

# General Information

## Division of Extended Learning Mission

The Division of Extended Learning is committed to providing personal and professional learning opportunities through innovative and relevant programs and resources to a diverse community in an evolving global environment.

## About Division of Extended Learning

The Division of Extended Learning meets the needs of National University's diverse community of adult learners through a variety of innovative credit and non-credit programs. The courses facilitate professional and organizational development, giving adults the opportunity to meet the on-going challenges of changing careers. Many certificates, certifications, and certification training programs are directly linked to increased earnings.

Many of these programs are approved for Continuing Education Units (CEUs) for various professional organizations. The CEU is a uniform measure of non-credit continuing education learning experience. One CEU is awarded for every 10 contact hours of participation. Employers and others who routinely examine and evaluate individual accomplishments generally accept this unit of measurement.

Please note that some EMSX courses are awarded different Continuing Education Unit credit hours, as the courses are approved by the Emergency Medical Services Authority (EMSA) and accepted for EMTs, AEMTs, and Paramedics toward recertification. The credits are included in the price of the course. California Board of Registered Nursing (BRN) continuing education units are available for a fee of \$15 for every 4 hours. These credits may be used by Nurses and Respiratory professionals.

The Division of Extended Learning reserves the right to reschedule, modify, or cancel courses or programs at any time.

## Course Numbering System Credit Courses

Academic credit is granted for a limited number of programs. National University operates on a quarter system and all academic credit is awarded in quarter units. Students who plan to apply credits earned through the Division of Extended Learning to an academic degree program should consult with the appropriate institution and academic department to ascertain whether academic credits earned will transfer toward their proposed course of study. All courses to which academic credit is applied are 4.5 quarter units, unless otherwise specified. Division of Extended Learning reserves the right to modify tuition and/or program rates at any time.

## Course Levels and Numbers

The course numbering system described below is effective only for those Division of Extended Learning courses offered after September 1, 2015.

**Lower Division Academic Credit: 2100X - 2299X:** Courses for which lower division credit may be allowed toward degree requirements.

**Upper Division Academic Credit: 2300x - 2499X:** Courses for which upper division credit may be allowed toward degree requirements.

**Undergraduate and Graduate Credit: 5000X - 5999X:** Courses for which undergraduate and graduate credit may be allowed toward degree requirements.

**Graduate Academic Credit: 6000X - 6999X:** Courses for which graduate credit may be allowed toward degree requirements.

**Lower Division CEU (would transfer into academic program): 3000X - 3999X:** Courses offer Continuing Education Units (CEUs), and upon satisfactory completion, may transfer into particular degree programs as lower division academic credit at National University up to 22.5 units. The transferability of these courses as credit to a particular program at another school, college, or university is determined solely at that school's discretion.

**Upper Division CEU (would transfer into academic program): 4000X - 4999X:** Courses offer Continuing Education Units (CEUs), and upon satisfactory completion, may transfer into particular degree programs as upper division academic credit at National University up to 22.5 units. The transferability of these courses as credit to a particular program at another school, college, or university is determined solely at that school's discretion.

**Graduate CEU (would transfer into academic program): 7000X - 7999X:** Courses offer Continuing Education Units (CEUs), and upon satisfactory completion, may transfer into particular degree programs as graduate academic credit at National University. The transferability of these courses as credit to a particular program at another school, college, or university is determined solely at that school's discretion.

**Professional CEU (need CEU to continue in the field, does not transfer to academic program): 8000X - 8999X:** Courses developed by National University for which Continuing Education Credit is given. These courses may not transfer into degree programs. Students who participate satisfactorily receive one CEU for every 10 contact hours of instruction.

**Licensure/Advanced Certificate: 9000X - 9999X:** Courses for which specialized continuing education is offered.

**Continuing Education Units (CEUs) – Certificate of Completion: 1800X - 1899X:** Courses in partnership with external agencies that offer standards for knowledge, skills, or competencies that are not based on any one specific educational course.

**Non-Credit – no credit awarded (CEU or Academic) – Certificate of Attendance: 1900X - 1999X:** Courses carry neither academic credit nor CEUs. They are offered in response to the growing need for quality educational opportunities for professional, career, personal growth or general cultural interest and knowledge.

## Grading System for Academic Courses

- A ..... Outstanding Achievement
- B ..... Commendable Achievement
- C ..... Marginal Achievement
- D ..... Unsatisfactory Achievement
- F ..... Failing
- I ..... Incomplete

# General Information

## Grading System for Satisfactory/Unsatisfactory Continuing Education Unit Courses and Non-Credit Courses

Students are assessed on their comprehension of course material through class attendance, participation, weekly assignments, and instructor evaluation. In most cases, students will receive a grade of Satisfactory (S)/Unsatisfactory (U)/Withdrawal (W).

