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2012-2014

**Undergraduate
Academic Catalog**

Northwest Missouri State University 2012-2014 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 on the website 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.

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

Address of all University offices:

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

Academic and Administrative Office Hours:

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

University Information: (660) 562-1212

Web Address: www.nwmissouri.edu

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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2012-2013 Academic Calendar

Fall Trimester 2012

August 22-23	Wednesday-Thursday	Department Planning and Development
August 24	Friday	University/College meetings
August 25	Saturday	General Registration
August 27	Monday	Classes begin
September 3	Monday	Labor Day, no classes
October 12	Friday	First Block ends
October 15	Monday	Second Block begins
November 2	Friday	Walkout Day, no classes
November 3	Saturday	Homecoming
November 20	Tuesday	Thanksgiving Vacation begins, 5 p.m.
November 26	Monday	Classes Resume, 8 a.m.
December 10-14	Monday-Friday	Final Exams
December 14	Friday	Commencement
December 17	Monday	Grades due at 10 a.m.

Spring Trimester 2013

January 9-10	Wednesday-Thursday	Department Planning and Development
January 11	Friday	University/College meetings
January 11	Friday	General Registration
January 14	Monday	Classes begin
January 21	Monday	Martin Luther King Holiday, no classes
March 1	Friday	First Block ends
March 4	Monday	Second Block begins
March 25-29	Monday-Friday	Spring Break
April 1	Monday	Classes Resume
April 29-May 3	Monday-Friday	Final Exams
May 4	Saturday	Commencement
May 6	Monday	Grades due at 10 a.m.

Summer Trimester 2013

May 13	Monday	First Session begins and Registration
May 27	Monday	Memorial Day, no classes
June 7	Friday	First Session ends
June 10	Monday	Second Session begins and Registration
July 3	Wednesday	Second Session ends
July 4	Thursday	Independence Day, no classes
July 8	Monday	Third Session begins and Registration
August 1	Thursday	Commencement
August 2	Friday	Third Session ends
August 5	Monday	Fourth Session begins and Registration
August 19	Monday	Fourth Session ends
August 20	Tuesday	Grades due at 10 a.m.

2013-2014 Academic Calendar

Fall Trimester 2013

August 21-22	Wednesday-Thursday	Department Planning and Development
August 23	Friday	University/College meetings
August 24	Saturday	General Registration
August 26	Monday	Classes begin
September 2	Monday	Labor Day, no classes
October 11	Friday	First Block ends
October 14	Monday	Second Block begins
October 25	Friday	Walkout Day, no classes
October 26	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 2014

January 8-9	Wednesday-Thursday	Department Planning and Development
January 10	Friday	University/College meetings
January 10	Friday	General Registration
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 24-28	Monday-Friday	Spring Break
March 31	Monday	Classes Resume
April 28-May 2	Monday-Friday	Final Exams
May 3	Saturday	Commencement
May 5	Monday	Grades due at 10 a.m.

Summer Trimester 2014

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 Holiday, 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 10 a.m.

Message from the President

Northwest students:

It is with Bearcat fervor that I welcome you and invite you to explore Northwest and all it has to offer. Please use this catalog to advance your knowledge about the array of academic opportunities available at Northwest.

At Northwest, our mission is focusing on the success of our students - every student, every day. Not only does Northwest boast a significantly higher freshman success rate than other moderately selective universities in Missouri, but our graduation rate is also considerably higher than the national average. We put a high premium on your success!

Across the nation, the buzzwords of access, affordability and accountability permeate nearly all conversations in higher education. While these terms have different meanings for different constituents, we at Northwest tend to look at these from a dual perspective: Our responsibility as an institution and your responsibility as a Bearcat.

Access: The traditional definition is that citizens have access to environments of higher education. However, we don't believe our responsibility ends once you are admitted to Northwest. "Access" to us also means that we provide open-door policies, student-faculty ratios ensuring access to faculty, and student services designed by and for students and available at the times you need them. Your responsibility is simple: to access faculty as advisors and mentors, and to access student organizations and services. We want you to access everyone who works diligently on a daily basis with one goal in mind: to ensure the best possible learning opportunities and living environment for you.

Affordability: We consider this responsibility every day and ensure we stretch every dollar we can to its fullest. That said, we focus on the highest quality for you as we help design your experiences. It's a balancing act and we are quite proud of what we provide - as are more than 70,000 Northwest alumni and friends! Your responsibility is to be a smart consumer and to join us in respecting our environment.

Accountability: Northwest is accountable to you, taxpayers and a range of others, and our institution is managed in a transparent environment. We expect you, too, to be accountable for your experience at Northwest. Actively engage with your professors both in and out of the classroom. Take advantage of services and academic support resources. Develop relationships with fellow students that will contribute positively to your ongoing success.

So, when Northwest says it will be THE university of choice for a comprehensive, exceptional student experience, what does that look like? It includes:

- A general education curriculum designed to deepen your understanding of the world and how to communicate this understanding. It will help you appreciate the ways in which others interpret the world around us, which will equip you for success as citizens and as professionals in your chosen disciplines;

- Majors and minors designed by faculty, who are experts in the discipline, and shaped by industry professionals to ensure your courses meet the demands of the marketplace;
- More than 180 student organizations in addition to numerous extracurricular academic, practicum and internship experiences that allow you to apply learning beyond classroom situations;
- One-on-one learning opportunities with the most committed faculty anywhere as well as other academic services such as tutors and supplemental instruction to help you succeed at an even higher rate;
- The opportunity for you to engage in the learning and living environment as much as you wish and to shape your learning plan as you progress;
- A robust intramural program and club sports in addition to an NCAA Division II athletic program featuring championship-caliber teams;
- A student employment program designed to augment your classroom learning, to provide professional development and to help keep your Northwest education affordable;
- A safe environment punctuated by a campus designated as the Missouri Arboretum that is also focused on sustainability and alternative energy; and
- Access to and interaction with passionate and committed alumni who are dedicated to advancing Northwest and ensuring learning opportunities for you.

Notice the above does not just focus on the classroom and the ensuing catalog offerings. Why? It's because we view the academic experience as a *comprehensive* experience. I challenge you to truly engage in the collegiate experience. All research shows that engaged students are successful students. Better yourself. Better Bearcat Nation. Better our community. You'll be a productive and engaged citizen and make our world a better place.

Thank you for being a Bearcat. We believe in you. You believe in yourself. Together we believe in the Green and White.

Sincerely,



Dr. John Jasinski
President

University Core Values

Mission

Northwest Missouri State University focuses on student success - every student, every day.

Vision

We will be the university of choice for a comprehensive, exceptional student experience.

Values

We value:

- Student Success
- Scholarship and life-long learning
- Intercultural experience
- Collaboration
- Respect and integrity
- Strategic thinking
- Excellence

History of Northwest Missouri State University

Northwest Missouri State University began in 1905 as Missouri's Fifth District Normal School to provide teachers for the schools of a 19-county region in northwest Missouri. The University still fulfills that function, but the institution has now grown into a comprehensive state university that offers more than 130 undergraduate programs, 34 master's degrees, three collaborative graduate programs, three specialist degrees, a cooperative doctoral program and five certificate programs.

Northwest's history includes three 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 August 14, 1972, when the Board of Regents, recognizing the evolution of the school into a comprehensive institution, changed the name to Northwest Missouri State University.

Northwest has evolved into a vibrant and diverse learning community with an enrollment of more than 7,200 students from 47 states and 30 countries. About 750 faculty and staff are employed by the University, which offers classes on its Maryville campus, at centers in Liberty and St. Joseph, online and through instructional television.

In 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. Today, all full-time students are provided a fully-loaded laptop computer, enabling all students access to technology and the software they need to be successful.

The Missouri Academy of Science, Mathematics and Computing was founded at Northwest in 2000. The rigorous program is an accelerated, two-year residential program for high school juniors and seniors academically talented in science, mathematics or technology. Students are challenged by college coursework tailored to individual abilities and taught by Northwest faculty. Students who complete the program earn both a high school diploma and associate of science degree.

Northwest serves its community and region in economic development. The state-of-the-art 46,679-square-foot Center for Innovation and Entrepreneurship, which opened on the campus in 2009, is a mixed-use business incubator and an academic facility that fuels high-tech enterprise and creates jobs while providing academic opportunities and career paths for students. Additionally, the facility houses the University's undergraduate program in nanotechnology.

With its emphasis on student success - every student, every day - the university is focused on providing an exceptional student experience that places high value on scholarship and life-long learning, intercultural competence, collaboration, respect and integrity, strategic thinking and excellence.

Admissions

Admission to Undergraduate Study

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

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

Freshman Admissions

Northwest is moderately selective; admission is based on a combination of academic and personal considerations. Northwest takes an individual, holistic approach to the review of applications. All applicant's academic accomplishments are a priority and are demonstrated by test scores, grades, class rank and exposure to a college prep curriculum. Admission to Northwest is not viewed as an entitlement based on grades and test scores. Our admission process combines an examination of academic ability with flexible assessment of an applicant's experiences and potential.

New freshmen graduating from high school in the Spring of 2010 or after are required to have completed a 24-unit curriculum (16-unit core curriculum for 1996-2009 graduates). In addition, students must be from an accredited high school and meet the requirements in **Category I or Category II** below.

Category I

1. 21 ACT composite or higher (or the SAT equivalent: SAT-980-1010) and
2. Minimum 2.00 cumulative GPA or above (on 4.00 scale)

Category II

1. Have a combined percentile index (see page 12) that equals or exceeds 100 points; and
2. Minimum 2.00 cumulative GPA or above (on 4.00 scale)

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

Application Fee

An application fee may be required for new students applying to Northwest. A complete listing of application fees is available by phone at (800) 633-1175.

Combined Percentile Index

Figure the 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 class rank percentile to get the Combined Percentile Index.

For example:

Class Rank = 6

ACT Composite Score = 19

Class Size = 30

ACT Percentile = 42

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

Class Rank percentile = 80 percentile

Combined Percentile Index = $80 + 42 = 122$

Combined Percentile Index of 122 exceeds the minimum combined percentile index of 100, so the student would be admissible to Northwest if core curriculum and GPA requirements were met.

