

NORTHWOOD UNIVERSITY

Student Handbook

Adult Degree Program

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ABBREVIATIONS

AA	Associate Degree
ACC	Accounting
ACT	American College Testing
ADV	Advertising
AM	Automotive Marketing
AAM	Automotive Aftermarket Management
BBA	Bachelor of Business Administration Degree
BF	Banking and Finance
BM	Business Management
CLEP	College Level Examination Program
CSM	Computer Science Management
CUM	Cumulative
ECN	Economics
ENG	English
EXF	Executive Fitness
FA	Financial Aid
FIN	Finance
FMM	Fashion Marketing and Merchandising
FSM	Fire Science Management
GEO	Geography
GLH	Griswold Lecture Hall
GPA.	Grade Point Average
HCM	Healthcare Management
HRM	Hotel Restaurant Management
HUM	Humanities
JRN	Journalism
MGT	Management
MKT	Marketing
MIS	Management Information Systems
MTH	Mathematics
NADA	National Automobile Dealers Association: this building houses classrooms, offices, guest rooms and banquet facilities
NSC	Natural Science
PSC	Political Science
PHL	Philosophy
PSY	Psychology
S or STRO	Strosacker Library
SAT	Scholastic Aptitude Test
SOC	Sociology
SPC	Speech

ACADEMIC COUNSELING

Students should look to their Outreach Director/Program Center Manager (OD/PCM) for academic counseling and advising when needed. OD/PCM assist students with schedule planning, course work options, graduation requirements, etc. A second source for counseling, after the OD/PCM, would be the individual student's evaluator. Sometimes this could be the same person.

If no progress toward a degree has been made in five years, students who return to NU will be re-evaluated using the current curriculum guide. In University College, if the 36 hour requirement for posting work life has not been met, the student will have to resubmit her/his background for a new work life evaluation based on the new curriculum guide.

ACADEMIC DISMISSAL

Students may be academically dismissed any time for lack of academic achievement. The college catalog lists the minimum GPA requirement per credit hours completed. Appeals may be made through the Associate Dean of University College.

Continued matriculation at Northwood University requires measurable progress demonstrated by the student in achieving basic scholastic goals. Academic achievement in any term that results in a cumulative grade point average below the 2.0 GPA level places a student on academic probation. Various campuses and academic programs have counseling and notification systems to assist the student in raising the earned GPA so that at scheduled graduation time the student has earned the necessary 2.0 GPA and has successfully completed (grade of D- or better) all required courses in the curriculum.

A student who has been academically dismissed, and who wishes to appeal the dismissal decision, must submit an appeal in writing to the Academic Committee. A student who later seeks re-admission must re-apply through the Admissions Office. Financial Aid students see Financial Aid section for additional information.

ACADEMIC HONORS - PRESIDENT'S/DEAN'S LIST

At the end of each term, two lists are prepared based on student achievement and being enrolled in 10 or more credit hours for that term:

1. President's List (3.85 - 4.0 for a single term).
2. Dean's List (3.25 - 3.84 for a single term).

The Northwood University president sends a congratulatory letter to all President's List members. The Dean of University College sends a congratulatory letter to all Dean's List members.

ACADEMIC PROBATION

A student is automatically placed on academic probation whenever his/her cumulative Northwood GPA is below a 2.0. This cumulative GPA includes all coursework taken through Northwood any time and in any mode of delivery.

The Registrar will send a probationary letter to the student who has a cumulative GPA below 2.0. The student may take no more than 12 credit hours per term until the GPA is raised to a 2.0.

ACCEPTABLE COURSE LOAD

Students in good standing (minimum GPA. of 2.0) are allowed to register for 16 credit hours per term. Those who would like to register for more hours should contact their Program Center Manager. This request is approved on a case-by-case basis and only after a thorough review of all applicable information.

ACCREDITATION INFORMATION

Northwood University is accredited by the Higher Learning Commission and is a member of the North Central Association (1-800-621-7440, www.higherlearning.commission.org).

