

ADMISSIONS

Applying to Northwestern

The university does not discriminate on grounds of race, color, national or ethnic origin, sex, or disability. Admission to University of Northwestern does not guarantee any unique or specific disability-related accommodations. Prospective students who have concerns should contact Academic Achievement at 651-628-3241 or academicachievement@unwsp.edu for more information.

Prospective students are encouraged to call or visit with questions regarding the application process, semester deadlines, or program specifics. Students need continuous access to computer technology to be successful in their program, and it is recommended that they read the catalog, prior to acceptance, to understand the policies that they will be subject to once they are admitted.

Admission of Non-Degree Seeking Students

Non-degree seeking students typically desire to take individual courses for personal enrichment or professional development without fully enrolling in a certificate or degree program at Northwestern. Taking individual courses does not grant eligibility to participate in co-curricular activities and does not warrant financial aid eligibility.

Non-degree seeking students are able to attempt and register for 16 credits. If students would like to continue, they must apply to be a degree-seeking student. See “Academic Information & Standards—Program Transitions—Change/Add a Major/Minor or Program” for more information.

The following criteria are applied when admitting non-degree seeking students:

1. Evidence of a new birth in Jesus Christ.
2. Willingness to abide by the conduct expectations as outlined in the “Declaration of Christian Community.”
3. Likelihood of academic success at Northwestern.
4. Submission of an Individual Course(s) Application.
5. To take undergraduate-level courses, provide an official transcript from high school and/or the most recent undergraduate school attended.
6. To take graduate-level courses, provide an official transcript from where the undergraduate degree was earned and/or the most recent graduate school attended.
7. Ability to demonstrate English language proficiency (see complete policy for requirements).

Admission of Adult Undergraduate Students

The following criteria are applied when admitting adult undergraduate students:

1. Evidence of a new birth in Jesus Christ.
2. Willingness to abide by the conduct expectations as outlined in the “Declaration of Christian Community.”
3. Likelihood of academic success at Northwestern.
4. Three years of post-high school work/life experience.
5. Minimum cumulative GPA of 2.00 (on a 4.00 scale) from all previous college work.
6. Submission of an application and required essay(s).
7. Submission of an official high school transcript or an official GED certificate if fewer than 60 college credits are being transferred into the degree.
8. Submission of all official transcripts from postsecondary institutions at which the applicant was previously registered at whether or not transferable credits were earned.
9. Ability to demonstrate English language proficiency (see complete policy for requirements).

Certain programs may have additional admission requirements, stipulations, or restrictions. Exceptions to admission criteria can be made by the Dean of GOAL in consultation with Admissions.

Articulation Agreement with Southeast Technical Institute

University of Northwestern has established an articulation agreement with Southeast Technical Institute to facilitate credit transfer and provide a smooth transition from Southeast’s Associate of Applied Science in Business to Northwestern’s Bachelor of Science in Business Management. Contact CGOAL Admissions or visit unwsp.edu/academics/adult-undergraduate for more information.

Admission of Graduate Students

The following criteria are applied when admitting graduate students:

1. Evidence of a new birth in Jesus Christ.
2. Willingness to abide by the conduct expectations as outlined in the “Declaration of Christian Community.”
3. Likelihood of academic success at Northwestern.
4. Bachelor’s degree earned from a regionally, nationally, professionally, or specialized accredited institution (recognized by the U.S. Department of Education).
5. Minimum cumulative GPA of 3.00 (on a 4.00 scale) from all earned Bachelor’s degrees and previously taken graduate coursework.
6. Submission of an application and required essays.
7. Submission of all official transcripts from postsecondary institutions at which a Bachelor’s degree was earned and graduate coursework was previously taken.
8. Submission of two academic/professional reference letters.
9. Submission of a current resume (MBA and MOL applicants only).
10. Ability to demonstrate English language proficiency (see complete policy for requirements).
11. All application materials will be reviewed by an Admissions Committee, and the applicant may be contacted for an interview.

