

Academic Information

University of Northwestern offers programs leading to master's degrees, bachelor's degrees, associate degrees, and certificates. (**Note:** Students enrolled in Adult Undergraduate or Graduate Studies programs should refer to the academic information in the College of Graduate, Online, & Adult Learning catalog, which supercedes the information in this section, where applicable.)

Semesters & Quads

Semesters consist of 14.5 weeks of classes followed by a four-day final examination period. Further, each semester is divided into two half-semesters called "quads" (i.e., one-fourth of an academic year), during which most 2-credit courses are offered. Fall semester is subdivided into Quad 1 (first half) and Quad 2 (second half) and spring semester into Quad 3 (first half) and Quad 4 (second half). Each quad has its own deadlines for registering, adding, and withdrawing and its own tuition refund schedule—all based on the number of working days in the session that have elapsed.

Academic Advising

Each degree-seeking student is assigned a faculty advisor. The mission of academic advising at University of Northwestern – St. Paul is to empower students to make informed decisions and to develop and implement academic plans in order to attain their educational, career, and life goals. The advising process involves purposeful interaction and shared responsibilities between students and advisors, while utilizing appropriate tools and resources.

Academic Calendar

The Registrar uses Northwestern-approved principles to develop the annual academic calendar for the Traditional Undergraduate program. The Registrar coordinates with the School of Nursing to determine academic calendar dates that are unique to program needs. The Registrar also coordinates with the College of Graduate, Online, & Adult Learning to have approved principles to develop the Office of Dual Enrollment and the Office of Adult & Graduate Studies academic calendars. Using these approved principles helps to ensure that consistent, accurate, and appropriate calendar information is available to students, faculty, staff, and the community.

Academic Internships & Practicums

University of Northwestern is committed to incorporating experiential education into its curriculum. Most majors offer an academic internship or practicum either as a requirement or as an elective. An academic internship is an opportunity for a student to earn university credit during a structured, out-of-classroom, "real-world" experience. As a result of these applied experiences, students develop professionally and spiritually while exploring their fields of interest and clarifying career goals. In addition, many employers use internships/practicums as "feeder" programs for entry-level roles, which in turn provides higher placement rates for students who have completed one or more experience during their time at Northwestern.

The student must be of junior or senior standing and meet the written departmental requirements such as minimum GPA, course prerequisites, and faculty supervisor approval. Internship credits required for a University of Northwestern major may not be transferred from another institution unless written prior approval is obtained from the appropriate department chair/assistant dean to allow such a transfer. Tuition charges and eligibility for financial aid will follow established university policy. The university reserves the right to remove any student from an internship at any time. Appeals will follow established university policy for academic or disciplinary

probation. Tuition refunds will follow established university policy. **Note:** An internship or practicum may be taken more than once and impact the student's GPA in each case as long as the work of the internship/practicum builds on itself and presents new professional development opportunities.

Attendance

Specific requirements for all courses, including class attendance, unexcused absences, etc. are established by each professor and are included in the syllabus of the course. In registering for a class, the student agrees to such requirements.

Unless previously excused, registered students must be present at the first class session in order to retain their place in a closed class. If a registered student is aware that they will not be able to attend the first class session, they must notify the professor in advance to hold their place in the class. This policy includes students participating in university-sponsored events that are considered excused absences. If a student is registered for a class but does not attend the first day, the instructor of the class may remove the student from the class list.

A student attending a class(es) must be registered for the class(es) either as a registered student or as an auditing student. Exception: co-curricular activities.

Excused absences are defined as those granted by official university action for university-sponsored events, required military service, or verified medical or other emergency. Tests or other gradable events occurring during a student's excused absence will be rescheduled by the professor.

Students are responsible for making up work missed during excused absences.

Auditing a Course

An admitted student may audit a course without degree-counting credit by registering as an auditor and paying the required fees. A student auditing a course may not replace a student taking the course for credit.

Tuition for an audited course is 20% of the fee required for courses taken for credit. Tuition is charged if the student is not taking a full load (12 credits) excluding the audited course. If the total number of credits exceeds 18, the 20% fee will apply to credits over 18, including the credit value of audited courses.

Approved retirees are allowed to audit courses without a tuition charge. See Employee Handbook for more information.

An audited course is not counted as part of the student's academic load. 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. Extent and type of participation in the class is at the discretion of the professor.

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Auditing is not permitted in physical education activity courses, theatre or dance technique courses, music performance courses, education courses numbered 3000 or above, courses offered in partnership with external organizations, or other courses so indicated in the course schedule at the discretion of the professor and with the approval of the department chair/assistant dean.

A student who is registered for a course and would like to change to an audit registration may do so only up through the posted Last Day to Add deadline, which also coincides with the Last Day to Drop without Transcript Notation deadline.

At no future time may a student request or receive credit for the audited course by any other means than by officially registering for the course for degree-counting credit by the Last Day to Add and doing the required work.

Catalogs

Across all Northwestern venues, the Registrar coordinates with academic administrators, deans, department chairs, program managers/directors, and offices such as Admissions, Financial Aid, Student Life, Student Accounts, etc. that contribute to the production of University of Northwestern catalogs. This team effort helps to ensure that consistent, accurate, and appropriate catalog information is available to students, faculty, staff, and the community.

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 better at all colleges and universities previously attended. Transferable credits are the basis for administering the proportional core curriculum requirement.

Course Load/Overload

The normal academic load is 15–16 credits per semester. The minimum full-time academic load is 12 credits per semester. Courses meet for approximately 700 minutes per credit.

For each hour spent in the classroom, the student should expect to spend two hours in study and preparation of course assignments. This means that a student taking 15 credits will have approximately a 45-hour study week, including class hours.

Registration for more than 18 credits per semester constitutes a course overload.

A cumulative grade point average of

- 3.00 or higher is necessary to carry 19 credits
- 3.25 to carry 20 credits
- 3.50 to carry 21 or more credits.

For new incoming students who have previous college grade point average (GPA), the combined GPA in all previous coursework is the basis for approval or disapproval. New incoming students with no previous college GPA are not permitted to take an overload during their first semester of enrollment.

First-semester freshmen who are Eagle Scholars may register for an overload of up to a total of 20 credits for spring semester of their freshman year before their grade point average has been recorded from their first semester at Northwestern.

Overload restrictions on first semester transfer students are based on the cumulative GPA from the previously attended institution.

Students may petition the Academic Policies Exceptions Committee for approval of exceptions to the course overload rules.

Credit Hour

A credit/semester hour is an amount of work represented by specific learning outcomes and is verified by evidence of student achievement that is an established institutional policy that reasonably approximates not less than

1. one hour (not fewer than 50 minutes) of in-class or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit. This accounts for approximately 700 minutes of in-class or direct faculty instruction and a minimum of 1,400 minutes of out-of-class student work for a total of approximately 2,100 minutes for one semester hour of credit; or the equivalent amount of work over a different amount of time; or
2. at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by Northwestern, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Diplomas

Diplomas are issued to students if the student has fulfilled all degree requirements and his/her student account balance has been paid 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.

Graduating students of Northwestern have the option to choose how their name appears on their diploma (e.g. using their middle name or maiden name). No prefix or suffix relating to a title or credential is allowed to be printed on the diploma (e.g., Mr., Mrs., Miss, Dr., DMD, Esq., etc.). When requesting a new diploma after graduation due to a name change, a completed Name Change Request form must be submitted by the student, along with appropriate documentation and applicable fees, before a new diploma will be issued.

Directed Studies

Directed study courses are primarily designed to provide additional study opportunities related to the major. Depending upon the level of work needed (e.g. sophomore, junior, etc.), most course numbers for directed studies are 1815, 2815, etc. Course numbers are preceded by the appropriate subject prefix (e.g. ART4815).

A directed study is a personalized, independent course of study designed to offer educational opportunities not provided by an existing course in the course catalog.

To be eligible for a directed study, a student must have a minimum Northwestern cumulative GPA of 2.50. A student may complete more than one directed study in the same subject area, with each directed study impacting the student's GPA, as long as the content of the study is unique.

A maximum of 8 semester credits of directed study may apply to major requirements; a maximum of 4 semester credits may apply to a minor or electives. One semester credit of directed study may be applied to the core curriculum requirements in any category. A maximum of 4 credits may be applied to Bible requirements (within the core curriculum) or as electives.

The faculty instructor and the department chair/assistant dean with jurisdiction over the course must approve a student's request to register for a directed study. If the faculty supervisor is also the department chair/assistant dean, the consent of the respective college dean is required.

See further details in the Academic Policy Manual.

In cases where a student is requesting a directed study, there is a processing fee. See fees on page 15.

Final Examinations

TAKING FINAL EXAMINATIONS DURING THE REGULARLY SCHEDULED PERIOD IS CONSIDERED TO BE PART OF THE ACADEMIC RESPONSIBILITY ASSUMED BY THE STUDENT. (SEE PAGE 2 FOR DATES OF FINAL EXAMINATIONS AND STUDY DAY.)

If a student has three final examinations scheduled for one day or two finals scheduled at the same time, one of them may be rescheduled within the regular examination week. In case of verified medical emergency, death in the family, required military service, or participation in an approved university-sponsored event, a student will be allowed to reschedule final examinations within the regular examination week. After verifying the professor has been consulted by the student, the Registrar will reschedule the exam at an approved time through the Writing Center. If this is not possible, the student may be permitted to take an incomplete grade and make up the examination during the first two weeks of the following semester.

An unexcused absence from any final examination results in failure on that exam.

A student with exceptional circumstances may submit a petition (Final Examination Deferment form) to the Academic Policies Exceptions Committee to take the final examination at another time. In such a case, the student receives a failure (or zero) for the final examination. If the petition is approved, the student is allowed to complete the exam or alternative assessment through the Office of Academic Achievement before the end of the first two weeks of the next semester. If the petition is denied, the student's failure to take the final at the scheduled time would be considered an unexcused absence. Special arrangements must be made with the instructor if the student desires to take the exam during the summer.

Graduation Honors – Undergraduate

Graduation honors recognition is given according to the following cumulative grade point average scale:

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

The cumulative grade point average used in the graduation honors scale is based on all University of Northwestern semester credits earned at the time of degree completion. This includes course work taken in all academic programs of the University.

Bachelor's degree students with a minimum of 60 Northwestern credits will be eligible for Latin honors recognition as listed above. Bachelor's degree students with between 30-59 Northwestern credits with a Northwestern cumulative grade point average of at least 3.90 will be recognized as graduating "with distinction."

Graduation Requirements

Graduate Studies students should refer to the College of Graduate, Online, & Adult Learning student catalog for graduation requirements and policies.

