



GRADUATE &
CONTINUING
EDUCATION
STUDENT
HANDBOOK
2011-12

NORTHWESTERN

WELCOME!

We are glad that you have decided to pursue your education at Northwestern College through the Graduate & Continuing Education Division (GCE), the umbrella for FOCUS Degree Completion and the Center for Graduate Studies (CGS).

At Northwestern we are committed to providing you with a Christ-centered and academically challenging education. Regardless of the degree program or major you have selected, all of our curricula are taught from a Christian perspective. I am certain that you will find your experience to be rewarding as you interact with other students and instructors who have real world experience as well as distinguished academic credentials.

Also, the Graduate & Continuing Education staff members are always available to assist you, particularly your academic advisor. Please do not hesitate to contact the GCE office for any assistance you might need throughout your program.

May God bless you as you complete your educational goals.



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GRADUATE & CONTINUING EDUCATION EXISTS TO:

- *Provide a Christ-centered education that is characterized by quality and integrity*
- *Foster the development of intellectual, professional, and spiritual growth*
- *Provide a convenient way to obtain a Christ-centered education that is taught by caring and experienced instructors*

WE, THE GRADUATE & CONTINUING EDUCATION STAFF AND FACULTY, COMMIT OURSELVES TO:

- *Effectively inform prospective students about GCE programs so that they can make wise decisions regarding their educational choices*
- *Facilitate the education of our students by providing exemplary service, curricula, and instruction*
- *Assist instructors and the departments that support GCE in providing customer service that enhances the educational experience*

RESERVED RIGHTS: NORTHWESTERN COLLEGE POLICY IS CONTINUALLY BEING REEXAMINED TO REFLECT THE NEEDS AND VALUES OF THE COMMUNITY. AS SUCH, NORTHWESTERN RESERVES THE RIGHT TO MODIFY OR CANCEL ANY STATEMENT, POLICY, OR PRACTICE IN THIS HANDBOOK AT ANY TIME, AND SUCH CHANGES MAY NOT BE IMMEDIATELY REFLECTED IN THIS PUBLICATION. THE POLICIES AND STATEMENTS ARE NOT AN IRREVOCABLE CONTRACT.

THE 2011–12 GRADUATE & CONTINUING EDUCATION HANDBOOK IS SUBJECT TO CHANGE DURING THE SCHOOL YEAR. IF CHANGES ARE MADE, STUDENTS WILL RECEIVE WRITTEN COMMUNICATION.

STUDENT RESPONSIBILITY: STUDENTS ARE RESPONSIBLE FOR ALL POLICIES, PROCEDURES, AND CONTENT OF THE GCE HANDBOOK. UNLESS TRADITIONAL UNDERGRADUATE STUDENTS FORMALLY CHANGE THEIR VENUE FROM TRADITIONAL UNDERGRADUATE TO GCE, THEY WILL BE SUBJECT TO THE TRADITIONAL UNDERGRADUATE STUDENT HANDBOOK FOR ALL NON-COURSE-SPECIFIC POLICIES AND PROCEDURES.

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SECTION A—COMMUNITY POLICIES

All Northwestern community members (faculty, staff, and students) are expected to know and abide by the policies detailed in the Community Policies manual. GCE has provided summaries of several policies below; please reference the Community Policies manual on theROCK for full information.

STATEMENT ON UNITY AT NORTHWESTERN COLLEGE

We acknowledge that achieving unity within diversity is a major issue in our society today. We believe that the Word of God does speak to this issue.

We affirm our commitment to biblical unity within the diversity that exists in the Body of Christ (1 Corinthians 12:12–26). It is our desire that every person in the Northwestern community be accepted and valued, regardless of gender, race, color, social status, disability, age, ethnicity, or gifts. We believe that because Christ has reconciled us to God and to one another, we must seek to maintain the unity of the Spirit in the bond of peace (Ephesians 4:1–6). Wherein we fail to do this, we should humbly seek forgiveness from God and one another. We pledge to lead our community in the process of reconciliation and the restoration and maintenance of God-honoring relationships among His people. We desire to be role models who will glorify God through our demonstration of biblical unity. See the Community Policies manual for entire policy.

NON-DISCRIMINATION POLICY

In principle and practice Northwestern does not discriminate on the basis of race, color, national or ethnic origin, age, sex, or disability in its educational policies, programs, or admissions (in accordance with Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Title VI of the Civil Rights Act, and the Age Discrimination Act). See Community Policies manual for entire policy.

HARASSMENT POLICY

Northwestern will not tolerate harassment or assault in any form. Harassment/assault may include any of the following: derogatory comments, verbal or written threats, threatening actions or gestures, or physical conduct and attack. Specific forms of harassment may take the form of but are not limited to hazing, racial harassment, or sexual harassment or assault. When such incidents occur, appropriate disciplinary action will be taken. See the Community Policies manual for the entire policy.

CODE OF CONDUCT

Classroom Conduct

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.

Honesty and Integrity

Among all college members in the Northwestern community is a mutual commitment to personal integrity and honesty. All instances of dishonesty or distorting the truth to avoid negative academic or social consequences are grounds for a disciplinary response.

Plagiarism

Incidents of plagiarism must be reported immediately by the faculty member to the GCE office. The most common errors in handling written sources are the following:

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

Students found plagiarizing are subject to discipline. The standard response for substantial plagiarism is giving the student an immediate "F" for the course and placing the student on disciplinary probation. The academic action may be decreased or increased for reasons such as the following:

1. Possibly decreased to failure of the assignment:
 - a. If the work is a minor part of the total grade (less than five percent).
 - b. If the offense is judged not to be premeditated. However, the instructor may require the student to rewrite the paper, while still receiving an "F," in order to pass the course.
2. Possibly increased to disciplinary suspension:
 - a. If the student has repeatedly plagiarized at Northwestern.
 - b. If the offense is a flagrant action of plagiarism, such as intentional lifting of large sections of text without documentation, or fabrication of sources.
 - c. If a student is proved to have been dishonest or uncooperative at any time during the investigation.

Refer to Section K—Assignment Preparation Resources for more detailed information about what constitutes plagiarism.

Cheating

1. Incidents of cheating must be reported immediately by the faculty member to the GCE office.
2. Students cheating in coursework or examinations are subject to discipline. The standard disciplinary response is an immediate "F" for the course and the student placed on disciplinary probation. The disciplinary action may be decreased or increased for reasons such as the following:
 - a. Possibly decreased to failure of the assignment:
 1. If the work is a minor part of the total grade (less than 5%).
 2. If the offense is judged not to be premeditated. However, the instructor may require the student to rewrite the paper, while still receiving an "F," in order to pass the course.
 - b. Possibly increased to disciplinary suspension:
 1. If the student repeatedly cheated at Northwestern.
 2. If the offense is a flagrant action of cheating (or helping others to cheat).
 3. If the student is proved to have been dishonest or uncooperative at any time during the investigation.

FERPA

Northwestern conforms to the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. Detailed information about FERPA and Northwestern can be found on theROCK > Academics.

FERPA sets out requirements for the protection of student privacy. It deals specifically with the education records of students, affording them certain rights with respect to those records. Students are annually notified of their detailed rights under FERPA in student handbooks and/or other means. FERPA does not apply to records of applicants for admission who are denied acceptance or, if accepted, do not attend an institution.

In keeping with the requirements of FERPA, Northwestern hereby designates the following items as directory information. The college may disclose any of these items for any purpose at its discretion without prior written consent, unless notified in writing to the contrary by the student. Directory information includes the student's name, address, telephone number, e-mail address, photograph, date and place of birth, major field of study, class schedule, dates of attendance, grade level, enrollment status (e.g., undergraduate, full-time, or part-time, etc.), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent previous educational institution attended.

Currently enrolled students may withhold disclosure of information under the provisions of FERPA. To withhold disclosure, written notification must be received in the GCE office. Forms requesting withholding of directory information are available on theROCK > Academics > Academic Forms. Submitting the GCE request to restrict information form will make the directory information confidential until the student requests in writing to the GCE office to lift the restriction. As with all confidential student records, Northwestern will release information to designated parties only with the express written consent of the student or as otherwise required by law. Failure of the student to specifically request the withholding of directory information indicates approval of disclosure.

Each student should give careful consideration to the consequences of any decision to withhold directory information. Should the student decide to do this, all future requests for directory information, however legitimate, will be refused. This includes family, friends, prospective employers, credit agencies, and others to whom the student may want this information known. Northwestern cannot assume the responsibility to contact the student for subsequent permission to release directory information. Regardless of the effect upon the student, the college assumes no liability for honoring an instruction to withhold directory information.

Further information concerning FERPA may be found at www.nwc.edu/ferpa.

Online Directory

The college maintains an online directory of students, faculty, and staff available on theROCK. Information included in the online directory includes students' names, mail center numbers, phone numbers, and home addresses. The online directory is for the sole use of Northwestern community members. By enrolling at Northwestern, students give their permission to be listed in the directory. Those wishing to restrict information provided in the directory should complete a GCE request for restricted information form.

Change in Name or Contact Information

It is each student's responsibility to notify the GCE office of any name changes. Documentation (i.e., copy of marriage certificate, new Social Security card) must accompany the name and contact information change form. Any changes to a student's home address or home/work/cell phone number(s) should be updated on theROCK or submitted to the GCE office using the name and contact information change form.

LIABILITY

Personal Property

Northwestern is not liable for damage to or loss of personal property belonging to an individual.

Student Willful Participation, Release from Liability, and Indemnification Agreement

Northwestern students and other affiliated persons participate in various off-campus events through the college, including trips to other countries, academic related trips in the local region, volunteer activities, and recreational activities.

To be allowed participation in the various events throughout the year, it is required that students sign the "Northwestern College Willful Participation, Release from Liability, and Indemnification Agreement" at the beginning of their enrollment in GCE. By signing this agreement students agree (1) that they are a willing participant in a Northwestern event and assume the risks or hazards that may be involved in participating in or related to an event; (2) to release Northwestern, its directors, trustees, officers, employees, or agents for any cost or liabilities they cause that are in any way related to those events. The Agreement does not include intentional, willful, or wanton acts of Northwestern, its directors, trustees, officers, employees, or agents.

TECHNOLOGY USAGE POLICY

Access to technology is a privilege provided to employees and students. All technology services, software, and equipment provided by Northwestern are considered the property of Northwestern and are provided to enable the mission of the college. There is no guarantee of user privacy on messaging systems such as e-mail. Northwestern reserves the right to monitor, restrict, or remove access to technology resources at any time and without notice for anyone using these resources in an inappropriate manner. Complete copies of the technology usage policy are provided in the Community Policies manual.

COMPUTERS AND CAMPUS TECHNOLOGIES

The Network Account for Students

Computers are important tools in the educational process at Northwestern. The college has a network connecting all computers on campus and providing a variety of services through the network. All students are given a network account, which is password-protected.

All students are required to create a password that meets Northwestern network standards. For instructions in changing and creating the password and security questions using the MyPassword tool, visit theROCK > Home > Password Management. Students should change their current password into one they will remember that also meets the security standards.

The Northwestern account provides e-mail service, access to the Internet, data storage space, and access to course-specific software applications.

The On-Campus Network

- Wireless access to the Internet is available in most campus buildings.
- Northwestern is not responsible for the operation or maintenance of students' computers.
- Students are responsible for installation of their own network cables (used to connect the computers to the network jacks).
- Students who plan to connect their laptops to an outlet during class may need to supply a power strip or share a power strip with others in the class.
- Computer Lab staff will assist students on a best effort basis to troubleshoot computing problems to determine if problems are caused by the network or by the students' computers. Since this service is provided on a best effort basis, no guarantees will be made by the college relating to the ultimate quality or completeness of problem determination other than to verify that the network connection is functioning properly.
- The college network is available to students for educational purposes only.
- Network accounts are a privilege and may be taken away if abused. See the Technology Usage policy in the Community Policies manual for more information.
- All student network accounts are removed nine months after graduation or nine months after the last course has been taken.

By connecting to the college network, the student agrees to abide by the policies which govern computing on campus, as published in the Community Policies manual.

