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Undergraduate Academic Catalog

2002-2004

Northwest Missouri State University

2002-2004 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:

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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

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.

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2002-2003 Academic Calendar

Fall Trimester 2002

August 21-22	Wednesday-Thursday	Department Planning and Development
August 23	Friday	University/College meetings
August 24	Saturday	General Registration
		Preregistration Verification
August 26	Monday	Classes begin
September 2	Monday	Labor Day, no classes
October 11	Friday	First Block ends
October 14	Monday	Second Block begins
November 1	Friday	Walkout Day, no classes
November 2	Saturday	Homecoming
November 26	Tuesday	Thanksgiving Vacation begins, 5 p.m.
December 2	Monday	Classes Resume, 8 a.m.
December 9-13	Monday-Friday	Final Exams
December 13	Friday	Commencement
December 16	Monday	Grades due at 10 a.m.

Spring Trimester 2003

January 8-9	Wednesday-Thursday	Department Planning and Development
January 10	Friday	University/College meetings
January 11	Saturday	General Registration
		Preregistration Verification
January 13	Monday	Classes begin
January 20	Monday	Martin Luther King Holiday, no classes
February 28	Friday	First Block ends
March 3	Monday	Second Block begins
March 17-21	Monday-Friday	Spring Break
April 28-May 2	Monday-Friday	Final Exams
May 3	Saturday	Commencement
May 5	Monday	Grades due at 10 a.m.

Summer Trimester 2003

May 12	Monday	First Session begins and Registration
May 26	Monday	Memorial Day, no classes
June 6	Friday	First Session ends
June 9	Monday	Second Session begins and Registration
July 3	Thursday	Second Session ends
July 4	Friday	Independence Day, no classes
July 7	Monday	Third Session begins and Registration
July 31	Thursday	Commencement
August 1	Friday	Third Session ends
August 4	Monday	Fourth Session begins and Registration
August 18	Monday	Fourth Session ends
August 19	Tuesday	Grades due at 12:00 noon

2003-2004 Academic Calendar

Fall Trimester 2003

August 20-21	Wednesday-Thursday	Department Planning and Development
August 22	Friday	University/College meetings
August 23	Saturday	General Registration
		Preregistration Verification
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 2004

January 7-8	Wednesday-Thursday	Department Planning and Development
January 9	Friday	University/College meetings
January 10	Saturday	General Registration
		Preregistration Verification
January 12	Monday	Classes begin
January 19	Monday	Martin Luther King Holiday, no classes
February 27	Friday	First Block ends
March 1	Monday	Second Block begins
March 22-26	Monday-Friday	Spring Break
April 26-30	Monday-Friday	Final Exams
May 1	Saturday	Commencement
May 3	Monday	Grades due at 10 a.m.

Summer Trimester 2004

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 17	Thursday	Grades due at 12:00 noon

Dear Student,

We would like to take this opportunity to welcome you to Northwest Missouri State University and to your undergraduate experience. During the next four years, your undergraduate experience should be a process of great change and growth, a time of challenges and opportunities, but these can happen only when you make a deep personal commitment to your education.

We'd like to help you, over the next few years, explore some serious questions:

- Who am I?
- What should I do with my life?
- What skills, abilities, knowledge, and attitudes will get me from where I am now to where I want to be in life?

To help you begin to answer these questions, Northwest has set up a series of educational experiences for you.

Freshman Seminar is the first step on the path to answering these questions. Freshman Seminar is a course where you come to be a part of the University community, learn how to deal with University issues and academics, and begin a serious examination of the three questions above. 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 skills.

General Education Requirements will help you explore who you are. By exposing you to a wide variety of fields, they also help you think about what you would like to do with your life. Finally, they help you gain a broad variety of knowledge and skills that will be essential in any field of life you pursue. We ask you to take a wide variety of courses—from Composition to American History, from Mathematics to Art Appreciation, from Life Sciences to Geography—so you can experience the breadth of knowledge out there. You will also learn that different disciplines might see the same subject from different perspectives: a scientist and a poet might have a very different view of a rose, or a painter and a psychologist might consider related but different things about the Thinker's mother. If you approach your General Education Requirements seriously, they can become a path to self-exploration and help you answer the questions: Who am I? How can seeing things in different ways help me understand myself and the world around me? Which of these disciplines will be my own special way of understanding the world, and become my "major"? A minimum of 42 credit hours of General Education courses is required to complete a degree at Northwest Missouri State University.

After you gain a breadth of knowledge through your General Education courses, **Academic Major Requirements** will be courses in the discipline through which you have chosen to see, understand, and address the world. Northwest tries to do three things in regard to your major: first, we try to introduce you to the **vocabulary** of a discipline, so you understand the language and terminology that experts use in that field; second, we try to introduce you to the **methods**

of the discipline, so you know how to work in that field; and third, we try to teach you **how to learn** in a discipline—which, of course, ties the major back to the General Education requirements. We know that there is much more to any discipline than we can teach you in four years, but if you know how to think and learn in that field, you will continue to advance in it. 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 your life as a person existing in a complex world. Northwest offers over 100 undergraduate degree programs from which you can choose.

But not all of your education takes place in a classroom. In fact, one of the critical parts of a Northwest education is that we want to give you the chance to integrate the **academic** curriculum with the **co-curricular activities** that take place outside of the classroom setting. At Northwest, co-curricular activities range from a lecture by Maya Angelou to a concert by the Kansas City Symphony Orchestra, from a night of comedy by Carrot Top to a poetry reading by our own nationally-known poet, Bill Trowbridge. Co-curriculum might also mean programs in your residence hall, serving on the Student Senate, or being a part of a tutoring team. Playing athletics—whether on one of Northwest’s varsity teams, in the intramural program, or simply taking advantage of the Student Recreation Center—also is a crucial way to learn life skills. And yes, the co-curriculum also includes dozens of clubs, cultural organizations, honor societies, learning development groups, and fraternities and sororities.

To answer the three questions above in your own personal, individual way, you will need to develop an integrated approach to these experiences, incorporating a seamless learning philosophy into your education. Throughout your time as a Northwest Missouri State University student, we encourage you to take advantage of the many available experiences that will enhance your education.

In order to meet the expectations that have been set forth, we have devised a collection of important information to share about Northwest, its 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 goals.

Sincerely,

A handwritten signature in black ink, appearing to read "Dean L. Hubbard", with a long, sweeping underline.

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.

■ 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.

■ Critical/Creative Thinking Competencies

Similarly, 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.

■ 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 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, 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 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 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 back-to-back winners of the Missouri Quality Award.

Student Success

A Covenant for Learning

The Covenant for Learning is an educational pact between Northwest and its students designed to promote the highest levels of student learning by encouraging better planning and personal responsibility. It describes the historical commitment to teaching excellence of Northwest's faculty while defining a mutual commitment to student success shared by students, faculty, administrators, and all levels of staff. It both reflects and seeks to sustain the unique Northwest culture, one in which we recognize that student learning and personal development are promoted by close, caring relationships among all members of the University community.

