The Academic Catalog is updated and published every year. The following content will be incorporated when next updated.

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Indiana Students Only

Statement of Authorization
The following statement will be the only authorized statement and is required in all catalogs, and may be appropriate for inclusion in other documents such as institutional student contract, enrollment agreements and other materials.

This institution is authorized by:
The Indiana Commission for Higher Education/
The Indiana Board for Proprietary Education
101 West Ohio Street, Suite 300
Indianapolis, IN 46204-4206
Indiana Students Only

Indiana Uniform Refund Policy
If a postsecondary educational institution utilizes a refund policy of their recognized regional/national accrediting body or the current United States Department of Education (USDOE) Title IV refund policy, the postsecondary educational institution must provide written verification in the form of a final refund calculation, upon the request of the Commission/Board, that its refund policy is more favorable to the student than that of the Commission's/Board’s. Postsecondary educational institutions accredited by a regionally/nationally recognized accrediting body must uniformly apply the Commission's/Board’s tuition refund policy or the refund policy of their recognized accrediting body, as previously approved by the Commission/Board to all first-time students enrolled. Postsecondary educational institutions using a refund policy other than that of the Commission's/Board’s must list the complete policy and its location in the institutional catalog and the enrollment agreement.
Indiana Students Only

Onsite Refund Policy
The postsecondary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified in this section or as otherwise approved by the Commission/Board. The institution must make the proper refund no later than 31 days of the student's request for cancellation or withdrawal.

The following refund policy applies to each resident postsecondary educational institution, except as noted in:

A. A student is entitled to a full refund if one or more of the following criteria are met:
   a. The student cancels the institutional student contract or enrollment agreement within six business days after signing.
   b. The student does not meet the postsecondary educational institution's minimum admission requirements.
   c. The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary educational institution.
   d. If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three days.

B. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary educational institution and attending one week or less, is entitled to a refund of 90% of the cost of the financial obligation, less an application/enrollment fee of 10% of the total tuition, not to exceed $100.00.

C. A student withdrawing from an instructional program, after attending more than one week but equal to or less than 25% of the duration of the instructional program, is entitled to a refund of 75% of the cost of the financial obligation, less an application/enrollment fee of 10% of the total tuition, not to exceed $100.00.

D. A student withdrawing from an instructional program, after attending more than 25% but equal to or less than 50% of the duration of the instructional program, is entitled to a refund of 50% of the cost of the financial obligation, less an application/enrollment fee of 10% of the total tuition, not to exceed $100.00.

E. A student withdrawing from an instructional program, after attending more than 50% but equal to or less than 60% of the duration of the instructional program, is entitled to a refund of 40% of the cost of the financial obligation, less an application/enrollment fee of 10% of the total tuition, not to exceed $100.00.

F. A student withdrawing from an institutional program, after attending more than 60% of the duration of the instructional program, is not entitled to a refund.
Indiana Students Only

Online Refund Policy
The institution shall cancel a student's enrollment upon request of the student. The student's obligation at the time of cancellation will be calculated as follows:

A. Within six days following the signing of the contract, no obligation and all monies paid, if any, to be fully refunded.
B. After six days, but before beginning of training, a registration fee of 20% of the total tuition not to exceed $100.00.
C. After beginning of training, the registration fee, plus 10% of the total tuition until student completes 10% of the assignment.
D. After completing 10% of the assignments, but prior to completing 25% of the assignments, the registration fee plus 25% of the total tuition.
E. After completing 25% of the assignments but prior to completing 50% of the assignments, the registration fee plus 50% of the total tuition.
F. After completing 50% of assignments, but prior to completing 75% of the assignments, the registration fee plus 75% of total tuition.
G. After completing 75% of assignments, the student is responsible for total tuition.
H. The contract shall state a length of time for a student to complete his course of study. If a student does not cancel by the end of such time, he is responsible for his total tuition.
I. The institution will make a proper refund, within 31 days of the student's request for cancellation.
J. If the student has paid tuition extending beyond 12 months all such charges shall be refunded.
Bachelor of Business Administration (BBA) in Accounting
(ADP transfer program)

The Accounting program prepares students for the field of accounting and prepares graduates to sit for the CPA examination in most states, and to begin a career in public or corporate accounting. Additional credit hours may be required for CPA licensure and varies by state. Students are strongly encouraged to research the requirements within the state they will be testing. The state boards make the final determination of courses that count towards CPA exam eligibility. To locate a state board of accountancy, please visit http://nasba.org/stateboards/.

