ACADEMIC INFORMATION

Northwestern offers programs leading to master's degrees, bachelor's degrees, associate's degrees, and certificates.

Class Sessions

LOCATION AND TIMES

On-site and blended classes are held on the campus of Northwestern College and at other convenient locations (based upon availability). On-site and blended classes meet once a week on Monday, Tuesday, Wednesday, or Thursday evenings. On-site classes meet from 6–10 p.m. and blended classes meet on-site from 6–8:30 p.m., with additional work done online. A number of CGS courses and a few FOCUS courses are offered online.

For on-site and blended classes, students are responsible for checking their classroom location weekly on theROCK > Academics > Registration Tools > Student Detail Schedule.

CLASS CANCELLATIONS

If for any reason (usually due to inclement weather) classes need to be cancelled, a determination will normally be made between 3–4 p.m. the day of the scheduled class. Students should listen to KTIS 98.5 FM radio or WCCO 830 AM radio for updates on cancellation of classes. Students may call the GCE office at 651-631-5200 after 4 p.m. for the latest information or check theROCK for updates.

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 hear from the instructor or class representative.

ATTENDANCE (ON-SITE AND BLENDED)

Due to the accelerated nature of the FOCUS and CGS 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.

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 of the 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.

Please refer to your course syllabus and/or instructors for specific requirements.

ONLY REGISTERED STUDENTS CAN ATTEND CLASS

Students can only attend a class session if they have already registered for the course through theROCK. Course site enrollment is not course registration. To verify registration for a course, students should go on theROCK > Academics > Registration Tools. Students should contact an academic advisor with questions or for clarification. Students should not bring children or other guests with them to class.

MISSING A COURSE

If a student does not attend a course and fails to withdraw from the course, he/she will receive a failing "F" grade.

Student/Instructor Communication

Students who need clarification regarding assignments (content, format, deadlines, etc.) or verbal directions or comments from the instructor should contact the instructor via phone, e-mail, live chat on the course site, or other means the instructor has offered.

Assignments

ASSIGNMENT FOR FIRST CLASS SESSION

Please note that on-site and blended courses usually have an assignment due the first session of each new course and online courses usually have an assignment due the first week of each new course. Instructors will expect all assignments listed under "Week 1" in the course syllabus to be completed upon arrival to the first session of each course for on-site and blended courses or by a designated due date for online courses.

SUBMISSION OF ASSIGNMENTS (ON-SITE AND BLENDED)

Each instructor will determine the due date of final assignments for each course. Instructors are strongly encouraged to use the course site for course submission and return; however, some instructors prefer hard copies of assignments. Instructors will advise students on how to submit assignments/papers.

SUBMISSION OF ASSIGNMENTS (ONLINE)

The GCE office does not assume responsibility for assignments or exams that are not successfully submitted on the course site. Students are responsible to provide their name, ID number, course code and title, and instructor name. GCE recommends keeping a copy or saving the digital file of all work for at least six months following the close of a course.

DISTRIBUTION OF ASSIGNMENTS

Instructors typically grade and return assignments electronically on the course site. For assignments that cannot be submitted electronically, instructors may request that students submit a self-addressed, stamped envelope for return.

LATE WORK

In an effort to be fair to all students, instructors may not accept late assignments (including applied summary papers for FOCUS), except in the case of personal or family emergencies. If extenuating circumstances exist, students should contact their instructors immediately.

Please refer to your course syllabus and/or instructors for specific requirements.

Academic Advising

Each student is assigned an academic advisor to assist in academic program planning and to provide vocational advice and counsel throughout the duration of the student's program.

Registration and Enrollment

PREREQUISITES

For course prerequisites please refer to the course descriptions. Prerequisites are subject to change. If you are unable to register for a course due to a prerequisite not being met, please contact your academic advisor.

COURSE REGISTRATION, DROP, AND ADD

Course registration prior to the class start date is the responsibility of each student. Students with past-due student accounts must pay their bill before they can register for a course. Registration must be completed online before 11:59 p.m. CT on the open registration deadline. However, students may add a course with appropriate approvals during the add period.

Open Registration Deadline:
11:59 p.m. CT on day 1 of the course

Add Period:
Days 2–7 of the course; need instructor and advisor approval

Drop Deadline:
11:59 p.m. CT on day 1 of the course

There is a $50 course withdrawal fee for withdrawing from a course after the drop deadline. Dropping or withdrawing from a course may impact student loans, grants, and/or scholarships.

Dropping or Withdrawing from a Course

A course drop refers to unregistering before a course starts. A course withdrawal refers to unregistering after a course starts.

COURSE DROP/WITHDRAWAL

Students who are going to miss one or more sessions of an upcoming course should consider dropping the course before it begins. Students will be responsible for dropping/withdrawing from a course(s) they decide not to take. There is a $50 course withdrawal fee for each course after the drop deadline.

If the course has already begun or a student account hold prevents a student from dropping the course on theROCK, the withdrawal will be effective as of the date the course withdrawal form is received in the GCE office. Withdrawing from a course may impact student loans, grants, scholarships, and/or tuition refund. See "Tuition Refunds" and "Financial Aid."

NOTATION ON TRANSCRIPT

In the event of state or federal mandates, Northwestern Reserves the right to adjust these dates. Students will be notified in such an event. See table 3.

NOTATION ON TRANSCRIPT (TABLE 3) The schedule for transcript notation is as follows during the months of September–July**:

LENGTH OF COURSE	COURSE WILL NOT APPEAR ON TRANSCRIPT IF YOU DROP:	YOU WILL RECEIVE A GRADE OF "W" IF YOU WITHDRAW ON:	IF YOU CHOOSE TO WITHDRAW, YOU WILL RECEIVE A GRADE OF "F":
3 SESSIONS	ON OR BEFORE DAY 1	DAYS 2–15	AFTER DAY 15
4 SESSIONS	ON OR BEFORE DAY 1	DAYS 2–22	AFTER DAY 22
5 SESSIONS	ON OR BEFORE DAY 1	DAYS 2–29	AFTER DAY 29
6 SESSIONS	ON OR BEFORE DAY 1	DAYS 2–29	AFTER DAY 29
7 SESSIONS	ON OR BEFORE DAY 1	DAYS 2–36	AFTER DAY 36
8 SESSIONS	ON OR BEFORE DAY 1	DAYS 2–36	AFTER DAY 36
9 SESSIONS	ON OR BEFORE DAY 1	DAYS 2–43	AFTER DAY 43
INTERNSHIPS	BEFORE INTERNSHIP STARTS	UP TO 3/4 OF INTERNSHIP COMPLETE	AFTER 3/4 OF INTERNSHIP COMPLETE

***See the postponement policy for course drops or withdrawals during August.*

POSTPONEMENT POLICY

During the month of August, students dropping a summer course before it starts or withdrawing from a summer course before it starts within seven days after it has started will receive a grade of "PP," instead of a "W" or no transcript notation. No money will be refunded to students with a grade of "PP." These students will need to take the course within the next year or the course grade will be changed to an "F" (for letter grade courses) or "NC" (for Pass/No Credit courses only), and no tuition will be refunded. If the student cannot take the course within the next year because it is no longer offered, the grade will be changed from "PP" to "W."