■ The Classroom

At Northwest, we value a classroom experience in which students deepen comprehension of subject matter and strengthen their ability to apply what they are learning. The Northwest faculty continually strive to enhance learning in the classroom, an environment in which faculty and students respect one another, act with integrity, and embrace diversity. While faculty are committed to providing effective and focused instruction, students must develop and sustain a sincere and enthusiastic desire to learn.

■ Studying and Class Preparation

Northwest faculty design courses so much of student learning takes place outside the classroom. Classes focus on important concepts and help students to apply, assess, and extend what they have learned. The more time and energy students invest in studying and preparation for classes, the more they gain. Students need to take an active role in assessing their needs for academic assistance and to seek help when necessary.

■ Support for Learning

A clearly defined and communicated curriculum, as well as knowledgeable and interested advisors, help students assume responsibility for their own learning and academic program. We believe in a partnership between faculty, administrators, staff, and students that leads to student success. At Northwest, the full-time undergraduate experience requires a full-time commitment.

■ Student Development Experience

Northwest provides a well-rounded, quality living and learning experience. Student development, which includes residential experiences, campus activities, community service, student organizations, student employment, and leadership opportunities, helps prepare students for full and effective participation in a diverse and changing society. Further, these activities provide students with increased self-understanding, meaningful social interaction, creative self-expression, and personal development.

■ **Living/Learning Environment**

As members of the Northwest community, we believe in respecting the resources and physical environment of the campus in order to preserve its history, traditions, and landmarks. Furthermore, we all contribute to the preservation of a clean, safe, orderly, and attractive campus. Interactive communications, recreational opportunities, and technological resources are vital components of the campus community.

■ **My Personal Responsibility**

As a student at Northwest, I take responsibility for the following commitments regarding my undergraduate experience:

(Student's personal statement)

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. The purpose of this effort is to strengthen all aspects of undergraduate education and to enrich campus living. In November 1997, Northwest was honored for its extraordinary achievements in applying quality principles to its operations when Governor Mel Carnahan presented it with the Missouri Quality Award in Education. Northwest was the only degree-granting college or university selected for a site visit as a part of the prestigious Malcolm Baldrige Quality Award Program. In December 2001, Northwest became the first educational institution in Missouri to win two Missouri Quality Awards.

Vision

Northwest Missouri State University's Vision is a statement of how we see ourselves in the future. Through our vision we prioritize our goals and define our future.

Northwest will keep its student-centered "Culture of Quality" vital by continually developing all individuals in the University community, by accommodating and celebrating diverse learners and ways of learning, and by practicing quality in all we do. All elements of the University will function seamlessly and purposefully to ensure a measurably better living, learning, and work experience.

Statement of Mission

Our Statement of Mission is designed to identify the current objectives of Northwest Missouri State University and our goals for the future, and to explain how we plan to fulfill that vision.

Northwest Missouri State University is a moderately selective, learner-centered regional university offering a focused range of undergraduate and graduate programs. Historically, the University serves 19 northwest Missouri counties, emphasizing programs relating to agriculture, business, and education.

In its undergraduate programs, Northwest is committed to providing students with a strong general education core preparing them for a world of constant change.

The University is a national leader in applying information technology to improve learning processes and in promoting continuous quality improvement to enhance performance in all of its activities. As a leader and initiator of cooperative efforts within its region, Northwest seeks to expand and improve access to learning and to promote applied research designed to address regional and state issues.

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 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.

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 18. In addition, students must meet the requirements in Category I or Category II.

Category I

1. 21 ACT composite or higher **and** (or the SAT equivalent: SAT-860; SATI-970)
2. Minimum 2.00 cumulative GPA or above (on 4.00 scale)

Category II

1. Have a combined percentile index (see page 18) 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, will be requested. Conditions will be placed on the enrollment of such students, if accepted into the University.

Application Fee

A \$15.00 nonrefundable application fee is required of first-time freshmen when applying to Northwest.

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 = 43

(6 divided by 30 equals .20; then 1.00 subtract .20 equals .80)

Class Rank percentile = 80 percentile

Combined Percentile Index = $80 + 43 = 123$

Combined Percentile Index of 123 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
32 and above	1470	99
31	1430	98
30	1410	97
29	1370	95
28	1330	93
27	1300	90
26	1260	86
25	1220	82
24	1170	76
23	1130	70
22	1100	64
21	1050	56
20	1010	48
19	970	40
18	930	33
17	880	25
16	830	18
15	790	13
14	730	8
13	660	4
12	600	2

(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 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. All students must furnish their social security number.
- 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.
- 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).

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	Score Required	Hours Granted
American Govt./Politics*	3	3
American History	3	3
European History	3	3
Macroeconomics	3	3

Microeconomics	3	3
English Language and Comp	3	3
English Literature and Comp	4	3
French Language	3	3
French Literature	3	3
German Language	3	3
Spanish Language	3	3
Spanish Literature	3	3
Music Theory	4	3
Music Listening and Literature	4	3
Studio Art-Drawing+	-	-
Studio Art-General+	-	-
Art History	3	3
Calculus AB	4	4
Calculus BC	3	4
Calculus BC	4	8
Computer Science A	3	3
Computer Science AB	5	6
Biology	3	4
Chemistry	3	4
Chemistry	4	9
Physics B	3	4
Physics B	4	8
Physics C – Mechanics	3	5
Physics C – Mechanics	4	10

*Students are required to take PoLS 34-201 Missouri Politics in order to fulfill the state's requirement for graduation. See page 53 for Graduation Policies and Requirements.

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

CLEP Subject Examinations

Exam	Criterion Score	Hours Granted
Composition and Literature:		
American Literature	50	3
Analysis and Interpretation of Literature	51	3
English Literature	49	3
History and Social Sciences:		
American History I—to 1877	49	3
American History II—1865 to Present	49	3
Introductory Macroeconomics	50	3
Introductory Microeconomics	50	3
Western Civilization I	50	3
Western Civilization II	50	3
Science/Mathematics:		
Calculus with Elementary Functions	49	4
College Algebra	48	3
Trigonometry	54	2
College Algebra/Trigonometry	50	5
General Biology	49	4
General Chemistry	50	4

Business:		
Introductory Accounting	50	6
Foreign Language:		
Communication and Culture I (Either Spanish, French, or German)	44	3
Communication and Culture II (Either Spanish, French, or German)	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	Criterion Score	Hours Granted
English Composition	50	6
Natural Science	50	3
Social Science	50	3
Humanities	50	3
Mathematics	50	3

International Baccalaureate Credit

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

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-accredited institutions will also be considered as first-time freshmen. Credits cannot be transferred to Northwest from a non-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

A \$15.00 nonrefundable application fee is required of transfer students when applying to Northwest.

