

ACADEMIC INFORMATION & STANDARDS

Academic Advising

Student Academic Responsibility

Students are responsible to know and follow all of the policies, procedures, and content listed in the CGOAL Catalog. Academic Advisors are available to assist students with program planning and provide academic counsel throughout the duration of their program; however, the ultimate responsibility for meeting degree requirements rests with the student. 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.

Degree Audit & Academic Plans

Academic Advisors will provide students with an introduction to the Degree Audit tool. Ongoing access and tutorials are available via theROCK. Students can view their grades, GPA, progress with credits earned toward degree completion, courses in progress, and remaining degree requirements. In addition, the Degree Audit includes an Academic Plan constructed by an Academic Advisor which allows for previewing registration selections for future semesters.

Academic Calendar

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

Academic 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 Life, Student Accounts, etc. that contribute to the production of University of Northwestern catalogs. This team effort helps to ensure that consistent, accurate, and appropriate catalog information is available to students, faculty, staff, and the community.

Academic 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 1400 minutes of out-of-class student work for a total of approximately 2100 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.

Attendance & Assignments

Attendance (Blended & Onsite)

Due to the accelerated nature of the curricula, students are expected to arrive promptly and attend every class session for the entire time period. Students must contact the faculty member in advance or as soon as possible if unable to attend all or part of a class session because of a medical (which includes having to quarantine or isolate due to COVID-19 exposure or confirmed illness), family, or work-related emergency. Students should refer to their course syllabus and/or faculty member for specific requirements. Students who do not attend a course and fail to withdraw from the course will receive a failing "F" grade.

Attendance (Online)

Due to the accelerated nature of the online curricula, students are expected to participate in all 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 course activities for a given week because of a medical (which includes having to quarantine or isolate due to COVID-19 exposure or confirmed illness), 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 course activities and fail to withdraw from the course will receive a failing “F” grade.

Late Assignments

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.

Class Location, Times & Cancellations

Location & Format Definitions

- *Campus Address:* 3003 Snelling Avenue North, St. Paul, Minnesota, 55113.
- *Blended Format:* Class instruction is conducted on campus and meeting times can vary by program (e.g., 6:00–8:30 p.m., 6:00–9:00 p.m., or 6:00–10:00 p.m.) once per week with additional instruction conducted online.
- *Onsite Format:* Class instruction is conducted on campus and meets from 6:00–10:00 p.m. once per week.
- *Online Format:* Class instruction is conducted exclusively online.

Class Cancellations Due to Inclement Weather

If for any reason classes need to be cancelled due to inclement weather, a determination will be made by the Senior Vice President for Academic Affairs by about 3:00 p.m. the day of the scheduled class. Students can listen to 98.5 FM radio or 830 AM radio, check theROCK, or call the A&GS Office after 3:00 p.m. for the latest information.

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

Class Cancellations Due to Low Enrollment

The A&GS Office reserves the right to change the start date or to cancel any course/cohort if minimum enrollment has not been met or for other extenuating circumstances. As early as possible, the A&GS Office will notify students of the cancellation and will provide advising regarding other options (e.g., different modality, directed study, move to a cohort with adequate enrollment). The A&GS Office does not assume responsibility for any delay in the anticipated graduation date of individual students which might result from such cancellations.

Classification of Students

Student Status

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

Class Standing

Class standing is determined according to the following scale of credits completed:

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

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

Course Load

UNDERGRADUATE

19+ credits	Full-time but prior approval needed
12–18 credits	Full-time
9–11 credits	$\frac{3}{4}$ time
6–8 credits	$\frac{1}{2}$ time
1–5 credits	Less than $\frac{1}{2}$ time

GRADUATE

13+ credits	Full-time but prior approval needed
6–12 credits	Full-time
4–5 credits	$\frac{3}{4}$ time
3 credits	$\frac{1}{2}$ time
1–2 credits	Less than $\frac{1}{2}$ time

Military Training Time

Since A&GS courses and programs are modular, non-standard in length, and in an accelerated format (1 credit is equal to 2 weeks), all military graduate students are considered full-time for the length of each course they are enrolled in. Military adult undergraduate students are considered $\frac{3}{4}$ time for the length of each course they are enrolled in. Overlapping courses can 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 (see “Academic Information & Standards—Classification of Students”).

