



Policy Name:	Correspondence & Extension Courses
Effective Date:	Unknown
Last Revision Date:	December 14, 2021
Last Review Date:	Unknown
Approving Authority:	Northwest Leadership Team
Responsible Office:	Registrar's Office
Category:	Academics and Enrollment

I. Policy

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.