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## **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 myUNW. 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 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.

For all A&GS programs, an academic year consists of Fall, Spring, and Summer semesters. A&GS programs are accelerated in nature 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 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.

## 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 (Online)

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.

## Class Cancellations (Weather or Low Enrollment)

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

The A&GS 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. As early as possible, the A&GS Office will notify students of the cancellation and will provide advising regarding alternative course options.

## 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, military adult undergraduate students are considered  $\frac{3}{4}$  time and military graduate students are considered full-time for the length of each course they are enrolled in. Overlapping courses may result in full-time enrollment. Exceptions to this policy include semester-length courses. Rate of pursuit as defined by the Department of Veteran Affairs is not associated with Federal Student Aid eligibility (see [“Academic Information & Standards—Classification of Students”](#)).

## Course Registration

### Course Offerings & Prerequisites

Course offerings may be found on myUNW; course prerequisites are listed with the course descriptions in the catalog 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.

### 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.

### Registration 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 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 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 below). There will be no transcript notation, an administrative fee is not assessed, and students will receive a full tuition refund. Prior to dropping a course, students should check with Financial Aid regarding the potential impact on their financial aid eligibility. If students are unable to drop a course online due to a hold, they must contact their Academic Advisor.

### Course Withdrawal

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

COURSE LENGTH	DROP	WITHDRAWAL	
	100% TUITION REFUND NO TRANSCRIPT NOTATION	50% TUITION REFUND W TRANSCRIPT NOTATION	0% TUITION REFUND W TRANSCRIPT NOTATION
4 WEEKS	Days 1–8	Days 9–10	Days 11–15
6 WEEKS	Days 1–8	Days 9–12	Days 13–22
8 WEEKS	Days 1–8	Days 9–14	Days 15–29
12 WEEKS (Includes Summer Full 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 A&GS courses. Students who are taking DE or TRAD courses are subject to the course withdrawal and tuition refund policies as outlined in the TRAD & DE Catalog.

### 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 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.

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.

### Repeating a Course

Any course may 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 financial aid 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 Provost | Senior Vice President for Academic Affairs as needed in decisions pertaining to the approval of transfer credits.

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.

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.

- Transfer credits (not grades) are subject to approval and, if accepted, are on a semester-hour basis.
- Prior learning credits from other institutions are not accepted.
- Undergraduate-level courses transferred from other institutions must have a grade of C- or better, but the applicability of those credits depends upon the selected academic program at Northwestern.
- For Core Curriculum (general education) within the Associate and Bachelor’s degrees, if a transfer course(s) satisfies the course intent of a particular category, then no additional credits will be required in that category. The total number of credits required for graduation remains the same. See [“Academic Information & Standards—Graduation Requirements & Commencement”](#) for credit minimums in general education and major-specific coursework.
- 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.

- 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.
- Graduate-level credits from other institutions may apply toward undergraduate requirements but are subject to approval from the Program Manager whose coursework will be covered by the transfer credits. If students go on to pursue a graduate degree at Northwestern, they may not apply those same credits to the graduate degree (the work may not 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 will save time and money because the credits may apply toward both the undergraduate degree and a future graduate degree if a grade of C or better has been earned. Students may select up to 14 graduate credits to apply toward electives (or a concentration for specific majors) in their undergraduate degree; however, any Dual Degree program-specific option will supersede this policy. Upon completion of the undergraduate degree, students must follow the admission process to be officially admitted to a graduate program.

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

1. A minimum Northwestern cumulative GPA of 3.00.
2. A minimum of 100 undergraduate credits have been completed.

The following procedure is utilized for this credit option:

1. The student submits an Individual Course Registration (ICR) Form 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 academic leadership and the graduate Program Director with input from an Academic Advisor.
3. If approved to take a graduate-level course(s), students are responsible to pay the graduate tuition rate, and they should check with Financial Aid regarding the potential impact on their financial aid eligibility.
4. A minimum Northwestern cumulative GPA of 3.00 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 may be documented using the prior learning portfolio process. To be eligible to utilize this process, students must be seeking an undergraduate degree, have completed ENG1105 + ENG2205, ENG1107, 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 credits that may be earned. See "[Academic Information & Standards—Graduation Requirements & Commencement](#)" regarding the maximum number of credits that may be earned by prior learning and contact your Academic Advisor for more information.

