

2013-2015 Graduate Catalog (pages 34-48)

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

## Policies and Regulations

### Total Hours Required

A minimum of 32 semester hours is required for all master's and specialist's degrees, with the exception of the M.B.A., the M.S.Ed. in Teaching: Instructional Technology, and the M.S.Ed. in Guidance and Counseling. Check specific program requirements in the appropriate section in this catalog. All master's degrees require 16 hours of courses at the 600 level. All other courses must be graduate level.

### Minimum Grade Point Average to Remain in Graduate Program

Graduate students who earn below a 3.00 grade point average for two consecutive terms of enrollment will be suspended for one term. A student who has been readmitted after a one-term suspension and who does not achieve a 3.00 grade point average for the term of readmission will not be permitted to continue in that master's degree program.

### Minimum Grade Point Average Required for Graduation

The overall grade point average must be 3.00 ("B") or above in the major study area. All graduate coursework taken at Northwest must average 3.00 or above, with no more than six hours of "C," and no hours of "D" or "F". Transfer credit grades do not apply to calculating the 3.00 GPA in courses taken at Northwest. The Specialist in Education degree requires a 3.25 overall GPA at Northwest.

### Time Limitations

All requirements submitted in fulfillment of a Master's or Specialist in Education degree must be completed within a period of eight years. Coursework for the Certificate in Instructional Technology must be taken within three years, and the ELL/ESOL Certificate has eight years to complete. In the event a student has already completed a required course taken before the eight-year time period, the academic advisor and graduate student may agree to substitute another graduate level course which would complement the student's program. This substitution must be submitted to the Graduate Office in writing. No coursework older than eight years will be counted toward the degree. These limitations will be extended only for the period of active duty of students entering the military service. The student must submit a petition upon his or her return from military service.

### Comprehensive Assessment

A comprehensive assessment is administered in the term in which the student expects to receive the degree. Each graduate program must have a comprehensive assessment of their students' broad knowledge of the field. Since such knowledge is beyond the scope of any single research component, the assessment cannot be limited to the content of a thesis. The comprehensive assessment must include a written component. This written component may take one (or more) of several forms:

- multiple choice (including ETS-type exams)
- take-home essay(s)
- timed sit-down essay(s)
- reflective portfolio essay(s)

Each program may choose to add additional components, such as portfolios, oral defenses, or proposals. However, such requirements do not necessarily meet the required assessment as described above.

The 5-Year Review should mandate each department present the comprehensive examination framework to demonstrate breadth and the comprehensive nature of the examination.

Students who require special accommodations should contact the Graduate Office no less than 48 hours prior to test date. The student must have been admitted to candidacy to be eligible to

attempt the comprehensive assessment and must have a 3.00 GPA in all coursework. Application must be made prior to or no later than the third week of the trimester the student plans to complete the comprehensive assessment. Approval will be determined by the Dean of the Graduate School in consultation with the student's advisor. Students must achieve the minimum of an overall "B" grade in order to pass. If students lack two required courses (maximum of six semester hours), they may apply to complete the comprehensive assessment. If approved by the graduate advisor and Dean of the Graduate School, a student who fails the comprehensive assessment for a master's degree may take it again. The maximum number of times the student may attempt the comprehensive assessment for the master's degree is three, in three separate sessions, in fall, spring, or summer. The Specialist in Education candidate may request approval to attempt the comprehensive assessment once after failing.

The comprehensive examination will be offered each trimester during a testing period and at a location or mode of delivery to be specified by the department that is responsible for the examination. Request for flexibility in extenuating circumstances may be considered upon petition, with supporting documentation, to the Graduate Dean prior to the scheduled examination.

### **Portfolio Requirement**

To assess program effectiveness, a performance-based graduate portfolio is required in place of the comprehensive assessment for some programs. Program advisors will provide candidates with the program specific template at the time the Approved Program Form is completed.