Students not receiving financial aid for the semester may request an exception to this postponement policy. Course withdrawals taking place in August more than seven days after the course start date will follow the September–July tuition refund and transcript notation schedule.

Auditing a Course

An admitted student may audit a course without credit by registering as an auditor. Tuition for an audited course is 50% of the fee required for the course taken for credit. A student auditing a course may never replace a student taking the course for credit.

An audited course is not counted as part of the student's academic load. At the end of the course, a grade of "AU" is entered on the student's transcript. A student auditing a course is not required to complete written assignments or take examinations. The extent and type of participation in the class is at the discretion of the professor. Undergraduate students are not permitted to audit graduate-level courses.

Directed Study

Students may pursue a directed study in an area of interest, not to replicate a current course. If a required course is no longer offered, a student may be able to meet the requirement by course substitution through a directed study. Only in extenuating circumstances may a student pursue a directed study to substitute for a current course. A maximum of 8 credits may be earned by directed study. Students must contact one of the student academic advisors for assistance.

Tutorials

A tutorial is a course offered to a student(s) apart from the normal class structure. It involves the same number of contact hours as a regular course.

Students must seek approval for pursuing a tutorial; as part of the approval process, the student must provide written justification for taking the tutorial. The supervising faculty member and senior academic dean of GCE must approve the request before the student is permitted to register for the course. Students must contact one of the student academic advisors for assistance.

Academic Internships

An academic internship is to be a structured out-of-class learning experience that takes place at an approved internship site. Any FOCUS student may enroll in an academic internship as an elective upon the approval of the college. Graduate programs vary in the provision for academic internships. The internship should be a new or substantive experience rather than a continuation or repeat of a current or previous work experience. The intern works and learns under the joint supervision of a faculty supervisor and site supervisor. Students wanting to do an internship should contact Linda Ashworth, Assistant Director of Experiential Education, in the Center for Calling & Career at 651-631-5265 or internships@nwc.edu regarding their plans and to receive important information regarding internship requirements and procedures.

Enrollment Status

STUDENT STATUS

Upon return of the program enrollment forms, students are considered enrolled in their certificate or degree program until a program withdrawal form is received by the GCE office or processed on behalf of an inactive student. An inactive student is one that has not registered for any courses for two consecutive semesters (see "Program Withdrawal").

PROVISIONALLY ADMITTED STUDENTS

Provisionally admitted students must meet the conditions of their provisional acceptance in order to continue in their program.

The standard provisional grade point average (GPA) for admission for undergraduate students is to have a semester GPA of at least 2.0 at the end of the first semester of enrollment and have a Northwestern cumulative GPA of at least 2.0 at the end of the second semester of enrollment. If this provision is not met, the student will be put on academic suspension.

The standard provisional grade point average (GPA) for admission for graduate students is to have a Northwestern graduate cumulative GPA of at least 3.0 at the end of the first semester. If this provision is not met, the student will be put on academic suspension.

The standard provisional admission for undergraduate students is to complete the Pre-Composition lab by the end of their first semester. If this provision is not met, a hold will be put on the student's account and the student will not be able to register for courses until this provision is met.

The standard provisional admission for undergraduate and graduate students is to submit all official transcripts by the end of their first semester. If this provision is not met, a hold will be put on the student's account and the student will not be able to register for courses until this provision is met.

NON-MATRICULATED STUDENTS

Any person holding a high school diploma or equivalent is eligible to complete individual courses. Applying the courses toward a certificate or degree program at Northwestern requires admittance to the college, according to admission criteria. Taking individual courses does not grant eligibility to participate in cocurricular activities and does not warrant financial aid eligibility.

Credit Hours and Course Load

Credits at Northwestern are calculated on a semester-hour basis. A course load of 12 credits is full-time for undergraduate programs; a course load of 6 credits is full-time for graduate programs.

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

According to policy, class standing for incoming transfer students is based on the number of "transferable" credits accumulated, i.e., total credits in degree-counting courses completed for credit and with grades of "C-" or higher at all colleges and universities previously attended. Transferable credits are the basis for administering the proportional core curriculum requirement.

Graduate-level Credits Applying Toward Undergraduate Work

Graduate-level credits from accredited institutions are allowed to apply toward undergraduate work, subject to the approval from the department whose coursework is to be covered by the transferred credits. If the student goes on to pursue a graduate degree at NWC, the student will not be able to apply that coursework to the graduate degree (the work cannot count toward two different degrees). Transfer credit is accepted only for courses in which a grade of "C-" or better is earned.

Undergraduate-level Credits Applying Toward Graduate Work: Advanced Course Placement (MATS/M.Div.)

Students entering the MATS or M.Div. program may be given advanced course placement credit for courses taken from Northwestern College or other accredited institutions in Bible, biblical languages, theology, church history, or ministry at the undergraduate level with a grade of "B" or better. A maximum of 9 credits may be applied toward the MATS program, and a maximum of 18 credits may be applied toward the M.Div. program. Contact the GCE office at 651-631-5200 for approved courses taken from Northwestern College or for courses from other institutions that can be considered on a case-by-case basis.

Transfer of College Credit to Northwestern

A student who desires to have their transcripts evaluated for the transfer of credits from another institution will need to provide Northwestern with official transcripts. All transferred credits are subject to approval.

FOCUS TRANSFER REQUIREMENTS

- Undergraduate courses transferred from another institution must have a grade of "C-" or better.
- Graduate-level transfer credits cannot be counted as undergraduate credit.
- College transfer credits may be used to fulfill general education requirements.
- A minimum of 50% of major and minor coursework must be completed at Northwestern.
- GCE does not accept Prior Learning Assessment (PLA) credits from other institutions.
- Transfer students enrolled in bachelor or associate degree programs must earn the final 30 credits from Northwestern.

