

[www.nwmissouri.edu](http://www.nwmissouri.edu)

# Undergraduate Academic Catalog

---

---

2008-2010

# Northwest Missouri State University 2008-2010 Undergraduate Catalog

Students are expected to read and conform to the regulations in this catalog. The student, not the University nor faculty members, is primarily responsible for knowing the regulations and policies, and for meeting the requirements for a degree or certificate.

A copy of this catalog is issued to each new student. Students are expected to keep the catalog throughout their college career. Students are advised to study closely the *Course Offerings* available at preregistration or general registration and to consult with faculty advisors for planning.

The information in this publication endeavors to be as current and accurate as possible. Due to the constant change in economic conditions and in student program needs, the accuracy of the details appearing here may be affected. There may be a possibility from time to time that classes will be deleted from this catalog or from trimester course offerings for lack of sufficient enrollment. There may also be changes in fee schedules, which are current at the time of publication of this catalog.

**This catalog does not constitute a contract but is for information only.**

## **Address of all University Offices:**

Northwest Missouri State University  
800 University Drive  
Maryville, Missouri 64468-6001

## **Academic and Administrative Office Hours:**

8 a.m. to 5 p.m., Monday through Friday (except holidays)

## **University Information: (660) 562-1212**

**Web Address: [www.nwmissouri.edu](http://www.nwmissouri.edu)**

## **Statement of Non-Discrimination**

Applicants for admission and employment, students, and employees of Northwest Missouri State University are hereby notified that this institution does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Northwest Missouri State University's compliance with the regulations implementing Equal Employment Opportunity Commission (EEOC) and Americans with Disabilities Act (ADA) guidelines is directed to contact the President's Office, Northwest Missouri State University, 800 University Drive, Maryville, MO 64468-6001, (660) 562-1110. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing EEOC and ADA guidelines.

# Table of Contents

Accreditation . . . . .	Inside Front Cover
Academic Calendars . . . . .	5-6
Message from the President . . . . .	7
Educational Key Quality Indicators . . . . .	9
University Core Values . . . . .	11
History of Northwest Missouri State University . . . . .	13
Vision/Mission Statement . . . . .	14
Admission . . . . .	15
Admission to Graduate Study . . . . .	27
Fees and Costs . . . . .	29
Financial Assistance . . . . .	32
Registration . . . . .	37
Policies and Regulations . . . . .	38
Academic Policies . . . . .	38
Graduation Policies/Requirements . . . . .	49
Student Life Policies/Regulations . . . . .	52
Resources and Services . . . . .	54
Pre-Professional Degree Requirements . . . . .	65
General Education Requirements . . . . .	66-69
Institutional Requirements . . . . .	69-70
Undergraduate Degrees . . . . .	71-77
Academic Structure . . . . .	78
COLLEGE OF ARTS AND SCIENCES . . . . .	79
Art . . . . .	82
Biological Sciences . . . . .	94
Chemistry and Physics . . . . .	116
Communication, Theatre and Languages . . . . .	134
English . . . . .	157
Geology and Geography . . . . .	167
History, Humanities, Philosophy and Political Science . . . . .	183
Mathematics and Statistics . . . . .	201
Military Science . . . . .	210
Music . . . . .	215
Honors Program . . . . .	227

BOOTH COLLEGE OF BUSINESS AND PROFESSIONAL STUDIES . . .	230
Accounting, Economics and Finance . . . . .	235
Agriculture . . . . .	244
Computer Science/Information Systems . . . . .	261
Marketing and Management . . . . .	278
Mass Communication . . . . .	284
COLLEGE OF EDUCATION AND HUMAN SERVICES . . . . .	295
Curriculum and Instruction . . . . .	303
Educational Leadership . . . . .	311
Family and Consumer Sciences . . . . .	321
Health, Physical Education, Recreation and Dance . . . . .	334
Psychology, Sociology and Counseling . . . . .	351
Career Education . . . . .	367
Missouri Academy of Science, Mathematics and Computing . . . . .	368
APPENDIX . . . . .	372
Facilities . . . . .	373
Governance . . . . .	379
Personnel . . . . .	381
Faculty . . . . .	382
Emeritus Faculty . . . . .	393
Campus Map . . . . .	398
Index . . . . .	400
Campus Phone Numbers . . . . .	408
Quick Reference Index . . . . .	Inside back cover

# 2008-2009 Academic Calendar

## Fall Trimester 2008

August 20/21	Wednesday-Thursday	Department Planning and Development
August 22	Friday	University/College meetings
August 23	Saturday	General Registration
August 25	Monday	Classes begin
September 1	Monday	Labor Day, no classes
October 10	Friday	First Block ends
October 13	Monday	Second Block begins
October 17	Friday	Walkout Day, no classes
October 18	Saturday	Homecoming
November 25	Tuesday	Thanksgiving Vacation begins, 5 p.m.
December 1	Monday	Classes Resume, 8 a.m.
December 8-12	Monday-Friday	Final Exams
December 12	Friday	Commencement
December 15	Monday	Grades due at 10 a.m.

## Spring Trimester 2009

January 7-8	Wednesday-Thursday	Department Planning and Development
January 9	Friday	University/College meetings
January 9	Friday	General Registration
January 12	Monday	Classes begin
January 19	Monday	Martin Luther King Holiday, no classes
February 27	Friday	First Block ends
March 2	Monday	Second Block begins
March 23-27	Monday-Friday	Spring Break
March 30	Monday	Classes Resume
April 27-May 1	Monday-Friday	Final Exams
May 2	Saturday	Commencement
May 4	Monday	Grades due at 10 a.m.

## Summer Trimester 2009

May 11	Monday	First Session begins and Registration
May 25	Monday	Memorial Day, no classes
June 5	Friday	First Session ends
June 8	Monday	Second Session begins and Registration
July 2	Thursday	Second Session ends
July 3	Friday	Independence Day, no classes
July 6	Monday	Third Session begins and Registration
July 30	Thursday	Commencement
August 1	Friday	Third Session ends
August 3	Monday	Fourth Session begins and Registration
August 17	Monday	Fourth Session ends
August 18	Tuesday	Grades due at 10 a.m.

# 2009-2010 Academic Calendar

## Fall Trimester 2009

August 26-27	Wednesday-Thursday	Department Planning and Development
August 28	Friday	University/College meetings
August 29	Saturday	General Registration
August 31	Monday	Classes begin
September 7	Monday	Labor Day, no classes
October 16	Friday	First Block ends
October 19	Monday	Second Block begins
October 23	Friday	Walkout Day, no classes
October 24	Saturday	Homecoming
November 24	Tuesday	Thanksgiving Vacation begins, 5 p.m.
November 30	Monday	Classes Resume, 8 a.m.
December 14-18	Monday-Friday	Final Exams
December 18	Friday	Commencement
December 21	Monday	Grades due at 10 a.m.

## Spring Trimester 2010

January 6-7	Wednesday-Thursday	Department Planning and Development
January 8	Friday	University/College meetings
January 8	Friday	General Registration
January 11	Monday	Classes begin
January 18	Monday	Martin Luther King Holiday, no classes
February 26	Friday	First Block ends
March 1	Monday	Second Block begins
March 22-26	Monday-Friday	Spring Break
March 29	Monday	Classes Resume
April 26-30	Monday-Friday	Final Exams
May 1	Saturday	Commencement
May 3	Monday	Grades due at 10 a.m.

## Summer Trimester 2010

May 10	Monday	First Session begins and Registration
May 31	Monday	Memorial Day, no classes
June 4	Friday	First Session ends
June 7	Monday	Second Session begins and Registration
July 2	Friday	Second Session ends
July 5	Monday	Independence Day Holiday, no classes
July 6	Tuesday	Third Session begins and Registration
July 29	Thursday	Commencement
July 30	Friday	Third Session ends
August 2	Monday	Fourth Session begins and Registration
August 16	Monday	Fourth Session ends
August 18	Tuesday	Grades due at 10 a.m.

*Dear Student,*

Let me begin by welcoming you to Northwest Missouri State University and your undergraduate experience. While I am sure you are experiencing a variety of thoughts and emotions, it is important to remember that as a new Bearcat you have not only entered a quality institution of higher education, but also a family. The Northwest family consists of students, faculty, staff, administrators and members of the community who are here to assist and guide you through the next four years. This sense of family has attributed to the development of Northwest as a model institution, nationally recognized for its high graduation rates.

Your college experience will be a time of great change, personal growth and development, and of course great opportunities. While the Northwest family is here to assist you, we greatly encourage you to make a deep personal commitment to your education to fully gain the benefits that Northwest has to offer.

It is important to explore three important areas in order to obtain optimal success. Over the next few years we hope to help you in these areas of:

- Self-Exploration — Who am I really?
- Career Goals — What do I want to ultimately achieve from my education?
- Personal Growth — What skills, abilities, knowledge, and attitudes will I need to develop to take me from where I am now to where I want to be?

To assist in developing these three areas the Northwest community has set up several programs to aid in your success which include:

### **Freshman Seminar**

Freshman Seminar is the first step on the path to success. This program is a course where you make your initial dive into the Northwest family. You are introduced to information regarding academics, goal setting, career opportunities, general University knowledge and opportunities for involvement on campus. You will learn about Northwest's "Covenant for Learning" and make a plan for your own student success, as well as develop talents like time management, study skills and critical thinking.

### **General Education Requirements**

The University has established several course requirements that are known as General Education Requirements. These courses are in a variety of fields and programs to aid you in exploring who you are. These classes will also introduce you to a wide variety of knowledge and skills that will be essential in any career or goal you pursue. The Northwest family encourages you to take diverse courses from Composition to American Government or Mathematics to Theatre Appreciation in order to experience a sample from each educational field.

If you approach your General Education Requirements seriously, they can become a path to self-exploration and help you answer the question, "Who am I?". A minimum of 42 credit hours of General Education courses is required to complete a degree at Northwest Missouri State University, and hopefully, the answers you find will help you discover the major that is right for you and your career goals.

### Academic Major Requirements

Along with your General Education Requirements, Academic Major Requirements will include courses in the discipline of your choice. These classes will aid you in establishing the skills, abilities, knowledge and attitudes needed to make your career goal a reality. To do this, Northwest focuses on three major factors in regard to your major. First, we introduce you to the vocabulary of a discipline. It is important to understand the language and terminology that experts in that field use. Second, we establish the methods of the discipline in order to illustrate processes of working in your desired field. Finally, we focus on establishing skills on how to learn within a given discipline. We realize that there is a great amount of information to be learned within a given field, and as a matter of practicality, you cannot learn all you need to know within your time here. However, if you know how to think and learn in that field, you will continue to advance your skills and learn more each and every day. Course content, as well as personal connections with faculty and student leaders, will provide you with a foundation for successful development — not just in your career, but in life as well. Northwest offers over 100 undergraduate degree programs from which you can choose.

### Institutional Requirements

Because we are preparing our students to enter a highly dynamic, interconnected world, the University also has established six hours of Institutional Requirements. Three of the hours are aimed at developing competencies necessary to work in large, complex organizations with employees from diverse cultures. The other three are aimed at developing information technology competencies so you can become an autonomous learner able to keep pace with new knowledge and skill requirements. A variety of courses are available to select from to meet these requirements, but they must be fulfilled to qualify for your degree.

### Co-Curricular Activities

Not all learning takes place inside a classroom. It is important to integrate the academic curriculum with the co-curricular activities. These activities range from a lecture by former South African President and Nobel Laureate F. W. de Klerk to an off-Broadway production of the musical “Rent.” Other areas of co-curriculum involvement could include participating in residence hall programs, serving on Student Senate, joining a Greek organization or participating in University athletics. Northwest is currently home to more than 150 student organizations that include department specific and general interest groups. Take a minute to explore these organizations by utilizing the *Connections Manual* available from Student Activities. Involvement in these activities truly shapes your college years and allows you to develop essential life skills.

To explore the areas mentioned earlier, it is important to utilize the services provided by the Northwest family, but also to approach them in your own personal and individual way. Develop your own integrated approach and incorporate a seamless learning philosophy into your education. Make use of all Northwest has to offer and customize it to make your experience successful.

In order to meet the expectations that have been set forth, we have developed a collection of important information to share about Northwest’s history, traditions, values and goals. We hope that the information found on the following pages of this academic catalog will be helpful in the fulfillment of your academic and ultimately life goals. We wish you the best of luck as you pursue your undergraduate career and welcome you to the Northwest family.

Sincerely,



Dr. Dean L. Hubbard  
President

# Educational Key Quality Indicators

At Northwest, we have defined ten areas—called Key Quality Indicators—in which you, the student, should be competent by the time you graduate. The curriculum we’ve outlined is designed to help you become competent in these areas. If you achieve in all of these areas, we believe you will have a great likelihood to be successful in the complex world of the twenty-first century.

These indicators include:

## ■ Communications Competencies

To succeed in our ever-changing Information Age, you must be able to communicate effectively. You must be able to write and speak clearly and persuasively. Therefore, we not only require you to take courses in Composition and in Communications, you can expect to do a great deal of writing and a great many public presentations in most of your classes.

## ■ Critical/Creative Thinking Competencies

You will have to learn how to analyze situations, read complex written material intelligently and critically, and imaginatively construct new possibilities for the world in which you live. Whether it is dealing with case studies in a business class, analyzing historical situations, working on realistic physics problems, or writing a poem, Northwest classes will push you toward being competent in critical and creative thinking.

## ■ Problem Solving Competencies

No university in these rapidly-changing times can give you all of the information and all of the answers to the problems you will face later in life. Therefore, you will have to learn not just to regurgitate information, but how to analyze problems and explore possible solutions. Courses at Northwest are designed to offer you the chance to exercise these skills and improve your abilities.

## ■ Computer Competencies

We live in an increasingly electronic world. If you are not familiar with and competent in using word processing, spreadsheets, databases, and Web environments, you simply have fewer chances for success in today’s world. A Northwest education helps you develop competencies in these areas because most of your Northwest classes will require you to use computer knowledge and abilities.

## ■ Self-Directed Learning Competencies

An educated, successful person is one who seizes the world, takes responsibility, and shapes his or her own learning situations, rather than passively sitting back and letting others shape their learning.

### ■ Competence in a Discipline

Breadth of learning, though, isn't enough. It is also important to focus in on one subject and become an expert in it in a deep way. We want you to leave Northwest competent in some specific area, ready to take part in the professional life of that field, whether it is Broadcasting, Chemistry, Recreational Therapy, Sculpture, or any of the other fields Northwest offers.

### ■ Personal/Social Development

At Northwest, we believe that education involves the whole person—not just your intellect—so your own personal and social development are crucial, too. A Northwest graduate should be mature and thoughtful, capable of understanding self and use that knowledge to interact with others in a successful, ethical way.

### ■ Teamwork/Team Leading Competencies

There are very few jobs in America that do not involve teamwork or working in groups. And in fact, the higher you rise in most fields, the more important teamwork, and your leadership abilities, will become. At Northwest you will find many opportunities, both in the classroom and outside of the classroom, to practice these skills and develop your competence at working in and leading teams.

### ■ Multicultural Competencies

Quality multicultural experiences are essential for functioning effectively in a global society. At Northwest, multiculturalism includes everyone. Mutual respect, an ethic of openness, and harmonious coexistence are considered important multicultural values.

By sharing and learning together at Northwest, the University community builds upon our current opportunities to celebrate diversity, to see it as an opportunity to broaden cultural experience, to enhance understanding of cultural perspectives, and value each person's heritage.

### ■ Cultural Enrichment

Part of being educated is having an appreciation for the deepest and most significant achievements of human culture. Whether it is listening to a brass quartet or a gospel group, visiting the campus art gallery for a printmaking show, attending a play or seeing a Samoan dance troupe, experiencing cultural events and enriching your world are crucial to becoming a well-rounded Northwest graduate.

# University Core Values

Every organization, every institution, has core values that drive everything that they do. At Northwest, we want to make sure you know what our values are and what is important to us as you join our community. Here are the values that we see as crucial to your success and to the University's success as a whole:

## ■ We are open and ethical.

This core value provides a foundation for mutual trust that makes every other core value attainable.

We must treat one another ethically; it is the foundation for all genuinely fruitful human contact. We will strive to treat you with respect, fairness, and honesty and promote this behavior among others; we expect nothing less from you.

## ■ We focus on our students and stakeholders.

Our classes are centered on you, the student, not on the professor and what he or she knows. Thus, assignments, projects, and such are built into courses to focus on your learning and achievement. Furthermore, Northwest believes that the best learning takes place when you are engaged as a whole person—body, mind, and spirit—and when you can use all of your different ways of learning. We recognize that people learn in different ways, and we continually strive to build an education that will encourage all of those different ways of learning.

## ■ We care about each other.

If the people working at the University, from the staff member who cleans the classrooms to the faculty member who teaches Shakespeare, do not feel that the University cares for them, helps them develop their talents, and gives them power over their own lives, then all of the things we've said in these core values will fall apart. Thus, Northwest strives to develop everyone who works here so that we can all achieve excellence.

## ■ We are a learning organization, continually improving our University and ourselves.

At Northwest we develop people's natural abilities as well as an awareness of hidden talents. We want to develop all students, faculty, and staff by providing opportunities for professional growth.

If you as students are going to learn well, we need to have all aspects of your life, from the classroom to the residence hall room to the financial assistance office to the library, structured to help you learn. Thus, we strive to make sure that all aspects of your life at Northwest point toward the same goal—academic excellence.

## ■ We collaborate and work together to accomplish our goals.

The courses you take should not be isolated from each other, and should not isolate you from the rest of your life at the University. Instead, we have created a seamless experience of learning at Northwest. Classes are related to residence hall activities, which relate to speakers and concerts on campus, and so forth. These interactions are designed to help you integrate these experiences throughout your undergraduate experience.

In order to facilitate your success, we strive to continuously improve the quality of your learning experiences. But, to learn, you must take an active part in learning—by preparing for class actively, by working on assignments and projects, by questioning and responding in class and by synthesizing the materials from several classes. This means your instructors are going to expect you to be active participants in your learning if you are going to be successful. The responsibility is largely on you!

Part of that responsibility means you must devote a serious amount of time to your studies. Most faculty expect at least two hours of study time outside of class for every hour spent in class. A full course load of 15 credits would require an additional 30 hours outside of class spent in studying. A full-time education is a full-time job! We realize many students must work to pay for their education, but we want you to keep your priority on your education.

■ **We master the details of what we do.**

Another way of saying this might be “If you don’t expect the best, you will never get the best.” We believe that if you want quality, you have to begin by expecting high quality—and that means in every aspect of University life. We have high expectations of our faculty, staff, and students as well as for our food service and residence halls. If you want to gain a quality education, you must begin with high expectations for your own work. Aiming for a “C” is not the path to success; aiming for excellence is.

■ **We are leaders in our field.**

We improve when we have feedback that tells us what we did well and what we still need to improve; it’s as simple as that. At Northwest, we are in the business of giving and receiving a great deal of feedback, and not just feedback about results, but feedback about how we went about getting those results. What process did you use to write that paper or put together that project? How can you improve on that process to create a better project?

This assessment includes the entire University community. Expect to be asked to give your feedback about programs, teaching, administrative decisions, and more during your years at Northwest. If we all are going to improve, we all need to give honest feedback.

As evidence that we are leaders in our field, we have been recognized by the Excellence in Missouri Foundation as three-time winners of the Missouri Quality Award.

# History of Northwest Missouri State University

One way to get to know an institution's culture and values is to learn about its history. Northwest Missouri State University is no exception.

You may think of Northwest as a major state university, but it began in 1905 as Missouri's Fifth District Normal School to provide teachers for the schools of a 19-county region in northwest Missouri. We still fulfill that function, and are proud of the teachers which Northwest sends out to educate the next generation. But the University has now grown into a comprehensive state university with over one hundred undergraduate programs, 32 master's degrees, three educational specialist degrees, and a cooperative doctoral program in educational leadership.

Northwest's history includes three major name changes. In 1919, the Missouri General Assembly changed the name to Northwest Missouri State Teachers College, and established the privilege of granting baccalaureate degrees. On July 21, 1949, the Board of Regents changed the name to Northwest Missouri State College. The final name change occurred on August 14, 1972, when the Board of Regents, recognizing the evolution of the school into a comprehensive institution, changed the name to the one it has today: Northwest Missouri State University. Today, the University provides a quality living-learning environment which equips the student for achievement and responsible participation in a rapidly changing society.

