of differentiation including chain rule, exponential and logarithmic forms, curve sketching, definition of anti-derivatives; integration rules including substitution and by parts, coverage of Fundamental Theorem of Calculus and a brief exposure to numeric integration. Students may not receive credit for both CSC 208 and MTH 220.

CSC 242 Intro to Programming Concepts (4.50)**Prerequisite:** MTH 215

Duration: 4

This course introduces modern programming design techniques using C++. A study of fundamental control structures in C++ as well as syntax and semantics of the constructs in the language. The coverage includes data types, looping and decision statements, functions, and arrays. The course examines problem analysis, decomposition and modern programming paradigms and methodologies with introduction to object-oriented programming.

CSC 252 Programming in C++ (4.50)**Prerequisite:** CSC 242

Duration: 4

The course introduces the fundamentals of Object-Oriented Programming in C++ including class definition and object instantiation, inheritance and polymorphism. Detailed coverage of pointers, operator overloading, I/O and file streams, templates, and exception handling. Exposure to Data Structures and basic algorithms for sorting and searching.

CSC 262 Programming in JAVA (4.50)**Prerequisite:** MTH 215

Duration: 4

The course introduces the Java programming language and its features. Topics include introduction to object-oriented programming, basic control structures, Java graphics and GUI objects, exposure to event driven programming, arrays and strings in Java. Coverage includes inheritance, and polymorphism and exception handling

ECO-Economics**ECO 203 Principles of Microeconomics (4.50)**

In this course, students will study the price system, market structures, and consumer theory. Topics covered include supply and demand, price controls, public policy, the theory of the firm, cost and revenue concepts, forms of competition, elasticity, and efficient resource allocation, among others.

ECO 204 Principles of Macroeconomics (4.50)

This course provides an examination of aggregate economic activity. It includes a study of aggregate supply and demand, the monetary and banking systems, aggregate economic accounting, inflation, unemployment, the business cycle, macroeconomic policy, and economic progress and stability, among other things.

EDA-Educational Admin**EES-Earth & Environmental Science****EES 103 Fundamentals of Geology (4.50)**

Introduction to the major geological processes which create and transform materials and landforms throughout the planet. Geotectonic processes, geomorphology, unifying themes such as plate tectonics, sea form spreading and athenosphere convection cells; and degradation-aggradation processes.

EES 103A Fundamentals of Geology Lab (1.50)**Prerequisite:** EES 103

This laboratory course will complement the student's knowledge of geology with demonstrations and experiments. Contact hours for this laboratory course (45) are based on a 3:1 ratio, i.e. 3 lab hours = 1 lecture hour equivalent.

EES 322 Oceanography (4.50)

Examination of the interactions between oceanographic, geological and astronomical processes on the physical and living components of the world's oceans. Includes interactions between the ocean and the atmosphere and how these interactions affect currents, weather and biological activity.

ENG-English**ENG 102 Effective College English (4.50)**

Duration: 4

An introductory course on the written academic discourse patterns required for college-level writing. Emphasizing essay-length compositions, the course covers critical reading, thesis formation, essay organization, and basic revision techniques.

ENG 201 Fiction Writing I (4.50)**Prerequisite:** ENG 102

Duration: 4

An introductory course in writing short fiction. Students will focus on the basic elements of fiction writing and write their own original work. Students will also analyze published work and discuss each other's writing in a traditional workshop format. Designed to give students a basis for future creative work.

ENG 202 Poetry Writing I (4.50)**Prerequisite:** ENG 102

Duration: 4

An introductory level poetry workshop. Students will compose their own original poems and study the basics of the craft of poetry along with a general historical overview of the history of poetry and its developments. This course is designed to give students a basis for future personal creative work.

ENG 203 Screenwriting I (4.50)**Prerequisite:** ENG 102

Duration: 4

An introduction to the writing of feature-length screenplays. Students will learn the elements, formatting, and conventions of successful screenplays, and will learn to produce complete plots and scenes. This course is designed to give students a basis for future personal creative work.

ENG 240 Advanced Composition (4.50)**Prerequisite:** ENG 102

Duration: 4

An advanced course in writing that emphasizes discipline-specific research strategies, formulating research niches, and framing persuasive arguments in the disciplines.