Credits may be transferred at the discretion of the institution to which the student plans to transfer credit. Students should always check with the receiving institution to determine if a course will apply toward a specific educational goal.

CGS TRANSFER REQUIREMENTS

- Graduate-level courses transferred from another institution must have a grade of "C" or better. Undergraduate-level credits cannot be counted as Graduate credit.
- A minimum of 75% of graduate-level credits must be earned at Northwestern College.
- No transfer credits may be applied to graduate certificates.

Credits may be transferred at the discretion of the institution to which the student plans to transfer credit. Students should always check with the receiving institution to determine if a course will apply toward a specific educational goal.

Credit by Exam (AP/IB/CLEP/DSST)

Credit for selected courses may be secured by students who demonstrate competency by means of scores on standardized examinations such as Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP), credits for learning acquired outside the traditional classroom (DSST), or by locally-prepared examinations.

A FOCUS student may receive a maximum of 16 credits by examination to apply to the Associate of Arts degree, or a maximum of 32 credits to apply to a baccalaureate degree. Credits may not be earned through CLEP or DSST examinations whose content duplicates credit previously earned.

Specific information, including courses, requirements, and costs may be obtained from the GCE office or by going to nwc.edu/registrar and selecting the "Credit by Examination" link.

COMPLETION CHARTS

The ultimate responsibility to meet program requirements and verify accuracy of a student's completion chart rests with the student, and the student should consult the transcript available on the Academics tab of theROCK for total number of credits and grades.

Graduation Requirements

CERTIFICATE

The certificate is granted upon completion of the credit requirements for each respective certificate and submission of an application for graduation.

- Students must meet the graduation requirements of the catalog under which they first enroll. These requirements will be in effect for a period of seven academic years beginning with the semester of initial enrollment, whether or not enrollment is continuous.
- Students who have not met the graduation requirements by the end of the seven-year period must meet current requirements when returning to complete coursework. Substituted courses and/or additional courses may need to be taken to complete current requirements.
- Required courses and credits for each certificate are listed in the Northwestern catalog.

- A student must complete an undergraduate certificate with at least a 2.00 Northwestern cumulative grade point average or a graduate certificate with at least a 3.00 Northwestern cumulative grade point average and must pass all required courses.

- The registrar is authorized to make program requirement decisions on a student-by-student basis in consultation with appropriate faculty members and administrators.

Students who earn a degree in which a certificate is available are only awarded the degree unless the certificate was earned first and independently from acceptance into the degree program.

The responsibility for meeting all graduation requirements rests upon the student. Failure to meet deadlines will result in delayed graduation.

ASSOCIATES OF ARTS DEGREE

The Associate of Arts degree is granted upon completion of at least 60 credits and submission of an application for graduation.

- Students must meet the graduation requirements of the catalog under which they first enroll. These requirements will be in effect for a period of seven academic years beginning with the semester of initial enrollment, whether or not enrollment is continuous.

- Students who have not met the graduation requirements by the end of the seven-year period must meet current requirements when returning to complete coursework. Substituted courses and/or additional courses may need to be taken to complete current requirements.

- A student must complete at least 60 semester credits of study. A maximum of 16 semester credits by exam (CLEP, DSST, or Advanced Placement) may be applied to the Associate of Arts degree.

- The Northwestern cumulative GPA must be at least 2.00 for all coursework taken in all Northwestern academic programs. Students must pass all required courses.

- A minimum of 30 credits must be earned at Northwestern. These credits can be any combination of FOCUS, Undergraduate Online Learning, and traditional college credits.

Associate of Arts students who are continuing on to complete a baccalaureate degree through FOCUS can choose to not earn their associate's degree. If this is their choice, they should not apply for graduation upon completion of the Associate of Arts degree requirements. They will not receive a diploma or transcript notation for their Associate of Arts degree.

The responsibility for meeting all graduation requirements rests upon the student. Failure to meet deadlines will result in delayed graduation.

BACHELOR OF SCIENCE

The Bachelor of Science degree is granted upon completion of at least 125 credits and submission of an application for graduation.

- Students must meet the graduation requirements of the catalog under which they first enroll. These requirements will be in effect for a period of seven academic years beginning with the semester of initial enrollment, whether or not enrollment is continuous.

- Students who have not met the graduation requirements by the end of the seven-year period must meet current requirements when returning to complete coursework. Substituted courses and/or additional courses may need to be taken to complete current requirements.

- Forty credits must be upper-level (3000 & above) courses.

- A student must complete at least 125 semester credits of study, including the credits earned through FOCUS coursework. A maximum of 40 semester credits of technical credit may be applied to the Bachelor of Science degree. A maximum of 32 semester credits by exam (CLEP, DSST, or Advanced Placement) may be applied to the Bachelor of Science degree. A maximum of 5 semester credits of performance credits (choir, band, etc.) may be applied to the Bachelor of Science degree.

- A student must have already completed 60 semester credits in general studies. A minimum of 31 semester credits is required in English composition, research writing, speech, humanities, mathematics/science, and social science. College transfer credits or credit by examination may be used to meet these requirements.

- A student must complete the program with at least a 2.00 Northwestern cumulative grade point average and must pass all required courses for his/her major.
- A minimum of 30 credits must be earned at Northwestern.
- A minimum of 50% of major and minor coursework must be completed at Northwestern.
- The registrar is authorized to make program requirement decisions on a student-by-student basis in consultation with appropriate faculty members and administrators.

MASTER'S LEVEL DEGREES

Each master's level degree is granted upon completion of program credit requirements and submission of an application for graduation.

- Students must meet the graduation requirements of the catalog under which they first enroll. These requirements will be in effect for a period of seven academic years beginning with the semester of initial enrollment, whether or not enrollment is continuous.
- Students who have not met the graduation requirements by the end of the seven-year period must meet current requirements when returning to complete coursework. Substituted courses and/or additional courses may need to be taken to complete current requirements.
- The Northwestern cumulative grade point average must be at least 3.00 for all coursework taken in the Center for Graduate Studies programs.
- All CGS prerequisite courses must be successfully completed with a grade of "C or above." If a CGS student earns less than a grade of "C," the student will need to retake the course.
- A minimum of 75% of credits must be completed at Northwestern College, and all transferred credits are subject to approval.
- Transfer credit requests into the master's level degree programs are subject to approval by Northwestern.

The responsibility for meeting all graduation requirements rests upon the student. Failure to meet deadlines will result in delayed graduation.

