ACADEMIC INFORMATION

Academic Advising

Academic advisors are available to assist with program planning and provide academic counsel. To successfully progress through their program, students are expected to be in regular communication with their advisor.

Completion Charts and Roadmaps

Even though academic advisors are available to assist students throughout the duration of their program, the ultimate responsibility for meeting degree requirements and verifying the accuracy of a student's completion chart (C-Chart) and/or roadmap rests with the student. Students are responsible for course registration and ensuring they are not taking duplicate or unnecessary course(s). Students should consult their transcript which is available on theROCK for courses taken, credit information, grades, GPA, etc.

Class Location and Times

- *On-Site*: Classes are held on campus and meet from 6–10 p.m. once per week (Monday–Thursday). Students are responsible for checking their classroom location weekly on theROCK.
- *Blended*: Classes are held on campus and meet from 6–8:30 p.m. once per week (Monday–Thursday) with additional work completed online. Students are responsible for checking their classroom location weekly on theROCK.
- *Online*: Class interaction and work is conducted exclusively online.

Class Cancellations Due to Inclement Weather

If for any reason classes need to be cancelled due to inclement weather, a determination will be made by the senior vice president of academic affairs between 3–4 p.m. the day of the scheduled class. Students can listen to 98.5 FM radio or 830 AM radio, check theROCK, or call the GCE office after 4 p.m. for the latest information.

If a final assignment is due on a night when classes are cancelled, students should submit it in the manner previously requested by the instructor. If a weekly assignment was due that cannot be submitted electronically on the course site, students should turn it in at the next class session unless they hear differently from the instructor or GCE office. If a make-up session is to be scheduled, students will be notified accordingly.

Class/Cohort Cancellations Due to Low Enrollment

GCE reserves the right to change the start date or to cancel any course/cohort if minimum enrollment has not been met or for other extenuating circumstances. If the number of students in a cohort falls below the required minimum, students may be moved to another cohort to finish their program. As early as possible, the GCE office will notify students of the cancellation and will provide advising regarding other options (e.g., different modality, directed study, move to a cohort with adequate enrollment). GCE does not assume responsibility for any delay in the anticipated graduation date of individual students that might result from such course/cohort cancellations.

Attendance (On-Site and Blended)

Due to the accelerated nature of the curricula, students are expected to attend every class session for the entire time period. The student must contact the instructor in advance or as soon as possible if unable to attend all or part of a class session because of a medical, family, or work-related emergency. Instructors may have additional expectations regarding attendance beyond what is stated in the course syllabus. Instructors will make any additional expectations available in writing as a separate document or posted on the course site. This information will be provided to students before or on the first night of class.

Students that do not attend a course and fail to withdraw from the course will receive a failing "F" grade. Please refer to your course syllabus and/or instructors for specific requirements.

Attendance (Online)

Due to the accelerated nature of the online curricula, students are expected to participate in all course activities. The student must contact the instructor in advance or as soon as possible if unable to participate in all or part of the course activities for a given week because of a medical, family, or work-related emergency. Instructors may have additional expectations regarding participation beyond what is stated in the course syllabus. Instructors will post any additional expectations on the course site. This information will be provided to students before or on the course start date.

Students that do not participate in course activities and fail to withdraw from the course will receive a failing "F" grade. Please refer to your course syllabus and/or instructors for specific requirements.

Only Registered Students Can Attend Class

Only registered students may attend class sessions. Students cannot bring children or other guests with them to class.

Registration, Drop, and Withdrawal

Students may register and/or drop courses online via theROCK until 11:59 p.m. CT on the 1st calendar day of the course. Prior to registering, dropping, or withdrawing from a course, it is the student's responsibility to check with GCE Financial Aid regarding the possible impact on their financial aid. If a student is unable to register, drop, or withdraw on theROCK due to a hold, it is the student's responsibility to have the hold cleared by the appropriate office.

COURSE REGISTRATION

Students are highly encouraged to register for all courses within a term at the beginning of each semester. Students may be listed in a course site without actually being enrolled in and appearing on the official course roster. Students should check on theROCK to verify course registration and can contact the GCE office with any questions.

COURSE DROP

A course drop is when a student unregisters for a course *before* it begins. Students may drop a course online via theROCK until 11:59 p.m. CT on the 1st calendar day of the course and will receive a full tuition refund, no transcript notation, and a fee will not be assessed. If a student is unable to drop a course online due to a hold, a Course Withdrawal Form must be submitted via theROCK.