## Tuition

Tuition for the Division of Extended Learning courses varies per program. Current tuition rates can be found in the program/course descriptions.

## Fee Information

The application fee for Division of Extended Learning academic credit courses and programs is \$60. Non-credit courses, workshops, and seminars have an application fee of \$25.

## Corporate Training

Corporate training is available for businesses or school districts through the Division of Extended Learning. Classes can be held at a place of business or at a National University learning center. Each program can be tailored to target an organization's unique challenges and in-house training programs can be customized to any specifications necessary. National University can provide the services to maximize training budgets and will offer a discount for 10 or more people.

## FINANCE AND PAYMENT OPTIONS

### Financial Aid

Division of Extended Learning students enrolled in non-academic courses are generally not eligible to receive federal financial aid, although alternative funding options are available. Students planning to enroll in non-credit courses may apply for an IT Skills Loan, Key Career Loan, or Sallie Mae Career Loan. These agencies are not affiliated with the Division of Extended Learning or National University.

Additionally, Division of Extended Learning provides guidance to students who are utilizing funds through:

- Tuition Assistance
- Veterans Affairs Education Benefits
- My Career Advancement Account (MyCAA)
- Workforce Innovation and Opportunity Act (WIOA)
- Employer Tuition Reimbursement

The Division of Extended Learning does work with students who are seeking financial aid for certificate programs that grant academic credit. Financial aid is available through two methods: National University Tuition Assistance Loan and Federal Financial Aid through Title IV. Many employers offer tuition reimbursement so we encourage students to ask their manager or human resource representative about this option as well.

### Veterans Information

Students wishing to apply for programs administered by the Department of Veterans Affairs can obtain information on how to apply for their benefits by calling or visiting the National University Veterans Affairs Department located at 9388 Lightwave Avenue, San Diego, (858) 541-7970, or (800) 628-8648, ext. 7970.

## Division of Extended Learning Discounts

The Division of Extended Learning offers a 10% discount to National University current students and alumni on some of their courses and training seminars, including all test preparations and Teacher Development Courses.

A 25% discount is offered to current National University Nursing students on AHA/NAEMT Continuing Education courses.

**The Emergency Medical Technician Certificate program** is eligible for the National University Military Tuition rate of \$166 per quarter unit (Undergraduate).

- **Eligibility Requirements:** Active Duty Military must provide copy of recent LES to activate discount prior to the first day of class.

Discounts for school districts can be arranged. Please call for more information.

## Payment Options

Payment can be made by either telephone, online through the student portal, or in person. Checks and any one of the following credit cards are accepted for your convenience: American Express, Discover, Visa, or MasterCard. Company invoicing is also available. Payment for the Division of Extended Learning courses is required before attending class.



# Policies and Procedures

## ATTENDANCE

### Academic Courses

Please refer to the Attendance Procedures in the General Policies and Procedures section of the National University General Catalog.

### Continuing Education Courses

In order to obtain full Continuing Education hour(s), students or attendees are held to the hours allotted for the course/program and learning outcomes. Please refer to course requirements for program of choice.

### Non-Credit Courses and Seminars

Attendance will be tracked and monitored by the instructor.

## COURSE DROP AND WITHDRAWAL

A **drop** means a student has dropped a course prior to midnight (PST) of the 9th calendar day of session, and no grade or notation appears on student's record.

A **withdrawal** signifies that a student has withdrawn from a course after midnight (PST) of the 9th calendar day of the session and a "W" will appear on the student's record. Students who withdraw after midnight (PST) of the 21st calendar day of the session will receive a grade of "U" Unsatisfactory. This is a permanent mark with no grade points assigned.

### Academic Courses

Non-attendance or notifying an instructor does not constitute officially dropping or withdrawing from a course. Students must notify the Division of Extended Learning to request a drop or withdrawal from a course in writing.

### Continuing Education Course(s)

Non-attendance or notifying an instructor does not constitute officially dropping or withdrawing from a course. Students must notify the Division of Extended Learning to request a drop or withdrawal from a course in writing.

### Non-Credit Course(s)

Non-attendance or notifying an instructor does not constitute officially dropping or withdrawing from a course. Students must notify the Division of Extended Learning to request a drop or withdrawal from a course.

### Seminars

Non-attendance or notifying an instructor does not constitute officially dropping or withdrawing from a course. Students must notify the Division of Extended Learning in writing to request a withdrawal from a course.