A student may pursue a second master's degree at Northwestern. A maximum of 6 common credits may be shared between degrees; this does not include MATS and/or M.Div. students.

Graduation Participation

Individuals are eligible for participation in the December commencement exercises if all of their graduation requirements will be completed by the last day of the fall semester. Students may participate in the May commencement exercises if they have completed all of their graduation requirements by the last day of the spring semester, or if they have a reasonable plan for completing any remaining credits by the end of the summer semester. The credits remaining may be any combination of transfer, prior learning (FOCUS), and coursework credits.

Upon completion of the requirements below, diplomas will be mailed to students within 4–6 weeks.

- All transfer, prior learning credits, and coursework are complete.
- Clearance has been obtained from the Berntsen Library and GCE Student Accounts.
- Official transcripts are on file from all institutions at which students were previously registered or from which they transferred credits during their program.

Students must apply for graduation in order to have their names listed in the commencement program. An individual's name can only be included in one commencement program unless a higher degree or a second major is earned. A month before the commencement ceremony, students who have indicated the intent to participate but who have many credits remaining will be asked whether they still want their name to be included in the program. If a student chooses to withdraw his/her name, the student will be eligible to participate in a future commencement ceremony. If an individual still plans to complete the requirements in time to participate, the individual's name will be included in the commencement program. Individuals not completing requirements to participate and whose names appear in the commencement program will not be allowed to participate in commencement and will not be eligible to participate in any future commencement ceremony.

Undergraduate Graduation Honors

Bachelor's degree and associate's degree candidates who have completed between 30 and 59 semester credits at Northwestern (can be a combination of FOCUS, Traditional Undergraduate, and Undergraduate Online Learning) and whose Northwestern cumulative grade point average is 3.900 or above will be recognized as graduating "with distinction." Candidates who have completed at least 60 semester credits of Northwestern College coursework (combination of FOCUS, Traditional Undergraduate, and Undergraduate Online Learning) may qualify for honors according to the three-tiered scale listed below. Final graduation honors listed on the diploma and the transcript depend on the cumulative GPA at the end of the semester when degree requirements are met.

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

Graduate Graduation Honors

Graduation honors are not awarded for master's level degrees.

Diplomas

Diplomas are issued to students if the student has fulfilled all degree requirements and paid his/her student account in full, including the graduation fee charged to the student's account the last term the student registers.

If a graduate's diploma becomes lost or damaged, he/she may request a replacement diploma from and pay a replacement fee to the Registrar's Office.

Transcript Services

The Registrar's Office offers the ordering of transcripts 24/7 (with processing during business hours). In partnership with SCRIPSAFE® International, Northwestern College is able to provide official transcripts delivered both electronically as well as through regular and overnight mail. (Note: The requestor's Northwestern student account must be paid in full before the transcript will be released.)

Current/recent students can order transcripts at no cost if they have access to the Electronic Signature channel of theROCK (theROCK.nwc.edu). Once at theROCK, click on the Academics tab and then select Transcript Request within the Electronic Signature channel box. Alumni who do not have access to the Electronic Signature channel of theROCK can order transcripts at a nominal fee by going to iwantmytranscript.com.

Release of Grades & 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.

Verification of Student Status

Students needing to verify their status as a Northwestern student to off-campus parties or establishments may do so by showing their student identification card and a currently receipted invoice.

GCE will provide written verification of student status (dates of attendance, graduation, academic achievement, etc.) upon written request of the student. Such verification is often needed for student loan purposes, employer reimbursement, or for obtaining "good student" auto insurance discounts.

ACADEMIC STANDARDS

Good Academic Standing

GOOD ACADEMIC STANDING (FOCUS)

Requirements for maintaining good academic standing are defined as follows:

Bachelor's Degree Programs

CUMULATIVE SEMESTER CREDITS ATTEMPTED (INCLUDES TRANSFERS, PLA, AND CREDIT BY EXAM)	MINIMUM CUMULATIVE GPA REQUIRED FOR GOOD STANDING
0–15	1.600
16–29	1.700
30–44	1.800
45–59	1.900
60+	2.000

Associate's Degree Programs

CUMULATIVE SEMESTER CREDITS ATTEMPTED (INCLUDES TRANSFERS, PLA, AND CREDIT BY EXAM)	MINIMUM CUMULATIVE GPA REQUIRED FOR GOOD STANDING
0–15	1.600
16–23	1.700
24–31	1.800
32–39	1.900
40+	2.000

GOOD ACADEMIC STANDING (CGS)

Students must maintain a Northwestern graduate cumulative GPA of 3.0 to remain in good academic standing in the CGS program.

W	Withdrawn from Course	PR	Prior Learning Assessment Credit
I	Incomplete	S	Satisfactory
P	Pass	U	Unsatisfactory
NC	No Credit (opposite of Pass)	AU	Audit
PP	Postpone (by approval only)	TR	Transfer Credit
R	Course repeated, not calculated in GPA		

Grading System

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

Undergraduate Degree Programs

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

Graduate Degree Programs

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

GRADE POINT AVERAGE

Credits with grades of “A” through “F” contribute to total grade points and are called “quality credits.” The cumulative grade point average (GPA) is the result of dividing total grade points by total quality credits for all courses taken in Northwestern College academic programs.

“W” GRADES

When a student withdraws from a course after the drop deadline, that fact will be indicated on the transcript. See "Dropping or Withdrawing From a Course."

“P/NC” & “S/U” GRADES

One-credit co-curricular courses (except music ensembles taken by music majors and minors), missions experiences courses, and other courses approved by the Academic Policies and Curriculum Committee are graded on a Pass/No Credit basis. A grade of “P” permits credit without influencing GPA calculations; a grade of “NC” disallows credit but does not affect grade point average. In courses which are required but carry no credit, the grading system is “S” (Satisfactory) or “U” (Unsatisfactory). For the purpose of transfer, a “P” grade is equivalent to a “C-” or better and an “NC” grade is equivalent to an “F.”

“I” GRADES

If approved by the instructor, the “I” will extend the due date for no more than two weeks after the last course assignment is due. Instructors will then have two more weeks to grade the student’s work. At that time, a letter grade (“A”–“F”) will be assigned. Students requesting an “I” may receive a grade deduction (at the instructor’s discretion).

A student may have no more than two Incomplete (“I”) grades at any given time. A student may withdraw from a class before the end of the withdrawal period, based upon the course withdrawal policy. If a student has two outstanding Incompletes (“I’s”), GCE will notify the instructor(s) of the student’s situation for all actively registered courses.