In the fall of 1987, Northwest unveiled its unique Electronic Campus program that was designed to accelerate student learning and enrich faculty teaching and research by placing a computer terminal in every student residence hall room and faculty office. The program was the first of its kind on a public college or university campus in the United States. In the fall of 1997, Northwest upgraded the Electronic Campus by providing a highly networked personal computer in every residence hall room and a notebook computer for every faculty member, making the computer a truly integral part of the learning process for students and faculty.

Over the past decade, Northwest also has earned a national reputation as a leading practitioner of the continuous quality improvement through its Culture of Quality. This effort strengthens all aspects of undergraduate education and enriches campus living as a whole. In November 1997, Northwest was honored for its extraordinary achievements in applying quality principles to its operations when Governor Mel Carnahan presented the Northwest Family with the Missouri Quality Award in Education. In December 2001, Northwest became the first educational institution in Missouri to win two Missouri Quality Awards and in 2005 trumped this achievement by winning its third. This achievement is one unmatched by any other educational institution. Northwest continues to maintain its Culture of Quality and persistently improves upon its accomplishments.

## Vision

Northwest Missouri State University will be an internationally recognized innovator in continuously improving higher education.

## Statement of Mission

Northwest Missouri State University is a learning-centered community of scholars offering undergraduate and selected graduate programs. The University is committed to preparing broadly educated and engaged citizens for a world of constant change, applying information technology to improve learning processes, and promoting continuous improvement to enhance performance in all its activities. Northwest seeks to expand access to learning and promote research designed to address the needs of our students and stakeholders.

# Admissions

## Admission to Undergraduate Study

Northwest accepts students regardless of age, race, creed, sex, color, religion, national origin or handicap. Prospective students and their parents are encouraged to visit the campus. To schedule a visit, call the Northwest Office of Admissions toll-free at 1-800-633-1175.

To apply, complete the Northwest Application for Admission and submit official high school and/or college transcripts and ACT/SAT scores as appropriate. All materials should be received by the Northwest Office of Admissions at least two weeks before the anticipated date of enrollment.

To protect the health and safety of the Northwest community, all newly-entering students born during or after 1957 must show proof of immunization against measles and rubella. Students who do not show proof or who do not have a valid exemption within 60 calendar days after courses begin, will have their registration administratively cancelled. International students, in addition, must carry adequate medical insurance and meet a Tuberculosis Screening Requirement.

Effective Fall 2004, all students who will reside in residence halls must have completed the Meningococcal Education and Immunization Requirement by either receiving the immunization or signing a waiver indicating they have received the information and have made a decision not to have the immunization. Parents also need to sign the waiver forms. **Students may not move into the residence halls until they have completed the requirement.**

## Freshman Admissions

Northwest is moderately selective; admission is based on a combination of ACT/SAT score, class rank and GPA. Students graduating from high school in the Spring of 1996 or after are required to have followed a college-preparatory curriculum that includes at least 16 units of credit as described on page 17. In addition, students must meet the requirements in Category I or Category II below.

### Category I

1. 21 ACT composite or higher (or the SAT equivalent: SAT-970-1000) **and**
2. Minimum 2.00 cumulative GPA or above (on 4.00 scale)

### Category II

1. Have a combined percentile index (see page 16) that equals or exceeds 100 points; **and**
2. Minimum 2.00 cumulative GPA or above (on 4.00 scale)

For those students not meeting these requirements, the University will consider each case on an individual basis and will use professional judgment in admitting students that demonstrate academic promise and potential for success. Additional information, such as letters of recommendation and a personal statement, may be requested. Conditions will be placed on the enrollment of such students, if accepted into the University.

**Application Fee**

An application fee may be required for new students applying to Northwest. A complete listing of application fees is available at [www.nwmissouri.edu/admissions/howtoapply.htm](http://www.nwmissouri.edu/admissions/howtoapply.htm) or contact by phone at (800) 633-1175.

**Combined Percentile Index**

Figure the student's class rank percentile by dividing class rank by class size, then subtract that percentile from 100 percent.

Using the Test Score Percentile Chart given below, find the appropriate ACT/SAT composite test score percentile.

Add it to the student's class rank percentile to get the Combined Percentile Index.

For example:

Class Rank = 6

ACT Composite Score = 19

Class Size = 30

ACT Percentile = 42

$1 - (6 \text{ divided by } 30) = .80$  or 80 percentile

Class Rank percentile = 80 percentile

Combined Percentile Index =  $80 + 42 = 122$

Combined Percentile Index of 122 exceeds the minimum combined percentile index of 100, so the student would be admissible to Northwest.

**Test Score Percentile Chart**

Composite ACT	Minimum SAT I	Percentile
35	1570-1600	99
34	1510-1560	99
33	1450-1500	99
32	1390-1440	99
31	1350-1380	99
30	1310-1340	98
29	1270-1300	96
28	1230-1260	94
27	1200-1220	91
26	1160-1190	87
25	1120-1150	83
24	1090-1110	78
23	1050-1080	72
22	1010-1040	66
21	970-1000	58
20	930-960	51
19	890-920	42
18	840-880	34
17	800-830	26
16	750-790	19
15	700-740	13
14	630-690	8
13	570-620	4

12	510-560	2
11	450-500	1
10	410-440	1
9	200-400	1

(NOTE: SAT I Exam became effective after April 1, 1995)

### 16-Unit Core Curriculum

- 4 units of English
- 3 units of Mathematics  
(high school level algebra and beyond, including Algebra II)
- 2 units of Science  
(not including general science; at least one unit must be a laboratory science)
- 3 units of Social Science  
(must include American history and at least one semester of government)
- 4 units of Electives  
(at least one unit of fine arts courses in the visual arts, music, dance or theatre and the remaining three selected from foreign language or combinations of courses from the above categories of English, mathematics, science or social sciences, fine arts, or computer science)

*Note: 1 unit = 1 year*

### Requirements

- Northwest requires of freshman students an **official** ACT score report sent by either their high school or by ACT to the Office of Admissions. The ACT is used for placement and advisement purposes; the Scholastic Aptitude Test (SAT) may also be used for admission decisions. Residual test scores are not acceptable, unless taken at Northwest.

### To Apply

- Carefully and promptly complete the Application for Admission and submit it with the application fee to the Northwest Office of Admissions.

**Online Only Application Deadline:** Students applying for online only courses must apply two weeks prior to the first day of classes.

- Students should arrange to have their high school principal or guidance counselor forward a final and official copy of their high school transcript of courses taken and the grades received, cumulative GPA, class rank and expected date of graduation to the Northwest Office of Admissions. Provisional acceptance will be considered upon receipt of a six-semester partial transcript showing class rank. Students enrolled in college credit courses under the Dual Enrollment Program need to request an official college transcript be sent to the Office of Admissions upon completion of the course.
- Students should ask ACT or their high school to send an **official** copy of their ACT scores to the Office of Admissions (SAT is acceptable).

## Homeschooled Students

Home-schooled students are encouraged to apply for admission to Northwest Missouri State University. Home-schooled students will be evaluated similar to those students who attended/are attending a public or private high school. Applicants must submit their ACT or SAT results and a transcript listing of high school courses and grades for each course.

In order to be accepted, home-schooled students must meet one of the following criteria:

1. A 24 or higher on the ACT (or SAT equivalent) **OR**
2. A 21 ACT **and** a GED score of 45 or better (or 450 depending on date of test).

## Credit for External Examinations

Northwest utilizes the College Board Advanced Placement Tests (AP), the College Level Examination Program (CLEP) examinations, and the International Baccalaureate (IB) to award credits toward graduation. The AP exam and IB are administered through the student's high school, while the CLEP may be taken on campus at the Northwest Counseling Center or at any other institutional testing center. Students may not receive credit for any of these exams in subject areas already enrolled in at the college level or in which college credit has already been granted; students may not receive credit for CLEP exams retaken less than six months after the previous exam. In order to receive credit, students must supply the Office of Admissions with original score reports from the testing agency.

Northwest does not award credit for all AP, CLEP or IB examinations. Northwest will allow credit for scores on selected exams as follows:

Advanced Placement Course (Northwest Equivalent)	Score Required	Hours Granted
American Govt./Politics* (34-924)	4	3
American History (33-905)	4	3
Art History (13-102)	3	3
Biology (04-102/103)	3	4
Calculus AB (17-120)	4	4
Calculus BC (17-120)	3	4
Calculus BC (17-120, 17-121)	4	8
Chemistry (24-114/115)	3	4
Chemistry (24-114/115, 24-116/117)	4	9
Computer Science A+	–	–
Computer Science AB+	–	–
English Language and Comp (10-111)	3	3
English Literature and Comp (10-908)	4	3
European History (26-103)	4	3
French Language (14-131)	3	3
French Literature (71-916)	3	3
German Language (14-191)	3	3
Macroeconomics (52-150)	3	3
Microeconomics (52-151)	3	3
Music Theory (19-173)	4	3
Music Listening and Literature (19-201)	4	3
Physics B (25-110/111)	3	4
Physics B (25-110/111, 25-112/113)	4	8
Physics C – Mechanics (25-120/121)	3	5

Physics C – Mechanics (25-120/121, 25-230/231)	4	10
Psychology (08-103)	4	3
Spanish Language (14-141)	3	3
Spanish Literature (71-916)	3	3
Statistics (17-114)	3	3
Studio Art-Drawing++	–	–
Studio Art-General++	–	–
World History (26-103)	3	3

\*Students are required to take PolS 34-201 Missouri Politics in order to fulfill the state's requirement for graduation. See page 49-51 for Graduation Policies and Requirements.

+ The Department of Computer Science faculty will review and award credit on an individual basis.

++The Department of Art faculty will review and award credit on an individual basis.

### CLEP Subject Examinations

Exam (Northwest Course Equivalent)	Criterion Score	Hours Granted
Composition and Literature:		
American Literature (10-908)	50	3
Analysis and Interpretation of Literature (10-908)	51	3
English Literature (10-908)	49	3
History and Social Sciences:		
American History I–to 1877 (33-905)	49	3
American History II–1865 to Present (33-905)	49	3
Introductory Macroeconomics (52-150)	50	3
Introductory Microeconomics (52-151)	50	3
Western Civilization I (26-102)	50	3
Western Civilization II (26-103)	50	3
Science/Mathematics:		
Calculus with Elementary Functions (17-120)	49	4
College Algebra (17-118)	48	3
Trigonometry (17-119)	54	2
Pre-Calculus (17-111)	50	3
College Algebra/Trigonometry (17-118, 17-119)	50	5
General Biology (04-102/103)	49	4
General Chemistry (24-114/115)	50	4
Business:		
Financial Accounting (51-201)	55	3
Principles of Management (54-313)	50	3
Foreign Language:		
Communication and Culture I (Either Spanish (14-141) or French (14-131))	44	3
Communication and Culture II (Either Spanish (14-142) or French (14-132))	55	3

### CLEP General Examinations

CLEP General exams may be used to fulfill General Education requirements and receive credits, but are not equated to specific Northwest courses.

Exam (Northwest Course Equivalent)	Criterion Score	Hours Granted
English Composition (10-901, 10-902)	50	6
Natural Science (98-911)	50	3
Social Science (35-906)	50	3
Humanities (26-909)	50	3
Mathematics (17-912)	50	3

### International Baccalaureate Credit

Credit is given in the following disciplines: art, economics, English, foreign language, geography, history, humanities, mathematics, music, philosophy and theatre. Specific course equivalencies and hours of credit vary. Contact the Office of Admissions for additional information.

Course	Score Required	Hours Granted
Art++	–	–
Biology (04-102/103)	4	4
Economics (52-150)	5	3
English (10-111)	3	3
English (10-111, 10-220)	4	6
Foreign Language ‡	–	–
Geography (32-101)	5	3
History (33-155)	4	3
History-East & SE Asia & Australia (26-104)	4	3
History-Europe (33-198)	4	3
History & Culture of the Islamic World (33-370)	4	3
History-Americas (33-375)	4	3
Math (17-912)	4	4
Math (17-912)	5	5
Math (17-912)	6	6
Music (19-201)	4	3
Philosophy (39-171)	4	3
Theatre Arts SL (43-101)	4	3

++The Department of Art faculty will review and award credit on an individual basis.

‡The Department of Communication, Theatre and Languages faculty will review and award credit on an individual basis.

### Dual Enrollment Courses (Transferred to Northwest)

Northwest will accept for credit courses taken while enrolled in high school under the Dual Enrollment Program as long as the courses are not vocational in nature and follow the State Guidelines for Dual Enrollment Courses issued June 1999. In order to receive credit, the Office of Admissions must receive an official college transcript from the college or university granting the credit.

### Military Service

Students who have completed a minimum of one year of active military service may be granted credit as determined by the Northwest Office of Admissions. Credit may also be granted for specific military training and MOS designations as recommended by the American Council on Education.

## Transfer Admissions

Transfer students are accepted for the fall, spring, and summer trimesters.

Students who wish to transfer to Northwest are strongly encouraged to schedule a campus visit by calling the Northwest Office of Admissions at 1-800-633-1175, in order to discuss transfer of credits with the Office of Admissions and with the departmental major advisor. Upon presentation of an official transcript, a degree audit will be prepared which indicates what courses remain for a student to take to complete their degree at Northwest.

### Requirements

To be considered for admission on transfer criteria rather than high school criteria, a student must have completed at least 24 hours of transferable, college-level coursework. (These hours must have been earned after high school graduation.) Students who have less than 24 hours completed will be considered for admission on the basis of the freshman admission requirements in addition to college work that has been completed. (Students transferring from non-regionally accredited institutions will also be considered as first-time freshmen. Credits cannot be transferred to Northwest from a non-regionally accredited institution.)

Transfer students must submit an application for admission along with official transcripts from all accredited colleges or universities attended. Students currently enrolled at a college or university should send an official partial transcript when making application for admission. Students must have a 2.00 (on a 4.00 scale) cumulative college grade point average in transfer in order to be accepted to Northwest. For students with a cumulative college grade point average in transfer below 2.00, consideration will be given based on professional judgment and acceptance may be granted on a probationary basis. In all cases, a student must be eligible to return to the last institution attended in order to be accepted to Northwest. If admitted, a transfer student who has less than 30 credit hours in transfer and a college cumulative GPA between 1.75 and 1.99 will be regularly admitted to the University, rather than on probation.

### Application Fee

An application fee may be required for new students applying to Northwest. A complete listing of application fees is available at [www.nwmissouri.edu/admissions/howtoapply.htm](http://www.nwmissouri.edu/admissions/howtoapply.htm) or contact by phone at (800) 633-1175.

### Transfer of Credits

Students transferring to Northwest from another regionally-accredited institution may be given transfer credit as their transcripts are evaluated by the Northwest Office of Admissions. Non-college parallel courses or technical credit can be transferred only for the Bachelor of Technology degree unless the Office of Admissions and the academic department concerned determine that the courses are academic in nature.

Continuing students at Northwest who wish to take courses at another institution as a visiting student should contact the Office of Admissions prior to enrolling to ensure the viability of transferring those courses into Northwest.

Transfer students have the option of meeting degree requirements as governed by the academic catalog in force at the time of the student's initial enrollment in higher education (provided that the student has maintained continuous enrollment and has remained in the same major program) or by the academic catalog in force at the time of the student's initial enrollment at Northwest.

Transfer credits do not always have equivalents at Northwest but may satisfy general education, institutional, or departmental requirements. The following 900-series course numbers are used to show if transfer courses meet general requirements, even though the courses are not directly equivalent, or transfer as electives only:

900 ACT English Credit	910 Fine Arts
901 English 111	911 Science
902 English 112	912 Math
903 Speech Communication	915 Computer Competency
904 American Government (with MO)	916 Multiculturalism
924 American Government (without MO)	918 Science Lab
905 American History	920 Lower Division Elective
906 Social Science	950 American Sign Language
907 Psychology	990 Upper Division Elective
908 Literature	988 B.T. credit only
909 Humanities/Philosophy	999 Elective, before summer 1990

Aside from possible waiver of General Education requirements as detailed below, transfer credit will be evaluated on the same criteria established for native students as set forth in the academic policies section of this catalog. Students may challenge the interpretation of such criteria made by the Office of Admissions by petitioning the Committee on Admissions and Advanced Standing.

A student has the right to appeal a denial of credit made by the Office of Admissions to the academic department concerned. If the student is not satisfied with the decision of the academic department, further appeal may be made to the Committee on Admissions and Advanced Standing.

### **Transfer of Credit from Two-Year Institutions**

Two-year institution credit may not substitute for upper division credit, unless approved by the major department.

### **Transfer Students Holding Associate of Arts or Associate of Science Degrees**

Students who hold an associate of arts degree from a regionally-accredited institution will have satisfied the Northwest general education requirements with the exception of courses required by their specific academic program and the government requirement stated on page 49.

Students who hold an associate of science degree from a regionally-accredited institution will have satisfied the Northwest requirements in general education if the student has at least 42 semester hours of general education with the following distribution of courses:

- Communication skills in the English language—three courses, at least two of which must be written; one oral communication course is recommended;
- Humanities—three courses, from at least two disciplines;
- Physical and life sciences—one course in each area including its associated laboratory component;
- Mathematics—one course in college algebra, an alternative course that includes a significant component of college algebra, or a course which has college algebra as a prerequisite; and
- Social and behavioral sciences—three courses from at least two disciplines; needs to include history.
- American National Government—one course.

These 42 hours must be classified at a level designated for application towards a baccalaureate degree.

Students should note that additional courses in these areas may be required by their specific academic program and in that case are not waived by the associate of arts degree. Please consult the major requirements outlined in this academic catalog.

Transfer students from outside the state of Missouri should be aware of the state law requirement for graduation as detailed on page 49 of this catalog; due to this requirement, such students will be required to take American Government or Missouri Politics even though their general education requirements have been waived.

#### **To Transfer:**

- Carefully and promptly complete the Application for Admission and submit it with your application fee to the Northwest Office of Admissions.
- Students must also submit official transcripts from each regionally accredited college or university previously attended (a composite transcript will not be accepted). Students currently enrolled should submit an official partial transcript at the time of application.
- Students who are transferring into Northwest's College of Education and Human Services should see page 298 for additional requirements.

### **International Student Admissions**

Before deciding to attend Northwest, the international student should examine his or her financial situation very carefully. The U.S. Immigration and Naturalization Service requires Northwest to certify that international students have been accepted for full-time enrollment and have sufficient funds to meet all expenses: tuition, housing, transportation, etc. Northwest requires a Statement of Support and a certified bank statement from the student's family, sponsor, or government. The statement certifies that tuition, room and board, and personal funds are available, and that the student is permitted to export and exchange those funds into the United States. Without this certification, an I-20 Form cannot be issued.

Students entering Northwest are required to have a reading, writing, and conversational knowledge of the English language. If the student's native language is not English, then he or she is required to meet a minimum score requirement on the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS). Undergraduates should have a minimum score of 500 on the paper-based TOEFL, a 173 on the computer-based total or a 61 on the Internet-based TOEFL or a 5.0 on the Academic IELTS. Graduates should have a minimum score of 550 on the paper-based TOEFL, a 213 on the computer-based TOEFL, a 79 on the Internet-based TOEFL or a 6.5 on the Academic IELTS.

#### **New International Students**

To be fully admitted to Northwest, students must submit each of the following items to the Northwest Office of Admissions, Northwest Missouri State University, 800 University Drive, Maryville, Missouri, 64468-6001, USA. Forms are available by request from the Northwest Office of Admissions.

1. Application for admission (as appropriate).
2. Official academic transcripts from each secondary and post-secondary institution attended. If students are currently enrolled in a college or university, they should send official partial transcripts. Transcripts in a language other than English must have official translations attached to the official transcripts. All transcripts become the property of Northwest and

cannot be released. Syllabi (course descriptions) must be submitted for all courses taken at universities outside the United States. Transcripts will not be evaluated until syllabi have been received.

3. Application fee of \$50.00 in U.S. currency. This is a non-refundable fee.
4. Score report from the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS). Undergraduates should have a minimum score of 500 on the paper-based TOEFL, a 173 on the computer-based TOEFL, a 61 on the Internet-based TOEFL or a 5.0 on the Academic IELTS. Graduates should have a minimum score of 550 on the paper-based TOEFL, a 213 on the computer-based TOEFL, a 79 on the Internet-based TOEFL, or a 6.5 on the Academic IELTS.
5. Copy of passport or birth certificate.
6. Students who wish to apply for scholarships must have official SAT scores sent to Northwest.

### International Application Deadlines

All documentation noted above must be received by the Office of Admissions prior to the deadline noted; applications not complete by the deadline will be considered for the next admission session.