## REFUND POLICIES

### Academic and Continuing Education Unit Courses/Programs

For all courses, students must contact the Division of Extended Learning in writing to withdraw from the course and to request a refund.

### Academic Courses and Programs

- 100% refund if course is dropped prior to midnight of the 9th calendar day of the session.
- 50% refund if the course is dropped on the 10th calendar day of the session.
- No refund for 0-66% of course remaining after the 10th day of the session.

### \*Online Non-Academic Courses

The Course fee is non-refundable after the first day of class access. The course fee can be applied toward the students re-enrollment for the same course within 1 year of original enrollment date.

### \*In-person, Hybrid or Partnered Courses

Tuition is non-refundable after the start of class.

*All cases in which refunds are awarded, students will be charged a 10% processing fee and the cost of books and materials.*

\*Policies vary per program and are subject to change.

## TRANSFER CREDIT

Some coursework taken through the Division of Extended Learning may be used to fulfill degree program requirements. Courses completed must grant academic or continuing education credit. Students earn non-matriculated resident credit for coursework completed through the Division of Extended Learning. A maximum of 27 units may be used toward total units required for a bachelor's degree. With approval of the College/School Dean, a minimum nine units of graduate credit may be granted, depending on the degree objective, towards a graduate degree. Grades earned through the Division of Extended Learning will affect cumulative GPA.

Students pay Division of Extended Learning fees for these units. The course repeat policy applies to courses repeated through the Division of Extended Learning.

Division of Extended Learning classes may not be taken by the following:

- Non-matriculated foreign students.
- Foreign students with I-20 visas from another university.
- Disqualified students – Undergraduate students who have been disqualified from NU will not be allowed to attend the Division of Extended Learning until one year from the date of their disqualification.
- Graduate students will not be allowed for one quarter following disqualification.
- Students who have been denied admission.

## PRIOR LEARNING CREDIT

In collaboration with the Council on Adult and Experiential Learning (CAEL) National University has developed a portfolio-based system of demonstrating that a student has achieved the course outcomes for University undergraduate courses. Credit may apply towards both the lower division and upper division credit requirements of the University's undergraduate degree programs unless specified otherwise in policy or limited by the state or jurisdiction of a student's residence.

# Policies and Procedures

In our CAEL Portfolio program, students demonstrate that what they already know is equivalent to what they would have learned in an equivalent college course. The program is designed to be as flexible as possible to meet students' needs. Students may have acquired this knowledge through past employment, independent reading and study, training programs or in-service courses, volunteer service, cultural or artistic pursuits, hobbies and recreational pastimes, community or religious activities, organizational memberships, adult education, non-credit courses, study abroad, military training not evaluated for credit by ACE, or other experiences.

A portfolio enables students to identify and articulate this knowledge, and potentially earn credit for it. Students learn the process of identifying areas of course-equivalent learning and portfolio development skills through the PRLX 2100X course offered through the Division of Extended Learning. The resulting portfolio is submitted for review by Subject Matter Experts for potential award of credit. Financial aid is available for those who qualify.

For further information regarding the Portfolio program, please contact [extlearning@nu.edu](mailto:extlearning@nu.edu).

## NUPI SUPPLEMENTAL INFORMATION

### Student Supply List

Details about the Commercial Diving program supply requirements are given at the mandatory orientation.

Recommended Retailers and price lists are available upon request.

### General Classroom Supplies - Required by First Day

- Pencil & Eraser
- Notebook
- Black Ink Pens
- Highlighters
- Index Cards

### Physical Training Supplies - Required by First Day

- Black Running Shorts
- NUPI T-shirts (provided at Orientation)
- Neoprene wetsuit (5-7 mm recommended)
- Running Shoes
- Steel Toe Boots
- Swimwear
- Towel

### Diving Supplies - Required by Third Month

- #2 or #3 Swivel Brass Clips (minimum of 1)
- Neoprene Dive Socks
- Neoprene wetsuit (5-7 mm recommended)
- Weight Belt with Buckle and Weights (10-25 lbs)
- Diving Bottom Boots
- Dive Knife

## EMT PROGRAM SUPPLEMENTAL INFORMATION

### Student Uniform Requirements

While uniform shirts are provided to all EMT students on the first day of class, students are responsible for purchasing the following uniform items by the end of the first week.

Uniform recommendations are available upon request.

- Navy Blue work pants (heavy duty cotton)
- Black Uniform Boots (Steel-toe preferred)
- Black Belt
- Watch with second hand
- Laptop/Tablet recommended for e-textbook access