Laptops on Campus

In order to connect to the college network, each student who brings a laptop on campus must register that laptop by passing a security scan. The scan ensures that the computer attempting to access the network does not pose a risk to other computers on the network by verifying that the student's computer has current Operating System updates and current antivirus definitions. Students must register for each connection, wired and wireless. Student Support staff are available to provide assistance to students who need help registering their computer on the network. Students must have their own Internet Service Providers to access college resources through the Internet from off campus.

Computer Resource Centers

Northwestern maintains several computer resource centers (CRCs) for general use by students. Two CRCs in Riley Hall provide Windows-based computers, as well as black-and-white and color printing abilities. The Riley Hall CRC hours are posted on theROCK. The Berntsen Library houses a CRC equipped with 15 Apple Macintosh computers and black-and-white printing abilities. Additionally, the Berntsen Library maintains Windows-based computers for research purposes.

On-Campus Printing

Students are provided with a \$30 credit for free printing per semester, based on the traditional undergraduate semester calendar. For the 2011-12 academic year, the credit resets will occur on December 17 and May 13. When printing, black-and-white sheets are figured at a 10-cents per page rate and color printing at a 30-cents per page rate. All pages over the \$30 limit will be charged to the student's account at the above listed rates. Printed pages are tracked through Campus Technologies, and totals are presented each time a student prints. Students with questions should contact the help desk.

SECTION B—COLLEGE SERVICES**NETWORK RESOURCES****Moodle, theROCK, and E-Mail**

Northwestern makes use of an Internet-based course management software called Moodle to distribute syllabi, communicate with students, and provide other course-related learning activities over the Internet. Every course has its own course site. High-speed Internet access is highly recommended. Students should check each course site at least weekly.

Students are assigned a Northwestern network account which provides e-mail, resources, class registration, and news through access to theROCK, the Northwestern electronic portal. News and general announcements are communicated through the Daily Journal on theROCK. The Northwestern student e-mail address is the only address that the college (i.e., faculty and staff) will use to communicate electronically with students. Students are responsible for all information posted on theROCK and sent to their Northwestern e-mail account.

To access this information, follow these steps:

1. Launch an Internet browser (e.g., Internet Explorer, Firefox).
2. In the address bar, enter <http://therock.nwc.edu>.
3. Enter username and password, and click Login.
4. To access Northwestern e-mail, in the upper right corner of the screen click E-mail.
5. To access the course site, in the upper right corner of the screen click Course Sites.
6. If necessary, scroll down until the specific course title is visible. If course titles do not appear in the center column of the screen, look for My Courses along the left side, and click on the course title.
7. To download the syllabus from the course site, click on the course syllabus link.

Course sites and syllabi for face-to-face and blended courses will be available at least two weeks prior to a course start and one week prior for online courses.

BERNTSEN LIBRARY/EXTENDED CAMPUS LIBRARY SERVICE (ECLS)

Program

The Berntsen Library assists students with their academic research needs. The Extended Campus Library Service (ECLS) is available to off-campus students currently enrolled in FOCUS or CGS. ECLS provides individual reference service and document delivery including:

- Consultation on research topics
- Assistance with searches for relevant books, articles, or documents
- Delivery of relevant materials

Students should contact the reference desk or the Extended Campus Library Service (ECLS) to receive help. A reference “chat” service is also available at <http://library.nwc.edu/library/Meebo.html>. Reference librarians and staff are available many of the hours the library is open. ECLS contact information is in Section L—Student Resources/Contacts.

Students can find updated information on staff, hours, and services as well as links to online resources on theROCK > Library. These resources include over 60 online databases and the library catalog, CLICnet, which contains the shared resources of eight local private colleges.

A library barcode is necessary for off-campus access to databases and students’ CLICnet account, can be found on their Northwestern ID cards.

Research Tips

- Because research, retrieval, and delivery take time, please contact the ECLS office at least three weeks before you plan to write the final draft of your assignment.
- Be prepared to discuss your assignment, topic, and thesis statement with the reference librarian.
- Have all pertinent information ready (syllabus, letter with library barcode number, etc.) when contacting ECLS.

Research Tools

- To begin searching for books, access CLICnet at <http://clinet.clic.edu>.
- To begin searching for articles, access the databases at <http://guide.nwc.edu/databases>.
- Students can find links to both CLICnet and the databases on theROCK > Library.
- If students need help using these tools or interpreting search results, they should contact ECLS.

Policies

The following policies apply to the ECLS program:

- Books from the Berntsen Library collections circulate for six weeks and may be renewed twice by contacting the circulation desk. The renewal period for books is three weeks for each renewal. Students can also renew items from their library records at <http://clinet.clic.edu/patroninfo> or contact ECLS.
- Books secured through interlibrary loan may circulate for a different time period depending upon the lending library.
- Students should return materials by the due date.
- Return postage and any overdue charges are the student’s responsibility.
- Reference materials and periodicals may be used only at the library.
- Videocassettes, DVDs, and CDs may only be checked out in person due to the three-day check out policy.

A copy of the full Berntsen Library Student Handbook is available on theROCK > Library > Library Information.

CENTER FOR CALLING & CAREER (CCC)

The Center for Calling & Career (CCC) is a place of discovery and transformation, a place where students can discover a purpose greater than themselves, find direction, and take steps in planning a future that recognizes their unique design and potential for contribution. The CCC offers free programs and services for all students and alumni, including individual academic and career counseling, assessments, online training modules, special events, on-campus recruiting, online job and internship board, employer networking opportunities, professional skill training events, and more. Students also have access to the Northwestern College LinkedIn Professional Network, Interview Stream online mock interview system, Career Connect database of jobs and employers, and Career Spots video training clips.

The CCC can assist students and alumni in:

- Understanding their calling and its connection with various avenues of work and service
- Discovering and strengthening their God-given design (assessments available)
- Choosing and/or confirming their major and academic program
- Exploring the world of work and specific career options
- Gaining practical, hands-on experience through internships, study abroad, or service-learning
- Researching information about specific employers, industries or related marketplace trends
- Learning about graduate school programs, graduate exams and admissions processes
- Developing professional skills in resume writing, interviewing, networking, and job-search
- Entering avenues of work and service in the world for the glory of God

The CCC staff is highly trained, experienced, and ready to serve students and alumni. The Center for Calling & Career is located in Nazareth Hall. To make an appointment, stop by or call 651-631-5265 or 800-692-4020 x5265. To find out more information, visit the CCC website at nwc.edu/career.

CENTER FOR GLOBAL RECONCILIATION AND CULTURAL EDUCATION (C-GRACE)

At Northwestern College, one of our core values is to create a community that reflects the diversity of the Body of Christ. Our vision includes becoming Christ's ambassadors of reconciliation, intentionally seeking to promote Christian unity in our college community, particularly with respect to issues of racial, cultural, and ethnic diversity, and biblical reconciliation. The staff of the Center for Global Reconciliation and Cultural Education (C-GRACE) advances this mission of Northwestern College by coordinating programs, services, and resources that celebrate and nurture culturally, racially, ethnically, and globally diverse and transformative learning environments for all members of the college community. Our caring and qualified staff also advises and supports international and immigrant students, students who have grown up living in one or more cultures, and students of color in the areas of academic, cultural, spiritual, and personal growth.

- **Multicultural Student Services** supports students of color by providing access to important resources, assisting with cultural adjustment, advocating for unique needs, building relationships with students, and planning valuable programs designed to promote intercultural learning and biblical reconciliation on campus.
- **International Student Services** assists international students in their adjustment to college in the U.S. by providing spiritual, social, cultural, and academic support to help them integrate into all aspects of college life, assisting them to apply their learning to their own lives, vocation, and cultural contexts, and to share their cultures with the community.
- **International Family Friendship Program** connects international students with families of Northwestern College faculty and staff to provide a "home away from home" and nurture cross-cultural friendships and support.

CENTER OF ACADEMIC PROGRAM FOR SUPPORT SERVICES (CAPSS)

The Center of Academic Programs for Support Services (CAPSS) provides the following services for students: ALPHA Center, Disabilities Office for Support Services (DOSS), and the Culture, Language and Transition program (CLT). The CAPSS, DOSS, and CLT offices are located in the Billy Graham Community Life Commons.

ALPHA CENTER

The ALPHA Center offers academic support through tutorial services for writing, math, and other subjects. Specialized tutoring is available for students whose primary language is not English and for students preparing for the Editing Competency Exam (ECE), a prerequisite for Composition II. The ALPHA Center provides a testing room for make-up exams and alternative testing conditions.

The ALPHA OWL (FOCUS)

The ALPHA Online Writing Lab (OWL) is a service available to FOCUS students of Northwestern College. The Alpha Center seeks to help writers of all ability levels better their writing skills by providing consultation at any stage of the writing process and in all aspects of writing. The following services are offered through the OWL in order to meet this objective and can be accessed through its course site on theROCK:

- Online paper submission
- Online tutoring
- Online discussion board
- Online help sheets

DISABILITIES OFFICE FOR SUPPORT SERVICES (DOSS)

Our purpose is to offer students with unique challenges the support needed to experience full access to the college community under the guidelines of “reasonable accommodations,” as outlined by the Rehabilitation Act of 1973 (Section 504) and Americans with Disabilities Act (ADA). Services include, but are not limited to, the following:

- Peer tutoring
- Alternative testing conditions
- Campus accessibility support
- Study skills strategies
- Individualized accommodations

Students should contact the Disabilities Office for Support Services (DOSS) prior to registering for classes; if this process is not completed with DOSS, ADA clearance as well as services and accommodations may be delayed and may put the student at risk academically. It is the responsibility of the student to contact the appropriate offices, provide documentation, and work with that office. Accommodations must be renewed each year.

Culture, Language and Transition (CLT)

Academic support is provided through the CLT program for students seeking interventions not related to a disability. Students wishing involvement with the CLT program can do so for a number of reasons such as:

- Cultural support—background as children of missionaries or international students, etc.
- Language support—becoming more comfortable with the American English language
- General adjustment to college—transitioning into the role as a Northwestern College student

The CLT office supports students as they navigate the college experience. A variety of services are provided that may include weekly one-on-one check-ins, mentoring, weekly class sessions, discussion with peers, speech presentations support, practicing conversational/and or written English, etc.

The CLT office collaborates with other offices on campus as well as with faculty and/or staff on behalf of students. Students wanting more information about the CLT program should contact the DOSS/CLT office.

COUNSELING SERVICES (FOCUS)

The counseling services provided at Northwestern reflect the college's commitment to attending to the whole person. This includes the student's personal, emotional, and psychological well-being, as well as his or her academic and spiritual development.

Sensitive and confidential services are provided by trained counselors who are committed to the highest standards of professional practice and personal integrity. There are opportunities for students to be involved in individual counseling, support groups, and seminars or to learn more about themselves through various assessment tools. Most services are free of charge.

Appointment Times

Counseling Services is available to FOCUS students only. Scheduling follows the academic calendar. Appointments are scheduled Monday–Friday, generally 9 a.m.—5 p.m., and can be made by contacting Counseling Services at 651-631-5190. Additional sources of informal counseling services are available to students on campus through Campus Ministries and Outreach, Center for Calling & Career, C-GRACE, or faculty members. Students may refer to these other sources for personal assistance regarding spiritual, social, academic, occupational, or personal matters.

HEALTH INFORMATION

Health Insurance

GCE students are not required to carry health insurance but are strongly encouraged to do so. Northwestern College is not liable for injuries sustained by students due to the student's negligence. An insurance form, indicating students' insurance coverage or lack thereof, must be submitted to the college prior to registration.

Health insurance coverage is offered to students for \$850/year. It will be billed to the student's account with fall tuition. Contact studentaccounts@nwc.edu for more information.

Immunizations

Minnesota law requires a completed signed Immunization Record for all students born after 1956 ensuring adequate immunization against diphtheria, tetanus, measles, mumps, and rubella. The form is sent to the student as part of the enrollment packet, and it must be completed and submitted to the GCE office prior to course registration.

VETERANS

Northwestern cooperates with the U.S. Department of Veterans Affairs (VA) to make it possible for eligible students to request VA benefits for GCE programs and courses. To qualify, VA-eligible students must be enrolled in an approved degree program at Northwestern or another college or university. The VA has the final authority regarding any Northwestern reimbursement for GCE courses.