Composite ACT	Test Score Percentile Chart	
	Minimum SAT I	Percentile
36	1600	99
35	1540-1590	99
34	1490-1530	99
33	1440-1480	99
32	1400-1430	99
31	1360-1390	99
30	1330-1350	98
29	1290-1320	96
28	1250-1280	94
27	1210-1240	91
26	1170-1200	87
25	1130-1160	83
24	1090-1120	78
23	1050-1080	72
22	1020-1040	66
21	980-1010	58
20	940-970	51
19	900-930	42
18	860-890	34
17	820-850	26
16	770-810	19
15	720-760	13
14	670-710	8
13	620-660	4
12	560-610	2
11	510-550	1

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

24-Unit Core Curriculum-2010 high school graduates and beyond

- 4 units of English
- 3 units of Mathematics
(high school level algebra and beyond, including Algebra II-students who take algebra prior to freshman year will be expected to complete three additional math units)
- 3 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)
- 1 unit of Fine Arts
- 3 units of Additional Coursework (1 practical art, 1 physical education, 1/2 health education, 1/2 personal finance)
- 7 units of Elective (At least three units must be in English, mathematics, science, social science or foreign language. The additional four units may include computer science and fine arts courses.)

Note: 1 unit = 1 year

Requirements

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

To Apply

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

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

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

Homeschooled Students

Homeschooled students will be evaluated similar to those students who attended/are attending a public or private high school. Applicants must submit their ACT or SAT results and a transcript listing of high school courses and grades for each course.

In order to be accepted, homeschooled students must meet one of the following criteria:

1. A 24 or higher on the ACT (or SAT equivalent) **OR**
2. A 21 ACT **and** a GED score of 2250 or better (or 225 depending on date of test).

Former Missouri Academy Students

Former Missouri Academy students will be evaluated similar to those students who attended/are attending a public or private high school. Applicants must submit their ACT or SAT results if they have not already been provided to the Missouri Academy. Any student who has previously attended the Missouri Academy of Science, Mathematics and Computing will only be considered for undergraduate admission to Northwest Missouri State University if one of the following criterion has occurred or been met:

1. The student has earned their Associate of Arts degree from Northwest Missouri State University **OR**
2. The student's initial cohort class has graduated from the Missouri Academy.

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 through the Assessment Office or at any other institutional testing center. Students may not receive credit for any of these exams in subject areas already enrolled in at the college level or in which college credit has already been granted; students may not receive credit for CLEP exams retaken less than six months after the previous exam. In order to receive credit, students must supply the Office of Admissions with original score reports from the testing agency.

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

Advanced Placement Course (Northwest Equivalent)	Score Required	Hours Granted
American Govt./Politics* (34-924)	4	3
American History (33-905)	4	3
Art History (13-102)	3	3
Biology (04-102/103)	3	4
Calculus AB (17-120)	4	4
Calculus BC (17-120)	3	4
Calculus BC (17-120, 17-121)	4	8
Chemistry (24-114/115)	3	4
Chemistry (24-114/115, 24-116/117)	4	9
Computer Science A+	–	–
Computer Science AB+	–	–
English Language and Comp (10-111)	3	3
English Literature and Comp (10-908)	4	3
Environmental Science (04-920)	3	4
European History (26-103)	4	3
French Language (14-131)	3	3
French Literature (71-916)	3	3
German Language (14-191)	3	3
Human Geography (32-101)	3	3

Macroeconomics (52-150)	3	3
Microeconomics (52-151)	3	3
Music Theory (19-173)	4	3
Music Listening and Literature (19-201)	4	3
Physics B (25-110/111)	3	4
Physics B (25-110/111, 25-112/113)	4	8
Physics C – Mechanics (25-120/121)	3	5
Physics C – Mechanics (25-120/121, 25-230/231)	4	10
Psychology (08-103)	4	3
Spanish Language (14-141)	3	3
Spanish Literature (71-916)	3	3
Statistics (17-114)	3	3
Studio Art-Drawing++	–	–
Studio Art-General++	–	–
World History (26-103)	3	3

*Students are required to take POLS 34-201 Missouri Politics in order to fulfill the state's requirement for graduation. See page 47-49 for Graduation Policies and Requirements.

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

++The Department of Fine and Performing Arts faculty will review and award credit on an individual basis.

CLEP Subject Examinations

Exam (Northwest Course Equivalent)	Criterion Score	Hours Granted
Composition and Literature:		
American Literature (10-908)	50	3
Analysis and Interpretation of Literature (10-908)	51	3
English Literature (10-908)	49	3
History and Social Sciences:		
American Government* (34-924)	55	3
American History I—to 1877 (33-905)	49	3
American History II—1865 to Present (33-905)	49	3
Introductory Macroeconomics (52-150)	50	3
Introductory Microeconomics (52-151)	50	3
Western Civilization I (26-102)	50	3
Western Civilization II (26-103)	50	3
Science/Mathematics:		
Calculus with Elementary Functions (17-120)	49	4
College Algebra (17-118)	48	3
Trigonometry (17-119)	54	2
Pre-Calculus (17-111)	50	3
College Algebra/Trigonometry (17-118, 17-119)	50	5
General Biology (04-102/103)	49	4
General Chemistry (24-114/115)	50	4
Business:		
Financial Accounting (51-201)	55	3
Principles of Management (54-313)	50	3

Foreign Language:

French (14-131, 14-132)	50	6
Spanish (14-141, 14-142)	50	6
French (14-131, 14-132, 14-232, 14-233)	63	12
Spanish (14-141, 14-142, 14-242, 14-243)	63	12

*Students are required to take POLS 34-201 Missouri Politics in order to fulfill the state's requirement for graduation. See pages 47-49 for Graduation Policies and Requirements.

CLEP General Examinations

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

Exam (Northwest Course Equivalent)	Criterion Score	Hours Granted
Natural Science (98-911)	50	3
Social Science (35-906)	50	3
Humanities (26-909)	50	3
Mathematics (17-912)	50	3

International Baccalaureate Credit

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

Course	Score Required	Hours Granted
Art++	–	–
Biology (04-102/103)	4	4
Economics SL (52-130)	4	3
Economics HL (52-150)	4	3
English (10-111)	3	3
English (10-111, 10-220)	4	6
Environmental Systems & Society (32-501)	5	3
Foreign Language ‡	–	–
Geography (32-101)	5	3
Twentieth Century History SL/HL (33-155)	5	3
History of Europe and the Islamic World SL/HL (26-102)	5	3
Information Technology in a Global Society (44-920)	4	3
Math Studies SL (17-118)	4	3
Math SL (17-120)	5	3
Math HL (17-120, 17-121)	6	6
Music (19-201)	4	3
Philosophy SL/HL (39-171)	4	3
Physics (25-110, 25-111)	4	4
Physics (25-110, 25-111, 25-112, 25-113)	5	8
Psychology (08-103)	4	3
Theatre Arts SL (43-101)	4	3

++The Department of Fine and Performing Arts faculty will review and award credit on an individual basis.

‡The Department of Communication and Mass Media faculty will review and award credit on an individual basis.

Dual Credit Courses (Transferred to Northwest)

Northwest will accept for credit, courses taken while enrolled in high school under the Dual Credit Program as long as the courses are not vocational in nature and follow the State Guidelines for Dual Credit 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 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 (800) 633-1175, in order to discuss transfer of credits with the Office of Admissions and with the departmental major advisor. Upon presentation of an official transcript, a degree audit will be prepared which indicates what courses remain for a student to take to complete their degree at Northwest.

Requirements

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

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

Application Fee

An application fee may be required for new students applying to Northwest. A complete listing of application fees is available at (800) 633-1175.

Transfer of Credits

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

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

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

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

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.

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

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

Transfer of Credit from Two-Year Institutions

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

Transfer Students Holding Associate of Arts or Associate of Science Degrees

Students who hold an associate of arts degree from a regionally-accredited institution will have satisfied the Northwest general education requirements with the exception of courses required by their specific academic program and the government requirement stated on page 47.

Students who have completed the 42-hour block at a Missouri college/university will have satisfied Northwest's 42-hour general education requirements with the exception of courses required by their specific academic program.

Students who hold an associate of science degree from a regionally-accredited institution or an associate of arts degree from a regionally-accredited institution that is not in Missouri will have satisfied the Northwest requirements in general education if the student has at least 42 semester hours of general education with the following distribution of courses:

- Communication skills in the English language—three courses, at least two of which must be written; one oral communication course is recommended;
- Humanities—three courses, from at least two disciplines;

- Physical and life sciences—one course in each area including its associated laboratory component;
- Mathematics—one course in college algebra, an alternative course that includes a significant component of college algebra, or a course which has college algebra as a prerequisite; and
- Social and behavioral sciences—three courses from at least two disciplines; needs to include American history.
- American National Government—one course.

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

Students should note that additional courses in these areas may be required by their specific academic program and in that case are not waived by the associate 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 47 of this catalog; due to this requirement, such students will be required to take American Government or Missouri Politics even though their general education requirements have been waived.

Supersede Policy for Transfer Courses

When a student completes the same course two or more times before transferring to Northwest, credit will be awarded for only the highest grade when calculating the transfer grade point average. If a student completes the same course, once at Northwest and once at another institution, the procedures listed on page 41 will be followed like so:

- If the student receives a grade of “D” or “F” in transfer, that grade will be superseded when the class is completed with same or higher grade at Northwest. A petition for superseding must be completed at the time of registration in the course and can be obtained from the Registrar’s Office. The transfer grade will be averaged with the Northwest grade if a lower grade is received at Northwest.
- If the student receives a grade of “A”, “B”, or “C” in transfer, that grade will always be averaged with the Northwest grade that is earned. The grade in the transfer course will never supersede the grade earned when the course is taken at Northwest, regardless of the grade received during the time it was taken at Northwest.

To Transfer:

- Carefully and promptly complete the Application for Admission and submit it to the Northwest Office of Admissions.
- Students must also submit current official transcripts from each regionally accredited college or university previously attended (a composite transcript will not be accepted). Students currently enrolled should submit an official partial transcript at the time of application.
- Students who are transferring into Northwest’s College of Education and Human Services should see page 314 for additional requirements.

International Student Admissions

Before deciding to attend Northwest, the international student should examine his or her financial situation very carefully. The U.S. Immigration and Naturalization Service requires Northwest to certify that international students have been accepted for full-time enrollment and have sufficient funds to meet all expenses: tuition, housing, transportation, etc. Northwest

requires a Statement of Support and a certified bank statement from the student's family, sponsor, or government. The statement certifies that tuition, room and board, and personal funds are available, and that the student is permitted to export and exchange those funds into the United States. Without this certification, an I-20 Form cannot be issued.

Students entering Northwest are required to have a reading, writing, and conversational knowledge of the English language. If the student's native language is not English, then he or she is required to meet a minimum score requirement on the Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS) or Pearson Test of English Academic (PTE Academic). Undergraduates should have a minimum score of 500 on the paper-based TOEFL, a 173 on the computer-based TOEFL or a 61 on the Internet-based TOEFL, a 5.5 on the Academic IELTS or a 44 on the PTE Academic. Graduates should have a minimum score of 550 on the paper-based TOEFL, a 213 on the computer-based TOEFL, a 79 on the Internet-based TOEFL, a 6.5 on the Academic IELTS or a 53 on the PTE Academic.

