

Academic Information

Information in this section applies to all Undergraduate students, unless noted otherwise.

- Section headings/subheadings with "AU" or "Adult Undergraduate" precede information that applies only to Adult Undergraduate online students.
- Section headings with "DE" or subheadings of "Dual Enrollment" precede information that applies only to Dual Enrollment on campus and online students.
- Section headings/subheadings with "TR" or "Traditional Undergraduate" precede information that applies only to Traditional Undergraduate on campus students.

Academic Advising

ADULT UNDERGRADUATE

Academic Advisors are available to assist students with program planning and provide academic counsel throughout the duration of their program. Students are responsible for course registration to ensure they are not taking duplicate or unnecessary courses. To successfully progress through their program, students are expected to be in regular communication with their Academic Advisor.

Academic Advisors will provide students with an introduction to the Degree Audit tool. Ongoing access and tutorials are available via myUNW.

DUAL ENROLLMENT

Academic Advisors are available to assist students with course planning, provide academic guidance, and to support students as they navigate the collegiate landscape. Students are responsible for understanding their own high school graduation requirements and for choosing only courses that satisfy those high school graduation requirements. Students are also responsible for course registration to ensure they are not taking any duplicate or unnecessary courses.

TRADITIONAL UNDERGRADUATE

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 to have approved principles for online programs. Using these approved principles helps to ensure that consistent, accurate, and appropriate calendar information is available to students, faculty, staff, and the community.

Note: Students are responsible to know the academic calendar(s) for the course(s) they are taking.

Semesters & Quads

- Semesters consist of 14.5 weeks of classes followed by a four-day final examination period.
- Each semester is divided into two half-semester 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.
- Summer session Quad-length courses in Dual Enrollment are offered in Quad 5.
- For all adult undergraduate programs, an academic year consists of Fall, Spring, and Summer semesters. Adult undergraduate courses are accelerated in nature (typically 4 - 8 weeks in length) and delivered in a modular system, which means that students may take one course at a time.

Academic Catalog

Across all Northwestern venues, the Registrar coordinates with academic administrators, deans, department chairs, program managers/directors, and offices such as Admissions, Financial Aid, Student Experience, 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.

Academic Exceptions

Students may request an exception to Academic Policy. Exceptions to academic policies will be considered by the the appropriate committee. Petitions for exceptions should utilize the Academic Exception Request form available on myUNW. Completing the form does not guarantee your request will be approved.

Questions about an Academic Exception should be directed to the student's Academic Advisor or the Registrar's Office.

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 school dean or department chair 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

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will follow established university policy for academic or disciplinary probation. Tuition refunds will follow established university policy.

Notes:

- An internship or practicum may be taken more than once and impact the student's GPA in each case as long as the work is a new, substantive experience rather than a continuation or repeat of a current or previous work experience..
- There are limited opportunities available to Dual Enrollment students through Early College. They should work with their academic advisor to determine eligibility.

Assignments & Late Work (AU)

Students should expect to have an assignment due during the first week of class, so accessing the course site early is important. All assignments are due as described in the course syllabus. Students are responsible for meeting assignment deadlines. Late assignments will be deducted one full letter grade (e.g., A to B) per day; late assignments will not be accepted for a grade beyond three calendar days past the original deadline. Forum discussion activities must be completed on time; late forum posts will not receive any credit. Students should contact the faculty member via email if an extenuating circumstance exists.

Attendance**ADULT UNDERGRADUATE**

Due to the accelerated nature of the curricula, students are expected to participate in all online course activities. Students must contact the faculty member in advance or as soon as possible if unable to participate in all or part of the online course activities for a given week because of a medical, family, or work-related emergency. Students should refer to their course syllabus and/or faculty member for specific requirements. Students who do not participate in online course activities and fail to withdraw from the course will receive a failing grade.

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Attendance is defined as active engagement, requiring assignment or discussion submissions weekly. Online PSEO students who do not attend, as defined, within the first fourteen days of a course, will be administratively dropped on the fifteenth day. Any dual enrollment student who is absent for 10 business days will be reported to their high school administrator.

All DE courses have an orientation period at the beginning of the course. Students should engage in online activities at the beginning of each course to avoid being administratively dropped due to lack of engagement.