ENG 334A Technical Writing (4.50)**Prerequisite:** ENG 102; (Only Business, Engineering and Nursing majors may fulfill the requirement by taking ENG 334A)

A workshop to help students whose careers will involve communicating technical information clearly. Students are encouraged to practice on professional models in their own disciplines while learning those attributes common to all effective technical writing.

ENG 375 Nature Writing (4.50)**Prerequisite:** ENG 102; ENG 240, or ENG 334A

Duration: 4

An advanced course for students interested in using writing as a means of exploring the natural world. This course surveys nature writing in its various forms (essays, articles, poetry, journals, etc.) as well as effective nature writing strategies. This course is designed to give students a basis for future personal creative work.

FFL-Foundations for Learning**FFL 100 Foundation to Academic Success (4.50)**

Duration: 8

Helps students meet college expectations and achieve their academic goals through readings and intensive writing assignments. Introduces students to the information, skills, and attitudes necessary for college success and lifelong learning and development. Focuses on strategies for academic success and lifelong learning, including time management, research and study skills, effective test taking, and participating in a scholarly community.

FYA-First Year Arts & Humanities**FYM-First Year Math & Science****FYM 104 First-Yr Sem: Math & Sci (4.50)****Prerequisite:** ENG 102

Duration: 4

Small, personalized seminar that focuses on cultivating critical thinking and student writing skills by exploring a topic of contemporary interest, such as Microbes and Society, The Mind of an Animal, Conservation in Context, and Sires and Dames: Bloodlines through the Ages.

FYP-First Year Psychology

FYP 103 First-Yr Sem: Psychology (4.50)**Prerequisite:** ENG 102

Duration: 4

Small, personalized seminar that focuses on cultivating critical thinking and student writing skills by exploring a topic of contemporary interest, such as Encountering the Creative Self, Psych-Nature, Imagining Our Future Selves: Aging Individuals in Aging Societies, and Gender Equality in Sports.

FYS-First Year Social Sciences**FYS 102 First-Yr Sem: Social Sciences (4.50)****Prerequisite:** ENG 102

Duration: 4

Small, personalized seminar that focuses on cultivating critical thinking and student writing skills by exploring a topic of contemporary interest, such as Enchanted Capitalism: Myths, Monsters, and the Market, The World Turned Upside Down: Alternative Social Visions of the Western World, Climate: History and Resilience, and Social Control: Time Out to Lethal Injection.

GLS-Global Studies**GLS 150 Global Issues and Trends (4.50)**

Cultivate students' understanding of "the global" as a complex web of local events and their sense of themselves as "global citizens", whose everyday decisions are inextricably linked to larger social, political, and economic forces and structures. Investigate global issues to enable students to develop competencies that enhance their abilities to make informed decisions throughout their lives about how their actions and/or inactions fit into the broader global context.

HIS-History**HIS 220A United States History I (4.50)****Prerequisite:** ENG 102

Survey of American history from pre-colonial times through Reconstruction. Explores economic, political, social and cultural factors that shaped the origins of the nation, including the Revolution, the Constitution and the Civil War. Special attention is paid to issues of race, class, gender and ethnicity. Includes study of the Constitution.

HIS 220B United States History II (4.50)**Prerequisite:** ENG 102

Survey of American history from Reconstruction to the present. Explores economic, political, social, and cultural factors that shaped the development of the nation, including industrialization, America's emergence as a world power and the challenges of the late 20th century. Pays special attention to issues of race, class, gender and ethnicity.

HIS 233 World Civilizations I (4.50)**Prerequisite:** ENG 102

Discusses how distinctive cultures, economies and societies of the world developed from prehistoric times to the European conquest of the Americas (ca. 1500 C.E.). Explores issues of gender, class, personal identity, war, religion, urban life, and ecology pertaining to the history of civilizations in Asia, Africa, the Americas, and Europe.

HIS 234 World Civilizations II (4.50)**Prerequisite:** ENG 102

Discusses how the cultures, economies, and societies of the world developed since 1500 C.E. Explores issues of class and class conflict, personal and cultural identity, race, work, industrial development, colonialism, ecology, and political and economic life pertaining to the history of civilizations in Asia, Africa, the Americas, and Europe.

