



Policy Title: Admissions Policy

Policy Number: ADM.101

Policy Owner: VP for Administrative Affairs

Responsible Office: Admissions Office and Records Department

Revision Date: 9/13/2017

1. Purpose and Scope

The purpose of this policy is to ensure admitted students are qualified and capable of successfully completing and benefiting from the education provided by making admission decisions based on consistently applied criteria. This document will define the responsibilities of the NAU Offices of Admissions and the Records Department and outline the application and acceptance process.

2. Policy

Admissions to North American University (NAU) is based on criteria such as academic achievement and academic preparation and developed to admit students who are reasonably capable of successfully completing and benefiting from the programs offered. Criteria will continue to be reviewed for effectiveness in measuring college readiness.

The NAU Office of Admissions is responsible for the guidance of students through the application process and the NAU Records Office is responsible for processing applications and providing acceptance for those who have met the acceptance criteria.

All initial inquiries or applications are directed to the Admissions Office where staff disclose the school's academic programs, student support services including housing and meal plans, tuition and out of pocket expenses. The Admissions staff also guides the prospective students through the application process and the submission of required documentation.

Undergraduate Admissions

The following criteria is outlined in the school catalog and the NAU Records Office will apply it to each prospective student to ensure consistency.

1. All Undergraduate students must meet at least one of the minimum academic criteria set below for admission.

Academic Acceptance criteria for undergraduate admission		
Source	Subject	Scores
Accuplacer (all 3 must meet minimum)	Reading	60
	Writing	5
	Math	40
SAT (prior to March 2016)	Reading Section <i>or</i> Math Section	400
		400
SAT (March 2016 to present)	Reading Test <i>or</i> Math Section	22
		440

ACT	Composite <i>or</i>	15
	Math <i>or</i> English	19
TAKS	Reading <i>and</i> Math	2200
TSI (Texas Success Initiative) Texas student initiative exemption/waiver requirements can be found at www.theccb.state.tx.us	Reading	Reading score of 351 and writing 5
	Writing	Reading score of 363 and writing 4
	Math	350
STAAR EOC	Algebra II	4000
	English III Reading	2000
GPA	High School CGPA	2.7
	Transfer Student CGPA	2.5
Transfer of Composition & Rhetoric	Reading/Writing	C- or above
Transfer of College Algebra	Math	C- or above

2. All international students must demonstrate English proficiency in addition to the admission requirements. English proficiency can be demonstrated in one of the following ways:
- TOEFL: 79 IBT, 550 PBT, 213 CBT
 - IELTS: 6.5
 - Pearson Test of English (PTE) Academic: 53
 - Cambridge English Advanced (CAE): Overall score of 58 or Overall grade C or above
 - SAT Scores prior to March 2016: Reading Section: 500, Writing Section: 500;
SAT Scores March 2016 to present: Reading Test: 27, Writing and Language Test: 29
 - ACT English: 23
 - ACCUPLACER Scores: Reading: 80, Writing: 6 (Not Applicable for GLS students)
 - Composition and Rhetoric I with a grade of "C" or better from a U.S. based college or university.
 - TSI or its equivalent in other states
 - An associate degree or higher from a U.S. institution
 - Completion of a degree or high school in an English speaking country*
 - Completion of the Gulf Language School Intensive English Program at NAU

Students who meet the following minimum criteria are considered “partially English proficient.” These students are required to successfully complete remedial reading and writing courses given at NAU in their first semester, or successfully complete the Developmental Reading and Writing course offered at Gulf Language School Intensive English Program at NAU.

- TOEFL: 61 IBT, 500 PBT, 173 CBT
- IELTS: 5.5
- Pearson Test of English (PTE) Academic: 42
- Cambridge English Advanced (CAE): Overall score of 47
- SAT Scores prior to March 2016: Reading Section: 400; SAT Scores March 2016 to present:
Reading Test: 27
- ACT English: 17
- ACCUPLACER Scores: Reading: 60, Writing: 5 (Not Applicable for GLS students)

Graduate Admissions

1. All Graduate applications complete with required documentation is reviewed and approved by the Department Chair of the desired program.
2. All international students must demonstrate English proficiency in addition to the admission requirements. English proficiency can be demonstrated in one of the following ways:
 - TOEFL: 79 IBT, 550 PBT, 213 CBT
 - IELTS: 6.5
 - Pearson Test of English (PTE) Academic: 53

- Cambridge English Advanced (CAE): Overall score of 58 or Overall grade C or above
 - Composition and Rhetoric I or II with a grade of "B" or better from a U.S. based college or university
 - A bachelor degree or higher from a U.S. institution
 - A bachelor degree or higher from an institution where English is the primary medium of instruction
 - A bachelor degree or higher from an institution in an English speaking country*
 - Two (2) years of teaching experience in an English Speaking Country for M.Ed. programs; two (2) years of verified relevant work experience in an English speaking country for other master programs.
 - Completion of six (6) graduate credits with a minimum grade of B in a U.S. institution
 - Completion of the Gulf Language School Intensive English Program at NAU
- * *The full list of approved English speaking countries is available on the NAU Admissions website.*

Only the VP for Academic Affairs may make exceptions to the above requirements for graduate students, and only upon recommendation from the Department Chairs. Graduate students whose English proficiency is judged inadequate by the department may be denied permission to continue work on graduate degrees.