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.

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. If the appeal is denied by the University after all appeal steps have been exhausted, a student transferring from a Missouri college or university can appeal to the state-level committee on transfer and articulation. The student wishing to appeal his or her case at the state level must notify in writing the reason for the appeal to the committee on transfer and articulation. Send appeal requests to Commissioner of Higher Education, Coordinating Board for Higher Education, 3515 Amazonas Drive, Jefferson City, MO 65109.

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 53.

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 39 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/or biological sciences—two courses including at least one with 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.

These 39 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 53 of this catalog; due to this requirement, such students may 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. All students must furnish their social security number.
- Students must also submit official transcripts from each 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 275 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, no I-20 Form can 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 the Test of English as a Foreign Language (TOEFL) minimum score of 500 for undergraduate or 550 for graduate admission, or the corresponding scores of 173 and 213 on the computer-based TOEFL.

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. 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). Undergraduates should have a minimum score of 500; graduates should have a minimum score of 550; or the computer-based equivalents of 173 and 213 respectively.

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 four 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 22). In addition, undergraduate students must have completed at least 24 semester hours in the last academic year at the last college they have attended. Students who have less than 24 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 an 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*.

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 17. 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 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.

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, and Health Management); the Master of Science in Agriculture, Biology, Counseling Psychology, and School Computer Studies; and a Master of Science in Education Teaching: Agriculture, Early Childhood Education, English, Elementary Education, History, Instructional Technology, Mathematics, Music, Middle School and MS Ed 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, Science Education, and Special Education. 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, spring, 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

If classified as a graduate student, fees will be assessed at the graduate rate regardless of the level of coursework. The only exception to this policy is that a non-degree student taking all courses for undergraduate credit in a given session may apply for reclassification as an undergraduate student.

Dual Enrollment of Northwest Seniors

Northwest seniors who have less than 30 semester hours left 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.

Northwest Graduate Center at Missouri Western State College

Northwest provides graduate programs to students annually in the St. Joseph metropolitan area through its Graduate Center located on the Missouri Western State College campus. Students may complete a master's degree in elementary education or in business at the Center. Northwest graduate faculty instruct the majority of the Center's offerings.

The Center maintains an office on the Missouri Western campus which is open Monday through Friday to assist graduate students in determining their goals and objectives. The Northwest Graduate School Office also can assist students with their degree programs. Students seeking specific information about course offerings should consult the Northwest *Course Offerings* or the Missouri Western *Schedule of Continuing Education Classes*.

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- and 700-level courses are reserved for graduate students only, while 500-level courses are available for either graduate or undergraduate credit. 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 Office of Graduate Studies.

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 33. 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 52.

The appeal body for most financial matters is the Student Financial Appeals Committee. Forms are available at the Student Services Center.

Residency for Fee Purposes

A student's residency status for fee purposes is determined at the time of admission according to the policy recommended by the Missouri Coordinating Board for Higher Education. 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 session 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 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 Treasurer's Office web page (www.nwmissouri.edu/treasurer/)

Personal Check Policy

To ensure proper credit, the Treasurer's Office requests that personal checks submitted for payment or cash have the student's ID (SS#) written on the check. If the student prefers not to have their ID number on the check, they must specifically indicate the ID number is not to be written on the check when submitting the payment. University staff will write student ID numbers on checks when the student has not done so already.

Billing Policy

The first bill for each trimester will be mailed to the student's permanent address. All subsequent bills are available online through WebSTAR. Notices will be sent to the student's University email account informing the student the monthly bill is available to view on the WebSTAR account. It is the student's responsibility to check their email account often for important information.

Bills will be sent to students who have completed a Request for Mailed Billing and will be mailed to the permanent address.

THE FOLLOWING RATES AND POLICIES ARE APPLICABLE FOR FALL 2002, SPRING 2003 AND SUMMER 2003:

Tuition and Fees (per credit hour)

All students enrolled in the University are required to pay tuition and fees as follows:

	Tuition/ Incidental Fee	Tuition/ Designated Fee*	Textbook Usage Fee	Technology Access Fee	Total per Credit Hour
Missouri Resident					
Undergraduate	96.75	31.25	3.00	6.00	137.00
Graduate	122.25	43.00	0.00	6.00	171.25
Non-Resident					
Undergraduate	193.50	31.25	3.00	6.00	233.75
Graduate	244.50	43.00	0.00	6.00	293.50
Web Courses					
Undergraduate	193.50	31.25	3.00	6.00	233.75
Graduate	244.50	43.00	0.00	6.00	293.50

If classified as a graduate student, fees will be assessed at the graduate rate regardless of the level of coursework. The only exception to this policy is that non-degree students taking all courses for undergraduate credit in a given session may apply at the Graduate Office for reclassification as an undergraduate student.

Special Programs: (Others as published by Program Director)

PROGRAM	Tuition/ Incidental Fee	Tuition/ Designated Fee*	Textbook Usage Fee	Technology Access Fee	Additional Fee
Distance Learning#	▼	▼	▼	▼	\$30.00
Kirksville/Chillicothe/NKC					
Missouri resident	122.25	43.00	0.00	6.00	\$25.00
Creston-Nonresident	209.81	36.19	0.00	6.00	\$25.00
MU Doctoral					
Missouri Resident	122.25	43.00	0.00	6.00	28.85
Nonresident	244.50	43.00	0.00	6.00	0.00
MSEP-Undergraduate	145.13	31.25	3.00	6.00	0.00
Nonresident paying Missouri income tax	❖	31.25	3.00	6.00	0.00
Student Teaching in Minority School	■	■	3.00	6.00	0.00
High School Dual Enrollment	48.38	15.62	3.00	6.00	0.00
EMT - Missouri resident	■	■	3.00	6.00	0.00
Aviation	■	■	3.00	6.00	Rankin fee
Scuba Diving	▼	▼	3.00	6.00	Dive Shop fee
AEA - Council Bluffs	62.93	11.07	0.00	6.00	0.00
Education Outreach - RPDC/DESE/					
Grants or State Tuition Reimb.	43.65	15.35	0.00	6.00	0.00
RPDC web course	43.65	15.35	0.00	6.00	\$25.00
Business Education Workshop (if DL)	N/A	N/A	N/A	N/A	\$25.00
Missouri London/Washington DC					
Int/Gulf Coast Resch/Med Tech	N/A	N/A	N/A	N/A	×
International Exchange - Incoming	N/A	N/A	N/A	N/A	N/A
International Exchange - Outgoing	▼	▼	3.00	6.00	×

*Designated Fee covers a portion of Scholarships, Bond Payment, Capital Improvement and Academic Equipment.