TRADITIONAL UNDERGRADUATE

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**ADULT UNDERGRADUATE**

Admitted students (including non-degree seeking) are eligible to audit a course by completing an Individual Course Registration Form acquired via their Academic Advisor. Audited courses are taken for no credit, cost 50% of the current for-credit tuition rate, and are not eligible for financial aid. Registration priority will be given to degree-seeking students, and undergraduate students are not permitted to audit graduate-level courses. Registration for more than three audited courses requires approval from academic leadership. Class requirements beyond attendance and in-class activities are at the discretion of the faculty member.

Students who successfully complete an audited course will receive a grade of AU and those who do not meet the attendance requirements will receive a grade of W. Changes from audit to credit or credit to audit may be made through the eighth calendar day from the course start date by contacting their Academic Advisor. Students must have met all programmatic admission and attendance requirements and have completed all coursework up through the date of change for the request to be considered. If students select to transition from audit to credit or repeat an audited course for credit, the standard tuition rates will apply.

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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.

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 appropriate department chair.

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.

Note: Dual Enrollment courses are not available to audit.

Class Cancellations

The Registrar's Office reserves the right to change the start date or to cancel any course if minimum enrollment has not been met or for other extenuating circumstances.

Class Standing

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

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.

Classification of Students (AU)

- **Active Status:** Students who are registering for courses from semester-to-semester.
- **Inactive Status:** Students who have not registered for courses for two consecutive semesters and/or were administratively withdrawn (e.g., program withdrawal, academic suspension). Inactive students must follow the procedures for re-enrollment.

Course Load/Overload

ADULT UNDERGRADUATE

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

Military Training Time

Since adult undergraduate courses and programs are modular, non-standard in length, and in an accelerated format, military adult undergraduate students are considered ¾ time for the length of each course they are enrolled in. Overlapping courses may result in full-time enrollment. Exceptions to this policy include semester-length courses. Rate of pursuit as defined by the Department of Veteran Affairs is not associated with Federal Student Aid eligibility.

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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 minimum cumulative grade point average of

- 3.000 or higher is necessary to carry 19 credits
- 3.250 to carry 20 credits
- 3.500 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 Alternatives (AU)

Adult Undergraduate to Graduate Option

Adult Undergraduate students have the opportunity to accelerate the completion of graduate courses; this option will save time and money because the credits may apply toward both the undergraduate degree and a future graduate degree if a grade of C or better has been earned. Students may select up to 14 graduate credits to apply toward electives (or a concentration for specific majors) in their undergraduate degree; however, any Accelerated Track/Dual Degree program-specific option will supersede this policy. Upon completion of the undergraduate degree, students must follow the admission process to be officially admitted to a graduate program.

The following criteria are applied when evaluating an adult undergraduate student's eligibility for this credit option:

1. A minimum Northwestern cumulative GPA of 3.000.
2. A minimum of 100 undergraduate credits have been completed.

The following procedure is utilized for this credit option:

1. The student submits a Cross-Venue Registration Form no later than three weeks prior to the graduate course start date.
2. The form is reviewed and approved by an Academic Committee which may include academic leadership and the graduate Program Director with input from an Academic Advisor.
3. If approved to take a graduate-level course(s), students are responsible to pay the graduate tuition rate, and they should check with Financial Aid regarding the potential impact on their financial aid eligibility.
4. A minimum Northwestern cumulative GPA of 3.000 must be maintained to continue registering for graduate courses.
5. All graduate courses must be completed with a grade of C or better to satisfy graduate degree requirements and to continue registering for graduate courses.

Credit for Prior Learning

Prior learning refers to the acquisition of knowledge and skills based upon substantive experience, which may be documented using the prior learning portfolio process. To be eligible to utilize this process, students must be seeking an undergraduate degree, have completed ENG1107 or equivalent with a grade of C- or better, and have completed a minimum of 6 credits at Northwestern.

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Students who desire to earn credit must develop a detailed portfolio documenting their prior learning, pay any applicable fee(s), and adhere to all policies. The Prior Learning Guidebook assists students through the writing of their portfolio, which is evaluated by a content expert who determines the number of credits that may be earned. For more information regarding the maximum number of credits that may be earned by prior learning, see the graduation requirement section or contact your Academic Advisor.