Course Registration

Course Offerings & Prerequisites

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

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

Registration Deadlines & Expectations

Students can register for a course online via theROCK until 11:59 p.m. (CT) the day before the course start date or manually through the A&GS 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 theROCK 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 is when students un-register for a course online via theROCK up until 11:59 p.m. (CT) through the eighth calendar day of the course which includes weekends and holidays (see table for deadline regarding a semester-length course). 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 CGOAL 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 is when students unregister for a course after the Course Drop period by submitting a Course Withdrawal Form online via theROCK. Withdrawing will result in a transcript notation of “W” but the GPA is not affected, and an administrative fee is assessed for each course withdrawal. Prior to withdrawing from a course, students should check with CGOAL 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	% TUITION REFUND “W” TRANSCRIPT NOTATION				0% TUITION REFUND “W” TRANSCRIPT NOTATION
4 WEEKS	Days 1–8	Days 9–10 50% Refund				Days 11–15
6 WEEKS	Days 1–8	Days 9–12 50% Refund				Days 13–22
8 WEEKS	Days 1–8	Days 9–14 50% Refund				Days 15–29
SEMESTER	Weeks 1–2	Week 3 70% Refund	Week 4 60% Refund	Week 5 40% Refund	Week 6 20% Refund	Weeks 7–10

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 and cost 50% of the current for-credit tuition rate. 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 the approval of the Assistant Dean of GOAL who will consult with the appropriate Program Manager/Director. 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 can 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 choose to transition from audit to credit or repeat an audited course for credit, the standard tuition rates will apply.

Audited courses are not eligible for financial aid. In addition, see “Academic Information & Standards—Course Registration” for applicable deadlines, tuition refunds, transcript notation, and fees.

Only Registered Students Can Attend Class

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

Repeating a Course

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

Credit Alternatives

Transfer of Credit to Northwestern

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

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.
- Institutions with an established Credit Transfer Agreement with Northwestern.

Only **degrees** earned 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.

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

- Transfer credits (not grades) are accepted on a semester-hour basis and are subject to approval.
- Prior learning credits from other institutions are not accepted.
- Undergraduate-level courses transferred from other institutions must have a grade of "C-" or better.
- For general education curriculum within the Bachelor's degree, if a transfer course(s) satisfies the course intent of a particular category and is no more than 1.33 credits short of the required credits for that category, then no additional credits will be required in that category. The total number of credits required for graduation remains the same.
- Credits taken at other institutions considered to be upper level at Northwestern will be included in the 40-credit upper-level Bachelor's degree requirement for graduation.
- Credits taken at other institutions cannot be applied to graduate certificates.
- Graduate-level courses transferred from other institutions must have a grade of "C" or better.
- Graduate-level credits from other institutions can be applied toward undergraduate work and is subject to approval from the Program Manager whose coursework is to be covered by the transfer credits. If students go on to pursue a graduate degree at Northwestern, they will not be able to apply that coursework to the graduate degree (the work cannot count toward two different degrees).

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.

Adult Undergraduate to Graduate Credit Option

Adult undergraduate students have the opportunity to accelerate the completion of graduate courses; this option can save time and money because the credits will count toward both the undergraduate degree and a future graduate degree if a grade of "C" or better has been earned. Students can select up to 12 graduate credits to count toward electives in their undergraduate program; however, any Dual Degree program-specific option will supersede this policy. Upon completion of the undergraduate program, 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 3.00.
2. A minimum of 100 undergraduate credits have been completed.

The following procedure is utilized for this credit option:

1. An Individual Course Registration (ICR) Form with the graduate course information is submitted by students no later than three weeks prior to the graduate course start date.
2. The ICR Form is reviewed and approved by an Academic Committee which may include the Dean, Assistant Dean, and 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 CGOAL Financial Aid regarding the potential impact on their financial aid eligibility.
4. A minimum Northwestern cumulative GPA of 3.00 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 can be documented using the prior learning portfolio process. To be eligible to utilize this process, students must be seeking an undergraduate degree, have completed ENG1109 and ENG2209 (or equivalent courses) with a grade of “C-” or better, and have completed a minimum of 6 credits at Northwestern. 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 awarded credits. See “Academic Information & Standards—Graduation Requirements & Commencement” for credit limits and contact the A&GS Office for more information.