▼	standard rate
#	(DL) - not at site awarding credit or where instructor is physically present - DL rate depends on class/res.
❖	waive up to total NR fee
■	1/2 standard rate
×	fee to institution attended
×	\$125 administrative fee

Room and Board

Residents of all halls must have a meal contract.

Single and private rooms on a Space Available basis

Room Only for medical or other valid reason, with approval

Fall/Spring 2002-03 (per trimester)	Roberta	S. Complex	All Other*
Double Occupancy/Super Ala-dine	2,595.00	2,595.00	2,378.00
Double Occupancy/Standard Ala-dine	2,495.00	2,495.00	2,278.00
Double Occupancy/Lite Ala-dine	2,395.00	2,395.00	2,178.00

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Private Room/Super Ala-dine	3,245.00	3,245.00	3,028.00
Private Room/Standard Ala-dine	3,145.00	3,145.00	2,928.00
Private Room/Lite Ala-dine	3,045.00	3,045.00	2,828.00
Single Room/Super Ala-dine	2,595.00	N/A	N/A
Single Room/Standard Ala-dine	2,495.00	N/A	N/A
Single Room/Lite Ala-dine	2,395.00	N/A	N/A
Deluxe Single Room/Super Ala-dine	N/A	2,915.00	N/A
Deluxe Single Room/Standard Ala-dine	N/A	2,815.00	N/A
Deluxe Single Room/Lite Ala-dine	N/A	2,715.00	N/A
Loft Room/Super Ala-dine	N/A	2,700.00	N/A
Loft Room/Standard Ala-dine	N/A	2,600.00	N/A
Loft Room/Lite Ala-dine	N/A	2,500.00	N/A
Private Loft Room/Super Ala-dine	N/A	3,350.00	N/A
Private Loft Room/Standard Ala-dine	N/A	3,250.00	N/A
Private Loft Room/Lite Ala-dine	N/A	3,150.00	N/A
Room Only - Double Occupancy	1,475.00	1,475.00	1,258.00
Room Only - Private	2,125.00	2,125.00	1,908.00
Room Only - Loft	N/A	1,580.00	N/A
Room Only - Loft - Private	N/A	2,230.00	N/A
Room Only - Single	1,475.00	N/A	N/A
Room Only - Deluxe Single	N/A	1,795.00	N/A
Ala-dine Only - Super	1,120.00	1,120.00	1,120.00
Ala-dine Only - Standard	1,020.00	1,020.00	1,020.00
Ala-dine Only - Lite	920.00	920.00	920.00
Ala-dine Only - Commuter	250.00	250.00	250.00

\$25.00 Multiples of AlaDine available. Sales tax of 6.975% must be collected along with each \$25.00 increment if student is not on a contract.

Cash meals are also available.

*Millikan, Franken, Phillips, Dieterich, Hudson, Perrin, North Complex

Summer 2003

Double Occupancy (one session)	N/A	315.00	N/A
Private Room (one session)	N/A	478.00	N/A
Deluxe Single Room (one session)	N/A	449.00	N/A
Double Occupancy (4th session)	N/A	189.00	N/A
Private Room (4th session)	N/A	287.00	N/A
Deluxe Single Room (4th session)	N/A	269.00	N/A
Aladine		\$25.00 multiples (plus sales tax)	

Readership Program requested by students at \$10/trimester included above.

Housing Deposit

A reservation and room deposit of \$100 must accompany the student's Application for Housing. This deposit is refundable if the student cancels his or her contract by July 1. Damage charges and other financial obligations to the University, if any, will be deducted from this deposit. Students should request the deposit refund at the Residential Life Office.

Senior Citizen Fee Waiver

Standard tuition 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

Northwest's installment plan is for tuition and related fees*, and room and board. The plan enables students to make four regularly scheduled monthly installment payments each trimester. A finance charge will apply.

*fees charged per credit hour for tuition/incidental fee, tuition/designated fee, textbook usage fee and technology access fee.

The minimum payment is one fourth (1/4) of the balance of tuition and fees, room and board, after processed financial assistance is deducted, plus any miscellaneous charges.

If a student chooses to pay the minimum payment amount, a finance charge will be assessed on the remaining unpaid billed amount. This rate will be adjusted each fall to reflect 2% over the April 1 prime rate (maximum of 1% annual increase). Deferments of any nature do not exempt student from the finance charge.

Due dates for fall payments are the 15th of August, September, October and November. Spring payment due dates are the 15th of January, February, March and April.

Change of Schedule/Contract

Students are required to make payment at the Cashiering Office immediately after processing any change of schedule which increases the number of credit hours taken, or any change of room and board contract which increases the cost. Failure to do so may result in a finance charge being assessed and/or prevent student from charging performing arts tickets and charging at the Bookstore.

Refund/Reduction in Charge

Schedules are available on the Treasurer's Office web site: www.nwmissouri.edu/treasurer or contact the Treasurer's Office at (660) 562-1106.

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 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 Office of the Treasurer, (660) 562-1106.

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

Miscellaneous Fees

A list of Miscellaneous Fees is available at www.nwmissouri.edu/treasurer/

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.

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 director of international programs and multicultural affairs for approval of policies other than the one available through Northwest. Proof of adequate coverage must be provided every fall.

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, veterans’ 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 credit hours, including transfer credit. The normal program length for most graduate programs is 32 credit hours; therefore graduate students are eligible to apply for aid for up to 48 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 applications 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 early 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 by mail of the types and amounts of federal financial aid for which they qualify. Students must sign, date and return their award notifications by the deadline specified on the notification to confirm acceptance of their awards. Students may accept all or part of their awards. Offers of all financial aid are void if award notifications 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. The two standards utilized by the University to determine satisfactory academic progress are quantitative and qualitative 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 by mail 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 written notification is not received.

Quantitative Progress

Final quantitative progress will be determined **annually** at the end of the summer. To be considered making satisfactory quantitative progress, students must pass the number of credit hours for which they were paid during the fall and/or spring trimesters. Failure to complete the minimum required number of hours by the end of the summer trimester will result in the loss of eligibility for all types of federal financial aid until the deficiency is removed. Students are strongly encouraged to attend summer sessions and complete the number of hours required to maintain eligibility. Students receiving aid in a summer session only must complete all hours for which they were awarded aid in order to maintain eligibility.

Required Minimum Number of Hours

a. Minimum number of credit hours that must be completed by the end of the summer if financial aid was received for both fall and spring trimesters:

Undergraduate Enrollment Status	Credit Hours
Full-time	24
Three-quarter	18
Half-time	12

b. Undergraduate and graduate students with different enrollment status (full-time, three-quarter or half-time) for the fall, spring and/or summer trimesters must complete all credit hours for which they were paid.

c. Minimum number of credit hours that must be completed by the end of the summer if financial aid was received for only one trimester (fall, spring or summer):

Undergraduate Enrollment Status	Credit Hours
Full-time	12
Three-quarter	9
Half-time	6

d. Students processed for less than half-time must complete all credit hours for which they were paid.

e. Students receiving aid for summer only must complete all credit hours for which they were awarded aid.

f. Students must complete a minimum of three credit hours per term of enrollment.