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.

Degree Audit & Academic Plans

Students may view their grades, GPA, progress with credits earned toward degree completion, courses in progress, and remaining degree requirements. In addition, Degree Audit includes a way to preview registration selections for future semesters.

Diplomas

Diplomas are issued to students throughout the year if the student has:

- fulfilled all degree requirements
- submitted an Application for Graduation
- paid Graduation administration fee (charged during last term)
- paid Student Account balance in full
- received clearance from the Berntsen Library
- submitted all necessary official transcripts.

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 Study (AU, TR)

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. 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 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 directed study is a privilege that Northwestern is under no obligation to provide.

Details about Directed Study are available in the Academic Policy Manual found on myUNW.

ADULT UNDERGRADUATE

To be eligible for a directed study, a student must have a minimum Northwestern cumulative GPA of 2.500 and have a minimum of 100 undergraduate credits completed.

The following procedure is utilized for an AU directed study:

1. The student submits the Directed Study Request (Form 1 of 2) which may include, but is not limited to, a proposed subject prefix (course number is 4815), proposed course title, desired number of credits, proposed Faculty Supervisor, reason(s) for pursuing, and the objective and/or a description of the directed study.
2. If approved, the student will receive specific details on how to register for the directed study which includes a processing fee.
3. The student will work with the Program Manager/Director and the selected Faculty Supervisor to identify the information needed to complete the Directed Study Proposal (Form 2 of 2) which may include, but is not limited to, the course learning outcomes, utilized books/materials, assignments/assessment activities, meetings, deadlines, expectations, and credit hour calculations.
4. When feasible, the Directed Study Proposal (Form 2 of 2) should be approved one semester in advance; however, it must be submitted by the student no later than the seventh calendar day of the course and be fully approved (i.e., Faculty Supervisor and Program Manager/Director) by day 14, or the student may be administratively withdrawn from the course.

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To be eligible for a directed study, a student must have a minimum Northwestern cumulative GPA of 2.500. 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 with jurisdiction over the course are the ones who approve a student's request to register for a directed study. If the faculty supervisor is also the department chair, the consent of the school 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 17.

Final Examinations (TR)

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

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

Summa Cum Laude	3.900-4.000
Magna Cum Laude	3.750-3.899
Cum Laude	3.650-3.749

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 coursework 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

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.

The ultimate responsibility for meeting graduation requirements rests with the student. All students must adhere to the following graduation requirements:

1. Matriculated students are required to meet the graduation requirements of the most recently published catalog at the time the chosen degree program was started. These requirements will remain in effect for a period of seven academic years beginning with the semester 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 comply with the current degree requirements. 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) or minor(s) must meet all requirements for the new major(s) or minor(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. Students must have submitted an application for graduation, passed all required courses, and successfully completed all degree or certificate requirements.
 5. Students must meet the below minimum credit requirements. 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 56-57.
 - Bachelor's degrees, 125 credits
 - Associate degrees, 60 credits
 - Bible certificate, 30 credits
- The Registrar is authorized to make decisions on a student-by-student basis in consultation with appropriate faculty members and administrators.

UNDERGRADUATE CERTIFICATE REQUIREMENTS

1. Successful completion of the required courses and credits as listed in this catalog.
2. A minimum Northwestern cumulative GPA of 2.000.
3. **Residency Requirement:** A minimum of 50% of program credits must be completed at Northwestern (excluding credits earned by examination and/or prior learning).
4. A maximum of 50% of program credits may be earned by transfer, examination, and/or prior learning credit.
5. 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/minor/concentration.
 - Students will not be awarded an undergraduate certificate once a Bachelor's degree with a major/minor/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).

ASSOCIATE DEGREE REQUIREMENTS

1. Successful completion of the required courses and a minimum of 60 credits as listed in this catalog.
2. A minimum Northwestern cumulative GPA of 2.000.

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3. **Residency Requirement:** A minimum of 30 credits must be completed at Northwestern (excluding credits earned by examination and/or prior learning).
4. A maximum of 15 credits may be earned by examination (AP, CLEP, DSST, or IB).
5. For adult undergraduate students, a maximum of 15 credits may be earned by prior learning.