### **Deficiencies and Teacher Certification**

A student who desires a University recommendation for certification in an area other than his or her earned master's degree must remove specified graduate deficiencies (and undergraduate, if applicable). If the student works directly with a state school agency for certification, he or she need only take courses specified by that agency. The student may pursue a second master's degree, if applicable. If the student is in the GIST Program or earning certification, it is recommended that he or she take and pass the PRAXIS the trimester prior to taking the comprehensive exam and/or the trimester prior to graduation.

### **Conduct**

Any issues relating to the conduct of a graduate student will be handled by the Graduate Council.

### **Department Test-Out**

At the discretion of the advisor and the department, a student may test out of required undergraduate deficiencies.

**Policies:** Students expecting to test out of a course are not to 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 to the appropriate department chairperson or college dean on or before the first day of classes. The chairperson or dean determines which courses are available for test-out and will arrange for the test-out process in accordance with department policy. Test-out must be completed within the first four days of a trimester or within the first two days of a four-week course.

Test-out may not be taken to supersede "C", "D", or "F" grades. 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" or "B" will be assigned.

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

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

A student may re-enroll in a course once for purposes of improving the grade and demonstrating greater competency. The student must have a written petition (forms are available in the Graduate Office) and the approval of the graduate advisor or department chairperson, the dean of the college, and the Dean of the Graduate School. The student may not receive credit twice in the same course.

### **Pass/Fail**

No courses for graduate credit may be taken on a pass/fail basis.

### **Academic Load**

The recommended credit load for persons fully employed during the academic year is six hours per trimester. A full-time graduate student is one who takes nine or more hours in a trimester. The maximum is 16 hours in a trimester with no more than seven hours in a four-week summer session. Workshop credits are counted in the academic load. (For financial aid purposes, a student must take five hours during a trimester to be considered a part-time student.)

Students working on an assistantship are subject to regulations stipulated by that award concerning minimum enrollment requirement and maximum credit load to be taken.

Graduate Assistants in their last trimester of study, requiring six hours of graduate coursework to complete their degree, may petition the Graduate Dean to retain their assistantship position, provided they are completing the comprehensive examination/assessment during their final trimester.

Courses taken for audit are included in the academic load.

### **Dual Enrollment**

A Northwest senior who needs fewer than 30 semester hours to complete the baccalaureate degree and who needs less than a full enrollment of required undergraduate courses in any term of the senior year may petition to take courses for graduate credit, provided prerequisites are met and he or she follows the approval procedures. The student must: 1) have a cumulative undergraduate GPA of 2.50 or above, 2) fill out a petition for dual enrollment obtained from the Graduate Office, 3) apply for admission to the Graduate School if from another regionally-accredited university, and 4) have approval of the appropriate advisor or chairperson, and the Dean of the Graduate School. The maximum load is 16 hours for any trimester in which graduate credit is involved, and no more than seven hours in a four-week summer session.

Dual enrollment is available at the graduate and the undergraduate level:

A Northwest graduate student may petition to take an undergraduate class (500 level) which is not required for their graduate program, pay undergraduate fees and receive undergraduate credit. The Petition for Dual Enrollment for Undergraduate Credit for Graduate Students must be completed during the first week of class and cannot be changed to graduate credit at any time in the future. Petitions for Dual Enrollment for Undergraduate Credit for Graduate Students are available in the Graduate Office and must be approved by the Graduate Program Director and Graduate Dean. The maximum load is 16 hours for any trimester in which graduate credit is involved, and no more than seven hours in a four-week summer session.

## **Academic Integrity**

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 the 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 student will earn an automatic “F” in the course, and be disallowed from dropping 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 academic dean, graduate dean and the provost.

Once the charge is made, the student has the right to appeal. The student must make the appeal in writing to the department chairperson within ten 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 Graduate Council. A charge that is successfully appealed will be reported by the appropriate committee to the chairperson of the appropriate department, to the academic dean, the graduate dean, and to the provost so the charge that has already been reported will be expunged from the record.