ADMINISTRATIVE DROPS

The University reserves the right to administratively drop students from courses for non-attendance at the first class session. Students must notify the program center in the event of an emergency, to retain enrollment status. Students must attend the next class in order to maintain enrollment for the term.

Eligibility for class attendance requires that all academic and financial obligations to the college be met. Persons deemed ineligible for enrollment are subject to administrative drop.

ADMISSION

Students are fully accepted to the university when the following requirements have been met:

1. Completed application submitted to the Registrar.
2. Official transcripts (high school and/or college) submitted to the Registrar.
3. The application fee is paid.
4. Minimum cumulative GPA of 2.0
5. In Good Standing from all institutions attended.

Students are admitted conditionally when:

1. The completed application is submitted to the Registrar.
2. The application fee is paid.
3. One or more of the required official transcripts is missing.

The student's academic standing will be marked conditional using the conditional code (CG) and will prevent the student from enrolling in a second term until all requirements of full acceptance are met.

Students accepted conditionally will receive an acceptance letter identifying the missing documentation and informing the student of the conditions for acceptance. A copy will be sent to the OD/PCM. Upon receipt of all missing documents, the "conditions" will be removed and the student will receive the appropriate acceptance letter. The student will be advised that enrollment in coursework subsequent to the first term will not be allowed until full acceptance is accomplished.

Important information for financial aid students: Students must be fully accepted for admissions to maintain financial aid eligibility. Eligible students that are conditionally admitted will receive their aid for their first term of enrollment. They must be fully accepted in subsequent terms to maintain their financial aid eligibility.

Students are admitted provisionally when all acceptance requirements are met but their CUM GPA is less than a 2.0. The student is allowed to enroll in only two courses (classroom or comprehensive exam) and is not allowed to enroll in another course until they have achieved a CUM GPA of at least 2.0.

AMERICANS WITH DISABILITIES STATEMENT

Northwood will seek to accommodate all persons with disabilities for events, seminars, workshops and courses. Individuals with disabilities requiring an accommodation to participate in this program should contact their OD/PCM.

ATTENDANCE POLICY

Each classroom instructor will notify the student of his/her attendance policy. This will be stated in the course syllabus and reinforced verbally in the classroom. Attendance includes arriving late or leaving early from class. Attendance can and usually does affect the student's final grade in a course.

AUDITING A COURSE

Students may audit a weekend, night college or on-campus course. The cost of tuition is 50% of the current course tuition for classroom and 75% for online. The student will receive a grade report indicating that the course was audited but no grade or credits will be issued. This information will also appear on the student's transcript as well. Students who audit a course will be expected to follow the same policies and procedures as the students who are taking the course for a grade. Attendance at all sessions is expected and students will also be expected to do all work assigned and take all quizzes, tests, etc.

BBA DEGREES

Northwood University offers the Bachelor of Business Administration Degree programs with majors in the following areas, but not at all centers. Ensure that students are advised which BBA degrees are offered through your center.

Accounting	Health Care Management
Automotive Marketing/Management	Management
Economics/Management	Management Information Systems
Fire Science Management	Marketing/Management

AA DEGREES

Northwood University will no longer be conferring Associate of Arts degrees after August 2009

CAMPUS CRIME STATISTICS

In order for us to remain in compliance for current, prospective students and employees with the Student Right-To-Know and Campus Security Act of 1990, campus crime statistics are placed on the Northwood University website, by October 1st, for student review.

NORTHWOOD UNIVERSITY CODE OF ETHICS

Character Counts at Northwood. Our Code of Ethics is embodied by our entire community – students, faculty, and staff. In today’s world, the teaching of ethics is more important than ever. Who we are and the values we share underlie every academic discipline.

Integrity

In all our actions, we shall be guided by a code of behavior which reflects our values, unimpeded by circumstance, personal gain, public pressure, or private temptation.

Respect

We will treat all others with consideration for their circumstances and with thoughtful regard for their value as human beings.