New International Students

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

1. Application for admission (as appropriate).
2. Official academic transcripts from each secondary and post-secondary institution attended. If students are currently enrolled in a college or university, they should send official partial transcripts. Transcripts in a language other than English must have official translations attached to the official transcripts. All transcripts become the property of Northwest and cannot be released. Syllabi (course descriptions) must be submitted for all courses taken at universities outside the United States. Transcripts will not be evaluated until syllabi have been received.
3. Application fee of \$50.00 in U.S. currency. This is a non-refundable fee.
4. Score report from the Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS) or Pearson Test of English Academic (PTE Academic). Undergraduates should have a minimum score of 500 on the paper-based TOEFL, a 173 on the computer-based TOEFL, a 61 on the Internet-based TOEFL, a 5.5 on the Academic IELTS or a 44 on the PTE Academic. Graduates should have a minimum score of 550 on the paper-based TOEFL, a 213 on the computer-based TOEFL, a 79 on the Internet-based TOEFL, a 6.5 on the Academic IELTS or a 53 on the PTE Academic.
5. Copy of passport.
6. Students who wish to apply for scholarships must have official SAT scores sent to Northwest.

International Application Deadlines

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

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

I-20 Form

A Statement of Support completed and signed by the student's family, sponsor, or government and a certified bank statement are needed before an I-20 can be issued. Student visas should be

obtained before entering the United States, as converting from a tourist visa to a student visa is not assured.

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

Freshman International Student Admissions

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

For comparison purposes, admission requirements for domestic first-time freshman must include the following:

1. A minimum high school grade point average of 2.00 or "C" average and;
2. A college-preparatory curriculum in secondary school, including courses in mathematics, science, language and social studies.

International Transfer Students

In addition to items one through six listed previously, 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 17). Students who have less than 24 transfer hours completed will be considered for admission on the basis of freshman admission requirements.

International Graduate Students

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

- A baccalaureate-level degree from either a regionally-accredited American university or foreign institution.
- A cumulative undergraduate grade point average of at least 2.50 on a 4.00 scale, depending on the program requirement. Students who have a cumulative GPA between 2.20 and 2.49 may be admitted on a conditional basis if other admission requirements are met.
- Each graduate program has specific admission policies in addition to the policies for admission to graduate study. These may include the GRE or GMAT test scores, or alternative admission requirements. See the appropriate program section in the online Graduate Academic Catalog for complete admission requirements.

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

For more information on graduate policies, procedures, and requirements, see the current Northwest *Graduate Catalog*, available online at www.nwmissouri.edu/academics/catalog.

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 11. The ACT exam is recommended for advisement purposes. Students under academic and/or disciplinary suspension or probation from this or any other institution may not be admitted in this category. A transfer student must be eligible to be admitted as a degree-seeking student. Non-degree seeking students are limited to an enrollment of six hours per trimester and can only receive 18 semester hours credit as a non-degree-seeking student. To continue taking coursework beyond the 18-hour limit, a student will have to reapply as a degree-seeking student and must meet regular admission requirements. Non-degree-seeking students are not eligible to receive federal student financial aid.

Re-Admission of Former Students

Undergraduate students who have been absent from Northwest for one trimester or longer (not including summer) must re-apply for admission. Students who have attended other universities since attending Northwest must submit a complete and official transcript of that college credit with their application for re-admission; coursework completed since attending Northwest must be at least "C" level work to qualify for re-admission. Students returning on probation or after being suspended must also provide an essay for re-admission. Contact the Northwest Office of Admissions for further information.

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.

Servicemembers Opportunity Colleges (SOC) Consortium

Northwest Missouri State University is a member of the Servicemembers Opportunity Colleges (SOC) Consortium of approximately 1,900 colleges and universities. SOC Consortium members subscribe to principles and criteria to ensure that quality academic programs are available to servicemembers, including members of the National Guard and Coast Guard, their family members, reservists, and veterans of all Services. As a SOC Consortium member, this institution ensures that military students share in appropriately accredited postsecondary educational opportunities available to other citizens. Flexibility of programs and procedures, particularly in admissions, counseling, credit transfer, course articulations, recognition of non-traditional learning experiences, scheduling, course format, and residency requirements are provided to enhance access of servicemembers and their family members to higher education programs.

Adult Students

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

GED

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

Early Release

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

Dual Credit for 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, online course, or a course taught at the local high school while still attending high school. Students must submit a Dual Credit 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 and have at least a 3.00 grade point average on a scale of 4.00. If dual credit 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 five master's degrees. These are the Master of Arts in English or History; the Master of Business Administration (also MBAs with emphasis in Agricultural Economics and Information Technology Management); the Master of Music Education, the Master of Science in Agriculture, Biology, Geographic Information Science, Applied Computer Science, Applied Health and Sport Science, and Recreation; and a Master of Science in Education in Teaching: Agriculture, Early Childhood Education, English, Elementary Education, English Language Learners/English as a Second Language, History, Instructional Technology, Mathematics, Middle School, and Science Education; and Master of Science in Education in Secondary Teaching: individually designed program concentration. Also offered are Master of Science in Education in Elementary, Secondary or K-12 Educational Leadership, Guidance and Counseling, Health

and Physical Education, Reading, Special Education and Teacher Leadership. Certificate programs are available in Geographic Information Science, Instructional Technology, Alternative Teaching Certificate, e-Teaching and English Language Learner/English as a Second Language Certificate (ELL/ESOL). Non-degree graduate study is offered in some areas.

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

Requirements

Requirements are specifically stated in the *Graduate Catalog*.

To Apply

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

Graduate Class Load

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

Graduate Fees

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

Dual Enrollment of Northwest Seniors

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

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

Northwest Outreach Centers

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

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

The Northwest St. Joseph Center is located in the historic Green Acres Building, 3500 N. Village Dr., Suite 100 S, St. Joseph, Mo. The Center has regular office hours Monday through Thursday from 9 a.m.-6 p.m. and Fridays are by appointment only. Classes and events may be held during alternate hours as requested. For more information contact the Northwest St. Joseph Center at (816) 364-5000 or visit www.nwmissouri.edu/.

Graduate Assistantships

Applications for graduate assistantships are available online at www.nwmissouri.edu/graduate/ and should be submitted by March 1 for the following school year.

Course Numbering

The 600-level courses are reserved for graduate students only, while 500-level courses are available for either graduate or undergraduate credit. The 700-level courses are reserved for students pursuing a Specialist in Education degree. The 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 online only at www.nwmissouri.edu/academics/catalog/.

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 28. 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 46.

The appeal body for most financial matters is the Student Financial Appeals Committee. Forms are available at the Student Services Center and online at www.nwmissouri.edu/studentaccounts/forms.htm.

Residency for Fee Purposes

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

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

Tax Credits

Education tax credits may be available to students or parents. Contact your tax preparer for more information. Tax credit links are available through the Bursar/Cashiering Office website (www.nwmissouri.edu/studentaccounts/taxlinks.htm).

Billing Policy – Email

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

Authorizations

Students can authorize online access to parents or other third party individuals. There are two separate authorizations to be completed. One is for account information and online payment. The second allows verbal information to authorized individuals and online access to grades and financial assistance.

1. Authorize online access to view student account and pay bills:
 - a. Students log into CatPAWS, go to Account Tab, then Account/Payment Center
 - b. Click Authorized users tab and complete sign up
2. Authorize Release of Information—concerning grades, financial assistance and billing:
 - a. Log into CatPAWS
 - b. Click Student tab
 - c. Click Authorize Release of Information and complete form

Tuition and Fees (per credit hour)

See Bursar/Cashiering, www.nwmissouri.edu/studentaccounts/tuition.htm

Fees for Special Programs

See Bursar/Cashiering, www.nwmissouri.edu/studentaccounts/specialprograms.htm

Room and Board

See Bursar/Cashiering, www.nwmissouri.edu/studentaccounts/roomcosts.htm

Housing Contract

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

Miscellaneous Fees

A list of miscellaneous fees is available at www.nwmissouri.edu/studentaccounts/tuition.htm

Senior Citizen Fee Waiver

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

University Installment Payment Plan

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

Student Health Insurance

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

Refund/Reduction in Charge Schedule

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

Other time frames prorated accordingly.

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

Specific dates are available on the Bursar's Office website: www.nwmissouri.edu/studentaccounts or contact the Bursar/Cashiering Office at (660) 562-1578.

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

Determination of Return of Federal Aid

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

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

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

Graduate Assistant Fee Reductions/Work Related Scholarships

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

Financial Assistance

Available Aid

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

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

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

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

Maximum Time Frame and Credit Hours

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

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

Application Procedures

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

Deadlines

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

Award Processing

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

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

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

Award Notification

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

Satisfactory Academic Progress

To be eligible to receive federal 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** qualitative and quantitative progress to maintain eligibility for any type of federal financial aid.

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

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

Quantitative Progress

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

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

Course Audits

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

Incomplete Grades

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

Qualitative Progress

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

Freshman	1.75
Sophomore	2.00
Junior	2.00
Senior	2.00

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

Appeals Process

A student who fails to make satisfactory academic progress may appeal, in writing, the loss of eligibility. Students should provide documentation of circumstances that were clearly beyond their control. Types of documentation may include doctor and hospital reports, legal documents, and written confirmation from a parent or other official sources as deemed appropriate by the Financial Review Committee.

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

To appeal the decision of the Financial Review Committee, the student must submit a written appeal and all supporting documentation to the Provost Office and arrange to meet with the Provost or his/her appointee. The decision of the Provost is final.

Failure to Earn a Passing Grade

If a student who began attendance and has not officially withdrawn fails to earn a passing grade in at least one enrolled course for a term, the institution must assume, for Title IV purposes, that the student has unofficially withdrawn, unless the institution can document that the student completed the term. If it cannot be documented that the student completed the term then an unofficial withdrawal calculation will be performed and depending on the proration of the aid, a balance may be owed on the student account.

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)
- Federal TEACH Grant
- Missouri Access Grant
- 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)
- Federal TEACH Grant
- Institutional Employment
- Private Scholarships
- Graduate Assistantships

Withdrawal from the University

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

For a student who withdraws, the financial assistance award received will be prorated and the unused portion of the financial assistance award will be refunded to the programs involved. Depending on the proration of the aid, a balance may be owed on the student account.

Summer

To determine eligibility for financial assistance during the summer trimester:

- a.) Students must complete a summer financial assistance application and submit it to the Office of Scholarships and Financial Assistance with a copy of their summer course schedule.
- b.) A Free Application for Federal Student Aid (FAFSA) must be completed for the current academic year.
- c.) Student must be enrolled at least half-time (6 hours for undergraduate level and 5 hours for graduate level to receive federal aid).
- d.) Students receiving Federal Direct Loans who drop below half-time and receive a 100% refund of tuition will be treated as a cancellation and loans will be removed from their summer account.
- e.) If enrolled full-time (12 hours) and the student is eligible to receive any of the academic renewal scholarships, they will be automatically applied.

