Academic Information

Academic Advising

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.

Academic Calendar

The Registrar uses Northwestern-approved principles to develop the annual academic calendar(s). Using these approved principles helps to ensure that consistent, accurate, and appropriate calendar information is available to students, faculty, staff, and the community.

For all graduate programs, an academic year consists of Fall, Spring, and Summer semesters. Graduate 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. Some graduate programs 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.

Internship credits required for a University of Northwestern program 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 is a new, substantive experience rather than a continuation or repeat of a current or previous work experience.

Assignments & Late Work

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

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.

Auditing a Course

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.

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.

Classification of Students

- **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

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

Military Training Time
Since graduate courses and programs are modular, non-standard in length, and in an accelerated format, military graduate students are considered full-time enrollment. Rate of pursuit as defined by the Department of Veteran Affairs is not associated with Federal Student Aid eligibility.

Credit by Competency

Students (including graduate students who need to meet program prerequisites) may demonstrate Bible competency by scoring 71% or above on a departmental examination that may only be taken one time. A successfully completed examination results in undergraduate credit for the course. For graduate students, this option satisfies the graduate program prerequisite, but examinations do not replace or earn graduate credit. Contact your Academic Advisor for more information.

Northwestern offers (for a fee) the following examinations:

- BIB2005 Survey of the Old Testament
  - Part 1 = Old Testament History and Literature: Law and History (2 credits)
  - Part 2 = Old Testament History and Literature: Poetry and Prophecy (2 credits)
- BIB2008 Survey of the New Testament

Note: Graduate students only need to successfully complete Part 1 (preferred) **OR** Part 2 to satisfy the graduate program Old Testament (OT) prerequisite.

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, the 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
- recieved 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

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 graduate program.

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.

To be eligible for a directed study, a student must have a minimum Northwestern cumulative GPA of 3.500 and have a minimum of 67% of graduate program requirements completed.

The following procedure is utilized for a 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 5815), 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 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 Director) by day 14, or the student may be administratively withdrawn from the course.

Graduation Honors

Latin honors are not awarded for graduate-level degrees.

Graduation Requirements

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.
3. Students who change their graduate degree must comply with the current degree requirements.
4. Students must submit an Application for Graduation to the Registrar's Office.

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

GRADUATE CERTIFICATE REQUIREMENTS

1. Successful completion of the required courses and credits as listed in this graduate catalog.
2. Successful completion of all graduate-level courses with a grade of C or better.
3. A minimum Northwestern cumulative GPA of 3.000.
4. **Residency Requirement**: A minimum of 75% of program credits must be completed at Northwestern.
5. A maximum of 25% of program credits may be earned by transfer credit.
6. When an academic discipline offers both a graduate certificate and a Master's degree:
    - Students may not concurrently pursue a graduate certificate and a Master's degree in the same academic discipline.
    - Students who have been awarded a graduate certificate may apply all of the credits toward a subsequent Master's degree.
    - Students will not be awarded a graduate certificate once a Master's degree in the same academic discipline has already been awarded.
    - Students who have already been awarded a Master's degree and subsequently return to pursue a different academic discipline that is offered as a concentration or graduate certificate must comply with the current requirements and must declare the graduate certificate (concentrations are not stand-alone).

MASTER'S DEGREE REQUIREMENTS

1. Successful completion of the required courses and credits as listed in this graduate catalog.
2. Successful completion of all graduate-level courses with a grade of C or better.
3. A minimum Northwestern cumulative GPA of 3.000.
4. A maximum of 4 credits may be earned by directed study.
5. **Residency Requirement**: A minimum of 75% of program credits must be completed at Northwestern.
    - For the M.Div. degree, a minimum of 50% of program credits must be completed at Northwestern.
6. A maximum of 25% of program credits may be earned by transfer credit.
    - For the M.Div. degree, a maximum of 50% of program credits may be earned by transfer credit.
    - If a M.Div. student changes his/her program to a different degree (e.g., MATS, MAML, MOL), then a maximum of 25% of program credits may be kept as transfer credit.
7. A minimum of 50% of credits for each concentration must be unique to that concentration when compared to a student's other concentration(s), and the non-elective courses for each concentration must be taken.
8. Students who are pursuing a Master's degree which requires a concentration that is also offered as a graduate certificate will earn the concentration.
9. A maximum of 12 common credits may be shared between degrees if students pursue a second Master's degree; this does not apply to students who pursue the M.Div. degree.

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

Change/Add a Program

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. Graduate students who desire to change their program must complete a Program Change Request on myUNW. The ability to enroll in a program or change one's graduate program is not guaranteed. If accepted, students must comply with the current degree requirements.

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 graduate 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 a graduate program and desire to reenroll must follow the procedures for re-enrollment.

Registration for Courses

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 table that follows). 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 100% Tuition Refund No Transcript Notation	Withdrawal 50% Tuition Refund W Transcript Notation	Withdrawal 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 graduate courses.

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. 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” (page 16) for more information.

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.

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 Graduate 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 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.

All official transcripts from postsecondary institutions at which students were previously registered at must be submitted to Northwestern in order to evaluate the transfer of credit(s) and be awarded financial aid.

Only courses taken from the following will be evaluated for the transfer of credits:

- Regionally, nationally, professionally, or specialized accredited institutions (recognized by the U.S. Department of Education).
- Foreign institutions that are recognized by their country’s ministry of education.
- Non-accredited or non-recognized institutions with an established Credit Transfer Agreement with Northwestern.

Only degrees awarded from regionally, nationally, professionally, or specialized accredited institutions (recognized by the U.S. Department of Education) or foreign degrees that are recognized by their country’s ministry of education will be considered for acceptance toward graduate-level programs.

- Credits (not grades) earned at another institution may be accepted at Northwestern subject to review and approval by the Registrar.
- Prior learning credits from other institutions are not accepted.
- Graduate-level courses transferred from other institutions must have a grade of C or better, but the applicability of those credits depends upon the selected graduate program at Northwestern.

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 graduate program. 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 program 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 9.

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.