An undergraduate student seeking a degree or certificate at University of Northwestern is responsible for adhering to the following policies:

1. Matriculated students are required to meet the graduation requirements of the most recently published catalog at the time the chosen degree program is begun. These requirements will be in effect for a period of seven academic years beginning with the term of initial enrollment in the chosen degree program, whether or not enrollment is continuous.
2. Students who do not complete all degree requirements within the seven academic year time frame must meet current requirements as described in the current catalog when continuing or in the most recently published catalog at the time the Re-enrollment form is submitted to the Registrar's Office. Students have the choice of meeting the core curriculum requirements of the current catalog or according to their original catalog.
3. Students who change their major(s) must meet all requirements for the new major(s) as described in the most recently published catalog at the time the Curriculum Change Request form, Change of Venue form, or Re-enrollment form is submitted to the Registrar's Office. Students in this situation have the choice of meeting the core curriculum requirements according to the catalog in effect at the time of the major change or according to their original catalog.
4. University of Northwestern reserves the right to change the curriculum if mandated by an outside agency such as the Minnesota Professional Educators Licensing and Standards Board.
5. The cumulative grade point average must be at least 2.00 for all coursework taken in all University of Northwestern academic programs.
6. Academic programs must meet the following minimum credit requirements: bachelor's degrees, 125 credits; associate degrees, 60 credits; Bible certificate, 30 credits. The exact number of credits needed for degree completion is specified in the description of each academic program. A chart summarizing credit requirements appears on pages 48-49.
7. Residency Requirement: For a bachelor's degree or an associate degree, a minimum of 30 credits must be earned at Northwestern. For a Certificate in Bible, a minimum of 15 credits must be earned at Northwestern.
8. Residency Requirement: A minimum of 50% of major and 50% of minor coursework must be completed from Northwestern. An exception is allowed for majors or minors requiring off-campus study transfer coursework; transfer credits earned at the required off-campus program/institution will not count toward the maximum 50% allowable transfer credits in the major/minor.
9. Courses in a major may not be counted as electives in a minor. The only courses jointly applicable to a major and a minor are those specifically required in both the major and the minor.
10. For all bachelor's degree programs, to be in compliance with the Minnesota Office of Higher Education, 40 credits must be in 3000- or 4000-level courses. A 1000- or 2000-level transfer course which has departmental approval to meet an upper-level requirement at Northwestern may be counted toward the 40-credit upper-level requirement.
11. Students who are pursuing a bachelor's degree and taking graduate-level courses of a concentration that is also offered as a graduate certificate will earn the concentration (or electives if not pursuing the related major).

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12. To comply with Higher Learning Commission policy, a maximum of 50% of graduate degree credits, which includes graduate certificates, may be earned as an undergraduate student.
13. Students may participate in the May commencement ceremony only if all degree requirements are met or if it can be demonstrated that remaining credits have been registered for and may be completed no later than the beginning of the fall semester following commencement.
14. Students may participate in the December commencement ceremony only if all degree requirements are met by the end of fall semester.
15. The Registrar is authorized to make decisions on a student-by-student basis in consultation with appropriate faculty members and administrators. This includes situations in which students with exceptional circumstances request permission to take a small number of degree-completing course credits at another institution.
16. In order for degrees or certificates to be awarded, students must have submitted an application for graduation, passed all required courses, and successfully completed all degree or certificate requirements.

Modality (Course Delivery Format) Definitions

Northwestern offers courses in a variety of delivery formats, which we refer to as modalities. The availability of courses in different modalities varies by program area. These definitions articulate a university-wide understanding of each modality.

- **Face-to-face:** Instruction maximizes the unique advantages of live, in-person engagement. Course learning activities take place during scheduled meeting times at a pre-assigned meeting place. In-person class attendance is required.
- **Blended:** Instruction combines in-person engagement with online learning activities in order to maximize the benefits of both modes of learning. In-person class attendance is required, and online learning activities may be either synchronous or asynchronous.
- **HyFlex:** Instruction maximizes student choice and flexibility by providing multiple attendance options within the same course. Students may choose their attendance method each week (or perhaps biweekly) as determined by the faculty member, and students may select from face-to-face, online synchronous, or online asynchronous.
- **Online Synchronous:** Instruction combines the flexibility of remote learning with the immediacy and interaction provided by synchronous engagement. Class attendance is required via remote meetings that are facilitated through online meeting software. Previously, this modality was referred to as virtual.
- **Online Asynchronous:** Instruction maximizes scheduling flexibility by designing all learning activities to be completed at the learner's convenience while using deadlines during the course to structure the learning environment.

Readmission

Former students who desire to be re-admitted must submit a Re-enrollment form, meet all current admission requirements (including the submission of any outstanding transcripts), and fulfill any outstanding student account financial obligations. **Note:** The opportunity for re-enrollment is not guaranteed.

Re-enrolling students are allowed to complete their original degree program requirements within a period of seven years from when they first enrolled. For those unable to do so, they must meet the current requirements as described in the current catalog at the time the Re-enrollment form is submitted to the Registrar's Office.

Students eligible for re-enrollment who were previously enrolled in programs that have since been discontinued or substantially revised may be required to comply with the current degree program requirements.

UNW staff will work with re-enrolling military service members, whose service obligations temporarily interrupted their educational plans, to determine best possible solutions.

Students who leave UNW under probationary status may be subject to the same probationary status upon returning to UNW. Students who leave under academic suspension are not eligible for re-enrollment for two consecutive semesters on campus.

See "Graduation Requirements" (pages 27–28) for more information.

Registration for Courses

New students must complete initial class registration by no later than the day before orientation for fall semester and the day of orientation for spring semester. Adding of or changing sections of a semester-long course is scheduled by the Registrar. Selecting courses and planning a schedule are the student's responsibility. The student should consult the catalog or curriculum chart for academic program requirements. The faculty advisor aids the student with program planning, gives counsel on academic or personal problems, gives clearance, and signs any documents related to course participation. If the advisor is not available, the respective department chair/assistant dean and Registrar are empowered to sign registration forms.

For the following category of courses, the adding of or changing sections of courses must be completed as indicated below:

- Semester-length courses: prior to the second week of classes (prior to the third week of classes if the student obtains the signature of the course instructor)
- Quad 1 and Quad 3 courses: prior to the fourth class day of the semester (prior to the seventh class day of the semester if they obtain the signature of the course instructor)
- Quad 2 and Quad 4 courses: prior to the fourth class day of Quad 2 and Quad 4 respectively (prior to the seventh class day of Quad 2 or Quad 4 if they obtain the signature of the course instructor)
- Courses of less than a half-semester in length: within a proportional length of time
- Summer session/term: as indicated in the summer school schedule

Co-curricular activities, directed studies, internships, missions experience, tutorials, and workshops may be added by the same date Quad 2 and Quad 4 courses may be added.

Students may elect to have their name placed on the waiting list (if available) for a class if the class is full. They should attend the first session of the class and following sessions if there appears to be a chance that vacancies may occur. Professors may participate in the selection of students from the waiting list if appropriate (e.g., selecting majors before non-majors, juniors and seniors before freshmen and sophomores, etc.).

Students register during their scheduled registration times according to the following order:

1. Seniors or final-year associate degree students.*
2. Juniors
3. Sophomores
4. Freshmen

*Also includes accelerated dual degree students (60+ earned credits), associate degree students (30+ earned credits), Eagle Scholars Honors students, and students qualifying for early registration through the Academic Achievement office.

Further details regarding registration procedures are provided by the Registrar's Office.

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.

Summer School

As described in the Academic Calendar on page 2, Northwestern's traditional undergraduate Summer School program consists of variable-length sessions and an extended session. Regular and special topics courses of variable length are offered throughout the summer. The extended session features internship, ministry experience, and foreign travel courses. Reduced tuition rates make Summer School an attractive option for students who wish to accelerate their academic pace or make up credit shortages from the academic year.

Topics Courses

The designation "Topics Course" refers to a course offered as a supplementary or elective course. The course description does not appear in the University catalog.

Topics courses may be offered using codes numbers of in the ranges 1805-09, 2805-09, 3805-09, and 4805-09 with the appropriate departmental/school designation.

Transcript Services

University of Northwestern – St. Paul transcripts: The Registrar's Office has retained the National Student Clearinghouse to provide online ordering of official electronic and paper transcripts.

- A paper transcript produced by Northwestern is official as long as it remains in its envelope and the seal is unbroken. This includes a paper transcript issued to a student, with the envelope stamped "Issued to Student."
- An electronic (PDF) transcript issued to the end recipient is official. An electronic transcript issued to the student is unofficial. A printed copy of an electronic transcript is unofficial.
- For more information or to place a transcript request, please visit unwsp.edu/transcript.

Transcripts from other institutions: Student transcripts that were provided to Northwestern from previously attended institutions become the property of Northwestern. Northwestern does not provide copies of transcripts from other institutions that are part of a Northwestern student's education record. In order to obtain accurate, up-to-date information and ensure that no protocol of the issuing institution is circumvented, a student must contact the originating institution for a copy of that institution's transcript.

Transfer of College Credit to University of Northwestern Undergraduate Programs

The Registrar supervises the evaluation of all transfer credits and the awarding of credit by examination. This involves overseeing decisions made by all Northwestern transcript evaluators. Additionally, the Registrar confers with deans, department chairs/assistant deans, program managers/directors, and the Provost | Senior Vice President for Academic Affairs as needed in decisions pertaining to the approval of transfer credits.

Credits (not grades) earned at another institution may be accepted by University of Northwestern subject to review and approval by the Registrar.

The previously attended institution must be recognized by regional, national, professional, or specialized accrediting bodies or, for foreign institutions, be recognized by their country's ministry of education.

For non-accredited institutions or institutions not recognized by their country's ministry of education, the Provost | Senior Vice President for Academic Affairs, in consultation with the Registrar, shall determine, through the established credit transfer agreement process, which non-accredited/non-recognized institutions are to be recognized as acceptable for transfer of credit. If a credit transfer agreement is established, its purpose is for determining transferability and applicability of credits for new incoming UNW students who have previously taken coursework at a non-accredited/non-recognized institution.

Transfer work from non-accredited institutions not recognized by a credit transfer agreement or foreign institutions not recognized by their country's ministry of education will not be accepted.

Transfer work from within the time period of the 5 years preceding the date an institution is accredited or credit transfer agreement is established may also be accepted.

European institutions have standardized units of academic credit under the European Credit Transfer and Accumulation System (ECTS). Since international students may come from Europe to Northwestern and since many Northwestern undergraduate students study abroad at some point during their academic careers, it is important to standardize transfer of credit. Based on information concerning ECTS characteristics and practices at many colleague American institutions, Northwestern has established that one ECTS credit is comparable to one half (0.50) semester credits.

For students who have a transcript from a foreign academic institution (except most institutions in Canada), they need to send an official foreign transcript (along with an English translation of the transcript if not already in English) to a recognized professional credential evaluator. As long as UNW directly receives a professional credential evaluator report that lists all courses taken at the foreign institution, U.S. grade equivalency, and U.S. semester credit equivalency, then the student does not need to provide an additional official foreign transcript to UNW. For information about recognized professional credential evaluators, contact Admissions or the Registrar's Office.

Coursework with grades of C- or better is considered transferable to Northwestern, but applicability of those credits is dependent upon the student's chosen academic program at Northwestern (some Northwestern academic departments/schools require an even higher grade, such as C).

Credits taken at other institutions considered to be upper level at University of Northwestern will be included in the 40-credit upper-level requirement for graduation.

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For purposes of administering the proportional core curriculum requirement, class standing of transfer students is based on the total of transferable credits from all colleges and universities previously attended and credits awarded from Northwestern through credit by exam. Transfer work registered for at another institution and credit by exam taken after initial matriculation (i.e., admitted, enrolled, and attending) are not counted.

In the core curriculum, if a transfer course(s) satisfies the course intent of a particular category, then no additional credits will be required in that category. The total number of credits required for graduation is still a minimum of 125 credits.

University of Northwestern does accept credit from institutions that is based on a test-out or similar exam taken at such institutions as long as the work meets normal transfer requirements, i.e., C- or better.

University of Northwestern does not accept prior learning credits from other institutions, nor does the traditional undergraduate program award credits for prior learning experiences.

Graduate-level credits from accredited institutions are allowed to apply towards undergraduate requirements. If applied toward the student's major(s) or minor(s), then it is subject to the approval of the department/school whose coursework is to be covered by the transferred credits. If the student goes on to earn a graduate degree at Northwestern, they will not be able to apply that coursework to their graduate degree (the work cannot count towards two different degrees).

RESIDENCY REQUIREMENTS FOR TRANSFER STUDENTS ARE DESCRIBED ON PAGE 27.

Tutorials

A tutorial is the way in which a student may independently take a course, which is listed in the course catalog, and is part of the curriculum of the student's major. In essence, a tutorial is an existing course that is taught to one student.