Online Aid Applicants

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

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

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

Taxation of Financial Assistance

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

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

Fee reductions for employee dependent graduate students must be reported as taxable income for the employee. For specific information, contact a tax preparation professional.

Veterans' Affairs

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

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

- **Regular Attendance.** VA students must attend all classes according to each instructor's attendance policies. VA students must have their attendance cards completed and signed by each of their instructors at the end of each month. The completed card must be promptly submitted to the Office of Veterans' Affairs by the student. VA benefits will be terminated as of the last date of attendance reported by the instructor for students with unsatisfactory attendance.
- **Unsatisfactory Progress.** The University is required to notify the Veterans' Administration that a student did not make satisfactory progress if the student:
 - a) fails or withdraws from all classes; b) accumulates more than 12 hours of grades of "F" (9 hours for graduate students); or c) is placed on academic probation or is suspended by the University.

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

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

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

Vocational Rehabilitation

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

Registration

Academic Advisement

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

Undeclared (Deciding) Major and/or Degree Objective

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

General Registration

A registration period is set aside, with published dates and time schedules, preceding the beginning of courses for each trimester or session. Registration instructions are emailed to each student, available on the Registrar's website, and in 'CatPAWS 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, emergency contacts, and other pertinent data.

A student who has preregistered and does not return for the term must notify the Office of the Registrar in writing before the date of general registration so that his or her enrollment can be cancelled (email: registrar@nwmissouri.edu). Students who fail to meet the deadline must complete withdrawal as outlined on page 45 and are subject to fees.

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

Policies and Regulations

Academic Policies

Academic Load

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

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

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

Courses taken for audit are included in the academic load.

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

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

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

Attendance

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

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

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

Freshman Seminar

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

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

Requirements:

1. Freshman Seminar is an entry-level course requirement, as well as a General Education Requirement for all two- and four-year programs.
2. All first-time, full-time (12 semester hours) freshmen entering the University are required to enroll in Freshman Seminar in their first trimester of enrollment. If the student does not pass the course, it must be retaken in successive terms until passed.
3. Students transferring or returning to Northwest with less than 15 semester hours are required to take Freshman Seminar.
4. Non-traditional (those out of high school more than five years) degree-seeking students are not exempted from Freshman Seminar. These students may attend special sections designed for non-traditional students or they may discuss alternatives with their Freshman Seminar instructor regarding the parts of the course which are deemed inappropriate because of their personal status.
5. A student who is dually-enrolled in high school prior to entering Northwest is not exempt. The student is still required to take Freshman Seminar.
6. Missouri Academy students who have successfully completed MOAC 81-102 and MOAC 81-103 and continue on to pursue undergraduate degrees at Northwest will have the Freshman Seminar requirement waived.

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

Academic Honesty

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

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

Once the charge is made, the student has the right to appeal. The student must make the appeal in writing to the department chairperson within 10 academic days of receiving the charge.

The chairperson (or dean if the case involves a chairperson) will then appoint a committee of at least three faculty or staff members from the department who are not directly involved in the case to consider the appeal. If the appeal fails, the student may then petition the Academic Appeals Committee. A charge that is successfully appealed will be reported by the appropriate committee to the chairperson of the appropriate department, to the dean and to the Provost so that the charge that has already been reported will be expunged from the record.

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

Use of Calculators

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

Audit

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

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

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

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

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

No Credit

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

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

Correspondence and Extension Courses

Northwest does not offer courses by correspondence or extension; however, it does maintain the following policies in regard to credit earned in this manner.

No student will be permitted to be enrolled in correspondence or extension courses while being regularly enrolled at Northwest without prior approval of the 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 their degree after a total of 30 hours has been completed in correspondence or extension courses.

Classification of Students

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

Freshman: less than 30 semester hours of academic credit.

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

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

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

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

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

Credit System

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

The amount of credit for each course is indicated in the departmental statements, in this catalog, and on the Northwest website by accessing the CatPAWS "Class Schedule" links.

Course Numbering

Courses are numbered according to the following plan:

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

Grading System

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

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

Incomplete Grade

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

A baccalaureate degree will not be awarded with an incomplete grade remaining on the student record by the end of the term of graduation. Upon removal of the incomplete grade, the student will then be eligible to apply for graduation at the next graduation period.

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

In-Progress Grade

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

A baccalaureate degree will not be awarded with an in-progress grade remaining on the student record at the end of the term of graduation. The IP grades become failing grades on the permanent record.

Calculating Grade Point

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

Grade Point Average Requirements

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

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

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

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

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

Participation in the Assessment Program

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

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

Superseding Grades/Repeating Courses

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

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

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

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

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

Concurrent Enrollment

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

Midterm Advisory Grades

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

Final Examinations

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

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

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

Grade Appeal Procedure

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

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

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

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

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

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

Pass/Fail Option

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

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

Eligibility:

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

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

Procedure for Enrollment, Recording and Evaluation:

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

Limitations of Use of Pass/Fail:

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

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

Honor Roll and Graduation Honors

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

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

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

External Examinations

Students may establish advanced standing credit by examination through the College Level Examination Program (CLEP), the Advanced Placement program (AP), and the International Baccalaureate (IB). See “Admissions” section on page 11.

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. 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. Where a test-out will result in schedule changes, the entire test-out process should be completed before the end of the 100% refund period.

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

Military Service

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

Academic Probation, Academic Suspension, and Dismissal

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

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

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

A student on probation who falls further behind (i.e., who does not make at least a 2.00 grade point average for any trimester) shall be automatically suspended for two consecutive trimesters.

Any student once placed on probation remains on probation until his or her Northwest and cumulative grade point average is at least 2.00.

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

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

Adding, Dropping, and Withdrawals

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

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

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

Withdrawal from the University: All students who wish to terminate their enrollment at the University during a term should initially consult with their advisor. If, after meeting with the advisor, a student decides to withdraw from the University, the student must complete an Exit Report in the Advisement Assistance and Orientation 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, on the online request, 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 provide credit card information with the fax or online request. Forms may be found at www.nwmissouri.edu/registrar/transcript.htm.

Transcript/Diploma/Enrollment Hold

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

Guidelines

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

Degree Audit

The Office of the Registrar provides a degree audit to help students track their academic progress toward completing a degree program. 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. The student is responsible for knowing and meeting the requirements for a degree. Efforts are made to ensure the accuracy of the degree audit; however, final certification that an undergraduate student has completed all graduation requirements is the responsibility of the Registrar.

Degree audits for all currently-enrolled students, and transfer students accepted to the University are available online through CatPAWS, and selected audits are available in print form. A student may also request a degree audit at any time from the Office of the Registrar.

Appeals Process for Academic Policies

All students will have the right to appeal in person regarding decisions rendered by either the Committee on Admissions and Advanced Standing or the Curriculum and Degree Requirements Committee. The purpose of the Academic Appeals Committee is not to provide a secondary hearing of a case already heard by the Admissions and Advanced Standing Committee or the Curriculum and Degree Requirements Committee, but rather to ensure that students have

been able to present all information pertaining to their case and that proper protocols have been followed. For this reason, students should provide a basis for their appeal. This requires that appellants either submit new information (e.g. documentation from a doctor, counselor, or official) pertaining to their case, or evidence of error or bias on the part of the previous committee. The Academic Appeals Committee will not substitute its judgment for that of the other committee and overturn a previous decision unless such new information, error or bias provides a basis for doing so.

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

Graduation Policies and Requirements

Writing Competency

All students will demonstrate writing competence by successful performance on a writing assessment. Those who take the core writing courses at Northwest (ENGL 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 ENGL 10-112 or 10-115. Information about assessment procedures and retake options may be obtained from the Department of English and Modern Languages office.

State Law Requirement for Degrees or Certificates

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

lar requirements of subsequent catalogs but must follow one catalog or the other in its entirety. After 18 months of nonattendance, however, all current catalog requirements will be imposed.

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

Senior Deficiency Statement

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

Application for Degree

Every student is required to submit an application for graduation at least one trimester preceding the trimester in which graduation is planned. Applications are available in the Office of the Registrar or can be submitted at www.nwmissouri.edu/registrar/.

Commencement

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

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 Committee on Admissions and Advanced Standing to participate in the spring commencement ceremony. Such requests must be submitted prior to April 1 of the trimester preceding the summer internship.

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

Academic Residence

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

Students must petition the Committee on Admissions and Advanced Standing for exceptions to the above policies. Petition forms are available in the Office of the Registrar or on the Northwest web page, www.nwmissouri.edu/registrar/.

Senior College Credit (Upper Division)

1. Candidates for the Bachelor of Science, Bachelor of Science in Education, Bachelor of Fine Arts, Bachelor of Music Education, and Bachelor of Science in Nursing 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 minimum 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 minimum cumulative grade point average. Please refer to the Professional Education Handbook.

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 of Student Affairs, J.W. Jones Student Union
- **Financial Records:** Bursar/Cashiering Office, Administration Building
- **Financial Assistance Records:** Office of Scholarships and Financial Assistance, Administration Building
- **Housing Records:** Residential Life Office, J.W. Jones Student Union
- **Library Records:** B.D. Owens Library
- **Medical Records:** University Wellness Center
- **Placement Records:** Office of Career Services, Administration Building
- **Security Records:** University Police Department, Support Services Building
- **Student Teaching Records:** Educational Field Experiences Office, Brown Education Hall
- **Teacher Education Records:** Teacher Education Student Services Office, Administration Building

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

Inaccurate records may be challenged through a hearing requested through the Vice President of 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 of Student Affairs or the Office of the Registrar.

University Housing Policy

Research has proven that freshmen experience an 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 legal guardians' home, are married, or are 21 years of age or older. Students may petition the requirement to live on campus by completing the Commuting Form in the acceptance packet. Students whose form is approved will be exempted from this policy.

Student Identification Card (Bearcat Card)

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

Campus Conduct Program

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

Motor Vehicle Registration

Students are responsible for knowing and observing the parking and traffic policies. All vehicles must be registered with the University Police Department 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 University Police Department, 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 the University Police Department.

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 checks, ticket sales (performances and athletic), parking permits, FAX service, and other services are available. Individuals seeking information about the University may call the Student Services Center at (660) 562-1212.

Mabel Cook Recruitment and Visitors Center

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

Office of Admissions

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

Office of Scholarships and Financial Assistance

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

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

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

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

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

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

Office of the Registrar

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

Bursar/Cashiering Office

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

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

Advisement Assistance and Orientation

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

B.D. Owens Library

B.D. Owens Library is a service-oriented library in a 116,000 square foot facility designed to meet the varied learning and research needs of Northwest students, faculty, and staff. The library collection and services support scholarly research and provide current information that promotes student competencies concerning lifelong learning, critical thinking, communication and research.