ILR-Information Literacy**ILR 260 Academic Information Literacy (4.50)****Prerequisite:** ENG 102

Duration: 4

Introduces students to college-level inquiry and research strategies. Develops the ability to find, identify, evaluate, and use information effectively and ethically to investigate a topic of scholarly inquiry. Practices communication of information using software applications and written research papers. Explores the nature of information as valued, constructed, and contextual while reinforcing the ethics of intellectual property and citation.

LIT-Literature**LIT 100 Introduction to Literature (4.50)****Prerequisite:** ENG 102

An overview of the main genres of literature, including fiction, poetry and drama. Examines literary language and different approaches to literary criticism designed to increase student confidence when responding to literature.

LIT 311 British Literature I (4.50)**Prerequisite:** ENG 240 and LIT 100

A survey of important British authors and literary trends from Chaucer through the middle of the 18th century.

LIT 312 British Literature II (4.50)**Prerequisite:** ENG 240 and LIT 100

A survey of important British authors and literary trends from the late 18th century through the modern era, with a focus on Romantic, Victorian and Modernist writers and texts. Some attention will also be paid to colonial and post-colonial writing in English.

LIT 321 American Literature I (4.50)**Prerequisite:** ENG 240 and LIT 100

A survey of important American authors and literary trends through the late 19th century. Texts will be situated in relation to cultural, philosophical, social and historical contexts, e.g., Puritanism and its legacies, varieties of American Romanticism, debates over slavery and gender roles, formation of national identities.

LIT 322 American Literature II (4.50)**Prerequisite:** ENG 240 and LIT 100

A survey of important American authors and literary trends from the late 19th century through the present. Texts will be situated in relation to cultural, philosophical, social and historical contexts. Particular attention will be paid to the modernist canon and to works by women and authors of color that respond to American literary heritage and social conditions.

LIT 345 Mythology (4.50)**Prerequisite:** ENG 240 and LIT 100

An examination of mythology. This course recognizes that myth-making is a creative activity central to all cultures, including our own society. Students analyze and compare mythological narratives from a variety of cultures.

MKT-Marketing

MKT 302A Marketing Fundamentals (4.50)

Duration: 4

This course is the introduction to contemporary marketing theory and practice in both the local and global marketplace. Basic concepts of marketing are examined with an emphasis on marketing positioning, segmentation and targeting as well as product development and distribution.

MKT 430 Intro to Global Marketing (4.50)

Prerequisite: MKT 302A

Duration: 4

An introduction to the cultural environment of global markets, including such topics as cultural dynamics, management styles, and political and legal environments. Students learn how to assess global marketing opportunities as well as develop and implement strategies to capitalize on those opportunities.

MKT 434 Marketing Research & Analytics (4.50)

Prerequisite: MKT 302A

Duration: 4

A course that gives the student an overview and practical application of contemporary methods for gathering, analyzing, and preparing market research for use in marketing decision making. It focuses on defining organizational information needs and designing appropriate research methods to obtain it. Specific topic areas include qualitative and quantitative research methods, secondary research, internal market intelligence systems, and data analysis.

MKT 450 Business Model Innovation (4.50)

Prerequisite: MKT 302A

Duration: 4

This course gives the student an overview and practical application of emerging business models in contrast to the traditional business models within the strategic marketing plan. It focuses on defining customer lifetime value in the emerging platform business world. Specific topic areas include sharing economy, subscription services, fractional ownership, value exchange, data monetization, business to individual, and inventory-free retail.

MKT 460 Consumer Behavior (4.50)

Prerequisite: MKT 302A

Duration: 4

This course is designed to provide a contemporary view of consumer behavior. The course will delve into the psychology of marketing and the impact cognitive biases have on consumer decision-making. A focus on consumer motivations, brand loyalty, influence marketing, and adoption models in emerging markets. Specific areas covered are self, personality, lifestyle, and the consumer decision-making process.

MKT 462 Brand Management (4.50)

Prerequisite: MKT 302A

Duration: 4

This course gives the student an overview and practical application of brand management. It focuses on exploring the developing, sustaining, and leveraging brands in the marketplace. The course introduces brand research, brand development, and brand management and the importance for the modern marketer. Specific topic areas include brand management history, brand awareness, brand equity, and contemporary brand-sustaining strategies in the digital age.