### 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 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](#)” regarding the maximum number of credits that may be earned by examination. Contact your Academic Advisor or more information may be found at [unwsp.edu/academics/registrar/credit-by-examination/](http://unwsp.edu/academics/registrar/credit-by-examination/).

### Internships

An internship is a structured out-of-class learning experience that takes place at an approved internship site that may 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 may 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. Contact your Academic Advisor for more information.

### Tutorial

A tutorial is the way in which a student may independently take a course that is listed in the course catalog and is part of the curriculum of the student’s undergraduate major/minor or 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). Appropriate approvals must be obtained before a student may register for a tutorial. Contact your Academic Advisor for more information.

### Directed Study

A directed study is a personalized, independent course that is designed to offer educational opportunities not provided by an existing course in the course catalog relating to the student’s undergraduate major/minor/concentration or graduate program/concentration (directed study credits may not apply toward certificates). However, a directed study is a privilege that Northwestern is under no obligation to provide. See “[Academic Information & Standards—Graduation Requirements & Commencement](#)” regarding the maximum number of credits that may be earned by directed study and contact your Academic Advisor for more information.

The following criteria are applied when evaluating a student’s eligibility for a directed study:

1. A minimum Northwestern cumulative GPA of 2.50 to earn undergraduate credit or 3.50 to earn graduate credit.
2. A minimum of 100 undergraduate credits or 67% of graduate program credits have been completed.
3. More than one directed study in the same subject prefix area may be completed as long as the content of each study is unique, and every directed study taken will affect the student’s GPA.

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 4815 or 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 Manager/Director and the selected Faculty Supervisor to identify the information needed to complete the Directed Study Proposal (Form 2 of 2) which may include, but is not limited to, the course learning outcomes, utilized books/materials, assignments/assessment activities, meetings, deadlines, expectations, and credit hour calculations.

4. When feasible, the Directed Study Proposal (Form 2 of 2) should be approved one semester in advance; however, it must be submitted by the student no later than the seventh calendar day of the course and be fully approved (i.e., Faculty Supervisor and Program Manager/Director) by day 14, or the student may be administratively withdrawn from the course.

## Grade Information

### Good Academic Standing

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

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

**NOTE:** For both undergraduate and graduate students, repeated failure to complete a course (earning F or W grades) will result in academic suspension (see [“Academic Integrity & Disciplinary Process—Academic Warnings & Concerns—Academic Suspension”](#)).

### 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 each semester and the cumulative grade point average (GPA). Courses with the following grades do not contribute to the GPA: AU, I, LP, NC, P, PR, S, T, U, and W. GPA is the result of dividing total grade points by total quality credits for all 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 failing grade will be recorded on the transcript. An incomplete grade affects the satisfactory academic progress that students must maintain when receiving financial aid, and students may not graduate with an I recorded on their transcript.

### Pass & No Credit Grades

A grade of P (pass) grants credit without influencing GPA calculations, while a grade of NC (no credit) does not permit credit but does not affect GPA calculations. 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 a failing grade.



### 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 when students officially withdraw from a course during the allowed time frame 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 myUNW 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.

### Dean's List

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

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

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

### Grade Reports

Students requesting a grade report to be sent anywhere other than their university email should complete a Grade Report Request Form on myUNW. Students receiving employer reimbursement should reference "[Student Accounts—Tuition Reimbursement](#)."

### Transcripts

Northwestern has retained the National Student Clearinghouse to provide online ordering of official electronic and paper transcripts. More information may be found at [unwsp.edu/academics/registrar/transcripts/](http://unwsp.edu/academics/registrar/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 paper transcripts issued to students, with the envelope stamped "Issued to Student."
- An electronic (PDF) transcript issued to the end recipient is considered official. An electronic transcript issued to students is considered unofficial. A printed copy of an electronic transcript is considered unofficial.

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, 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 may not be issued to a third party without the written consent of students.

## **Graduation Requirements & Commencement**

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 time frame must reenroll and comply with the current degree requirements (see “[Academic Information & Standards—Program Transitions—Reenrollment](#)”).
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](#)”).
4. Students who must reenroll or change their major(s) will have the option to meet current Core Curriculum (general education) requirements or may 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.