During the appeals process, the departmental committee or the Graduate Council 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 of academic dishonesty will result in immediate dismissal from the University.

## **Audit**

Graduate students may audit graduate courses, provided the class section has available space and proper enrollment forms are completed. The normal academic load applies. 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 Registrar’s Office.

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

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

A course may be audited either before or after it is taken for academic credit.

### Correspondence Courses and Workshops

Northwest does not accept courses by correspondence for graduate credit. Campus-based, electronically-generated courses will be considered as residential credit. No more than six hours of workshop credit may be applied to any degree. Workshop credit is a part of the academic load.

### 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 and in the *Course Offerings*.

### Course Numbering

Courses are numbered according to the following plan:

001 to 099:	Non-college Parallel
100 to 299:	Lower Division
300 to 499:	Upper Division
500 to 599:	Upper Division/Graduate (Additional requirements must be met for graduate credit.)
600 to 699:	Graduate Only
700 to 799:	Specialist in Education
800 to 899:	Doctoral

A minimum of 16 credits of 600-level courses are required for all master's degrees. The remaining required credits must be graduate level.

### Grading System

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

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

### Incomplete Grade

The incomplete grade form is initiated with the course instructor. This grade indicates that due to unusual circumstances a small portion of a course has not been completed. In each instance when an incomplete grade is assigned, the instructor of the course, at the end of the course, indicates on the form what the student must do to complete the course. The form is turned in to the Registrar's Office at the time the final grades are submitted for the course. **Incomplete grades in graduate credit courses (with the exception of thesis courses and other courses designated by the Dean of the Graduate School) must be removed within one calendar year, or the incomplete grade becomes an "F" on the student's permanent grade record. Graduate students cannot graduate if they have an incomplete grade on their transcript.**

A student wishing to submit makeup work to remove an incomplete grade must make arrangements with the instructor. Faculty members are not obligated to accept and evaluate makeup work in order to submit a grade change after the above time periods. The student must request specific extensions of time in writing from the instructor of the course. If supported by the instructor,

the request, with instructor support, must be forwarded to the Dean of the Graduate School for implementation. If not supported by the instructor, a grade of “F” will be assigned at the end of the initial incomplete time period. Length of the extension, if granted, will be determined by the instructor in consultation with the Dean of the Graduate School

### **In-Progress Grade**

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

Courses not required for the master’s or specialist degree that show an in-progress (IP) grade at the time of the degree conferral will not hinder the degree conferral. However, when completed and graded, those courses will be reflected within the time frame of the degree, causing the hours to count as part of the degree.

### **Final Examinations**

The University publishes an official final examination schedule for fall and spring trimesters. Summer session examinations are scheduled by each instructor on the last day of the term.

Faculty members who wish to approve individual students for a legitimate change in their final examination schedule must make this recommendation to the department chairperson. Only those students who have three examinations scheduled on the same day will have a schedule change initiated by the department chair. Students must have a written recommendation from their instructor for any change.

### **Grade Appeal Procedure**

Faculty members have a professional obligation to evaluate the progress and/or performance of students, and to assign each student a course grade which validly reflects the student’s progress and/or performance in that 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 does 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 has the right to make a written appeal to the appeal committee appointed by the department. Such a committee consists of at least one faculty member and one student, both of whom are not directly involved in the case.

The departmental-level appeal committee will 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 will 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 recommenda-

tion for the resolution of the difference, and will notify in writing the student, the instructor, and the department chair or coordinator. The written decision and the signatures of the committee members will be filed in the department.

If the departmental-level appeal 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 or coordinator, the final appeal will be made to the Dean of the Graduate School, or other designee of the Provost.

### **Academic Policies Appeal Process**

The process of appealing decisions based on stated academic policy beyond action of the Dean of the Graduate School requires a letter of petition clearly stating the reason for the appeal. The letter should be addressed to the Graduate Council, c/o Graduate Office. The Graduate Council will hear the appeal.