Deficiencies

Credit hour deficiencies must be removed by the end of the summer to maintain satisfactory academic progress. Students who have a deficiency at the end of the spring trimester are strongly encouraged to attend summer sessions and remove the deficiency if they expect to receive federal financial aid for their next period of enrollment.

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 Grades

- Courses in which students receive delayed grades will be counted as hours attempted.
- Courses in which students receive delayed grades will **not** be counted as hours completed until the final grade is officially posted to the student's permanent record.
- Delayed grades are treated as grades of "F" until the delay is officially removed and 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
Graduate student	3.00

Students who do not meet qualitative academic progress will not be eligible to receive aid for subsequent periods of enrollment until the required Northwest and cumulative grade point average are attained.

Appeal 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 Office of Scholarships and Financial Assistance.

Written appeals and all supporting documentation must be received by the Office of Scholarships and Financial Assistance within 14 days from the end of the trimester in which the deficiency occurred. 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 within seven days from the date on the financial review committee's written response. The decision 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 Direct Loan (unsubsidized)
- Federal Parents Loan for Undergraduate Students (PLUS)
- Missouri Gallagher Grants
- Missouri College Guarantee Grants
- Missouri Advantage Loan Program
- 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 student will be ineligible to receive assistance upon his/her return. The student must complete the number of credit hours from which he/she withdrew before assistance will be reinstated. All satisfactory academic progress requirements must be met.

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. Loans will be cancelled if students fail to maintain at least six hours of enrollment.

Online Aid Applicants

Students must be enrolled in at least six credit hours through Northwest before federal aid will be processed for those who qualify for Federal Pell Grant.

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 have a completed Federal aid consortium agreement for each term filed with the Northwest Financial Assistance Office.
- 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 cards completed and signed by each of their instructors at the end of each month. The completed attendance 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 Grades.** Delayed 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 website. 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 and other pertinent data.

A student who has preregistered and does not return for the term must notify 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 51 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 the Committee on Admissions and Advanced Standing for exceptions to the above policies. Petition forms are available in the Registrar's Office.

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 Registrar to delete a student from the class roster due to non-attendance.

Freshman Seminar

Freshman Seminar is designed to introduce students to Northwest Missouri State University.

Using the Northwest Covenant for Learning, each student develops a personal plan to understand and assume responsibility for one's own university experience. Course content will include: adjustment 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 requirement, as well as a graduation 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 provided for non-traditional students or may discuss with their Freshman Seminar instructor alternatives to those parts of the course which are deemed inappropriate because of their personal status.
5. A student who is dually-enrolled in high school and then enters as a full-time student at Northwest is required to take Freshman Seminar.

In order to preserve the intent of the course, students will not be allowed to take Freshman Seminar just to earn one hour of credit. Petitions for exceptions to the above requirements are considered by the Curriculum and Degree Requirements Committee of the Faculty Senate.

Academic Dishonesty

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 board 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. All cases of academic dishonesty will be reported by the chair, to the dean, 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 ten 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 not successfully appealed will be reported to the provost so that a permanent record can be made.

While the departmental committee or the Academic Appeals Committee may alter the sanctions, in standard cases the student will receive an automatic “F” in the course and 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 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 Registrar’s Office.

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.**

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.

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.

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 "Class Openings" web page. Credit is reported in semester hours following course title.

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	W: official withdrawal from University
B: above average	P: pass on pass/fail system
C: average	AT: audit
D: below average	DL: delayed grade
F: failure	IP: In Progress
	NC: no credit

Delayed Grade

The delayed grade form is initiated with the course instructor. A delayed grade indicates that due to unusual circumstances a small portion of a course has not been completed or the duration of the course extends beyond the grading period. In each instance when a delayed 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 along with the final grade sheets 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 delayed grade becomes an “F” on the student’s permanent grade record. A student wishing to submit make-up work to remove a delayed 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 delayed grades by the end of the term of graduation or the delayed grades become failing (“F”) grades on the permanent record. Upon removal of the delayed grade, the student will then be considered for graduation at the next graduation period. A student enrolled for “problems,” “independent study,” research, readings, or any other course which does not meet as a group should consult his or her instructor prior to the end of the term to verify that all assigned work has been completed.

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 delayed, the existing delayed 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, DL, 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. 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 Registrar’s Office.

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 Registrar's Office.
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 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 Registrar's Office.

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 a delayed 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 17.

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 four 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 Cashiering. (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 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 Registrar's Office.

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 four 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 record of such courses is made on the student's transcript. 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 (for example: tuition, room, board, telephone, parking, library fines, class materials) or otherwise (for example: 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, the Treasurer will consider cases of exceptional circumstances.
 - 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 Treasurer 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 (for example: 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 preregistration 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

The process of appealing decisions beyond the action of either the Committee on Admissions and Advanced Standing or the Curriculum and Degree Requirements Committee rests with the faculty Academic Appeals Committee. 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 will have the opportunity to plead the case in person. Petitioners are expected to submit new information not available to the committee of origin at the time of the hearing, or a new interpretation of the information presented to the committee, or demonstrate error or prejudice on the part of the 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 English Department 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 department chair 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 are urged to request a listing of deficiencies at least two trimesters prior to their graduation. Forms are available in the Office of the 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 requirements are affected.

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 may be obtained in the Office of the Registrar or through the University website.

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 trimester commencement. 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 Registrar’s Office.

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 a 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:** Office of the Treasurer, 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 Health 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—is considered public information. 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 also 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 debit card for laundry, copy machines and vending machines. Thus, 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 assistant vice president for student affairs, 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 assistant vice president for student affairs, 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 Admissions and Visitors Center/Office of Admissions

Located at the main entrance to campus, the primary purpose of the Mabel Cook Admissions and Visitors Center is to serve students seeking information about or admission to Northwest. During regular hours, personnel in the Mabel Cook Admissions and Visitors Center can arrange campus tours, conferences with faculty, and demonstrations of the Electronic Campus. They also provide general admission counseling for prospective students and their parents.

Other admissions functions are carried out by the Office of Admissions, located on the second floor of the Administration Building. The Office of Admissions processes all freshman, transfer, returning, dual enrollment, international student and non-degree applications for admission. Questions concerning transfer of credits, transcript evaluations, residency determination, admission procedures and standards should be addressed to this office.

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.

Office of the Treasurer/Cashiering

Located on the first floor of the Administration Building, the Office of the Treasurer includes the Cashiering Department, which 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 Cashiering Department, 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 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 562-1363.)