GCE students are required to pay the full tuition and fees when enrolling for courses. They are responsible for securing the required VA forms and including them with their application and tuition. Any subsequent VA payments to students will be determined by the number of courses they have completed and the VA educational benefit available to them. Specific questions may be directed to the GCE office.

SECTION C—FINANCIAL INFORMATION

TUITION

Tuition rates are subject to change each fall semester. For students who started before August 2007, a course's tuition will be at the rate of the sponsoring cohort rather than the rate of the student's original cohort.

Tuition for Directed Studies or Tutorials

Students registering for a directed study or tutorial will be charged the per semester credit amount normally charged and a \$50 processing fee.

Tuition for Internships (FOCUS)

Students registering for an internship will be charged \$100 per semester credit in addition to the per semester credit amount normally charged, plus a \$50 processing fee.

Fees for All Programs

Processing of:

Application for Non-Matriculated Student (FOCUS).....	\$30
Application for Non-Matriculated Student (CGS)	\$50
Course Withdrawal	\$50
Directed Study or Tutorial	\$50
Internship (FOCUS).....	\$50
Graduation (FOCUS).....	\$50
Graduation (CGS)	\$75
Prior Learning Assessment (FOCUS)	\$225
Prior Learning Assessment Resubmission (FOCUS)	\$50

Course-Related:

Science Lab Fee (FOCUS; nonrefundable once course has started)\$75

Payment Plans

Payment plans are per semester. Students may select one of the following payment options:

1. Full payment of tuition and fees

Students pay the entire bill from Northwestern by the last business day of the month in which the bill is posted online for the semester. Full payment could 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 1% monthly interest fee (12.7% per annum).

2. Monthly payment of tuition and fees

Students may enroll in a monthly payment plan each semester and make up to four monthly payments on the account. The enrollment period for a scheduled payment plan will be the first month of each semester; enrollment is available on theROCK > Finances > View Account > Payment Plan Options. Students should choose the appropriate plan for their venue. There is an enrollment fee of \$20–\$30 per semester, and students need to enroll each semester if interested.

3. Financial aid plus payment of tuition and fees

If students receive financial aid, but do not receive enough aid to cover 100% of the expenses for the semester, students may choose either option 1 or 2 (above) to pay the remaining balance.

Students are responsible for the purchase of their own textbooks (which are available through the Northwestern Campus Store). Textbook purchases are not charged to the student account. Northwestern offers a textbook voucher option for qualifying students. Students may contact GCE Student Accounts if they would like more information on this option. Students may change their payment option at any time by contacting GCE Student Accounts at 651-631-5177.

Tuition Reimbursement

Northwestern encourages students to seek employer-sponsored tuition reimbursement. Students who are participating in employer-sponsored reimbursement plans must make arrangements to cover their student account charges through the full payment option or the monthly payment option and then seek reimbursement from their employers. To request a statement, students should e-mail their request to gcestudentaccounts@nwc.edu with course code(s), semester(s) taken, and whether the statement should be e-mailed, faxed, or mailed to their home address.

Online Billing Statements

Students are responsible for checking theROCK monthly to view their online billing statement. Billing statements are not sent through postal mail; billing notifications are e-mailed to the Northwestern e-mail account around the seventh day of each month.

Submission of Payment

Students must write their ID number on all checks and send payments to:

- **Internally:** Northwestern Accounting Services Office (R1420)
- **USPS:** Northwestern College, MI 92, PO Box 1414, Minneapolis, MN 55480-1414
- **Online/Phone:** Students may also pay on theROCK from a savings or checking account without a service fee, or they may call 651-631-5226 to make an electronic payment from a savings or checking account (and should have their 9-digit routing number and account number available).

Students should not give their payment to instructors. Payments may also be made on theROCK using MasterCard, American Express, or Discover; however, there is a 2.75% service fee for using a credit card payment. Students should contact GCE Student Accounts if they have any questions about their account and refer to their ID number to help quickly identify their account.

Credit Balances

Students who have credit balances on their accounts may contact GCE Student Accounts at 651-631-5177. Students cannot receive refunds until all semester charges have been billed and paid and all financial aid is received. Students may choose to have refunds automatically deposited into their personal bank checking or savings accounts. Enrollment is available on theROCK > Finances > View Account > Refunds. If not enrolled, refund checks will be mailed to the permanent address.

Delinquent Accounts

All bills are due in full by the last business day of the month in which the statement is posted online. Students are not eligible to register online for the next semester or receive their diploma or official transcript until their account balance is zero. Students with any doubt about their ability to keep their account balance current should apply for financial aid as soon as possible. Students can check their account status on theROCK or contact GCE Student Accounts.

FINANCIAL AID

There are several financial aid options available to students. Undergraduate programs participate in Federal Pell Grant, Minnesota State Grant, Federal Stafford, and Parent Plus loans to help finance education. Graduate programs participate in federal loans to help finance education. Students need to remember to reapply for financial aid each academic year.

To be eligible for any federal or state financial aid, students must be registered for summer semester by July 31.

How is Financial Aid Determined?

Financial aid is awarded on the basis of need which is determined by the student's family's financial strength. Items such as income, spouse's income, number of dependents in the family, other family members in college, and asset information are used to determine eligibility for federal and state programs. This ensures fair and equal treatment of everyone applying for financial aid.

How to Apply

The financial aid process begins when a student completes the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. Students should be sure to complete the application for the appropriate academic year (example: if planning to start in fall 2011, complete the 2011–12 application). Students should enter code 002371 for GCE Financial Aid to receive a copy of their FAFSA electronically. Two to three days after submitting the FAFSA, students should receive the Student Aid Report (SAR) indicating their eligibility for financial aid (they will need to provide a valid e-mail address in order to receive the SAR electronically).

In addition to the FAFSA, GCE students need to complete Northwestern's continuing education financial aid application. This form asks for necessary information that is not supplied by the FAFSA. A student's financial aid file is complete when the following items have been received:

1. The electronic copy of the student's SAR from FAFSA. GCE must have the student's Social Security number on file in order to receive this electronically.
2. The student's completed continuing education financial aid application for the school year of enrollment.
3. Official transcripts from all colleges at which the student has previously registered/attended.

Once a student has a complete financial aid file and is admitted to a program, GCE Financial Aid will evaluate his/her file. Students should allow up to three weeks for their financial aid application to be processed. An official award packet and letter will be sent.

Dropping, withdrawing, or adding a course may affect financial aid.

Completion of Coursework

Federal and State Aid funding sources expect students who receive financial aid to complete the coursework for which they have registered. In the event that financial aid recipients do not complete their coursework, Northwestern has received a directive by the Department of Education to check the students' status for any incomplete courses. If these students receive an extension of time to complete their work, Northwestern will check to see that there is evidence that the students have completed some portion of the coursework.

If financial aid recipients receive all failing ("F") grades for their coursework, Northwestern will check to see that they have attended class and have completed a portion of the coursework; if there is no evidence of that, Northwestern will have to return all of the students' financial aid.

Satisfactory Academic Progress

Federal and state regulations require all colleges to establish standards of satisfactory progress for students receiving financial aid. To be in compliance with the satisfactory academic progress policy, students must meet these minimum requirements to receive financial assistance per semester (fall, spring, summer):

1. All students receiving assistance must declare a program of study so their progress can be measured.
2. FOCUS: Halfway through the student's declared program, a student must have a minimum cumulative GPA of 2.00. Failure to accomplish this requirement will result in the denial of assistance until a cumulative GPA of 2.00 or better has been reestablished.
3. CGS: Halfway through the student's declared program, a student must have a minimum cumulative GPA of 2.50. Failure to accomplish this requirement will result in the denial of assistance until a cumulative GPA of 2.50 or better has been reestablished.
4. Students must progress from year to year earning two-thirds (67%) of all credits attempted. Courses for which the grade received is "F," "W," "AU," "I," "PP," "NC," and "ZZ" do not count toward minimum credit requirements for satisfactory academic progress. All coursework attempted at Northwestern is used in determining satisfactory progress.

The following chart lists the minimum credit requirements for financial aid:

Years of Enrollment Completed	1	2	3	4	5
Average # of credits completed per year	30	60	90	120	150

Minimum Credit Requirement by Program					
BA/BS	20	40	61	81	102
Associate	20	40	60	*	*
Certificate	20	32	*	*	*

Students who fail to satisfy the stated minimum requirements may be placed on financial aid probation for one semester, during which they will continue to receive aid. At the end of the probationary semester, the student must meet the satisfactory academic progress requirements or financial aid will be withdrawn.

After a student's financial aid has been withdrawn, it may be reinstated when the student is compliant with the regulations.

Financial Aid Appeals

At the time a student is denied assistance and in the event of mitigating circumstances with documentation, a student may appeal to the financial aid office for continuation of financial assistance. If the student is put on probation, the student must set up a plan with the financial aid office for recovery of the deficiency in credits or cumulative GPA.

If a student is suspended due to academic standing, no financial aid will be offered at any of the venues of the college. (Example: If a student is suspended in the FOCUS program, no aid will be offered during the time of suspension should he/she want to take courses via Undergraduate Online Learning.)

Course Repeats

Please see "Repeating a Course" in the Registration Section for details related to repeating a course.

Non-Degree Courses and Academic Progress

Only those courses which apply toward the student's declared academic program are used to monitor satisfactory progress.

Tuition Discounts

Discounts available to GCE students include the following:

1. Christian Worker's Discount—5% of Tuition

This discount applies to students employed as full-time pastors, missionaries, and ministers, including current full-time Christian education directors, youth directors, music directors, professors in Christian colleges and seminaries, and teachers and administrators of Christian elementary/secondary schools. The organization should send a letter verifying the student's full-time employment status.

2. Family Discount—5% of Tuition

There is a 5% tuition discount for families who have more than one student attending at the same time within the Graduate & Continuing Education division, which includes CGS and FOCUS. Both students must be seeking a degree or certificate through GCE at Northwestern to qualify.

There is a 5% tuition discount for GCE students who have a son or daughter attending the traditional undergraduate and/or Undergraduate Online Learning program. The parent(s) must be seeking a degree or certificate. The traditional undergraduate and/or Undergraduate Online Learning student does not receive the discount.

Students must apply for this discount every academic year.

Students may only receive one discount. In the event that a student receives full tuition from federal and state funding, Northwestern reserves the right to reduce any discounts given by the college. To apply for either discount, students need to complete and submit Northwestern's continuing education aid application.

SECTION D—REGISTRATION

Open Registration and Adding a Course

Course registration prior to the class start date is the responsibility of each student. Students with past-due student accounts must pay their bill before they can register for a course. Registration must be completed online before 11:59 p.m. CT on the open registration deadline. However, students may add a course with appropriate approvals during the add period, as listed in the summary below

Course Registration, Drop, and Add

Below is a summary of the open registration, add, and drop deadlines:

Open Registration Deadline:	11:59 p.m. CT on day 1 of the course
Add Period:	Days 2–7 of the course; need instructor and advisor approval
Drop Deadlines:	11:59 p.m. CT on day 1 of the course

There is a \$50 course withdrawal fee for withdrawing from a course after the drop deadline. Dropping or withdrawing from a course may impact student loans, grants, and/or scholarships.

Course Drop/Withdrawal

Students who are going to miss one or more sessions of an upcoming course should consider dropping the course before it begins. Students will be responsible for dropping/withdrawing from a course(s) they plan to take, or decide not to take. There is a \$50 course withdrawal fee for each course after the drop deadline.

If the course has already begun or a student account hold prevents a student from dropping the course on theROCK, the withdrawal will be effective as of the date the course withdrawal form is received in the GCE office. There is a \$50 course withdrawal fee for withdrawing from a course after it has begun. Withdrawing from a course may impact student loans, grants, and/or scholarships.