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

**Adding Courses:** Courses may be added during the first day of any short course, two-week course, or four-week course; during the first two days of a six-week or eight-week course, and during the first four days of any course longer than eight weeks of instruction. This includes adding a course, exchanging courses, dropping courses, and transferring from one section of a course to another section. No record of such courses is made on the student's transcript. No change in program may 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 unless under a charge of academic dishonesty. (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, he or she must petition the Dean of the Graduate School. 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 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 Graduate 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 are corrected to reflect the status of the student.

If a student cannot initiate the withdrawal process in person, he or she should write or call the Graduate Office, who will process the withdrawal from the University.

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

Students who do not follow the prescribed procedure in withdrawing from the University will have recorded on their permanent record a grade of "F" for their courses.

### **Transcript of Grades**

Students may request, in writing, copies of their permanent grade record. Normally, a transcript can be furnished 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 enclose the transcript fee (see “Fees and Costs”) along with the written request.

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

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

### **Guidelines**

1. In financial situations, the Bursar will consider cases of exceptional circumstances.
  - a.) An exception to a hold on a transcript will be made when (1) a transcript is required by a funding agency in order for funds due the University to be released or (2) when financial assistance personnel have verified that all necessary paperwork has been completed by the student and that a sufficient amount of assistance to cover the student's obligation will be forthcoming.
  - b.) Enrollment may be allowed at the discretion of the treasurer when there is reasonable assurance that funding will be forthcoming.
  - c.) No exceptions are made to a hold on a diploma.
2. In situations where an individual has not submitted all the required transcripts and/or GRE/ GMAT results, the Dean of the Graduate School 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.
3. In other situations (for example: disciplinary, etc.), the Dean of the Graduate School will consider exceptional circumstances.

### **Housing**

If a graduate student chooses to live on campus, the student must abide by the regulations for living on campus.

### **Special Accommodations**

Students needing special accommodations should contact the Graduate Office no less than 48 hours prior to attending Northwest Missouri State University.

### **Motor Vehicle Registration**

All vehicles must be registered with University Police in order to use University parking facilities. Parking areas are designated for use by permit type. Permits may be purchased at the Student Services Center in the Administration Building. Maps of Northwest and copies of the *Parking and Traffic Policy* may also be obtained at the Student Services Center. All students will be responsible for knowing and observing campus parking and traffic policies. Appeals of parking and traffic fines are heard by the Student Faculty Traffic Committee and may be filed at the University Police Department.

## **Student Records**

Northwest complies with the Family Educational Rights and Privacy Act (FERPA) 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:** Graduate Office, Administration Building

**Alumni Records:** Office of Development and Alumni Relations, Alumni House

**Disciplinary Records:** V.P. Student Affairs, J.W. Jones Union

**Financial Assistance Records:** Office of Scholarships and Financial Assistance, Administration Building

**Housing Records:** Residential Life, J.W. Jones Union

**Medical Records:** Wellness Services

**Placement Records:** Office of Career Services, Administration Building

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

Inaccurate records may be challenged through a hearing requested from 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 Vice President of Student Affairs.

# Resources and Services

## Alumni Association

The Northwest Alumni Association fosters lifelong relationships through initiatives and opportunities that advance the University and its alumni, future alumni and friends. The association includes all Northwest alumni and friends who have made an annual \$50 contribution to the University. Partnering with the offices of Career Services and Admissions, the Northwest Alumni Association coordinates outreach programs for career networking and student recruitment using alumni as ambassadors. As of 2012, there were 19 Northwest alumni chapters throughout the United States and a chapter in Japan. Several others are currently being formed. These chapters give alumni the opportunity to connect with each other and the University and to stay informed and involved with their alma mater. Members of the Northwest Alumni Association receive many benefits including an alumni locator service, the *Northwest Alumni Magazine*, insurance, and the Tourin' Bearcats travel program. In addition, members receive invitations to numerous events throughout the year. The Office of University Advancement, which coordinates the Northwest Alumni Association, is located in the Alumni House at 640 College Avenue.