A student who has two “I’s” will be placed on academic accountability. This status will change after one “I” has been replaced with a passing grade. A student who has two “I’s” will not be permitted to begin the next course until one of the two “I’s” has been replaced with a passing grade. The student

ACADEMIC STANDARDS

may make arrangements with the GCE office to begin in the next course in his/her sequence. The student will remain on academic accountability until only one "I" remains.

The "I" grade affects the satisfactory progress that a student must maintain when receiving financial aid.

Please refer to your course syllabus and/or instructors for specific requirements.

FINAL GRADES

Final grades will be posted to the student's academic record and are viewable on theROCK.

REGRADING CONSIDERATION

GCE students may request to submit coursework for further grading consideration. These requests must be approved by the instructor and only after extenuating circumstances have been sufficiently proven by the student. This policy only applies to students who, for this course, have not previously requested an Incomplete ("I") grade or who have not already appealed their grade through the course appeals process.

If the instructor approves the regrading request, students must submit all coursework by no later than three months after the original letter grade ("A"–"F") has been assigned. GCE students seeking yet additional time to submit coursework for further grading consideration, beyond what is stated above, should follow the academic exceptions process. Both the course instructor and the appropriate appeals committee must approve the student's request.

COURSE GRADE APPEALS

Grade appeals must be made within three weeks of the decision in question.

GRADE REPORTS

Students requesting a grade report to be sent anywhere other than the student's NWC e-mail or home address should submit a grade report request form with signature to the GCE office. The form is available on theROCK > Academics > Electronic Signature > CGS or FOCUS > Other Forms > Grade Report Request Form. Students receiving employer reimbursement should either print out their monthly student bill and submit it to their employer with the grade report or request a verification of payment or expenses document from GCE Student Accounts.

REPEATING A COURSE

A student who receives a grade of "D" or "D-" in any course is strongly advised to repeat that course as soon as possible. A student who receives a grade of "F" must repeat the course unless it was for elective credits. A graduate student who receives a grade of "C-" or lower must repeat the course unless they were elective credits. Students on probation will find that this is the most effective way of raising their cumulative grade point averages.

The grade earned for the most recent enrollment will be used in calculating the cumulative GPA. While all previously earned grades remain on the academic record, they are not counted in GPA calculations.

The credit value of the course is considered in both (all) semesters in determining the student's full-time or part-time status. However, the credits count only once toward minimum credit requirements for satisfactory academic progress. Students repeating a course will be charged full tuition for each registration.

In regard to financial aid and Title IV funding in relation to repeating a course, the following applies:

- A failed course may be repeated as many times as needed until passed.
- A previously passed course may only be repeated once.

  This includes even those courses where a higher grade is required for the major (e.g. minimum of "C" for Business Core courses, etc.).

  This does not include courses designated as repeatable (e.g. ensembles, workshops, etc.) as these are not restricted nor limited (unless designated otherwise) and, therefore, a student may repeat these courses as often as needed.

If a student finally passes a failed course with a passing grade, he/she may repeat the course one more time to try and achieve a higher grade.

Academic Warning

ACADEMIC WARNING (FOCUS)

Students who are in good academic standing but whose semester GPA is below 2.0 will be placed on academic warning for the following semester. A student on academic warning must ensure his/her cumulative GPA remains in good academic standing to avoid being placed on academic probation.

ACADEMIC WARNING (CGS)

Students who are in good academic standing but whose semester GPA is below 3.0 will be placed on academic warning for the following semester. A student on academic warning must ensure his/her cumulative GPA remains in good academic standing to avoid being placed on academic probation.

Academic Probation and Suspension

ACADEMIC PROBATION (FOCUS)

If a student's cumulative Northwestern GPA at the end of a semester falls below the minimum for good academic standing, the student will be placed on academic probation. If a student fails to achieve the minimum cumulative Northwestern GPA for good academic standing for a second consecutive semester, he/she will be academically suspended for two semesters.

While on academic probation, FOCUS students are highly encouraged to attend a strategizing meeting with ALPHA Center personnel and take STS0009 Study Strategies through the Traditional Undergraduate venue.

ACADEMIC PROBATION (CGS)

If a student's cumulative Northwestern master's level GPA falls below 3.0 at the end of a semester for good academic standing, the student will be placed on academic probation. If a student fails to achieve the minimum cumulative Northwestern master's level GPA for good academic standing for a second consecutive semester, he/she will be academically suspended for two semesters.

ACADEMIC SUSPENSION

A student who is not in good academic standing at the end of two consecutive semesters will be academically suspended for two consecutive semesters (e.g. fall, spring, and/or summer). See "Readmission" for further information on returning after suspension.

Program Withdrawal

To terminate enrollment, the student must fill out the program withdrawal form located on theROCK > Academics > Electronic Signature > CGS or FOCUS > Program-Related Forms > Program Withdrawal. The withdrawal is not official until the date that the GCE office receives the completed form.

Some consequences of withdrawal are as follows:

- The tuition refund for any course in progress will be based on the schedule for tuition refunds. See "Tuition Refund" or "Course Drop or Withdrawal."
- The grade for a course in progress will be based on the schedule under "Notation on Transcript."
- The student's ID card and parking sticker must be surrendered.
- For students who began before the fall 2007 semester, the enrollment deposit is forfeited if withdrawal occurs in the middle of a course.
- A percentage of financial aid may be forfeited. Students are encouraged to speak with a GCE Financial Aid representative before withdrawing from the program.
- Students may owe a balance if there is a loss of financial aid. Students are encouraged to check their student account on theROCK or contact the GCE Student Accounts office for more information.
- The NWC student e-mail account will be removed 9 months after the last course was taken.

If a student does not register for any courses for two consecutive semesters, he/she will be withdrawn from the program.

Readmission

Students wishing to be readmitted after an absence of two semesters or more must complete the Reenrollment form.

A student who has been academically suspended may petition for readmission to the college two semesters after termination using the Reenrollment form. Evidence must be supplied to support the request.

Before reenrollment, the student must be in good academic standing and the student's account balance must be paid in full. In certain situations, students may be reenrolled under academic probation. A student may be denied reenrollment.

Appeals, Exceptions, Disciplinary Process, and Grievances

ACADEMIC APPEALS AND EXCEPTIONS

Academic appeals or exceptions (such as probation, suspension, academic requirements, charges of cheating, etc.) are to be submitted to the student's academic advisor, who will send the information to the appropriate appeals committee.