MKT 464 Advertising Management (4.50)

Prerequisite: MKT 302A

Duration: 4

This course gives the student an overview and practical application of traditional and online methods for advertising management. It focuses on defining traditional advertising management in contrast to digital omnichannel marketing management strategy. Specific topic areas include variances in advertising management in B2B, B2C, C2C, and emerging business to individual B2I models in the marketing digital transformation.

MKT 470 Services Marketing (4.50)

Prerequisite: MKT 302A

Duration: 4

This course is designed to assist students pursuing a marketing career in the service industry, but is also a pivotal course for all marketers to understand, given the rise in the service sector. The course provides a comprehensive overview of the various methods deployed in the service sector for use in marketing decision-making. It focuses on defining the seven Ps of service marketing and the gap model of service quality and the role of technology in services marketing. Specific topic areas include the customer experience of service quality and service as a competitive advantage.

MNS-Management Science

MNS 205 Intro to Quantitative Methods (4.50)

Duration: 4

Key mathematical and statistical concepts useful for understanding business problems and making informed decisions with the right tools are introduced. Concepts relate to numbers, formulas, linear equation models and descriptive statistics. Applications focus on personal decisions and decisions within businesses in the areas of finance, discounts, pricing, interest rates, loans, insurance, investment, payroll and taxes. Microsoft Excel is the software used in this class.

MTH-Mathematics

MTH 204 Mathematics Non-STEM Majors (4.50)

Prerequisite: MTH 12A and MTH 12B or equivalent, or Accuplacer test placement into College Level Math
Duration: 4

Designed to provide non-STEM majors with a comprehensive review of fundamental mathematics principles essential for academic success and real-world applications. Students explore key algebra, statistics, and probability concepts, building a strong foundation in problem-solving and analytical thinking. Emphasizing real-life applications, course also demonstrates how mathematical reasoning is used in decision-making across various fields, including social sciences, business, and the arts.

MTH 209A Fundamentals of Mathematics I (4.50)

Prerequisite: MTH 12A and MTH 12B

Duration: 4

A study of the real number system and its subsystems, ancient and modern numeration systems, problem-solving and simple number theory. Includes teaching materials and discussion of today's professional organizations. This is a content course, not a methods course.

MTH 210 Probability and Statistics (4.50)

Prerequisite: MTH 12A and MTH 12B, or Accuplacer test placement evaluation

Duration: 4

An introduction to statistics and probability theory. Covers simple probability distributions, conditional probability (Bayes Rule), independence, expected value, binomial distributions, the Central Limit Theorem, hypothesis testing. Assignments may utilize the MiniTab software, or text-accompanying course-ware. Calculator with statistical functions is required.

MTH 215 College Algebra & Trigonometry (4.50)

Prerequisite: MTH 12A and MTH 12B, or Accuplacer test placement evaluation

Duration: 4

Examines higher degree polynomials, rational, exponential and logarithmic functions, Trigonometry and matrix Algebra. Completion of this course prepares a student to take Calculus and other upper level Math courses. This course is specifically for mathematics, computer science, and engineering majors.

MTH 220 Calculus I (4.50)

Prerequisite: MTH 215, or Accuplacer test placement
Duration: 4

(Cross listed and equivalent to CSC208) An introduction to limits and continuity. It examines differentiation and integration concepts with applications to related rates, curve sketching, engineering optimization problems, and business applications. Students may not receive credit for both MTH220 and CSC208.

MTH 301 Fundamentals of Mathematics II (4.50)

Prerequisite: MTH 209A

Duration: 4

This continuation of MTH 209A includes concepts of measurement, geometry, probability and statistics, elementary synthetic and Euclidean Geometry. Methods are incorporated whenever possible. However, both MTH 209A and MTH 301 are content/concept courses as prescribed by State regulations, not methods courses. Calculator may be required.

MUL-Multimedia

MUL 201 Intro to Graphic Design (4.50)

Prerequisite: ENG 102

Duration: 4

The course introduces students to movements and theories of art and graphic design that will be utilized in the creation of digital media assets. The course includes design tools and principles of digital media and their impact on culture.