COURSE WITHDRAWAL

A course withdrawal is when a student unregisters for a course *after* it has begun by completing a Course Withdrawal Form on theROCK. Students have through the 8th calendar day from the course start date to withdraw and will receive a 50% tuition refund, a transcript notation of "W," and a course withdrawal fee (per course) will be assessed. Students have through the 15th calendar day from the course start date to withdraw and will receive no tuition refund, a transcript notation of "W," and a course withdrawal fee (per course) will be assessed.

PROGRAM WITHDRAWAL

A program withdrawal is when a *student* terminates his/her enrollment at Northwestern. It is the student's responsibility to initiate the withdrawal online via theROCK. Withdrawing may jeopardize financial aid and may impact future GCE catalog/program requirements. Prior to withdrawing from his/her program, it is highly recommended that the student talk with an advisor, program manager/director, and financial aid representative.

A student who withdraws from his/her program and desires to reenroll must follow the procedures for reenrollment. Reenrollment to Northwestern is not guaranteed. If accepted, the student must comply with the program requirements in effect at the time of his/her reenrollment.

ADMINISTRATIVE WITHDRAWAL

An administrative withdrawal is when *Northwestern* terminates a student's enrollment in a course or program. Administrative withdrawals may include but are not limited to: not fulfilling admittance provisions, not registering for courses for two consecutive semesters, having a student account in an unacceptable payment status, excessive absences, disruptive behavior, violations of the community policies or academic integrity, and any conduct that undermines the values, ethos, or safety of the university community.

A student who was administratively withdrawn from GCE and desires to reenroll must follow the procedures for reenrollment. Reenrollment to Northwestern is not guaranteed. If accepted, the student must comply with the program requirements in effect at the time of his/her reenrollment.

Auditing a Course

Audited courses are taken for no credit, are only available when space permits, and not all courses are available to audit. Only degree seeking students are eligible to audit a course by completing an Individual Course Registration Form on theROCK. Tuition for an audited course is 50% of the current for-credit tuition rate. Undergraduate students are not permitted to audit graduate-level courses. Participation for auditors beyond attendance and in-class activities is at the instructor's discretion.

Students who successfully complete an audited course will receive a grade of "AU" and those who do not meet the attendance requirements will receive a grade of "W."

Changes from audit to credit may be made through the 8th calendar day from the course start date by completing a Request To Update Academic Profile Form on theROCK. Students must have met all attendance requirements and completed all coursework up through the date of change for the request to be considered.

See "Academic Information–Registration, Drop, and Withdrawal" for applicable deadlines, tuition refunds, transcript notation, and fee assessment.

Credit by Examination

Credit for selected courses may be secured by students who demonstrate competency by means of scores on standardized examinations such as Advanced Placement (AP), College Level Examination Program (CLEP), Dantes Subject Standardized Tests (DSST), or International Baccalaureate (IB). Contact the GCE office for more information.

Prior Learning Assessment

Prior learning refers to the acquisition of knowledge and skills based upon substantive experience which can be documented using the PLA portfolio process. Students who desire to earn credit must take PLA1019 Prior Learning Assessment before submitting a PLA portfolio for credit. An assessment fee will be charged to evaluate the PLA portfolio and determine the number of awarded credits.

Internships

An internship is a structured out-of-class learning experience that takes place at an approved internship site that can be taken for credit (i.e., tuition and fees apply). The internship must be a new or substantive experience rather than a continuation or repeat of a current or previous work experience. It can take place in many settings: governments, social organizations and agencies, churches, or business enterprises. The intern works and learns under the joint supervision of a faculty supervisor and site supervisor. Students interested in an internship should contact the Center for Calling & Career at 651-631-5265 or internships@unwsp.edu.

Directed Study

A directed study is designed to provide additional study opportunity related to an academic major or area of interest. If a required course is no longer offered, a student may be able to use a directed study to meet the requirement by course substitution. In extenuating circumstances and with GCE approval, a student may request that a course be taught as a directed study. A maximum of 9 credits may be earned by directed study; however, a directed study is a privilege that Northwestern is under no obligation to provide.