Honesty

We will embrace truthfulness, fairness, probity, and demand the absence of fraud or deceit in ourselves and others with whom we act.

Responsibility

We will be accountable for the care and welfare of others and responsible for the intended and unintended consequences of our actions.

Freedom

We will exercise personal freedom while insuring others is immune from arbitrary interference on account of condition or circumstance, insuring that freedom will be constrained only by our responsibility for its consequences.

Empathy

We will endeavor to understand the feelings, thoughts, and notions of others in order that compassion and fairness of our actions may result.

Spirituality

We will seek the spiritual development necessary for our happiness and growth and encourage an environment that supports this growth for all.

Achievement

We will exercise our skills to create high achievement and applaud the high achievement of others.

COMPANY TUITION REIMBURSEMENT

The PCM must make sure that the correct paper work is completed before a student enrolls in classes. Applications and/or vouchers should accompany the registration form if the student does not register online. If the student registers online, documentation must be processed before the student can enroll. The following guidelines are to be used for company tuition reimbursement:

1. Students whose employer will pay tuition directly to Northwood University, must have his/her voucher turned in to the PCM for that term. Students can enroll without the voucher by paying the full tuition and fees prior to the start of the course(s).
2. Students whose employer will reimburse Northwood University directly after a grade is received in a course, but the amount of the reimbursement is based on the final grade received (100%-A, 90%-B, etc.), are required to pay the full tuition and fees prior to the start of the course(s).
3. Students whose employer reimburses the student directly must pay the full tuition and fees prior to the start of the class unless the PCM has approval from the UC Business Office to implement an alternative policy.
4. Financial aid students must advise their Financial Aid Office, in writing, of any anticipated company reimbursement.

COMPUTERS (ACCESS)

It is strongly recommended that all University College students have access to a personal computer. The use of computers will be required in the majority of the courses offered at Northwood University.

CREDIT CARD PROCEDURES FOR UNIVERSITY COLLEGE

Credit Cards (*American Express, Discover, Master Card, and Visa **only***) are one of the acceptable methods of payment that students may use. Students need to work with their OD/PCM on the procedures for credit card usage.

CURRICULUM GUIDES

Each curriculum at Northwood University has its own curriculum guide. This includes designated courses which are required for the completion of an AA (Associate of Arts) Degree and the BBA (Bachelor of Business Administration) Degree. Each curriculum guide has a date on it and that date should be the date that the student starts that program.

All courses on the curriculum guide are required and must be completed in one of the following modes: transfer of credit from a 2 or 4 year regionally accredited college, credit granted through military work, credit received due to evaluation of work-life learning experiences and credit received by taking courses through Northwood University.

The choice of a curriculum is not cast in bronze. If after a term or two, the student wishes to switch to another discipline of study, he/she needs to contact their OD/PCM to see what the new curriculum change will entail.

DIPLOMAS

Your diploma will be ordered when you have completed all graduation requirements. The transcript is your official document verifying degree completion. A student copy of your Northwood University transcript will be mailed to you with the letter verifying degree completion.

Delivery of diplomas to students will occur after the completion of all graduation requirements. Students who have a balance with Northwood University will not receive either a transcript or a diploma until their account is paid. See requirements for graduation.

DISTANCE EDUCATION (DE) APPLICANT AND REGISTRATION CRITERIA

This program offers you the opportunity to gain immediate, pertinent management education in the time and space of your choosing. For more information, contact the program center manager or visit: <http://www.northwood.edu/adults/onlinedegrees/>.

Applicant Criteria

DE Education Student Criteria

1. An associate degree or equivalent previous college work.
2. A cumulative GPA. of 2.0 (4.0 scale) or better on all prior academic work.
3. Evidence of good writing and communication skills.
4. Work experience in the business world.
5. Completion of "Is Online Learning for Me?" quiz.
6. Adequate technical components.