## 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 books, eBooks, government documents and audiovisual materials. 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, e-mail 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 by English department undergraduate and graduate students, and the Talent Development Center, which offers free tu-

toring 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. Plans are underway to add more student/instructional support services to the library.

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.

### **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 the 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 at [www.nwmissouri.edu.bkstore.com](http://www.nwmissouri.edu.bkstore.com) and on facebook at [www.facebook.com/bearcatbookstore](http://www.facebook.com/bearcatbookstore).

### **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 at (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).

### **Career Services**

Information concerning current career opportunities in all occupational fields is available from Career Services. The office provides up-to-date general occupational information, job search guides, internship leads, employment announcements, and company information. Students can take advantage of group workshops and individual appointments that may address career planning, résumé-writing and other job search-related concerns.

Graduate students, including internship candidates, are encouraged to utilize **Hire A Bearcat**. Hire a Bearcat is an online job search tool for Northwest students and alumni. Uploading a resume into the **Hire A Bearcat** database allows employers access to qualified student data through a referral process. Northwest alumni are eligible to utilize these services for a minimal fee. For more information, call Career Services at (660) 562-1250, visit the comprehensive Career Services website, or stop by the extensive Career Services Resource Library in the Administration Building.

### **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. Students are assigned an account number which permits access to all of the services of Northwest, free of charge, includ-

ing an online library catalog, online databases and full text abstracts, e-mail, word processing, spreadsheets, general information, and access to the Internet. Most courses are enhanced with web based resources and many courses are totally online, and several degrees are also offered totally online. Every full-time student is provided a wireless notebook computer.

### **Horace Mann Laboratory School Library**

The Horace Mann Lab School Library supports both the Horace Mann School and the elementary education program. The holdings include a model elementary library collection as well as materials to support PK-6 curriculum programs.

### **Housing**

Northwest has designated South Complex, Tower Suites, Franken Hall and Forest Village Apartments as upper class living environments, housing sophomore, junior, senior, and graduate students. These facilities are co-ed and have a policy of 24-hour, 7-day-per-week visitation. Please refer to the *Residential Life and Apartment Handbooks* for more information and limitations on visitation policies. The facilities are staffed by both professional and student staff who strive to provide services and programs specific to the needs of the older student. For more information about on-campus housing, contact the Residential Life Office, J.W. Jones Student Union (660) 562-1214 or visit [www.nwmissouri.edu/reslife/](http://www.nwmissouri.edu/reslife/).

### **International Students' Assistance**

The Director of International Affairs and the IIC Data Specialist assist all international students in resolving issues with the United States Department of Homeland Security, understanding University policies and programs, and making the best social and academic adjustment to higher education in America. A variety of social opportunities are also offered from the Intercultural International Center. New and returning students may arrange airport transportation by e-mailing flight itineraries to [iic@nwmissouri.edu](mailto:iic@nwmissouri.edu).

### **Outreach Centers**

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

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

The Northwest St. Joseph Center is located at 3500 N. Village Drive, Suite 100 South, St. Joseph, Missouri. The Center has regular office hours Monday through Thursday from 9a.m.-6p.m. Classes and events may be held during alternate hours as requested. For more information, contact the Northwest St. Joseph Center at (816)364-5000 or visit [www.nwmissouri.edu/stjoe](http://www.nwmissouri.edu/stjoe)

### **Student Organizations**

All graduate students should acquaint themselves with the graduate student organizations on campus and other professional organizations or activities which might contribute to their total education. Information about student organizations is available in the Office of Campus Activities, (660) 562-1226, located on the second floor of the J.W. Jones Student Union.

Graduate student representation is provided on the Graduate Council, the Student Senate, and on various University committees. Graduate Student Advisory Council meetings are held during each trimester.