Fall Trimester	July 1
Spring Trimester	November 15
Summer Trimester	April 1

### I-20 Form

A Statement of Support completed and signed by the student's family, sponsor, or government and a certified bank statement are needed before an I-20 can be issued. Student visas should be obtained before entering the United States, as converting from a tourist visa to a student visa is not assured.

An I-20 Form will be prepared for the applicant after the application and all necessary information have been received and the Office of Admissions has taken favorable action on the application. The I-20 Form cannot be prepared before the application is officially reviewed.

### Freshman International Student Admissions

Freshman admission for international students is evaluated on an individual basis. Admission is offered to those students who possess academic qualifications equivalent to those required for domestic first-time freshmen. Consideration is given to the courses taken, and grades received in secondary school, as well as to results of school leaving examinations and certificates. The integrity of the student's native educational system is respected in regard to the university entrance requirements in the native country; students not eligible for university admission in their native country will not likely be granted admission to Northwest.

After all the required documents are received in the Office of Admissions, international students will be notified of their admission status.

### International Transfer Students

In addition to items one through six on the previous page, undergraduate and graduate international students who are transferring to Northwest from another American university should also submit a Transfer Form to the Northwest Office of Admissions. To be admitted to Northwest as a transfer student, students must also meet all the standards and requirements of American transfer students (see page 21). Students who have less than 24 transfer hours completed will be considered for admission on the basis of freshman admission requirements.

### **International Graduate Students**

Whether the undergraduate degree is from a foreign university or from an American university, graduate students should also submit items one through four listed on the previous page. The prerequisites for admission to graduate school are:

- A baccalaureate-level degree from either a regionally accredited American university or foreign institution.
- A cumulative undergraduate grade point average of at least 2.50 on a 4.00 scale, depending on the program requirement. Students who have a cumulative GPA between 2.20 and 2.49 may be admitted on a conditional basis if other admission requirements are met.
- A score report from the Graduate Record Examination (GRE) General Test, if pursuing a Master of Arts, a Master of Science, Master of Science in Education, or an Education Specialist degree; or a score report from the Graduate Management Admissions Test (GMAT) if pursuing a Master of Business Administration degree.

The maximum graduate credit accepted for transfer is nine semester hours in no more than four courses. In order for graduate transfer credits to be evaluated, the prospective graduate student must also file an Approved Program Form with the Northwest Office of Graduate Studies.

For more information on graduate policies, procedures, and requirements, see the current Northwest *Graduate Catalog*, available online at [www.nwmissouri.edu/academics/catalog.htm](http://www.nwmissouri.edu/academics/catalog.htm).

## **Special Admissions**

### **Non-Degree-Seeking Students**

Individuals who do not wish to pursue a degree may apply and be accepted as undergraduate non-degree-seeking students. The student must be 18 years of age or older. Proof of high school graduation is required for non-degree status; however, students who have graduated from high school within the last two years cannot be admitted as non-degree students but instead must meet regular admission standards as outlined on page 15. The ACT exam is recommended for advisement purposes. Students under academic and/or disciplinary suspension or probation from this or any other institution may not be admitted in this category. A transfer student must be eligible to be admitted as a degree-seeking student. Non-degree seeking students are limited to an enrollment of six hours per trimester and can only receive 18 semester hours credit as a non-degree-seeking student. To continue taking coursework beyond the 18-hour limit, a student will have to reapply as a degree-seeking student and must meet regular admission requirements. Non-degree-seeking students are not eligible to receive federal student financial aid.

### **Re-Admission of Former Students**

Undergraduate students who have been absent from Northwest for one trimester or longer (not including summer) must re-apply for admission. Students who have attended other universities since attending Northwest must submit a complete and official transcript of that college credit with their application for re-admission; coursework completed since attending Northwest must be at least “C” level work to qualify for re-admission.

### **Visiting Students**

A student may be admitted to Northwest through certification as a visiting student from another accredited college or university. The visiting student is required to present certification from an authorized person of the other institution (i.e., registrar, director of admissions, vice president,

etc.) stating that the student is in good standing at the other institution. Contact the Northwest Office of Admissions for further information.

### **Adult Students**

Anyone who is 24 years of age or older at the time of application will be considered an Adult Student. Admission for Adult Students will be based on their high school GPA or GED score, a personal essay, and ACT/SAT scores. Test scores are used for admission but primarily for course placement. If test scores are not available, students will be instructed to take the exam on the next national test date or sit for the residual ACT exam on Northwest's campus in the fall.

### **GED**

Based on the 2002 GED score standards, a student may be considered for admission after receiving an equivalency certification meeting the following criteria: a total score of at least 2250, no sub-score lower than 410, and an average of all sub-scores of at least 450 and above. ACT/SAT is required.

### **Early Release**

High school students who have satisfied all the credit requirements for a diploma at their high school before completing eight semesters at their high school may be considered for early release admission to Northwest. In order to satisfy high school attendance requirements, a letter of early release from the Board of Education governing the high school should be on file in the Northwest Office of Admissions. The University is not responsible for monitoring attendance or academic performance for high school purposes. Students are limited to enrolling in lower-level courses.

### **Dual Enrollment of High School Students in Northwest Courses**

High school students who have not yet graduated from high school may be enrolled at Northwest in an on-campus course, on-line course, or a course taught at the local high school while still attending high school. Students must submit a Dual Enrollment application for admission, along with an official high school transcript. In addition, the student must submit a letter of recommendation and release from his or her high school counselor or principal for each trimester enrolled when enrolling in an on-campus course.

To be eligible to enroll in an on-campus or off-campus course for college credit, juniors or seniors must have an ACT composite score of 21 or higher and have at least a 3.00 grade point average on a scale of 4.00 OR a Combined Percentile Index of 100 or higher and have at least a 3.00 grade point average on a scale of 4.00. In addition, placement exams and specific ACT sub-scores are required for select courses. Freshmen and sophomores must score at the 90th percentile or above on the ACT or SAT to be eligible to enroll. If dual enrollment is in a music activity, the student is also required to obtain the approval of the appropriate high school and University instructor.

### **Northwest Students at Conception Seminary College**

In order to extend the range of course options, Northwest seniors and juniors have the opportunity to enroll for credit in certain courses at nearby Conception Seminary College in Conception, Missouri. The agreement is reciprocal: Conception Seminary College students are able to cross-register for Northwest courses. Students are eligible if they are in good standing at Northwest. The first nine semester hours earned at Conception Seminary College will be considered residence credit at Northwest.

## Admission to Graduate Study

Northwest awards four master's degrees. These are the Master of Arts in English or History; the Master of Business Administration (also MBAs with emphasis in Accounting, Agricultural Economics, Management Information Systems, Health Management, and Quality); the Master of Science in Agriculture, Biology, Geographic Information Science, Applied Computer Science, Higher Education Leadership, and Recreation; and a Master of Science in Education Teaching: Agriculture, Early Childhood Education, English, Elementary Education, English Language Learners/English as a Second Language, History, Instructional Technology, Mathematics, Music, Middle School, and Science Education; and Master of Science in Education Secondary Teaching: individually designed program concentration. Also offered are Master of Science in Education in Elementary and Secondary Educational Leadership, Guidance and Counseling, Health and Physical Education, Reading, and Special Education, Teacher Leader. Certificate programs are available in Geographic Information Science, Instructional Technology, Alternative Teaching Certificate, Quality Management, and English Language Learner/English as a Second Language Certificate (ELL/ESOL). Non-degree graduate study is offered in some areas.

Northwest also offers one post-master's degree: the Specialist in Education, with programs for Superintendents, Elementary Principals and Secondary Principals.

### Requirements

Requirements are specifically stated in the *Graduate Catalog*.

### To Apply

Interested students should carefully complete the Application for Graduate Admission and forward official transcripts from each undergraduate institution attended, except Northwest, to the Northwest Graduate Office. Admission to graduate study is not the same as admission to a graduate program. Applications should be in the Graduate Office at least one month before the fall and spring trimesters or summer sessions. International applicants should allow approximately six months from the time of application until the completion of the admission process.

### Graduate Class Load

The maximum load is 16 hours in a trimester with no more than seven hours in a four-week summer session.

### Graduate Fees

Courses taken for graduate credit are charged at the graduate rate. Courses taken for undergraduate credit are charged at the undergraduate rate.

### Dual Enrollment of Northwest Seniors

Northwest seniors who have less than 30 semester hours to complete their baccalaureate degrees, and who need less than a full enrollment of required undergraduate courses in any term of their senior year, may petition to enroll as graduate students. Students must have at least a cumulative 2.50 GPA.

To enroll, complete the Petition for Dual Enrollment and submit to the Graduate Office at least one trimester prior to the anticipated dual enrollment. The maximum academic load for dually-enrolled students is 16 semester hours in a trimester with no more than seven semester hours in a four-week summer session. The student may not continue past 15 graduate hours unless he or she has met the requirements for admission and candidacy in the graduate program.

## Northwest Outreach Centers

The mission of Northwest Outreach is to provide accredited, nationally recognized programs and professional development for place bound students. Faculty and highly qualified adjunct instructors provide instruction for various programs, most of which may be completed at our Outreach Centers.

The Northwest Kansas City Center is located at 8 Victory Lane in Liberty, Mo. The University occupies the top two floors of Blue Jay Tower Plaza of the Liberty Public School District. The Center has regular office hours Monday through Thursday from 9 a.m.-6 p.m. and Friday, 8:30 a.m.-4:30 p.m. Classes and events may be held during other hours if necessary. For more information, contact the Northwest Kansas City Center at (816)736-6600 or visit [www.nwmissouri.edu/kc](http://www.nwmissouri.edu/kc).

The Northwest St. Joseph Center is located at 706 Felix Street in St. Joseph, Mo. The Center has regular office hours Monday through Thursday from 12 p.m.-6 p.m. Classes and events may be held during alternate hours as requested. For more information contact the Northwest St. Joseph Center at (816)364-5000 or visit [www.nwmissouri.edu/stjoe](http://www.nwmissouri.edu/stjoe).

## Graduate Assistantships

Applications for graduate assistantships are available from the Graduate Office and should be filed by March 1 for the following school year.

## Course Numbering

600-level courses are reserved for graduate students only, while 500-level courses are available for either graduate or undergraduate credit. 700-level courses are reserved for students pursuing a Specialist in Education degree. 800-level courses are reserved for those students pursuing the Ed.D. in Leadership.

## For More Information

For further information on any aspect of the Northwest graduate program, consult the current *Graduate Catalog*, available from the Northwest Office of Admissions and the Northwest Graduate Office.

# Fees and Costs

## General Information

Statements concerning fees are announcements and not to be regarded as offers to contract. The University reserves the right to change fees and other charges at any time by published notice before the opening of any trimester or session.

Courses taken for audit or courses taken for reduced credit or no credit will be counted at their normal credit value in computing the amount of fees to be paid.

It is the student's responsibility to pay fees and any other financial obligations to the University as they become due. The non-payment of any financial obligation may result in the administrative withdrawal of the student or in legal action (at the University's option). Records, future enrollment and charging privileges will be withheld for failure to meet payment deadlines. Delinquent accounts may be referred to external collection agencies and/or may be reported to national credit bureaus. The student is obligated to pay all costs of collection including attorney's fees.

If the University removes a student from the class rolls for any reason, charges will be reduced according to the schedules on page 31. Such removal will not forgive any amounts due to the University, and records and enrollment will be withheld until all obligations are cleared. See "Transcript/Diploma/Enrollment Hold" policy on page 48.

The appeal body for most financial matters is the Student Financial Appeals Committee. Forms are available at the Student Services Center and online at [www.nwmissouri.edu/BURSAR/forms.htm](http://www.nwmissouri.edu/BURSAR/forms.htm).

## Residency for Fee Purposes

A student's residency status for fee purposes is determined at the time of admission according to state policy (Code of State Regulations 6CSR10-3.010). Copies of the residency policy and petitions for change of residency status are available on request from the Office of Admissions. Petitions must be submitted to the Office of Admissions at least three weeks prior to the beginning of the trimester for which the change is desired. A student who qualifies for Missouri residency maintains that residency as long as he/she is continuously enrolled.

The nonresident portion of the student fee may be credited in an amount equal to the actual Missouri income tax paid by the nonresident student or custodial parent for the previous calendar year. Students covered by this policy remain classified as nonresidents and must submit the Missouri income tax return to the Bursar/Cashiering Office to receive this credit.

## Tax Credits

The Lifetime Learning and HOPE Scholarship tax credits may be available to students or parents. Contact your tax preparer for more information. Tax credit links are available through the Bursar/Cashiering Office web page ([www.nwmissouri.edu/BURSAR/taxlinks.htm](http://www.nwmissouri.edu/BURSAR/taxlinks.htm))

### **Billing Policy – E-mail**

The first bill for each trimester will be mailed to the student's permanent address. All subsequent bills will be e-mailed to the student's University e-mail account. If the student is not responsible for payment, an additional e-mail can be sent. The student must complete the 'EBL2' e-mail address in their 'CatPAWS account from the Personal Information Tab.

### **Authorizations**

All students should complete the "FERPA Information/Record Release Form" (Family Educational Rights & Privacy Act) online in their CatPAWS account:

- Indicate with whom Northwest is authorized to discuss/release the student's educational records such as billing information, financial aid, grades

The student can also allow online access to the authorized individual(s). This will create a unique Northwest ID and PIN for each individual and can allow access to:

- Billing/Account Information
- Online Payments
- Financial Aid
- Grades

### **Tuition and Fees (per credit hour)**

See Bursar/Cashiering, [www.nwmissouri.edu/bursar/tuition.htm](http://www.nwmissouri.edu/bursar/tuition.htm)

### **Fees for Special Programs**

See Bursar/Cashiering, [www.nwmissouri.edu/bursar/specialprograms.htm](http://www.nwmissouri.edu/bursar/specialprograms.htm)

### **Room and Board**

See Bursar/Cashiering, [www.nwmissouri.edu/bursar/roomcosts.htm](http://www.nwmissouri.edu/bursar/roomcosts.htm)

### **Housing Contract**

A reservation and room prepayment of \$150 must accompany all new students Application for Housing. This payment is refundable if the student cancels his or her contract by June 1.

### **Miscellaneous Fees**

A list of Miscellaneous Fees is available at [www.nwmissouri.edu/BURSAR/miscfees.htm](http://www.nwmissouri.edu/BURSAR/miscfees.htm)

### **Senior Citizen Fee Waiver**

Standard tuition (incidental and designated fees) for individuals 65 and older are waived. Individuals under this policy must pay any other fees that may be required. Enrollment in a class for this group is contingent on available space.

### **University Installment Payment Plan**

If the student's account cannot be paid in full, Northwest offers an installment plan. If a student chooses to pay by installment, a finance charge will be assessed on the remaining unpaid billed amount. Payment due dates for the fall are the 15th of August, September, October and November. Spring payment dates are the 15th of January, February, March and April.

### **Student Health Insurance**

Health insurance is available. The premium is set by the company. International students are required to carry approved health insurance. Contact the Intercultural and International Center for approval of policies other than the one available through Northwest. Proof of adequate coverage must be provided every fall.

## Refund/Reduction in Charge Schedule

Refund/Reduction	Full Trimester		Single Summer
	Course	Block Course	Session Course
100% reduction	1 week	3 days	1 day
75% reduction	1 week	2 days	1 day
50% reduction	1 week	3 days	1 day
25% reduction	1 week	2 days	1 day

*Other time frames prorated accordingly.*

**Note: Cannot swap dropped courses. All added courses are charged 100%.**

Specific dates are available on the Bursar's Office web site: [www.nwmissouri.edu/BURSAR](http://www.nwmissouri.edu/BURSAR) or contact the Bursar/Cashiering Office at (660) 562-1578.

1. Refunds are based on **FULL** payment of all fees assessed.
2. Payments made by financial aid may be refunded back to the program.
3. Refunds/reductions in charge are based on initial enrollment.
4. Refunds are not made if under \$1.00 (unless requested at the Bursar/Cashiering Office).
5. In withdrawal situations, *Tower* charges are reversed through October 25.
6. Refunds for off schedule classes are prorated in line with the published schedule based on number of class meetings.

## Determination of Return of Federal Aid

1. Percentage of payment period (first day of class through last day of final examinations) completed is the number of calendar days the student remained enrolled divided by the total number of calendar days in the payment period.
2. Percentage of Title IV funds eligible for disbursement earned is the percentage of the payment period completed through the 60% point and is 100% thereafter.
3. Percentage unearned (to be returned to Title IV programs) is 100% minus the percentage earned.
4. The return of the Title IV funds will be allocated in the following order up to amounts received from each program: Unsubsidized Federal Stafford Loans, Subsidized Federal Stafford Loans, Unsubsidized Federal Direct Loans, Subsidized Federal Direct Loans, Federal Perkins Loans, Federal PLUS Loans, Federal Direct PLUS Loans, Federal PELL Grants, Federal SEOG Grants, other grant or loan assistance authorized by Title IV of the HEA.
5. The University will return up to the unearned percentage multiplied by the total institutional charges. The student is responsible for any remainder.
6. Amounts to be returned by the student to loan programs may be paid according to the terms of the promissory note. Amounts to be returned by the student to grant programs are reduced by 50%.

Examples of the application of this policy may be obtained by contacting the Bursar/Cashiering Office, (660) 562-1106.

Calculated refund amounts due the students will be automatically credited to any unpaid charges.

## Graduate Assistant Fee Reductions/Work Related Scholarships

If employment is terminated and the student remains enrolled, the fee reduction or scholarship is prorated for time employed.

# Financial Assistance

## Available Aid

Northwest awards and/or administers many types of financial aid from federal, state, University, and private sources. Financial aid can be divided into four general categories:

- Grants, which are financial gifts usually based on financial need.
- Scholarships, which are financial gifts usually based on academic, athletic, or other high achievement.
- Loans, which can be from the University or the Department of Education.
- Employment, which can be either on- or off-campus. If the student is employed on-campus, he or she may be “regularly” employed, or employed as “work-study.”

Grants and scholarships are gifts and usually do not have to be repaid. Loans must be repaid with interest at a future date, which usually commences six months after the student ceases to be enrolled as at least a half-time student. For information, contact the Office of Scholarships and Financial Assistance, (660) 562-1363.

Financial aid programs assume that the primary responsibility for educational and living expenses rests with the students and/or parents to the extent they are able to provide assistance. Most of Northwest’s aid is designed to supplement family resources. In addition to parental contributions and student savings, other sources of non-University funding to be considered are monetary service and religious organization awards, and high school awards.

## Maximum Time Frame and Credit Hours

Undergraduate and graduate students are eligible to apply for aid for up to one and one half times the normal program length. The normal program length for an undergraduate degree is 124 credit hours; therefore undergraduates are eligible to apply for aid for up to 186 attempted semester credit hours, including transfer credit.

Students who have attempted the maximum number of credit hours are ineligible for any type of federal financial aid. A change of major does not extend the number of credit hours that may be attempted.

## Application Procedures

Students should contact the Northwest Office of Scholarships and Financial Assistance on or after January 3 for information and application procedures for federal student financial aid. Some of the information required on the Free Application for Federal Student Aid (FAFSA) must be taken from the student’s and/or parents’ federal income tax forms. **Northwest holds all financial information in strictest confidence and uses the information only to determine eligibility for federal aid.** See the “Student Records” section of this catalog for more information on records privacy.

## Deadlines

For maximum consideration, applications and required documentation should be submitted at the earliest possible date after January 3 for the following academic year. Some federal programs have limited funds that will be awarded to the earliest pool of applicants.

## Award Processing

The Office of Scholarships and Financial Assistance will attempt to meet all students' financial need pending the availability of funds. Federal financial assistance will continue to be awarded until all funds are committed or until the specified deadlines, whichever occurs first.

The priority order for awarding federal financial assistance is as follows:

- Federal Supplemental Educational Opportunity Grant (must be Pell eligible)
- Federal College Work Study Program
- Federal Perkins Loan
- Federal Direct Loan (subsidized)
- Federal Direct Loan (unsubsidized)

## Award Notification

The Office of Scholarships and Financial Assistance will notify students of the types and amounts of federal financial aid for which they qualify. Students may accept all or part of their awards. Offers of financial aid are void if award notifications and all associated promissory notes, contracts, and required counseling sessions are not properly completed and returned.

## Satisfactory Academic Progress

To be eligible to receive federal, state, and some private student aid, students must be maintaining satisfactory academic progress toward a degree or certificate. Federal law requires that the University monitor both quantitative and qualitative academic progress.