Course-related appeals (such as course grades, class expectations, unfair or discriminatory actions, etc.) are to be submitted to the senior academic dean of GCE, who will present them to the appropriate appeals committee.

However, before a course-related appeal is submitted, all GCE students should make every effort to resolve an issue by:

- Speaking with the instructor directly involved with the decision.
- Speaking with the department chair if the issue remains unresolved.
- Appealing to the senior academic dean of GCE if there is still a problem.

Appeals are to be submitted, in writing, within three weeks of the decision in question. Written appeals should clearly document all pertinent facts, circumstances, collaborating information (if available), basis for appeal, documentation of resolution attempts made, and action requested.

Students who would like to request an exception to an academic policy must submit a Request for Exception to Academic Policy form to their academic advisor. The request must clearly present the specific policy for which the exception is requested and the rationale behind the request. The student is responsible for presenting details and supporting documentation for the request. All exception-related decisions are final unless additional and substantive information not previously considered is brought forward by the party who submitted the exception request.

DISCIPLINARY PROCESS

Northwestern 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 college 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. The college 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.

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 the college and/or loss of institutional aid.

DISCIPLINARY ACTION

There are no set formulas or automatic sanctions for most violations. Students who violate college 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, and specific circumstances. The college 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 college 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 corresponding departments.

- ***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 college 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 the college.

  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 college 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 the college 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 academic dean of GCE.

  Applications for readmission must include a written account of this evaluation and a pledge to abide by Northwestern policies. Readmission requests are submitted to and approved by GCE Student Services through the senior academic dean of GCE. All students who are readmitted return under disciplinary accountability or probation. In the rare case that a student is subject to disciplinary suspension for a second time after being readmitted, the student is not permitted to reenroll at Northwestern (see Disciplinary Expulsion below).

- **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/GAURDIAN NOTIFICTION (DEPENDENT STUDENTS)

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

The college 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 college, 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 college.

Innocence: Students have the right to be presumed innocent until proven guilty.

Equality: Students have the right to be assured college guidelines are applied equally to all students.

Notification: Students have the right to be notified of any disciplinary action by the college in writing and/or in person.

ACADEMIC STANDARDS

In either case, students may request a meeting with a GCE supervisory staff member to explain the disciplinary action.

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 college records and 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 College community (faculty, staff, or student).

Appeal: Students have the right to appeal a disciplinary action enacted on them by the college.

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 college 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 academic 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, and/or,
- Specified procedures have not been followed in disciplining the student.

When a request for an appeal is made, the senior academic dean of GCE or designee will determine the appropriate response. When need arises, the senior academic dean of GCE or designee may call for an appeals hearing. Further information on the appeals hearing may be obtained by contacting the GCE office.

GRIEVANCES

Students who feel that they have been unfairly treated by any staff member should speak directly with the individual involved. If the student feels that additional action is required or feels unable to speak directly with the staff member involved, the student should speak with the appropriate supervisor.

STUDENT COMPLAINT POLICY

The complaint policy guides students who wish to resolve a dispute/concern that involves a person(s) or process of the college 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 > Student Services and must be submitted within 30 business days of the occurrence. Once completed, submission of this form will be delivered to both the dean of student services and the dean of student development, who will be in communication with 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.

Code of Conduct

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 college 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

Incidents of plagiarism must be reported immediately by the faculty member to the GCE office. The most common errors in handling written sources are the following:

- 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.

Students found plagiarizing are subject to discipline. The standard response for substantial plagiarism is giving the student an immediate "F" for the course and placing the student on disciplinary probation. The academic action may be decreased or increased for reasons such as the following:

Possibly decreased 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," in order to pass the course.

Possibly increased to disciplinary 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 by the faculty member to the GCE office.

Students cheating in coursework or examinations are subject to discipline. The standard disciplinary response is an immediate "F" for the course and the student placed on disciplinary probation. The disciplinary action may be decreased or increased for reasons such as the following:

Possibly decreased 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," in order to pass the course.

Possibly increased to disciplinary suspension:

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

Disclosure Information

CAMPUS SAFETY REPORT (CLERY ACT)

In compliance with the Clery Act (effective 1990), students may access the latest Northwestern College Annual Security

and Fire Safety Report by going to nwc.edu/web/public-safety/safety-on-campus. Printed copies of the report are also available through the Northwestern College Admissions and Public Safety offices.

DISCLAIMER

Northwestern College reserves the right to change, without notice, any statement concerning, but not limited to, rules, policies, tuition, fees, faculty, curriculum, and courses.

PRIVACY ACT

Northwestern conforms to the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. Detailed information about FERPA and Northwestern College can be found on theROCK > Academics.

FERPA sets out requirements for the protection of student privacy. It deals specifically with the education records of students, affording them certain rights with respect to those records. Students are annually notified of their detailed rights under FERPA in student handbooks and/or other means. FERPA does not apply to records of applicants for admission who are denied acceptance or, if accepted, do not attend an institution.

In keeping with the requirements of FERPA, Northwestern hereby designates the following items as directory information. The college may disclose any of these items for any purpose at its discretion without prior written consent, unless notified in writing to the contrary by the student. Directory information includes the student's name, address, telephone number, e-mail address, photograph, date and place of birth, major field of study, class schedule, dates of attendance, grade level, enrollment status (e.g., undergraduate, full-time, or part-time, etc.), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent previous educational institution attended.

Currently enrolled students may withhold disclosure of information under the provisions of FERPA. To withhold disclosure, written notification must be received in the GCE office. Forms requesting withholding of directory information are available on theROCK > Academics > Electronic Signature > CGS or FOCUS > Other Forms. Submitting the Request to Restrict or Lift Restricted Information form will make the directory information confidential until the student requests in writing, or submits the form again, to the GCE office to lift the restriction. As with all confidential student records, Northwestern will release information to designated parties only with the express written consent of the student or as otherwise required by law. Failure of the student to specifically request the withholding of directory information indicates approval of disclosure.

Each student should give careful consideration to the consequences of any decision to withhold directory information. Should the student decide to do this, all future requests for directory information, however legitimate, will be refused. This includes family, friends, prospective employers, credit agencies, and others to whom the student may want this information known. Northwestern cannot assume the responsibility to contact the student for subsequent permission to release directory information. Regardless of the effect upon the student, the college assumes no liability for honoring an instruction to withhold directory information.

Further information concerning FERPA may be found at nwc.edu/ferpa.