A course should be taught as a tutorial only in extenuating circumstances (e.g., a course is cancelled or is no longer offered, or a student has an unavoidable schedule conflict).

If a student needs to fulfill a major requirement through an independent course of study, it is preferred that departments/schools assist the student by providing a directed study meeting the objectives of the course missed rather than by arranging a tutorial.

The faculty instructor, the department chair/assistant dean, and the college dean must approve a student's request to register for a tutorial.

See fees on page 15.

Verification of Student Status

Students may obtain enrollment verification at the Advising Registration page at myUNW. This self-service link allows students to print enrollment verification certificates, view their enrollment history, and view the proofs of enrollment sent on their behalf to student service providers.

The Registrar's Office will provide written verification of student status (dates of attendance, graduation, academic achievement, etc.) upon written request of the student. Such formal verification is often needed for student loan purposes or for obtaining "good student" auto insurance discounts.

Drop/Withdrawal from a Course

Drops/Withdrawals from a course are not complete until the Drop/Withdrawal/Add form is received in the Registrar's Office. It is the student's responsibility to be certain this is done in order to avoid continued registration and a subsequent failing grade in the course.

TIME OF DROP/WITHDRAWAL			NOTATION ON TRANSCRIPT
Semester Course*	QUAD Course	Other Abb./SMR. Course	
Weeks 1-2	Days 1-6	First 15 %	Drop: No Notation Made
Weeks 3-10	Days 7-25	16-70%	Withdrawal: "W" without indication of pass or fail
After Week 10	After Day 25	After 70% of course	Withdrawal: Not permitted. Grade earned is entered on transcript.

*SPECIFIC DATES ARE LISTED IN THE ACADEMIC CALENDAR ON PAGE 2.

EXCEPTIONS TO THE DROP/WITHDRAWAL DEADLINES MUST BE APPROVED BY THE ACADEMIC POLICIES EXCEPTIONS COMMITTEE.

DROPS/WITHDRAWALS RESULT IN REFUNDS ONLY WHEN THE FOLLOWING ACTIONS OCCUR BY SPECIFIED DEADLINES: TERMINATION OF ENROLLMENT, DROPPING FROM OVERLOAD TO REGULAR FULL-TIME, OR DROPPING FROM REGULAR FULL-TIME TO PART-TIME. (SEE THE REFUND INFORMATION ON PAGE 17.)

DROP/WITHDRAWAL FROM A COURSE MAY RESULT IN REDUCTION OR CANCELLATION OF FINANCIAL AID. STUDENTS SHOULD CONSULT THE FINANCIAL AID OFFICE BEFORE DROPPING BELOW 12 CREDITS.

Academic Standards

(NOTE: STUDENTS ENROLLED IN ADULT UNDERGRADUATE OR GRADUATE STUDIES PROGRAMS SHOULD REFER TO THE ACADEMIC INFORMATION IN THE COLLEGE OF GRADUATE, ONLINE, & ADULT LEARNING CATALOG, WHICH SUPERCEDES THE INFORMATION IN THIS SECTION, WHERE APPLICABLE.)

Academic Dishonesty

If it has been determined that a student has been academically dishonest in a course (i.e., cheated, plagiarized), the student may not drop or withdraw from the course.

If a student drops or withdraws from a course before an academic dishonesty decision has been identified and/or a determination has taken place, and if the student is subsequently found guilty of academic dishonesty, the course will be reinstated to allow for the decided disciplinary action to take place (i.e., failing grade, reduced grade).

Academic Probation & Suspension

This section of policies is for traditional undergraduate students. Please see the Dual Enrollment Student Handbook for related Dual Enrollment student policies.

Students will be placed on academic probation when they are not in good academic standing (see chart on page 34). Academic probation serves as a warning to students that their academic progress is not satisfactory, and that they should take steps to improve their academic performance to avoid future academic probation or academic suspension from the university.

A student, while on academic probation, is:

- required to attend a meeting with an Academic Achievement Program Manager to set up a strategic plan for the semester, and to participate in bi-weekly academic coaching sessions
- required to meet with their advisor to set up an academic course plan
- required to repeat previously failed courses, if available and still needed in the student's academic program, unless guided differently by the student's academic advisor

A student on academic probation who does not achieve good academic standing as outlined above but does earn a minimum 2.000 or above semester GPA will continue on academic probation for another semester and may continue taking UNW courses.

If a student on academic probation earns at the end of the subsequent semester or term the minimum or better cumulative GPA based on Academic Standing requirements, the student will be placed back on good academic standing.

A student who is not in good standing at the end of two consecutive semesters or does not have the minimum 2.000 semester GPA at the end of the probationary semester will be academically suspended for one semester. A matriculated student who does not have a minimum 1.000 semester GPA by the end of their first semester at UNW will be academically suspended for one semester.

While academically suspended, a student may take up to 4 UNW credits in a semester through the Traditional Undergraduate, Adult Undergraduate, or Dual Enrollment venues. Suspended students may also take courses at other accredited colleges but only the credits from those courses may transfer to Northwestern. The grades from other colleges have no impact upon the student's Northwestern GPA.

Part-time student progression to probation (or to suspension) is determined in proportion to the student's academic load. As such, a part-time student needs to have accumulated enough attempted credits between one or more semesters before being considered for academic probation or academic suspension.

After being away for one semester, an academically suspended student may seek re-enrollment.

A student who seeks readmission to the university after a period of academic suspension must petition for it by the following dates: October 15, for spring semester readmission or July 15 for fall semester readmission. Evidence must be supplied to support the request and will be examined by the Readmission Review Committee. The best evidence is at least 4 credits of college-level academic work completed with a grade(s) of B- or above. Appeals of academic suspension should be directed to the Readmission Review Committee. The Registrar should be consulted for appropriate procedures.

Part-time student progression to probation (or to suspension) is determined in proportion to the student's academic load. As such, a part-time student needs to have accumulated enough credits between one or more semesters (to be equivalent to full-time) before being considered for academic probation or academic suspension.

Academic Warning

Students who are in good academic standing but whose semester grade point average (GPA) is below 2.0 will be placed on academic warning if they return the following semester. Academic Warnings are intended to make students aware that they are in jeopardy of falling into probationary status if improvements are not made.

(NOTE: FOR INFORMATION ABOUT CUMULATIVE GPA REQUIREMENTS TO REMAIN IN GOOD ACADEMIC STANDING, SEE CHART ON PAGE 34.)

A student, while on academic warning, is strongly encouraged to do the following:

1. attend a strategizing meeting with an Academic Achievement Program Manager,
2. make contact with his/her advisor to determine any grade requirements for their major coursework, and
3. consult with the Registrar about grade improvement strategies.

A student on academic warning must ensure their cumulative GPA remains in good academic standing to avoid being placed on academic probation.

Cheating

Students cheating in coursework or examinations are subject to discipline. Cheating includes such acts as copying another's work and presenting it as one's own (or allowing someone else to copy one's work) and using unfair methods to complete a test (or helping someone to cheat). The standard disciplinary response is an immediate F (failing grade) for the course and the student placed on academic integrity probation. The disciplinary action may be decreased to failure of assignment if work is a minor part of the total grade (less than 5%) and if judged not to be premeditated.

ACADEMIC STANDARDS

If there is a subsequent incident of academic dishonesty, the student is placed on academic integrity suspension for the subsequent semester (may include summer suspension as well if a spring semester incident).

Incidents of and appeals regarding academic cheating will be directed to the chair of the ad hoc appeals committee: Registrar for traditional undergraduate courses and the Assistant Dean of the College of Graduate, Online, & Adult Learning for dual enrollment and Adult & Graduate Studies courses.

Plagiarism

Students found plagiarizing are subject to discipline. 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 information

The standard disciplinary response for substantial plagiarism is an immediate F (failing grade) for the course and having the student placed on academic integrity probation. The disciplinary action may be decreased to failure of assignment if work is a minor part of the total grade (less than 5%) and if judged not to be premeditated. However, the professor may require the student to rewrite the paper, while still receiving an F, in order to possibly pass the course.

If there is a subsequent incident of academic dishonesty, the student is placed on academic integrity suspension for the subsequent semester (may include suspension for summer term as well if a spring semester incident).

Incidents of and appeals regarding academic plagiarism will be directed to the chair of the ad hoc appeals committee: Registrar for traditional undergraduate courses and the Assistant Dean of the College of Graduate, Online, & Adult Learning for Dual Enrollment and Adult & Graduate Studies courses.

Academic Appeals

If a student is the recipient of an academic-related action or course-related action and wishes to appeal the decision, a typewritten appeal must be submitted within 3 weeks of the date in question. (**Note:** For academic appeals regarding Dual Enrollment [DE] online courses, please refer to the DE Student Handbook.)

Academic appeals (e.g. probation, suspension, academic requirements, charges of cheating, etc.) for traditional undergraduate courses are to be submitted to the Registrar, chair of the ad hoc appeals committee.

Course-related appeals (e.g., course grades, class expectations, etc.) for traditional undergraduate courses are to be submitted to the Registrar, chair of the ad hoc appeals committee. However, before an appeal is submitted, the student must attempt to resolve the issue by:

1. speaking with the professor or party directly involved with the decision
2. speaking with the department chair/assistant dean, if the issue remains unresolved (In the event that the department chair/assistant dean is the professor in question, the student should speak with the respective college dean)
3. speaking with the respective college dean, if the issue remains unresolved
4. appealing to the ad hoc appeals committee, if still unresolved

An appeal must include an explanation of the situation and a reason for the appeal, and, for appeals not related to academic suspension, it must be based upon one or more of the following:

1. The student, in fact, did not commit the act(s) that led to the academic-related or course-related action.
2. The academic-related or course-related action is not appropriate for the act(s) committed.
3. Specified procedures have not been followed in academically disciplining the student.
4. If an appeal is made, the Registrar will call for an ad hoc appeals committee meeting with the committee members composed of faculty.

The decision of the appeals committee serves as a recommendation of action to the Registrar. The final decision will be placed in writing by the Registrar and communicated to the student in a timely manner. The written notification will also inform the student that the decision is final with no additional appeal recourse.

Assessment of Student Learning

As required by The Higher Learning Commission (hlcommission.org, 312-263-0456), University of Northwestern 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 university to measure its effectiveness, thereby providing guidance for further improvement of instructional and student development programs.

Dean's List

Full-time matriculated (Northwestern undergraduate degree- or certificate-seeking) students with high grade point averages during a given semester (based on all courses included in the student's undergraduate semester GPA) may be recognized for their academic achievement by being included on the Dean's List. Any grade of Incomplete for any credit-bearing course for the respective semester disqualifies such students from Dean's List recognition.

There are three levels of recognition, based on the semester GPA:

Highest Honors	3.90–4.00
High Honors	3.75–3.89
Honors	3.65–3.74

Disclosure Information**ANNUAL SECURITY AND FIRE SAFETY REPORT (ASR) (CLERY ACT)**

In compliance with the Clery Act (effective 1990), students may access the latest University of Northwestern Annual Security and Fire Safety Report by going to unwsp.edu/resources/public-safety/campus-safety. Printed copies of the report are also available through the University of Northwestern Admissions and Public Safety offices.

DISCLAIMER

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

NOTICE OF NONDISCRIMINATION

In accordance with applicable federal and state laws, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act, and the Americans with Disabilities Act and ADA Amendments, the

University of Northwestern does not unlawfully discriminate on the basis of sex, race, color, national origin, age, disability, marital status, genetic information, veteran status, or any other protected status under federal, state, or local law applicable to the University of Northwestern, in its education programs and activities, in employment policies and practices, and all other areas of the university. As a faith-based institution, the university is exempted from certain laws and regulations concerning discrimination. The university maintains the right, with regard to admissions, enrollment, employment, and other matters, to uphold and apply its religious beliefs related to, among other issues, marriage, sex (gender), gender identity, sexual orientation, and sexual activity.

Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." The university is required by Title IX and its regulations not to engage in sex discrimination in its education program or activity, including admissions and employment. Sex discrimination is conduct based upon an individual's sex that excludes an individual from participation in, denies the individual the benefits of, or treats the individual differently, in an education program or activity. Sexual Harassment is a form of sex discrimination. In accordance with Title IX and its regulations, this policy addresses the university's prohibition of the following forms of unlawful sex discrimination: Title IX Sexual Harassment, Non-Title IX Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, Stalking, and Sexual Exploitation. Allegations of sex discrimination that do not involve sexual misconduct will be handled in accordance with the Non-Discrimination Policy and Harassment: All Unlawful Forms Policy.

The university will respond to reports of sexual misconduct promptly and equitably and appropriate action will be taken to take steps to eliminate the misconduct, prevent its recurrence, and address its effects on any individual or the community. All faculty, staff, and students are responsible for maintaining a safe environment for education and work. This includes taking appropriate action to prevent and eliminate Sexual Misconduct.

Questions or concerns about Title IX, sex discrimination, sexual harassment, or other forms of sexual misconduct may be referred to Northwestern's Title IX Coordinator:

Bret Hyder
Office of Student Experience/Title IX Coordinator
Billy Graham Community Life Center G108
3003 Snelling Ave North, St. Paul, MN 55113
titleix@unwsp.edu

Questions or concerns may also be referred to the U.S. Department of Education's Office for Civil Rights:

The Office for Civil Rights
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 800-421-3481
Facsimile: 202-453-6012
TDD#: 800-877-8339
OCR@ed.gov
www.ed.gov/ocr

Questions or concerns regarding the Rehabilitation Act and Title II of the ADA may be referred to:

Pearl Ferrin
Director of Human Resources
Riley Hall: R1705
3003 Snelling Avenue North, St. Paul, MN 55113
651-631-5375
plferrin@unwsp.edu

PRIVACY ACT

University of Northwestern conforms to the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. Detailed information about FERPA and University of Northwestern can be found at unwsp.edu/academics/registrar/ferpa/.

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, University of Northwestern hereby designates the following items as Directory Information. The university 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, digitized image/photograph/video, date and place of birth, major field of study, 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, a Request to Restrict Information form must be submitted.

Submitting this form will make the directory information confidential until the student requests to lift the restriction. As with all confidential student records, University of 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. University of Northwestern cannot assume the responsibility to contact the student for subsequent permission to release directory information. Regardless of the effect upon the student, the university assumes no liability for honoring an instruction to withhold directory information.

Further information concerning FERPA may be found at unwsp.edu/academics/registrar/ferpa/. Questions or concerns may also be referred to the U.S. Department of Education's Family Policy Compliance Office:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202
E-mail: FERPA@ed.gov
<http://www.ed.gov/ferpa>

ACADMIC STANDARDS

RETENTION & GRADUATION RATES

Retention and graduation rates may be found at:
unwsp.edu/admissions/financial-aid/student-consumer-info/

SOLOMON AMENDMENT

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

Student's name, address, UNW email address, telephone listing, age (or year of birth), place of birth (not currently collected or available), 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.

TITLE II

In October 1998, the United States Congress voiced its concern for the quality of teacher preparation by enacting Title II of the Higher Education Act. Title II authorized federal grant programs that support the efforts of states, institutions of higher education, and their school-district partners to improve the recruitment, preparation, and support of new teachers. Title II legislation also included accountability measures in the form of reporting requirements for institutions and states on teacher preparation and licensing.

As required by Section 207 of Title II, University of Northwestern submitted an institutional report in April 2022, including pass rates of 2020–2021 teacher education graduates and enrolled students on standardized basic skills, pedagogy and content knowledge assessments, and other program characteristics. This information becomes part of a statewide report that compares all teacher preparation programs in Minnesota according to their graduates' examination scores. In turn, the U.S. Department of Education compiles a national report and issues a "report card" on the quality of teacher preparation in each state.

Title II also requires institutions to disclose summaries of their annual reports to the general public. This information is available at unwsp.edu/student-consumer-info.

Good Academic Standing

The criteria for good academic standing in bachelor's degree programs are as follows:

Cumulative Semester Credits Attempted (INCLUDES TRANSFER CR & CR-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

The criteria for good academic standing in associate degree programs are as follows:

Cumulative Semester Credits Attempted (INCLUDES TRANSFER CR & CR-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

Undergraduate Grading System

GRADES & GRADE POINTS

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

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

GRADE	QUALITY
AU	Audit
I	Incomplete coursework
IP	In Progress
LP	Low Pass (equal to D-, D, D+)
NC	No Credit
NR	Not Reported
P	Pass (minimum of C-)
S	Satisfactory
SNE	Satisfactory/Not Earned
U	Unsatisfactory
UNE	Unsatisfactory/Not Earned
W	Withdrew 16–70% of way through term
WC	Withdrawal COVID-19
WV	Waived

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 University of Northwestern academic programs.

W GRADE

When a student withdraws from a course the transcript will reflect a notation of W if the withdrawal occurs during the time frame indicated below:

- Semester-length course: after the second academic week and by no later than the tenth academic week.
- Quad (half-semester) course: after the sixth academic day and by no later than the 25th academic day.
- After that point, the grade earned will be entered on the transcript. (See chart on page 30.)

I GRADE

An I is given only if the instructor is satisfied that there is a valid excuse, such as prolonged illness. Incompletes are given only by pre-arrangement with the instructor and must be removed within ten calendar weeks from the last day of final exams for the quad or semester or the last day of summer session. Failure to do so will result in a failing grade being entered on the transcript.

P/NC & S/U GRADES

1-credit co-curricular courses (exceptions are noted in the Co-curricular Activities section of this catalog), 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.

REPEATING A COURSE

For courses specifically designated as repeatable (e.g., choir), the below information does not apply.

For courses not specifically designated as repeatable, a student may repeat any course no matter the grade earned; however, a student who receives a grade of F in any course is strongly advised to repeat that course as soon as possible. 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.

In regards to financial aid and Title IV funding in relation to the repeating of 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 to achieve a higher grade.

Special Programs

Articulation Agreement in Music

Northwestern has an articulation agreement with Anoka-Ramsey Community College (ARCC) that facilitates credit transfer and provides a smooth transition for a student's Associate in Fine Arts: Music from ARCC to Northwestern's Bachelor of Arts degree in Music. Students must complete the entire ARCC program and meet Northwestern's

admission requirements. Students must earn a grade of C- or better for credits to transfer. Students must fulfill the graduation requirements at both institutions. Contact the Office of Admissions at admissions@unwsp.edu for the Program Articulation Table to see which specific courses will transfer.

Credit Transfer Agreements

Northwestern agrees that undergraduate-level credits (as defined by Northwestern's curriculum) with grades of C- or better or graduate-level credits with grades of C or better (as defined by Northwestern's curriculum) earned at the following institutions, prior to admittance to Northwestern, are transferable and will be applied, as appropriate, to the student's chosen academic program at University of Northwestern. Applicability of credits may vary among academic programs based upon catalog requirements. The following list is subject to change.

Ambassador College of Bible & Ministry, Hudson, WI
Apostolic Bible Institute, St. Paul, MN

HOPE School of the Bible
Jackson Hole Bible College, Jackson, WY
Minnesota Adult & Teen Challenge, Minneapolis, MN
Nicolet Bible Institute
Ravencrest Chalet Bible School, Estes Park, CO
Solid Rock Discipleship Program, Long Prairie, MN
Timberline Lodge, Winter Park, CO
Torchbearers Bible School Bodenseehof, Bodensee, Germany
Village Schools of the Bible, Minnetonka, MN
YWAM, Lakeside, Montana

Eagle Scholars Honors Program

The mission of University of Northwestern – St. Paul is to provide Christ-centered higher education, equipping believers to grow intellectually and spiritually; to serve effectively in their professions; and to give God-honoring leadership in the home, church, community, and world. Believing that God has called His disciples to excellence and to “study to show [themselves] approved,” the Eagle Scholars Honors Program exists to equip Christian students who have notable academic ability. Simply put, Northwestern wants to encourage exceptional students for the Lord's service and to enhance the general academic environment of the university.

Northwestern's Honors Program challenges high-ability students to achieve beyond the normal rigors of university coursework. We expect

that students will perform at this high level in both the quantity and the quality of their academic work. The program provides students with opportunities to learn in a variety of disciplines. The Eagle Scholars Honors Program offers a social network for students and better prepares them for graduate school or the professional world. In addition, the program benefits the larger community of University of Northwestern – St. Paul as these students contribute significantly to their classes, participate in extracurricular activities, and volunteer for various Northwestern ministries.

We anticipate that these students will be a continuing testimony to the Christian call to excellence in scholarly achievement, while they are students at Northwestern and after they graduate.

ROTC

Northwestern students 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. Aerospace and military science courses at these two institutions may be applicable to University of Northwestern graduation requirements. Students accepted into these programs are eligible to apply for ROTC Scholarships. (See the Financial Aid section for addresses and telephone numbers.)

Air Force ROTC (AFROTC) is a nationwide program that allows students to pursue commissions (become officers) in the United States Air Force (USAF) while simultaneously attending college. AFROTC classes are held on college campuses throughout the United States and Puerto Rico. AFROTC consists of four years of Aerospace Studies classes (Foundations of the USAF, Evolution of USAF and Space Power, Air Force Leadership Studies, and National Security Affairs/Preparation for Active Duty) and a corresponding Leadership Laboratory for each

year (where students apply leadership skills, demonstrate command and effective communication, develop physical fitness, and practice military customs and courtesies). College students enrolled in the AFROTC program (known as “cadets”) who successfully complete both AFROTC training and college degree requirements will graduate and simultaneously commission as Second Lieutenants in the active duty Air Force.

The AFROTC program is currently offered at University of St. Thomas, which has a crosstown agreement that allows Northwestern students to enroll in AFROTC and become full-fledged cadet participants. For more information on AFROTC course descriptions, please review stthomas.edu/catalog/current/aero/. For more information on the AFROTC program, please review stthomas.edu/afrotc/ or contact the Department of Aerospace Studies at the University of St. Thomas at 651-962-6320.

Study Abroad and Off-Campus Programs

Northwestern accepts credits (C- or better) for undergraduate coursework that admitted students pursue at or through these affiliated programs/institutions, while enrolled as a Northwestern student. Students will need to obtain specific program and academic pre-approval from Northwestern before applying to one of these programs/institutions. Contact Career & Leadership Development at career@unwsp.edu for more information. The below list is subject to change.

AMERICAN COLLEGE OF GREECE

The American College of Greece (ACG) is the oldest American-accredited college in Europe and the largest private college in Greece. ACG offers a holistic student experience with a full range of co-curricular and extra-curricular programs. With more than 1,000 courses each academic year, all taught in English, students can easily find course options within their major or core curriculum. Excursions to one of the Greek islands, a downtown tour of Athens, and a trip to ancient Delphi are included in the semester-abroad experience.

AU SABLE INSTITUTE

Au Sable Institute is an institution designed to promote Christian environmental stewardship through college courses, certification programs, internships, workshops, and conferences. Supported by the natural settings of the Great Lakes Forest of northern Michigan, participants take courses, engage in scholarship, gain field experience, confer, and develop practical tools for environmental stewardship in programs that take seriously both science and theology.

API (ACADEMIC PROGRAMS INTERNATIONAL)

API partners with host universities and local organizations across Asia, Europe, Latin America and the Middle East to offer a diverse set of experiences abroad, including study, intern, work, teach, and volunteer options. Students can choose from short-term, semester-long, and full-academic-year programs that complement a variety of major disciplines.