MUL 203 Intro to Visual Storytelling (4.50)

Prerequisite: ENG 102

Duration: 4

This course is an introduction to visual storytelling where students appreciate and learn visual narrative concepts through project-based assignments. Students also examine the methods, time periods and cultural influences that impact the creation of visual storytelling.

MUL 308 Vector Graphics (4.50)

Prerequisite: ENG 102; MUL 201; MUL 203

Duration: 4

The course covers concepts and tools used to create content through vector drawing tools for web, print, and mobile platforms.

MUL 309 Camera and Image (4.50)

Prerequisite: ENG 102; MUL 201; MUL 203;

Recommended: Prior completion of: MUL 308; MUL 312; MUL 316; MUL 390; MUL 345; MUL 353

Duration: 4

The course provides a foundation for understanding the mechanisms of still and video cameras and the key features to consider for creating professional level imagery. Topics include composition, the exposure triangle, the rule of thirds, depth of field, montage, camera angle, and lighting.

MUL 312 Digital Image Compositing (4.50)

Prerequisite: ENG 102; MUL 201; MUL 203;

Recommended: Prior completion of: MUL 308

Duration: 4

Students receive in-depth training in image composition and raster image editing.

MUL 316 Applied Graphic Design (4.50)

Prerequisite: ENG 102; MUL 201 and MUL 203;

Recommended: Prior completion of: MUL 308; MUL 312

Duration: 4

The course prepares students to create and design digital content for electronic publication.

MUL 345 Applied Web Design (4.50)

Prerequisite: ENG 102; MUL 201; MUL 203;

Recommended: Prior completion of: MUL 308; MUL 312; MUL 316; MUL 390

Duration: 4

Students will get hands-on training utilizing the principles and techniques of web design within the digital media industry. The course is an in-depth study of effective web page design using structured markup languages, and efficient site architecture. Students will engage in projects in content development, navigation, and usability (ie: UX - user experience) and deployment.

MUL 353 2-D Design & Interactivity (4.50)

Prerequisite: ENG 102; MUL 201 and MUL 203;

Recommended: Prior completion of: MUL 308; MUL 312; MUL 316; MUL 390; MUL 345

Duration: 4

The course provides training in creating scalable and interactive 2-D vector based objects.

MUL 356 Video Gaming AR/VR (4.50)

Prerequisite: ENG 102; MUL 201; MUL 203; MUL 312; MUL 372; MUL 375

Duration: 4

In-depth, hands-on application of game development engines and Augmented and Virtual Reality systems.

MUL 365 Digital Video Editing (4.50)

Prerequisite: ENG 102; MUL 201 and MUL 203;

Recommended: Prior completion of: MUL 308; MUL 312; MUL 316; MUL 390; MUL 345; MUL 353; MUL 309

Duration: 4

The course provides students with in depth experience working with non-linear editing software (NLE) to create engaging and highly effective video projects.

MUL 372 Foundations of 3D (4.50)

Prerequisite: ENG 102; MUL 201; MUL 203; MUL 312;

Recommended: Prior completion of: MUL 308; MUL 316; MUL 390; MUL 345; MUL 353; MUL 309; MUL 365; MUL 461; MUL 465; MUL 462

Duration: 4

Provides students exposure to all phases of video game design from concept to completion. Steps include pre-production, completion of a game design document, prototyping, 3-D modeling, and animation.

MUL 375 3D Modeling for Game Art (4.50)

Prerequisite: ENG 102; MUL 201; MUL 203; MUL 312; MUL 372

Duration: 4

Hands-on application of 3-D graphics and modeling techniques. Produce basic 3-D elements and apply materials, textures and lighting for film, video, print and gaming applications.

MUL 390 User Interface Design (4.50)

Prerequisite: ENG 102; MUL 201; MUL 203;

Recommended: Prior completion of: MUL 308; MUL 312; MUL 316

Duration: 4

Hands-on introduction in the basics of user interface design for various platforms (i.e. web, mobile, etc.). Students will learn all phases of user interface design from conception to final output.

MUL 461 Motion Graphics Vis. Effects I (4.50)

Prerequisite: ENG 102; MUL 201; MUL 203; MUL 365

Duration: 4

A hands-on course in motion graphics and visual effects (VFX) for various media output; the course presents the current software tools used to build and deliver motion graphics and visual effects.