ONLINE DIRECTORY

The college maintains an online directory of students, faculty, and staff available on theROCK. Information included in the online directory includes students' names, mail center numbers, phone numbers, and home addresses. The online directory is for the sole use of Northwestern community members. By enrolling at Northwestern, students give their permission to be listed in the directory. Those wishing to restrict information provided in the directory should complete a Request to Restrict or Lift Restricted Information form.

CHANGE IN NAME OR CONTACT INFORMATION

It is each student's responsibility to notify the GCE office of any name changes. Documentation (i.e., copy of marriage certificate, new Social Security card) must accompany the Name and Contact Information Change form. Any changes to a student's home address or home/work/cell phone number(s) should be updated on theROCK or submitted to the GCE office using the Name and Contact Information Change form.

Liability

PERSONAL PROPERTY

Northwestern in not liable for damage to or loss of personal property belonging to an individual.

STUDENT WILLFUL PARTICIPATION, RELEASE FROM LIABILITY, AND INDEMNIFICATION AGREEMENT

Northwestern students and other affiliated persons participate in various off-campus events through the college, including trips to other countries, academic trips in the local region, volunteer activities, and recreational activities.

To be allowed participation in the various events throughout the year, it is required that students sign the "Northwestern College Willful Participation, Release from Liability, and Indemnification Agreement" at the beginning of their enrollment in GCE. By signing this agreement students agree (1) that they are a willing participant in a Northwestern event and assume the risks or hazards that may be involved in participating in or related to an event; (2) to release Northwestern, its directors, trustees, officers, employees, or agents for any cost or liabilities they cause that are in any way related to those events. The Agreement does not include intentional, willful, or wanton acts of Northwestern, its directors, trustees, officers, employees, or agents.

Assessment of Student Learning

As required by the Higher Learning Commission of the North Central Association of Colleges and Schools (312-263-0456 ncahigherlearningcommission.org), Northwestern College has developed an assessment plan for documenting student academic achievement. One of the primary elements in the assessment plan is the conducting of research on student learning and personal development. Students are encouraged to participate fully in such projects whenever invited to do so. The results of these assessments will enable the college to measure its effectiveness, thereby providing guidance for further improvement of instructional and student development programs.

Solomon Amendment

Northwestern College must comply with the Solomon Amendment and therefore supplies the following student data upon request from the Department of Defense, military services, and other related federal agencies for the purpose of recruitment and manpower fulfillment:

Student's name, address, telephone number, age (or year of birth), place of birth, level of education (e.g., freshman, sophomore, or degree awarded for a recent graduate), most recent educational institution attended, and current major(s).

For further information or specific questions, please contact the Registrar.

SPECIAL PROGRAMS

Council for Christian Colleges & Universities

Northwestern College is a member of the CCCU, which provides a diverse array of off-campus study programs that are available to qualified juniors and seniors. The Council for Christian Colleges & Universities (CCCU), an association of 105 campuses in the U.S. and Canada, offers semester and summer programs to students of its member institutions. The programs offer a unique opportunity for students to make the world their classroom, going beyond the confines of the traditional classroom. These interdisciplinary learning opportunities are available to second-semester sophomores, juniors and seniors. Off-campus opportunities sponsored by the Council include:

Eight semester-long culture-crossing programs overseas are sponsored by the Council and are open to Northwestern students:

- Australia Studies Centre (ASC)
- China Studies Program (CSP)
- India Studies Program (ISP)
- Latin American Studies Program (LAS) in Costa Rica
- Middle East Studies Program (MES) in Egypt

- Oxford Summer Program (OSP)
- Scholars' Semester in Oxford (SSO)
- Uganda Studies Program (USP)

Four semester-long culture-shaping programs in the United States are sponsored by the Council and are open to Northwestern students:

- American Studies Program in Washington, D.C.
- Contemporary Music Center in Nashville, Tennessee
- Los Angeles Film Studies Center
- Washington Journalism Center in Washington, D.C.

Undergraduate Online Learning (UOL)

Undergraduate Online Learning (UOL) houses a course format that allows people to take Northwestern courses online. Students order textbooks consistent with traditional undergraduate course practices. Other resources needed to complete the course, including audio and video presentations, are online. Undergraduate Online Learning courses are developed by Northwestern faculty, and each online course provides interaction between students and professors. Undergraduate Online Learning follows its own calendar.

Since new course offerings are being added each year, students should contact the Undergraduate Online Learning (UOL) office for the most up-to-date listing of courses and programs available. While anyone with a high school diploma or its equivalent may take individual courses, those desiring to apply UOL courses toward a degree program at Northwestern College must be admitted to the college according to regular admission criteria. Taking and passing Undergraduate Online Learning courses without being admitted to Northwestern College does not imply admissibility to the institution or eligibility to complete a certificate or degree program and does not grant eligibility to participate in co-curricular activities (e.g., collegiate level music, drama, or athletics). For further details regarding UOL, please see the 2012–13 Undergraduate: Traditional and Online Learning catalog available on theROCK or at nwc.edu/registrar.

Jerusalem University College

Northwestern's affiliation with Jerusalem University College on Mount Zion in Jerusalem provides a life-changing opportunity for students to enrich their biblical understanding by study and travel in Israel, usually during the Extended Summer session and under the leadership of a Department of Biblical & Theological Studies faculty member. A typical summer study trip to Israel is two or three weeks long. Students may receive 2–4 credits depending on the course.

A semester-long study-abroad program is also available. Please visit the juc.edu website for more information.

Northwestern College Bible Institute

The Northwestern College Bible Institute offers an array of non-credit Bible classes for adults ranging from Christian growth for newer believers to leadership development for mature believers. Students may choose from a variety of tracks ranging from self-contained seminars that strengthen personal faith to more extensive study that sharpens ministry skills: Walk Thru the Bible Certificate, Diploma in Bible, and Diploma in Ministry.

Students who have successfully completed all 10 courses (7 core courses and 3 electives) for the Diploma in Bible will be awarded the following 10 semester credits after matriculating into a Northwestern College Traditional Undergraduate, Undergraduate Online Learning, or FOCUS degree program and successfully completing their first semester* at Northwestern:

FOCUS PROGRAM:

BIA1009	Spiritual Living and Discipleship	2 cr
BIA2119	Bible Study Methods	2 cr
BIB1009	Old Testament Studies	2 cr
BIB1019	New Testament Studies	2 cr
BIA/BIB	Electives	2 cr

*Applies to Northwestern College Bible Institute students who complete the Diploma in Bible after 2010. Students who completed the Diploma in Bible in 2010 or earlier have the 10 credits applied to their Northwestern College transcript upon matriculating into a degree program at Northwestern and do not have to first successfully complete a semester at Northwestern.