Northwestern is authorized under federal law to enroll nonimmigrant graduate students. In addition to the regular graduate admission criteria, special admission procedures are necessary for students who are not U.S. citizens. Evidence of sufficient financial resources must be presented prior to admission, which must occur before student visa arrangements can be made.

Certain programs may have additional admission requirements, stipulations, or restrictions. Exceptions to admission criteria can be made by the Dean of GOAL in consultation with Admissions.

Admission of Accelerated Graduate Track (Dual Degree) Students

To be eligible for the abbreviated admissions process listed below, accelerated graduate track (Dual Degree) students from an approved traditional major (departments include Biblical & Theological Studies, Business, and Christian Ministries) or the adult undergraduate Ministry major must apply to and begin coursework for the corresponding graduate degree within two years of completing the undergraduate degree at Northwestern. Students who apply and/or begin after this timeframe will be required to meet all current graduate admission requirements and may be required to comply with the current degree requirements.

NOTE: All graduate-level courses taken as an undergraduate student must be completed with a grade of “C” or better to satisfy graduate degree requirements.

The following criteria are applied when admitting accelerated graduate track (Dual Degree) students to their subsequent graduate program:

1. Evidence of a new birth in Jesus Christ.
2. Willingness to abide by the conduct expectations as outlined in the “Declaration of Christian Community.”
3. Bachelor’s degree earned from Northwestern.
4. Minimum cumulative GPA of 3.00 (on a 4.00 scale) from Northwestern.
5. Submission of an abbreviated application.
6. Submission of any missing official transcripts (Admissions will access the applicant’s Northwestern transcript and transcripts from other postsecondary institutions that have already been submitted).
7. Submission of a formal recommendation from a full-time faculty member within the Traditional Undergraduate department or the Adult Undergraduate Program Manager. In lieu of a departmental recommendation, students must submit one additional academic/professional reference.
8. All application materials will be reviewed by an Admissions Committee, and the applicant may be contacted for an interview.

Admission of Special M.Div. Students

With the approval of the Dean of GOAL and the Director of Non-Traditional Admissions, a maximum of 10% of M.Div. students may be admitted to the M.Div. program without a Bachelor’s degree (this special M.Div. program exception does not apply to the MATS program). To be considered for this exception, students must meet the following requirements in addition to the regular graduate admission criteria except having earned a Bachelor’s degree.

First, students must have at least twenty years of post-secondary life experience that includes full-time ministry work. Second, students must have two years of college, completed a minimum of 60 credits which includes English composition, and a minimum cumulative GPA of 2.80. Third, students must write an essay, in addition to the application essay, explaining how their life experience, vocational training, and education have prepared them for graduate work.

Students who meet these requirements and who have been approved by the Dean of GOAL and the Director of Non-Traditional Admissions will be considered for admission on a provisional basis. These students will not be eligible to earn the Master of Arts in Theological Studies (MATS) degree. Furthermore, students must achieve a minimum Northwestern cumulative GPA of 3.00 by the end of the first registered semester, or they will be administratively withdrawn from the program.

English Language Proficiency

For those whose native language is not English (e.g., International Student, Refugee, Political Asylee, Permanent Resident, or Non-resident Alien), English language proficiency must be demonstrated by taking **one** of the following exams:

Undergraduate

- A minimum score of 530 on the paper-based Test of English as a Foreign Language (TOEFL), 197 on the computer-based TOEFL, or 74 on the internet-based TOEFL.
- A minimum score of 6 on the International English Language Testing System (IELTS).
- A minimum score of 50 on the Pearson Test of English Academic (PTE).

Graduate

- A minimum score of 550 on the paper-based Test of English as a Foreign Language (TOEFL), 213 on the computer-based TOEFL, or 80 on the internet-based TOEFL.
- A minimum score of 6.5 on the International English Language Testing System (IELTS).
- A minimum score of 58 on the Pearson Test of English Academic (PTE).