Tuition Refund Policy

The tuition refund policy is as follows:

- 100% refund of tuition if student withdraws before the course starts
- No refund for any 1-credit courses after the course starts
- 50% refund if course is dropped within seven days after the class start date
- No refund of tuition eight days after the class start date
- Internships:
 - 100% refund if student drops before the internship starts
 - 50% refund if student has completed less than 50% of the internship
 - No refund if over 50% of the internship has been completed

Notation on Transcript

The schedule for transcript notation is as follows during the months of September–July**:

Length of Course	Course will not appear on transcript if you drop:	You will receive a grade of “W” if you withdraw on:	If you choose to withdraw, you will receive a grade of “F”:
3 sessions	On or before day 1	Days 2-15	After day 15
4 sessions	On or before day 1	Days 2-22	After day 22
5 sessions	On or before day 1	Days 2-29	After day 29
6 sessions	On or before day 1	Days 2-29	After day 29
7 sessions	On or before day 1	Days 2-36	After day 36
8 sessions	On or before day 1	Days 2-36	After day 36
9 sessions	On or before day 1	Days 2-43	After day 43
Internships	Before internship starts	Up to ¾ of internship complete	After ¾ of internship is complete

**See the postponement policy for course drops or withdrawals during August.

IN THE EVENT OF STATE OR FEDERAL MANDATES, NORTHWESTERN RESERVES THE RIGHT TO ADJUST THESE DATES. STUDENTS WILL BE NOTIFIED IN SUCH AN EVENT.

Credit Hours and Course Load

Credits at Northwestern are calculated on a semester-hour basis. A course load of 12 credits is full-time for undergraduate programs; a course load of 6 credits is full-time for graduate programs.

Postponement Policy

During the month of August, students dropping a summer course before it starts or withdrawing from a summer course within seven days after it has started will receive a grade of “PP,” instead of a “W” or no transcript notation. No money will be refunded to students with a grade of “PP.” These students will need to take the course within the next year or the course grade will be changed to an “F” (for letter grade courses) or “NC” (for Pass/No Credit courses only), and no tuition will be refunded. If the student cannot take the course within the next year because it is no longer offered, the grade will be changed from “PP” to “W.” Students not receiving financial aid for the semester may request an exception to this postponement policy. Course withdrawals taking place in August more than seven days after the course start date will follow the September–July tuition refund and transcript notation schedule.

Prerequisites

For course prerequisites please refer to the Northwestern College catalog. Prerequisites are subject to change. If you are unable to register for a course due to a prerequisite not being met, please contact your academic advisor.

Composition and Editing Competency Exam (ECE)

Students must pass ENG1109 Composition I and the Editing Competency Exam (ECE) or their equivalents before taking ENG2209 Composition II. FOCUS students and students taking courses via Undergraduate Online Learning should contact the ALPHA Center for more information on remediation and testing.

Auditing a Course

1. An admitted student may audit a course without credit by registering as an auditor and paying the required fees following the same date schedule as for-credit students. A student auditing a course may never replace a student taking the course for credit.
2. Tuition for an audited course is 50% of the fee required for courses taken for credit.
3. An audited course is not counted as part of the student's academic load. At the end of the course a grade of AU is entered on the student's transcript.
4. A student auditing a course is not required to complete written assignments or take examinations. Extent and type of participation in the class is at the discretion of the professor.
5. Auditing is not permitted for courses indicated in the course schedule. Other courses may be audited at the discretion of the professor and with the approval of the program manager.
6. Undergraduate students are not permitted to audit graduate-level courses.
7. Course audits are not permitted for courses taken via Undergraduate Online Learning.

Repeating a Course

1. Undergraduate students who receive grades of "D" or "D-" are encouraged to repeat those courses. Undergraduate students who receive grades of "F" and graduate students who receive grades of "C-" or lower must repeat those courses unless they were elective credits.
2. A course that received an "F" may be repeated as many times as needed. The grade earned for the most recent enrollment will be used to calculate the cumulative GPA. A course(s) that received a passing grade can be repeated once to improve the original grade. All previously earned grades will remain on the transcript but will not figure in GPA calculations.
3. The credit value of the course is considered in both (all) semesters in determining the student's full-time or part-time status. However, the credits count only once toward minimum credit requirements for satisfactory academic progress.
4. Students repeating a course will be charged full tuition for each registration.

Directed Studies

Students may pursue a directed study in an area of interest, not to replicate a current course. If a required course is no longer offered, a student may be able to meet the requirement by course substitution through a directed study. Only in extenuating circumstances may a student pursue a directed study to substitute for a current course. A maximum of 8 credits may be earned by directed study. Students must contact one of the student academic advisors for assistance.

Tutorials

A tutorial is a course offered to a student(s) apart from the normal class structure. It involves the same number of contact hours as a regular course.

Students must seek approval for pursuing a tutorial; as part of the approval process, the student must provide written justification for taking the tutorial. The supervising faculty member and assistant dean of academic programs (FOCUS) or dean of graduate and online learning (CGS) in GCE must approve the request before the student is permitted to register for the course. Students must contact one of the student academic advisors for assistance.

Internships

An academic internship is to be a structured out-of-class learning experience that takes place on or off campus. Students pursue student internships to develop job-related skills.

The internship should be a new and/or substantive experience rather than be a continuation or repeat of a current or previous work experience. The intern works and learns under the joint supervision of a faculty supervisor and site supervisor. The internship will have clearly defined learning objectives related to the intern's major/minor, professional and personal goals, and integration of faith in the workplace. All academic internships must be approved by the faculty supervisor of the department offering the student's major or minor. Policy and procedural information can be obtained through the Center for Calling & Career.

FOCUS students wanting to do an internship for elective credits should contact the Center for Calling & Career and notify their academic advisor about their plans.

PROGRAM WITHDRAWAL

To terminate enrollment, the student must fill out the program withdrawal form located on theROCK > Academics > Electronic Signatures > CGS, FOCUS, or Distance Education (currently known as Undergraduate Online Learning) > Program-Related Forms > FOCUS/CGS Program Withdrawal. The withdrawal is not official until the date that the GCE office receives the completed form.

Some consequences of withdrawal are as follows:

1. The tuition refund for any course in progress will be based on the schedule for tuition refunds. Refer to the previous section entitled "Course Drop/Withdrawal."
2. The grade for a course in progress will be based on the schedule under "Notation on Transcript."
3. The student's ID card and parking sticker must be surrendered.
4. For students who began before the fall 2007 semester, the enrollment deposit is forfeited if withdrawal occurs in the middle of a course.
5. A percentage of financial aid may be forfeited. Students are encouraged to speak with a GCE Financial Aid representative before withdrawing from the program.
6. Students may owe a balance if there is a loss of financial aid. Students are encouraged to check their student account on theROCK or contact the GCE Student Accounts office for more information.
7. The NWC student e-mail account will be removed 9 months after the last course was taken.

If a student does not register for any courses for two consecutive semesters, he/she will be withdrawn from the program.

REENROLLMENT

If a student desires to be reenrolled in the degree program, the student must complete an application for reenrollment.

A student who has been academically suspended may petition for reenrollment in the college two semesters after suspension. The student must submit an application for returning student form to the GCE office with evidence to support his/her request for reenrollment (such as an essay or detailed explanation).

Before reenrollment, the student must be in good academic standing and the student's account balance must be paid in full. In certain situations, students may be reenrolled provisionally. A student may be denied reenrollment.

SECTION E—COURSE AND CLASSROOM POLICIES AND PROCEDURES

CLASS SESSIONS

Locations and Times

Face-to-face and blended classes are held on the campus of Northwestern College and at other convenient locations (based upon interest). Face-to-face and blended classes meet once a week on Monday, Tuesday, Wednesday, or Thursday evenings. Face-to-face classes meet from 6–10 p.m. and blended classes meet face-to-face from 6–8:30 p.m., with additional work done online. A number of CGS courses and a few FOCUS courses are offered online.

For face-to-face and blended classes, students are responsible for checking their classroom location weekly on theROCK > Academics > Registration Tools “Student Detail Schedule.”

Class Cancellations

If for any reason (usually due to inclement weather) classes need to be cancelled, a determination will normally be made between 3–4 p.m. the day of the scheduled class. Students should listen to KTIS 98.5 FM radio or WCCO 830 AM radio for updates on cancellation of classes. Students may call the GCE office at 651-631-5200 after 4 p.m. for the latest information or check theROCK for updates.

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

Attendance (Face-to-Face and Blended)

Due to the accelerated nature of the FOCUS and CGS curricula, students are expected to attend every class session for the entire time period. The student must contact the instructor in advance or as soon as possible if unable to attend all or part of a class session because of a medical, family, or work-related emergency. Instructors may have additional expectations regarding attendance beyond what is stated in the course syllabus. Instructors will make any additional expectations available in writing as a separate document or posted on the Moodle course site. This information will be provided to students before or on the first night of class.

Attendance (CGS Online)

Due to the accelerated nature of the CGS online curricula, students are expected to participate in all of the course activities. The student must contact the instructor 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, family, or work-related emergency. Instructors may have additional expectations regarding participation beyond what is stated in the course syllabus. Instructors will post any additional expectations on the Moodle course site. This information will be provided to students before or on the course start date.

Only Registered Students Can Attend Class

Students can only attend a class session if they have already registered for the course through theROCK. Course site enrollment is not course registration. To verify registration for a course, students should go on theROCK > Academics > Registration Tools. Students should contact an academic advisor with questions or for clarification. Students should not bring children or other guests with them to class.

Missing a Course

If a student does not attend a course and fails to withdraw from the course, he/she will receive a failing (“F”) grade.

STUDENT/INSTRUCTOR COMMUNICATION

Students who need clarification regarding assignments (content, format, deadlines, etc.) or verbal directions or comments from the instructor should contact the instructor via phone, e-mail, Live Chat on the course site, or other means the instructor has offered.

ASSIGNMENTS

Format and Style Guidelines for Written Papers (FOCUS)

All written assignments in the FOCUS programs should adhere to the following FOCUS guidelines. Documents should be:

- Set in a traditional typeface 12-point font
- Double-spaced (unless the syllabus instructs otherwise)
- Set with one-inch margins
- Formatted in SBL (Ministries majors) or APA (all other majors) style for in-text citations and reference page
- Labeled and submitted with the following information (APA papers require this information on a cover sheet, as detailed in *A Pocket Style Manual*):
 - Student Name
 - Cohort Number
 - Course Code and Title
 - Instructor Name
 - Date

Assignment for First Class Session

Please note that face-to-face and blended courses usually have an assignment due the first session of each new course and online courses usually have an assignment due the first week of each new course. Instructors will expect all assignments listed under “Week 1” in the course syllabus to be completed upon arrival to the first session of each course for face-to-face and blended courses or by a designated due date for online courses.

Submission of Assignments (Face-to-Face and Blended)

Each instructor will determine the due date of final assignments for each course. Instructors are strongly encouraged to use Moodle for course submission and return; however, some instructors prefer hard copies of assignments. Instructors will advise students on how to submit assignments/papers. The GCE office is not responsible for lost or misdirected assignments. Students should always keep an extra copy, photocopy, or back up file of any work that is submitted to the instructor.

Submission of Assignments (CGS Online)

In online courses, students submit assignments, exams, and post to discussion forums directly on the course site. Students are responsible to provide their name, ID number, course code and title, and instructor name. The GCE office does not assume responsibility for assignments or exams that are lost or not received by the GCE office.

Late Work

In an effort to be fair to all students, instructors may not accept late assignments (including applied summary papers for FOCUS), except in the case of personal or family emergencies. If extenuating circumstances exist, students should contact their instructor immediately.

Distribution of Assignments

Instructors typically grade and return assignments electronically on the course site. For assignments that cannot be submitted electronically, instructors may request that students submit a self-addressed, stamped envelope for return.

SECTION F—GRADES

Grading

Grading involves a variety of assessment techniques including quizzes, tests, oral presentations, discussion forums, and papers. Instructors are responsible for evaluating student work and assigning final grades. FOCUS students should see Section K—Assignment Preparation Resources for further information on evaluation of papers.

A grade of “C” is the lowest acceptable course grade for CGS students; if a CGS student earns less than a grade of “C,” the student will need to retake the course.

Instructors may take five business days to grade student weekly assignments. Final grades are due 21 days after the last session of a course. All questions regarding assignments and grades should be directed to the instructor.