Credit by Examination

Credit for selected courses may be secured by students who demonstrate competency by means of scores on standardized examinations such as Advanced Placement (AP), College Level Examination Program (CLEP), Dantes Subject Standardized Tests (DSST), or International Baccalaureate (IB). See “Academic Information & Standards—Graduation Requirements & Commencement” for credit limits and contact the A&GS Office for more information.

Internships

An internship is a structured out-of-class learning experience that takes place at an approved internship site that can be taken for credit (i.e., tuition and fees apply). The internship must be a new or substantive experience rather than a continuation or repeat of a current or previous work experience. It can take place in many settings: government, social organizations and agencies, churches, or business enterprises. The intern works and learns under the joint supervision of a faculty supervisor and site supervisor. Interested students should contact their Academic Advisor to discuss the viability of an internship within their program and instructions on how to proceed in securing an opportunity.

Directed Study

If a required course is no longer offered, students may be able to use a directed study to meet the requirement by course substitution. In extenuating circumstances and A&GS Office approval, students can request an exception that a course be taught as a directed study. However, a directed study is a privilege that Northwestern is under no obligation to provide. Contact the A&GS Office for more information.

Grade Information

Good Academic Standing

UNDERGRADUATE

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

GRADUATE

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

Grading System

Quality of work is determined according to the following scale of grades and grade points:

GRADE	QUALITY	GRADE POINTS	OTHER GRADES	
A	Excellent	4.00	AU	Audit
A-		3.67	I	Incomplete
B+		3.33	LP	Low Pass (equivalent to "D+, D, D-")
B	Good	3.00	NC	No Credit (equivalent to "F")
B-		2.67	P	Pass (equivalent to "C-" or better)
C+		2.33	PR	Prior Learning Credit
C	Satisfactory	2.00	S	Satisfactory
C-		1.67	T	Transfer Credit
D+		1.33	U	Unsatisfactory
D	Unsatisfactory	1.00	W	Withdrawal
D-		0.67		
F	Failure	0.00		

NOTE: All graduate-level courses must be completed with a grade of "C" or better to satisfy degree requirements.

Grade Point Average

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

Incomplete Grades

A grade of "I" (incomplete) is only given to students who are meeting attendance requirements and doing satisfactory work, but cannot complete the course for an extenuating circumstance (i.e., death, medical situation, military deployment). To request an incomplete, students must submit an Incomplete Request Form prior to the end of the course and include appropriate documentation. If approved, students have up to three weeks from the end of the course to submit the necessary coursework. Faculty then have one week to submit a final grade. If a grade is not received within four weeks from the end of the course, a default grade of "F" will be recorded on the transcript.

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

Pass & No Credit Grades

A grade of "P" (pass) grants credit while a grade of "NC" (no credit) does not permit credit. For the purpose of transfer courses, a grade of "P" is equivalent to a "C-" or better, and a grade of "NC" is equivalent to an "F."

Satisfactory & Unsatisfactory Grades

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

Withdrawal Grades

A grade of "W" (withdrawal) is given to students who officially withdraw from a course or to auditing students who do not meet the attendance requirements.

Final Grades

Final grades are posted approximately two weeks after the end of each course and are viewable on theROCK or the Degree Audit. Grades filed with the A&GS Office are considered final. Students are advised to review their transcript carefully and promptly once each course has ended.

Grade Reports

Students requesting a grade report to be sent anywhere other than their university email should complete a Grade Report Request Form on theROCK. Students receiving employer reimbursement should reference “Student Accounts—Tuition Reimbursement.”

Transcripts

Northwestern has retained Credentials Solutions, LLC to provide online transcript ordering. All financial obligations to the institution must be resolved before a request can be processed. Visit unwsp.edu/resources/registrar/transcripts for more information.

- A paper transcript produced by Northwestern is official as long as it remains in its envelope and the seal is unbroken. This includes paper transcripts issued to students, with the envelope stamped “Issued to Student” on it.
- An electronic PDF transcript issued to the end recipient is official. An electronic transcript issued to students is unofficial. A printed copy of an electronic PDF transcript is unofficial.
- Paper transcript requests are processed Monday–Friday, during business hours. Electronic PDF transcripts are processed 24/7 based on Credentials hours of operation.