The library's website provides on-campus and remote access to thousands of journal titles and eBooks for currently enrolled students and current faculty. The library's robust online catalog returns search displays with resource summaries and availability/location of resources. Course-focused guides and tutorials along with reference and citing assistance are also available. Reference service includes a broad array of delivery methods, including walk-in, by appointment, email and phone. The library's very popular "Help with Research" program provides students, faculty, and staff the opportunity to receive personalized research assistance on a specific, well-defined topic.

The library building houses over 368,000 books, documents and bound periodicals. Nearly 30,000 periodicals are available in electronic format. Approximately 58,000 eBooks are available through the library catalog with additional access to over 24 million items through the

statewide catalog maintained by the Missouri Consortium of Academic Libraries (MOBIUS). MOBIUS items arrive at Owens Library in 2-3 working days. Interlibrary loan service is available for materials not available within the state.

Owens Library is home to several key facilities and services widely used by the University community that complement the library's instructional support mission. On the first floor, campus Information Services maintains and staffs a large computer laboratory. Upper floors house the Electronic Classroom and the Training Room, which serve as instructional and presentation areas with computers at each student work station and a Presentation Lab to enable students to practice giving presentations and recording them for review and critique.

Many vital instructional support service areas are also available on the second floor including The Writing Center, which offers writing across the curriculum tutoring, and the Talent Development Center, which offers free tutoring and academic support across the curriculum. The Center for Informational Technology in Education (CITE), which administers and supports the University's instructional technology needs including online courses, course management software, and faculty professional development, is also housed on the second floor. The Teaching Resources Area on the second floor addresses the needs of the University community for curriculum materials, for educational audio-visual materials (CDs, DVDs, and VHS videos), and the Juvenile book collection.

Throughout the library, areas for private study and reading are available along with spaces and resources that facilitate student group and team project development. Owens Library is fully wireless.

University Wellness Services

University Wellness Services, operating out of the University Wellness Center is the hub for all campus wellness activities and encompasses clinical, counseling, health promotion, public health and emergency response services. While remaining committed to quality outpatient care, Wellness Services focuses on wellness not only as prevention of disease, but as a philosophy of life. This philosophy emphasizes self-responsibility and taking an active role in maintaining one's health with the assumption that true health must consider the individual as an integration of mind, body, and spirit.

Prior to enrollment, students must comply with certain health requirements to protect the health and safety of the Northwest community including:

1. Completion of a Health History Form (required for all students).
2. MMR Immunization. All Northwest students born during or after 1957 must show proof of immunization against Measles, Mumps, and Rubella (MMR). Students who do not show proof of MMR immunization will have a hold placed on registration for classes in the next trimester. The following students are exempted from this requirement:
 - a) Online-only students,
 - b) Students attending one of Northwest's Distance Learning Centers,
 - c) Dual enrollment students.
3. Meningococcal Education and Immunization. Per Missouri State Law, all students who will reside in residence halls must meet or complete the Meningococcal requirement by:
 - a) providing proof that they've received the vaccination after the age of 16;
 - b) receiving the immunization; or
 - c) signing a waiver stating they understand the dangers of meningitis, and have made the decision not to be vaccinated. Students may not move into the residence halls until they have completed this requirement.

Wellness Services strongly recommends that all Northwest students receive the Meningococcal immunization.

4. Tuberculosis Screening is required of all first-time students at Northwest Missouri State University. This screening is found on the health history form that is given to all first-time Northwest students.
5. Tuberculosis Testing (required for first-time students who are foreign-born, students who have spent more than three continuous months outside the United States, and/or have a known exposure to tuberculosis. Details on how to satisfy these requirements can be found at <http://www.nwmissouri.edu/wellness/beforenw.htm>).

Clinic Services – Wellness Services provides clinical health services to full- and part-time students. In the fall and spring trimesters, full-time nursing and physician services are offered between 8 a.m. and 5 p.m. Due to decreased volume demand in the summer, fewer clinic service hours are available. Wellness Services currently files insurance claims for office visits, procedures, lab work, etc. for students that have insurance and accepts insurance reimbursement as full payment for these services. Students that don't have insurance are responsible for procedure and lab costs incurred.

Personal Development and Counseling Services – Wellness Services is committed to the personal development and success of all Northwest students. Personal Development and Counseling Services offers individual, couples and group counseling to students. In addition, the following services are provided to the campus community: workshops, guest lectures, referral services, consultations, training and crisis intervention.

Health Promotion Services – Wellness Services offers a variety of services promoting health and wellness that are designed to help students modify their lifestyles and move toward a higher level of health and wellness. These services include but are not limited to: grant-funded public health initiatives, health and wellness related speakers, awareness weeks, health education activities, and other health promotion events.

Peer Education – Northwest Bearcat Peer Educators are students who have received certification through the Bacchus Network, a national peer education network. Through interactive activities in and out of the classroom, they share the vision of Wellness Services with the campus community. They educate other students through classroom seminars, special programs, and awareness campaigns. Topics Peer Educators address include: alcohol and drugs, wellness, relationships, sexual assault, body image, diversity, stress management, and others. Presentations can be tailored to fit the audience's needs. For more information about becoming a Peer Educator or to schedule a presentation, contact Peer Education at the Wellness Center, (660) 562-1348 or email at peeredu@nwmissouri.edu.

Computing Services

Northwest provides computing services to students, faculty, and staff via the Electronic Campus network of over 7,000 notebook computers and personal computers. Featuring notebook computers for every student, the network is supported by high speed gigabit connections between buildings and high speed switches. Interactive computing and computer-aided instruction is supported by 60 servers, including a large multiprocessor Exchange email server. The local-area networks on campus are linked with a 250mbps connection to national and international wide-area networks via MOREnet and Internet. These services are available to every student, staff member and faculty member. Wide-area computing services include electronic mail via cloud email servers, remote library searches, and remote login access to super computers across the nation, plus locally supported World Wide Web.

Students are assigned an account number which can access many services of the Electronic Campus, free of charge. For example, web servers provide general information on class offerings, student and faculty directories, calendars, scholarship offerings and job openings. Web servers also provide personalized portals and students with a self-enrollment system enabling students to select course sections they desire. Email is a popular way to send classwork to instructors as well as messages to friends. Students can word-process assignments and develop spreadsheets, then have them printed at several locations across campus. There is a small printing fee for the laser and color printers. The library online catalog, text retrieval, and encyclopedia systems are also popular web-based information systems. Smart phone apps are available for most popular information requests. Wireless access is available in most buildings on campus.

Textbook Services

Textbook Services coordinates the textbook usage program, in which a primary textbook is provided for most of the undergraduate courses. Students pay a per credit hour fee for textbook usage. Supplemental and/or additional books/materials may be required and can be purchased at the Bearcat Bookstore. Students pick up their textbooks at the beginning of each trimester and must return the books by 5 p.m. of the last day of finals for the trimester. Late fees are assessed for books that are not picked up or returned on time. Students enrolled in web only courses may borrow their primary textbooks from Textbook Services. The request can be submitted by email to ttobin@nwmissouri.edu and needs to include 919#, course number(s) and address for shipping. Students must pay for shipping charges on borrowed materials. All textbooks, CDs and other course materials borrowed must be returned to Textbook Services, 800 University Drive, Northwest Missouri State University, Maryville, MO 64468 within one week after the final exam is complete. More information can be found on the Northwest web page under Textbook Services. Students may contact Textbook Services by emailing textbookservices@nwmissouri.edu if they have specific questions.

Assist and Student Athlete Success Programs

Located on the second floor of the B.D. Owens Library, Northwest's Assist and Student Athlete Success Programs provide at-risk freshmen and varsity 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 varsity student-athletes. Additional information is available at www.nwmissouri.edu/studentssuccess.

Talent Development Center

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

Students with Disabilities

Northwest is committed to providing quality support services to all students. Once a student has been admitted to Northwest, it is the student's responsibility to request accommodations through a member of the Learning Assistance Providers/Services (LAP/S) Committee and to provide disability-related documentation. Additional information is available at www.nwmissouri.edu/titlexequity/accessibility.

Institutional Assessment

The Assessment Office is responsible for a variety of activities required by Northwest for strategic academic program improvement and to provide the citizens of Missouri with information about student learning. Projects include administering satisfaction and engagement surveys, scheduling and administering general education tests and coordinating major field subject matter examinations selected by the academic departments. The office also functions as a local administration site for a number of state and national testing companies offering examinations such as ACT, C-Base, GRE, Praxis Series, CLEP, MAT and GED.

Institutional and Strategic Research

The Institutional and Strategic Research Office assists academic departments and service units with identification and measurement of key performance metrics, designs and administers mission-related surveys, develops data collection and reporting processes, maintains a dashboard/information management system and provides data analysis to support the research and strategic decisions made at various levels of the institution. The office is also responsible for constructing and providing data collections requested by media and research organizations as well as those required by local, state and federal education bodies and accreditation entities.

Northwest Writing Center

Located in Owens Library (Room 251), the Northwest Writing Center offers tutoring to students wanting to become better writers. Any undergraduate or graduate student, staff or faculty member may visit the center or call (660)562-1480 to reserve an appointment. Walk-in appointments are also welcome. Graduate Assistants and Peer Tutors will assist with any kind of writing task: essays, reports, research papers, letters and other assignments. While the Writing Center is not a professional editing service designed to proofread papers, tutors will gladly guide writers through prewriting, revising and editing strategies designed to develop a writer's skills. The Writing Center also provides small group tutoring and standing appointments. Finally, conversation partners are available for students wishing to further develop their speaking skills.

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 assistance.

Student Support Services

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

Office of Career Services

Career Services provides opportunities for each Northwest student and graduate to develop a clear career objective, obtain relevant experience and learn the skills necessary to conduct a successful, professional internship/job search. This mission is met through offering major and career counseling, assisting with networking, and hosting "career" 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 students the chance to enhance classroom knowledge with career-related work experience. This powerful addition to classroom learning allows them to gain practical, useful experience; test suitability for a specific career; network with professionals in the student's field; and prepare for the competitive marketplace. Information about job and internship opportunities are available in a searchable, online database via the Career Services website called "Hire A Bearcat." Other services include the following: TypeFocus, an electronic interest assessment/interest inventory; a resource library; educational directories; classroom presentations; job search correspondence; comprehensive informational website; on-campus interviews and University post-graduation statistics.