Student Status

- *Active Status*: Students who are registering for GCE for-credit courses from semester-to-semester.
- I*nactive Status*: Students who have not registered for GCE for-credit courses for two consecutive semesters and were administratively withdrawn from GCE. Inactive students must follow the procedures for reenrollment.

Course Offerings

Offerings for individual and program courses can be found on theROCK.

Course Prerequisites

Course prerequisites are listed with the catalog course descriptions and are subject to change. Students should contact the GCE office if they are unable to register for a course due to a prerequisite not being met.

Course Load

UNDERGRADUATE

19^{+} credits	Full-time but prior approval needed
12–18 credits	Full-time
9–11 credits	¾ time
6–8 credits	½ time
1–5 credits	Less than ½ time

GRADUATE

13^{+} credits	Full-time but prior approval needed
6–12 credits	Full-time
4–5 credits	¾ time
3 credits	½ time
1–2 credits	Less than ½ time

Classification of Students

A student's class standing is determined according to the following scale of credits completed:

Freshman	0–29	credits
Sophomore	30–59	credits
Junior	60–89	credits
Senior	90^{+}	credits
Graduate	----------	

Class standing for incoming transfer students is based on the number of transferable credits accumulated and is subject to the transfer requirements.

Transfer of Credit to University of Northwestern

Only courses taken from regionally, nationally, professionally, or specialized accredited institutions or from institutions with an established Credit Transfer Agreement with University of Northwestern – St. Paul will be evaluated for the transfer of credits. Only degrees earned from regionally, nationally, professionally, or specialized accredited institutions (recognized by the U.S. Department of Education) will be considered for acceptance toward graduate-level programs.

All official transcripts from postsecondary institutions at which the student was previously registered at must be submitted to the GCE office in order to evaluate the transfer of credit(s) and be awarded financial aid. Transfer credits are accepted on a semester-hour basis and are subject to GCE approval.

- Prior Learning Assessment (PLA) credits from another institution are not accepted.
- Credits from another institution cannot be applied to certificates.
- Undergraduate-level courses transferred from another institution must have a grade of "C-" or better.
- Graduate-level courses transferred from another institution must have a grade of "C" or better.

The transfer of University of Northwestern – St. Paul credits to another institution are transferred at the discretion of the receiving institution. It is the student's responsibility to contact the receiving institution to determine if a course will apply toward a specific educational goal.

Graduate-Level Credits Applying Toward Undergraduate Work

Graduate-level credits (for which a graduate degree was not earned) from Northwestern or other accredited institutions may be applied toward undergraduate work. A maximum of 9 credits is allowed and is subject to approval from the department program manager/director whose coursework is to be covered by the credits. If the student goes on to pursue a graduate degree at Northwestern, the student will not be able to apply that coursework to the graduate degree (the work cannot count toward two different degrees).

Graduation Requirements

GENERAL REQUIREMENTS

1. Submit a graduation application by the stipulated deadline.
2. Comply with the program requirements in effect at the time of their last active enrollment.
3. Successful completion of all institution/program requirements.

The responsibility for meeting all graduation requirements rests with the student, and additional requirements per degree are listed below.

CERTIFICATE

1. Successful completion of the required courses and credits as listed in the GCE catalog.
2. A minimum Northwestern cumulative GPA of 2.00 for undergraduate certificates or a minimum Northwestern cumulative GPA of 3.00 for graduate certificates.
3. When a discipline offers both a certificate and a degree, a student will not be awarded both the certificate and the degree unless the certificate was earned prior to acceptance into the degree program.

ASSOCIATE OF ARTS (A.A.)

1. Successful completion of the required courses and 60 credits as listed in the GCE catalog.
2. A minimum Northwestern cumulative GPA of 2.00.
3. A minimum of 30 credits must be earned at Northwestern.
4. A maximum of 15 credits may be earned by examination (AP, CLEP, DSST, or IB).
5. A maximum of 15 credits may be earned by PLA.

BACHELOR OF SCIENCE (B.S.)

1. Successful completion of the required courses and 125 credits as listed in the GCE catalog.
2. A minimum Northwestern cumulative GPA of 2.00.
3. A minimum of 30 credits must be earned at Northwestern.
4. A minimum of 40 credits must be from upper-level (3000 and above) courses.
5. A minimum of 50% of major and minor credits must be completed at Northwestern.
6. A maximum of 5 credits may be earned by performance (choir, band, etc.).
7. A maximum of 30 credits may be earned by examination (AP, CLEP, DSST, or IB).
8. A maximum of 30 credits may be earned by PLA.
9. A maximum of 40 credits may be earned by technical credit.