MUL 462 Digital Audio Creation (4.50)

Prerequisite: ENG 102; MUL 201; MUL 203;

Recommended: Prior completion of: MUL 308; MUL 312; MUL 316; MUL 390; MUL 345; MUL 353; MUL 309; MUL 365; MUL 461; MUL 465

Duration: 4

Computer-aided digital audio creation used in DVD, video, and Web authoring. Students learn basic music theory and composition practices applied to digital audio production, utilizing professional software tools used in the field, as well as hardware applications. Covers file management and compression for specific delivery mediums. The course is an exploration into role audio has in digital media and the process of editing and creating digital audio for numerous platforms. Topics include Sound Effects (SFX), musical score, and narration.

MUL 465 Motion Graphics Vis Effects II (4.50)

Prerequisite: ENG 102; MUL 201; MUL 203; MUL 365; MUL 461

Duration: 4

Students will continue their progress from the previous course and build on their competencies.

Focus will be on tracking, chroma keying, rotoscoping, and compositing.

MUL 483 Final Project I (4.50)

Prerequisite: ENG 102; MUL 201; MUL 203; MUL 308; MUL 309; MUL 312; MUL 316; MUL 345; MUL 353; MUL 356; MUL 365; MUL 372; MUL 375; MUL 390; MUL 461; MUL 462; MUL 465

Duration: 4

Opportunity to go in-depth on a topic covered in the program. Students will select a topic (with instructor approval) and complete all phases of production (conception, design, development, launch and post assessment).

MUL 485 Final Project II (4.50)

Prerequisite: MUL 483

Duration: 4

Opportunity to go in-depth on a topic covered in the program. Students will select a topic (with instructor approval) and complete all phases of production (conception, design, development, launch and post assessment). The student may use the class as a continuation of the project in MUL 483 or for a new project.

MUL 487 Dig Med Dsgn Portfolio, Thesis (4.50)

Prerequisite: MUL 485

Duration: 8

In this two-month capstone course, students assemble a portfolio of their best work from previous Digital Media Design courses and edit/polish those pieces until they are suitable to show a prospective industry employer. Students will also submit a written thesis documenting their creative journey in the program. Grading is H, S or U only.

MUS-Music

MUS 100 Music History & Appreciation (4.50)

Duration: 4

An examination of the history of Western music, starting in the Middle Ages and ending in contemporary times. Traces the development of a range of musical styles, including baroque, classical, opera, jazz, blues, experimental composition, music for theater and film, and "popular" song. Introduces students to fundamental elements, building blocks, and vocabulary, and provides historical and cultural context that deepens students' appreciation of the music they encounter today.

MUS 200 Music Composition (4.50)

Recommended Preparation: MUS 100, or MUS 326, or MUS 327

Duration: 4

An introduction to composing and notating original music that covers the elements of music theory--melody, harmony, rhythm and form--in the context of a computer-based notation program. Students complete an original composition of modest scope as a culminating project.

MUS 300 Film Music (4.50)

Recommended Preparation: MUS 100; **Prerequisite:** ENG 102

Duration: 4

An introduction to the history and methods of music in film from the silent era to the present. A roughly chronological approach sketches the main technological innovations and explores theories of how music contributes to the meaning of moving images and narrative scenes. Elements of music are reviewed and applied to representative film scores by American and international composers.

MUS 326 American Music (4.50)

Prerequisite: ENG 102

A survey of American music from the Colonial period to the present. Emphasizes political, social and economic developments as related to the evolution of American music, including popular, religious and art music in a broad array of styles.

MUS 327 World Music (4.50)

Prerequisite: ENG 102

Duration: 4

An exploration of localized musical traditions and practices across a variety of cultures, including Native America, India, the Arabic-speaking world, Indonesia, Europe, Africa, Latin America, and Black America. Promotes understanding of both music and the social circumstances that create music-cultures.

PHL-Philosophy

PHL 100 Introduction to Philosophy (4.50)

Prerequisite: ENG 102

Duration: 4

A study of a variety of ways of thinking about such fundamental issues as the nature of knowledge and belief, human nature, the nature of reality, and the relationship between mind and body. Develops skills in thinking critically and reflectively. Fosters an awareness of world philosophies and diverse ontological perspectives.