Students may complete a personal profile and upload a resume into "Hire A Bearcat." This allows students access to employer contact information, job/internship postings and on-campus interview opportunities. Services are free to current undergraduate and graduate students extending three months past graduation. Alumni may activate their status for a small fee. (See "Fee and Costs" section in this catalog or on the Northwest website.) Career Services is located on the first floor of the Administration Building.

University Police Department

Located in the Support Services Building on the east side of campus, the University Police Department, 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

The Bearcat Bookstore, a Barnes & Noble college bookstore, is located on the second floor of the J.W. Jones Student Union and is your on-campus source for Bearcat clothing and gifts, greeting cards, instructional materials and supplies, hardback and paperback books and many other items. Students have the option of charging items from the bookstore to their student accounts. Store hours during fall and spring trimesters are Monday-Thursday, 8 a.m.-5 p.m.; Friday, 8 a.m.-4:30 p.m.; closed Saturdays and Sundays except for home football games or other campus-wide events. Summer trimester hours are Monday-Thursday, 9 a.m.-4 p.m. The bookstore can also be found online.

Student Media

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

Additionally, students can further develop skills in announcing, feature production, programming, development and news on KXCV/KRNW-FM. These stations provide the public radio mainstays

of in-depth news, and music in a broadcast area ranging from Omaha, Neb., to Kirksville, Mo., and from Des Moines, Iowa, to Kansas City. The stations are members of National Public Radio (NPR) and American Public Radio and produce programming broadcasts on both networks.

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

Student publications is located on the lower level of Wells Hall and includes *The Northwest Missourian* weekly newspaper, the *Tower* yearbook and *Framework Interactive* online magazine. Student publications offer students practical experience for a journalism/communication career. All publications are governed by a student-operated editorial board. Northwest is one of the few universities/colleges in the country to have all three publications recognized as All-American award winners by the Associated Collegiate Press (ACP). *The Northwest Missourian* and *Tower* yearbooks have been recognized for excellence and awarded Hall of Fame status by ACP.

The Northwest Missourian is a campus and community news forum. Students learn news writing, sports writing, feature writing, editorial writing, photography, advertising, graphic and design skills while working on the newspaper. An electronic version is available at www.nwmissourinews.com. *The Northwest Missourian* is recognized as a Pacemaker publication (top 1 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.

Framework Interactive is an electronic arts and entertainment magazine. This professional magazine can be found online at www.fwinteractive.com.

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

Percival DeLuce Memorial Collection

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

Missouri Small Business and Technology Development Center (SBTDC)

The Missouri Small Business and Technology Development Centers help businesses in every stage, from concept to startup and from existing to growth and invention. The Northwest Missouri State University SBTDC is a partnership program with the U.S. Small Business Administration (SBA) and the University of Missouri Extension. The SBTDC is one of over 30 centers in Missouri and one of over 1,000 SBTDCs in the United States. The Northwest SBTDC serves 17 counties in northwest Missouri with offices in Maryville, St. Joseph and Chillicothe.

The SBTDC provides confidential one-on-one counseling for small business owners, managers and prospective owners. Counseling services are provided on an individual basis to meet the needs of the specific company or business owner. Typical areas covered are startup processes, business planning and feasibility, financing/funding, marketing, and human resources to mention a few. The objective of this counseling is to provide a healthy small business community and to foster economic development, new business startups, expansion, new/retained jobs and sales growth.

In addition to the services listed above, the SBTDC works with Missouri Procurement Technical Assistance Centers (MO-PTAC) whose mission is to assist businesses in obtaining federal, state and local government contracts for products and services.

The SBTDC is also part of the Center for Innovation and Entrepreneurship (CIE), a mixed use incubator on the Northwest Missouri State University campus. The Center for Innovation and Entrepreneurship assists technology firms wishing to commercialize their innovation receive consultation and specialized services. One of these services is MoFAST, Missouri's federal and state technology program. Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) specialized staff can assist companies with commercialized planning (Phases I, II, and III), agency evaluation and identification, proposal preparation, and post-award planning.

Intercultural and International Center (IIC)

The Intercultural and International Center is located in the J.W. Jones Student Union. It houses four distinct offices from both the Student Affairs and Academic Affairs Divisions. The IIC educates and supports the Northwest community to be actively engaged and interculturally competent citizens in our global society. Promoting active learning, developing critical thinking skills and instilling stewardship leads students to academic success. (660) 562-1367

Student Affairs

Intercultural Affairs Office

Volunteer, Service Learning and Civic Engagement Office (Student Affairs)

Academic Affairs

International Affairs and English as a Second Language

Study Abroad (Academic Affairs)

Each office in the IIC is committed to student success and is uniquely positioned to provide valuable services to students, faculty, staff, and stakeholders in order to support this success.

Office of Intercultural Affairs

The Office of Intercultural Affairs 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 office provides assistance to individuals, groups, departments, and other surrounding communities on issues of cultural and ethnic diversity specifically through educational programming, intercultural training, cultural enrichment activities, and counseling. The director of intercultural affairs supports multicultural student organizations to link with all Northwest student organizations in order to enhance campus activities and to create an enriched college environment that is characteristic of our global community.

International Affairs and the English as a Second Language (ESL) Program Office

The International Affairs Office offers immigration advisement and counseling for international degree-seeking, ESL, and exchange students. International Affairs provides leadership for international recruitment, retention support and policy creation to ensure academic success through

graduation for international students. In conjunction with academic offices, the director consults in areas such as curriculum development and international education. It also collaborates with other IIC units to provide intercultural training and positive campus climate creation and support.

The English as a Second Language Program (ESL) offers intensive English courses to non-native speakers of English to improve their language skills, primarily for academic reasons. There are five, eight-week long sessions per year beginning in January, Spring Block 2, June, August and Fall Block 2. The program offers small classes that are designed to prepare students to enter a full-time course of study at Northwest.

Study Abroad Office

The Study Abroad Office assists students in identifying the study abroad program best suited to meet their academic and cultural interests. Studying abroad is one of many academic options that Northwest students from all academic areas are invited to experience. Whether a faculty-led short-term program, a summer program, a trimester, or academic year, students have the opportunity to earn Northwest credit abroad, at the same time they are exposed to a new educational system. Students broaden their horizons by traveling to an international location to study with local citizens and/or international students to experience global living. Study Abroad advisors link students with academic advisors, financial aid counselors, and other student service providers to plan a rewarding interaction and educational experience.

Office of Volunteer, Service Learning and Civic Engagement

The office of Volunteer, Service Learning and Civic engagement is responsible for providing community engagement opportunities, projects, and support to all Northwest students, faculty and staff as well as the coordination of Alternative Spring Break programs (ASB). The Volunteer office supports volunteer events, fundraisers and ASB trips, with the help of student groups such as Alternative Spring Break, Greeks, athletes, and all other Northwest organizations.

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 and blended courses and programs. The goal is to enhance student opportunities for learning by providing them high quality courses that can meet the time and space flexibility requirements many of them face in today's continuous learning environment.

Online Articulation Agreements

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

The Bachelor of Science in Business Management and the Bachelor of Science in Marketing degree programs may be completed at Northwest either by attending traditional campus-based classes or by participating in Northwest's web-based online degree program. Any student from one of these community colleges with an A.A.S. 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 A.A.S. degree, plus any freshman and sophomore general education hours required by Northwest beyond the A.A.S. 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 either Business Management or Marketing from Northwest.

Northwest Missouri Educational Consortium (NMEC)

Northwest has been offering Distance Learning courses through online technology for well over ten years. However, over that same period, many courses were also offered by Northwest through Distance Learning via Interactive Television (ITV) technology under the auspices of the Northwest Missouri Educational Consortium (NMEC).

ITV courses utilize videoconferencing equipment which allows people at different sites to see and hear one another simultaneously. This allows offsite students the ability to interact with their professor, and other class members, in real time.

By combining ITV and online technologies, “blended” classes have been created which give students the best of both worlds - some aspects of the class can be done by the student whenever or wherever they like online, but the class also meets via ITV so students can interact with their professor, the material and other classmates.

Most ITV classes are offered at Northwest’s Outreach Centers in Kansas City and St. Joseph, but other ITV sites utilized include: North Central Missouri College in Trenton; North Central Career Center in Bethany, Brookfield Area Career Center, Grand River Technical School in Chillicothe and Northwest Technical School in Maryville.

Through the NMEC, Northwest also receives ITV classes from other higher education institutions, allowing students the ability to have the opportunity to take courses which will supplement their learning experiences.

Military Science (Army ROTC)

Northwest has a cross-enrollment agreement with the Department of Military Science at Missouri Western State University in St. Joseph. Northwest students can enroll in Army ROTC for Northwest credit and take the courses either at Northwest or at Missouri Western State University. Any student can take military science courses for elective credit. Eligible students can contract with the program to pursue a commission as a second lieutenant in the active U.S. Army, U.S. Army Reserve, or Army National Guard. The Military Science program offers several two-, three-, and four-year scholarships that pay for full tuition, fees, and books. The Military Science Battalion office located at Missouri Western State University can be reached toll free at (800) 647-2881 and at Northwest Missouri State University at (660) 562-1799. The Department of Humanities and Social Sciences houses the Northwest faculty liaison to the Military Science program. Contact the Northwest faculty liaison at (660) 562-1672 for information on Military Science programs and scholarships.

Northwest Kansas City Center at Liberty

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

Northwest St. Joseph Center

The Northwest St. Joseph Center is located in the historic Green Acres Building, 3500 N. Village Dr., Suite 100 S, St. Joseph, Mo. The center has regular office hours Monday through Thursday from 9 a.m.-6 p.m. and Fridays are by appointment only. Classes and events may be held during alternate hours as requested. For more information contact the Northwest St. Joseph Center at (816)364-5000 or visit www.nwmissouri.edu/.

UNIVERSITY REQUIREMENTS

Pre-Professional Programs

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

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

Pre-Profession	Advisor	Academic Area
Audiology & Speech Pathology	Lori Durbin	Communication
Chiropractic	Jeffry Thornsberry	Biology
Dental Hygiene	Karen Schaffer	Biology
Dentistry	Karen Schaffer	Biology
Engineering	John Shaw	Physics
Forestry	David Easterla	Biology
Law	Daniel Smith	Political Science
Clinical Laboratory Sciences	Gretchen Thornsberry	Biology
Medicine	Jeffry Thornsberry	Biology
	Natalia Omelchenko	Biology
Mortuary Science	Karen Schaffer	Biology
Nursing	Karen Schaffer	Biology
Occupational Therapy	Natalia Omelchenko	Biology
Optometry	Karen Schaffer	Biology
Osteopathic & Allopathic Medicine	Jeffry Thornsberry	Biology
Pharmacy	Jeffry Thornsberry	Biology
Physical Therapy	Natalia Omelchenko	Biology
Professional Zoology	Peter Adam	Biology
Radiology	Karen Schaffer	Biology
Respiratory Therapy	Jeffry Thornsberry	Biology
Veterinary Medicine	Gregg Dieringer	Biology
	Callie Walker	Agriculture

General Education Requirements

The General Education Rationale Statement

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

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

The General Education Portion of Degree Requirements

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

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

General Education Requirements

General Education courses are required for the Bachelor of Arts, the Bachelor of Fine Arts, the Bachelor of Music Education, the Bachelor of Science, the Bachelor of Science in Education, the Bachelor of Science in Clinical Laboratory Sciences, and the Bachelor of Science in Nursing Completion Program.