GRADUATE DEGREES

1. Successful completion of the required courses and credits as listed in the GCE catalog.
2. A minimum Northwestern cumulative GPA of 3.00.
3. All graduate level courses must be successfully completed with a grade of "C" or better.
4. A minimum of 75% of graduate-level program credits must be completed at Northwestern.
5. A maximum of 25% of program credits may be earned by transfer credit.

Diplomas

Degrees are awarded throughout the academic year according to the date the degree requirements were fulfilled. Diplomas will be mailed to students within 4–6 weeks upon completion of the following requirements:

- All graduation requirements have been fulfilled.
- Graduation administrative fee has been paid.
- Student account paid in full.
- Clearance received from the Berntsen Library.
- All required official transcripts are on file.

Commencement Participation and Program

Students are eligible to participate in the December commencement activities if all graduation requirements will be completed by the last day of that fall semester. Students are eligible to participate in the May commencement activities if they have completed all graduation requirements by the last day of that spring semester. All transfer courses must be approved and course registration(s) verified by an academic advisor and the graduation specialist prior to commencement.

A student's name can only be included in one commencement program unless a higher degree or a second major is earned.

Graduation Honors

UNDERGRADUATE

Students who have completed 30–59 credits at Northwestern and whose final cumulative GPA is 3.90–4.00 will be recognized as "with distinction."

Students who have completed 60^{+} credits at Northwestern and whose final cumulative GPA reflects excellence will be recognized as follows:

Summa Cum Laude	3.90–4.00
Magna Cum Laude	3.75–3.89
Cum Laude	3.65–3.74

GRADUATE

Honors are not awarded for graduate-level degrees.

Registrar Services

TRANSCRIPTS

The Registrar offers the ordering of transcripts 24/7 (with processing during business hours). In partnership with SCRIPSAFE® International, University of Northwestern – St. Paul is able to provide official transcripts delivered both electronically and by mail. Current/recent students can order transcripts at no cost if they have access to theROCK. Alumni who do not have access to theROCK can order transcripts at a nominal fee by going to iwantmytranscript.com. The requestor's Northwestern student account must be paid in full before the transcript will be released.

DIPLOMAS

If a graduate's diploma becomes lost or damaged, a replacement may be obtained (for a fee) by contacting the Registrar.

Release of Grades and Transcripts

By provision of the Family Educational Rights and Privacy Act of 1974, as amended, grades and transcripts cannot be issued to a third party without the written consent of the student.

ACADEMIC STANDARDS

Good Academic Standing

UNDERGRADUATE

Undergraduate students must maintain a minimum Northwestern cumulative GPA of 2.00 to remain in good academic standing.

GRADUATE

Graduate students must maintain a minimum Northwestern cumulative GPA of 3.00 to remain in good academic standing.

Grading System

Quality of work is indicated through the use of grades and grade points, assigned as follows:

UNDERGRADUATE

GRADE	QUALITY	GRADE POINTS
A A- B+	EXCELLENT	4.00 3.67 3.33
B B- C+	GOOD	3.00 2.67 2.33
C C- D+	SATISFACTORY	2.00 1.67 1.33
D D-	UNSATISFACTORY	1.00 0.67
F	FAILURE	0.00

GRADUATE

GRADE	QUALITY	GRADE POINTS
A A-	EXCELLENT	4.00 3.67
B+ B	GOOD	3.33 3.00
B- C+ C	SATISFACTORY	2.67 2.33 2.00
C- D+ D D-	UNSATISFACTORY	1.67 1.33 1.00 0.67
F	FAILURE	0.00

Other Grades

W	Withdrawal	P	Pass	S	Satisfactory	AU	Audit	T	Transfer Credit
I	Incomplete	NC	No Credit	U	Unsatisfactory	PR	PLA Credit		

Grade Point Average

Courses with a grade of "A–F" contribute to the semester and cumulative grade point average (GPA) calculations. Courses with the following grades do not contribute to GPA calculations: "AU, I, NC, P, PR, S, T, U, and W." The GPA is calculated only on the basis of credits attempted at Northwestern.