Students who meet the following minimum criteria are considered “partially English proficient.” These students are required to successfully complete remedial reading and writing courses given at NAU in their first semester, or successfully complete the Developmental Reading and Writing course offered at Gulf Language School Intensive English Program at NAU.

- TOEFL: 61 IBT, 500 PBT, 173 CBT
- IELTS: 5.5
- Pearson Test of English (PTE) Academic: 42
- Cambridge English Advanced (CAE): Overall score of 47

Distance Education Admissions

Admissions requirements for the distance education undergraduate and master programs are essentially the same as for the residential programs. In addition to the standard requirements detailed above, all distance education students at the master level must pass the Distance Education Proficiency Test prior to acceptance. Undergraduate students, who would like to enroll in a distance education courses, must pass the Distance Education Proficiency Test prior to enrolling in the course.

3. Procedures

Undergraduate Admissions

1. North American University requires prospective undergraduate students to submit the following credentials:
 - A completed application form submitted online at www.na.edu/admissions
 - A application fee (\$0 US residents, \$50 international)*
 - Transcript (official or certified), or diploma (official or certified) or GED Score showing the completion of at least a high school degree or its equivalent**
 - An enrollment confirmation fee must be paid before new incoming freshman/transfer students can register for classes (\$50 US residents, \$0 international)*
 - Copy of a current, government issued photo ID which includes signature
 - Proof of English proficiency (International Students)

* A full refund will be made to any student who cancels the enrollment within three days (excluding weekends and legal holidays) after an enrollment agreement is signed. If a student cancels the enrollment more than three class days after signing an enrollment agreement but prior to attending any class, the student will get a full refund minus the application fee and/or enrollment confirmation fee.

** All documents for students from foreign countries must be translated and certified to be at least equivalent to a high school degree.

Students should also submit the following, when available:

- Any transcripts from community colleges or other higher education institutions***
- Any other document proving academic eligibility such as SAT/ACT scores, AP credits

*** Transcripts from non-US institutions must be evaluated by an agency recognized by the Department of Education. Contact the Admissions Office for more information.

2. Received documentation will be processed by the Records Department and uploaded to the Student Database Management System.
3. The admission officer reviews the documentation of the student in the Student information management system and notifies the Records Office that the student file is ready to be reviewed for acceptance. The Records Office is informed via an acceptance request through the Student information management system to review the file and issue the Acceptance Letter, if appropriate. The Records Department can also start this process.
4. The Records Department will base the acceptance decisions on the requirements outlined in the Academic Catalog. Once applicant is deemed to satisfy the requirements, a letter will be issued to the student. Should the Records Department find the student does not meet the criteria, a rejection letter will be issued to the student. Only the Vice President for Administrative Affairs may accept or deny a student with special circumstances.

Graduate Admissions

1. North American University requires prospective graduate students to submit the following credentials:
 - A completed application form submitted online at www.na.edu/admissions
 - A application fee (\$60 resident and \$50 international (there may be an additional \$150 fee for international transcript evaluation))*
 - Official transcripts from all undergraduate and graduate institutions previously attended**
 - If the undergraduate degree is completed, submit either an official sealed copy of your undergraduate transcripts or request an official copy to be electronically sent from the previously attend college or university to NAU.
 - If the undergraduate degree is not completed, submit the official copy of original transcripts with your application. Upon acceptance into the program and prior to enrollment, the student must submit an official copy of the undergraduate transcripts showing the degree completion by either submitting an official sealed copy or requesting an official copy to be electronically sent from the previously attend college or university to NAU.
 - Letter of Intent
 - Curriculum Vitae or Resume
 - Two letters of recommendation
 - Distance Education Proficiency Test
 - Proof of English proficiency (International Students)

* A full refund will be made to any student who cancels the enrollment within three days (excluding weekends and legal holidays) after an enrollment agreement is signed. If a student cancels the enrollment more than three class days after signing an enrollment agreement but prior to attending any class, the student will get a full refund minus the application fee and/or enrollment confirmation fee.

** Transcripts from non-US institutions must be evaluated by an agency recognized by the Department of Education

2. Received documentation will be processed by the Records Department and uploaded to the Student Database Management System.
3. Once all required documentation is received, the Admissions Officer will submit a request for academic approval to the Records Department through the Student information management system. The Records Department will then review the documentation to ensure all documents are received and then will submit an academic approval request to the Department Chair of the applicant's chosen program. The Records Department can also start this process.
4. The Department Chair will review all the student's documentation in the Student Database Management System and then approve or deny acceptance to the program. If the student receives approval from the Department Chair the Records Department will issue the Acceptance Letter. If the student is denied a Rejection letter will be sent.

4. Who Should Read This Policy

- Prospective Students
- Admissions Office
- International Student Office
- Records Department
- Department Chairs

5. Related Documents and References

- Academic Catalog
- Admissions Website at www.na.edu/admissions