UC to DE Student Transfer Criteria

1. A cumulative GPA. of 2.0 (4.0 scale) or better on all NU coursework
2. Plan of completion agreeable to online or independent study offerings
3. Completion of online assessment quiz, "Is Online Learning for Me?"
4. Adequate technical components
5. Approval from OD/PCM

Registration Criteria

UC Student Registration for DE Online Course

1. All cumulative GPA of 2.0 (4.0 scale) or better
2. Completion of Online Assessment Quiz
3. Adequate technical components
4. Completion of Online Orientation Course
5. Approval of OD/PCM, submit online registration approval form via email

DROPPING OF A COURSE

This pertains to courses taken through weekend college or night college. Dropping a course requires that students complete a drop form prior to the first day of class. The student must fill out a drop form with their OD/PCM to ensure that they do not appear on any records of ever having been enrolled in the course. This will preclude a course charge from being incurred. Additionally, failure to complete a drop form may result in an "F" for that course.

FERPA (STUDENTS RIGHTS)

FERPA stands for Family Educational Rights and Privacy Act of 1974. As required under this law, we are notifying you of your rights as a student. The following are your rights under the act:

1. Students may inspect and review their education records upon request to the appropriate record custodian. In order to do this, students must submit to the record custodian or an appropriate University staff person a written request that identifies as precisely as possible the record or records to be inspected. The record custodian or an appropriate University staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only the records that relate to them.
2. The University reserves the right to refuse to permit a student to inspect the following records:
 - a. The financial statement of the student's parents.
 - b. Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in the file before January 1, 1975.
 - c. Records connected with an application to attend Northwood University or a component unit of Northwood University if that application was denied.
 - d. Those records that are excluded from the FERPA definition of education records.

3. The University reserves the right to deny transcripts or copies of records not required to be made available by FERPA in any of the following situations:
 - a. The student lives within commuting distance of Northwood University.
 - b. The student has an unpaid financial obligation to the University.
 - c. There is an unresolved disciplinary action against the student.
4. A fee may be charged for any copying and/or postage required.
5. Northwood University will disclose information from a student's education records only with the written consent of the student, except:
 - a. To school officials who have a legitimate educational interest in the records.
A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position, a person elected to the Board of Trustees, or a person employed under contract to the University to perform a special task, such as the attorney or auditor.
 - b. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
 - c. In connection with a student's request for or receipt of financial aid, including financial aid for veterans, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
 - d. If required by a state law requiring disclosure that was adopted before November 19, 1974.
 - e. To organizations conducting certain studies for or on behalf of the University.
 - f. To accrediting organizations to carry out their functions.
 - g. To parents of an eligible student who claim the student as a dependent for Income tax purposes.
 - h. To comply with a judicial order or a lawfully issued subpoena.
 - i. To appropriate parties in a health or safety emergency.
 - j. Directory information so designated by the University.
 - k. The results of any disciplinary proceeding conducted by the University against an alleged perpetrator of a crime of violence to the alleged victim of that crime.
6. Northwood University will maintain a record of all requests for and/or disclosures of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student.
7. Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. The procedure for the correction of records is as follows:
 - a. A student must ask Northwood University to amend a record. In doing so, the student should identify the part of the record they want changed and specify why it is believed inaccurate, misleading or in violation of his or her privacy

- or other rights.
- b. Northwood University may comply with the request or it may decide not to comply. If it decides not to comply, Northwood University will notify the student of the decision and provide information regarding the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
 - c. Upon request, Northwood University will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.
 - d. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
 - e. Northwood University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
 - f. If Northwood University decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he or she has a right to place a statement in the record commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
 - g. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If Northwood University discloses the contested portion of the record, it must also disclose the statement.
 - h. If Northwood University decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

FINANCIAL AID

Northwood's University College strives to provide adequate financial aid opportunities to all qualified students. Students seeking financial aid should first apply for admission to the University College program. Students applying for financial aid should direct all financial aid questions to the Financial Aid Office serving their location. For Financial Aid Office contact information, please visit Northwood's website at <http://www.northwood.edu/adults/financialaid>.