PHL 238 Logical & Critical Thinking (4.50)

Prerequisite: ENG 102

Duration: 4

Introduction to the fundamentals of logic and critical thinking. Focuses on the core skills of logical analysis, rational argumentation, various forms of inductive reasoning, and recognition of misused rhetoric and fallacious thinking in public discourse. Promotes effective communication and an awareness of diverse perspectives in all areas of thought and inquiry. Broadens students' abilities to engage in the lifelong-learning processes of self-inquiry and self-reflection.

PHL 320 World Religions (4.50)

Prerequisite: ENG 102

Major world religions, including Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam, are surveyed in their philosophical, historical, art historical, and literary contexts. Important aspects of the philosophy and sociology of religion are addressed, and parallels in the study of myths, rituals, conversion experiences, and rites of passage are compared. Recent and contemporary religious trends are also addressed.

PHL 337 Ethics (4.50)

Prerequisite: ENG 102

An examination of theories of value and ideological differences in practical applications to clarify ethical differences. Course emphasizes the dilemmas of personal and professional responsibility, including business and workplace circumstances, social relationships, and political practice.

PHL 375 Environmental Ethics (4.50)

Prerequisite: ENG 102

An exploration of various philosophical approaches to ethics as they inform and are applied to contemporary human-environment relations. Issues of human use and abuse of the environment as a standing reserve of resources, wealth, and power; questions of moral standing and animal rights, including habitat loss and species extinction; and sociological problems related to population control, industrialization, and pollution are analyzed and evaluated. Western cultural and ecological assumptions are examined through anthropocentric, holistic, utilitarian, deontological, ecofeminist, and ethics-of-care perspectives.

PHS-Physics**PHS 102 Survey of Physical Science (4.50)**

An introduction to the basic principles and general concepts of the physical sciences. Develops selected topics from chemistry and physics. A general education course for non-technical majors.

PHS 104 Introductory Physics (4.50)

Prerequisite: MTH 204, or MTH 215

Duration: 4

Non-calculus based general physics course for earth and life science majors. Study of force, laws of motion, heat, fluid mechanics, electricity, magnetism, light (optics) and modern physics.

PHS 104A Introductory Physics Lab (1.50)

Prerequisite: PHS 104, or PHS 171 for Science Majors.

Duration: 4

A non-calculus based general physics lab course for earth and life science majors. Laboratory experiments and exercises will include data analysis and evaluation of measurements. Topics include, but are not limited to, the following: force, gravity, laws of motion, fluid mechanics, electricity, and light (optics). For the *Online Lab Courses ONLY*, students are expected to order their lab kits at least two weeks prior to the start of term.

PHS 171 General Physics 1 (4.50)

Prerequisite: MTH 215

Duration: 4

Non-calculus-based general physics course. Intended for Science majors. Study one-dimensional and two-dimensional kinematics, dynamics, statics, work, energy, linear momentum, circular motion, and gravitation.

PHS 172 General Physics 2 (4.50)

Prerequisite: PHS 171

Duration: 4

Non-calculus based general physics course for Science majors. Study of temperature, kinetic theory, gas laws, heat, oscillatory motion and waves, and electricity.

POL-Political Science**POL 100 Introduction to Politics (4.50)**

Prerequisite: ENG 102

A broad overview of the field of political science including main issues and central questions studies by political scientists and methods used to gain knowledge about politics. A survey course designed to acquaint the student with selective concepts, theories, and of political process.

POL 201 American Politics (4.50)

Prerequisite: ENG 102

A critical introduction to the structure of American government. Topics include classical and modern democratic theories, constitutionalism and federalism; the political process, including the mass media, voting behavior and political parties and interest groups; the institutions of government; the courts, civil liberties and civil rights; and public policy. (Includes study of the Constitution)

PSY-Psychology

PSY 300 Social Psychology of Sport (4.50)

Prerequisite: ENG 102; PSYC 100

Duration: 4

The relationship between psychology, social relationships, and sport. The concepts of group dynamics, motivation, social support, coaching relationships, and the wider social context's relationship to the individual and the sport will be explored. The course will utilize both theoretical and research findings to suggest practical applications in sports performance.