Grading System

Quality of work is indicated through the use of grades and grade points, assigned as follows:

UNDERGRADUATE DEGREE		
Grade	Quality	Grade Points
A	Excellent	4.00
A-		3.67
B+		3.33
B	Good	3.00
B-		2.67
C+		2.33
C		2.00
C-	Satisfactory	1.67
D+		1.33
D		1.00
D-	Poor	0.67
F		0.00
	Failure	

GRADUATE DEGREE		
Grade	Quality	Grade Points
A	Excellent	4.00
A-		3.67
B+	Good	3.33
B		3.00
B-	Marginal	2.67
C+		2.33
C		2.00
C-	Unsatisfactory	1.67
D+		1.33
D		1.00
D-		0.67
F	Failure	0.00

- W Withdrawn from course
- I Incomplete
- P Pass
- NC No Credit (opposite of Pass)
- PP Postpone (by approval only)
- R Course repeated, not calculated in GPA

- PR Prior Learning Assessment Credit
- S Satisfactory
- U Unsatisfactory
- AU Audit
- TR Transfer Credit

Since good academic standing is determined by cumulative NWC grade point average, the quality of work in individual courses as described above may not directly relate to the minimum GPA required for good academic standing. See “Academic Status” for further information.

Grades and Financial Aid

Students who receive financial aid should be aware that courses with “F,” “W,” “AU,” “I,” or “PP” grades do not count toward minimum credit requirements for satisfactory academic progress; this information can be reviewed in Section C—Financial Information.

Incomplete (“I”)

If approved by the instructor, the “I” will extend the due date for no more than two weeks after the last course assignment is due. Instructors will then have two more weeks to grade the student’s work. At that time, a letter grade (“A”–“F”) will be assigned. Students requesting an “I” may receive a grade deduction (at the instructor’s discretion).

A student may have no more than two Incomplete (“I”) grades at any given time. A student may withdraw from a class before the end of the withdrawal period, based upon the course withdrawal policy. If a student has two outstanding Incompletes (“I’s”), GCE will notify the professor(s) of the student’s situation for all actively registered courses.

A student who has two “I’s” (Incompletes) will be placed on academic accountability. This status will change after one “I” has been replaced with a passing grade. A student who has two “I’s” will not be permitted to begin the next course until one of the two “I’s” has been replaced with a passing grade. The student may make arrangements with the GCE office to begin in the next course in his/her sequence. The student will remain on academic accountability until only one “I” remains.

The “I” grade affects the satisfactory progress that a student must maintain when receiving financial aid; this information can be reviewed in Section C—Financial Information.

Final Grades

Final grades will be posted to the student’s academic record and are viewable on theROCK.

Regrading Consideration

GCE students may request to submit coursework for further grading consideration. These requests must be approved by the instructor and only after extenuating circumstances have been sufficiently proven by the student. This policy only applies to students who, for this course, have not previously requested an Incomplete (“I”) grade or who have not already appealed their grade through the course appeals process.

If the instructor approves the regrading request, students must submit all coursework by no later than three months after the original letter grade (“A”–“F”) has been assigned. GCE students seeking yet additional time, beyond what is stated above, to submit coursework for further grading consideration should follow the academic exceptions process. Both the course instructor and the appropriate appeals committee must approve the student’s request.

Course Grade Appeals

Grade appeals must be made within three weeks of the decision in question, using the academic appeals process outlined in Section H—Appeals, Exceptions, Disciplinary Action, and Grievances.

Grade Reports

Students requesting a grade report to be sent anywhere other than the student’s NWC e-mail or home address should submit a grade report request form with signature to the GCE office. The form is available on theROCK > Academics > Electronic Signature > CGS, FOCUS, or Distance Education (currently known as Undergraduate Online Learning) > Other Forms > Grade Report Request Form. Students receiving employer reimbursement should either print out their monthly student bill and submit it to their employer with the grade report or request a verification of payment or expenses document from GCE Student Accounts.

SECTION G—ACADEMIC INFORMATION AND POLICIES

ENROLLMENT STATUS

Student Status

Upon return of the program enrollment forms, students are considered enrolled in their certificate or degree program until a program withdrawal form is received by the GCE office or processed on behalf of an inactive student. An inactive student is one that has not registered for any courses for two consecutive semesters (see “Program Withdrawal”).

Provisionally Admitted Students

Provisionally admitted students must meet the conditions of their provisional acceptance in order to continue in their program. The standard grade point average (GPA) provisional admission for undergraduate students is to earn a semester GPA of at least 2.0 in the first semester of enrollment and a Northwestern cumulative GPA of at least 2.0 at the end of the second semester of enrollment. The standard provisional admission for graduate students is to have a Northwestern graduate cumulative GPA of 3.0 at the end of the first semester. If this provision is not met, the student will be put on academic suspension.

The standard provisional admission for undergraduate students is to complete the Pre-Composition lab by the end of their first semester. If this provision is not met, a hold will be put on the student’s account and the student will not be able to register for courses until this provision is met.

The standard provisional admission for undergraduate and graduate students is to submit all official transcripts by the end of their first semester. If this provision is not met, a hold will be put on the student’s account and the student will not be able to register for courses until this provision is met.

Non-Matriculated Students

Any person holding a high school diploma or equivalent is eligible to complete individual courses. Applying the courses toward a certificate or degree program at Northwestern requires admittance to the college, according to admission criteria.

Taking individual courses does not grant eligibility to participate in cocurricular activities and does not warrant financial aid eligibility.

ACADEMIC STATUS AND PROGRESS

Good Academic Standing (FOCUS)

Requirements for maintaining good academic standing are defined as follows:

Bachelor’s Degree Programs

Cumulative Semester Credits Attempted (includes transfer credit, PLA credit, and credit by exam)	Minimum Cumulative GPA Required for Good Standing
0–15	1.600
16–29	1.700
30–44	1.800
45–59	1.900
60+	2.000

Associate’s Degree Programs

Cumulative Semester Credits Attempted (includes transfer credit, PLA credit, and credit by exam)	Minimum Cumulative GPA Required for Good Standing
0–15	1.600
16–23	1.700
24–31	1.800
32–39	1.900
40+	2.000

Good Academic Standing (CGS)

Students must maintain a Northwestern graduate cumulative GPA of 3.0 to remain in good academic standing in the CGS program.

Academic Warning (FOCUS)

Students who are in good academic standing but whose semester GPA is below 2.0 will be placed on academic warning for the following semester. A student on academic warning must ensure his/her cumulative GPA remains in good academic standing to avoid being placed on academic probation.

Academic Warning (CGS)

Students who are in good academic standing but whose semester GPA is below 3.0 will be placed on academic warning for the following semester. A student on academic warning must ensure his/her cumulative GPA remains in good academic standing to avoid being placed on academic probation.

Academic Probation (FOCUS)

If a student's cumulative Northwestern GPA at the end of a semester falls below the minimum for good academic standing, the student will be placed on academic probation. If a student fails to achieve the minimum cumulative Northwestern GPA for good academic standing for a second consecutive semester, he/she will be academically suspended for two semesters.

While on academic probation, FOCUS students are highly encouraged to attend a strategizing meeting with ALPHA Center personnel and take STS0009 Study Strategies through the traditional undergraduate venue.

Academic Probation (CGS)

If a student's cumulative Northwestern master's level GPA falls below 3.0 at the end of a semester for good academic standing, the student will be placed on academic probation. If a student fails to achieve the minimum cumulative Northwestern master's level GPA for good academic standing for a second consecutive semester, he/she will be academically suspended for two semesters.

Academic Suspension

A student who is not in good academic standing at the end of two consecutive semesters will be academically suspended for two consecutive semesters (e.g. fall, spring, and/or summer). See "Reenrollment" for further information on returning after suspension.

SECTION H—APPEALS, EXCEPTIONS, DISCIPLINARY PROCESS, AND GRIEVANCES**ACADEMIC APPEALS AND EXCEPTIONS**

Academic appeals or exceptions (such as probation, suspension, academic requirements, charges of cheating, etc.) are to be submitted to the student's academic advisor, who will send the information to the appropriate appeals committee.

Course-related appeals (such as course grades, class expectations, unfair or discriminatory actions, etc.) are to be submitted to the assistant dean of academic programs (FOCUS) or dean of graduate and online learning (CGS), who will present them to the appropriate appeals committee.

However, before a course-related appeal is submitted, all GCE students should make every effort to resolve an issue by:

1. Speaking with the instructor directly involved with the decision
2. Speaking with the department chair if the issue remains unresolved
3. Appealing to the assistant dean of academic programs (FOCUS) or the dean of graduate and online learning (CGS), if there is still a problem.

Appeals are to be submitted, in writing, within three weeks of the decision in question. Written appeals should clearly document all pertinent facts, circumstances, collaborating information (if available), basis for appeal, documentation of resolution attempts made, and action requested.

Students who would like to request an exception to an academic policy must submit a Request for Exception to Academic Policy form to their academic advisor. The request must clearly present the specific policy for which the exception is requested and the rationale behind the request. The student is responsible for presenting details and supporting documentation for the request.

DISCIPLINARY PROCESS

Northwestern may initiate disciplinary action against students for violations which arise either on or off campus when the student is in violation of federal, state, or local laws or if the violation materially or adversely affects the college or an individual's suitability to be a member of the Northwestern community. Northwestern reserves the right to immediately remove a student 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. The college reserves the right to immediately remove a student from school when any community guideline has been violated or any conditions agreed upon during disciplinary due process have been broken.

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 the college and/or loss of institutional aid.

Disciplinary Action

There are no set formulas or automatic sanctions for most violations. Students who violate college 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, and specific circumstances. The college may respond to behavioral violations with one or more of the following options:

- **Restitution/Reconciliation:** The student is required to initiate action to mend a relationship with an individual, a specific group or the college community at large. That action may be through an apology, financial reimbursement, and/or service to the community.
- **Fines or Sanctions:** Penalties deemed appropriate by corresponding departments.
- **Disciplinary Warning:** A warning is communicated to a student that his or her behavior and/or choices should change or cease. A warning may be issued when a student is in jeopardy of further disciplinary action.
- **Disciplinary Accountability:** Accountability is an expectation, initiated by the college or student, to spend a period of time actively addressing matters of concern through accountability.
- **Disciplinary Probation:** Probation is an opportunity for the student 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 the college.

The purpose of disciplinary probation is to provide additional external discipline and counseling for a student struggling to abide by Northwestern's standards and policies. Conditions of probation may include but are not limited to: 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 GCE office or from the appropriate coach/advisor.

- **Disciplinary Suspension:** A suspension is when a student loses 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 college intends that disciplinary suspension allows the student to reevaluate personal spirituality, values, and attitude toward Northwestern's standards. A student placed on disciplinary suspension is restricted from the college 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 assistant dean of academic programs (FOCUS) or dean of graduate and online learning (CGS) in GCE.

Applications for readmission must include a written account of this evaluation and a pledge to abide by Northwestern policies. Readmission requests are submitted to and approved by GCE Student Services through the assistant dean of academic programs (FOCUS) or dean of graduate and online learning (CGS) in GCE. All students who are readmitted return under disciplinary accountability or probation. In the rare case that a student is subject to disciplinary suspension for a second time after being readmitted, the student is not permitted to re-enroll at Northwestern (see Disciplinary Expulsion below).

- **Disciplinary Expulsion:** An expulsion is when a student permanently loses 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 (Dependent Students)

Whenever dependent students are involved in a violation of community guidelines, they will be encouraged to share the information with their parents/guardians. If students violate the community guidelines, official notification to the parent(s)/guardian(s) is at the discretion of the GCE office. In the case of disciplinary suspension or expulsion, parents/guardians will be notified unless unusual circumstances exist. This policy assumes dependent status of unmarried students under 24 years of age, unless the college is otherwise notified.