Quantitative progress requires students to pass a minimum number of credit hours. Qualitative progress requires students to earn predetermined Northwest and cumulative grade point averages. Students must be in compliance with the University's written standards for both quantitative and qualitative progress to maintain eligibility for any type of federal financial aid.

The University will attempt to notify students when they have not maintained satisfactory academic progress. However, students are responsible for being aware of the satisfactory academic progress policies and will remain ineligible, even if the University's notification is not received.

## Quantitative Progress

Final quantitative progress will be determined at the end of **each trimester**. To be considered making satisfactory quantitative progress, undergraduate students must pass at least 75% of the cumulative credit hours which they have attempted, and graduate students must pass at least 66% of the cumulative credit hours which they have attempted. Failure to meet the appropriate completion rate at the end of the trimester will result in the student being placed on financial aid probation status for the next term.

Failure to meet the appropriate completion rate by the end of the probationary term will result in the loss of eligibility for all types of federal aid until the deficiency is removed.

## Course Audits

Students are not eligible to receive federal financial aid for courses audited. Courses audited will not be included when determining the number of credit hours a student has attempted or completed.

## Delayed/Incomplete Grades

Courses in which students receive delayed/incomplete grades will be counted as hours attempted but will not be counted as successfully completed until the final passing grade is officially posted to the student's permanent record.

## Qualitative Progress

Qualitative academic progress will be determined at the end of **each trimester**. To be considered making satisfactory qualitative progress, students must have the following minimum Northwest cumulative grade point averages:

Freshman	1.75
Sophomore	2.00
Junior	2.00
Senior	2.00

Students who do not meet qualitative academic progress will be placed on financial aid probation for the next term of attendance. Students who have not removed this grade point average (GPA) deficiency by the end of the probation period will not be eligible to receive aid for subsequent periods of enrollment until the required Northwest and cumulative GPA are attained.

## Appeals Process

A student who fails to make satisfactory academic progress may appeal, in writing, the loss of eligibility. The appeal must be based on documented mitigating circumstances that were clearly beyond the student's control. Types of required documentation may include doctor and hospital reports, legal documents, and written confirmation from a parent or other official sources as deemed appropriate by the Financial Review Committee.

Written appeals and all supporting documentation must be submitted to the Office of Scholarships and Financial Assistance. The Financial Review Committee will review the written appeal, supporting documentation and notify the student in writing of the appeal decision within 14 days from the date received.

To appeal the decision of the Financial Review Committee, the student must submit a written appeal and all supporting documentation to the Provost Office within seven days from the date on the financial review committee's written response. The decision of the Office of the Provost is final.

## Financial Assistance Programs

The following types of student financial assistance are available to eligible Northwest undergraduate students:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Federal Work Study Program
- Federal Perkins Loan
- Federal Direct Loan (subsidized)
- Federal Academic Competitiveness Grant (ACG)
- Federal SMART Grant
- Federal Direct Loan (unsubsidized)
- Federal Parents Loan for Undergraduate Students (PLUS)
- Missouri Access Grants
- Institutional Employment
- State, Institutional, and Private Scholarships

The following types of financial assistance are available to eligible Northwest graduate students:

- Federal Work Study Program
- Federal Perkins Loan
- Federal Direct Loan (subsidized)
- Federal Direct Loan (unsubsidized)
- Institutional Employment
- Private Scholarships
- Graduate Assistantships

### **Withdrawal from the University**

If a student withdraws from the University while receiving federal financial assistance, the hours of enrollment will be counted as attempted but not passed. The student must pass the required percentage of cumulative hours attempted to be considered as meeting satisfactory academic progress requirements.

### **Summer**

Students may not receive a Pell Grant for more than the equivalent of two trimesters of full-time study during an academic year. Therefore, students who receive Pell Grants for full-time enrollment for both the fall and spring trimesters are ineligible to receive a summer Pell Grant. Students with summer Pell Grant eligibility will be paid on the basis of their combined summer sessions enrollment status. Students must be enrolled in at least six credit hours to receive a loan or Federal Work Study.

### **Online Aid Applicants**

Students must be degree seeking at Northwest and be enrolled at least half-time through Northwest before federal aid will be processed except for those who qualify for Federal Pell Grants.

Students must be enrolled in a minimum of 12 credit hours at Northwest to receive Northwest scholarships or to receive consideration for State of Missouri assistance programs.

- Students choosing to enroll in courses from other institutions concurrently with their Northwest enrollment must file a completed financial aid consortium agreement for each term with the Office of Scholarships and Financial Assistance.
- Consortium agreements are for courses that are not available at Northwest and are necessary to complete degree requirements.
- Each student is responsible for initiating consortium agreements for hours taken at institutions other than Northwest.
- Students must have grades from classes covered by a consortium agreement transferred back to Northwest before aid for future terms will be released.
- Contact the Office of Scholarships and Financial Assistance for details.

### **Taxation of Financial Assistance**

Scholarships and fellowships are tax exempt only if used for tuition and fees, books, supplies, and equipment required for the course of study. Students must be candidates for degrees.

Scholarships and fellowships are taxable if designated for purposes other than tuition and related expenses or if attributable to service performed.

Fee reductions for employee dependent graduate students must be reported as taxable income for the employee.

For specific information, contact a tax preparation professional.

### **Veterans' Affairs**

The University maintains an Office of Veterans' Affairs to assist veterans and eligible persons in all phases of certification and retention of educational benefits. The Veterans' Office, located in the Office of Scholarships and Financial Assistance, also assists veterans and eligible persons in receiving payment for tutorial assistance, veterans' work-study and giving advice and counsel.

Northwest students receiving benefits from the Veterans' Administration will meet VA conditions for satisfactorily pursuing a program of study by meeting the University's general catalog requirements. However, a few VA requirements are more stringent than the general catalog requirements.

- **Regular Attendance.** VA students must attend all classes according to each instructor's attendance policies. VA students must have their attendance cards completed and signed by each of their instructors at the end of each month. The completed card must be promptly submitted to the Office of Veterans' Affairs by the student. VA benefits will be terminated as of the last date of attendance reported by the instructor for students with unsatisfactory attendance.
- **Unsatisfactory Progress.** The University is required to notify the Veterans' Administration that a student did not make satisfactory progress if the student:

a) fails or withdraws from all classes; b) accumulates more than 12 hours of grades of "F" (9 hours for graduate students); or c) is suspended by the University.

Education benefits will be terminated for students who fail to make VA satisfactory progress.

- **Classes Not Completed.** The Veterans' Administration may require students to repay benefits received for classes dropped.
- **Delayed/Incomplete Grades.** Delayed/incomplete grades must be removed by the end of the next trimester or they will be changed to grades of "F."

VA students should contact the Office of Veterans' Affairs before deciding to repeat a course, withdraw from the University, drop a class, take a delayed grade or interrupt class attendance to assure compliance with VA regulations.

### **Vocational Rehabilitation**

All students receiving vocational funding from the State Department of Rehabilitation or Veterans' Administration should contact the Office of Scholarships and Financial Assistance for certification and counseling assistance.

# Registration

## Academic Advisement

Academic advisement is regarded by the University as an extension of the teaching function, and therefore it is an important responsibility of the faculty. Academic advisors explain the University requirements and assist individual students in building programs which satisfy these requirements. Also, the advisors communicate to the students, particularly freshmen, the meaning of higher education and its significance to the student. However, students are expected to read the regulations in the University catalog and conform to them. The student is responsible for knowing the regulations and policies and for meeting the requirements for a degree or certificate.

## Undeclared (Deciding) Major and/or Degree Objective

The student who is undecided about a major or pre-professional interest, or perhaps about both, should look upon the freshman year, and perhaps also the sophomore year, as exploratory. The student should also examine possible pre-professional interests and adapt the programs accordingly; and above all, consult with advisors about a program that will make it possible to change later into one of the several majors or pre-professional curricula.

## General Registration

A registration period is set aside, with published dates and time schedules, preceding the beginning of courses for each trimester or session. Registration instructions are contained in the *Course Offerings* booklet, which is available in the Office of the Registrar and the Student Services Center, and on the Northwest web site. Off-campus and off-schedule courses have specific registration deadlines which may differ from the regular registration periods.

## Preregistration

The University provides a period for currently enrolled students to preregister for classes during regular terms. Before the first day of class, each preregistered student must verify registration by supplying information in regard to local address, emergency contacts, and other pertinent data.

A student who has preregistered and does not return for the term must notify the Office of the Registrar in writing before the date of general registration so that his or her enrollment can be cancelled. Students who fail to meet the deadline must complete withdrawal as outlined on page 47 and are subject to fees.

Students receiving veterans' benefits should consult with the coordinator of Veterans' Affairs prior to withdrawal.

# Policies and Regulations

## Academic Policies

### Academic Load

The normal load for an undergraduate student is 14-18 academic hours per trimester.

Before a student can petition for excess credit, he or she must have completed one trimester of full-time academic work at Northwest. Petition forms are available in the Office of the Registrar.

A student who has a Northwest and overall GPA of 3.00 or above may take no more than 21 academic hours during any trimester. A student who has a Northwest and overall GPA of 2.00–2.99 may take no more than 18 academic hours in any trimester. A student who has a Northwest and/or overall GPA below 2.00 may take no more than 16 academic hours in any trimester. Petitions forms are available in the Office of the Registrar.

Courses taken for audit are included in the academic load.

There is a limit of 6 activity hours per trimester. Combined academic and activity hours cannot exceed 24 hours in a trimester.

For honors and certificates of attendance, an undergraduate student is considered to be full-time with 12 academic hours in any trimester.

Students must petition for exceptions to the above policies. Petition forms are available in the Office of the Registrar.

### Attendance

Students are expected to attend all classes as specified in the course syllabi for each course. However, specific attendance policies may vary from instructor to instructor. Each instructor will clarify the attendance policy at the beginning of each course. It is the responsibility of the student to promptly notify his or her instructor when unable to attend class. Students receiving veterans' benefits should consult with the coordinator of Veterans' Affairs for the additional attendance requirements.

A student may make up class work without penalty if (1) engaged in University activities endorsed by the provost, (2) prevented from attending class by illness, the validity of which is proven to the satisfaction of the instructor, or (3) prevented from attending by some other circumstances considered adequately extenuating by the course instructor.

After the add period until the end of the drop period, an instructor may request the Office of the Registrar to delete a student from the class roster due to non-attendance.

### Freshman Seminar

Freshman Seminar is an academic course designed to introduce students to the Northwest community and collegiate environment. Each student develops a personal plan to understand and assume responsibility for their own university experience. Course content includes adjust-

ment to University life, skills necessary to make the most of the university experience, General Education Requirements, academic programs and advisement, career exploration, campus and community resources, and taking advantage of cultural and extracurricular events. Students are enrolled in specific Freshman Seminar sections according to their major field of study: The College of Arts and Sciences (Department 71), The College of Education and Human Services (Department 73), The Booth College of Business and Professional Studies (Department 76), and Undeclared Majors (Department 77).

### **Requirements:**

1. Freshman Seminar is an entry-level course requirement, as well as a General Education Requirement for all two- and four-year programs.
2. All first-time, full-time (12 semester hours) freshmen entering the University are required to enroll in Freshman Seminar in their first trimester of enrollment. If the student does not pass the course, it must be retaken in successive terms until passed.
3. Students transferring or returning to Northwest with less than 15 semester hours are required to take Freshman Seminar.
4. Non-traditional (those out of high school more than five years) degree-seeking students are not exempted from Freshman Seminar. These students may attend special sections designed for non-traditional students or they may discuss alternatives with their Freshman Seminar instructor regarding the parts of the course which are deemed inappropriate because of their personal status.
5. A student who is dually-enrolled in high school prior to entering Northwest is not exempt. The student is still required to take Freshman Seminar.

Petitions for exceptions to the above requirements are considered by the Curriculum and Degree Requirements Committee of the Faculty Senate.

### **Academic Honesty**

Academic honesty is essential to the integrity of the mission and success of the University and is expected of all students. It is the responsibility of every student to avoid dishonest practices. There are eight broad areas of academic dishonesty: (1) obtaining unauthorized aid or information; (2) giving unauthorized aid or information; (3) committing plagiarism from written, electronic, or internet sources; (4) misrepresenting facts or data; (5) offering bribes; (6) using library resources unethically; (7) using computer resources unethically; and (8) knowingly assisting in any of the above practices.

A charge of academic dishonesty can be brought against a student by an instructor, a staff member, or another student in consultation with an instructor. The instructor or staff member, after having consulted the chairperson, will notify the student in writing of the formal charge. If the instructor involved is a chairperson, the instructor will consult with the dean of the appropriate college before moving forward with the process. While in standard cases the instructor will give the student an automatic "F" in the course, the instructor, in consultation with the chair or dean, has the discretion to alter sanctions as appropriate. If the student chooses to appeal the charge of the instructor, the student may stay in the class until the appeal process is completed. All cases of academic dishonesty will be reported by the chairperson, to the dean and to the provost.

Once the charge is made, the student has the right to appeal. The student must make the appeal in writing to the department chairperson within 10 academic days of receiving the charge. The chairperson (or dean if the case involves a chairperson) will then appoint a committee of at least three faculty or staff members from the department who are not directly involved in the case to consider the appeal. If the appeal fails, the student may then petition the Academic Appeals Committee. A charge that is successfully appealed will be reported by the appropriate

committee to the chairperson of the appropriate department, to the dean and to the provost so that the charge that has already been reported will be expunged from the record.

During the appeals process the departmental committee or the Academic Appeals Committee may alter the sanctions. In standard cases, the instructor's sanction will stand and the student will be prohibited from further attending the course. The second instance will result in immediate dismissal from the University.

### **Use of Calculators**

Calculators may be permitted to be used in some courses. If a calculator or programmable calculator is not to be used in a course, the faculty member is to include a clear statement on the course syllabus such as, "Calculators are not to be used during tests for this class" or "All memories in programmable calculators must be empty during tests for this class." It will be considered cheating in all classes when students violate the above statements.

### **Audit**

The University will admit a limited number of auditors to classes. The instructor will decide the number permitted to audit. Auditors will enroll for the course, pay the same fees as other students and enjoy all the privileges of the University. Forms are available in the Office of the Registrar.

The auditing student is expected to attend regularly and is to determine from the instructor the amount of work expected. If an auditing student does not meet the criteria for the course, the instructor may drop the student from the class roll during the trimester and the audit will not appear on the student's record.

Students who initially enroll in a course for credit may be permitted to change their enrollment to audit or remove from audit any time within the first three weeks of a trimester, eight days of a six-week or eight-week course, five days of a four-week course and two days of any shorter length course.

A course may be audited before it is taken for academic credit or before a student attempts a departmental test-out. A course may also be audited after it is taken for credit.

Students must petition the Committee on Admissions and Advanced Standing for exceptions to the above policies. Petition forms are available in the Office of the Registrar.

### **No Credit**

The University makes available a procedure whereby persons may enroll in undergraduate courses for no credit on a space-available basis. Individuals admitted under this procedure must declare, at the time of enrollment, that they do not wish credit for the course. A course taken for no credit cannot be converted to credit except by repeating the course for credit. Students may not change status from credit to no credit.

Individuals enrolling for no credit are not required to go through the formal admissions process and are not required to submit transcripts of past academic work. Students presently under suspension from Northwest or any other institution of higher education are not eligible for enrollment for no credit. Fees for no credit courses are at the same rate as credit or audit courses. **600-level and above courses are not available on a no-credit basis.**

### **Correspondence and Extension Courses**

Northwest does not offer courses by correspondence or extension; however, it does maintain

the following policies in regard to credit earned in this manner.

No student will be permitted to be enrolled in correspondence or extension courses while being regularly enrolled at Northwest without prior approval of his or major department. A course completed or attempted in residence may not be repeated by correspondence or extension for the purpose of raising a grade or removing a failure.

No student will be permitted to apply coursework in correspondence or extension toward his or her degree after a total of 30 hours has been completed in correspondence or extension courses.

### **Classification of Students**

Students are classified at the opening of the regular school year in the fall and thereafter at the opening of the spring and summer sessions as follows:

**Freshman:** less than 30 semester hours of academic credit.

**Sophomore:** less than 60 semester hours but more than 29 hours of academic credit.

**Junior:** less than 90 semester hours but more than 59 hours of academic credit

**Senior:** 90 or more semester hours of academic credit but has not earned a bachelor's degree.

**Postbaccalaureate:** a student who holds a bachelor's degree and is enrolled for undergraduate courses; a student pursuing another bachelor's degree.

**Graduate Student:** a student who holds a bachelor's degree and has been accepted for a course of study leading to a master's degree or graduate-level study.

### **Credit System**

The unit of credit is the semester hour. Lecture-recitation courses average one hour of meeting per week in a trimester for each hour of credit given. Laboratory courses average two or more hours per week in a trimester for each hour of credit given.

The amount of credit for each course is indicated in the departmental statements, in this catalog, in the *Course Offerings* booklet, and on the Northwest web page by accessing the 'CatPAWS "Class Schedule" links.

### **Course Numbering**

Courses are numbered according to the following plan:

001 to 099:	Non-College Parallel: will not satisfy graduation requirements
100 to 299:	Lower Division
300 to 499:	Upper Division
500 to 599:	Upper Division/Graduate
600 to 699:	Graduate Only
700 to 799:	Education Specialist
800 to 899:	Cooperative Ed.D. Program

### **Grading System**

The following marks are used in evaluating the work of students:

A: superior	P: pass on pass/fail system
B: above average	AT: audit
C: average	DL: delayed grade (prior to Fall 2004)
D: below average	I: incomplete
F: failure	IP: in progress
W: official withdrawal from University	NC: no credit

## Incomplete Grade

The incomplete grade form is initiated with the course instructor. This grade indicates that due to unusual circumstances a small portion of a course has not been completed. In each instance when an incomplete grade is assigned, the instructor of the course shall indicate on the form what the student must do to complete the course. The form is turned in to the Office of the Registrar at the final grading period for the course. The student must then complete the requirements for the course by the end of his or her next fall or spring term of enrollment or the grade becomes an “F” on the student’s permanent grade record. A student wishing to submit makeup work to remove an incomplete grade must make arrangements with the instructor two weeks prior to the final grade due date. Faculty members are not obligated to accept and evaluate make-up work in order to submit a grade after the above time periods.

A candidate for a baccalaureate degree must remove all previously assigned incomplete grades by the end of the term of graduation or the grades become “F” grades on the permanent record. Upon removal of the incomplete grade, the student will then be considered for graduation at the next graduation period.

Requests for extension of time must be petitioned to the Committee on Admissions and Advanced Standing.

## In-Progress Grade

The in-progress (IP) grade is used only for high school dual enrollment and outreach courses which span more than one trimester. The IP designation is determined by the course, not the individual student. The IP grade is assigned at the end of the first trimester of the course and is replaced by the earned grade at the end of the course. If the student does not complete the course by the end of the established grading period, the appropriate grade will be assigned by the instructor. If the grade is incomplete, the existing incomplete grade policies would then apply.

A candidate for a baccalaureate degree must remove all previously assigned in-progress grades by the end of the term of graduation or the IP grades become failing grades on the permanent record.

## Calculating Grade Point

Grade points are calculated on the following basis: for each hour of “A”, four points; for each hour of “B”, three points; for each hour of “C”, two points; for each hour of “D”, one point; and for each hour of “F”, zero points. A grade point average is computed by dividing the grade points by the number of semester hours of academic work attempted. Grades assigned as NC, W, I, IP, or P are not computed in the grade point average.

## Grade Point Average Requirements

Students with transfer credit will have three grade point averages: Northwest GPA—computed on work at Northwest only; Transfer GPA—computed on work transferred in from other institutions; and Cumulative GPA—computed on both Northwest work and that transferred in from other institutions.

The following are based on both the Northwest GPA and the cumulative GPA:

1. Academic status (good standing, probation, suspension or dismissal),
2. Financial assistance, except internal scholarships,
3. Graduation honors (summa cum laude, magna cum laude, or cum laude).

The Northwest GPA alone is used as the grade point average in determining eligibility for internal scholarships.

The cumulative GPA alone is used for the teacher certification grade point average, class rank and GPA at graduation.