Advisement Assistance and Resource Office

The Advisement Assistance and Resource Office provides assistance in 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 provides training to Northwest faculty advisors. 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 over 600,000 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. Students and faculty can also search interactive CD-ROMs on the first floor of Owens Library to find government information and multimedia encyclopedias. 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 Laboratory, 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. On second floor there are full-color text and graphic Internet and Electronic Campus Network connections for 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 Owens' 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 Health Center

The Health Center promotes health education and the concept of wellness among students, faculty, and staff by providing health counseling to individuals and groups. Presentations on a variety of health topics are offered to student organizations, residence halls, freshman seminar classes, and others within the campus community.

Located west of the high-rise residence halls, the Health Center provides health care in a clinic setting for 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.

There is a consulting fee to see the medical staff. The fee to see the nurses or the physician may vary depending on the complexity of the problem. The charge may be billed to the student's account if he or she is unable to pay at the time of the visit. Other fees, established for laboratory procedures, medications, medical supplies and treatments may also be billed to the student's account, if necessary. (See "Fees and Costs" section.) Due to the reduced fee schedule it is not feasible for the Health Center to file insurance claims. However, at the time of the visit, the student will be given a copy of the bill which may be sent to the insurance company. St. Francis Hospital & Health Services provides 24-hour emergency service, x-ray, and specialty clinics and procedures.

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 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.

Computing Services

Unique to the nation, Northwest provides computing services to students, faculty, and staff via the Electronic Campus network of over 3,400 personal computers and notebook computers. Featuring personal computers in every residence hall room, the network is supported by high speed 200 MBPS local area network connections to a high speed switched hub. Interactive computing and computer-aided instruction is supported by 30 Servers, including a large multiprocessor Exchange Email server. The local-area networks on campus are linked with a 20 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. Wideband gigabit LANs support multimedia laboratories with extensive video encoder and server capabilities.

Students are assigned an account number which can access many services of the Electronic Campus, free of charge. For example, INFO contains general information on class offerings, student and faculty directories, calendars, scholarship offerings and job openings. INFO also provides students with a self-enrollment system enabling students to select course sections they desire. MAIL is a popular way to send class work 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 on-line 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, located in the northeast wing on the basement level of Hudson Hall, coordinates the Textbook Rental Program which provides class texts to undergraduate students as part of their incidental fees. Students going through general registration may pick up required class texts by showing enrollment forms. Preregistered undergraduate students are given prepackaged textbooks during verification. All students are responsible for returning texts to this office by 2 p.m. on the day following the last scheduled exam of the trimester or summer; there are penalties for failing to do so. Students may also purchase used books at Textbook Services.

CARE Program

CARE stands for Chemical Abuse Resources and Education. CARE is a program which provides educational assistance to students in the areas of alcohol/drug abuse. Programs and social activities are offered by CARE.

CARE's programs are designed to meet specific requests, to help others and to just have fun.

Membership is open to all students. Some active CARE students receive special training in interpersonal and leadership skills, as well as drug and alcohol education. They give talks, present skits and conduct workshops for classes, organizations and residence halls. They also staff the CARE Office and serve as knowledgeable resource and support persons.

Learning Assistance Programs and Services

Students who do not possess college-level academic skills in foundational areas are expected to begin addressing their deficiencies in the first trimester, to affiliate with or use one or more of the following learning assistance programs or services, and to attend special programming and skills-building activities.

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 1,200 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 significant numbers of highly-motivated students working toward professional standards in writing, research, critical thinking and analysis.

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 Programs/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.

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 and coordinating major field subject matter examinations selected by the departments.

Northwest Writing Center

Located in Colden Hall (Room 1810), the Northwest Writing Center offers tutoring to students wanting to become better writers. Any undergraduate student 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 Preparatory English Program (PEP) 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 (562-1862) to discuss opportunities available through Student Support Services. The office is located on the third floor of the Administration Building.

Counseling Center

Located in Wells Hall, the Counseling Center provides therapeutic services to students free of charge. The Center is staffed with psychologists and counselors who assist individuals with personal, educational and vocational concerns, through individual and group counseling. Students may use the services of the Counseling Center to explore personal experiences, develop strengths, resolve relationship conflicts, choose a major, make career plans or work on academic difficulties. The Counseling Center also administers and interprets psychological measurements of interest, personality and ability.

Workshops, group programs and consultations are offered to students and the University community to create and support a quality living/learning environment conducive to students' educational, social and personal development. Individuals may be referred to other University or community resources and agencies when further assistance is needed.

Institutional Testing Services

A number of national educational tests are administered by the Counseling 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. For information, application forms, fees, testing dates and services, visit 120 Wells Hall or call 562-1220.

English as a Second Language Program

The English as a Second Language Program provides its students with not only the English skills they will need to be successful in an institution of higher education, but also the academic and cultural skills and information 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 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 job search. This mission is met through offering information services, helping students and alumni acquire skills related to the job search, assisting with networking, and hosting Career/Teacher Placement events.

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, on-line database via the Career Services website. Other services include the following: DISCOVER, a guidance information system; company and organization information; a career library; educational directories; classroom presentations; job search correspondence; comprehensive informational website; on-campus interviews and university placement statistics.

Any graduating senior, full-time graduate student, returning service person, or student completing a terminal degree may subscribe to the services through a brief registration via the web. This process includes the uploading of a resume into the office's database. Services are free to current undergraduates, extending for 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 8:30 a. m.-5 p.m., Monday-Thursday; 8:30 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.

Student Media

The student media, located in Wells Hall, includes broadcast and print 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 campus radio station operated by and for Northwest students. The station offers on-the-air experience necessary for entering a career in broadcasting. Included are opportunities to develop skills in sales, production, management, programming, news and sports, and promotions. The station is ranked as one of the top stations in the nation, having won the Marconi Award, signifying it as the nation's best.

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, station operations, and computers while producing a wide variety of television programming. Student-produced programming consists of newscasts, sports programs, talk shows, music video, and documentaries. Students have the opportunity to build skills in front of and behind the cameras. KNWT-TV is operated by a student general manager paid through a trimester scholarship.

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. All three of these publications are produced on Macintosh computers. Student publications offer students practical experience for a journalism/communication career. All publications are run 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's purpose is to inform and entertain the students, staff, and faculty of Northwest Missouri State University. Students learn news writing, sports writing, feature writing, editorial writing, photography, advertising, graphics and design skills while working on the newspaper. An electronic version is available on the Web at www.missourianonline.com. The newspaper is distributed city-wide and includes community pages in each week's issue. *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 a four-color travel and leisure electronic magazine covering Iowa, Nebraska, Kansas and Missouri. This professional magazine can be found on-line at www.heartlandview.com.

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

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, 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 related to educational programming, diversity training, cultural enrichment activities, curriculum development, international education and studies programs, recruitment, retention and policy making. It provides essential services to international and underrepresented students, such as intercultural and international orientation programs, general advising, conflict resolution and mediation, immigration matters, departmental referrals and peer mentoring to ensure academic success through graduation.