Student Rights

The college 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 college, the following rights are protected:

1. **Rumors:** Students have the right to be informed of any rumors about them that come to the attention of the college.
2. **Innocence:** Students have the right to be presumed innocent until proven guilty.
3. **Equality:** Students have the right to be assured college guidelines are applied equally to all students.
4. **Notification:** Students have the right to be notified of any disciplinary action by the college in writing and/or in person. In either case, students may request a meeting with a GCE supervisory staff member to explain the disciplinary action.
5. **Clarification:** Students have the right to be informed of non-confidential matters pertaining to the disciplinary action. A student may request a meeting with a GCE supervisory staff member for clarification.
6. **Access of Information:** Students have the right to read all non-confidential information contained in their college records and files.
7. **Testimony:** Students have the right to provide their side of the story. Students may choose to ask for testimony of others.
8. **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 College community (faculty, staff, or student).
9. **Appeal:** Students have the right to appeal a disciplinary action enacted on them by the college.
10. **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 college written permission before information is released to other administration, faculty, staff, students, or off-campus individuals and agencies.

Disciplinary Appeals

If a student is the recipient of disciplinary action and wishes to appeal the decision, a one-page, typewritten request for an appeal must be filed with the assistant dean of academic programs (FOCUS) or dean of graduate and online learning (CGS) within two business 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:

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

When a request for an appeal is made, the assistant dean of academic programs (FOCUS) or dean of graduate and online learning (CGS) or designee will determine the appropriate response. When need arises, the assistant dean of academic programs (FOCUS) or dean of graduate and online learning (CGS) or designee may call for an appeals hearing. Further information on the appeals hearing may be obtained by contacting the GCE office.

Student Concerns Committee

Northwestern reserves the right to respond to a student's needs, including emotional and/or behavioral instability, through an assessment of the student's needs along with consideration of community needs. The Student Concerns Committee is a team of individuals who gathers to assess, consult, and review student situations that require multiple services and resources. The goal of the committee is to increase the academic success of a student, to reduce crisis or ongoing situations that may negatively impact students and the general Northwestern community, and/or to provide clarity regarding on- or off-campus services and procedures. Students are responsible for any charges incurred through off-campus services.

If a student is asked to withdraw from classes, information will be provided that will enable the student to re-enroll at a later time. Re-enrollment may require evidence of ability to undertake academic rigor and participate successfully within the community.

GRIEVANCES AND COMPLAINTS**Grievances**

Students who feel that they have been unfairly treated by any staff member should speak directly with the individual involved. If the student feels that additional action is required or feels unable to speak directly with the staff member involved, the student should speak with the appropriate supervisor.

Student Complaint Policy

The complaint policy guides students who wish to resolve a dispute/concern that involves a person(s) or process of the college community not already addressed by existing policy (i.e., academic or course-related appeals, appeal of disciplinary decision, harassment complaints). The objective of the student complaint policy is to resolve disputes/concerns as quickly and efficiently as possible.

What do I do if I have a concern/problem? When a dispute/concern arises, a student should always try to work out the problem by first discussing it with those most involved with the issue. Dealing with disputes/concerns in the most direct and honest fashion should always be the first step toward resolution.

When does a dispute/concern become a complaint? A dispute/concern becomes a complaint when it is not resolved in a satisfactory manner. A complaint is defined as a fact-based plea for the review of a process and/or an interpersonal interaction alleged as being wrongful.

How do I submit a complaint? A complaint form is available on theROCK > Student Services and must be submitted within 30 business days of the occurrence. Once completed, submission of this form will be delivered to both the dean of student services and the dean of student development, who will be in communication with the GCE office. Upon receipt of the complaint, the student will be contacted within two business days. In some cases, a fact-based committee may be assembled to address the complaint.

SECTION I—TRANSCRIPT AND COMPLETION CHART INFORMATION

TRANSCRIPT SERVICES

The Registrar's Office offers the ordering of transcripts 24/7 (with processing during business hours). In partnership with SCRIPSAFE® International, Northwestern College is able to provide official transcripts delivered both electronically as well as through regular and overnight mail. (Note: The requestor's Northwestern student account must be paid in full before the transcript will be released.)

Current/Recent students can order transcripts at no cost if they have access to the Electronic Signature channel of theROCK (theROCK.nwc.edu). Once at theROCK.nwc.edu, click on the Academics tab and then select Transcript Request within the Electronic Signature channel box. Alumni who do not have access to the Electronic Signature channel of theROCK can order transcripts at a nominal fee by going to iwantmytranscript.com.

TRANSFER OF CREDITS

Outside Institution Credit Transfers

A student who desires to have his/her transcripts evaluated for the transfer of credits from another institution will need to provide Northwestern with official transcripts. All transferred credits are subject to approval.

FOCUS Transfer Requirements

- Undergraduate courses transferred from another institution must have a grade of "C-" or better. Graduate-level credits cannot be counted as undergraduate credit.
- College transfer credits may be used to fulfill general education requirements. See "Credit Completion" in Section I.
- A minimum of 50% of major and minor coursework must be completed at Northwestern.
- GCE does not accept Prior Learning Assessment (PLA) credits from other institutions.
- Transfer students enrolled in bachelor or associate degree programs must earn the final 30 credits from Northwestern.

CGS Transfer Requirements

- Graduate-level courses transferred from another institution must have a grade of "C" or better. Undergraduate-level credits cannot be counted as Graduate credit.
- A minimum of 75% of graduate-level credits must be earned at Northwestern College.
- Northwestern College will accept transfer credits for up to 50% of the total degree credits for Graduate-level transfer students who register for the Master of Divinity (MDiv) program during the 2011-12 academic year.
- No transfer credits may be applied to graduate certificates.

Credits may be transferred at the discretion of the institution to which the student plans to transfer credit. Students should always check with the receiving institution to determine if a course will apply toward a specific educational goal.

CREDIT COMPLETION (FOCUS)

Completion Charts

The ultimate responsibility to meet program requirements and verify accuracy of a student's completion chart rests with the student, and the student should consult the transcript available on the Academics Tab of theROCK for total number of credits and grades.

General Education Distribution

Credits in parentheses are the minimum requirement for an AA or BS degree. Students lacking general education requirements can apply the following types of courses to the general education areas as listed.

The courses listed with an asterisk are offered in the FOCUS program. Courses must be college-level (100/1000-level or higher); courses transferred from another institution must have a grade of "C-" or better. DSST is offered at Northwestern one Saturday a month. CLEP is offered through the University of Minnesota and Metropolitan State University.

ENGLISH COMPOSITION (4 credits)

Composition I*
Freshman Composition
Expository Writing

RESEARCH WRITING (2 credits)

Composition II*
Research Writing

SPEECH (3 credits)

Debate
Fundamentals of Speech
Oral Interpretation
Persuasive Speaking
Public Speaking*
Homiletics

(Interpersonal Communication - acceptable only if students already have 2 credits in one of the speech courses listed above.)

HUMANITIES (6 credits/2 areas)

Art Appreciation*
Art History
Ethics
Introduction to Film
Foreign Language (includes American Sign Language)
Literature*
Logic
Music Appreciation
Introduction to Music
Music History
Philosophy*
World Religions
Theater

MATHEMATICS (4 credits)

Algebra
Calculus
Geometry
Liberal Arts Math*

MATHEMATICS continued...

Statistics
Trigonometry

LAB SCIENCE (4 credits)

Anatomy
Astronomy
Biology
Botany
Chemistry
Earth Science
Ecology
Environmental Science*
Essentials of Science
Geography-Physical
Geology
Natural Science
Nutrition
Physics
Physiology
Zoology

SOCIAL SCIENCE (8 credits/2 areas)

Anthropology*
Archaeology
Business Law
Counseling
Criminology
Economics*
Education
Geography
History*
Human Relations
Justice System
Juvenile Delinquency
Political Science
Psychology*
Sociology*
Social Issues

Note: Humanities category is an "arts and ideas" category. These courses do not teach one how to do something (i.e. drawing, painting, etc.), but are an overview of a topic's history (i.e. art appreciation, music history, etc.).

Still Need Credits?

Consider the following options:

English Composition

- Take ENG1109/1105 Composition I through FOCUS or Undergraduate Online Learning
- Take an English composition course at a local or community college
- Take the CLEP English composition or CLEP Freshman College Composition exam

Research Writing

- Take ENG2209/2205 Composition II through FOCUS or Undergraduate Online Learning
- Take a research writing course at a local or community college

Speech

- Take SPE1079/1075 public speaking course through FOCUS or Undergraduate Online Learning
- Take a public speaking course at a local or community college
- Take the DSST Principles of Public Speaking exam

Humanities/Mathematics/Lab Science/Social Science

- Take a related class through FOCUS or Undergraduate Online Learning
- Take a related class at a local or community college
- Take a DSST or CLEP exam in the appropriate area

Elective Transfer Credits:

- Take a class through FOCUS or Undergraduate Online Learning
- Take a FOCUS class in another major
- Take a class at a local or community college
- Take a DSST or CLEP exam

Prior Learning Assessment (PLA) Credits:

- Do anything listed under the “Elective Transfer Credits” option
- Write a PLA paper. Students are required to take PLA1019 Prior Learning Assessment course (2 credits) before submitting any papers for evaluation. Information on writing PLA papers is available from the GCE office.

Note: Courses taken at an outside institution in hopes to fulfill a general education requirement should be verified by GCE to ensure that the intended course(s) is indeed an equivalent. Please contact GCE at 651-631-5200 or at gce@nwc.edu with questions.

SECTION J—GRADUATION

GRADUATION REQUIREMENTS

Certificate

The certificate is granted upon completion of the credit requirements for each respective certificate and submission of an application for graduation.

1. Students must meet the graduation requirements of the catalog under which they first enroll. These requirements will be in effect for a period of seven academic years beginning with the semester of initial enrollment, whether or not enrollment is continuous.
2. Students who have not met the graduation requirements by the end of the seven-year period must meet current requirements when returning to complete coursework. Substituted courses and/or additional courses may need to be taken to complete current requirements.
3. Required courses and credits for each certificate are listed in the Northwestern catalog.
4. A student must complete an undergraduate certificate with at least a 2.00 Northwestern cumulative grade point average or a graduate certificate with at least a 3.00 Northwestern cumulative grade point average and must pass all required courses.
5. For a Certificate in Bible, the final 15 credits must be earned at Northwestern College. No transfer credits may be applied to other undergraduate or graduate certificates.
6. The registrar is authorized to make program requirement decisions on a student-by-student basis in consultation with appropriate faculty members and administrators.

Students who earn a degree, in which a certificate is available as well, are only awarded the degree unless the certificate was earned first and independently from acceptance into the degree program.

The responsibility for meeting all graduation requirements rests upon the student. Failure to meet deadlines will result in delayed graduation.

Associate of Arts Degree

The Associate of Arts degree is granted upon completion of at least 60 credits and submission of an application for graduation.

1. Students must meet the graduation requirements of the catalog under which they first enroll. These requirements will be in effect for a period of seven academic years beginning with the semester of initial enrollment, whether or not enrollment is continuous.
2. Students who have not met the graduation requirements by the end of the seven-year period must meet current requirements when returning to complete coursework. Substituted courses and/or additional courses may need to be taken to complete current requirements.
3. A student must complete at least 60 semester credits of study. A maximum of 16 semester credits by exam (CLEP, DSST, or Advanced Placement) may be applied to the Associate of Arts degree.
4. The Northwestern cumulative GPA must be at least 2.00 for all coursework taken in all Northwestern academic programs. Students must pass all required courses.
5. A minimum of 30 credits must be earned at Northwestern. These credits can be any combination of FOCUS, Undergraduate Online Learning, and traditional college credits.

Associate of Arts students who are continuing on to complete a baccalaureate degree through FOCUS can choose to not earn their associate's degree. If this is their choice, they should not apply for graduation upon completion of the Associate of Arts degree requirements. They will not receive a diploma or transcript notation for their Associate of Arts degree.

The responsibility for meeting all graduation requirements rests upon the student. Failure to meet deadlines will result in delayed graduation.

Bachelor of Science Degree

The Bachelor of Science degree is granted upon completion of at least 125 credits and submission of an application for graduation.