In order to apply for financial aid, students must submit the Free Application for Federal Student Aid (FAFSA) to the U.S. Department of Education. Applications may be completed on the web at <http://www.fafsa.ed.gov>. If you do not have access to the internet, paper forms are also available in the Northwood Financial Aid Offices. The federal government uses the FAFSA information to determine the student's expected family contribution. This information is treated in the strictest confidence by the University. All financial aid forms should be submitted after January 1 and prior to April

1, however students may apply later. Students applying for Michigan state aid should apply by March 1st. Students must complete a new FAFSA each academic year. Awards are determined for one year at a time. For more information on how to apply for financial aid, please visit Northwood's website at <http://www.northwood.edu/adults/financialaid/howtoapply>.

To be considered for eligibility for federal or state funds, a student must be a U.S. citizen or an eligible non citizen as defined in federal regulations; meet standards of satisfactory academic progress; be accepted as a regular student in a degree program; not be in default on a federal student loan or have made satisfactory arrangements to repay it; not owe a repayment on a federal student grant or have made satisfactory arrangements to repay it; and be registered for selective service, if male between the ages of 18 and 25. For the purposes of determining financial aid eligibility, a student is considered to be full-time when enrolled for 12 credit hours or more, three-quarter time when enrolled for 9-11 credit hours, half-time when enrolled for 6-8 credit hours, and less than half-time when enrolled for less than 6 credit hours. For more details, see the following section on Enrollment Information for Financial Aid Recipients.

Federal and state financial aid awards are divided equally between the terms of enrollment and will be credited to the student's account upon verification of enrollment for that period. Revisions of awards or late awards will be applied throughout the year. Federal grant awards are paid to eligible students based on the student's enrollment at census date. Census dates and other important enrollment information are available through the Financial Aid Office. Stafford Loan (subsidized and unsubsidized) and PLUS Loan funds are applied to the student's account upon receipt of an endorsed loan check or within three days of an electronic receipt of funds from the borrower's lender. Students must be enrolled at least half-time at the time of the disbursement. The student is responsible for all charges not covered by financial aid. If there are more credits than charges, the student has an option of receiving a refund check for the credit balance, or retaining the credit balance on his or her student account to pay future costs. Overpayments resulting from full or partial cancellation of aid will normally result in a debit balance on the student's account and must be paid back according to the repayment policies of the University. It is the student's responsibility to verify the accuracy of billings, financial aid credits, and refund checks.

Enrollment Information for Financial Aid Recipients

The University College program offers students multiple course delivery types to provide students' greater flexibility and access. Examples of course delivery types are Night College courses, which meet once a week every week for a defined length; three day seminars; and online coursework. Each type of course delivery has to be considered when financial aid is awarded and disbursed. The federal government provides guidance on how courses are to be treated. Enrollment in coursework in a delivery method other than Night College may limit grant award amounts, as well as the student's cost of attendance used for determining aid eligibility. The Financial Aid Office publishes important information about how your enrollment affects your financial aid. We strongly encourage you to read and understand this information. The

information is available on the Northwood website at <http://www.northwood.edu/adults/financialaid> as well as through your University College and Financial Aid Offices. Please direct all questions about how your aid may be affected to your Financial Aid Office.

Federal Financial Assistance

Learn more about these federal aid programs by visiting the Financial Aid section of the Northwood website <http://www.northwood.edu/adults/financialaid>.

- Federal Work Study (FWS) – This is a need-based employment assistance program. Subject to job availability.
- Federal Stafford Loans (subsidized and unsubsidized) – These are fixed rate loans based on need as determined through filing the FAFSA, and the student's cost of attendance as determined by the school. Loan funds are obtained through a participating lender of the student's choice. Students making satisfactory academic progress who carry at least a half-time credit load per term may borrow up to \$3,500 per year as a freshman, \$4,500 per year as a sophomore, and \$5,500 per year as a junior and senior depending on financial need. Independent students or students whose parents are denied the PLUS Loan may borrow additional funds under the Unsubsidized Stafford Loan program. Loan limits for these additional funds are \$4,000 per year for freshmen and sophomores and up to \$5,000 per year for juniors and seniors.
- Federal PLUS Loans – Parents who want to borrow to help pay for their dependent children's education may use this loan program. Federal PLUS Loans are limited to the cost of attendance minus other aid received.
- Loan Counseling – First-time Stafford Loan borrowers are required by federal regulations to complete loan counseling prior to receiving their first loan proceeds. All students who receive Stafford Loans are required by federal regulations to complete loan counseling prior to graduating or withdrawing from the university. Students are required to repay all Stafford Loans.