The following guide outlines the required coursework (123 credits) including general education, business core, electives and major requirements. Students who want to pursue an additional major or minor should consult with an academic advisor to determine the best education plan.

### FOUNDATION COURSES (15 semester hours)
- ENG 1150 Composition I 3
- ENG 1200 Composition II 3
- FDN 2500 Strategies for Success—ADP 0-1
- MTH 1150 College Algebra OR 3
- MTH 1100 Finite Math 3
- SPC 2050 Speech 3
- MIS 1500 Business Productivity Software 3

### MAJOR CORE (30 semester hours)
- 3000/4000 Accounting Elective 3
- 3000/4000 Accounting Elective 3
- ACC 3110 Intermediate Accounting I 3
- ACC 3115 Intermediate Accounting II 3
- ACC 3120 Managerial/Cost Accounting 3
- ACC 3400 Federal Taxation 3
- ACC 3500 Accounting Information Systems 3
- ACC 4010 Auditing 3
- ACC 4220 Advanced Accounting 3

### GENERAL EDUCATION CORE (45-46 semester hours)
- ECN 2210 Principles of Microeconomics 3
- ECN 2220 Principles of Macroeconomics 3
- ENG 4010 Communication & Interpersonal Relations 3
- FDN 3100 Career Development** 1
- HIS History Elective 3
- MTH 2310 Statistics I 3
- NSC Natural Science [Environmental Science recommended] 3
- PHL 3100 Ethics 3
- PHL 4100 Philosophy of American Enterprise* 3
- ACC 2410 Fundamentals of Financial Accounting 3
- ACC 2415 Fundamentals of Managerial Accounting 3
- ENG 3200 Report Writing & Applied Business Communications 3
- FIN 3210 Financial Management for Majors 3
- LAW 3025 Business Law for Accounting Majors 3
- MGT 2300 Principles of Management 3
- MGT 4250 Organizational Behavior 3
- MGT 4800 Strategic Planning 3
- MKT 2080 Principles of Marketing 3

### BUSINESS CORE (27 semester hours)
- ACC 2410 Fundamentals of Financial Accounting 3
- ACC 2415 Fundamentals of Managerial Accounting 3
- ENG 3200 Report Writing & Applied Business Communications 3
- FIN 3210 Financial Management for Majors 3
- LAW 3025 Business Law for Accounting Majors 3
- MGT 2300 Principles of Management 3
- MGT 4250 Organizational Behavior 3
- MGT 4800 Strategic Planning 3
- MKT 2080 Principles of Marketing 3

### GENERAL EDUCATION ELECTIVES (21 semester hours)
Take 7 3-4 credit courses from 3 or more general Education disciplines, for example: ECN, ENG, HIS, HUM, NSC, PHL, PSY, SOC, PSC, MTH

### ELECTIVES (5-7 semester hours)
Open Electives at the 2000 level or above

*Course that must be taken at NU.
**FDN 3100 requirement may be waived for adults with work experience.

Note: The Northwood University residency requirement requires a minimum of 31 earned credits at Northwood University; nine (9) of the 31 semester hours taken at Northwood University for residency MUST be in the student’s major discipline.
Bachelor of Business Administration (BBA) in Accounting (ADP Texas CPA Track)

The Accounting program prepares students for the field of accounting and prepares graduates to sit for the CPA examination in Texas, and to begin a career in public or corporate accounting. One hundred fifty (150) credits are required to sit for the Texas CPA exam. Students are strongly encouraged to research the requirements within the state they will be testing. The state boards make the final determination of courses that count towards CPA exam eligibility. To locate a state board of accountancy, please visit http://nasba.org/stateboards/.

The following guide outlines the required coursework (124 credits) including general education, business core, electives and major requirements. Students who want to pursue an additional major or minor should consult with an academic advisor to determine the best education plan.

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*Course that must be taken at NU.

**FDN 3100 requirement may be waived for adults with work experience.

***When selecting the 3000/4000 Business Elective, no more than 6 credit semester hours can be taken in any one business subject area.

Note: The Northwood University residency requirement requires a minimum of 31 earned credits at Northwood University; nine (9) of the 31 semester hours taken at Northwood University for residency MUST be in the student’s major discipline.