CCCU GLOBALED

University of Northwestern is a member of the CCCU, which provides an array of GlobalEd off-campus study programs to students of its member institutions. GlobalEd offers programs at local host universities worldwide where students can transfer credit from Oxford Summer and Scholars' Semester at University of Oxford, and the Uganda Studies Program at Uganda Christian University.

CEA (CULTURAL EDUCATION ABROAD)

With destinations in 21 cities across a dozen countries, CEA offers a balance of international academic programs and adventure. Students may choose from standard, hybrid, and multi-site programs. Internships, service learning, and global career development certification are also available in multiple CEA programs.

ISA (INTERNATIONAL STUDIES ABROAD)

ISA partners with several local universities in 28 different countries across Africa, Asia, Europe, Latin America, Middle East, and the Pacific to offer opportunities for study abroad, internships, and service learning. ISA also facilitates the EuroScholars program, which is a prestigious program designed for talented and highly motivated undergraduate students looking to participate in international research. Included in all ISA programs is the Bridging Cultures Program, which integrates goal setting, intercultural awareness, diversity, and professional development.

JERUSALEM UNIVERSITY COLLEGE

Jerusalem University College, also known as the American Institute of Holy Land Studies, is an extension campus in Jerusalem for approximately 85 regionally or professionally accredited Christian universities, colleges, and seminaries located throughout the world. JUC programs provide a life-changing opportunity for students to enrich their biblical understanding by study and travel in Israel.

LCC INTERNATIONAL UNIVERSITY

LCC International University is a nationally and internationally recognized faith-based liberal arts institution in Klaipėda, Lithuania. Students can study a variety of courses to meet general education (core) requirements, as well as upper-division courses in business, English, psychology, communications, international relations, and theology. Northwestern students receive housing with 3 or 4 international roommates, a monthly stipend for food and entertainment, and free use of textbooks. The semester includes group travel to Russia, Latvia, and Estonia.

LIVERPOOL HOPE UNIVERSITY

Liverpool Hope University is distinctive in that it is the only university foundation in Europe (and the USA) where Catholic and Anglican colleges have come together to form an integrated, ecumenical, Christian foundation. Students can study for a semester or Maymester in a variety of subject areas such as business, humanities, creative arts, theology, psychology, and health sciences. With two campuses in the delightful city of Liverpool, there is something available for every major. Excursions to Chester, England, and Wales are included in the semester program.

SEMESTER IN SPAIN

Semester in Spain (SIS) is a program of Trinity Christian College located in Seville, Spain. It provides high-quality academic courses in the language, literature, history, and culture of Spain. To accomplish this, the program employs a faculty of highly qualified individuals, all Spanish nationals. Practical learning opportunities through language immersion and excursions complement the academic program.

STRANMILLIS UNIVERSITY COLLEGE

Stranmillis University College is a college of Queens University in Belfast, Northern Ireland. Stranmillis is internationally recognized as a center of excellence for teacher education programs and hosts approximately 80 international students each year for a semester of academic classes combined with supervised field experiences in local schools. Elementary Education majors have the option of completing a Global Studies Emphasis at Stranmillis. A number of opportunities are available across majors for semester and summer terms, including a 2-3 week Maymester to learn about the history, heritage and culture of Ireland including Peacebuilding and Reconciliation, Children's Literature, Community and Culture, Early Childhood Education, Contemporary Approaches to Teaching Languages, and Exercise Science and Sport.

STUDENTS INTERNATIONAL

Students International (SI) is a mission and community development organization with operations in various countries, including Costa Rica and Guatemala. SI's passion is to provide students with opportunities to participate in ministry and service sites that are related to their personal, academic, and vocational interests. In semester-long academic programs, students are mentored by SI full-time staff members as they serve in Costa Rica and Guatemala. SI provides student experiences that are transformative spiritually, academically, vocationally, and personally while simultaneously focusing on Christ-centered ministry through SI's presence within the community.

SPECIAL PROGRAMS**TOKYO CHRISTIAN UNIVERSITY**

Students Tokyo Christian University provides students with plenty of ways to study and see firsthand the religions of Japan and personally experience what it means to be a Christian in an East Asian context. The one-semester option provides a package of courses carefully tailored to give students a guided experience to the history, art, and modern culture of the Japanese people. A short home-stay with a Japanese family and the friendship of Japanese other international students in the dorms offers an immersive experience unique to the program.

VERITAS CHRISTIAN STUDY ABROAD

Veritas Christian Study Abroad is a division of ISA. All Veritas programs offer study abroad and mission opportunities for semester and summer terms. Certain programs also offer academic year terms or intensive language programs. The mission of Veritas Christian Study Abroad is to provide college-level study abroad programs at host universities while helping students develop as mission-minded Christian leaders as they learn to live and serve in another culture. Students will receive on-site spiritual support from a Mission Mentor who will help make their time abroad a spiritually challenging and growing experience. The Mission Mentor will also engage students in Christian community through a local church and other ministry opportunities.

Dual Enrollment

The Office of Dual Enrollment (DE) serves both high school and college students with Northwestern coursework that is completed online.

Two programs are available for public, private, and home-schooled high school juniors and seniors, which allows them to complete college courses to fulfill their high school graduation requirements. The Postsecondary Enrollment Options (PSEO) program allows Minnesota high school residents to take college courses. Tuition and most materials are paid by the state. PSEO course credits must be applied to the student's high school transcript. The Early College (EC) program allows high school students to take additional university courses at a reduced credit rate. EC students pay for course materials and any fees and these courses may also be applied to the student's high school transcript, if the high school allows.

Traditional undergraduate students have the option to take online courses through Dual Enrollment, but additional fees may apply. Students should consult with their academic advisor for guidance.

Since online course offerings may change each year, students should contact the Office of Dual Enrollment for the most up-to-date course listing. Current offerings include courses that meet undergraduate core curriculum requirements (see pages 41–44), as well as requirements in many academic programs (i.e., majors, minors, etc.).

While anyone with a high school diploma or its equivalent, or accepted into the PSEO or Early College program, may take individual courses, those desiring to apply DE courses toward a degree program at Northwestern must be admitted to the university according to regular admission criteria. Taking and passing DE courses without being admitted to Northwestern does not imply admissibility to the institution, grant eligibility to complete a certificate or degree program, and does not allow participation in co-curricular activities (e.g., collegiate level music, drama, or athletics; see pages 10-11).

Contact the Office of Dual Enrollment at 651-631-5300 or toll-free at 888-216-0069, e-mail de@unwsp.edu, or find more information online at unwsp.edu.

Course Numbering and Subject Prefixes

Each course is designated by a three-letter subject prefix 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

NOTE: APPLIED MUSIC AND MUSIC ENSEMBLE COURSES HAVE THEIR OWN NUMBERING PATTERNS. SEE PAGES 180-181.

Course Numbering System

DIGIT REGULAR COURSES

1st	Course Level: 0=Nondegree, 1=FR, 2=SO, 3=JR, 4=SR
2nd	Prerequisite Course Level Required Class Standing 0=None, 1=FR, 2=SO, 3=JR, 4=SR
3rd	Content Groupings (vary by department)
4th	Sequential Courses: 1-4 Stand-Alone Courses: 5-9 and 0

DIGIT SPECIAL COURSES

1st	Course Level: 0=Nondegree, 1=FR, 2=SO, 3=JR, 4=SR
2nd	Course Types: 6=Practical Experience, 7=Off-Campus Program (in some cases), 8=Topics/Dir Study/Honors/Seminar/SR Project/Capstone 9=Professional Experience
3rd	Course Subtypes (same for all departments)
4th	Sequential Courses: 1-4 Stand-Alone Courses: 5-9 and 0

Course Numbering System Suffixes

D	Dual Licensure Student Teaching (Education)	L	Lab (Science) or Field Experience (Education)
E	Elementary Student Teaching (Education)	M	Middle School Student Teaching (Education)
H	High School Student Teaching (Education)	U	Graduate-level Course
I	Instrumental Field Experience (Education) or International Student Teaching (Education)	V	Vocal Field Experience (Education)

COURSE NUMBERING AND SUBJECT PREFIXES**Subject Prefixes**

ACC	Accounting
ACL	Ancient and Classical Languages
ANI	Animation & Illustration
ART	Art
ASI	Au Sable Institute
ATH	Athletics / Intercollegiate
BIA	Biblical Arts
BIB	Bible
BIO	Biology
BUS	Business
CFD	Child and Family Development Education
CHE	Chemistry
CHN	Chinese
COM	Communication
COS	Computer Science
CRJ	Criminal Justice
CYS	Cybersecurity
DAL	Data Analytics
DES	Design
EAR	Visual Arts Education
ECE	Early Childhood Education
ECO	Economics
EDE	Communication Arts/Literature Education
EDL	English as a Second Language Education
EDU	Education
EEL	Elementary Education
EGR	Engineering
ENG	English
EPH	Physical Education
ESL	Teaching English to Speakers of Other Languages
FIN	Finance
GEO	Geography
GST	General Studies
HCM	Healthcare Management
HIS	History
HPE	Health/Physical Education
HSC	Health Sciences
ICS	Intercultural Studies
IDS	Interdisciplinary Studies
KIN	Kinesiology
LAN	Languages and Cultures
LDR	Leadership

LIN	Linguistics
LIT	Literature
LTH	Literary Theory
MAE	Mathematics Education
MAT	Mathematics
MCH	Music in the Church
MDS	Multi-Disciplinary Studies
MEN	Music Ensembles
MEP	Media Production
MGT	Management
MIN	Ministry
MIS	Management Information Systems
MKT	Marketing
MTC	Music Theory and Composition
MUE	Music Education
MUH	Music History
MUL	Music Literature
MUP	Music, Applied
MUS	Music, General
NUR	Nursing
PHE	Physical Education, Activity Courses
PHI	Philosophy
PHY	Physics
POS	Political Science
PRL	Public Relations
PSY	Psychology
SCI	Science, General
SIA	Students International Abroad
SOC	Sociology
SPA	Spanish
SPD	Special Education
SPN	Spanish
SSE	Social Studies Education
STS	Study Skills
THE	Theatre
WLE	World Language Education
YOU	Youth Studies

A LIST OF PLANNED COURSE OFFERINGS (X-CHART), AVAILABLE ON THE REGISTRAR'S OFFICE MYUNW PAGE OR IN THE REGISTRAR'S OFFICE, LISTS THE INTENDED SCHEDULE OF COURSES FOR FOUR YEARS IN ADVANCE. HOWEVER, THAT LISTING IS SUBJECT TO REVISION. CLASSES FOR WHICH THERE IS INSUFFICIENT DEMAND ARE SUBJECT TO CANCELLATION.

Bachelor's Degree Programs

This section indicates academic requirements for all bachelor's degree programs offered at University of Northwestern: Bachelor of Arts, Bachelor of Science, Bachelor of Music, Bachelor of Music Education, and Bachelor of Science in Nursing. Bachelor of Arts programs include a foreign language requirement.

Students in majors offered as Bachelor of Science programs may choose to graduate with a Bachelor of Arts degree if they meet the foreign language requirement. However, students in majors offered only as Bachelor of Arts programs may not elect to graduate with a Bachelor of Science degree.

Students may seek more than one baccalaureate degree but it must be a different degree from the previous one(s) (e.g., Bachelor of Arts versus Bachelor of Science). Additionally, the student must complete a minimum of 30 credits beyond the initial degree in a different major. At least 155 credits are required for graduation with a double degree. All prerequisites, supporting courses and departmental requirements for each major must be completed. The student should confer with the departments in which the majors are sought and with the Registrar. On the issue of double major, see page 47.

Core Curriculum

BECOMING LIKE CHRIST FOR GOD'S GLORY: THE CORE OF THE NORTHWESTERN CURRICULUM

Purpose of the Core Curriculum

The Core Curriculum at University of Northwestern – St. Paul provides a structure through which the educational philosophy of the institution is achieved. Grounding all intellectual inquiry in the truth of the Bible and God as the Ultimate Reality of the universe requires exploration of the following three critical questions, all of which find their answer in Christ.