State of Michigan Financial Assistance

Learn more about these state aid programs by visiting the Financial Aid section of the Northwood website at <http://www.northwood.edu/adults/financialaid>.

- Michigan Competitive Scholarships – These are awarded by the State of Michigan to Michigan residents on the basis of demonstrated need and a qualifying ACT test score. First-time students who feel they should qualify for the competitive scholarship should file their financial aid forms no later than March 1st. Awards may be renewed for 15 terms if the student shows need, maintains a 2.0 GPA, and meets the standards of satisfactory academic progress as defined by the university.

- Michigan Tuition Grants – These are awarded by the State of Michigan to Michigan residents who have demonstrated financial need. The award may be renewed for 15 terms if the student continues to demonstrate need and meets the standards of satisfactory academic progress as defined by the University. Students should file their financial aid forms no later than March 1st.
- Michigan Promise Scholarship – Beginning with the high school graduating class of 2007, these are awarded by the State of Michigan to Michigan residents. These awards are based on the student's State Assessment Test scores: either the Michigan Education Assessment Program (high school graduating class of 2007) or the Michigan Merit Exam (high school graduating class of 2008, and beyond)
- Michigan Merit Award – These are awarded by the State of Michigan to Michigan residents. These awards are based on a student's Michigan Education Assessment Program (MEAP) Test scores. Eligible students must have graduated from high school prior to 2007.
- Michigan Work Study – This program is designed to provide need-based work opportunities for students who are Michigan residents and enroll at approved degree-granting Michigan schools. Students are paid bi-weekly by check for hours worked. Subject to job availability.

State of Florida Financial Assistance

Learn more about these state aid programs by visiting the Financial Aid section of the Northwood website at <http://www.northwood.edu/adults/financialaid>.

- Bright Futures Scholarship – These lottery-funded scholarships are awarded to Florida high school graduates who demonstrate high academic achievement. This scholarship program has three award levels: the Florida Academic Scholars Award, the Florida Medallion Scholars Award, and the Florida Gold Seal Vocational Scholars Award. The state determines eligibility for these awards.
- Florida Student Assistance Grant (FSAG) – These grants are based on financial need and state-mandated regulations. Students must meet the Florida residency requirements for state aid and enroll full time. To apply, students must complete a Free Application for Federal Student Aid (FAFSA). Initial consideration will be given to students whose FAFSA is received by the federal processor by April 1 each year.
- Access to Better Learning and Education Grant (ABLE) – This is a tuition assistance program awarded to Florida residents who meet all program requirements.

Other State's Financial Assistance

Most states have financial assistance programs. Each state program generally has specific deadlines, application requirements, and restrictions on the use of their funds. Contact your state for more details. Your state Higher Education Agency (Department of Education) contact information can be found at <http://www.ed.gov>.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

A student receiving federal, state, and/or Northwood financial aid must maintain satisfactory academic progress to retain financial aid. Standards of academic progress will be applied at the end of each term. In the traditional program, summer sessions will be combined and treated as a single term.

Definitions – A passing grade is an A, B, C, or a D, including pluses and minuses. Marks of W, I, and F are considered attempted and non-passing for purposes of financial aid probation and reinstatement. X grades will not be considered as attempted. Repeat classes will be assessed as new classes.

Length of Financial Aid Eligibility (Quantitative) – The length of eligibility is based on a student's total academic record starting with the entry date at Northwood and includes transfer hours from other institutions. A student may receive financial aid for no more than a maximum of 150% of his or her program length. Northwood University has determined that to comply with this requirement, students must earn 67% of hours attempted. This measurement will be applied on a term-to-term basis, as well as to a student's cumulative academic record.