ROTC

Northwestern students, aged 19–30, have the opportunity to participate in the Air Force ROTC at the University of St. Thomas or the Army ROTC at the University of Minnesota. Military Science courses at these two institutions may be applicable to Northwestern College graduation requirements.

Students accepted into these programs are eligible to apply for ROTC Scholarships.

Other Programs

In addition to the previously listed programs, Northwestern also maintains affiliation and credit transfer agreements with a number of other programs/institutions within the United States and around the world. These agreements provide two-fold opportunities:

- Current Northwestern students can pursue off-campus study at or through these other programs/institutions.
- Northwestern accepts credits ("C-" or higher) for coursework Northwestern students bring with them from one of these programs/institutions.

Northwestern has affiliation or credit transfer agreements (subject to change) with the following programs/institutions:

AFFILIATIONS AND/OR APPROVED PARTNERSHIP PROGRAMS

- Amazing Southeast Asia Ltd.
- Eastern Europe Study Abroad
- Syracuse University (on behalf of Syracuse University Abroad)

CREDIT TRANSFER AGREEMENTS

ACTS International Bible College, Eden Prairie, MN
Apostolic Bible Institute, St. Paul, MN
Association Free Lutheran Bible School, Minneapolis, MN
Bethany College of Missions, Bloomington, MN
Bethlehem College and Seminary, Minneapolis, MN
Calvary Chapel Bible College, Murrieta, CA
Camp Forest Springs, Westboro, WI
Capernwray Bible School, (Rio Vida) Alicante, Spain
Capernwray Bible School, Lancashire, England
Christ for the Nations Institute, Dallas, TX
Creation Care Study Program, Orland, CA
Elim Bible Institute, Lima, NY
Eternity Bible College, Simi Valley, CA
Fruitland Baptist Bible Institute, Hendersonville, NC
Greek Bible College, Pikermi, Greece
Jackson Hole Bible College, Jackson Hole, WY
Kyoto International University, Kyoto, Japan
LCC International University, Klaipeda, Lithuania
Lutheran Brethren Seminary, Fergus Falls, MN
Montana Wilderness School of the Bible, Augusta, MT
New Tribes Bible Institute, Jackson, MI
Nicolet Bible Institute, White Lake, WI
Northland Baptist Bible College, Dunbar, WI
Pensacola Christian College, Pensacola, FL
Saints Bible Institute, San Lorenzo, Italy
School of Urban Ministry, Minneapolis, MN
Teen Mania Honor Academy, Garden Valley, TX
Teens for Christ's Institute for Teen Evangelism, Hudson, WI
Timberline Lodge, Winter Park, CO
Torchbearer Bible School Bodenseehof, Bodensee, Germany
Village Schools of the Bible, Minnetonka, MN
Vision International College and University, Ramona, CA
Whitefield College, Lakeland, FL
YWAM, Arvada, CO
YWAM, Paia-Maui, HI
YWAM, Lakeside, MT

COURSE LEVELS AND SUBJECT PREFIXES

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

Course Levels

0001–0999	Not applicable to degree requirements
1000–1999	Freshman courses
2000–2999	Sophomore courses
3000–3999	Junior courses
4000–4999	Senior courses
5000–6999	Graduate courses

Subject Prefixes

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

ACADEMIC DEPARTMENTS

The curriculum and faculty of Northwestern College are divided into 14 traditional undergraduate departments of instruction and one division, each with a department chair or academic deans.

Department of Art & Design
Open

Department of Biblical & Theological Studies
Michael O. Wise, Ph.D.

Department of Biology & Biochemistry
Lisanne D'andrea-Winslow, Ph.D.

Department of Business
Richard F. Elliott, MBA

Department of Christian Ministries
Garry R. Morgan, D.Miss., Interim Chair

Department of Communication
Douglas J. Trouten, M.A.

Department of Education
Susan E. Johnson, Ph.D.

Department of English & Literature
Helen J. Aling, Ph.D.

Department of History & Related Fields
Charles F. Aling, Ph.D.

Department of Mathematics & Engineering
Daniel R. Crane, Ph.D.

Department of Music
Jeremy W. Kolwinska, D.M.A.

Department of Physical Education, Health & Kinesiology
Kristine K. Smith, Ed.D.

Department of Psychology
Melissa B. Mork, Psy.D.

Department of World Languages
Feng-Ling Margaret Johnson, Ph.D.

Division of Graduate & Continuing Education
Terry S. Wise, D.Min., Ph.D., J.D.

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FOCUS PROGRAM

The FOCUS Degree Completion Program at Northwestern College offers an Associate of Arts (A.A.) degree, a Bachelor of Science (B.S.) degree, and a certificate in a format designed for busy, working adults. The Associate of Arts in General Studies is for people with zero or minimal college credits and is equivalent to the freshman and sophomore college years. The Bachelor of Science degree programs are for people with at least 60 semester credits of college coursework. The B.S. is equivalent to the junior and senior years. Current FOCUS B.S. Degree Completion programs include Business Administration, Business Management, Christian Counseling, Communication Studies, Human Resource Management, Marketing, Ministries, and Psychology. Students in the Psychology major select an emphasis in Criminal Justice, Health Psychology, or Marriage and Family. The Certificate in Christian Counseling is offered as a stand-alone credential for people with at least 60 semester credits of college coursework. This certificate may also be paired with any FOCUS program.

Students complete a degree or certificate program by taking one course at a time. See "On–site, Online, or Blended" section for details on the different modalities. Please note, not all programs are offered in all formats. An A.A. degree takes approximately 32 months to complete, depending on the number of transferred credits. A B.S. degree, depending on one's major and transfer credits, takes approximately 20–24 months. A certificate takes approximately 7 months to complete.

REGISTRATION AND MATERIALS

Students register for courses once a semester. Students order materials and textbooks, which can be shipped or picked up. A working knowledge of Microsoft Office Suite is essential to student success. Students need access to a computer and the Internet while in the program. For online courses students need access to a high-speed Internet connection.

ON-SITE, ONLINE, OR BLENDED

On-site courses are held on the campus of Northwestern College and other convenient locations in the metro area. Classes meet once a week on Monday, Tuesday, Wednesday, or Thursday evenings from 6 p.m.–10 p.m. The online programs allow