

2012-2014 Undergraduate Catalog (pages 39-47)

<http://www.nwmissouri.edu/academics/catalog/ua1214.htm>

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 Web page by accessing the CatPAWS “Class Schedule” links.

Course Numbering

Courses are numbered according to the following plan:

001 to 099:	Non-College Parallel: will not satisfy graduation requirements
100 to 299:	Lower Division
300 to 499:	Upper Division
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 mat-

ters 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.

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.