Requirements – A student must earn 67% of credit hours attempted for each term including independent study courses. Courses taken during mini sessions may be counted in the previous term. The following table details the Grade Point Average (GPA) requirements.

GPA REQUIREMENTS

Term Hours Earned	Minimum Cumulative GPA
1-15	1.00
16-30	1.25
31-45	1.50
46-60	1.75
61-75	1.90
76-90	2.00

Students must achieve and maintain a 2.0 minimum cumulative grade point average by the time they have earned 90 credit hours. In the event of a student's enrollment in a mini session, satisfactory academic progress may be reevaluated at the discretion of the Financial Aid Administrator.

Change of Satisfactory Academic Progress Status – Satisfactory academic progress status is determined when grades are reported at the end of each term. Although a student's cumulative grade point average or earned credits may change within a term (e.g., by recording a final grade in place of an I), the student's academic progress status is not changed until the next official grade reporting period during which the student is enrolled.

Waiver of Requirement Provision – The Financial Aid Administrator has the discretion to waive the requirements in the event of mitigating circumstances that are of a catastrophic nature. Examples of catastrophic circumstances would be the serious illness of the student or the death of a student's relative. The requirement may also be waived if other special circumstances exist. Normally, third party documentation is required.

Transfer Student Financial Aid Eligibility Policy – A student enrolling at Northwood University for the first time is assumed to be making satisfactory progress for Title IV purposes regardless of whether he or she had prior postsecondary experience.

Financial Aid Probation – A student placed on financial aid probation will be allowed to continue to receive financial aid for one (1) term. At the end of that term the student must meet all the requirements previously described. If the requirements are not met, all financial aid will be suspended. The student shall be notified in writing when placed on financial aid probation or suspension. Students must meet qualitative and quantitative measurements of progress.

Reinstatement of Financial Aid Eligibility – A student who has been suspended from financial aid may be reinstated after meeting all of the requirements. Aid granted after reinstatement will begin the next term of enrollment and will be based on funds available at the time.

Appeal Process – A student suspended from financial aid may submit a written appeal to the Academic Dean. The appeal must describe the extenuating circumstances in detail, and should be documented. The Academic Dean will consult with the Financial Aid Administrator prior to a final decision. The Academic Dean will respond in writing. Students should note that the standards described are the minimum level of performance necessary for the continuation of financial aid. Some scholarship, grant, and loan programs may impose higher standards of performance for continued eligibility. The above standards are subject to change per federal guidelines. The Financial Aid Office will notify students of any such changes.

GRADE APPEALS

University College students who are not satisfied with the decision of the professor to whom they appealed may subsequently appeal to the University College Associate Dean for Administration who serves on the Academic Council.

The three levels of academic appeals are presented here in the step-by-step sequence in which a University College student would proceed through the levels:

Level One: University College students appeal to the Professor whose decision is questioned. Forward a copy of the grade appeal to the OD/PCM. The OD/PCM will work with the student and the Professor during this level to provide assistance as needed.

Level Two: University College students not satisfied with the decision of the professor to whom they appealed, the University College student must appeal to the University College Associate Dean of Administration, located in the central administration of University College in Midland, Michigan. If the student is not satisfied with the Associate Dean's decision, they may appeal to the Dean of University College.

Level Three: University College students not satisfied with the Dean's decision, may submit a last appeal to the Vice President of Academics, located in the central administration of Northwood University, in Midland, Michigan. A specific format must be followed when submitting a level three grade appeal. See Northwood University Undergraduate Catalog for details.

The "statute of limitations" for academic appeals is the term following the grievance.

GRADES

Final grades are processed at the end of each term. All students have access to their grades through the web at <http://my.northwood.edu> under the "Web Advisor" tab. It is important that the student be sure he/she reviews their final grades online. If there is a discrepancy of any kind, this should be called to the attention of the Registrar immediately. Grades cannot and will not be given out over the phone or email. This is in accordance with the Privacy Act.