- **What is real?** Christ is the foundation of all reality (Col. 1)
- **What can we know?** Christ is the source of all knowledge (Col. 2)
- **How should we live?** Christ is our model (Phil. 2)

The Core Curriculum seeks to support students in developing a deep understanding of these truths and in applying them in their lives and within a variety of disciplinary contexts. The transformative process of "becoming like Christ for God's glory" is at the center of all intellectual inquiry at Northwestern. The Core Curriculum provides a foundation for this inquiry which is later expanded within the specific academic discipline.

What does it mean to "Become like Christ for God's Glory"?

The Scriptures teach us that the ultimate purpose of all things is the glory of God. Whether in small things like eating or drinking (I Cor. 10:31), or important things like doing good works and living godly lives in our bodies (Matt 5:16, I Cor. 6:20), our adoption through Jesus Christ has the glory of God as its goal (Eph. 1:12). For this reason, near the end of his ministry Jesus prayed, "Father, glorify your name!" (John 12:28). All creation exists to bring glory to God—even nature itself (Ps. 19:1)—and as His children we are called to reflect that glory. But what is the glory of God? When Moses encountered God, he asked to see God's glory. God's response was that He would show Moses His goodness, proclaim His sacred Name, and have grace and compassion on whomever He wills (Ex. 33:18-19). Thus, the glory of God is the manifestation of His divine attributes, especially His sovereignty, goodness, grace, and compassion. Furthermore, Jesus told His disciples that the Father is glorified when we bear fruit (John 15:8).

How is it that we are able to bear fruit that leads to the glory of God? We are not able to do this on our own, because apart from Christ we are dead in our trespasses and sins (Eph. 2:1). For this reason, the Gospel calls all people to turn to God in repentance and believe in the Lord Jesus Christ (Acts 20:21), which leads to forgiveness and sanctification (Acts 26:18). After entering into this new life in Christ, we must be filled with the Holy Spirit to develop the Christian virtues known as the fruit of the Spirit (Eph. 5:18 and Gal. 5:22-23). The work of the Holy Spirit and the word of Christ (Col. 3:16) then result in our transformation into the image and likeness of Christ (Rom. 8:29; II Cor. 3:18; Eph. 4:13). Thus, to give God glory is to make the invisible God visible by manifesting the life of Christ through the fruit of the Holy Spirit.

CORE CURRICULUM

Structure of the Core Curriculum

The structure of the Core Curriculum allows all students to engage in the following areas of learning.

- **Foundational Skills:** Coursework is designed to provide foundational skills in effective oral and written communication and information literacy, recognizing that these are essential skills across academic disciplines.
- **Biblical Thinking & Living:** Students are provided with opportunities to study Scripture in depth, to develop interpretive skills, and to wrestle with difficult theological and philosophical questions that will allow them to articulate a Christian perspective on personal, academic, religious, and social issues that is grounded in biblical truth. Transformation into the image of Christ is at the center of this study and allows students to confidently step into the challenging conversations that we all encounter in a secular society.
- **Leadership & Professionalism:** Students complete a two-course sequence in leadership development that examines the integration of personal spiritual formation, biblically based leadership, professional skills, and cultural and global engagement. A focus on individual strengths and motivations and their impact on calling and career is included.
- **Cultural & Global Engagement:** Students develop an understanding and appreciation of their own and others' historical, societal, and cultural perspectives. Skills in intercultural competence, thoughtful civic participation, and responsible global engagement with a biblical mindset are emphasized. Students are encouraged to select experiences such as cultural and global engagement courses, study-abroad experiences, or cross-cultural opportunities which will contribute to their own personal growth related to cultural and global engagement.
- **Broad Exposure to Academic Disciplines:** Recognizing that professionals need skills from a variety of academic fields, students are given the opportunity to explore a broad range of courses from different disciplines. These include academic areas such as the humanities, the arts, social sciences, mathematics, and natural sciences.

Core Curriculum REQUIREMENTS 53-55 cr

University of Northwestern seeks to produce, through completion of core curriculum requirements, a Christlike, Spirit-filled graduate who is broadly educated in terms of a biblical worldview.

<p>Biblical Thinking & Living 22 cr BIA1007 Christian Thinking & Living (or BIA1826 Honors) . . . 2 BIA1015 Interpreting Scripture (or BIA1827 Honors) or MIN2016 Biblical Interpretation for Study 2 BIB2005 Survey of the Old Testament (or BIB2827 Honors) . . 4 BIB2008 Survey of the New Testament (or BIB2826 Honors) . 2 Bible Exposition: Select from ACL2001, 2002, 2011, 2012, 3201, 3202; BIB3015–3020, 3115–3827, 6211U, 6214U 4 BIB4360 Systematic Theology (or BIB4825 Honors) or BIB4365 or BIB4460 (or BIB6312U for Accelerated/Dual Degree B.A./M.Div. program) 4 Theological Philosophy (select from list on page 43) 4</p> <p>Leadership & Professionalism 6 cr LDR1015 Leadership for Transformation (or LDR1825 Honors) or LDR1011 Spiritual and Personal Formation for Leadership and LDR2112 Relational and Cultural Awareness in Leadership. . . . 4 LDR4425 Leading with Courage and Calling (or LDR4825 Honors) . 2</p> <p>Effective Communication 3 cr COM1075 Public Speaking (or COM1825 Honors) 3</p>	<p>Critical Thinking & Information Literacy 4–5 cr (reinforces Effective Communication outcomes) ENG1107 College Writing & Research and, if required, ENG1107L English Composition Lab or LAN1107L English Composition Lab 4-5</p> <p>Cultural & Global Engagement 6-7 cr HIS1005 Historical Perspectives on Culture, Belief, & Civilization (or HIS1825 Honors or HIS1826 Honors) and, if required, HIS1005L Historical Perspectives Lab 4-5 Cultural & Global Engagement/Modern World Language (select from list on page 43) 2</p> <p>Creative Expression 4 cr Art, Music, Theater, Film, Literature (select from list on page 43) 4 A MAXIMUM OF 2 CREDITS IN MUSIC ENSEMBLES OR THE1045 MAY APPLY.</p> <p>Scientific & Quantitative Literacy 8 cr Mathematics, Natural Science, Social Science (select from list on page 44) . 8 MUST INCLUDE AT LEAST ONE MATHEMATICS AND ONE NATURAL SCIENCE COURSE. EXCLUDES BIO1025.</p>
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Core Curriculum

CATEGORY COURSE LISTINGS

The below course listing relates to the core curriculum requirements on pages 42, 83, 88, and 124

BIBLICAL THINKING & LIVING

Theological Philosophy

BIA5021U	Apologetics	.2 cr	PHI3025	God and Philosophy	.2 cr
BIB Topics in Bible as approved by core curriculum committee					
PHI2005	Introduction to Philosophy**	.4 cr	PHI3028	The Problem of Suffering	.2 cr
PHI2006	Fundamentals of Logic	.2 cr	PHI3035	Metaphysics	.2 cr
PHI2016	Ethics	.4 cr	PHI/SCI3037	Science and Theology	.4 cr
PHI2055	Introduction to Theological Philosophy	.2 cr	PHI3057	Christian Apologetics	.2 cr
PHI3015	Early Philosophy	.2 cr	PHI3145	The Nature of Knowledge	.2 cr
PHI3016	Modern Philosophy	.2 cr	PHI Topics in Philosophy as approved by core curriculum committee		

CULTURAL & GLOBAL ENGAGEMENT

COM3107	Intercultural Communication	.4 cr	MIN3207	Ministry in a Globalized World	.2 cr
EDU3209	Human Relations in a Cross-Culturally Diverse World	.2 cr	MIN5610U	Ministering Culturally and Globally	.2 cr
EDU3209L	Human Relations Lab	.0 cr	MUH3106	Music in World Cultures	.2 cr
EDU3225	Educating Multilingual Learners	.2 cr	NUR3317	Serving Transcultural Populations	.4 cr
HIS3155	History of East Asia	.4 cr	SSE2005	Cultural History of Minnesota	.2 cr
HIS3156	History of Russia from Earliest Times to the Present	.4 cr	THE3075	Theatre Study Tour	.2 cr
ICS2015	World Religions	.4 cr	Modern language courses (e.g., CHN, SPA prefix)		
ICS2045	Socio-cultural Anthropology	.4 cr	Study abroad courses* from the below:		
ICS3005	Human Global Migration	.2 cr	American College of Greece – Greece		
ICS3015	Race and Ethnicity in America	.4 cr	API (Academic Programs International)		
ICS3016	Understanding Islam	.2 cr	CCCU GlobalEd – (approved for experiences at international locations)		
ICS3027	Global Peoples and Cultures	.2-3 cr	CEA (Cultural Education Abroad) – Europe and South America		
ICS3067	Social Justice	.2 cr	ISA (International Studies Abroad) – Asia, Europe, Pacific, Central and South America		
ICS3068	Relief and Development	.2 cr	Jerusalem University College		
ICS3206	Intercultural Teamwork	.2 cr	LCC International University – Lithuania		
ICS3209	Urban Community Development	.2 cr	Liverpool Hope University – England		
ICS4025	Culture, Change, and Worldview	.2 cr	Semester in Spain – Spain		
LIN2226	Introduction to Linguistics	.4 cr	Stranmillis University College – Northern Ireland		
LIT2118	Multiethnic American Literature**	.4 cr	Students International – Costa Rica		
LIT2156	Contemporary Poetry	.2 cr	Tokyo Christian University – Japan		
LIT2157	Contemporary Fiction	.2 cr	Veritas Christian Study Abroad a program of ISA		
LIT3145	Contemporary World Literature	.2 cr			
MEP3805	Special Topic: Global Media Ministry	.2 cr			

CREATIVE EXPRESSION

Any ART-prefix course(s) except ART4855, ART4995					
COM2007	Introduction to Film	.2 cr	Music Ensembles MEN: 3001, 3002, 3003, 3030, 3040, 3041		
COM2008	Film Appreciation**	.3 cr	(MAXIMUM OF 2 CREDITS MAY APPLY TOWARD CREATIVE EXPRESSION)		
DES1031	Introduction to Layout	.2 cr	SPA3325	Latin American Short Stories	.4 cr
DES2111	Introduction to Graphic Design	.2 cr	SSE2005	Cultural History of Minnesota	.2 cr
ENG2215	Writing Creative Nonfiction	.2 cr	Study Abroad courses* from the below:		
ENG2216	Writing of Poetry	.2 cr	Liverpool Hope University (Liverpool & The Arts: Creative Lab) .3 cr		
ENG2217	Writing of Fiction	.2 cr	THE1035	Introduction to Dance	.2 cr
Any LIT-prefix course(s)					
MDS1825	Honors Big Ideas Through the Creative Lens	.2 cr	THE1045	Theatre Production and Performance	
MEP1012	Audio Production	.3 cr	(MAXIMUM OF 2 CREDITS MAY APPLY TOWARD CREATIVE EXPRESSION)		
MEP1013	Video Production	.4 cr	THE1051	Acting I	.4 cr
MEP1016	Story Structure	.4 cr	THE1055	Introduction to Theatre	.2 cr
MUH3105	American Music	.2 cr	THE2045	Children's Theatre	.2 cr
MUH3106	Music in World Cultures	.2 cr	THE3181	Theatre History to 1850	.4 cr
			THE3282	Theatre History after 1850	.4 cr