BACHELOR'S DEGREE REQUIREMENTS

1. Successful completion of the required courses and a minimum of 125 credits as listed in this catalog.
2. A minimum Northwestern cumulative GPA of 2.000.
3. **Residency Requirement:** A minimum of 30 credits must be completed at Northwestern (excluding credits earned by examination and/or prior learning).
4. A minimum of 50% of credits for each minor must be unique to that minor when compared to a student's major(s) or other minor(s).
5. A maximum of 32 credits may be earned by examination (AP, CLEP, DSST, or IB).
6. For adult undergraduate students, a maximum of 32 credits may be earned by prior learning.
7. See Academic Policy Manual on myUNW for Directed Study credit limits.
8. 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).
9. **Residency Requirement:** A minimum of 50% of credits for each major and minor must be successfully completed at 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.
10. 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.
11. To comply with the Minnesota Office of Higher Education (MOHE) degree requirements, a minimum of 30 credits must be in general education curriculum, a minimum of 30 credits must be in major-specific coursework, and a minimum of 40 credits must be from upper-level (3000 and above) courses.
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.

MAJOR – MULTIPLE MAJORS

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

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

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.

Electives are credits chosen by the student from any course area to assist them in completing their degree requirements.

COMMENCEMENT ATTIRE

Commencement is a celebration of academic achievement and graduating students are expected to wear only University of Northwestern provided regalia: gowns, mortarboards, tassels, and hoods (as applicable). Permissible additions to regalia are academic-related and include the following:

- Honors medallions issued to students receiving Latin honors
- Stoles issued to members of the Eagle Scholars Honors Program
- Medallions issued to Act Six scholars
- Honors cords issued to members of department honor societies
- Pins issued to nursing students
- Other university-provided embellishments

To preserve the significance of earned academic honors, we ask that graduates refrain from wearing any item of regalia not listed above during the commencement ceremony. Self-provided items of regalia may be worn beneath the gown during the ceremony and worn on the gown for post-ceremony photos and the commencement reception.

Graduating students may decorate their mortarboards, if desired, providing the images and messages used are fitting and appropriate (e.g., artistic symbols identifying one's major, messages of excitement about graduating, Bible verse reference, etc.).

COMMENCEMENT PARTICIPATION

- Students may participate in the December commencement ceremony only if all degree requirements are met by the end of fall semester.
- 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.

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.

Program Transitions (AU)

Change/Add a Major/Minor

Non-degree seeking students who desire to enroll in a program must complete an Application for New Program, meet all current admission requirements (including the submission of any outstanding transcripts), and fulfill any outstanding student account financial obligations. Undergraduate students who desire to change or add a major/minor must complete a Program Change Request on myUNW. The ability to enroll in a program or change one's major or minor is not guaranteed. If accepted, students must comply with the current degree requirements.

Change of Venue

Students who desire to change from the Traditional Undergraduate (TRAD) or Dual Enrollment (DE) venues to the Adult Undergraduate venue must complete an Application for Admission, meet all current admission requirements, and fulfill any outstanding student account financial obligations. The ability to change venues is not guaranteed. If accepted, students must comply with the current degree requirements.

Students who are on probationary status in the TRAD/DE venue(s) will be subject to the same probationary status in the Adult Undergraduate venue. Students who are on academic suspension in the TRAD/DE venue(s) are not eligible to change venues for one semester; if granted to change venues, students will be placed on academic probation.

Program Withdrawal

A program withdrawal occurs when students terminate their enrollment at Northwestern. It is their responsibility to initiate the withdrawal online via myUNW. Withdrawing may jeopardize financial aid and may affect future adult undergraduate program requirements. Prior to withdrawing from their program, students should contact their Academic Advisor.

Within a month after withdrawing from their program, students will receive a bill or a refund check. A student account balance that is not paid in full within sixty days will be transferred to ECSI for future monthly billing. Students who withdraw from their program and desire to reenroll must follow the procedures for re-enrollment.