### Undergraduate Certificate Requirements

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

### Associate Degree (A.A., A.S.) Requirements

1. Successful completion of the required courses and credits (minimum of 60 credits) as listed in the CGOAL Catalog.
2. A minimum Northwestern cumulative GPA of 2.00.
3. **Residency Requirement:** A minimum of 30 credits must be completed at Northwestern (excluding credits earned by examination and/or prior learning).
4. A maximum of 15 credits may be earned by examination (AP, CLEP, DSST, or IB).
5. A maximum of 15 credits may be earned by prior learning.

### Bachelor’s Degree (B.A., 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 majors.
4. **Residency Requirement:** A minimum of 30 credits must be completed at Northwestern (excluding credits earned by examination and/or prior learning).
5. **Residency Requirement:** A minimum of 50% of credits for each major **and** for each minor must be completed at Northwestern.
6. 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).
7. A maximum of 4 credits may be earned by directed study.
8. A maximum of 5 credits may be earned by performance (e.g., choir, band).
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 apply toward required major courses.
  - Only 4 credits may apply toward required minor courses.
11. A maximum of 40 credits may be earned by technical credit.

- Students who are pursuing a Bachelor's degree and taking graduate-level courses of a concentration that is also offered as a graduate certificate will earn the concentration (or electives if not pursuing the related major).
- To comply with the Minnesota Office of Higher Education (MOHE) degree requirements, a minimum of 30 credits must be in general education curriculum, a minimum of 30 credits must be in major-specific coursework, and a minimum of 40 credits must be from upper-level (3000 and above) courses.
- To comply with Higher Learning Commission policy, a maximum of 50% of graduate degree credits, which includes graduate certificates, may be earned as an undergraduate student.

### Minor Requirements

Students may earn one or more academic minors in an area of study that is distinct from their academic major(s). A minor (minimum of 16 credits) is not stand-alone but rather part of a Bachelor's degree. 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 may earn minors through Northwestern's Traditional Undergraduate program; contact the Registrar's Office for more information.

### Graduate Certificate Requirements

- Successful completion of the required courses and credits (certificates vary in credits) as listed in the CGOAL Catalog.
- Successful completion of all graduate-level courses with a grade of C or better.
- A minimum Northwestern cumulative GPA of 3.00.
- Residency Requirement:** A minimum of 75% of program credits must be completed at Northwestern.
- A maximum of 25% of program credits may be earned by transfer credit.
- 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

- Successful completion of the required courses and credits (programs vary in credits) as listed in the CGOAL Catalog.
- Successful completion of all graduate-level courses with a grade of C or better.
- A minimum Northwestern cumulative GPA of 3.00.
- A maximum of 4 credits may be earned by directed study.
- Residency Requirement:** A minimum of 75% of program credits must be completed at Northwestern.
  - Residency Requirement:** For the M.Div. degree, a minimum of 50% of program credits must be completed at Northwestern.
- 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.
- 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.
- Students who are pursuing a Master's degree which requires a concentration that is also offered as a graduate certificate will earn the concentration.
- 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 after the semester has ended upon completion of the following requirements:

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

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

### Student Name on Diploma

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). 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.

### Graduation Honors

#### UNDERGRADUATE

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

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

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

Bachelor's degree students with a minimum of 60 Northwestern credits will be eligible for Latin honors recognition as listed above.

Bachelor's degree students with between 30–59 Northwestern credits with a Northwestern cumulative grade point average of at least 3.90 will be recognized as graduating "with distinction."

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

### 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 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.).

## **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 financial 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 myUNW. 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 financial obligations. The ability to change venues is not guaranteed. If accepted, students must comply with the current degree requirements.

Students who are on probationary status in the TRAD/DE venue(s) will be subject to the same probationary status in the Adult Undergraduate venue. Students who are on academic suspension in the TRAD/DE venue(s) are not eligible to change venues for 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 financial 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](#)").

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 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 A&GS 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 reenrollment.

## 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 two consecutive semesters, having a student account in an unacceptable payment status, excessive absences, earning repetitive failing grades and not making academic progress, disruptive behavior, violations of the community policies or academic integrity, and any conduct that undermines the values, ethos, or safety of the university community. Students who were administratively withdrawn from an A&GS program and desire to reenroll must follow the procedures for reenrollment.

# ACADEMIC INTEGRITY & DISCIPLINARY PROCESS

## Academic Warnings & Concerns

### 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 grade of 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 may 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.