Required courses for the Bachelor of Technology may be chosen from the General Education Requirements. See pages 77-78 for specific information on this degree.

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

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

GENERAL EDUCATION REQUIREMENTS

FRESHMAN SEMINAR (pages 82, 253, 318) 1 hour

WRITTEN COMMUNICATION 6 hours

Required Courses:

Any student with ACT English score of 19 or above

ENGL 10-111 Composition I: Academic Literacies (page 95) 3 hours

ENGL 10-112 Composition II: Writing as Engagement (page 96) . . . 3 hours

For students with ACT English score of 27 or above

ENGL 10-115 Accelerated Composition (page 96) 3 hours

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

NOTE: ENGL 10-110 Introduction to College Writing is a prerequisite for students who do not meet placement criteria for ENGL 10-111.

ORAL COMMUNICATION 3 hours

Required Course:

COM 29-102 Fundamentals of Oral Communication (page 303) 3 hours

MATHEMATICS: Advisement necessary for correct selection 3 hours

Required: One of the following courses:

MATH 17-110 Finite Mathematics (page 182) 4 hours

MATH 17-114 General Statistics I (page 184) 3 hours

MATH 17-115 Concepts of Mathematics (page 182) 3 hours

MATH 17-117 Precalculus (page 182) 4 hours

MATH 17-118 College Algebra (page 182) 3 hours

MATH 17-120 Calculus I (page 182) 4 hours

MATH 17-171 Fundamentals of Mathematics (page 183) 3 hours

NOTE: MATH 17-090/091 Math Skills is a prerequisite for students who do not meet placement criteria for the Mathematics choices listed above.

POLITICAL SCIENCE 3 hours

Required Course:

POLS 34-102 Introduction to American

Government & Politics (page 162) 3 hours

OR

POLS 34-201 Missouri Politics (page 162) See note below 1 hour

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

HISTORY 3 hours

Required Course:

HIST 33-155 America—A Historical Survey (page 158) 3 hours

LIFE AND PHYSICAL SCIENCES 8 hours

Required: One course from each area.

Life Sciences

AGRI 03-130 Plant Science (page 267) 4 hours

BIOL 04-102/103 General Biology/Lab (page 225) 4 hours

BIOL 04-112/113 General Botany/Lab (page 226) 4 hours

BIOL 04-114/115 General Zoology/Lab (page 226) 4 hours

Physical Sciences

CHEM 24-112/113 General Chemistry/Lab (page 231) 4 hours

CHEM 24-114/115 General Chemistry I/Lab (page 231) 4 hours

GEOL 27-110/111 General Geology/Lab (page 234) 4 hours

GEOL 27-114/115 General Earth Science/Lab (page 234) 4 hours

PHYS 25-110/111 General Physics I/Lab (page 243) 4 hours

PHYS 25-112/113 General Physics II/Lab (page 243) 4 hours

PHYS 25-120/121 Fundamentals of Classical Physics I/Lab (page 243) . 5 hours

PHSC 40-102/103 The Physical Sciences /Lab (page 242) 4 hours

PHSC 40-122/123 Descriptive Astronomy/Lab (page 243) 4 hours

HUMANITIES AND FINE ARTS 9 hours

Required: One course from each area.

Literature

ENGL 10-220 Introduction to Literature (page 93) 3 hours

Humanities/Philosophy

COM 29-235 Introduction to Classical Rhetoric (page 303) 3 hours

HUM 26-102 Western Civilization I: The Ancient World

to 1500 (page 155) 3 hours

HUM 26-103 Western Civilization II: 1500 to the Present (page 155) . . . 3 hours

HUM 26-104 The Humanities, The Eastern World (page 155) 3 hours

PHIL 39-171 Introduction to Philosophy (page 161) 3 hours

PHIL 39-274, 275, 276 Introduction to Ethics (page 161) 3 hours

POLS 34-105 The African World (page 162) 3 hours

Fine Arts

ART 13-102 Art Appreciation (page 111) 3 hours

ART 13-109 Survey of Art I: Prehistory through

Medieval Art (page 113) 3 hours

ART 13-111 Survey of Art II: Renaissance to the Present (page 113) . . 3 hours

MUS 19-201 The Enjoyment of Music (page 123) 3 hours

MUS 19-202 Jazz Appreciation (page 123) 3 hours

MUS 19-222 American Popular Music (page 123) 3 hours

THEA 43-101 Theatre Appreciation (page 136) 3 hours

SOCIAL AND BEHAVIORAL SCIENCES6 hours

Required: One course from each area.

Education degrees require PSYC 08-303 Educational Psychology.

Social Sciences

- AGRI 03-102 Introductory Agricultural Economics (page 265) 3 hours
- ECON 52-130 Survey of Economics (page 282) 3 hours
- ECON 52-150 General Economics I (page 282) 3 hours
- GEOG 32-101 Introduction to Geography (page 156) 3 hours
- SOC 35-101 General Sociology (page 331) 3 hours
- SOC 35-108 General Anthropology (page 333) 3 hours

Behavioral Sciences

- PSYC 08-103 General Psychology (page 328) 3 hours
- PSYC 08-303 Educational Psychology (page 329) 3 hours

TOTAL GENERAL EDUCATION REQUIREMENTS42 HOURS

Institutional Requirements

The Institutional Requirements Rationale Statement

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

The Institutional Requirements Portion of Degree Requirements

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

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

Institutional Requirements

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

Any course taken to fulfill the Institutional Requirements cannot also fulfill the General Education Requirements or Major/Minor requirements, unless specifically permitted in this catalog. Language courses meeting the Multicultural/Diversity competency requirement may also be counted toward the B.A. degree Language Requirement.

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

Institutional Requirements

Required: one course from each area

MULTICULTURAL/DIVERSITY COMPETENCY 3 hours

COM 29-225 Intercultural Communication (page 303)	3 hours
EDUC 61-252 Pluralism in a Multicultural Society (page 365)	3 hours
ENGL 10-224 Multiethnic Literature of the U.S. (page 93)	3 hours
ENGL 10-226 Modern and Contemporary World Literature (page 93)	3 hours
GEOG 32-102 People and Cultures of the World (page 156)	3 hours
HUM 26-162 Comparative Religions (page 155)	3 hours
LANG 14-131 French: Communication and Culture I (page 98)	3 hours
LANG 14-132 French: Communication and Culture II (page 98)	3 hours
LANG 14-141 Spanish: Communication and Culture I (page 99)	3 hours
LANG 14-142 Spanish: Communication and Culture II (page 99)	3 hours
LANG 14-151 Introduction to American Sign Language and Deaf Culture (page 100)	3 hours
MCOM 20-221 Ethnographic Film Study (page 306)	3 hours
MUS 19-280 World Music (page 123)	3 hours
REC 45-211 Leisure and Society (page 350)	3 hours

INFORMATION TECHNOLOGY COMPETENCY 3 hours

CSIS 44-130 Computers and Information Technology (page 185)	3 hours
EDCI 62-130 Educational Computing and Technology (page 367)	3 hours
EDUC 61-145 Information and Educational Technology (page 364)	3 hours
GEOL 27-130 Information Technology and Science (page 234)	3 hours
HUM 26-105 Information Technology and Culture (page 155)	3 hours
PHSC 40-106 Computational Methods in Science (page 243)	3 hours

Undergraduate Degrees

Bachelor of Arts

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

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

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

B.A. Degree Requirements	Semester Hours
General Education Requirements (See pages 66-68)	42
Institutional Requirements (See pages 68-69)	6
Specific Requirement	
*One Modern Language	9
Major or Major/Minor Requirements	54-60
Electives and Other Departmental Requirements	7-13
TOTAL MINIMUM ACADEMIC	124

*Please see the "Language Requirement" statement on page 84 of this catalog.

Bachelor of Fine Arts

The Bachelor of Fine Arts degree with a Major in Art is offered as a program of study emphasizing professional preparation in the studio areas of art. Within the 72 semester hours required for the major, the student must select a specialization (from ceramics, drawing, painting, photography, printmaking, 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 66-68)	42
Institutional Requirements (See pages 68-69)	6
Comprehensive Major in Art	72
Electives and Other Departmental Requirements	4
TOTAL MINIMUM ACADEMIC	124

Bachelor of Music Education

Completion of this curriculum, other University requirements, and minimum overall grade point average qualifies a student to receive a Bachelor of Music Education degree. Please reference the Professional Education Handbook.

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

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

The Bachelor of Music Education degree is available with these majors: Instrumental Music K-12, Vocal Music K-12.

B.M.E. Degree Requirements	Semester Hours
General Education Requirements (See pages 66-68)	42
Institutional Requirements (See pages 68-69)	6
Major Requirements (see Discipline of Music section of catalog)	58-60
Professional Education Requirements	24
Degree Requirement	3
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 66-68)	42
Institutional Requirements (See pages 68-69)	6
Major or Major/Minor Requirements	55-60
Electives and Other Departmental Requirements	16-21
TOTAL MINIMUM ACADEMIC	124

Bachelor of Science in Education

Completion of this curriculum, other University requirements, and minimum overall grade point average qualifies the student to receive a Bachelor of Science in Education degree. Please reference the Professional Education Handbook.

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

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

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

Students pursuing a Bachelor of Science in Education degree may follow one of the five following programs. Listed below each program are areas of certification which may be followed under that particular program. Please refer to the page numbers listed for specific general education requirements. Degree requirements for each program are shown in the matrix on page 73.