1. Students must meet the graduation requirements of the catalog under which they first enroll. These requirements will be in effect for a period of seven academic years beginning with the semester of initial enrollment, whether or not enrollment is continuous.
2. Students who have not met the graduation requirements by the end of the seven-year period must meet current requirements when returning to complete coursework. Substituted courses and/or additional courses may need to be taken to complete current requirements.
3. Forty credits must be upper-level (3000 and above) courses.
4. A student must complete at least 125 semester credits of study, including the credits earned through FOCUS coursework. A maximum of 40 semester credits of technical credit may be applied to the Bachelor of Science degree. A maximum of 32 semester credits by exam (CLEP, DSST, or Advanced Placement) may be applied to the Bachelor of Science degree. A maximum of 5 semester credits of performance credits (choir, band, etc.) may be applied to the Bachelor of Science degree.
5. A student must have already completed 60 semester credits in general studies. A minimum of 30 semester credits is required in English composition, research writing, speech, humanities, mathematics/science, and social science. College transfer credits or credit by examination may be used to meet these requirements.
6. A student must complete the program with at least a 2.00 Northwestern cumulative grade point average and must pass all required courses for his/her major.
7. A minimum of 30 credits must be earned at Northwestern College.
8. A minimum of 50% of major and minor coursework must be completed at Northwestern.
9. The registrar is authorized to make program requirement decisions on a student-by-student basis in consultation with appropriate faculty members and administrators.

The responsibility for meeting all graduation requirements rests upon the student. Failure to meet deadlines will result in delayed graduation.

Master's Level Degrees

Each master's level degree is granted upon completion of program credit requirements and submission of an application for graduation.

1. Students must meet the graduation requirements of the catalog under which they first enroll. These requirements will be in effect for a period of seven academic years beginning with the semester of initial enrollment, whether or not enrollment is continuous.
2. Students who have not met the graduation requirements by the end of the seven-year period must meet current requirements when returning to complete coursework. Substituted courses and/or additional courses may need to be taken to complete current requirements.
3. The Northwestern cumulative grade point average must be at least 3.00 for all coursework taken in the Center for Graduate Studies programs.
4. A minimum of 75% of credits must be completed at Northwestern College, and all transferred credits are subject to approval. For transfer students who register for the MDiv program during the 2011-12 academic year, Northwestern College will accept transfer credits up to 50% of the total credits for the degree and all transferred credits are subject to approval.
5. Transfer credit requests into the master's level degree programs are subject to approval by Northwestern.

The responsibility for meeting all graduation requirements rests upon the student. Failure to meet deadlines will result in delayed graduation.

A student may pursue a second master's degree at Northwestern. A maximum of 6 common credits may be shared between degrees; this does not include MATS and/or MDiv students.

GRADUATION PARTICIPATION

Individuals are eligible for participation in the December commencement exercises if all of their graduation requirements will be completed by the last day of the fall semester. Students may participate in the May commencement exercises if they have completed all of their graduation requirements by the last day of the spring semester, or if they have a reasonable plan for completing any remaining credits by the end of the summer semester. The credits remaining may be any combination of transfer, prior learning (FOCUS), and coursework credits.

Upon completion of the requirements below, diplomas will be mailed to students within 4–6 weeks.

1. All transfer, prior learning credits, and coursework are complete.
2. Clearance has been obtained from the Berntsen Library and GCE Student Accounts.
3. Official transcripts are on file from all institutions at which students were previously registered or from which they transferred credits during their program.

Students must apply for graduation in order to have their names listed in the commencement program. An individual's name can only be included in one commencement program unless a higher degree or a second major is earned. A month before the commencement ceremony, students who have indicated the intent to participate but who have many credits remaining will be asked whether they still want their name to be included in the program. If a student chooses to withdraw his/her name, the student will be eligible to participate in a future commencement ceremony. If an individual still plans to complete the requirements in time to participate, the individual's name will be included in the commencement program. Individuals not completing requirements to participate and whose names appear in the commencement program will not be allowed to participate in commencement and will not be eligible to participate in any future commencement ceremony.

GRADUATION HONORS

FOCUS

Bachelor's degree and associate's degree candidates who have completed between 30 and 59 semester credits at Northwestern (can be a combination of FOCUS, traditional undergraduate, and Undergraduate Online Learning) and whose Northwestern cumulative grade point average is 3.900 or above will be recognized as graduating "with distinction." Candidates who have completed at least 60 semester credits of Northwestern College coursework (combination of FOCUS, traditional undergraduate, and Undergraduate Online Learning) may qualify for honors according to the three-tiered scale listed below. Final graduation honors listed on the diploma and the transcript depend on the cumulative GPA at the end of the semester when degree requirements are met.

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

CGS

Graduation honors are not awarded for master's level degrees.

GRADUATION FEE

Students who apply for graduation are charged a graduation fee, as listed in Section C—Financial Information.

SECTION K—ASSIGNMENT PREPARATION RESOURCES

TEXTBOOKS AND MATERIALS

Textbook Orders

The Northwestern College Campus Store is the college textbook provider, and students are referred to the online Campus Store (nwcstore.nwc.edu) to order the books needed for their course(s). Students should order their books at least three weeks before the start of their course(s). A list of required materials for each course will be available on the Campus Store ordering website; the materials list is also included in each syllabus. Northwestern does offer a textbook voucher option for qualifying students. Students may contact GCE Student Accounts if they would like more information on this option.

If you have any questions, please visit the Campus Store website on theROCK > Campus Services. You should find anything you need in those links; but if not, please contact the NWC Campus Store at 651-631-5280 or by e-mail at focusgstextbooks@nwc.edu.

General Reference Materials

In addition to your course textbooks, you **MUST** also order the following general reference materials to use throughout your program. To purchase or order these books online, go on theROCK > Campus Services > Online Store:

FOCUS (excluding Ministries):

- *A Pocket Style Manual 5e*
- *Guide to Rapid Revision 8e*

Ministries:

- *The SBL Handbook of Style: For Ancient Near Eastern, Biblical, & Early Christian Studies*
- *Guide to Rapid Revision 8e*
- *NIV Study Bible, Personal Size (fully revised)*

Master of Arts in Theological Studies and Master of Divinity (MATS/MDiv):

- *The SBL Handbook of Style: For Ancient Near Eastern, Biblical, & Early Christian Studies*

Master of Organizational Leadership (MOL): Recommended Materials

- *A Pocket Style Manual 5e*

Master of Arts in Human Services (MAHS): Recommended Materials

- *A Pocket Style Manual 5e*

Purposes of these books for reference tools are as follows:

- *Guide to Rapid Revision* is a resource for questions of grammar and punctuation usage.
- *A Pocket Style Manual* assists students in using proper source documentation in their written assignments. The APA style is used in the FOCUS programs (except Ministries) and the MOL degree.
- *The SBL Handbook of Style* assists Ministries, MATS, and MDiv students in using proper source documentation in their written assignments.

If students have questions regarding either documentation style, the Berntsen Library has more detailed resources available in its reference collection. In addition, students may find information online at the following websites:

APA www.apastyle.org
 SBL www.sbl-site.org

If students still have questions after consulting these resources, they may contact the ALPHA Center for clarification. The ALPHA Center requires students to attempt to find the answer before calling for help.

Textbook Returns

The Northwestern College Campus Store is the college textbook provider, and GCE refers to their textbook return policy for returns after a course drop or withdrawal. For students who drop courses, any related access codes need to be returned unused. Otherwise, the access codes become the property of the student, and the student will be charged for them. Shipping and handling fees are nonrefundable.

REACTING TO READING**Critical Response to Alternate Viewpoints** (adapted from the “English Department’s Reacting to Reading Policy”)

When students are reading/viewing assignments in any GCE course, they may encounter viewpoints that their instructors, as Christians, do not advocate. Students may also encounter words or images that their instructors would not use or endorse. Students should know that their instructors choose materials because of their value in helping students learn to read, write, and view critically, not because the materials are necessarily Christian. Our purpose is not to shield students from encounters with non-Christian viewpoints but to help them handle such encounters as educated and culturally literate Christians.

When students encounter words, images, or viewpoints that disturb them for moral or religious reasons, the following steps are suggested:

First, students should make sure they understand what the writer is saying. Students need to make an honest effort to understand and evaluate the writer/producer’s ideas. Only then are students in a position to think critically as Christians about these ideas. Students should ask these questions:

- Does profanity or an immoral suggestion automatically make the material “bad”?
- How should we, as Christians, react to ideas, images, or word choices with which we do not agree, whether in our reading or in conversation with non-Christians?

Second, students should try to understand the writer/producer behind the ideas by asking these questions:

- What do the ideas, word choices, and images say about the writer/producer?
- How is the writer/producer’s thinking incorrect or faulty?
- How and why do I think the writer/producer arrived at the convictions that I do not share?

Students should be prepared to discuss with their instructor any difficulties they encounter in assigned material on the basis of the above questions.

COUNTABLE ERRORS

To standardize writing standards, the book *Guide to Rapid Revision* will be used as a guide. Three basic categories have been identified from this text that will be used for identifying “countable errors.” A countable error refers to a violation of a rule of usage, punctuation, or spelling. The categories and grading guidelines are modeled after the guidelines used by the Department of English and Literature and were developed through consultation with Dr. Kathleen Black, Professor, Department of English and Literature.

Written assignments are assessed for content and quality of presentation. Quality of presentation is assessed using the countable errors grading system. The instructor will determine the extent to which countable errors and content affect the final grade.

Depending on the course, final grades are determined by a single applied summary paper or by a combination of assignments. For courses with multiple assignments, the weight of individual assignments is prescribed in the syllabus. If a paper is included—along with test, quizzes, etc.—revisions of the written work will be permitted at the instructor’s discretion. The revised paper must be submitted no more than four weeks after the original grade is assigned. Once revisions, either of content or countable errors, have been graded, the instructor will submit a grade change form, if applicable, to the GCE office.

Content Grade	A 1 error per page average	B 2 errors per page average	C 3 errors per page average	D 4 errors per page average	F 5 errors per page average
A	A	B+	C+	D+	F
A-	A-	B+	C+	D+	F
B+	B+	B+	C+	D+	F
B	B	B	C+	D+	F
B-	B-	B-	C+	D+	F
C+	C+	C+	C+	D+	F
C	C	C	C	D+	F
C-	C-	C-	C-	D+	F
D+	D+	D+	D+	D+	F
D	D	D	D	D	F
D-	D-	D-	D-	D-	F
F	F	F	F	F	F

Deduction Scale

The number of countable errors may affect the grade of a student’s paper. A standard for reducing grades follows. It is at the instructor’s discretion what final grade is assigned for a course.

Assuming that the student received an “A” on content, deductions due to countable errors are as follows:

An average of one error per page, the paper may still be an “A.”

Example: The paper is given an “A” after examining content. The paper is five pages long and has three countable errors. Since the paper has less than an average of one error per page, the paper can remain an “A.”

For an average of two errors per page, the grade is reduced to the “B” range.

For an average of three errors per page, the grade is reduced to the “C” range.

For an average of four errors per page, the grade is reduced to the “D” range.

The Countable Errors table illustrates the error deduction scale. An absence of countable errors never elevates a content grade. For example, a content grade of “B” does not increase if there are no countable errors.

Repetition of Same Error

A repeated error, such as a word consistently misspelled throughout a paper, should be counted once. Misplaced quotation marks throughout a paper should also be counted as one error. Errors such as sentence fragments, run-ons, and comma errors will be counted each time the error is made.

Categories of Countable Errors

This list is a sample of the categories found in *Guide to Rapid Revision*.

1. Usage
 - a. Agreement
 - i. Subject—Verb Agreement
 - ii. Pronoun—Antecedent Agreement
 - b. Fragmentary Sentence
 - c. Modifiers—Misplaced Modifiers
 - d. Tense
 - i. Tense Shifts
 - ii. Sequence of Tenses
 - e. Pronouns
 - i. Pronoun Reference—Dangling and Ambiguous
 - ii. Sexist Pronouns
2. Punctuation and Mechanics
 - a. Apostrophe
 - b. Comma—Comma Splice
 - c. Capitalization
 - d. Colon
 - e. Underlining
 - f. Quotation Marks
 - g. Semicolon
 - h. Question Mark
3. Spelling/Wrong Word

Any spelling error is countable. Examples of common “wrong word” mistakes include the following: accept, except, a lot, lay, lie, affect, effect, farther, further, bad, badly, whose, who’s.