CORE CURRICULUM

SCIENTIFIC & QUANTITATIVE LITERACY

Mathematics

MAT1005	Mathematics for the Liberal Arts	4 cr
MAT1005L	Mathematics for the Liberal Arts Lab (if required to be taken with MAT1005)	1 cr
MAT1006	Mathematics for Elementary School Teachers	4 cr
MAT1035	Business Mathematics	4 cr
MAT1035L	Business Mathematics Lab (if required, to be taken with MAT1035)	1 cr
MAT1126	Precalculus**	4 cr
MAT2055	Statistics	4 cr
MAT2121	Calculus and Analytic Geometry I	4 cr
MAT2122	Calculus and Analytic Geometry II	4 cr
PSY3005	Statistics and Research for the Social Sciences	4 cr

Natural Science

BIO1007	DNA: The Language of Life	2 cr
BIO1008	Microbes and Society	2 cr
BIO1009/1009L	Concepts of Biology/Lab	4 cr
BIO1011/1011L	Principles of Biology I/Lab	4 cr
BIO2015	Sustainable Urban Agriculture	2 cr
BIO2016	Our Changing Climate	2 cr
BIO2113/2113L	Principles of Biology III/Lab	4 cr
BIO2805	Topics in Biology	2-4 cr
BIO2825/2825L	Honors Topics in Biology/Lab	2-4 cr
BIO3017	Analysis of Vegetative Communities Lab	2 cr
BIO3276/3276L	Field Biology/Lab	4 cr
CHE1006/1006L	Concepts of Chemistry/Lab**	5 cr
CHE1021/1021L	Principles of Chemistry I/Lab	4 cr
CHE1121/1121L	General Chemistry I/Lab**	5 cr
PHY1101/1101L	Fundamentals of Physics I/Lab	4 cr
PHY1201/1201L	Engineering Physics I/Lab	4 cr
SCI1006	Creative Explorations of Earth Science	2 cr
SCI1008	Introduction to Scientific Thought	2 cr
SCI1010/1010L	Environmental Science/Lab	4 cr
SCI1015/1015L	Environmental Science and Sustainability/Lab**	5 cr
SCI1045	Medicinal Chemistry and the Drug Discovery Process	2 cr
SCI2108/2108L	Concepts of Astronomy/Lab**	5 cr

Social Science

	Any ANT- ECO-, GEO-, or SOC-prefix course(s)	
COM2107	Communication Theory	4 cr
COM4105	Mass Media and Society	4 cr
ICS2045	Socio-cultural Anthropology	4 cr
MIN3045	Developmental Foundations for Ministry	4 cr
MIN5045U	Human Development for Ministry	4 cr
POS1005	Introduction to Political Science	4 cr
POS2005	U.S. National Government	4 cr
POS3165	Political Thought	4 cr
POS3205	International Relations since WWII	4 cr
PSY1005	Introduction to Psychology	4 cr
PSY2108	Lifespan Psychology	4 cr

*SEE RELATED INFORMATION ON PAGES 20, 37-38.
 ** ONLY OFFERED THROUGH DUAL ENROLLMENT

Proportional Requirements for Transfer Students: Signature Courses within the Core Curriculum

Transfer students who first enroll at Northwestern as sophomores, juniors, or seniors seeking a bachelor's degree are to fulfill the core curriculum requirement on a proportional basis for signature courses. Signature courses fulfill the Biblical Thinking & Living core category and the Leadership & Professionalism category. All other core curriculum category requirements must be completed. For purposes of administering the core curriculum requirement, class standing of transfer students is based on the total of "transferable" credits from all colleges and universities previously attended (see definition on pages 29-30) and credits awarded by University of Northwestern on the basis of examinations taken before matriculation.

Requests for transfer equivalency for BIA, BIB, and Theological Philosophy credits should be approved by the Chair of the Department of Biblical & Theological Studies. Requests for transfer equivalency for LDR courses should be approved by the Chair of the Department of Christian Ministries.

SOPHOMORE TRANSFER (30-59 transferable credits) 22 cr

BIA1007 Christian Thinking & Living (or BIB1826 Honors)	2
BIA1015 Interpreting Scripture (or BIA1827 Honors) or MIN2016 Biblical Interpretation for Study	2
BIB2005 Survey of the Old Testament (or BIB2827 Honors)	4
BIB2008 Survey of the New Testament (or BIB2826 Honors)	2
BIB4360 Systematic Theology (or BIB4825 Honors) or BIB4365 Historical Theology or BIB4460 Biblical Theology (or BIB6312 for Accelerated/Dual Degree B.A./M.Div. program)	4
Theological Philosophy (see page 43)	2
LDR1015 Leadership for Transformation (or LDR1825 Honors) or LDR1011 Spiritual and Personal Formation for Leadership and LDR2112 Relational and Cultural Awareness in Leadership	4
LDR4425 Leading with Courage and Calling (or LDR4825 Honors)	2

JUNIOR TRANSFER (60-89 transferable credits) 16 cr

BIA1007 Christian Thinking & Living (or BIB1826 Honors)	2
BIA1015 Interpreting Scripture (or BIA1827 Honors) or MIN2016 Biblical Interpretation for Study	2
BIB4360 Systematic Theology (or BIB4825 Honors) or BIB4365 Historical Theology or BIB4460 Biblical Theology (or BIB6312 for Accelerated/Dual Degree B.A./M.Div. program)	4
Theological Philosophy (see page 43)	2
LDR1015 Leadership for Transformation (or LDR1825 Honors) or LDR1011 Spiritual and Personal Formation for Leadership and LDR2112 Relational and Cultural Awareness in Leadership	4
LDR4425 Leading with Courage and Calling (or LDR4825 Honors)	2

SENIOR TRANSFER (90+ transferable credits) 10-12 cr

BIA1007 Christian Thinking & Living (or BIB1826 Honors)	2
BIA1015 Interpreting Scripture (or BIA1827 Honors) or MIN2016 Biblical Interpretation for Study	2
BIB4360 Systematic Theology (or BIB4825 Honors) or BIB4365 Historical Theology or BIB4460 Biblical Theology (or BIB6312 for Accelerated/Dual Degree B.A./M.Div. program)	4
LDR3415 The Self-aware Leader	0-2
LDR4425 Leading with Courage and Calling (or LDR4825 Honors)	2

Certificates, Competencies, Majors, Minors

Students pursuing baccalaureate degree programs must declare a primary academic major (see pages 48–49) and satisfy the appropriate core curriculum requirements (see pages 42–44). At least 50% of the credits for a major must be completed from University of Northwestern.

Bible (Second Major)

Students may earn a “second major” in Bible by completing specific Core Curriculum courses plus 6 additional credits of Bible Exposition for a total of 30 credits. Requirements for the second major in Bible are listed on page 123. This is not a stand-alone major and exists only and explicitly as a second major for current Traditional Undergraduate and Dual Enrollment students.

Transfer students may choose to pursue the second major in Bible, but are required to complete all required courses as listed on page 123.

Note: A minimum of 50% of major coursework must be completed from Northwestern.

Certificate – Undergraduate

Requirements:

- Successful completion of the required courses and credits as listed in the Traditional Undergraduate/Dual Enrollment catalog.
- A minimum Northwestern cumulative GPA of 2.00.
- A minimum of 50% of program credits must be completed at Northwestern (excluding credits earned by examination and/or prior learning).
- A maximum of 50% of program credits may be earned by transfer, examination, and/or prior learning credit.
- When an academic discipline offers an undergraduate certificate but also a major, minor, and/or concentration:
 - Students may not concurrently pursue an undergraduate certificate and a major/minor/concentration in the same academic discipline.
 - Students who have been awarded an undergraduate certificate may apply all of the credits toward a subsequent major/concentration/minor.
 - Students will not be awarded an undergraduate certificate once a Bachelor’s degree with a major, minor, and/or concentration in the same academic discipline has already been awarded.
 - Students who have already been awarded a Bachelor’s degree and subsequently return to pursue a different academic discipline that is offered as a concentration, minor, or undergraduate certificate must comply with the current requirements and may declare either the minor or the undergraduate certificate (concentrations are not stand-alone but rather part of a major).

Competencies

Competencies may be demonstrated in the following areas of the core curriculum. If competencies are successfully established, students must substitute free electives for these credits as needed to reach 125 graduation credits. For BIB2005 and BIB2008, demonstrating competency results in credit for the course.

- BIB2005 SURVEY OF THE OLD TESTAMENT
Score of 71% or above on two departmental examinations (part 1 and part 2), resulting in credit for the course. Exam may only be taken one time.
- BIB2008 SURVEY OF THE NEW TESTAMENT
Score of 71% or above on departmental examination, resulting in credit for the course. Exam may only be taken one time.
- COMPETENCY EXAMINATIONS FOR THE FOLLOWING COURSES ARE AVAILABLE THROUGH THE DEPARTMENT OF MUSIC & THEATRE
Score of 80% or above on departmental examination fulfills the requirement, but does not earn credit.

MTC1007 MUSIC THEORY FOUNDATIONS
MTC2004 SIGHT SINGING AND EAR TRAINING II
MTC2112 MUSIC THEORY II: DIATONIC PRACTICE
MTC3101 MUSIC THEORY III: CHROMATIC AND JAZZ-POP HARMONY
MTC3102 MUSIC THEORY IV: PRACTICES AFTER 1875
MTC3103 SIGHT SINGING AND EAR TRAINING III
MTC3104 SIGHT SINGING AND EAR TRAINING IV

Credits – Jointly Applicable

Credits may be applied to only one category in the core curriculum or in a student’s academic program. Any applicable core curriculum coursework may be applied to a minor. For information on double-counting in more than one academic major, see Multiple Majors on page 47.

Eligibility for Honors Courses

Students with ACT 27/SAT1280 Composite score are eligible to take honors courses.

English Placement

New freshmen and transfers may register for English composition courses according to the following guidelines:

ACT English or ACT English/Writing Test Score	SAT Evidence-Based Reading and Writing Test Score	SAT Writing and Language Test Score	CLT Grammar/Writing Test Score	High School Cum GPA	TOEFL (Internet-based)	English Course
18 & below	500 & below	25 & below	20 & below	2.66 & below	–	ENG1107, 1107L
18 & below (non-native speakers of English)	–	25 & below	20 & below	–	70 & below	ENG1107/ LAN1107L
19 & above	510 & above	26 & above	21 & above	2.67 & above	–	ENG1107

Foreign Language

The Bachelor of Arts degree requires foreign language competency through the second semester of college credit (1002-level in modern foreign languages, 2002-level in Greek, Hebrew, or Latin and 30X2-level in other ancient and classical languages). Competency may be achieved by completion of language courses from Northwestern, by transfer of equivalent credits from another college, by means of standardized examinations (AP, IB, CLEP, DANTEs), or by way of high school language study.

Northwestern offers beginning-level courses in Chinese, Greek, Hebrew, Latin, and Spanish. Minors in Ancient and Classical Languages, International Studies, and Teaching English to Speakers of Other Languages are offered.

Transfer credit may be in these languages or in other recognized foreign languages. In this regard, American Sign Language is considered as an approved foreign language.

Northwestern accepts credits awarded for Minnesota Bilingual and Multilingual Seals and World Language Proficiency Certificates.

- Students must request the credits upon UNW enrollment and within three academic years of graduation from high school.
- Credit for SPA1001 and SPA1002 will be awarded to those who earn the World Language Proficiency Certificate in Spanish. These students qualify to enroll in SPA2101.
- Students who earn the Gold or Platinum Seal in Spanish will earn credit for SPA1001 and SPA1002, plus 4 (Gold) or 8 (Platinum) elective credits. These students qualify to enroll in SPA2101.
- Students who earn the Gold or Platinum Seal in Spanish may take the UNW Spanish Placement Exam to have their elective credits count toward SPA2101 and SPA2102.
- For other languages, including those not offered at UNW (e.g., Hmong), credits earned through a Gold or Platinum Seal or World Language Proficiency Certificate would be awarded on a similar basis: plus 4 (Gold) or 8 (Platinum) elective credits.
- To learn details about Minnesota Bilingual and Multilingual Seals and World Language Proficiency Certificates, see the Minnesota Department of Education's FAQ Bilingual or Multilingual SEAL and World Language Certificates found on education.mn.gov/MDE/dse/stds/world/.