Administrative Withdrawal

An administrative withdrawal occurs when Northwestern terminates a student's enrollment in a course or program. Administrative withdrawals may include, but are not limited to, the following: not fulfilling admittance provisions, not registering for courses for up to two consecutive semesters, having a student account in an unacceptable payment status, excessive absences, earning repetitive failing grades and not making academic progress, disruptive behavior, violations of the community policies or academic integrity, and any conduct that undermines the values, ethos, or safety of the university community. Students who were administratively withdrawn from an adult undergraduate program and desire to reenroll must follow the procedures for re-enrollment.

Registration for Courses

ADULT UNDERGRADUATE

Deadlines & Expectations

Students may register for a course online via myUNW until 11:59 p.m. (CT) the day before the course start date or manually through the Registrar's Office during normal business hours on the first calendar day of the course. Official course rosters do not update immediately, so students should check on myUNW regularly to verify their course registration. Students who register for a course and do not attend will not be automatically dropped/withdrawn from that course which may affect grades and/or financial aid eligibility. If students are unable to register online due to a hold, it is their responsibility to have the hold cleared by the appropriate office.

Students are expected to register within the first two weeks of registration for all of their courses within a semester to ensure the best selection and to provide the most accurate information regarding financial aid eligibility.

Course Drop

A course drop occurs when students unregister for a course online via myUNW up until 11:59 p.m. (CT) through the eighth calendar day of the course, which includes weekends and holidays (see drop/withdrawal table on page 20). There will be no transcript notation, an administrative fee is not assessed, and students will receive a full tuition refund. Prior to dropping a course, students should check with Financial Aid regarding the potential impact on their financial aid eligibility. If students are unable to drop a course online due to a hold, they must contact their Academic Advisor.

Course Withdrawal

A course withdrawal occurs when students unregister for a course after the Course Drop period by submitting a Course Withdrawal Form online via myUNW. Withdrawing will result in a transcript notation of W but the GPA is not affected, and an administrative fee is not assessed. Prior to withdrawing from a course, students should check with Financial Aid regarding the potential impact on their financial aid eligibility. Withdrawal deadlines vary based on the length of the course and are counted by calendar day which includes weekends and holidays.

COURSE LENGTH	Drop	WITHDRAWAL	WITHDRAWAL
	100% Tuition Refund No Transcript Notation	50% Tuition Refund W Transcript Notation	0% Tuition Refund W Transcript Notation
4 WEEKS	Days 1-8	Days 9-10	Days 11-15
6 WEEKS	Days 1-8	Days 9-12	Days 13-22
8 WEEKS	Days 1-8	Days 9-14	Days 15-29
12 WEEKS (Includes full Summer semester)	Days 1-8	Days 9-18	Days 19-43
16 WEEKS (Full Semester)	Days 1-8	Days 9-22	Days 23-57

Note: This policy only applies to adult undergraduate courses. Students who are taking DE or TRAD courses are subject to the course withdrawal and tuition refund policies as outlined in that portion of this catalog.

ACADEMIC INFORMATION

DUAL ENROLLMENT

New on-campus dual enrollment students must complete initial class registration by no later than August 1 for fall semester. Online dual enrollment students can register through the add/drop deadline for both fall and spring. Selecting courses, planning a schedule, and verifying high school graduation requirements are the student's responsibility. The student should consult their high school guidance counselor when verifying high school graduation requirements and the catalog for appropriate course selection.

Adding, changing, dropping, or withdrawing from courses must be completed by the posted deadlines. The dual enrollment academic advisor is available to provide guidance with course selection and changes, as well as provide support for academic appeals or exceptions, and course withdrawals. Academic Advisors also support students with program planning, give counsel on academic or personal problems, and guide students throughout their dual enrollment college experience.

Students may elect to have their name placed on the waiting list (if available) for a class if the class is full. For on-campus classes, 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 according to the listed schedule for traditional undergraduate students.

Dual Enrollment students who want to move from the online to on-campus modality should work with the Dual Enrollment Admissions Office to complete their new application.

TRADITIONAL UNDERGRADUATE

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 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.

Drop/Withdrawal from a Course (DE and TR)

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.