The director advises and supports multicultural student organizations to link with all Northwest student organizations to enhance campus activities and to create an enriched college environment that is a characterization of our global community. Through these educational programs and tailored student support services, the IIC serves as a cultural bridge to develop and practice the skills necessary to become citizens of the world.

The IIC coordinates all aspects of international education and studies programs and assists students in identifying the program best suited to meet their academic and cultural interest. The 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.

On-Line Courses

Northwest Missouri State University has articulation agreements for on-line courses with the following community college programs:

- Colorado Community College Online – Accounting and Business Management
- Crowder Community College – Business Management
- Kansas City Kansas Community College – Accounting and Business Management
- Kirkwood Community College – Business Management
- Metropolitan Community Colleges of Kansas City – Business Management
- Metropolitan Community Colleges of Omaha – Business Management
- North Central Missouri College – Business Management
- Southwestern Community College – Business Management
- Tulsa Community College – General Management

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 business management from Northwest.

Northwest Missouri Educational Consortium (NMEC)

Located in the McKemy Center for Lifelong Learning, the Northwest Missouri Educational Consortium (NMEC) 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
- Carrollton Area Vocational Technical School, Carrollton
- Hillyard Technical Center, St. Joseph
- Missouri Western State College, St. Joseph
- North Central Missouri College, Trenton
- Northwest Missouri State University, Maryville
- University of Missouri, Columbia

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, on-line (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: AAS, BS, MS, Doctorate, and selected non-credit areas. Individuals seeking information about the Northwest Missouri Educational Consortium may call (660) 562-1113 or access our website at www.nwmissouri.edu/NMEC/.

Military Science (Army ROTC)

Northwest has a cross-enrollment agreement with the Department of Military Science at Missouri Western State College 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 College. 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 College 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.

DEGREE 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—the student may major in any area of interest. Therefore, students should have both a pre-professional and a major advisor.

Pre-Profession	Advisor	Academic Area
Architecture	John Shaw	Physics
Audiology & Speech Pathology	Connie Honken Lori Durbin	Communication and Theatre
Chiropractic	Suzanne Frucht	Biology
Dental Hygiene	Phillip Lucido	Biology
Dentistry	Phillip Lucido	Biology
Engineering	John Shaw	Physics
Forestry	David Easterla	Biology
Law	David McLaughlin	Political Science
Medical Technology	Phillip Lucido	Biology
Nursing	Karen Schaffer	Biology
Occupational Therapy	Karen Schaffer	Biology
Optometry	Phillip Lucido	Biology
Osteopathic & Allopathic Medicine	Suzanne Frucht	Biology
Pharmacy	Phillip Lucido	Biology
Physical Therapy	Suzanne Frucht	Biology
Podiatry	Suzanne Frucht	Biology
Veterinary Medicine	Phillip Lucido Dennis Padgitt	Biology 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 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 78 for specific information on this degree.

General Education courses cannot satisfy both General Education Requirements and 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 42, 83, 217, 276) **1 hour****WRITTEN COMMUNICATION** **6 hours**

Required Courses:

Any student with ACT English score of 17 or above

Eng 10-111 Composition (page 156) 3 hours

Eng 10-112 Composition (page 156) 3 hours

For students with ACT English score of 27 or above

Eng 10-115 Composition (page 156) 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 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 143) 3 hours

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

Required: One of the following courses:

Math 17-110 Finite Mathematics (page 193) 4 hours

Math 17-114 General Statistics (page 194) 3 hours

Math 17-115 Concepts of Mathematics (page 193) 3 hours

Math 17-117 Precalculus (page 193) 4 hours

Math 17-118 College Algebra (page 193) 3 hours

Math 17-120 Calculus I (page 193) 4 hours

Math 17-171 Fundamentals of Mathematics (page 193) 3 hours

POLITICAL SCIENCE **3 hours**

Required Course:

PoS 34-102 Introduction to American

Government & Politics (page 186) 3 hours

OR

PoS 34-201 Missouri Politics (page 187) See note below 1 hour

NOTE: PoS 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 PoS 34-203 State and Local Government at Northwest may have PoS 34-201 Missouri Politics waived. See department chair 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 182) 3 hours

LIFE AND PHYSICAL SCIENCES 8 hours

Required: One course from each area

Life Sciences

Bio 04-102/103 General Biology/Lab (page 108)	4 hours
Bio 04-112/113 General Botany/Lab (page 108)	4 hours
Bio 04-114/115 General Zoology/Lab (pages 108)	4 hours
Ag 03-130 Plant Science (page 238)	4 hours

Physical Sciences

Chem 24-112/113 General Chemistry/Lab (page 122)	4 hours
Chem 24-114/115 General Chemistry I/Lab (page 122)	4 hours
Geol 27-110/111 General Geology/Lab (page 169)	4 hours
Geol 27-114/115 General Earth Science/Lab (page 169)	4 hours
Phys 25-110/111 General Physics I/Lab (page 125)	4 hours
Phys 25-112/113 General Physics II/Lab (page 125)	4 hours
Phys 25-120/121 Fundamentals of Classical Physics I/Lab (page 125)	5 hours
Phys Sci 40-102/103 The Physical Sciences /Lab (page 124)	4 hours
Phys Sci 40-122/123 Descriptive Astronomy/Lab (page 124)	4 hours

HUMANITIES AND FINE ARTS 9 hours

Required: One course from each area

Literature

Eng 10-220 Introduction to Literature (page 154)	3 hours
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Humanities/Philosophy

Hum 26-102 Western Civilization I: The Ancient World to 1500 (page 185)	3 hours
Hum 26-103 Western Civilization II: 1500 to the Present (page 185)	3 hours
Hum 26-104 The Humanities, The Eastern World (page 185)	3 hours
Phil 39-171 Introduction to Philosophy (page 185)	3 hours
Phil 39-274 Introduction to Ethics (page 185)	3 hours
Com 29-235 Introduction to Classical Rhetoric (page 144)	3 hours

Fine Arts

Art 13-102 Art Appreciation (page 90)	3 hours
Art 13-110 Survey of Art (page 91)	3 hours
Mus 19-201 The Enjoyment of Music (page 207)	3 hours
PE 22-262 History of Dance (page 314)	3 hours
Th 43-101 Theatre Appreciation (page 145)	3 hours

SOCIAL AND BEHAVIORAL SCIENCES 6 hours

Required: One course from each area.

Education degrees require Psych 08-303 Educational Psychology.