Grade of "W" (Withdrawal)

A grade of "W" is given to students who officially withdraw from a course after the 1st calendar day and through the 15th calendar day from the course start date. A grade of "W" is also given to auditing students who do not meet the attendance requirements.

Grade of "I" (Incomplete)

A grade of "I" is only given to students who are meeting attendance requirements and doing satisfactory work, but cannot complete the course for an extenuating circumstance (i.e., death, medical situation, military deployment). The incomplete must be requested in writing prior to the last night of class and include appropriate documentation.

If approved by the instructor, students have two weeks from the last night of class to submit the necessary coursework. Instructors will then have one week to submit a final grade. If a grade is not received within three weeks from the last night of class, a default grade of "F" will be recorded on the transcript.

A grade of "I" affects the satisfactory academic progress that students must maintain when receiving financial aid, and students cannot graduate with an "I" recorded on their transcript.

Grades of "P" and "NC" (Pass and No Credit)

A grade of "P" grants credit while a grade of "NC" does not permit credit. For the purpose of transfer courses, a grade of "P" is equivalent to a "C-" or better, and a grade of "NC" is equivalent to an "F."

Grades of "S" and "U" (Satisfactory and Unsatisfactory)

The grades of "S" and "U" are used for courses that are required but do not carry any credit.

Repeated Courses

Any course may be repeated, but only the grade earned for the last attempt is used in the GPA calculation. However, the grades earned for previous attempts will remain on the transcript. Repeated courses were designated with an "R" on older transcripts instead of the original grade. Students on probation will find that repeating a course is the most effective way of raising their cumulative GPA. See "Financial Aid–Repeating a Course" regarding the impact on course load, academic progress, and loans.

Final Grades

Final grades will be posted to the student's academic record and are viewable on theROCK. Grades filed with the GCE office are considered final. Students are advised to review their transcript carefully and promptly once each course has ended.

Appeal of Final Grade

Final grade appeals must be submitted within 30 days of the grade being entered. Students should attempt to resolve the matter with the individual faculty member prior to submitting an appeal. After the 30 day appeal period, the academic record will be considered final.

The following process is used for grade appeals:

- The student initiates an appeal by completing an Appeal Form on theROCK and providing the appropriate documentation.
- The senior dean of GCE will review the appeal and documentation and if warranted forward to the Appeals Committee.
- If needed, the student may be asked to provide additional documentation and/or meet with the Appeals Committee.
- The Appeals Committee will render a final judgment that will be communicated to the student in writing.
- Once the committee's decision is rendered, it is final and no further appeals may occur.

Grade Reports

Students requesting a grade report to be sent anywhere other than the student's university e-mail should complete a Grade Report Request Form on theROCK. Students receiving employer reimbursement should reference "Student Accounts–Tuition Reimbursement."

Academic Probation

Students are placed on academic probation when one of the following occurs:
1. Failure to achieve good academic standing (undergraduate cumulative GPA of 2.00; graduate cumulative GPA of 3.00) by the end of any semester.
2. Found to be in violation of any of the standards set forth in "Academic Integrity."
3. Admitted on a provisional basis due to inadequate GPA.

Students who do not meet good academic standing (undergraduate cumulative GPA of 2.00; graduate cumulative GPA of 3.00) for two consecutively registered semesters are immediately placed on academic suspension.

Academic Suspension

Students are placed on academic suspension when one of the following occurs:
1. Failure to achieve good academic standing (undergraduate cumulative GPA of 2.00; graduate cumulative GPA of 3.00) for two consecutively registered semesters.
2. Failure to meet the requirements of their provisional admittance.
3. Failure to meet the stipulations of academic probation.
4. Failure to achieve a "C" or better after three attempts for any graduate-level course.
5. Earn three consecutive "F" or "W" grades for the same course.

Academic probation does not always precede academic suspension. Students who are academically suspended will be administratively withdrawn from GCE and may apply for reenrollment after two consecutive semesters.

Appeal of Probation, Suspension, or Academic Requirements

To appeal a decision of probation, suspension, or academic requirements, a student must complete an Appeal Form on theROCK and submit it to the GCE office within 30 days of the notification in question. The senior dean of GCE will review the appeal and render a final judgment that will be communicated to the student in writing. Once a decision is rendered, it is final and no further appeals may occur.