PSYC-Psychology

PSYC 100 Introduction to Psychology (4.50)

Duration: 4

A survey of the field of psychology that provides an overview of the scientific principles and theories in psychology. Topics include: biological psychology, abnormal behavior, motivation, emotion, sexuality and gender, and personality theory.

PSYC 301 Child Development (4.50)

Prerequisite: ENG 102

Duration: 4

Familiarizes students with the foundational theories of human development, current research directions in developmental psychology, major developmental perspectives and research approaches in developmental psychology and issues surrounding diversity, emphasizing an ecosystemic model of thinking about and understanding children and their development. In addition to the previous topics, the following areas will be discussed: the history of childhood; developmental theories and appropriate practices in education; play as a medium for learning and development; and the field of discipline particularly as it relates to development, behaviors and considering temperament in children.

SCI-Natural Science

SCI 300 Geography (4.50)

Examination of relationships between geographical features of the earth and human societies. Includes the study of map construction, mapping tools, geographical data, and the influence of geomorphological features on the development and spatial distribution of political systems, languages, and religions.

SOC-Sociology

SOC 100 Principles of Sociology (4.50)

Duration: 4

Critical introduction to basic sociology concepts. Examination of major theoretical perspectives and research methods. Topics include: economic stratification, race, gender, family, deviance, complex organizations.

SOC 260 Cultural Anthropology (4.50)

Prerequisite: ENG 102

An introduction to the principles and processes of anthropology and culture. This course offers a mix of theoretical approaches that include evolutionism, historical particularism, diffusionism, functionalism and French structuralism, as well as methods of fieldwork and ethnography. Students explore the impact of culture on human behavior, the interrelationships among different parts of a culture and the adaptive quality of cultural systems.

SOC 325 Popular Culture (4.50)**Prerequisite:** ENG 102

Introduces students to the concept and origins of popular culture and to social theories used by academics to analyze its impact on self and culture in modern consumer societies. Topics include mass media, TV, the internet, video games, sports, leisure, fashion, celebrity, shopping, advertising, and youth culture.

SOC 344 Love, Sex, and the Family (4.50)**Prerequisite:** ENG 102

Duration: 4

Examines the institutions of marriage and family structures and their historical development. Topics include kinship, changing gender roles, changing family forms, divorce, domestic violence, and economic structure.

SOC 350 Cultural Diversity (4.50)**Prerequisite:** ENG 102

Examines race, gender, ethnicity and class in 20th century American society. Introduces students to methods for studying the changing nature of our society and explores ways in which our increasingly urbanized and technological culture affects all aspects of professional and unskilled work. May involve work in oral history.

SPN-Spanish**SPN 100 Beginning Spanish I (4.50)**

Duration: 4

Introduction to the Spanish language and the diverse cultures of its speakers. Practice of the language in both oral and written modes. Activities include interactive exercises to learn grammatical structures and vocabulary, exposure to daily life situations through audiovisual materials and oral practice of dialogues, and reflection on cultural topics relevant to the Spanish-speaking world.

SPN 101 Beginning Spanish II (4.50)**Prerequisite:** SPN 100

Duration: 4

Sequel to beginning Spanish I. Further study of the Spanish language and the diverse cultures of its speakers. Practice of the language in both oral and written modes. Activities include interactive exercises to learn grammatical structures and vocabulary, exposure to daily life situations through audiovisual materials and oral practice of dialogues, and reflection on cultural topics relevant to the Spanish-speaking world. Concepts and skills learned in SPN 100 will be essential to student success in this course.

SPN 200 Intermediate Spanish I (4.50)**Prerequisite:** SPN 101

Duration: 4

Intermediate study of the Spanish language and the diverse cultures of its speakers. Practice of the language in both oral and written modes. Activities include interactive exercises to learn grammatical structures and vocabulary, exposure to daily life situations through audiovisual materials and oral practice of dialogues, and reflection on cultural topics relevant to the Spanish-speaking world. Concepts and skills learned in SPN 100 and SPN 101 will be essential to student success in this course.

THR-Theater**THR 200 Theater Arts (4.50)**

Duration: 4

An introduction to theater as a dramatic medium, focusing on performance and production skills in a variety of genres and contexts.