## Academic Dishonesty

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

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

## Cheating & Plagiarism

Academic integrity is an integral part of a faith-based university community. As such, it is assumed that a student is the author of all coursework (quizzes, problem sets, online contributions, tests, papers, lab work, etc.) that he/she submits, whether for a grade or not. Images, ideas, data, audio clips, phrases, etc. borrowed from others should be fully identified by standard procedures for making such acknowledgment.

An act of academic dishonesty (i.e., cheating or plagiarism) is a serious offense and is regarded as conflicting with the work and purpose of the entire university and is not merely just a matter between the student and the faculty member.

When a student cheats/plagiarizes, disciplinary action is initiated with the goal of helping the student refrain from future acts of cheating/plagiarism. This disciplinary action includes academic consequences related to the student's course and a change in the student's status, moving the student to academic integrity probation or academic integrity suspension, as appropriate.

- **Academic Cheating:** This includes such acts as copying another's work and presenting it as one's own (or allowing someone else to copy one's work) and using unfair methods to complete a test (or helping someone to cheat).
- **Plagiarism:** This is an act of fraud which 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. The most common errors in handling written sources are the following:
  - Failure to use quotation marks when quoting,
  - Failure to make a thorough paraphrase when attempting to put the idea in one's own words,
  - Failure to give the source of the information.

Incidents of cheating/plagiarism must be reported immediately by the faculty member to the Registrar for all academic courses.

A student found cheating/plagiarizing in coursework or examinations is subject to discipline. The standard disciplinary response is an immediate failing grade for the course. Additionally, for the first incident of cheating/plagiarism, the student is placed on academic integrity probation by the Registrar, and for a subsequent incident of academic dishonesty (cheating or plagiarism), the student is placed on academic integrity suspension by the Registrar (see section below for additional details regarding plagiarism). Student Life and Academic Achievement may also be made aware of the disciplinary action taken.

The disciplinary action may be decreased to failure of assignment and/or student not placed on academic integrity probation or academic integrity suspension if any of the below apply. However, for **plagiarism**, the faculty member may require the student to rewrite the paper, while still receiving a failing grade, in order to pass the course.

- The work is a minor part of the total grade of the course (such as less than 5%),
- The act of academic dishonesty (cheating/plagiarism) is judged to not be premeditated.

Academic integrity probation students are required to do the following:

- Initiate a meeting with the Academic Achievement Program Manager (for TRAD students) or initiate a virtual meeting with the Registrar (for DE and A&GS students) for an accountability appointment.
- **Plagiarism:** Complete the "Unit 3: Avoiding Plagiarism" section (includes two mastery quizzes) of the "Achieving the Best in Your Writing" learning management system course.

**Plagiarism:** The student may be removed from academic integrity probation if the student has had the accountability appointment and achieves a minimum score of eight on both mastery quizzes.

If a second incident of academic dishonesty (cheating or plagiarism) occurs:

- After the student has been removed from academic integrity probation, the student is placed back on academic integrity probation.
- While the student is still on academic integrity probation from a previous academic dishonesty incident, the student is placed on academic integrity suspension.

Academic integrity suspended students are suspended as such:

- **All Students:** If the incident occurs during the fall semester, then the student will be suspended during the subsequent spring semester.
- **TRAD and DE Students:** If the incident occurs during the spring semester, then the student will be suspended during the subsequent summer and fall semesters.
- **A&GS Students:** If the incident occurs during the spring semester, then the student will be suspended during the subsequent summer semester.
- **All Students:** If the incident occurs during the summer semester, then the student will be suspended during the subsequent fall semester.

Appeals regarding cheating/plagiarism must be in writing and will be directed to the Registrar (for TRAD students) or to the student's Academic Advisor (for DE and A&GS students).

## 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 Academic Affairs leadership.
- **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 occurs 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 Academic Affairs leadership.

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 occurs 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), and 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 dependent status of unmarried students less than 24 years of age, unless the university is otherwise notified.

### 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 ask for the 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 may 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 for students. 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 or complaint. More information including policies and procedures may be found at [unwsp.edu/policies-and-legal-information/student-concerns-complaints/](https://unwsp.edu/policies-and-legal-information/student-concerns-complaints/) (external website) or [my.unw.edu/pages/student-concerns-complaint](https://my.unw.edu/pages/student-concerns-complaint) (internal myUNW site).

## 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 Academic Affairs leadership 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, Academic Affairs leadership or designee will determine the appropriate response and may call for an appeals hearing. Contact the A&GS Office for more information.

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