### **Participation in the Assessment Program**

Northwest must report the results of surveys and national tests to accrediting agencies (NCATE, North Central Association Team, and the Department of Elementary and Secondary Education) and to the Coordinating Board for Higher Education. In addition, the faculty must continue to evaluate the quality of its programs. Therefore, students may be required to take tests designed to measure general education achievement in selected areas, for purposes of evaluation and for the improvement of the academic programs at Northwest. No minimum score or level of achievement is required for graduation, unless a degree or certificate program so requires. Participation in testing may also be required of students in certain programs and of students selected on a sample basis.

Students who do not participate in scheduled and approved assessment projects may not be able to preregister or register for classes or receive a final transcript until the obligation is completed.

### **Superseding Grades/Repeating Courses**

A student who has received a grade of “D” or “F” in a course may repeat the course to raise the grade, provided in the meantime the student has not completed a more advanced course for which the repeated course is a prerequisite. When a course is repeated both the old and new grades will appear on the student’s record, but only the higher grade earned will be used in determining the cumulative grade point average. A petition for superseding must be completed and returned at the time of registration for the course to be repeated. Petitions for superseding may be obtained in the Office of the Registrar.

A five-hour course may be superseded by a four-hour course if the five-hour course is no longer taught and the four-hour course is essentially the same in content as defined by the department which originated the five-hour course. Similar procedures apply to a four-hour course which has been changed to three hours.

A student will not be allowed to supersede a grade earned at Northwest by completing an equivalent course at another institution.

Students must petition the Committee on Admissions and Advanced Standing for exceptions to the above policies. Petition forms are available in the Office of the Registrar.

A student with veterans’ benefits must advise the coordinator of Veterans’ Affairs when he or she plans to supersede a grade.

### **Concurrent Enrollment**

An undergraduate student enrolled at Northwest shall not receive credit toward graduation from Northwest for courses taken concurrently at another institution without permission of his or her major department.

### **Midterm Advisory Grades**

In order to inform students of their academic progress at midterm, instructors assign deficiency grades (“D” or “F”) to students in courses in which the instructor has evaluated coursework. Students notified of unsatisfactory coursework at midterm are expected to follow up with the instructor in a conference, to address the areas of concern personally and systematically and/or to seek peer tutoring from a learning assistance program. These advisory grades are not permanently recorded.

## **Final Examinations**

The University publishes an official final examination schedule for fall and spring terms. Summer examinations are scheduled by each instructor on the last day of the course. All examinations must be given on the day and time for which they are scheduled.

Students who wish to change their final examination schedule must obtain the approval of the instructor and file the change with the department chair. Students may petition for a change in their final examination schedule only in cases of major medical situations, personal or family crisis, or University-prescribed activities. Students faced with an emergency and unable to contact the instructor should contact an appropriate University office or person as soon as possible.

A student who has three examinations scheduled on the same day may petition for a schedule change by initiating a petition with any one of the instructors giving an examination on the day three are scheduled. The petition must be signed by the instructor granting the change. The student will file the change with the department chair. Petitions may be obtained at the academic department.

## **Grade Appeal Procedure**

Faculty members have a professional obligation to evaluate the progress and/or performance in each course. Student progress and/or performance should be evaluated solely on the academic objectives of the course.

Students are responsible for maintaining standards of academic performance established for each course in which they are enrolled. Lack of success in meeting the academic grading standards established by the instructor shall not constitute a case for appeal.

A student who feels that the instructor has graded on the basis of personal opinions or other matters unrelated to the established academic standards is encouraged to consult with the instructor in the hope that a satisfactory solution can be achieved.

If the student still feels the instructor is biased or capricious in academic evaluation, the student shall have the right to make written appeal to the departmental-level Student Relations Committee through the department chairperson or coordinator. Such a committee shall consist of at least one faculty member and one student who are not directly involved in the case.

A departmental-level Student Relations Committee shall convene within a reasonable time following the student's request for a formal hearing. If the committee feels there is reasonable justification for the student's appeal, then it shall schedule a formal hearing in which testimony from both the student making the appeal and from the instructor concerned will be considered, along with any supporting evidence. At the conclusion of the hearing, the committee will make its recommendation for the resolution of the difference, and shall notify in writing the student, the instructor, and the department chair or coordinator. The written decision and the signatures of the committee members shall be filed in the department.

If the departmental-level Student Relations Committee supports the student but the instructor refuses to accept the decision of the committee, the student may, as a last resort, appeal to the department chairperson or coordinator. Should the allegation concern the department chairperson, the final appeal shall be made to the dean of the college or as otherwise designated by the chief academic officer.

## **Pass/Fail Option**

The primary purpose of the pass/fail option is to encourage students to attempt courses in areas outside their major or minor area which would not ordinarily be attempted because of lack of

background. This option is made available so that students will feel free to broaden their educational experience somewhat without fear of a poor grade affecting their grade point averages.

### **Eligibility:**

To be eligible to use the pass/fail privilege the student must:

1. Complete one term as a full-time student at Northwest.
2. Have a Northwest cumulative grade point average of at least 2.00 at the time of registration.

### **Procedure for Enrollment, Recording and Evaluation:**

1. Courses to be taken on pass/fail must be so designated within the first 30 days of instruction of a trimester, the first eight days of a six-week or eight-week course, five days of any four-week course and two days of any two-week course. The student is to file a request for pass/fail grading in the Office of the Registrar.
2. Lecture/lab courses are considered as one unit.
3. Grades of "F" shall receive the same negative honor points as a regular "F."
4. Grades of "P" are not computed in the grade point average.

### **Limitations of Use of Pass/Fail:**

1. Pass/fail may be used for a maximum of nine hours. Students transferring pass/fail hours to Northwest shall have those pass/fail hours counted toward their total pass/fail hours.
2. Pass/fail may not be used for any course:
  - a. In the student's major or minor requirements.
  - b. To meet a General Education requirement.
  - c. Required for language requirement on a B.A. degree.
  - d. Required for teacher certification or any pre-professional requirement.
3. Pass/fail cannot be used for graduate-level courses.
4. Pass/fail cannot be used to supersede.
5. The University, its faculty and administrators, will be under no obligation other than those regulated by law to release information regarding the grade originally earned by the student.
6. All courses that are used to meet a free elective, or any hours taken above the minimum required for graduation and not prohibited by No. 2 above, can be placed on pass/fail.

Students must petition the Committee on Admissions and Advanced Standing for exceptions to the above policies. Petition forms are available in the Office of the Registrar.

### **Honor Roll and Graduation Honors**

The honor roll is compiled at each official grading period and includes all full-time undergraduate students earning a grade point average of 3.50 or above in academic courses. Students who take an incomplete grade will not be considered for the honor roll for that term. Students who earn a 3.50-3.99 GPA will be named to the Academic Honor Roll. Students who earn a 4.00 GPA will be named to the President's Honor Roll.

Graduation honors are determined by a student's Northwest GPA, and if there are transfer credits, the cumulative GPA (all college work attempted) must also meet the GPA requirements. Graduating seniors who have grade point averages (Northwest and cumulative) between 3.50 and 3.74 inclusive for their work in their first academic degree will be graduated "Cum Laude." Those who have GPAs between 3.75 and 3.94 inclusive will be graduated "Magna Cum Laude." Those who have GPAs between 3.95 and 4.00 inclusive will be graduated "Summa Cum Laude." Only first degrees are eligible for honors and class rank.

Honors designation for the commencement program will be determined on the GPAs based on grades recorded by the Registrar four weeks prior to the spring and fall commencement exercises and two weeks prior to summer exercises.

### **External Examinations**

Students may establish advanced standing credit by examination through the College Level Examination Program (CLEP), the Advanced Placement program (AP), and the International Baccalaureate (IB). See “Admissions” section on page 18.

### **Departmental Test-Out**

Departmental test-out differs from advanced placement in that the examinations are administered and credit awarded solely by the department, and not through national institutions such as CLEP, ACT, etc. Therefore, the student should contact the department for information on which courses are available for test-out and examination dates.

**Policies:** Students expecting to test out of a course should not enroll in the course. The student must be enrolled at Northwest, however, for the period during which the test-out is administered and credit is awarded.

The student must apply for test-out with the appropriate department chairperson or college dean on or before the first day of classes. The chairperson or dean determines what courses are available for test-out and will arrange for the test-out process in accordance with department policy. Test-out must be completed within the first five days of a trimester or within the first two days of a four-week course.

Test-out may not be taken to supersede a “D” or “F” grade. Test-out may be repeated twice in eligible classes, subject to department approval, but a period of six months must elapse between testings. A letter grade of “A,” “B,” “C,” or “D” will be assigned.

**Procedure:** Each time a test is taken, the student must purchase a test-out form from Bursar/Cashiering Office. (See “Fees and Costs” section.) A separate form must be purchased for each course, except for unit courses with labs. The student is to submit the form to the department prior to testing. The department chairperson or coordinator will complete the form and return it to the Office of the Registrar for processing immediately after the testing period.

### **Military Service**

Students who have completed a minimum of one year of active military service may be granted credit as determined by the Northwest Office of Admissions. Credit may also be granted for specific military training and MOS designations as recommended by the American Council on Education.

### **Academic Probation, Academic Suspension, and Dismissal**

Any student classified as a freshman whose Northwest or cumulative grade point average falls below 1.75 on a 4.00 scale is automatically placed on academic probation.

Any student classified as a sophomore, junior, or senior whose Northwest or cumulative grade point average falls below 2.00 is automatically placed on academic probation.

A student on academic probation is limited to 16 academic hours per trimester. This enrollment restriction will apply as long as the student is on academic probation.

A student on probation who falls further behind (i.e., who does not make at least a 2.00 grade

point average for any trimester) shall be automatically suspended for two consecutive trimesters. Any student once placed on probation remains on probation until his or her Northwest and cumulative grade point average is at least 2.00.

A suspended student may apply to the Office of Admissions for readmission following his or her suspension period. Any student who has returned on probation following a period of academic suspension or who has been reinstated by the Committee on Admissions and Advanced Standing shall earn at least a 2.00 grade point average each probationary trimester in order to continue as a student. A second suspension will be for three consecutive trimesters. If a student is academically suspended from Northwest or from any other university or college for a total of three times, the student will be dismissed from Northwest.

Students must petition the Committee on Admissions and Advanced Standing for exceptions to the above policies. Petition forms are available in the Office of the Registrar.

### **Adding, Dropping, and Withdrawals**

**Adding Courses:** Courses may be added during the first day of any short course, two-week course, or four-week course; during the first two days of a six-week or eight-week course, and during the first seven days of any course longer than eight weeks of instruction. This includes adding a course, exchanging courses, dropping courses, and transferring from one section of a course to another section. No change in program should be made without prior approval of the student's advisor.

**Dropping Courses:** Students may drop a course during the first half of any length course. (See "Fees and Costs" section.) Those who do not follow the prescribed procedure for dropping a course will have a grade of "F" recorded on their permanent record.

If due to extraordinary reasons—beyond the control of the student—a student desires to drop a course after the deadline, the student must petition the Committee on Admissions and Advanced Standing. Extraordinary reasons which may be considered include advisor error, administrative error, or documented medical reasons. **Courses may not be dropped during the final exam period.**

**Withdrawal from the University:** All students who wish to terminate their enrollment at the University during a term should initially consult with their advisor. If, after meeting with the advisor, a student decides to withdraw from the University, the student must complete an Exit Report in the Advisement Assistance and Resource Office in the Administration Building. It is extremely important that a withdrawal be completed to ensure that proper entries are made on the academic transcript, that fee refunds are processed (See "Fees and Costs" section.) and that all University records reflect the withdrawal. If a student cannot initiate the withdrawal process in person, he or she should write or call the assistant director of advisement, who will process the withdrawal.

Students who wish to withdraw from the University must do so before two-thirds of any trimester or shorter-length term has expired. A "W" will be recorded for each class. Students on academic probation who withdraw from all classes will be readmitted on the same status they held at the time of their withdrawal from school. Students who do not follow the prescribed procedure to withdraw from the University will have recorded on their permanent record a grade of "F" for their courses.

If due to extraordinary reasons—beyond the control of the student—a student desires to withdraw from the University after the deadline, the student must petition the Committee on Admissions and Advanced Standing.

Students who are administratively withdrawn for non-payment of fees are prohibited from attending classes.

### **Transcript of Grades**

Student requests for copies of their permanent grade record may be made in writing or with a signed fax request. Normally, a transcript can be issued upon 24 hours notice; however, at the end of a term, at least two weeks' notice should be allowed for grade recording and processing.

The student must send the transcript fee along with the written request or immediately following the fax request. (See "Fees and Costs" section.)

### **Transcript/Diploma/Enrollment Hold**

Failure to meet obligations to Northwest, financial (i.e.: tuition, room, board, telephone, parking, library fines, class materials) or otherwise (i.e.: incomplete admissions file), will be cause for refusal to allow an individual to enroll, receive a diploma, or receive an academic transcript.

#### **Guidelines**

1. In financial situations, cases of exceptional circumstances will be considered.
  - a. An exception to a hold on a transcript will be made when (1) a transcript is required by a funding agency in order for funds due the University to be released or (2) when financial assistance personnel have verified that all necessary paperwork has been completed by the student and that a sufficient amount of assistance to cover the student's obligation will be forthcoming.
  - b. Enrollment may be allowed at the discretion of the Bursar when there is reasonable assurance that funding will be forthcoming.
  - c. No exceptions are made to a hold on a diploma.
2. In situations where an individual has not submitted all the required transcripts and/or ACT results, the dean of enrollment management or associate director of admissions may release a hold when there is reasonable assurance that the required materials are forthcoming. A hold may be placed on preregistration as well as general registration and verification of preregistration.
3. In other situations (i.e., disciplinary, etc.) the "holding" department will consider exceptional circumstances.
4. Appeals rest with the appropriate vice president or the provost.

### **Degree Audit**

The Office of the Registrar uses the Degree Audit Reporting System (DARS) developed at Miami University of Ohio to help students track their academic progress toward completing a degree program. DARS is an on-line automated program which produces degree audits for degree programs valid since the 1991-92 *Undergraduate Catalog*. Degree audits show students and advisors in a report format what requirements have been completed and those which still need to be fulfilled for graduation.

Degree audits for all currently-enrolled students are sent to advisors in fall and spring with pre-registration materials. Degree audits are sent to transfer students accepted to the University. A student may also request a degree audit at any time from the Office of the Registrar.

Degree audits are prepared to assist students during their college experience. Efforts have been made to ensure the accuracy of the degree audit; however, final certification that a student has completed all graduation requirements is the responsibility of the Registrar. The student is responsible for knowing and meeting the requirements for a degree.

## Appeals Process for Academic Policies

All students will have the right to appeal in person regarding decisions rendered by either the Committee on Admissions and Advanced Standing or the Curriculum and Degree Requirements Committee. The purpose of the Academic Appeals Committee is not to provide a secondary hearing of a case already heard by the Admissions and Advanced Standing Committee or the Curriculum and Degree Requirements Committee, but rather to ensure that students have been able to present all information pertaining to their case and that proper protocols have been followed. For this reason, students should provide a basis for their appeal. This requires that appellants either submit new information (e.g. documentation from a doctor, counselor, or official) pertaining to their case, or evidence of error or bias on the part of the previous committee. The Academic Appeals Committee will not substitute its judgment for that of the other committee and overturn a previous decision unless such new information, error or bias provides a basis for doing so.

The student must initiate the appeals process by preparing a petition in consultation with his or her academic advisor, or in the absence of the academic advisor, another faculty member. Petition forms are available in the Office of the Registrar. The student must submit the petition to the Registrar, who will then direct the petition to the chair of the Academic Appeals Committee.

## Graduation Policies and Requirements

### Writing Competency

All students will demonstrate writing competence by successful performance on a writing assessment. Those who take the core writing courses at Northwest (Eng 10-111 and 10-112, or 10-115) will take the assessment near the end of the sequence. Transfer students who have not completed the core writing courses at Northwest and have not passed an approved assessment at another school will complete the writing assessment at the same time as students taking core courses Eng 10-112 or 10-115. Information about assessment procedures and retake options may be obtained from the Department of English office.

### State Law Requirement for Degrees or Certificates

Candidates for degrees or teaching certificates must meet state law requirements, Section 170.011 (Rev 1986), of a completed course of instruction in and satisfactory passing of “an examination on the provisions and principles of the Constitution of the United States and of the State of Missouri, and in American history and American institutions.” To comply with the law, students may: (1) complete PolS 34-102, or (2) complete the requirement at another collegiate institution with substitution determined by the Office of Admissions. Transfer students who have had a course in American government that did not include a study of the Missouri Constitution must successfully complete PolS 34-201 Missouri Politics. Students successfully completing PolS 34-203 State and Local Government at Northwest may have PolS 34-201 Missouri Politics waived. See chairperson of the Department of History, Humanities, Philosophy and Political Science for approval of waiver.

### Advanced Standing Requirement

Each department or college may have an advanced standing requirement. Under this policy a department or college may require a student wishing to pursue a major in that department or college to complete certain courses, pass interviews, achieve grade point averages, or succeed in examinations prior to being formally admitted to a major. However, any student under this process and majoring in one discipline or department will be considered eligible to take courses

in another department or college without further requirement. Refer to appropriate departmental advanced standing statements.

Negative decisions regarding a student's advanced standing may be appealed to the dean of the college.

### **Catalog Requirement**

Students are permitted to be graduated by completing the curricular requirements in effect in the catalog in force at the time of their initial enrollment. Students may elect to follow new curricular requirements of subsequent catalogs but must follow one catalog or the other in its entirety. After 18 months of nonattendance, however, all current catalog requirements will be imposed.

The effective date of non-curricular policy and regulation changes is established by the president of the University who will disseminate this information to the students and faculty before implementation.

### **Senior Deficiency Statement**

Students must request a listing of deficiencies at least two trimesters prior to their graduation in order to plan their final enrollments. Forms are available in the Office of the Registrar or can be submitted from the Registrar's Office web page, [www.nwmissouri.edu/registrar/](http://www.nwmissouri.edu/registrar/). Any deviation from the deficiency listing must have approval from the department where the major or minor is involved or from the Curriculum and Degree Requirements Committee when General Education or Institutional Requirements are affected. A senior statement is required to be on file for each graduating student.

### **Application for Degree**

Every student is required to submit an application for graduation at least one trimester preceding the trimester in which graduation is planned. Applications are available in the Office of the Registrar or can be submitted on the web page, [www.nwmissouri.edu/registrar/](http://www.nwmissouri.edu/registrar/).

### **Commencement**

Degrees are conferred at the end of each term, and commencement exercises are held each term. The graduation fee is assessed whether or not the student plans to participate in commencement exercises. (See "Fees and Costs" section.)

If a student is meeting all graduation requirements, with the exception of a summer academic internship experience, and the internship extends past the summer trimester commencement date, the student can petition to the Admissions and Advanced Standing Committee to participate in the spring commencement ceremony. Such requests must be submitted prior to April 1 of the trimester preceding the summer internship.

Graduation honors for the commencement program will be determined prior to final term grades. (See "Honor Roll and Graduation Honors" section.)

### **Academic Residence**

1. At least 30 semester hours of academic work must be done in residence.
2. The last 10 semester hours of academic work must be done in residence.
3. Not more than one-fourth of the work on any curriculum may be taken by correspondence and/or extension.
4. Credit by examination is not considered to be residence credit.

Students must petition the Committee on Admissions and Advanced Standing for exceptions to the above policies. Petition forms are available in the Office of the Registrar.

### **Senior College Credit (Upper Division)**

1. Candidates for the Bachelor of Science, Bachelor of Science in Education, and Bachelor of Fine Arts degrees must earn at least 40 semester hours of credit in courses numbered 300 or above.

2. Candidates for the Bachelor of Arts degree must earn at least 32 semester hours of credit in courses numbered 300 or above.

3. 12 hours of the major and at least five of the minor must be in courses numbered 300 or above.

### **Physical Activity/Varsity Athletics Limitations**

1. Only four physical activity credits may be counted toward the minimum number of hours required for graduation. Varsity athletics are not included in the physical activity credits.

2. Enrollment in varsity athletics is limited to four credits per sport.

### **Grade Point Requirement**

1. Each applicant for a certificate, diploma, or degree must achieve a grade point average of not less than 2.00 in all academic subjects at Northwest.

2. A grade point average of 2.00 must be maintained in the coursework of both the major and minor fields of study.

3. A cumulative grade point average of at least 2.50 is required for all certificates, diplomas, or degree programs for the Bachelor of Science in Education degree. All other degrees, certificates, or diplomas require a cumulative grade point average of at least a 2.00.