Student transcripts from previously attended institutions that were provided to Northwestern 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 assure that no protocol of the issuing institution is circumvented, students 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 students.

Graduation Requirements & Commencement

General Requirements

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

1. Enrolled students must meet all graduation requirements in effect when the degree 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.
2. Students who do not complete all graduation requirements within the seven academic year timeframe must reenroll and comply with the current degree requirements. See “Academic Information & Standards—Program Transitions—Reenrollment” for more information.
3. Students who change their major, minor, or graduate degree must comply with the current degree requirements. See “Academic Information & Standards—Program Transitions—Change/Add a Major/Minor or Program” for more information.
4. Students who must reenroll or change their major(s) will have the option to meet current General Education requirements or can elect to keep the General Education requirements from their initial enrollment (no time limit).
5. Students must submit an Application for Graduation to the A&GS Office. Eligible students will receive the application with instructions from the Graduation Specialist.

Certificate Requirements

1. Successful completion of the required courses and credits as listed in the CGOAL Catalog.
2. A minimum Northwestern cumulative GPA of 2.00 for undergraduate certificates or a minimum Northwestern cumulative GPA of 3.00 for graduate certificates.
3. When a discipline offers both a certificate and a degree, students will not be awarded a certificate once the degree has already been awarded.

Associate of Arts (A.A.) Requirements

1. Successful completion of the required courses and 60 credits as listed in the CGOAL Catalog.
2. A minimum Northwestern cumulative GPA of 2.00.
3. 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. A maximum of 15 credits may be earned by prior learning.

Bachelor of Science (B.S.) Requirements

1. Successful completion of the required courses and 125 credits as listed in the CGOAL Catalog.
2. A minimum Northwestern cumulative GPA of 2.00.
3. A minimum of 20 credits must be unique to each major to earn two academic majors.
4. A minimum of 30 credits must be completed at Northwestern (excluding credits earned by examination and/or prior learning).
5. A minimum of 40 credits must be from upper-level (3000 and above) courses to comply with the Minnesota Office of Higher Education (MOHE) degree requirements.
6. A minimum of 50% of credits for each major and for each minor must be completed at Northwestern.
7. 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).
8. A maximum of 5 credits may be earned by performance (choir, band, etc.).
9. A maximum of 32 credits may be earned by examination (AP, CLEP, DSST, or IB).
10. A maximum of 32 credits may be earned by prior learning of which:
 - Only 9 credits may be applied toward required major courses.
 - Only 4 credits may be applied toward required minor courses.
11. A maximum of 40 credits may be earned by technical credit.

Minor Requirements

Students who are pursuing a Bachelor's degree can earn one or more academic minors in an area of study that is distinct from their academic major(s). Students who want to change or add a minor must follow the policies, procedures, and curriculum listed in the CGOAL Catalog (see "Academic Information & Standards—Program Transitions—Change/Add a Major/Minor or Program" and "Adult Undergraduate Program"). Additionally, students can earn minors through Northwestern's Traditional Undergraduate program; contact the Registrar's Office for more information.

Master's Degree Requirements

1. Successful completion of the required courses and credits as listed in the CGOAL Catalog.
2. Successful completion of all graduate-level courses with a grade of "C" or better.
3. A minimum Northwestern cumulative GPA of 3.00.
4. A minimum of 75% of graduate-level program credits must be completed at Northwestern.
 - For the M.Div. degree, a minimum of 50% of program credits must be completed at Northwestern.
5. 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.
6. 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.

Diplomas

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

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

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

Student Name on Diploma

Graduating students of Northwestern have the option to select their legal, maiden, or a preferred name to be listed in the Northwestern student information system. This is the name that will be used for diploma purposes. 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). When requesting a new diploma after graduation due to a name change, a completed Name and Contact Information Change Form must be submitted along with appropriate documentation and any applicable fee(s) before a new diploma will be issued.

Graduation Honors

UNDERGRADUATE

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

Students who have completed 60+ credits at Northwestern and whose final cumulative GPA reflects excellence will be recognized with Latin honors as follows:

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

GRADUATE

Latin honors are not awarded for graduate-level degrees.