Appeal of Academic Policy

To appeal an academic policy (e.g., drop, withdrawal), a student must complete an Appeal Form on theROCK and submit it to the GCE office within 30 days of the incident in question. The Appeals Committee will review the appeal and render a final judgment that will be communicated to the student in writing. Once the committee's decision is rendered, it is final and no further appeals may occur.

Reenrollment

Students who desire to be reenrolled at University of Northwestern – St. Paul must complete an Application for Reenrollment, pay the applicable fee, meet all current admission requirements, and their student account must be paid in full. Reenrollment to Northwestern is not guaranteed. If accepted, students will have to comply with the program requirements in effect at the time of their reenrollment.

Students who leave under probationary status will be subject to the same probationary status upon returning to GCE. Students who leave under academic suspension are not eligible for reenrollment for two consecutive semesters and if granted to reenroll, will be placed on academic probation.

ACADEMIC INTEGRITY

Classroom Conduct

Classroom conduct that has a detrimental effect upon academic progress and an environment conducive to learning will result in disciplinary action and may include dismissal from the program.

Honesty and Integrity

Among all university members in the Northwestern community is a mutual commitment to personal integrity and honesty. All instances of dishonesty or distorting the truth to avoid negative academic or social consequences are grounds for a disciplinary response.

Plagiarism

Plagiarism is an act of fraud. It uses data, ideas, or language from someone else's work without proper acknowledgment. Writing as if someone else's work is one's own is considered plagiarism whether it was intentional or unintentional. Incidents of plagiarism must be reported immediately to the GCE office by the faculty member.

The most common errors in handling written sources are:

- Failure to use quotation marks when quoting.
- Failure to make a thorough paraphrase when attempting to put the idea in one's own words.
- Failure to give the source of the borrowed information for both quotations and paraphrases.

All course sites have links to resources with additional information on how to avoid plagiarism. Students are strongly encouraged to seek out this information if unsure of the process of paraphrasing and citation of sources. Because plagiarism is a serious offense, students found plagiarizing are subject to discipline. The standard disciplinary response for substantial plagiarism is giving the student an immediate "F" for the course and placing the student on academic probation.

The consequence may be reduced to failure of the assignment:

- If the work is a minor part of the total grade (less than 5%).
- If the offense is judged not to be premeditated. However, the instructor may require the student to rewrite the paper, while still receiving an "F" for the assignment, in order to pass the course.

The consequence may be increased to academic suspension:

- If the student has repeatedly plagiarized at Northwestern.
- If the offense is a flagrant action of plagiarism, such as intentional lifting of large sections of text without documentation, or fabrication of sources.
- If a student is proved to have been dishonest or uncooperative at any time during the investigation.

Cheating

Incidents of cheating must be reported immediately to the GCE office by the faculty member. Students cheating in coursework or examinations are subject to discipline. The standard disciplinary response for cheating is giving the student an immediate "F" for the course and placing the student on academic probation.

The consequence may be reduced to failure of the assignment:

- If the work is a minor part of the total grade (less than 5%).
- If the offense is judged not to be premeditated. However, the instructor may require the student to rewrite the paper, retake the test, etc., while still receiving an "F" for the assignment, in order to pass the course.

The consequence may be increased to academic suspension:

- If the student has repeatedly cheated at Northwestern.
- If the offense is a flagrant action of cheating (or helping others to cheat).
- If a student is proved to have been dishonest or uncooperative at any time during the investigation.

DISCIPLINARY PROCESS AND STUDENT RIGHTS

Disciplinary Process

University of Northwestern – St. Paul may initiate disciplinary action against students for violations which arise either on or off campus when the student is in violation of federal, state, or local laws or if the violation materially or adversely affects the university or an individual's suitability to be a member of the Northwestern community.

Northwestern reserves the right to immediately remove a student from a class or school as a whole for behavior which is determined to impede the academic success of the class or the safety of the community. Northwestern also reserves the right to immediately remove a student from school when any community guideline has been violated or any conditions agreed upon during disciplinary due process have been broken.

Furthermore, Northwestern reserves the right to report to or work with appropriate authorities in the case of a city, state, or federal violation. Students charged with or convicted of a criminal act off campus may be subject to disciplinary action by Northwestern and/or loss of institutional aid.