### **Majors and Minors**

For the Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Science, and Bachelor of Science in Education degrees, the student must choose a major and minor, or a comprehensive major, selected from the departments. The following factors should be considered:

1. That all minors can be joined with all majors in all degree programs.

2. Majors may not take a minor in the subject of the major unless the minor is an interdisciplinary minor.

3. Students in professional education programs with majors which require a minor must select minors with the assistance of their academic advisor. The department chairpersons or program coordinators, the advisors, and the Office of Career Services are available to counsel students on this matter.

### **Second Degree**

For each baccalaureate degree beyond the first awarded to a student there is a requirement of 15 semester hours of work in courses numbered above 300. All specific and general requirements for the additional degree must be met but may be included within these 15 hours.

### **Teacher Certification**

The University is accredited by the National Council for Accreditation of Teacher Education for the preparation of elementary and secondary teachers. Programs carry state approval by authority of the Missouri State Board of Education.

Information in regard to obtaining teaching certificates in other states is available in the College of Education and Human Services.

## Student Life Policies and Regulations

### Student Records

Northwest complies with the Family Educational Rights and Privacy Act which provides guidelines on storage and releasing of student and former student records. Individuals may waive their rights to inspect records at Northwest, but the University may not require such a waiver as a condition to attendance.

Individuals may request a copy of their records, for a copying fee, from the following offices:

- **Academic Records:** Office of the Registrar, Administration Building
- **Advisement Records:** Academic Departments and/or Office of the Registrar
- **Alumni Records:** Office of Development and Alumni Relations, Alumni House
- **Disciplinary Records:** Office of the Vice President for Student Affairs, J.W. Jones Student Union
- **Financial Records:** Bursar/Cashiering Office, Administration Building
- **Financial Assistance Records:** Office of Scholarships and Financial Assistance, Administration Building
- **Housing Records:** Residential Life Office, J.W. Jones Student Union
- **Library Records:** B.D. Owens Library
- **Medical Records:** University Wellness Center
- **Placement Records:** Office of Career Services, Administration Building
- **Security Records:** Campus Safety Office, Support Services Building
- **Student Teaching Records:** Educational Field Experiences Office, Brown Education Hall
- **Teacher Education Records:** Teacher Education Student Services Office, Brown Education Hall

Information remains confidential between the individual and the University, and will not be released to a third party without the written consent of the student. Exceptions to this rule include information released to Northwest officials, officials of other schools where the student is seeking admission, federal or state educational authorities, financial assistance officials in connection with the receipt of financial assistance, state law officials or subpoenaed requests, accrediting organizations and parents of dependent students.

These parties will receive a notice that the information released to them must not be further distributed without the consent of the student.

The following records are **not** available for inspection by a third party: parents' financial records, confidential letters of recommendation written before January 1, 1975, personal records of educators (e.g., instructor's grade book), employee records, and medical or other professional records, unless the individual wishes to have a qualified professional examine his or her record.

Certain information about the currently enrolled student—name, age, address, phone, e-mail address, place and date of birth, major, participation in activities and sports, weight and height of athletes, dates of attendance, degrees and awards received, the most recent educational institution attended, including photographic, video, or electronic images, is considered directory information and thus is releasable to the public. If a student does not want this information released, he or she should contact the Office of the Registrar, Administration Building, within 10 days of the beginning of the term.

Inaccurate records may be challenged through a hearing requested through the vice president for student affairs. The burden of proof that a record is inaccurate lies with the student. An impartial hearing officer will be appointed, to whom the student will have full opportunity to

present his or her case. If desired, a student may submit a written explanation of the content of a record, which will become part of the record.

For any further information on student and former student records and records privacy, contact the Office of the Vice President for Student Affairs or the Office of the Registrar.

### **University Housing Policy**

Research has proven that freshmen experience a decided advantage, both in grades and in adjustment to college life, by living on campus within the University environment. To capitalize on this advantage, the University requires all first-time freshmen to live in the residence halls, unless they commute from their parents' or guardians' home or unless they are married. Students must petition to the Housing Release Committee by completing the Commuting Form in the acceptance packet to be exempted from this policy.

### **Student Identification Card (Bearcat Card)**

Every student enrolled at Northwest is required to have an identification card (Bearcat Card), to carry it at all times, and to present it when requested by University personnel. The Bearcat Card serves as a meal card for students on a meal plan. In addition the card is used in the library, at sporting events, and as a cash card for copy machines and vending machines. The card can also be used as an ATM and debit card worldwide if the user has a US Bank account. All graduate and undergraduate students should report to the ID Office, in the J.W. Jones Union, as soon as they enroll, present their enrollment forms, and receive an ID card. The card is valid as long as the student is enrolled at Northwest. There is a replacement fee if the card is lost or stolen. (See "Fees and Costs" section.)

### **Campus Conduct Program**

Coordinated by the Dean of Students, the Campus Conduct Program is a multi-leveled system of discipline committees designed to hear student grievances and violations of the Judicial Code. For more information, refer to the *Student Handbook* or contact the Dean of Students, (660) 562-1219.

### **Motor Vehicle Registration**

Students are responsible for knowing and observing the parking and traffic policies. All vehicles must be registered with Campus Safety in order to use University parking facilities. Parking areas are designated for use by permit type.

Maps of the campus and copies of the Parking and Traffic Policy are available at the Office of Campus Safety, and are also distributed when students register their vehicles at the Student Services Center. Appeals of parking and traffic fines are heard by the Student-Faculty Traffic Committee and may be filed at Campus Safety.

# Resources and Services

## **Student Services Center**

Located on the first floor of the Administration Building, the Student Services Center provides visitor and student information, brochures, newsletters and petition forms, as well as other information concerning the University. Check cashing, distribution of refund and payroll checks, ticket sales (performances and athletic), parking permits, FAX service, and other services are available. Individuals seeking information about the University may call the Student Services Center at (660) 562-1212.

## **Mabel Cook Recruitment and Visitors Center**

Located at the main entrance to campus, the primary purpose of the Mabel Cook Recruitment and Visitors Center is to provide campus tours and admissions information for prospective students and their families. For more information, please contact the office at (800) 633-1175 or (660) 562-1562.

## **Office of Admissions**

Other admissions functions are carried out by the Office of Admissions processing division in the Administration Building. This Office of Admissions processes all freshman, transfer, returning, and non-degree applications for admission. Questions concerning transfer of credits, transcript evaluations, residency determination, admission procedures and standards may be addressed to this office. Phone (660) 562-1148 with any questions or concerns.

## **Office of Scholarships and Financial Assistance**

Located on the second floor of the Administration Building, the Office of Scholarships and Financial Assistance is responsible for the administration of all federally-funded student financial assistance programs, including the Federal Pell Grant, the Federal Perkins Loan Program, the Federal Work Study Program, the Federal Supplemental Educational Opportunity Grant Program and the Federal Direct Loan Program. The office also provides services to students receiving vocational rehabilitation funds, veterans' benefits, private and institutional scholarships, state assistance programs and other types of financial assistance.

Students receiving vocational funding from the State Department of Rehabilitation or funding from the Veterans' Administration should contact this office for certification and counseling assistance. The Office of Veterans' Affairs, also located in this office, assists veterans and eligible persons in all phases of certification, retention of benefits, receiving payment for tutorial assistance, veterans' work-study, as well as financial and academic advice and counseling.

Students who need assistance in planning and budgeting their college expenses and resources are encouraged to contact this office for a copy of the student financial assistance brochure which describes the various types of assistance available as well as the procedures for applying.

In order to be eligible for federal financial aid, a student must be enrolled in a regular degree program.

Students who are in default on previous federal student loans are not eligible for any type of federal aid until the default status is removed.

Students are responsible for meeting the requirements for academic progress as stipulated in the Requirements for Academic Progress for Financial Assistance Recipients, which is given to each student who receives financial assistance coordinated through this office.

### **Office of the Registrar**

The Office of the Registrar provides student services beginning with the student's first registration for courses, continuing through graduation and beyond. Inquiries concerning registration, academic standards, loan deferments, enrollment certifications, grade records, adding and dropping classes, degree audits, graduation requirements, and transcripts should be directed to this office, located on the second floor of the Administration Building.

### **Bursar/Cashiering Office**

Located on the first floor of the Administration Building, the Bursar/Cashiering Office receives and processes all payments to Northwest. Inquiries concerning student financial accounts, installments, refunds, and automatic applications of financial assistance should be directed to the Bursar/Cashiering Office, (660) 562-1578.

In cases of exceptional circumstances the collections supervisor, in the same office complex, should be contacted for an extension of payment deadline. The number to call is (660) 562-1583. (NOTE: If a delay in financial assistance creates an inability to pay on time, the Office of Scholarships and Financial Assistance should be contacted at (660) 562-1363.)

### **Advisement Assistance and Resource Office**

The Advisement Assistance and Resource Office provides assistance in academic advisement and choosing a major to students who have not declared a major or those needing special assistance for success at Northwest. Services are targeted toward deciding students, non-traditional, probationary, transfer, and students wishing to change majors. In addition, the office conducts faculty training and operates the Attendance Early Alert program, which connects students to University offices and services based on the student's academic or wellness needs. Any student seeking general advisement is welcome to visit the office located on the second floor of the Administration Building.

### **B.D. Owens Library**

The B.D. Owens Library contains some 350,000 volumes in a modern, three-story building designed to support the needs of Northwest's students and faculty in conducting scholarly research, maintaining current knowledge in subjects of interest, and reading for personal growth and enrichment. Owens is known throughout the Midwest for giving its patrons the best tools available in information technology and information management. By providing state-of-the-art resources in an environment characterized by friendly, professional assistance, the information services staff help patrons develop lifelong learning and communication skills as well as research competencies. Owens Library information professionals are committed to exemplary personalized service for their patrons in a dynamic learning environment.

Owens' collections and services are an integral part of the Electronic Campus Network. Using the Owens Library Web pages, students and faculty can search periodical databases for full-text, full-image articles; check the library catalog for the availability of books, government documents, and audiovisual materials; find links to course-related information on the Internet; request materials via interlibrary loan or ask reference questions. Traditional face-to-face reference service is

available at the Library Services Desk. Students can schedule individual research consultations with library information professionals, and faculty can request one-on-one assistance exploring electronic library resources with the Faculty Office Calls service.

Owens is also home to several key facilities widely used by the University community. The Academic Computing Laboratories, located on the first and second floors, have Electronic Campus Network computer terminals for patron use during all library hours. Immediately adjacent to the second floor lab, the Electronic Lecture Room serves as an instructional and presentation area because of its wide variety of projection and computing resources. There is also a Distance Learning room on second floor with equipment to enable students and teachers on campus to interact with those on other campuses. Wireless connection to the Internet and Electronic Campus Network is available on the second and third floors. The second floor contains an area for the wired connection of notebook computers. Also on second floor is the Center for Information Technology in Education (CITE). CITE assists faculty in using the latest technology to enhance their courses. The second and third floors contain the special collections in state and regional history, journalism, literature and education which attract scholars and meet their research needs through rare or comprehensive collections.

The Teaching Resources Area addresses learning and presentation needs of the University community through a variety of non-print materials, services, and equipment as well as through special resources and collections, such as the Curriculum Materials Center.

Throughout the library, areas for private study and reading are available as well as areas that encourage group study and team projects. Small group study and meeting rooms are available to patrons as are reference assistance services like the nationally known "Help with Research" service offered by the information professionals.

### **University Wellness Center**

Located west of the high-rise residence halls, the University Wellness Center is the hub for all campus health services and institutional testing. For health services this encompasses clinical, counseling, health promotion, public health and emergency response services. The student health fee funds all services provided by the Wellness Center.

While remaining committed to quality outpatient care, we focus on wellness, not only as prevention of disease, but also as a philosophy of life. This philosophy emphasizes self-responsibility and taking an active role in maintaining one's health. We believe true health must consider the individual as an integration of mind, body, and spirit.

**Clinical Health Services** – The Wellness Center provides these services in a clinical setting to full- and part-time students. In the fall and spring trimesters, full-time nursing and physician services are offered between 8 a.m. and 5 p.m. Limited appointments are available during the summer. For clinical health services we currently file insurance claims for office visits, procedures, lab, etc. for students that have insurance and accept insurance reimbursement as full payment for these services. Students that don't have insurance are responsible for procedure and lab costs incurred. Prior to enrollment, all first-time students who are foreign-born, or have spent more than three continuous months outside the United States, or have a known exposure to tuberculosis, must have documentation of tuberculosis screening done in the United States within the past year. If this requirement is not met, the student's registration will be blocked. All students are required at the time of admission to comply with the University's policy on immunization for measles, mumps and rubella. The policy states that a student born during or after 1957 must show documented proof of immunity to rubeola and rubella before attending the University. For a full listing of services provided please refer to our website at [www.nwmis-souri.edu/wellnesscenter](http://www.nwmis-souri.edu/wellnesscenter).

**Counseling Services** – We are committed to the personal development and success of all Northwest students. The Wellness Center offers individual, couples and group counseling to students. We also provide the following services to the campus community: workshops, guest lectures, referral services, consultations, training and crisis intervention.

**Health Promotion Services** – The Wellness Center also offers a variety of services that promote health and wellness, which are designed to help students change their lifestyles and move toward a state of optimal health. We view optimal health as a balance of physical, emotional, social, spiritual, and intellectual health. Health promotions services include but are not limited to: health and wellness related speakers, awareness weeks, health education activities, other health promotion events and peer education. Peer Educators are students who have received certification through the Bacchus Network, a national peer education network. Through interactive activities in and out of the classroom, Peer Educators share the vision of the Wellness Center with the campus community. For more information about becoming a Peer Educator or to schedule a presentation, contact us at 562-1348 or e-mail at PEEREDU@nwmissouri.edu.

**Institutional Testing Services** – A number of national educational tests are administered by the Wellness Center staff which may be required for undergraduate or graduate admissions, course waivers, and University graduation requirements. These tests include the ACT, MAT, Praxis Series II, CLEP, C-Base and others. The center also administers the GED for high school diploma equivalency. Contact the center for information, application forms, fees, testing dates, and services.

### **Computing Services**

Unique to the nation, Northwest provides computing services to students, faculty, and staff via the Electronic Campus network of over 4,000 notebook computers and personal computers. Featuring notebook computers for every full-time student, the network is supported by high speed gigabit connections between buildings and a high speed switched hub. Interactive computing and computer-aided instruction is supported by 60 servers, including a large multiprocessor Exchange e-mail server. The local-area networks on campus are linked with a 60 mps link to national and international wide-area networks via MOREnet and Internet. These services are available to every student and faculty member. Wide-area computing services include electronic mail, remote library searches, and remote login access to super computers across the nation, plus locally supported World Wide Web and groupware servers.

Students are assigned an account number which can access many services of the Electronic Campus, free of charge. For example, Web servers provide general information on class offerings, student and faculty directories, calendars, scholarship offerings and job openings. Web servers also provide students with a self-enrollment system enabling students to select course sections they desire. E-mail is a popular way to send classwork to instructors as well as messages to friends. Students can word-process assignments and develop spreadsheets, then have them printed at several locations across campus. There is a small printing fee for the laser and color printers. The library online catalog, text retrieval, and encyclopedia systems are Web-based information systems. Each student living in the residence halls has a personal voice mailbox and a long distance calling card.

### **Textbook Services**

Textbook Services coordinates the textbook usage program, in which a primary textbook is provided for most of the undergraduate courses. Students pay a per credit hour fee for textbook usage. Supplemental and/or additional books/materials may be required and can be purchased at the Bearcat Bookstore. Students pick up their textbooks at the beginning of each trimester and must return the books by 5 p.m. of the last day of finals for the trimester. Late fees are assessed

for books that are not picked up or returned on time. More information can be found on the Northwest Web page under Textbook Services. Students may contact Textbook Services at (660) 562-1150 or by contacting [textbookservices@nwmissouri.edu](mailto:textbookservices@nwmissouri.edu) if they have specific questions.

### **Peer Education**

Northwest Peer Educators are students who have received certification through the national peer education network, Bacchus/Gamma. They educate other students through Freshman Seminar, classroom seminars, student organizations, special programs, and awareness campaigns. Topics Peer Educators address include: Alcohol and Drugs, Wellness, Relationships, Sexual Assault, Body Image, Diversity, Stress Management, and others. Presentations can be tailored to fit the audience's needs. For more information about becoming a Peer Educator or to schedule a presentation, contact Peer Education at the University Wellness Center, (660) 562-1348.

### **Volunteer Services**

The Volunteer Programs and Service Learning Center is located in the Student Affairs Complex in the J. W. Jones Student Union. Special service days such as BRUSH (Beautify Residences Using Student Help), Martin Luther King Service Day, Alternative Spring Break, and other major activities are coordinated by this office. Students or organizations wishing to find out more about volunteer activities for individuals or for student organizations should contact the coordinator at (660) 562-1954.

### **Assist and Student Athlete Success Programs**

Located on the third floor of the Administration Building, Northwest's Assist and Student Athlete Success Programs provide at-risk freshmen and student-athletes with services which help them better understand the purposes of higher education, aid in the transition from high school to college, promote standards of academic excellence, assist students in creating and maintaining the life-long learning strategies that minimize anxiety and promote the development of positive attitudes, and provide guidance and recommendations for using institutional resources and services. A special feature of the Student Athlete Success Program is its focus on persistence to graduation for Northwest's student-athletes.

### **Talent Development Center**

The Talent Development Center (TDC), located on the third floor of the Administration Building, offers comprehensive learning assistance to the University community. Serving over 3,000 students a year through scheduled face-to-face tutoring sessions and group study, the TDC provides free learning assistance in most rigorous subject areas in the general education program, as well as individualized assistance for highly-motivated students. Additional information available at [www.nwmissouri.edu/tdc](http://www.nwmissouri.edu/tdc).

### **Students with Disabilities**

Northwest is committed to providing quality support services to all students. Once a student has been admitted to Northwest, it is the student's responsibility to request accommodations through a member of the Learning Assistance Providers/Services (LAP/S) Committee and to provide disability-related documentation. Additional information is found in the brochure "Services for Students with Disabilities" available at the Student Services Center in the Administration Building or [www.nwmissouri.edu/swd](http://www.nwmissouri.edu/swd).

### **Office of Assessment, Information and Analysis**

The Office of Assessment, Information and Analysis is responsible for the design, implementation and interpretation of a variety of assessment activities required by the University in its attempts to maintain high quality programs and provide the citizens of Missouri with information about student learning. These projects include directing diagnostic and advisory placement tests, organizing focus groups, administering attitudinal surveys, general education tests, and coordinating major field subject matter examinations selected by the departments.

The office also is responsible for assisting academic department and service units in identification and measurement of Key Quality Indicators, training University personnel in the Seven Step Planning Process (SSPP), developing and maintaining the University's management information system (Dashboard) and data warehousing functions including the identification, collection, and analysis of data relevant to decision-makers.

### **Northwest Writing Center**

Located in Colden Hall (Room 1810), the Northwest Writing Center offers tutoring to students wanting to become better writers. Any undergraduate or graduate student, staff or faculty member may visit the center or call (660) 562-1480 to reserve time to receive individual help. Graduate Assistants and peer tutors will help with any kind of writing task—essays, reports, research papers, letters, and other assignments—but they do not merely proofread papers. Tutors can guide writers through prewriting, revising, and editing. The Writing Center also provides small group tutoring for students in Developmental English classes and standing appointments for English as a Second Language (ESL) students or students with special needs.

### **University Mathematics Laboratory**

The Mathematics Laboratory, located in Garrett-Strong 2930, provides limited tutorial help for most lower-division mathematics courses. Lab assistants are available several hours per day, and they help students on a walk-in basis. The lab also has a collection of reference materials designed for students desiring special information or help.

### **Student Support Services**

Student Support Services is a federally-funded program designed to help its student members learn how to use the variety of Northwest resources to achieve and develop the professional skills necessary for successful employment. Program personnel help students understand their readiness for academic success, learn specific ways to improve their chances of success in college and develop appropriate expectations about college. Comprehensive services include academic, financial assistance, and career counseling. Students must apply for membership and should call the director, (660) 562-1862, to discuss opportunities available through Student Support Services. The office is located on the third floor of the Administration Building.

### **English as a Second Language Program**

The English as a Second Language Program helps provide its students with not only the English skills they will need to be successful in an institution of higher education, but also the academic skills that will enable them to be better learners.

The program offers five seven- or eight-week sessions beginning in January, late February or March, June, August and October. Before classes begin, students take placement tests to determine their English ability and are then placed into classes at the appropriate level. Classes have an average of 10 students and meet 20 or more hours per week.