Commencement Participation & Program

Students are eligible to participate in the December commencement activities if all graduation requirements will be completed by the last day of that Fall semester. Students are eligible to participate in the May commencement activities if all graduation requirements will be completed by the last day of that Spring semester. All transfer courses must be approved and course registration(s) verified by an Academic Advisor and the Graduation Specialist prior to commencement.

Students can only have their name included in one commencement program unless a higher degree or a second major is earned.

Program Transitions

Change/Add a Major/Minor or 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 obligations. Undergraduate students who desire to change or add a major/minor and graduate students who desire to change their program must complete a Program Change Request on theROCK. The ability to enroll in a program or change one’s major, minor, or graduate program 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 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 two consecutive semesters; if granted to change venues, students will be placed on academic probation.

Reenrollment

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 obligations. However, the ability to reenroll is not guaranteed. Northwestern will work with military students whose service obligations resulted in program inactivation to determine the best possible solutions. Students are eligible to complete their original degree requirements within seven academic years from when they first enrolled. Students eligible for reenrollment who were previously enrolled in programs that have since been discontinued or substantially revised may be required to comply with the current degree requirements. Students unable to complete their original degree requirements within seven academic years from when they first enrolled will be required to complete the full admissions process. See “Academic Information & Standards—Graduation Requirements & Commencement” for more information.

Students who leave under probationary status will be subject to the same probationary status upon returning to an A&GS program. Students who leave under academic suspension are not eligible for reenrollment for two consecutive semesters; if granted to reenroll, students will be placed on academic probation.

Program Withdrawal

A program withdrawal is when students terminate their enrollment at Northwestern. It is their responsibility to initiate the withdrawal online via theROCK. Withdrawing may jeopardize financial aid and may affect future A&GS program requirements. Prior to withdrawing from their program, students should contact their Academic Advisor. Students who withdraw from their program and desire to reenroll must follow the procedures for reenrollment.

Administrative Withdrawal

An administrative withdrawal is when Northwestern terminates a student’s enrollment in a course or program. Administrative withdrawals may include, but are not limited to, the following: not fulfilling admittance provisions, not registering for courses for two consecutive semesters, having a student account in an unacceptable payment status, excessive absences, earning repetitive “F” 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 A&GS program and desire to reenroll must follow the procedures for reenrollment.

ACADEMIC INTEGRITY & DISCIPLINARY PROCESS

Academic Warnings & Concerns

Academic Dishonesty

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

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

Academic Probation

Students are placed on academic probation when one of the following occurs:

1. Failure to achieve good academic standing by the end of any semester.
2. Found to be in violation of any of the standards set forth in the “Academic Integrity & Disciplinary Process” section.
3. Admitted on a provisional basis due to inadequate GPA.

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

Academic Suspension

Students are placed on academic suspension when one of the following occurs:

1. Failure to achieve good academic standing for two consecutively registered semesters.
2. Failure to meet the requirements of their provisional admittance.
3. Failure to meet the stipulations of academic probation.
4. Failure to achieve a “C” or better after three attempts for any graduate-level course.
5. Earn three consecutive “F” or “W” grades for the same course.

Academic probation does not always precede academic suspension. Students who are academically suspended will be administratively withdrawn from their A&GS program, and they can apply for reenrollment after waiting two consecutive semesters.

Academic Exceptions & Appeals

To file an exception regarding an academic policy/requirements or to appeal a final grade/administrative decision, students must contact their Academic Advisor to obtain an Appeal Form. The completed form and appropriate documentation must be submitted to the A&GS Office within 30 days of the initial grade being entered or written notice of the decision in question. The Appeals Committee will review the exception/appeal and render a final judgment that will be communicated in writing. Once the committee’s decision is rendered, it is final and no further appeals may occur.

Honesty & Integrity

Classroom Conduct

Within the Northwestern community, a mutual commitment to personal integrity and honesty exists. All instances of dishonesty or distorting the truth to avoid negative academic or social consequences are grounds for a disciplinary response. Classroom conduct that has a detrimental effect upon academic progress and an environment conducive to learning will result in disciplinary action and may include dismissal from the program.

Plagiarism

Plagiarism is an act of fraud. It uses data, ideas, or language from someone else’s work without proper acknowledgment. Writing as if someone else’s work is one’s own is considered plagiarism whether it was intentional or unintentional. Incidents of plagiarism must be reported immediately to the A&GS Office.