Disciplinary Action

There are no set formulas or automatic sanctions for most violations. Students who violate university policy subject themselves to the full range of disciplinary sanctions including but not limited to expulsion. In reviewing each violation, the following variables will be considered: attitude, previous history, impact of the violation on the community, specific circumstances, severity, etc.

Northwestern may respond to behavioral violations with one or more of the following options:

- *Restitution/Reconciliation*: The student is required to initiate action to mend a relationship with an individual, a specific group, or the Northwestern community at large. That action may be through an apology, financial reimbursement, and/or service to the community.
- *Fines or Sanctions*: Penalties deemed appropriate by the senior dean of GCE.
- *Disciplinary Warning*: A warning is communicated to a student that his or her behavior and/or choices should change or cease. A warning may be issued when a student is in jeopardy of further disciplinary action.
- *Disciplinary Accountability*: Accountability is an expectation, initiated by the university or student, to spend a period of time actively addressing matters of concern through accountability.
- *Disciplinary Probation*: Probation is an opportunity for the student to actively address areas of concern through accountability when choices that have been made violate community guidelines. Continued violation of community guidelines will result in disciplinary suspension from Northwestern.

The purpose of disciplinary probation is to provide additional external discipline and counseling for a student struggling to abide by Northwestern's standards and policies. Conditions of probation may include but are not limited to: a contract stating behavior changes and expectations; weekly meetings with an assigned faculty/ staff member; pledge of adherence to the Declaration of Christian Community; and completion of a topical assignment, seminar, or series addressing personal development. Students involved in co-curricular or extracurricular activities (i.e., athletics, music, drama, leadership roles) are subject to certain restrictions that would adjust levels of involvement for a determined period of time. Specific information on these restrictions is available from the GCE office or from the appropriate coach/advisor.

- *Disciplinary Suspension*: A suspension is when a student loses the privilege of continuing at Northwestern for a designated period of time. Disciplinary suspension may be implemented at any time (immediately or at the completion of a semester), based upon flagrant or repeated violations of Northwestern's standards.

The university intends that disciplinary suspension allows the student to reevaluate personal spirituality, values, and attitude toward Northwestern's standards. A student placed on disciplinary suspension is restricted from Northwestern's premises for the duration of the suspension. Requests for permission to be on campus must be processed in advance through the director of public safety and/or the senior dean of GCE.

Application for reenrollment must include a written account of this evaluation and a pledge to abide by Northwestern policies. Reenrollment requests are submitted to and approved by GCE Student Services through the senior dean of GCE. All students who are reenrolled return under disciplinary accountability or probation. In the rare case that a student is subject to disciplinary suspension for a second time after being reenrolled, the student will not be permitted to reenroll at Northwestern again.

- *Disciplinary Expulsion*: An expulsion is when a student permanently loses the privilege of attending Northwestern. Expulsion may be implemented at any time (immediately or at the completion of a semester), based upon flagrant or repeated violations of Northwestern's standards.

Parent/Guardian Notification

Whenever dependent students are involved in a violation of community guidelines, they will be encouraged to share the information with their parent(s)/guardian(s). If students violate the community guidelines, official notification to the parent(s)/guardian(s) is at the discretion of the GCE office. In the case of disciplinary suspension or expulsion, parent(s)/ guardian(s) may be notified unless unusual circumstances exist. This policy assumes status of unmarried students who are 'dependent student(s)' as defined in section 152 of the Internal Revenue Code of 1986 (see Tax Form 1040).

Student Rights

Northwestern recognizes that respect for all individuals provides rights that uphold truth, fact, reason, and order. In cases where students are subject to the process of disciplinary action by the university, the following rights are protected:

- *Rumors*: Students have the right to be informed of any rumors about them that come to the attention of the university.
- *Innocence*: Students have the right to be presumed innocent until proven guilty.
- *Equality*: Students have the right to be assured university guidelines are applied equally to all students.
- *Notification*: Students have the right to be notified of any disciplinary action by the university in writing and/or in person.