Program

Elementary (page 356)

- Art (Certifies Grades K-9)
- Elementary (Certifies Grades 1-6)
- Early Childhood (Certifies Birth - Grade 3)
- Early Childhood Special Education (Certifies Birth - Grade 3)
- Physical Education (Certifies Grades K-9)
- Spanish (Certifies Grades K-9)

Middle School (page 359)

- Agriculture (Certifies Grades 5-9)
- Business Education (Certifies Grades 5-9)
- Speech/Theatre (Certifies Grades 5-9)
- Family Life Education (Certifies Grades 5-9)
- Language Arts (Certifies Grades 5-9)
- Mathematics (Certifies Grades 5-9)
- Science (Certifies Grades 5-9)
- Social Science (Certifies Grades 5-9)

Special Education (page 360)

- Cross Categorical (Certifies Grades K-12)

Secondary (page 362)

- Agriculture (Certifies Grades 9-12)
- Art (Certifies Grades 9-12)
- Business (Certifies Grades 9-12)
- Driver Education (Certifies Grades 9-12)
- English (Certifies Grades 9-12)
- Health (Certifies Grades 9-12)
- Mathematics (Certifies Grades 9-12)
- Science: Biology, Chemistry, or Earth Science
(Three separate programs) (Certifies Grades 9-12)
- Social Science (Certifies Grades 9-12)
- Speech/Theatre (Certifies Grades 9-12)
- Unified Science: Biology, Chemistry, or Earth Science
(Three separate programs) (Certifies Grades 9-12)

Elementary/Secondary (page 363)

- Art (Certifies Grades K-12)
- Physical Education (Certifies Grades K-12)
- Spanish (Certifies Grades K-12)

TOTAL MINIMUM ACADEMIC..... 124

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 314-318.

Bachelor of Science in Education Degree Requirements		Elementary	Middle School	Special Education	Secondary	Elementary/Secondary
Foundations for Teaching	PSYC 08-303	●	●	●	●	●
	PSYC 08-312	◆		■		
	PSYC 08-317		●			
	PSYC 08-322			■	●	●
	PSYC 08-333	☆		■		
	EDUC 61-461	●	●	●	●	●
	EDUC 61-462				●	●
	EDUC 61-570		●			
	EDCI 62-301	●		●		
	EDCI 62-371	●	●	●	●	●
Teaching Methods	EDCI 62-511		●			
	EDUC 61-520		●	✕	●	●
	EDUC 61-521				●	●
	EDCI 62-216	●		●		
	EDCI 62-320	●				
	EDCI 62-353		●	▲	●	●
	EDCI 62-356	●	●	●		
	EDCI 62-380	●		●		
	EDCI 62-410	●		●		
	EDCI 62-420	●				
	EDCI 62-430		●			
	ART 13-380	●				
	MUS 19-380	●				
	MATH 17-471	●		●		
	HPER 22-238	●		●		
SCED 28-380	●		●			
Subject Area Methods		●	●	●	●	
Clinical Experiences	EDCI 62-211	●		I		
	EDCI 62-407	●		●		
	EDCI 62-456	●		●		
	EDCI 62-444			●		
	EDCI 62-591	●	●			
	EDUC 61-260 or HPER 22-260*			I	●	●
	EDUC 61-262		●	I		
	EDUC 61-360 or HPER 22-360*			I	●	●
	EDUC 61-362		●	I		
	EDUC 61-470					●
	EDUC 61-471	●				
	EDUC 61-472				●	
	EDUC 61-474		●			
	EDUC 61-481			●		
	EDUC 61-482			●		
Degree Require.	Specific Requirement	★	★	★	➤	➤

KEY

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

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

Bachelor of Science in Clinical Laboratory Sciences

In conjunction with approved hospitals and medical centers.

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

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

Complete application deadlines vary with the clinical program. Programs should be contacted during the Spring semester prior to the year you want to start. As an example, application deadlines can vary from July 1st to October 15th. 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. Usually, a 2.5 minimum grade point average is required.

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

B.S. in Clinical Laboratory Sciences

Degree Requirements	Semester Hours
General Education Requirements (See pages 66-68)	42
Institutional Requirements (See pages 68-69)	6
Science	46
Electives and Other Departmental Requirements	6
Clinical Laboratory Sciences 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 Clinical Laboratory Sciences degree:

Des Moines, Iowa

Mercy College of Health Sciences Clinical Laboratory Science Program
 Kyla Dippold, MS, MLS (ASCP), Program Chair and Assistant Professor

Kansas City, Missouri

St. Luke's Hospital of Kansas City - Clinical Laboratory Science Program
 Jane Rachel, MA, MLS (ASCP), Program Director

North Kansas City, Missouri

North Kansas City Hospital - School of Clinical Laboratory Science
 Marisa K. James MA, MLS (ASCP), Program Director

Bachelor of Science in Clinical Laboratory Sciences

Required Courses	Semester Hours
CHEM 24-114/115 General Chemistry I and Laboratory	4
BIOL 04-102/103 General Biology and Laboratory	4
BIOL 04-140 General Microbiology	4
BIOL 04-310 Cell Biology (4) OR	
BIOL 04-440 Molecular Genetics (3) OR	
MATH 17-114 General Statistics (3)	3-4
BIOL 04-438 Human Physiology	4
BIOL 04-350 Genetics	3
BIOL 04-444 Immunology	4
Total Hours	26-27
Clinical Laboratory Sciences	30
In conjunction with approved hospitals and medical centers.	
Collateral Courses	
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	
The following courses are to be taken to fulfill General Education requirements:	
MATH 17-118 College Algebra	3
BIOL 04-114/115 General Zoology and Laboratory	4
PHYS 25-112/113 General Physics II and Laboratory	4
General Education Requirements (less directed General Education courses)	31
Institutional Requirements	6
Elective	1
TOTAL MINIMUM ACADEMIC	124

Bachelor of Science in Nursing Completion Program

This curriculum allows active nurses to complete a Bachelor of Science in Nursing degree. As a liberal arts degree, the program includes the General Education requirements and Institutional requirements, as well as upper-division nursing courses. Successful completion of the program results in the conferral of the Bachelor of Science in Nursing degree.

Admission to the R.N.-to-B.S.N. Completion Program requires a minimum GPA of 2.5 (in all courses) and a current R.N. license.

The curriculum below reflects the total course requirements. As such, students transferring into the program may already have credit for a number of courses. Students interested in course equivalencies are referred to the Northwest Admissions Office web page on Transfer Equivalencies and/or Articulation Agreements (<http://www.nwmissouri.edu/admissions/transfer/equivalencies.htm>). In addition, the degree requires a minimum total of 124 academic semester hours, including at least 40 hours in courses numbered above 300. Thirty hours must be taken at Northwest. Last hours of residency are waived.

B.S.N. Degree Requirements

Semester Hours

General Education Requirements (See pages 66-68)

Note: the BSN specifies certain courses within this group 42

Institutional Requirements (See pages 68-69) 6

Nursing Program Requirements 50

Program Electives 3

Other Coursework 23-24

TOTAL MINIMUM ACADEMIC 124

Bachelor of Technology

The curriculum leading to the Bachelor of Technology degree provides for the transfer of vocational or technical coursework taken as part of a one or two year technical certificate, Associate of Applied Science or an eligible technical Associate of Science degree program from a regionally-accredited college. The curriculum is designed to provide the additional general and specific education necessary for technicians with vocational or 'non-college transfer' certificate/degrees to earn a bachelors degree.

The Bachelor of Technology degree requires a minimum of 24 semester hours in courses numbered above 300. A minimum of 30 semester hours must be completed in residence, with the last 10 hours of academic work completed at Northwest. A minimum total of 124 earned academic hours and a minimum overall and Northwest grade point average of 2.0 are required to qualify for the degree.

A program of study for candidates who have completed a one-year certificate program will be developed with the following framework:

Requirements	Semester Hours
General Education Requirements (see pages 66-68)	30
Institutional Requirements (see pages 68-69)	6
Emphasis	39
Transferred or Directed Electives	49
Total Minimum Academic	124

A program of study for candidates who have completed a two-year certificate program, Associate of Applied Science degree, or eligible technical Associate of Science degree will be developed with the following framework:

Requirements	Semester Hours
General Education Requirements (see pages 66-68)	30
Institutional Requirements (see pages 68-69)	6
Emphasis	24
Transferred or Directed Electives	64
Total Minimum Academic	124

B.T. Eligibility Requirements:

Only students who have earned approved technical certificates or degrees are eligible for admission into the Bachelor of Technology program:

- One-year technical certificate from a community/junior college
- Two-year technical certificate from a community/junior college
- Associate of Applied Science degree
- Associate of Science degree (eligible technical programs only)

General Education Requirements:

All candidates for the Bachelor of Technology degree will complete 30 hours of general education studies which must include:

ENGL 10-111 Composition I: Academic Literacies(see note below) (3 hours)

COM 29-102 Fundamentals of Oral Communication (3 hours)

HIST 33-133 America: A Historical Survey (3 hours)

POLS 34-102 Introduction to American Government & Politics (3 hours) OR

POLS 34-201 Missouri Politics (see note below) (1 hour)

Additional specific general education requirements set forth by the emphasis department

After satisfying the above specified general education requirements, the student will complete additional general education courses, from those listed on pages 66-68, to total the required 30 hours.

Note: ENGL 10-110 Introduction to College Writing is a prerequisite for students who do not meet placement criteria for ENGL 10-111.

Note: POLS 34-201 Missouri Politics is the required course for students who have credit for an American Government course which did not include a study of the Missouri Constitution. (Students successfully completing POLS 34-203 State and Local Government at Northwest may have POLS 34-201 Missouri Politics waived. See chairperson of the Department of Humanities and Social Sciences for approval of this waiver.)

Institutional Requirements:

Students must complete six hours of institutional requirements including three hours from the multicultural/diversity competency and three hours from the information technology competency.

Bachelor of Technology Emphasis:

Bachelor of Technology students who have earned a one-year certificate will complete a minimum of 39 hours of coursework at Northwest in their chosen emphasis area. Bachelor of Technology students who have earned a two-year certificate, Associate of Applied Science degree or eligible technical Associate of Science degree will complete a minimum of 24 hours of coursework at Northwest in the chosen emphasis area. Specific coursework requirements with an emphasis are determined by the emphasis department and may be obtained from the B.T. Advisors listed below.

Directed Electives:

Bachelor of Technology students will choose general electives to reach the required 124 total hours from those courses outlined by the emphasis department.

B.T. Advisors:

Agriculture—Jamie Patton

Computer Science—Carol Spradling

Child Care Administration, Food Service, Merchandising—Lauren Leach-Steffens

Geographical Information Systems—Patricia Drews

Geography—Theodore Goudge

Management Information Systems—Nancy Zelif

Marketing/Management—Chi Lo Lim

Business Technology—Judy Clark

Academic Structure

COLLEGE OF ARTS AND SCIENCES

- Department of English and Modern Languages
- Department of Fine and Performing Arts
- Department of Humanities and Social Sciences
- Department of Mathematics, Computer Science and Information Systems
- Department of Military Science
- Department of Natural Sciences
- Honors Program

BOOTH COLLEGE OF BUSINESS AND PROFESSIONAL STUDIES

- Department of Agricultural Sciences
- Department of Business
- Department of Communication and Mass Media

COLLEGE OF EDUCATION AND HUMAN SERVICES

- Department of Behavioral Sciences
- Department of Health and Human Services
- Department of Professional Education