The most common errors in handling written sources are:

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

All course sites have resources on how to avoid plagiarism. Because plagiarism is a serious offense, students found plagiarizing are subject to discipline. The standard disciplinary response for substantial plagiarism is giving students an immediate “F” for the course and placing them on academic probation.

The consequence may be reduced to failure of the assignment:

- If the work is a minor part of the total grade (less than 5%).
- If the offense is judged not to be premeditated. However, faculty may require the paper to be rewritten, while still giving an “F” for the assignment, in order for students to still pass the course.

The consequence may be increased to academic suspension:

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

Cheating

Incidents of cheating must be reported immediately to the A&GS Office. Students cheating on coursework or examinations are subject to discipline. The standard disciplinary response for cheating is giving students an immediate “F” for the course and placing them on academic probation.

The consequence may be reduced to failure of the assignment:

- If the work is a minor part of the total grade (less than 5%).
- If the offense is judged not to be premeditated. However, faculty may require the paper to be rewritten, test retaken, etc., while still giving an “F” for the assignment, in order for students to still pass the course.

The consequence may be increased to academic suspension:

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

Disciplinary Process & Student Rights

Disciplinary Process & Action

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

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

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

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

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

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

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

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

The purpose of disciplinary suspension is to allow students the time to reevaluate personal spirituality, values, and attitude toward Northwestern’s standards. Students placed on disciplinary suspension are restricted from Northwestern’s premises for the duration of the suspension. Requests for permission to be on campus must be processed in advance through the Director of Public Safety and/or the Dean of GOAL.

An Application for Admission must include a written account of this evaluation and a pledge to abide by Northwestern policies. Reenrollment requests are submitted to and approved by the A&GS Office. All students who are reenrolled return under disciplinary accountability or probation. In the rare case that students are subject to disciplinary suspension for a second time after being reenrolled, they will not be permitted to reenroll at Northwestern again.

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

Parent/Guardian Notification

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

Student Rights

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

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

Students may request a meeting with an academic administrator to explain the following disciplinary action:

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

Student Concerns & Complaints

Our desire is to provide the best experience possible for students as they pursue their education. We realize there may be an occasion where students have a concern or complaint. In such cases, we seek to provide an efficient response and resolution to students concerns and complaints. We have established several situation-specific processes for students to express their concerns and complaints. We strongly encourage you to attempt resolving the situation directly with the offending person/department prior to filing a concern/complaint. See theROCK > Student Home > Community > Student Concerns & Complaints for policy and procedure information.

If students have a general student concern or complaint that does not fit under one of the aforementioned categories, or if students have a question about filing a complaint, you may contact the Student Life Office at 651-631-5205, studentlife@unwsp.edu, or via the Student Complaint Form. The form must be submitted within 30 business days of the occurrence, and it is electronically delivered to the Vice President for Student Life. Upon receipt of the complaint, students will be contacted by a Student Life staff member within five business days to discuss and outline a plan to address the complaint.

Disciplinary Appeals

If students are the recipient of disciplinary action and wish to appeal the decision, a written request for an appeal must be filed with the Dean of GOAL within 30 days of receiving the disciplinary decision. An appeal must include an explanation of the situation and a reason for the appeal, based upon one or more of the following:

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

When a request for an appeal is made, the Dean of GOAL or designee will determine the appropriate response and may call for an appeals hearing. Contact the A&GS Office for more information.

COURSE LEVELS & SUBJECT PREFIXES

Course Levels

Undergraduate Lower-Level

1000–1999 Freshman courses
 2000–2999 Sophomore courses

Undergraduate Upper-Level

3000–3999 Junior courses
 4000–4999 Senior courses

Graduate Level

5000–5999 Graduate courses
 6000–6999 Graduate courses

Subject Prefixes

ANT Anthropology	EDU Education	MNS Ministries
ART Art	ENG English	PHI Philosophy
BIA Biblical Arts	ETH Ethics	PYC Psychology
BIB Bible	HIS History	SCI Science
BSM Business Management	HMS Human Services	SOC Sociology
BUA Business Administration	LDR Leadership	SPE Speech
CMN Communication Studies	LIT Literature	STS Study Skills
DAL Data Analytics	MAT Mathematics	
ECO Economics	MIN Ministry	

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Graduate

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 Ministry Leadership (MAML) Page 49
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