Admission is open to any international student who has finished high school and has the desire to learn English. Matriculation in the ESL Program does not guarantee or imply acceptance to a University academic degree program.

### **Office of Career Services**

The Office of Career Services provides opportunities for each Northwest student and graduate to develop a clear career objective, obtain relevant experience and learn the skills necessary to conduct a successful, professional internship/job search. This mission is met through offering major and career counseling or job search, assisting with networking, and hosting “career” events for both educational and noneducational candidates.

Career Services provides career counseling for students exploring career options, job search assistance to graduating students and alumni who are seeking full-time employment, preparation for graduate or professional school, and coordination of internships. At Northwest, internships offer the chance to enhance classroom knowledge with career-related work experience. This powerful addition to classroom learning allows students to gain practical, useful experience; test suitability for a specific career; network with professionals in the student’s field; and prepare for the competitive marketplace. Information about job and internship opportunities are available in a searchable, online database via the Career Services Web site called “Career Connections.” Other services include the following: DISCOVER, an electronic planning and exploration system; company and organization information; a career library; educational directories; classroom presentations; job search correspondence; comprehensive informational Web site; on-campus interviews and University placement statistics.

All Northwest students and alumni are eligible for the services provided. During internship/job searches, students may register for inclusion in the Career Connections database. Registration allows students access to interested employer data and employers access to qualified student data through our referral process. This process includes the uploading of a resume into the office’s database. Services are free to current undergraduates, extending three months past graduation. Graduate students are eligible for free service during their academic tenure. Alumni may activate their file for a small fee. (See “Fees and Costs” section.) Candidates are encouraged to update references and to keep their personal information current. Teaching candidates may maintain up to six letters of recommendation in their files. The Office of Career Services is located on the first floor of the Administration Building.

### **Campus Safety**

Located in the Support Services Building on the east side of campus, Campus Safety, staffed with commissioned officers, enforces state, local and University regulations to protect the welfare of the University community. The department operates 24 hours a day, every day of the year in order to assist in campus safety, fire safety, crime prevention and investigation and security on campus. The department also oversees vehicle registration and the enforcement of University parking regulations.

### **Bearcat Bookstore**

Located on the second floor of the J.W. Jones Union, the Bearcat Bookstore carries school and office supplies, gift items, greeting cards, Bearcat apparel and memorabilia, health and drug items, instructional materials and supplies, as well as books and other items. Graduate-level texts and undergraduate workbooks and study guides are available. The Bookstore also coordinates and orders graduation announcements, and class ring information is also available. Fall and spring trimester

hours are 8 a.m.-5 p.m., Monday-Thursday; 8 a.m.-4:30 p.m., Friday; and special Saturday hours on days of home football games. Summer session hours are 9 a.m.-4 p.m., Monday-Thursday. For more information visit their website at [www.nwmissouri.bkstore.com](http://www.nwmissouri.bkstore.com).

## Student Media

The student media, located in Wells Hall, includes broadcast, print and online facilities. The studios of KZLX-LP/KDLX, KXCV-FM/KRNW-FM, and KNWT-TV are located on the second floor of Wells Hall. KZLX-LP is the award-winning campus radio station operated by and for Northwest students. The station offers on-the-air experience necessary for entering a career in radio broadcasting. Included are opportunities to develop skills in sales, production, management, programming, news and sports, and promotions. The station provides music and news for the campus, Maryville and surrounding area.

Additionally, students can further develop skills in announcing, feature production, programming, development and news on KXCV/KRNW-FM. These stations provide the public radio mainstays of in-depth news, classical and jazz music in a broadcast area ranging from Omaha, Neb., to Kirksville, Mo., and from Des Moines, Iowa, to Kansas City. The stations are members of National Public Radio (NPR) and American Public Radio and produce programming broadcasts on both networks.

KNWT-TV serves both the Northwest campus and the city of Maryville. Students learn the basic use of television equipment, production, direction, and station operations, while producing a wide variety of television programming. Student-produced programming consists of newscasts (produced in conjunction with the student newspaper and converged news Website), sports programs, talk shows, and music videos. Students have the opportunity to build skills in front of and behind the cameras.

Student Publications is located on the lower level of Wells Hall and includes *The Northwest Missourian* weekly newspaper, the *Tower* yearbook and *Heartland View* magazine. Student publications offer students practical experience for a journalism/communication career. All publications are governed by a student-operated editorial board. Northwest is the only university/college in the country to have all three publications recognized as All-American award winners by the Associated Collegiate Press.

*The Northwest Missourian* is a campus and community news forum. Students learn news writing, sports writing, feature writing, editorial writing, photography, advertising, graphic and design skills while working on the newspaper. An electronic version is available on the web at [www.nwmissourinews.com](http://www.nwmissourinews.com). *The Northwest Missourian* is recognized as a Pacemaker publication (top one percent in the nation) by the Associated Collegiate Press. It has been honored as one of the top six newspapers in the country by the Columbia Scholastic Press Association. The *Northwest Missourian* was inducted into the ACP Hall of Fame in 2000.

*Heartland View* is an electronic travel and entertainment magazine covering Iowa, Nebraska, Kansas and Missouri. This professional magazine can be found online at [www.heartlandview.com](http://www.heartlandview.com).

*Tower* is consistently honored as one of the top six yearbooks in the country. *Tower* was inducted into ACP's Hall of Fame in 1994 and is recognized as a Pacemaker publication by ACP and a Gold Crown winner by CSPA. The publication also includes a DVD with each publication. Northwest was the first public university in the country to produce a CD-ROM supplement to the yearbook and now a DVD supplement.

### **Percival DeLuce Memorial Collection**

The Percival DeLuce Memorial Collection contains drawings, paintings, and prints by Percival DeLuce (1847-1914) and his contemporaries, as well as DeLuce family papers, diaries, and a portion of the family library. The collection also includes heirloom furniture which belonged to the family, including pieces from Duncan Phyfe and from the Napoleonic era, housed in permanent exhibition rooms. Some pieces are shown in rotation in the gallery. Located in the Olive DeLuce Fine Arts Building, the collection is a valuable resource for scholarship as well as a fine exhibit for the general public.

### **Small Business Development Center (SBDC)**

Northwest's Small Business Development Center is part of a network of SBDCs that are funded by the Small Business Administration. The mission of the Missouri Small Business Development Centers (MO SBDC) system is to improve competitiveness and management quality of Missouri's small businesses. MO SBDC will help these businesses identify problems, explore opportunities, and obtain solutions by offering comprehensive, timely assistance to stimulate economic growth. Assistance will be provided by the MO SBDC statewide university- and college-based system and through a network of alliances with external sources of expertise. Northwest's SBDC serves a 17-county region with three office locations: Maryville, St. Joseph and Chillicothe.

### **Intercultural and International Center (IIC)**

The Intercultural and International Center, located in the J.W. Jones Student Union, houses the International Affairs, Minority Affairs, and the Study Abroad offices. The IIC fosters an educational environment in which students, faculty, and staff from diverse backgrounds and orientations can come together to share, learn, grow, and enjoy the rich experiences and contributions each has to offer. The IIC provides leadership and assistance to individuals, groups, departments, and in the surrounding community on issues of cultural and ethnic diversity specifically through educational programming, diversity training, cultural enrichment activities, counseling, curriculum development, international education and studies programs, recruitment, retention support and policy making advising. It provides essential services to international and underrepresented students, such as intercultural and international orientation programs, general advising, conflict resolution and mediation, immigration advisement, departmental referrals and peer mentoring to ensure academic success through graduation.

The director of international affairs and the director of minority affairs advise and support multicultural student organizations to link with all Northwest student organizations to enhance campus activities and to create an enriched college environment that is characteristic of our global community.

### **Study Abroad Office**

The Study Abroad Office at Northwest strives to provide students and faculty with exposure to different educational systems and insight into new cultures that will allow them to develop necessary skills to interact in a world of constant change.

Studying abroad is one of many academic options that Northwest students from all academic areas are invited to experience. Whether a faculty led short term program, a summer program, a trimester, or academic year, students have the opportunity to earn Northwest credit abroad, at the same time they are exposed to a new educational system. Students broaden their horizons by traveling to an international location to study with local citizens and/or international students to experience global living.

The Study Abroad office assists students in identifying the program best suited to meet their

academic and cultural interests. Study Abroad advisors link students with academic advisors, financial aid counselors, and other student service providers to plan a rewarding international educational experience.

### **Center for Information Technology in Education (CITE)**

The Center for Information Technology in Education plays an integral part in Northwest's effort to enhance student learning through the use of technology. Beyond CITE's primary focus of supporting the integration of technology into on-campus courses, it is also extensively involved in the creation and development of Web-based courses and programs. The goal is to enhance student opportunities for learning by providing them high quality courses that can meet the time and space flexibility requirements many of them face in today's continuous learning environment.

### **Online Articulation Agreements**

Northwest Missouri State University has entered into several articulation agreements with community college in Missouri, Colorado, Iowa, Kansas, Nebraska, North Carolina and Oklahoma. These agreements express a shared commitment to increasing the opportunity for students to gain access to and success in higher education. By clarifying transfer policies and procedures which assure articulation between programs, the institutions involved seek to assist students in making a seamless transfer from the associate in applied science degree to the baccalaureate degree. A current listing of schools and agreements, may be found at [www.northwestonline.org](http://www.northwestonline.org) or [www.cite.nwmissouri.edu/nwonline/viewbook/](http://www.cite.nwmissouri.edu/nwonline/viewbook/).

The Bachelor of Science in Accounting and the Bachelor of Science in Business Management degree programs may be completed at Northwest either by attending traditional campus-based classes or by participating in Northwest's web-based online degree programs.

Any student from one of these community colleges with an AAS degree in the designated program is guaranteed that Northwest will accept designated freshman and sophomore business administration credit hours, general education credits required for the AAS degree, plus any freshman and sophomore general education hours required by Northwest beyond the AAS degree. This will apply to students maintaining continuous enrollment or matriculating into Northwest within one year from their last registration date with the community college. Students must complete at least 124 credit hours and satisfy all major requirements in order to receive a Bachelor of Science degree in Accounting or Business Management from Northwest.

### **Northwest Missouri Educational Consortium (NMEC)**

The Northwest Missouri Educational Consortium is a collaborative effort by the following educational institutions to provide a single point of presence for distance education throughout the region.

- North Central Career Center, Bethany
- Brookfield Area Career Center, Brookfield
- Grand River Technical School, Chillicothe
- Northwest Technical School, Maryville
- North Central Missouri College, Trenton
- Northwest Missouri State University, Maryville
- Northwest Missouri State University, Kansas City
- Northwest Missouri State University, St. Joseph

Distance learning is an approach to education in which a majority of the instruction occurs when student and instructor are not in the same place. Instruction may be synchronous or asynchronous. Distance learning allows for the adoption of a range of learning strategies in a variety of

technology-based learning environments such as Interactive Television, online (Web-based) and teleconferencing. Distance education caters to a learner's differences in learning styles, learning interests and needs, while offering variations in learning opportunities. Interactive television (ITV) is a technology-driven means of letting people in different locations simultaneously see and hear each other, working in much the same way they would if they were all in the same room. ITV connects two or more remote locations, letting parties at either end see video images of each other as well as sharing audio and data. Classes are offered in the following areas: A.A.S., B.S., M.S., and selected non-credit areas. Individuals seeking information about the Northwest Missouri Educational Consortium may call (660) 562-1113 or access our Web site at <http://www.nmec-itv.net>.

### **Military Science (Army ROTC)**

Northwest has a cross-enrollment agreement with the Department of Military Science at Missouri Western State University in St. Joseph. Northwest students can enroll in Army ROTC for Northwest credit and take the courses either at Northwest or at Missouri Western State University. Any student can take military science courses for elective credit. Eligible students can contract with the program to pursue a commission as a second lieutenant in the active U.S. Army, U.S. Army Reserve, or Army National Guard. The Military Science program offers several two-, three-, and four-year scholarships that pay for full tuition, fees, and books. The Military Science office is located at Missouri Western State University and can be reached toll free at 1-800-647-2881. The Northwest Missouri State University Department of Geology and Geography (660-562-1723) acts as the on-campus point of contact for the Military Science program. The Geology/Geography Department also houses the Northwest Faculty Liaison to the Military Science Program. Contact the Northwest Faculty Liaison at (660) 562-1672 for information on Military Science programs and scholarships.

### **Northwest Kansas City Center at Liberty**

The Northwest Kansas City Center is located at 8 Victory Lane in Liberty, Mo. The University occupies the top two floors of Blue Jay Tower Plaza of the Liberty Public School District. The Center has regular office hours Monday through Thursday from 9 a.m.-6 p.m. and Friday, 8:30 a.m.-4:30 p.m. Classes and events may be held during other hours if necessary. For more information, contact the Northwest Kansas City Center at (816)736-6600 or visit [www.nwmissouri.edu/kc](http://www.nwmissouri.edu/kc).

### **Northwest St. Joseph Center**

The Northwest St. Joseph Center is located at 706 Felix Street in St. Joseph, Mo. The center has regular office hours Monday through Thursday from noon.-6 p.m. Classes and events may be held during alternate hours as requested. For more information contact the Northwest St. Joseph Center at (816)364-5000 or visit [www.nwmissouri.edu/stjoe](http://www.nwmissouri.edu/stjoe).

# UNIVERSITY REQUIREMENTS

## Pre-Professional Degree Programs

Northwest offers pre-professional courses of study which encompass many careers. In most instances, these courses have been compiled in conjunction with specific requirements of professional schools. Many professional schools require specific procedures in regard to entrance tests, application deadlines and interviews. Thus, it is mandatory that students have a specific pre-professional advisor who is versed in the necessary requirements for admission to the professional school.

In many professions, no specific undergraduate major must be followed and the student may major in any area of interest. Therefore, students should have both a pre-professional and a major advisor.

<b>Pre-Profession</b>	<b>Advisor</b>	<b>Academic Area</b>
Architecture	John Shaw	Physics
Audiology & Speech Pathology	Lori Durbin	Communication and Theatre
Chiropractic	Jeffry Thornsberry	Biology
Dental Hygiene	Janette Padgitt	Biology
Dentistry	Janette Padgitt	Biology
Engineering	John Shaw	Physics
Forestry	David Easterla	Biology
Law	David McLaughlin	Political Science
Clinical Laboratory Sciences	Phillip Lucido	Biology
Medicine	Jeffry Thornsberry	Biology
Mortuary Science	Karen Schaffer	Biology
Nursing	Karen Schaffer	Biology
Occupational Therapy	Karen Schafer	Biology
Optometry	Janette Padgitt	Biology
Osteopathic & Allopathic Medicine	Jeffry Thornsberry	Biology
Pharmacy	Jeffry Thornsberry	Biology
Physical Therapy	Gregg Dieringer	Biology
	Kurt Haberyan	Biology
Professional Zoology	Gregg Dieringer	Biology
Radiology	Janette Padgitt	Biology
Respiratory Therapy	Janette Padgitt	Biology
Veterinary Medicine	Gregg Dieringer	Biology
	Dennis Padgitt	Agriculture

# General Education Requirements

## **The General Education Rationale Statement**

General education is the curricular foundation at Northwest Missouri State University. It encourages students to acquire and use the intellectual tools, knowledge, and creative capabilities necessary to study the world as it is, as it has been understood, and as it might be imagined. It also furnishes them with skills that enable them to deepen their understanding and to communicate it to others. Through general education, Northwest equips students for success in their specialized areas of study and for fulfilled lives as educated persons, as active citizens, and as effective contributors to their own prosperity and to the general welfare.

Knowledge is ever changing; therefore general education must alert students to the connections and the potential for interaction among all branches of knowing, ordering, and imagining. General education should inform students that the world is understood in different ways and should provide them with the means to come to terms, intelligently and humanely, with diversity. As a result of their general education, students should acquire appropriate investigative, interpretative, and communicative competencies.

## **The General Education Portion of Degree Requirements**

In order to complete the bachelor's degree, students must take the general education requirements for their specific degree, plus the institutional requirements for their specific degree, plus major and/or minor requirements as specified by the department, plus electives as needed to total a minimum of 124 semester hours.

**It is important for students to work closely with their academic advisors when selecting courses, as not all courses fulfill requirements for all degrees. Students who change their majors, choose double majors or additional certification, or who do not choose courses carefully may need more than 124 semester hours to complete a degree program.**

## **General Education Requirements**

General Education courses are required for the Bachelor of Arts, the Bachelor of Fine Arts, the Bachelor of Science, the Bachelor of Science in Education, and the Bachelor of Science in Medical Technology.

Required courses for the Bachelor of Technology may be chosen from the General Education Requirements. See page 77 for specific information on this degree.

Any courses taken to fulfill the General Education Requirements cannot also fulfill the Institutional Requirements or Major/Minor requirements, unless specifically permitted in this catalog.

It is recommended that students carefully sequence courses from the General Education Requirements during their freshman and sophomore years.

**GENERAL EDUCATION REQUIREMENTS****FRESHMAN SEMINAR** (pages 38, 81, 234, 302) ..... **1 hour****WRITTEN COMMUNICATION** ..... **6 hours**

Required Courses:

Any student with ACT English score of 19 or above

Eng 10-111 Composition (page 164) ..... 3 hours

Eng 10-112 Composition (page 164) ..... 3 hours

For students with ACT English score of 27 or above

Eng 10-115 Composition (page 164) ..... 3 hours

Eng ACT credit upon successful completion of Eng 10-115,  
except for students with previous English composition credit ..... 3 hours

Students who have an ACT English score of 27 or above may elect to take Eng 10-111 and Eng 10-112. Students with credit for Eng 10-111 and an ACT English score of 27 or above may elect to take Eng 10-115 for three hours credit rather than Eng 10-112. **No student may receive more than six hours of credit for the freshman composition requirement.**

**NOTE:** Eng 10-110 Developmental English is a prerequisite for students who do not meet placement criteria for Eng 10-111.

**ORAL COMMUNICATION** ..... **3 hours**

Required Course:

Com 29-102 Fundamentals of Oral Communication (page 148) ..... 3 hours

**MATHEMATICS: Advisement necessary for correct selection** ..... **3 hours**

Required: One of the following courses:

Math 17-110 Finite Mathematics (page 205) ..... 4 hours

Math 17-114 General Statistics (page 207) ..... 3 hours

Math 17-115 Concepts of Mathematics (page 206) ..... 3 hours

Math 17-117 Precalculus (page 206) ..... 4 hours

Math 17-118 College Algebra (page 206) ..... 3 hours

Math 17-120 Calculus I (page 206) ..... 4 hours

Math 17-171 Fundamentals of Mathematics (page 206) ..... 3 hours

**POLITICAL SCIENCE** ..... **3 hours**

Required Course:

PolS 34-102 Introduction to American

Government &amp; Politics (page 198) ..... 3 hours

OR

PolS 34-201 Missouri Politics (page 198) See note below ..... 1 hour

**NOTE:** PolS 34-201 is the required course for students who have credit for an American Government course which did not include a study of the Missouri Constitution. (Students successfully completing PolS 34-203 State and Local Government at Northwest may have PolS 34-201 Missouri Politics waived. See chairperson of the Department of History, Humanities, Philosophy and Political Science for approval of this waiver.)

**HISTORY .....3 hours**

Required Course:

Hist 33-155 America—A Historical Survey (page 194) ..... 3 hours

**LIFE AND PHYSICAL SCIENCES .....8 hours**

Required: One course from each area.

**Life Sciences**

Ag 03-130 Plant Science (page 257) ..... 4 hours

Bio 04-102/103 General Biology/Lab (page 110) ..... 4 hours

Bio 04-112/113 General Botany/Lab (page 110) ..... 4 hours

Bio 04-114/115 General Zoology/Lab (page 110) ..... 4 hours

**Physical Sciences**

Chem 24-112/113 General Chemistry/Lab (page 127) ..... 4 hours

Chem 24-114/115 General Chemistry I/Lab (page 127) ..... 4 hours

Geol 27-110/111 General Geology/Lab (page 180) ..... 4 hours

Geol 27-114/115 General Earth Science/Lab (page 180) ..... 4 hours

Phys 25-110/111 General Physics I/Lab (page 130) ..... 4 hours

Phys 25-112/113 General Physics II/Lab (page 131) ..... 4 hours

Phys 25-120/121 Fundamentals of Classical Physics I/Lab (page 131) .. 5 hours

Phys Sci 40-102/103 The Physical Sciences /Lab (page 130) ..... 4 hours

Phys Sci 40-122/123 Descriptive Astronomy/Lab (page 130) ..... 4 hours

**HUMANITIES AND FINE ARTS .....9 hours**

Required: One course from each area.