Undergraduate & Graduate

The TOEFL/IELTS/PTE requirement may be waived for the following reasons:

- Students are from a recognized English-speaking country (contact Admissions for a list of identified countries).
- Students have completed an English writing course with a grade of “C-” or better **and** have earned a minimum of 12 credits from an accredited U.S. college/university.

Provisionally Admitted Students

Students who are admitted on a provisional basis must satisfy the conditions of their acceptance in order to continue in their program, and students may be provisionally admitted for any of the following reasons:

1. Inadequate GPA

Undergraduate students who are admitted on a provisional basis because of inadequate GPA must have a minimum Northwestern cumulative GPA of 2.00 by the end of the first registered semester. Graduate students who are admitted on a provisional basis because of inadequate GPA must have a minimum Northwestern cumulative GPA of 3.00 by the end of the first registered semester. If the applicable GPA provision is not satisfied, students will be academically suspended from their A&GS program, and they can apply for reenrollment after waiting two consecutive semesters.

2. Missing Official Transcript(s)

Students who are admitted on a provisional basis because of missing official transcript(s) must submit all missing official documents to the A&GS Office by the end of the first registered semester. If all missing official transcript(s) are not received by the end of the first registered semester, students will not be allowed to register for any future courses until the provision has been satisfied.

3. Other

Any other provision can be stipulated by Northwestern and must be satisfied in order to continue registering for courses. If any other provisions are not satisfied, students will be administratively withdrawn from their A&GS program, and they can apply for reenrollment after waiting two consecutive semesters.

New Student Orientation

New students are strongly encouraged to participate in New Student Orientation, which occurs prior to the beginning of each semester to help new students learn and understand how to navigate Northwestern from a policy, process, and technology perspective. It is a time of learning and interaction with others and sets the foundation for a successful university experience. In addition, online tutorials and resources are available to all students.

STUDENT ACCOUNTS

Tuition & Fees

Tuition rates are subject to change each Fall semester. Current rates are posted on the university website.

Course Withdrawal	\$55	Internship	\$50
Data Analytics (per DAL-prefix course)	\$200	Late Course Registration.....	\$50
Diploma Replacement.....	\$10	Ministry (some MIN-prefix courses).....	Varies
Directed Study	\$50	Payment Plan Enrollment	\$30
DSST Administration	\$40	Prior Learning Submission (one-time)	\$100
Graduation Administration (Undergraduate)	\$75	Prior Learning Evaluation (per credit sought).....	\$65
Graduation Administration (Graduate).....	\$100	Replacement of ID Card.....	\$25

NOTE: Fees are nonrefundable and are subject to change.

Billing Notifications

Students are responsible to check their student account activity and view their online billing statement on a monthly basis. Billing notifications are sent to the student's university email by the second day of each month if a balance is due at the end of the month (no paper statements are mailed to permanent addresses). Students should not receive a bill with any late fees or accrued interest until after the start date of their first course. Contact CGOAL Student Accounts at 651-631-5177 or cgoalstudentaccounts@unwsp.edu for more information.

Payment Plans

Students can select one of the following payment options for their tuition and fees:

1. Full Payment

Students pay the entire bill from Northwestern by the last day of the month in which a billing notification is received. Full payment can also include financial aid; however, if the aid is not applied to the student account by the due date, the account is subject to a 0.65% monthly late fee (8% annually).

2. Monthly Payments

Students can enroll in a payment plan each semester and make up to four monthly payments. The enrollment period is the first month of each semester and is available on theROCK > Student Home > Adult & Graduate Student Services > Student Accounts. Students should select the appropriate plan for their venue, and there is a \$30 enrollment fee per semester. Students who participate in the Fall payment plan will be automatically enrolled in the Spring payment plan and charged the enrollment fee if registered by the first billing date; students who participate in the Spring payment plan will be automatically enrolled in the Summer payment plan and charged the enrollment fee if registered by the first billing date. Students can decline the auto enrollment by contacting CGOAL Student Accounts. Students must reenroll in a payment plan each Fall semester.