### **Student Services Center**

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

### **Students with Disabilities**

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

### **Talent Development Center**

The Talent Development Center, located on the second floor of the B.D. Owens Library, offers learning support services to the University community. The Talent Development Center coordinates the Graduate Tutorial Program, in which graduate students receive a stipend for tutoring undergraduate students. The tutoring takes place either in small groups for specific classes, or on a one-to-one appointment basis with students. Students participating as graduate tutors also assist the Talent Development Center with the management of the TDC programs. Many students take advantage of the computer-aided materials provided free of charge, which can improve learning for the LSAT, GRE, and GMAT standardized tests. For more information or to apply, contact the Graduate Office.

### **University Police Department**

Located in the Support Services Building, the University Police Department protects 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, crime prevention, and security on campus. The department is also responsible for the enforcement of University parking regulations.

### **Wellness Services**

Wellness Services believes that wellness is a way of life and involves achieving a balance among mind, body, and spirit through considering all aspects of wellness. Wellness Services operates out of the Wellness Center, which is located on the northwest corner of campus, and provides a multitude of services to Northwest students, including Health Education and Promotion, Personal Development and Counseling, Outpatient Clinic Services, and Nutrition Services.

Office Hours: 8:00am - 5:00pm, Monday - Friday

Phone: 660-562-1348

Fax: 660-562-1585

E-mail: [health@nwmissouri.edu](mailto:health@nwmissouri.edu)

Prior to enrollment, students are required to comply with certain health requirements, including:

- **Completion of a Health History Form** (required for all students)
- **Measles, Mumps, and Rubella (MMR) Requirement** (required for all students **except** online only students, dually-enrolled students, and students attending courses through any of Northwest's Distance Learning Centers)
- **Meningococcal Education Requirement** (required for students living on campus only)
- **Tuberculosis Testing** (required for first-time students who are foreign-born, students who have spent more than three months outside the U.S., and/or have a known exposure to tuberculosis)

Details on how to satisfy these requirements can be found at [www.nwmissouri.edu/wellness/beforenw.htm](http://www.nwmissouri.edu/wellness/beforenw.htm).

**Health Education and Promotion**—This area of Wellness Services focuses on the overall wellness of our students. We help students realize they can make responsible and educated choices about their health and wellness by providing programming and presentations about all aspects of wellness. These services include public health initiatives, health and wellness speakers, awareness weeks and events, health education activities, Peer Education, and Student Health Advisory Committee. Our main initiatives focus on suicide prevention, violence prevention, and responsibility regarding alcohol.

**Personal Development and Counseling (PDC)**—PDC Services at Northwest is a vital resource that can help students reach their full potential. Students use our services because they want to improve the way they live, learn, and grow. College is the perfect time to make changes in your life, consider who you are and who you want to be, and build on your strengths so you can fully flourish and thrive. PDC is staffed by licensed psychologists and counselors who will help you get the most out of your college experience. Services provided include individual, group and relationship counseling, consultations, workshops, and presentations.

**Clinic Services**—Clinic Services provides primary health care services to Northwest students, and is staffed with a physician, nurse practitioners, RNs and LPNs. Students can be seen in clinic for a number of health issues, ranging from routine sore throats or flu symptoms, to more urgent care problems. Clinic Services also provides screenings and immunizations in an effort to protect the campus from the spread of communicable diseases. Clinic Services strives to focus on holistic care, patient education and follow up. Our goal is making sure the student is back to optimal health as soon as possible.

**Nutrition Services**—Wellness Services provides nutrition counseling by a registered dietitian to assist students in reaching and maintaining a healthy lifestyle in a supportive and encouraging environment. Lifestyle changes are encouraged in the form of healthy nutrition and exercise. Wellness Services' dietitian can help tailor a nutrition plan that will fit in with your busy schedule and lifestyle and help you achieve your personal health goals. Nutrition counseling is free to all enrolled students.