Students may request a meeting with a GCE supervisory staff member to explain the disciplinary action as noted below:

- *Clarification*: Students have the right to be informed of non-confidential matters pertaining to the disciplinary action. A student may request a meeting with a GCE supervisory staff member for clarification.
- *Access of Information*: Students have the right to read all non-confidential information contained in their Northwestern records/files.
- *Testimony*: Students have the right to provide their side of the story. Students may choose to ask for testimony of others.
- *Advocacy*: Students have the right to request the presence of an advocate at any disciplinary meeting. That person must be a current member of the Northwestern community. CAPSS is an office on campus that can be requested to be involved.
- *Appeal*: Students have the right to appeal a disciplinary action enacted on them by the university.
- *Release of Information*: Students have the right to confidentiality. Only administration, faculty, staff, students, or off-campus individuals or agencies with a legitimate "need to know" will be consulted concerning or informed of confidential information related to students. Beyond the aforementioned individuals, students must grant the university written permission before information is released to other administration, faculty, staff, students, or off-campus individuals and agencies.

Disciplinary Appeals

If a student is the recipient of disciplinary action and wishes to appeal the decision, a one-page, typewritten request for an appeal must be filed with the senior dean of GCE within two business days of receiving the disciplinary decision. An appeal must include an explanation of the situation and a reason for the appeal, based upon one or more of the following:

- The student, in fact, did not commit the act(s) that led to the disciplinary action.
- The disciplinary action is not appropriate for the act(s) committed.
- Specified procedures have not been followed in disciplining the student.

When a request for an appeal is made, the senior dean of GCE or designee will determine the appropriate response. When need arises, the senior dean of GCE or designee may call for an appeals hearing. Contact the GCE office for more information.

Student Complaint Policy

The complaint policy guides students who wish to resolve a dispute/concern that involves a person(s) or process of the Northwestern community not already addressed by existing policy (i.e., academic or course-related appeals, appeal of disciplinary decision, harassment complaints). The objective of the student complaint policy is to resolve disputes/concerns as quickly and efficiently as possible.

WHAT DO I DO IF I HAVE A CONCERN/PROBLEM?

When a dispute/concern arises, a student should always try to work out the problem by first discussing it with those most involved with the issue. Dealing with disputes/concerns in the most direct and honest fashion should always be the first step toward resolution.

WHEN DOES A DISPUTE/CONCERN BECOME A COMPLAINT?

A dispute/concern becomes a complaint when it is not resolved in a satisfactory manner. A complaint is defined as a fact-based plea for the review of a process and/or an interpersonal interaction alleged as being wrongful.

HOW DO I SUBMIT A COMPLAINT?

A Complaint Form is available on theROCK > Academics and must be submitted within 30 business days of the occurrence. Once completed, submission of this form will be delivered to the GCE office. Upon receipt of the complaint, the student will be contacted within two business days. In some cases, a fact-based committee may be assembled to address the complaint.

COURSE LEVELS AND SUBJECT PREFIXES

Each course is designed by a three-letter subject and a four-digit course number.

Course Levels

1000–1999	Freshman courses	3000–3999	Junior courses	5000–5999	Graduate courses
2000–2999	Sophomore courses	4000–4999	Senior courses	6000–6999	Graduate courses

Subject Prefixes

ANT	Anthropology	ENG	English	MNS	Ministries
ART	Art	ETH	Ethics	PHI	Philosophy
BIA	Biblical Arts	HIS	History	PLA	Prior Learning Assessment
BIB	Bible	HMS	Human Services	PSY	Psychology
BSM	Business Management	HRM	Human Resource Management	PYC	Psychology
BUA	Business Administration	LDR	Leadership	SCI	Science
CHC	Christian Counseling	LIT	Literature	SOC	Sociology
CMN	Communication Studies	MAT	Mathematics	SPE	Speech
ECO	Economics	MIN	Ministry	STS	Study Skills
EDU	Education	MKG	Marketing		

ACADEMIC PROGRAMS SUMMARY

Undergraduate

Associate of Arts (A.A.) ..... Page 39
Business Management (B.S.) ..... Page 39
Certificate in Christian Counseling ..... Page 39
Christian Counseling (B.S.) ..... Page 39
Communication Studies (B.S.) ..... Page 40
Human Resource Management (B.S.) ..... Page 40
Ministries (B.S.) ..... Page 41
Psychology (B.S.) ..... Page 41

Graduate

Master of Arts in Education ..... Page 42
Master of Arts in Human Services ..... Page 43
Graduate Certificate in Christian Studies ..... Page 43
Master of Arts in Theological Studies ..... Page 43
Master of Divinity ..... Page 44
Graduate Certificate in Leadership ..... Page 45
Master of Organizational Leadership ..... Page 45