Correcting Countable Errors

Listed below is one of the ways students may correct countable errors. Students should check to see how individual instructors would like students to correct their errors.

1. On the paper, students write a number beside each of the marked errors. Then, students correct each error on the paper in ink. (In some cases, the instructor may have already corrected the error.)
2. Then, on a separate sheet of paper, students type each number and explain how the error should be corrected as well as why that correction should be made, using *Guide to Rapid Revision* as a reference. Students should be specific. For example, an appropriate correction does not simply state that a correction is needed. Students should state the reason, such as, “a comma is needed before a coordinating conjunction that joins two main clauses.” The reason for the correction is the most important step, since the instructor may have already corrected the error. Corrections for sentence structure errors should also include a corrected, retyped sentence.
3. Both the original paper (with errors numbered and corrected) and the explanation of corrections document must be submitted to the instructor within four weeks of receiving the final grade for the course. A cover sheet including the student’s name, course title, date of submission, and the phrase “Countable Errors Corrections” should be attached to the documents.
4. Students should not retype the paper.

Sample: The sample below illustrates how to correct countable errors. Both the original paper and the explanation of corrections document must be submitted to the GCE office within four weeks after receiving the final grade for the course.

College teachers may pass a failing athlete as quick, if not ¹ Comp
 quicker than, high school teachers. Teachers will pass ~~someone~~ ² Agr
 because the teachers do not want to have to deal with ^{his or her} ~~their~~ ³ mx
 behavior or attitude again. Another reason ~~is because~~ they ⁴ CS
 know that, if they do not pass him or her, the student will not
 be able to play the certain sport he or she was recruited for.
 A solution to this problem must be found. ⁵ Shift
 students can get through school without being able to read and
 write. ^{Students} ~~You~~ should not have to suffer in ^{their} ~~your~~ futures because ⁶ C
 the educational department did not try to help those that needed
 help.
 Some efforts have been made toward trying to help the
 illiterate by setting up adult classes as a solution to the problem.
 For some it has worked very well, but ^{not} many illiterate people
 have attended.

1. To correct this comparison, I inserted the word *as* after the word *quick*. The comparison is incomplete because the sentence does not make sense if the phrase in commas is omitted.
2. I replaced the word *their* with *his or her* because the pronoun should have the same number as its antecedent, *someone*, which is singular.
3. I replaced the word *because* with the word *that* because the word *because* starts an adverbial clause which cannot be used like a noun. The word *that* starts a noun clause and can be used like a noun following a linking verb.
4. I replaced the comma with a semi-colon because a comma cannot link two sentences, but a semi-colon can because it shows the beginning of a new but connected thought.
5. I corrected a shift in person by changing the words *You* and *your* to *Students* and *their*. I had to change *You* and *your* because they are second person, but the rest of the paragraph and the surrounding paragraphs have third-person pronouns.
6. I omitted a comma after the word *but* because it is not a necessary comma.

WRITING GUIDELINES

Plagiarism: What It Is and How to Avoid It

Plagiarism is theft—theft of someone else’s words or ideas. It is claiming another’s work as one’s own. Whether the undocumented borrowing is intentional or unintentional, it is plagiarism. The most common errors in handling written sources are the following:

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

Plagiarism is a serious offense, especially for us as Christians who are commanded to be honest in every aspect of our lives, including the academic. Students can avoid plagiarism by following these guidelines:

1. Enclose all quotes in quotation marks. Be sure to quote accurately. Use ellipses (. . .) to show any omissions. Be careful not to introduce any errors when typing.
2. Paraphrase thoroughly. Changing a few words around is not proper paraphrasing. Retain the original meaning while recasting the sentence into one’s own words.
3. Introduce quotations and paraphrases.
Examples:
According to Smith and Johnson (1999),
In a recent study on stress (Jones, 1997),
4. Use proper in-text documentation. See *A Pocket Style Manual* or *The SBL Handbook of Style*.
5. List all works that are quoted, paraphrased, or borrowed in a reference page at the end of the essay. List these works alphabetically by the last name of the author. Give the full bibliographic entry here (author, date, title, place of publication, publisher). For every parenthetical reference in the essay, there must be a corresponding entry on this page.
6. Document any borrowed idea, even if it is not actually quoted or paraphrased. Students may get an idea on how to arrange the essay from a reference book. For example, they may see an article on drug abuse divided into three areas: causes, consequences, and cures. If students borrow this idea of organization, they must document the source.
7. Never fabricate sources. Use of false sources is grounds for failure in any class requiring research.

PLA ESSAYS AND APPLIED SUMMARY PAPER GUIDELINES

Because written expression lacks the added information of gestures, facial expression, and tone of voice, words must be more carefully selected and combined to convey precise meaning.

Writing Examples

1. Avoid using slang expressions.
“Water over the dam” fails to reflect the writer’s individual style.
2. Write in the first person singular, *I* or *me*, or in the more formal third person, *he* or *she*. *You*, the second person, is not appropriate in expository writing.
A learning experience refers to the writer, first person, not the reader, second person.
3. Frequent use of *then* indicates an additive structure or a retelling of events. Proofread to find too many *thens*, and reevaluate the organization and focus of ideas.
“He then canceled the order” might end a story, but the action must support an aspect of learning.
4. Use words and phrases to help the reader make the transition from one idea to another. Do not substitute frequent paraphrasing for careful organization of ideas.
One-, two-, or three-sentence paragraphs will not explain an idea adequately. A double-spaced page should have no more than three paragraphs.

5. Avoid vague references, such as *different* or *many*. Carefully selected examples will eliminate the need for a comprehensive, vague reference; examples take the place of lists.
"Different factors affect production" is less precise than "human factors affect production."
6. Use past or present tense throughout the paper; do not shift tense from past to present. Avoid the use of *would* when the simple past tense expresses the same meaning. Choose action verbs and avoid relying too often on *get*, *got* and forms of the verb *to be* (*am*, *is*, *are*, *was*, *were*).
Incorrect: The manager stops payment and ordered from another source.
Correct: The manager stopped payment and ordered from another source.
7. Pronouns must have clear antecedents.
Unclear: He studies them carefully.
Clear: The detective carefully studied the charred remains.
8. Be sure to make different parts of the same sentence parallel in structure.
Unclear: Correcting pronunciation and selection of examples enhance composition.
Clear: Correcting pronunciation and selecting examples enhances composition.
9. *Good* describes people or things. *Well* describes action.
She is a good mathematician; her calculations worked well.
10. Spell out all numbers through ten and if they begin a sentence, title, or heading.
Twenty credits may be earned.
11. *A lot* is always two words and might best be avoided as a vague expression.
"Alot" is a common misspelling.
12. The reflexive pronouns—*myself*, *herself*, *themselves*—can only be used when the person is in the preceding part of the same sentence.
I bought a useful gadget for myself.
13. *Different* is used with the preposition *from*.
Her final thesis was different from the original idea.

The following words are frequently used incorrectly.

1. *Affect* is usually a verb, meaning to act upon or influence.
Effect as a noun means the result of some action.
Effect can be used as a verb, meaning to make something happen or change.
Research affects our daily lives.
The effects of inflation are widespread.
Changes were effected by a new administration.
2. *Accept* is a verb; it means to receive.
Except is usually a preposition.
Sometimes *except* is a verb, meaning to omit.
He accepts the appointment.
The project is complete except for documentation.
An admission fee is charged, but seniors are excepted.
3. *Between* is used to discuss two things or people.
Among is used for three or more objects or people.
Students must decide between two and choose among many sources of information.
4. *Fewer* refers to things which can be counted separately.
Less refers to a total amount.
I want fewer bills to come in my mail, and I prefer less interaction with my creditors.
5. *Its* indicates possession.
It's is a contraction for *it is*, and contractions are best avoided in expository composition.
Its motor ceased to function, but it's possible to repair the car.

6. *There* designates a place or can be used to begin a sentence.
They're is a contraction for *they are*.
Their indicates ownership.
She placed the folder there on the table, but nothing is there now. They're searching for their papers.
7. *To* is a preposition or part of a verb.
Too means *also* or *too much*.
Two is a number.
Send the paper to me, and you may expect to receive a response. The quarter is complete, but it is not too late to submit two additional essays.
8. *Lie* (to recline) is lying, lay, (have) lain.
Lay (to put) is laying, laid, (have) laid.
Before he lay down, he laid the book aside.

The following punctuation rules apply to commonly used sentence structures.

1. A conjunction such as *and*, *but*, *or*, *nor*, or *for*, which joins two complete thoughts, two subjects and two verbs, should be preceded by a comma.
In expository composition, "you" is inappropriate, but "I" is acceptable.
2. Use a comma after an introductory clause.
When a cliché' appears in expository writing, it must be removed.
3. Subordinate the less important idea by using an introductory clause followed by a comma.
Although "get" is an acceptable verb, other verbs express ideas more precisely.
4. A semicolon is a weak period and is useful in joining two closely related ideas.
Sentence constructions which begin with their or there are often ineffective; instead use the subject to begin a sentence.
5. The verb or preposition in a sentence should not be followed by a colon.
Incorrect: Several examples follow:
Correct: Following are several examples:
6. Dashes and exclamation points are seldom appropriate in expository writing.
Poor: Do not substitute frequent paragraphing for careful organization of ideas!
7. Parentheses detract from main ideas; if information is relevant, include it as a phrase or sentence of explanation.
Incorrect: Some pronouns are singular or plural (depending on sentence meaning).
Correct: Depending on sentence meaning, pronouns are singular or plural: some, any, none, all, most. Some are always singular: each, either, neither, one, no one, everyone, anyone, somebody, anybody, everybody. Others are always plural: several, few, both, many.

SECTION L—STUDENT RESOURCES/CONTACTS

Northwestern College
 Graduate & Continuing Education
 3003 Snelling Avenue North, NC2000
 St. Paul, MN 55113-1598

Phone: 651-631-5200 or 888-362-8715
 E-mail: gce@nwc.edu
 Fax: 651-628-3369
 theROCK: <http://therock.nwc.edu>

In case of inclement weather, please listen to KTIS 98.5 FM or WCCO 830 radio for updates on cancellation of classes, or call the GCE office at 651-631-5200 after 4 p.m.

Academic Advising	651-631-5200
Program Planning, Course Selection, Withdrawals, Re-enrollment, Policies and Procedures	
AA, BA, BM, MK, HR, CM, MOL	651-631-5173
MN, CC, PY, MATS, MDiv, MAHS.....	651-631-5251
Address, Phone, and Name Changes	651-631-5200
ALPHA Center.....	651-628-3316
Academic Learning Assistance	alphacenter@nwc.edu
Tutoring—English/Writing/Math	
Berntsen Library	
Circulation Desk	651-631-5241
Extended Campus Library Service (ECLS)	651-628-3388 or 888-283-0812
	ecl@nwc.edu
Reference Desk	651-286-7708
Center for Calling & Career (CCC)	651-631-5265
	www.nwc.edu/career
Center for Global Reconciliation and Cultural Education (C-GRACE).....	651-631-5481
Computer Lab	
Computer Usage General Information.....	651-631-5699
Computer Login, E-mail Accounts.....	651-631-5200
Counseling Services (FOCUS students)	651-631-5190
Course Registration Questions	651-631-5200
Disabilities Services (DOSS)/ADA	651-286-7446
Support Services for Disabled Students and Students Needing Special Accommodations	doss@nwc.edu
DSST Testing Information.....	651-631-5200

Financial Aid.....	651-631-5105
FAFSA—Grants/Loans	gcefinancial@nwc.edu
Family and Full-time Christian Worker Discount	
Financial Aid for Undergraduate Online Learning Programs and Courses	
MN State GI Bill	
Graduation.....	651-631-5200
Help Desk.....	651-631-5699
Support for Student Computer Accounts	helpdesk@nwc.edu
Moodle/Course Sites.....	651-631-5200
PLA (Prior Learning Assessment).....	651-631-5200
Student Accounts.....	651-631-5177
	gcestudentaccounts@nwc.edu
Textbooks and Materials Returns.....	651-631-5200
Transcript Requests.....	651-631-5119
	www.nwc.edu/registrar
Veterans Benefits.....	651-631-5200

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