Course Length	Drop No Transcript Notation	Withdrawal W Transcript Notation (no indication of Pass/Fail)	Withdrawal Not Permitted Grade Earned Entered on Transcript
Semester Course*	Weeks 1-2	Weeks 3-10	After Week 10
QUAD Course	Days 1-6	Days 7-25	After Day 25
Other Abbr/Smr Courses	First 15%	16-70%	After 70% of course

*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 20.)

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.

Note: This policy only applies to TRAD courses. Students who are taking DE or Adult Undergraduate courses are subject to the course withdrawal and tuition refund policies as outlined in that portion of this catalog.

Re-Enrollment

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 request is submitted.

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 have limitations as stated under the Academic Standing section of the Academic Policy Manual found on myUNW.

A student who has been academically suspended may petition for readmission to the university one semester after termination. (For Traditional Undergraduate students, summer session is not counted in the required one semester.) Evidence must be supplied to support the request. The best evidence is at least 4 credits of college-level academic work completed with a grade(s) of B- or better.

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.

See “Graduation Requirements” (pages 33-34) for more information.

ADULT UNDERGRADUATE

Inactive students who desire to reenroll must complete an application through Admissions, meet all current admission requirements (including the submission of any outstanding transcripts), and fulfill any outstanding student account financial obligations. However, the ability to reenroll is not guaranteed.

DUAL ENROLLMENT

Students who want to move from online to on-campus modality should work with Dual Enrollment advisors to complete their new application.

TRADITIONAL UNDERGRADUATE

Students wishing to be readmitted after an absence of one semester or more must complete the re-enrollment form. This form can be accessed at unwsp.edu/registrar. Also, they must 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.

Summer School (TR)

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 (TR)

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: Northwestern has retained the National Student Clearinghouse to provide online ordering of official electronic and paper transcripts.

- A paper transcript produced by Northwestern is considered 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 considered official. An electronic transcript issued to the student is considered unofficial. A printed copy of an electronic transcript is considered 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 the university. 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.

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.

Transfer of College Credit to University of Northwestern Undergraduate Programs

OVERSIGHT

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 school deans, department chairs, program managers/directors and the Provost | Senior Vice-President for Academic Affairs as needed in decisions pertaining to the approval of transfer credits.

Note: The transfer of Northwestern credits to other institutions is at the discretion of the receiving institution. Students are responsible to contact the receiving institution to determine if a course will apply toward a specific educational goal.

CORE CURRICULUM

Categories

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 for a bachelor's and 60 credits for an associate.

Proportional Requirements

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 previously 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.

COURSE LEVEL

Courses taken at other institutions considered to be upper level at University of Northwestern will be included in the 40-credit upper-level bachelor's degree requirement for graduation.

CREDIT – ACCEPTANCE

- All official transcripts from postsecondary institutions at which students were previously registered must be submitted to Northwestern in order to evaluate the transfer of credit(s) and be awarded financial aid.
- Credits (not grades) earned at another institution may be accepted at Northwestern subject to review and approval by the Registrar.

ACADEMIC INFORMATION

- Coursework with a grade 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 undergraduate academic departments/schools require an even higher grade such as C).
- 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. Transfer credit is accepted only for courses in which a grade of C- or better is earned.
- 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.

FOREIGN ACADEMIC INSTITUTIONS**European Credit Equivalency**

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 (.50) semester credits.

Professional Credential Evaluators

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 UNW Admissions or the Registrar's Office.

RECOGNITION – TRANSFER INSTITUTIONS**Accredited/Recognized Institutions**

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, or for non-accredited institutions or foreign institutions not recognized by their country's ministry of education, have an established credit transfer agreement with University of Northwestern – St. Paul.

Non-Accredited/Non-Recognized Institutions

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 students who have previously taken coursework at a non-accredited/non-recognized institution.

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

VALIDITY OF ACCREDITATION

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.

OTHER

See also Advanced Placement, CLEP, Credits - Other, DANTES, and International Baccalaureate sections.

Tutorials (AU, TR)

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 to meet the objectives of the course missed rather than by arranging a tutorial.

The faculty instructor, the appropriate department chair, and the school dean must approve a student's request to register for a tutorial. Contact your Academic Advisor for more information.

See fees on page 19.

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.