Completion of three years of one foreign language during high school establishes 1002-level foreign language proficiency, subject to minimum grade standards (i.e., B- average or higher). If competency is demonstrated by high school language study, credits are not awarded, but the student is allowed an equal number of additional elective credits.

Students for whom English is a second language will meet the B.A. foreign language requirement by achieving a minimum grade of C- in COM1075/1825 and ENG1107. Students who wish to have their English language learning recognized as a second language will submit their request through a Non-Native Speakers of English Verification form to be verified by the ESL Education Coordinator. SPECIFIC PROGRAM REQUIREMENTS ARE GIVEN ON PAGES 55-132.

Mathematics Placement

Students will register for the mathematics course most appropriate for their respective major(s) (see below listing of majors). Students who do not meet the recommended or required ACT mathematics score are encouraged to seek guidance from their academic advisor.

Accounting, Business Administration, Finance, and Marketing: MAT1035 Business Mathematics. Students with ACT mathematics score of 28 or above [SAT mathematics score of 650 or above] may take MAT2121 Calculus and Analytic Geometry I in place of MAT1035.

Biology: MAT2055 or higher

Communication Studies: MAT2055: minimum ACT mathematics score of 18 [SAT mathematics score of 470] or PSY3005: prerequisite of ACT mathematics score of 18 or above (SAT mathematics score of 470 or above).

Biochemistry, Applied Mathematics, and Mathematics Education: MAT2121: prerequisite of B- or better in MAT1126 or ACT mathematics score of 28 or above (SAT mathematics score of 610 or above) or achieve passing score on mathematics placement exam.

Criminal Justice and Psychology: PSY3005: prerequisite of ACT mathematics score of 18 or above (SAT mathematics score of 470 or above).

Early Childhood Education and Elementary Education: MAT1006: minimum ACT mathematics score of 18 [SAT mathematics score of 470 or above].

Engineering: MAT2121: prerequisite of B- or better in MAT1126 or ACT mathematics score of 28 or above (SAT mathematics score of 610 or above) or achieve passing score on mathematics placement exam. If MAT2121 has been fulfilled, then MAT2122.

Computer Science, Cybersecurity & Information Systems, Health Sciences, and Associate of Science in Computer Science: MAT2055: minimum ACT mathematics score of 18 [SAT mathematics score of 470]. **Note:** For A.S. in Computer Science, either MAT2055 or MAT2121 is required.

All other majors: MAT1005 or any other higher-numbered mathematics course(s) which total at least 2 credits and which fulfill the core curriculum outcomes for mathematics.

Minor and/or Electives

Development of a minor (minimum of 16 credits) allows the student to pursue concentrated study in an area of special interest. A minor is not stand-alone and must be completed with a degree program. The number of credits of core curriculum coursework applied to the minor is not restricted. A minimum of 50% of the credits in a minor must be unique to that minor when compared to a student's major(s) or other minor(s). For exceptions, see the Registrar. A minimum of 50% of the coursework in a minor must be completed from University of Northwestern.

Students who add or change a minor(s) must meet all requirements for the new minor(s) as described in the most recently published catalog at the time the Curriculum Change Request form or the Re-enrollment form is submitted to the Registrar's Office.

Electives are chosen by the student from any course area.

Multiple Majors

A student may graduate with more than one academic major under the following conditions:

1. There must be a minimum of 20 credits unique to each major;
2. All prerequisites, supporting courses, and departmental requirements for each major must be completed.

TRADITIONAL UNDERGRADUATE CREDIT REQUIREMENTS

Traditional Undergraduate Credit Requirements

BACHELOR'S DEGREES MAJORS	CORE CURRICULUM*	MAJOR	ELECTIVES**	FOREIGN LANGUAGE	TOTAL
Accounting	55	70-95	-	-	125-150
Animation & Illustration	53	50	22	-	125
Art	53	43	29	-	125
Biblical & Theological Studies [#]	53	38	26	8	125
Biochemistry	53	47-48	24-25	-	125
Biology [#]	53	49-58	14-23	-	125
Business Administration [#] ^{###}	55	26-66	4-14	-	125
Communication Arts/Literature Education	55	74	-	-	129
Communication Studies	55	45-50	20-25	-	125
Computer Science	53	49	23	-	125
Criminal Justice [#]	55	47-51	19-23	-	125
Cybersecurity & Information Systems [#]	53	51	21	-	125
Data Analytics	53	49	23	-	125
Early Childhood Education	57	71	-	-	128
Elementary Education [#]	57	72-84	-	-	129-141
Engineering [#]	53	76	-	-	129
English [#]	53	40-48	24-32	0-16	125
English as a Second Language Education	55	62	-	8	125
Finance [#] ^{###}	55	60	10	-	125
Graphic Design	53	50	22	-	125
Health Sciences	53	45-46	26-27	-	125
History	53	46	26	-	125
Intercultural Studies [#] ^{###}	53	30-31	41-42	-	125
Interdisciplinary Studies	53	48	24	-	125
Kinesiology [#]	53	37-51	21-35	-	125
Marketing [#] ^{###}	55	59-62	8-11	-	125
Mathematics, Applied	53	48	24	-	125
Mathematics Education	57	68	-	-	125
Media Production [#]	53	45-50	22-27	-	125
Ministry [#] ^{###}	53	44	28	-	125
Music, Composition (B.Mus.)	53	64-70	2-8	-	125
Music (BA/BS) [#]	53	39-45	27-33	-	125
Music Education (B.M.E.) [#]	55	87-97	-	-	142-152
Music Performance (B.Mus.) [#]	53	62-69	3-10	-	125
Nonprofit Leadership [#]	53	46-50	22-26	-	125
Nursing	56	64	5	-	125
Pastoral Ministry [#]	53	50	22	-	125
Philosophy	53	32	32	8	125
Physical Education & Health	57	91	-	-	148

TRADITIONAL UNDERGRADUATE CREDIT REQUIREMENTS

Traditional Undergraduate Credit Requirements (continued)

BACHELOR'S DEGREES MAJORS	CORE CURRICULUM*	MAJOR	ELECTIVES**	FOREIGN LANGUAGE	TOTAL
Politics, History, and Economics	53	50	22	-	125
Psychology##	53	40	32	-	125
Social Studies Education	55	72	-	-	127
Sports Management	53	50	22	-	125
Theatre##	55	50	22	-	125
Visual Arts Education	55	74	-	-	129
Youth Studies# ##	53	46-48	24-26	-	125
ASSOCIATE DEGREES	CORE CURRICULUM*	MAJOR	ELECTIVES**	FOREIGN LANGUAGE	TOTAL
Associate of Arts & Bible	49-51	-	11	-	60-62
Associate of Arts in Liberal Studies	33-35	15 ¹	12	-	60-62
Associate of Science in Computer Science	33-35	28	-	-	61-63
CERTIFICATE PROGRAMS	CORE CURRICULUM*	MAJOR	ELECTIVES**	FOREIGN LANGUAGE	TOTAL
Bible	30 ³	-	-	-	30
Healthcare Management	16-20	-	-	-	16-20

1. PROGRAM IS STRUCTURED TO PROVIDE A CONCENTRATION, NOT A MAJOR.
2. FOR A.A.S.B. CORE CURRICULUM DISTRIBUTION REQUIREMENTS, SEE SPECIFIC PROGRAM REQUIREMENTS.
3. COMPETENCY IN READING AND COMPOSITION MUST BE DEMONSTRATED. SEE PAGE 46.

* UP TO 2 ADDITIONAL CORE CURRICULUM CREDITS TO BE TAKEN BY THOSE STUDENTS WHO ARE REQUIRED TO REGISTER FOR ENG1107L OR LAN1107L; HIS1005L

** ELECTIVES MAY INCREASE DUE TO ADJUSTMENTS FOR PROPORTIONAL CORE CURRICULUM REQUIREMENT

ACCELERATED/DUAL DEGREE PROGRAM AVAILABLE

CONCENTRATIONS, EMPHASES, SPECIALIZATIONS, TRACKS, OR LICENSURE ENDORSEMENTS AVAILABLE

Academic Program Summary

Bachelor's Degree Programs

Major page #

Accounting*	95	Interdisciplinary Studies	87
Animation & Illustration	55	Kinesiology**	89
Art	56	Marketing* **	99
Bible (second major only)	123	Mathematics, Applied	81
Biblical & Theological Studies	122	Mathematics Education	111
Biochemistry	77	Media Production**	59
Biology**	78–79	Ministry* **	127–128
Business Administration* **	96–97	Music	70
Communication Arts/Literature Education	106	Music, Composition (B.Mus.)	69
Communication Studies	58	Music Education (B.M.E.)**	71–72, 112–113
Computer Science	82	Music Performance (B.Mus.)**	73
Criminal Justice**	91	Nonprofit Leadership*	129
Cybersecurity & Information Systems**	83	Nursing	117–120
Data Analytics	84	Pastoral Ministry*	130
Early Childhood Education	107	Philosophy	123
Elementary Education**	108–109	Physical Education and Health	114
Engineering**	85–86	Politics, History, and Economics	66
English**	61–63	Psychology**	92
English as a Second Language Education	110	Social Studies Education	115
Finance* **	98	Sports Management	90
Graphic Design	57	Theatre**	75
Health Sciences	80	Visual Arts Education	116
History	65	Youth Studies* **	131–132
Intercultural Studies* **	126		

*Accelerated/Dual Degree Program Available

**Concentrations, Emphases, Specializations, Tracks, or Licensure Endorsements Available

Associate Degree & Certificate Programs

Associate of Arts & Bible	124
Associate of Arts in Liberal Studies	88
Associate of Science in Computer Science	83
Certificate in Bible	124
Certificate in Healthcare Management	97

Note: All majors include required courses designated as having “written communication emphasis” or “oral communication emphasis.” These are identified by the codes “[WCE]” and “[OCE]”, respectively, in the list of requirements for each major. Any such course is understood to have the following prerequisites:

- Written communication emphasis – ENG1107 College Writing & Research or ENG2205 Critical Thinking and Writing;
- Oral communication emphasis – COM1075 Public Speaking or COM1825 Honors Public Speaking. Both designations may apply to the same course.

Minors

Minor	page #		
Accounting	95	Journalism	60
Ancient and Classical Languages	122	Leadership	100
Animation	55	Linguistics	64
Art	56	Literature	64
Bible	123	Marketing	100
Biology	80	Mathematics, Applied	81
Business Administration	97	Media Production	60
Chemistry	80	Ministry	128
Child Development	107	Museum Studies and Public History	67
Children and Family Ministry	132	Music	74
Coaching	90	Music Composition	74
Communication	59	Nonprofit Leadership	129
Computer Science	82	Philosophy	123
Criminal Justice	91	Physical Education	114
Cybersecurity	84	Political Science	66
Dance	75	Pre-Athletic Training	90
Data Analytics	84	Pre-Law	67
Design	57	Professional Writing	60
English	64	Psychology	92
Entrepreneurship	97	Science	85
Environmental Science	80	Science and Theology	80, 122
Event Planning	60	Social Engagement	132
Finance	98	Songwriting	74
Healthcare Management	97	Special Education	116
Health Education	114	Speech	59
Health Sciences	80	Sport Communication	60
History	66	Teaching English to Speakers of Other Languages	64
Illustration	55	Theatre	75
Intercultural Studies	126	Writing	64
International Studies	132	Youth and Emerging Adult Ministry	132

Study Abroad and Off-Campus Programs

See pages 20, 37-38, 194-195.