Social Sciences

Econ 52-130 Survey of Economics (page 224)	3 hours
Econ 52-150 General Economics I (page 224)	3 hours
Geog 32-101 Introduction to Geography (page 167)	3 hours
Soc 35-101 General Sociology (page 330)	3 hours
Soc 35-108 General Anthropology (page 332)	3 hours
Ag 03-102 Introductory Agricultural Economics (page 236)	3 hours

Behavioral Sciences

Psych 08-103 General Psychology (page 328)	3 hours
Psych 08-303 Educational Psychology (page 328)	3 hours

TOTAL GENERAL EDUCATION REQUIREMENTS 42 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.A. Degree Requirements	Semester Hours
General Education Requirements (See pages 70-72)	42
Specific Requirement	
One Modern Language	9
Major or Major/Minor Requirements	54-60
Electives and Other Departmental Requirements	13-19
TOTAL MINIMUM ACADEMIC	124

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.F.A. Degree Requirements	Semester Hours
General Education Requirements (See pages 70-72)	42
Comprehensive Major in Art	72
Electives and Other Departmental Requirements	10
TOTAL MINIMUM ACADEMIC	124

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.S. Degree Requirements	Semester Hours
General Education Requirements (See pages 70-72)	42
Major or Major/Minor Requirements	55-60
Electives and Other Departmental Requirements	22-27
TOTAL MINIMUM ACADEMIC	124

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.

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 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 76.

Program	Page Number
Elementary	279
Art (Certifies Grades K-9)	
Elementary (Certifies Grades 1-6)	
Early Childhood (Certifies Birth - Grade 3)	
Early Childhood Special Education (Certifies Pre-K and K)	
French (Certifies Grades K-9)	
Physical Education (Certifies Grades K-9)	
Spanish (Certifies Grades K-9)	
Middle School	281
Agriculture (Certifies Grades 5-9)	
Art (Certifies Grades K-9)	
Business (Certifies Grades 5-9)	
Drama (Certifies Grades 5-9)	
Family Life Education (Certifies Grades 5-9)	
French (Certifies Grades K-9) *(Certifies Grades K-12)	

- *Instrumental Music (Certifies Grades K-12)
- Language Arts (Certifies Grades 5-9)
- Mathematics (Certifies Grades 5-9)
- Physical Education (Certifies Grades K-9)
- Science (Certifies Grades 5-9)
- Social Science (Certifies Grades 5-9)
- Spanish (Certifies Grades K-9) *(Certifies Grades K-12)
- Speech (Certifies Grades 5-9)
- *Vocal Music (Certifies Grades K-12)

*Must also complete Elementary/Secondary Program degree requirements for this certification.

Special Education	283
Cross Categorical (Certifies Grades K-12)	
Secondary	287
Agriculture (Certifies Grades 9-12)	
Business (Certifies Grades 9-12)	
Driver Education (Certifies Grades 9-12)	
English (Certifies Grades 9-12)	
Family and Consumer Science (Certifies Grades 9-12)	
Health (Certifies Grades 9-12)	
Mathematics (Certifies Grades 9-12)	
Physical Education (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)	
Elementary/Secondary	288
Art (Certifies Grades K-12)	
French (Certifies Grades K-12)	
Instrumental Music (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 272-275.

Bachelor of Science in Education Degree Requirements		Elementary	Middle School	Special Education	Secondary	Elementary/ Secondary
Foundations for Teaching	RdSp 66-301	●		●		
	RdSp 66-371	●	●	●	●	●
	Psy 08-312	◆		■		
	Psy 08-333	☆		■		
	Psy 08-317		●			
	Psy 08-322			■	●	●
	Psy 08-303	●	●	●	●	●
	Ed 61-461	●	●	●	●	●
	SecEd 65-570		●			
Teaching Methods	EIEd 63-216	●		●		
	PE 22-238	●		●		
	RdSp 66-356	●	●	●		
	RdSp 66-380	●		●		
	RdSp 66-353		●	●	●	●
	Art 13-380	●				
	Mus 19-380	●				
	Math 17-471	●		●		
	SciEd 28-380	●		●		
	EIEd 63-410	●		●		
	EIEd 63-420	●				
	SecEd 65-520		●	×		
	SecEd 65-430		●			
	SecEd 65-511		●			
	SecEd 65-485				●	●
	Subject Area Methods		●	●	●	●
Clinical Experiences	EIEd 63-211	●		I		
	EIEd 63-407	●		●		
	RdSp 66-456	●		●		
	RdSp 66-444			●		
	SecEd 65-260			I	●	●
	SecEd 65-262		●	I		
	SecEd 65-360			I	●	●
	SecEd 65-362		●	I		
	EIEd 63-490	●				
	RdSp 66-497			●		
	RdSp 66-498			●		
	Ed 61-490					●
	SecEd 65-490				●	
	Ed 65-491		●			
Computer Applications	CSIS 44-130	●	●	●	●	●
Multiculturalism	Ed 61-569	★	★	➤	➤	➤

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

Bachelor of Science in Medical Technology

In conjunction with approved hospitals and medical centers.

The curriculum leading to the Bachelor of Science in Medical Technology 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 Medical Technology 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 Medical Technology 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 Medical Technology 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 Medical Technology Degree Requirements	Semester Hours
General Education Requirements (See pages 70-72)	42
Science	46
Electives and Other Departmental Requirements	6
Medical Technology Courses at Approved Teaching Hospital or Clinic*	30
TOTAL MINIMUM ACADEMIC	124

*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 Medical Technology degree:

Des Moines, IA

Mercy Hospital—Dr. Vijaya L. Dhannavada, Medical Director;

Stacy Sime, MS, MT (ASCP), SBB, Program Director.

Kansas City, MO

St. Luke's Hospital of Kansas City—Dr. Marjorie Zuker, Medical Administrator;
 Kay C. Bertrand, MEd, CLS, Program Director.

North Kansas City, MO

North Kansas City Memorial Hospital—Dr. Mark Stivers, Medical Director;
 Jean E. Cooper, MPA, MT (ASCP), Program Director.

Bachelor of Science in Medical Technology

Required Courses	Semester Hours
Bio 04-102/103 General Biology and Laboratory	4
Bio 04-114/115 General Zoology and Laboratory	4
Bio 04-130 Basic Physiology and Anatomy	4
Bio 04-140 General Microbiology	4
Bio 04-432 Human Physiology I OR Bio 04-434 Human Physiology II	4
Bio 04-350 Genetics	3
Bio 04-444 Immunology	4
Total Hours	27
Medical Technology	30
In conjunction with approved hospitals and medical centers.	
Collateral Courses	19
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
Directed General Education Courses	11
The following courses are to be taken to fulfill General Education requirements:	
Math 17-118 College Algebra	3
Chem 24-114/115 General Chemistry I and Laboratory	4
Phys 25-112/113 General Physics II and Laboratory	4
General Education Requirements (less directed General Education courses)	31
Electives and Other Departmental Requirements	6
Total Degree Requirements	124

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
- Modern Language
- Social Science

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
- 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

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