**Literature**

Eng 10-220 Introduction to Literature (page 162) ..... 3 hours

**Humanities/Philosophy**

Com 29-235 Introduction to Classical Rhetoric (page 149) ..... 3 hours

Hum 26-102 Western Civilization I: The Ancient World  
to 1500 (page 196) ..... 3 hours

Hum 26-103 Western Civilization II: 1500 to the Present (page 196) ... 3 hours

Hum 26-104 The Humanities, The Eastern World (page 196) ..... 3 hours

Phil 39-171 Introduction to Philosophy (page 196) ..... 3 hours

Phil 39-274, 275, 276 Introduction to Ethics (page 197) ..... 3 hours

PolS 34-105 The African World (page 198) ..... 3 hours

**Fine Arts**

Art 13-102 Art Appreciation (page 89) ..... 3 hours

Art 13-110 Survey of Art (page 90) ..... 3 hours

Mus 19-201 The Enjoyment of Music (page 220) ..... 3 hours

Mus 19-202 Jazz Appreciation (page 220) ..... 3 hours

PE 22-262 History of Dance (page 344) ..... 3 hours

Th 43-101 Theatre Appreciation (page 151) ..... 3 hours

**SOCIAL AND BEHAVIORAL SCIENCES .....6 hours**

Required: One course from each area.

Education degrees require Psych 08-303 Educational Psychology.

**Social Sciences**

Ag 03-102 Introductory Agricultural Economics (page 255) . . . . .	3 hours
Econ 52-130 Survey of Economics (page 241) . . . . .	3 hours
Econ 52-150 General Economics I (page 241) . . . . .	3 hours
Geog 32-101 Introduction to Geography (page 178) . . . . .	3 hours
Soc 35-101 General Sociology (page 363). . . . .	3 hours
Soc 35-108 General Anthropology (page 365) . . . . .	3 hours

**Behavioral Sciences**

Psych 08-103 General Psychology (page 360). . . . .	3 hours
Psych 08-303 Educational Psychology (page 361). . . . .	3 hours

**TOTAL GENERAL EDUCATION REQUIREMENTS .....42 HOURS**

## Institutional Requirements

### The Institutional Requirements Rationale Statement

Preparing students to enter a world of constant change entails preparing them for a global multicultural world. Changes in the cultural and international profile of the world have been constant and continue to impact the consciousness of us all, even in isolated rural areas of the world. In today's world, it is rare to be involved in business or leisure activities that do not involve diversity of class, race, ethnicity, gender, sexual orientation, exceptionality, religion, language, and age. Helping students to understand the importance of recognizing and respecting differences in behaviors, values, opinions, and points of view across these dimensions will greatly enrich their lives as they enter an environment of change and diversity. Technology, also, is constantly evolving. In fact, changes occur at such a fast pace that skills acquired only months ago can quickly become outdated. Thus, in order to prepare students to be autonomous learners, students should understand cutting edge technologies; how technology shapes and forms us as individuals, as communities, and as a world; and how technology enables us to continue to improve and evolve.

### The Institutional Requirements Portion of Degree Requirements

In order to complete the bachelor's degree, students must take the general education requirements for their specific degree, plus institutional requirements for their specific degree, plus major and/or minor requirements as specified by the department, plus electives as needed to total a minimum of 124 semester hours.

**It is important for students to work closely with their academic advisors when selecting courses, as not all courses fulfill requirements for all degrees. Students who change their majors, choose double majors or additional certification, or who do not choose courses carefully may need more than 124 semester hours to complete a degree program.**

## Institutional Requirements

Institutional Requirements courses are required for the existing degrees: Bachelor of Arts, the Bachelor of Fine Arts, the Bachelor of Science, the Bachelor of Science in Education, the Bachelor of Technology, and the Bachelor of Science in Clinical Laboratory Sciences.

Any course taken to fulfill the Institutional Requirements cannot also fulfill the General Education Requirements or Major/Minor requirements, unless specifically permitted in this catalog.

It is recommended that students carefully sequence courses from the Institutional Requirements during their freshman and sophomore years.

## Institutional Requirements

### Multicultural/Diversity Competency

Com 29-225 Intercultural Communication (page 149) . . . . .	3 hours
Ed 61-252 Pluralism in a Multicultural Society (page 314) . . . . .	3 hours
Eng 10-224 Multiethnic Literature of the U.S. (page 162). . . . .	3 hours
Eng 10-226 Modern and Contemporary World Literature (page 162) . .	3 hours
Geog 32-102 People and Cultures of the World (page 178) . . . . .	3 hours
Hum 26-162 Comparative Religions (page 196). . . . .	3 hours
Lang 14-131 French: Communication and Culture I (page 154) . . . . .	3 hours
Lang 14-132 French: Communication and Culture II (page 154) . . . . .	3 hours
Lang 14-141 Spanish: Communication and Culture I (page 154) . . . . .	3 hours
Lang 14-142 Spanish: Communication and Culture II (page 154). . . . .	3 hours
Lang 14-151 Introduction to Conversational American Sign Language and Deaf Culture (page 155) . . . . .	3 hours
MC 20-221 Ethnographic Film Study (page 291) . . . . .	3 hours
Mus 19-280 World Music (page 221). . . . .	3 hours
Rec 45-211 Leisure and Society (page 347). . . . .	3 hours

### Information Technology Competency

CSIS 44-130 Computers and Information Technology (page 273). . . . .	3 hours
EdCI 62-130 Educational Computing and Technology (page 317) . . . . .	3 hours
Ed 61-145 Information and Educational Technology (page 314) . . . . .	3 hours
Geol 27-130 Information Technology and Science (page 180) . . . . .	3 hours
Hum 26-105 Information Technology and Culture (page 196) . . . . .	3 hours
Phys Sci 40-106 Computational Methods in Science (page 130). . . . .	3 hours

# Undergraduate Degrees

## Bachelor of Arts

The curriculum leading to the Bachelor of Arts degree emphasizes the fine arts, languages, literature, history, and the related social studies, and is often chosen as a pre-professional curriculum by those students who desire a general education, or for entrance into the world of law, the ministry or other professions.

The number of hours in the major, minor, and elective categories will vary depending on the major and minor selected. The Bachelor of Arts degree requires a minimum of 32 semester hours in courses numbered above 300.

Approved majors for the Bachelor of Arts degree are listed in the departments.

<b>B.A. Degree Requirements</b>	<b>Semester Hours</b>
General Education Requirements (See pages 66-69)	42
Institutional Requirements (See pages 69-70)	6
Specific Requirement	
*One Modern Language	9
Major or Major/Minor Requirements	54-60
Electives and Other Departmental Requirements	7-13
<b>TOTAL MINIMUM ACADEMIC</b>	<b>124</b>

\*Please see the "Language Requirement" statement on page 137 of this catalog.

## Bachelor of Fine Arts

The Bachelor of Fine Arts degree with a Major in Art is offered as a program of study emphasizing professional preparation in the studio areas of art. Within the 72 semester hours required for the major, the student must select a specialization (from ceramics, drawing, painting, photography, sculpture, or graphic design).

For the B.F.A. degree, a minimum of 40 semester hours must be completed in courses numbered above 300.

<b>B.F.A. Degree Requirements</b>	<b>Semester Hours</b>
General Education Requirements (See pages 66-69)	42
Institutional Requirements (See pages 69-70)	6
Comprehensive Major in Art	72
Electives and Other Departmental Requirements	4
<b>TOTAL MINIMUM ACADEMIC</b>	<b>124</b>

## Bachelor of Science

The curriculum leading to the Bachelor of Science degree emphasizes mathematics and the natural sciences and offers a pre-professional program for mathematicians, physicists, biologists, physicians, nurses, psychologists, and business administrators.

The number of hours in the major, minor, and elective categories will vary depending on the major and minor selected. Forty semester hours of courses numbered above 300 are required.

<b>B.S. Degree Requirements</b>	<b>Semester Hours</b>
General Education Requirements (See pages 66-69)	42
Institutional Requirements (See pages 69-70)	6
Major or Major/Minor Requirements	55-60
Electives and Other Departmental Requirements	16-21
<b>TOTAL MINIMUM ACADEMIC</b>	<b>124</b>

## Bachelor of Science in Education

Completion of this curriculum, other University requirements, and an overall grade point average of 2.50 on a 4.00 scale qualifies the student to receive a Bachelor of Science in Education degree.

The Bachelor of Science in Education degree requires a minimum of 40 semester hours in courses numbered above 300. A minimum total of 124 academic hours are required for this degree.

All degrees in education are subject to state requirements which may change at any time due to action of the State Board of Education.

Specific requirements within, or in addition to, the General Education and Institutional requirements, must be taken for teacher certification.

Students pursuing a Bachelor of Science in Education degree may follow one of the five following programs. Listed below each program are areas of certification which may be followed under that particular program. Please refer to the page numbers listed for specific general education requirements. Degree requirements for each program are shown in the matrix on page 74.

<b>Program</b>	<b>Page Number</b>
<b>Elementary</b> . . . . .	<b>304</b>
Art (Certifies Grades K-9)	
Elementary (Certifies Grades 1-6)	
Early Childhood (Certifies Birth - Grade 3)	
Early Childhood Special Education (Certifies Birth-Grade 3)	
Physical Education (Certifies Grades K-9)	
Spanish (Certifies Grades K-9)	
<b>Middle School</b> . . . . .	<b>306</b>
Agriculture (Certifies Grades 5-9)	
Business Education (Certifies Grades 5-9)	
Drama/Speech (Certifies Grades 5-9)	
Family Life Education (Certifies Grades 5-9)	
Language Arts (Certifies Grades 5-9)	

Mathematics (Certifies Grades 5-9)	
Science (Certifies Grades 5-9)	
Social Science (Certifies Grades 5-9)	
<b>Special Education</b> . . . . .	<b>308</b>
Cross Categorical (Certifies Grades K-12)	
<b>Secondary</b> . . . . .	<b>311</b>
Agriculture (Certifies Grades 9-12)	
Business (Certifies Grades 9-12)	
Driver Education (Certifies Grades 9-12)	
English (Certifies Grades 9-12)	
Family and Consumer Sciences (Certifies Grades B-12)	
Health (Certifies Grades 9-12)	
Mathematics (Certifies Grades 9-12)	
Science: Biology, Chemistry, Earth Science or Physics (Four separate programs) (Certifies Grades 9-12)	
Social Science (Certifies Grades 9-12)	
Speech/Theatre (Certifies Grades 9-12)	
Unified Science: Biology, Chemistry, Earth Science or Physics (Four separate programs) (Certifies Grades 9-12)	
<b>Elementary/Secondary</b> . . . . .	<b>312</b>
Art (Certifies Grades K-12)	
French (Certifies Grades K-12)	
Instrumental Music (Certifies Grades K-12)	
Physical Education (Certifies Grades K-12)	
Spanish (Certifies Grades K-12)	
Vocal Music (Certifies Grades K-12)	

Information regarding admittance to teacher education, advanced standing requirements, directed teaching, and certification is located within the College of Education and Human Services section of this catalog on pages 298-302.

<b>Bachelor of Science in Education Degree Requirements</b>		<b>Elementary</b>	<b>Middle School</b>	<b>Special Education</b>	<b>Secondary</b>	<b>Elementary/ Secondary</b>
<b>Foundations for Teaching</b>	Psy 08-303	●	●	●	●	●
	Psy 08-312	◆		■		
	Psy 08-317		●			
	Psy 08-322			■	●	●
	Psy 08-333	☆		■		
	Ed 61-461	●	●	●	●	●
	Ed 61-462				●	●
	Ed 61-570		●			
	EdCI 62-301	●		●		
EdCI 62-371	●	●	●	●	●	
<b>Teaching Methods</b>	Ed CI 62-511		●			
	Ed 61-520		●	✖	●	●
	Ed 61-521				●	●
	EdCI 62-216	●		●		
	EdCI 62-320	●				
	EdCI 62-353		●	▲	●	●
	EdCI 62-356	●	●	●		
	EdCI 62-380	●		●		
	EdCI 62-410	●		●		
	EdCI 62-420	●				
	EdCI 62-430		●			
	Art 13-380	●				
	Mus 19-380	●				
	Math 17-471	●		●		
	PE 22-238	●		●		
	SciEd 28-380	●		●		
Subject Area Methods		●	●	●	●	
<b>Clinical Experiences</b>	EdCI 62-211	●		I		
	EdCI 62-407	●		●		
	EdCI 62-456	●		●		
	EdCI 62-444			●		
	EdCI 62-591	●	●			
	Ed 61-260 or PE 22-260*			I	●	●
	Ed 61-262		●	I		
	Ed 61-360 or PE 22-360*			I	●	●
	Ed 61-362		●	I		
	Ed 61-470					●
	Ed 61-471	●				
	Ed 61-472				●	
	Ed 61-474		●			
	Ed 61-481			●		
Ed 61-482			●			
<b>Degree Require.</b>	Specific Requirement	★	★	★	➤	➤

**KEY**

- required
- ◆ or 08-333
- ☆ or 08-312
- 08-333 or 312 and 322
- ▲ or 62-553
- ✖ 62-540
- I 62-211 or  
61-260 and 360  
or 61-262 and 362
- ★ 14-100 level course
- 61-569 or 14-100 level  
course
- \* PE Majors Only

In addition, General Education, Institutional and Major or Major/Minor Requirements must be fulfilled.

## **Bachelor of Science in Clinical Laboratory Sciences**

**In conjunction with approved hospitals and medical centers.**

The curriculum leading to the Bachelor of Science in Clinical Laboratory Sciences degree emphasizes biology and chemistry. Minimum academic prerequisites are established by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) and are taken on the Northwest campus during the first three years along with other courses required by the University. The fourth year (senior year) is a structured educational program in an affiliated clinical laboratory. The clinical program is accredited through NAACLS. Upon satisfactory completion of the clinical program, a minimum of 30 hours of credit are granted and the student is awarded a B.S. in Clinical Laboratory Sciences degree. Acceptance into an affiliated program is competitive and will be determined by the quality of academic work completed by the student during the first three years of study. Admission to the clinical program is decided entirely by the hospitals. Acceptance into the University program does not guarantee acceptance of the student by an affiliated clinical program.

Students who already have a bachelor's degree and who wish to enter the field may do so by applying directly to the hospital having an approved program. Applicants who have completed minimum requirements seven or more years before application must update microbiology and biochemistry. If a B.S. in Clinical Laboratory Sciences is desired, then University requirements for the degree must also be fulfilled.

Application to the clinical year is usually made in the fall of the junior year. Applications are processed through the program director/education coordinator of the clinical program.

Selection is done by each clinical program. Criteria include state of health, academic performance, and personal characteristics. Minimum grade point average ranges from 2.00 to 2.50 for both cumulative GPA and science courses.

Enrollment is limited by the class size of each clinical program. Costs vary with each clinical program. Upon graduation, students are eligible to take a national certification examination. Passing the examination is not a condition for receiving the B. S. in Clinical Laboratory Sciences degree. Financial assistance varies with each clinical program. The student should contact each program and the Office of Scholarships and Financial Assistance.

### **B.S. in Clinical Laboratory Sciences**

#### **Degree Requirements**

	<b>Semester Hours</b>
General Education Requirements (See pages 66-69)	42
Institutional Requirements (See pages 69-70)	6
Science	46
Electives and Other Departmental Requirements	6
Clinical Laboratory Sciences Courses at Approved Teaching Hospital or Clinic*	30
<b>TOTAL MINIMUM ACADEMIC</b>	<b>124</b>

\*Some clinical programs do have early acceptance policies, and one can usually apply to these programs during the sophomore year. Early acceptance will guarantee the student a position after all pre-clinical coursework is completed provided all other criteria are satisfied.

Hospitals and officials in association with the Clinical Laboratory Sciences degree:

**Des Moines, Iowa**

Mercy Medical Center—Dr. Vijaya L. Dhanwada, Medical Director;  
Kyla Deibler, MS, MT (ASCP), CLS (NCA), Program Director.

**Kansas City, Mo.**

St. Luke's Hospital of Kansas City—Dr. Marjorie Zuker, Medical Administrator;  
Jane Rachel, MA, MT (ASCP), Program Director.

**North Kansas City, Mo.**

North Kansas City Memorial Hospital—Dr. Mark Stivers, Medical Director;  
Marisa K. James, MA, MT (ASCP), Program Director.

**Bachelor of Science in Clinical Laboratory Sciences**

Required Courses	Semester Hours
Chem 24-114/115 General Chemistry I and Laboratory	4
Bio 04-102/103 General Biology and Laboratory	4
Bio 04-140 General Microbiology	4
Bio 04-310 Cell Biology (4) OR	
Bio 04-440 Molecular Genetics (3) OR	
Math 17-114 General Statistics (3)	3-4
Bio 04-438 Human Physiology	4
Bio 04-350 Genetics	3
Bio 04-444 Immunology	4
<b>Total Hours</b>	<b>26-27</b>
<b>Clinical Laboratory Sciences</b>	<b>30</b>
In conjunction with approved hospitals and medical centers.	
<b>Collateral Courses</b>	
Chem 24-116/117 General Chemistry II and Laboratory	5
Chem 24-322/323 Quantitative Analysis and Laboratory	5
Chem 24-342/343 Organic Chemistry I and Laboratory	5
Chem 24-362/363 Elementary Biochemistry and Laboratory	4
<b>Directed General Education Courses</b>	
The following courses are to be taken to fulfill General Education requirements:	
Math 17-118 College Algebra	3
Bio 04-114/115 General Zoology and Laboratory	4
Phys 25-112/113 General Physics II and Laboratory	4
<b>General Education Requirements (less directed General Education courses)</b>	<b>31</b>
<b>Institutional Requirements</b>	<b>6</b>
<b>Elective</b>	<b>1</b>
<b>Total Degree Requirements</b>	<b>124</b>

## Bachelor of Technology

The curriculum leading to the Bachelor of Technology degree is individually developed for each candidate and provides for the transfer of non-college-parallel vocational or technical coursework from a regionally-accredited college. The curriculum is designed to provide the additional general and specific education necessary for technicians to develop themselves more broadly and to become more versatile.

All candidates for the degree must complete 30 hours of general studies which must include at least six hours of English and speech, as well as coursework in American history and the U.S. and Missouri Constitutions, with the remainder of the hours from any of these areas:

- Humanities/Fine Arts
- Math/Science
- Languages
- Social Science

In addition, students must complete six hours of institutional requirements including three hours from the multicultural/diversity competency and three hours from the informational technology competency.

The program of studies for those candidates who have completed a one-year program will be developed within the following framework:

- General studies—30 hours
- Transferred major (technical)—minimum 24 hours
- Residence major—minimum 24 hours
- Residence minor—minimum 15 hours
- Directed electives to total 124 hours

The program of studies for those candidates who have completed a two-year program will be developed within the following framework:

- General studies—30 hours
- Institutional requirements—6 hours
- Transfer major (technical)—minimum 45 hours
- Residence major—minimum 24 hours OR
- Two residence minors—minimum 15 hours each
- Directed electives to total 124 hours

Advisors:

- Agriculture—Jamie Patton
- Computer Science—Carol Spradling
- Child Care Administration, Food Service, Merchandising—Lauren Leach-Steffens
- Geographical Information Systems—Gregory Haddock
- Geography—Theodore Goudge
- Management Information Systems—Nancy Zeliff
- Marketing/Management—Chi Lo Lim
- Office Information Systems—Judy Clark

# Academic Structure

## **COLLEGE OF ARTS AND SCIENCES**

- Department of Art
- Department of Biological Sciences
- Department of Chemistry and Physics
- Department of Communication, Theatre and Languages
- Department of English
- Department of Geology and Geography
- Department of History, Humanities, Philosophy and Political Science
- Department of Mathematics and Statistics
- Department of Military Science
- Department of Music
- English as a Second Language Program
- Honors Program

## **BOOTH COLLEGE OF BUSINESS AND PROFESSIONAL STUDIES**

- Department of Accounting, Economics and Finance
- Department of Agriculture
- Department of Computer Science/Information Systems
- Department of Marketing and Management
- Department of Mass Communication

## **COLLEGE OF EDUCATION AND HUMAN SERVICES**

- Department of Curriculum and Instruction
- Department of Educational Leadership
- Department of Family and Consumer Sciences
- Department of Health, Physical Education, Recreation and Dance
- Department of Psychology, Sociology and Counseling