GRADING

Grades are to be reported as letter grades "A" through "F" with honor points assigned each letter as follows:

<u>LETTER</u>	<u>INTERPRETATION</u>	<u>HONOR POINT</u>
A	Excellent	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
D+		1.3
D	Unsatisfactory	1.0
D-		0.7
F	Failure	0.0
I	Incomplete	
W	Withdrawal	
X	No Credit/Audit	

Incompletes: This grade reflects an extraordinary, uncontrollable interruption in completion of course requirements. It is not to be used in the case of a missed test, term paper, etc., unless the incomplete work is caused by the student's hospitalization or an extreme emergency that takes the student away from classes for a week or more. Incompletes that are not made up become an "F" at the end of the term. All incompletes are subject to review by the Registrar and the Associate Dean of Administration.

GRADUATION - APPLYING FOR

All students must submit a graduation application to receive the AA and/or BBA degree. The application should be submitted when the student is within 20 credit hours of completing degree requirements.

The PCM must check all forms for accuracy prior to forwarding them to the Registrar. Application forms are available from Central Administration and online. Students must return the graduation application and a \$50.00 payment to the PCM.

These applications are then forwarded to the Registrar as soon as possible. Graduation applications are accepted at any time from students who are not attending the commencement ceremonies.

GRADUATION AUDIT

After receipt of the graduation application, the student's file will be audited. The results of the graduation audit will be mailed to the student. This letter will itemize any remaining courses and may contain reminders regarding credit hour requirements for graduation or graduation with honors. Please read this letter carefully. Any course for which a final grade has not been entered will be listed in this letter, including your current enrollment or courses submitted for grading and presently in that process. It is unnecessary to call the office to verify enrollment.

If the audit letter lists a course you completed at another college, please order an official copy of your transcript from that college as quickly as possible. Grade reports and photocopies of transcripts are unofficial and unacceptable. Once an official transcript is received, the appropriate courses will be transferred and verification will be mailed to you. Transfer courses will be placed on your Northwood transcript only after we are in possession of an official transcript from the other college. If you have not already furnished Northwood with an official transcript from every college you have attended, please order those transcripts for us now so that your graduation will not be delayed. For discrepancies or concerns contact the program center manager.

GRADUATION CEREMONIES - Commencement

Florida

Students who plan on attending the Florida May commencement must submit their graduation applications no later than February 1 of the year in which they will attend the ceremony. Interested students must complete all course requirements by the end of spring term in order to participate in May commencement.

Michigan

Students who plan on attending the Michigan May commencement must submit a graduation application no later than February 1 of the year in which they will attend the ceremony. Interested students must complete all degree requirements by the end of spring term in order to participate in May commencement.

Students who plan on attending the December commencement must submit a graduation application no later than October 15 of the year in which they will attend the ceremony. Interested students must complete all degree requirements by the end of the fall term in order to participate in December commencement.

Texas

Students who plan on attending the Texas May commencement must submit a graduation application no later than February 1 of the year in which they will attend the ceremony. Interested students must complete all degree requirements by the end of the spring term in order to participate in the May commencement. Students should contact their PCM or check the University College website for commencement dates.

GRADUATION REQUIREMENTS

In order to receive an AA Degree, students must complete the following:

1. All courses on the AA curriculum guide.
2. A 2.0 cumulative GPA.
3. Graduation Application on file with the Registrar's Office.
4. A minimum of 90 credit hours with at least 36 credit hours through Northwood University
5. 12 credit hours in a Northwood classroom or on-campus seminar.
6. Completion of PHL 110 or PHL 401

In order to receive a BBA Degree, students must complete the following:

1. An AA Degree or equivalency.
2. All courses on the BBA Curriculum Guide.
3. A 2.0 cumulative GPA.
4. Graduation Application on file with the Registrar's Office.
5. Minimum of 180 credit hours with 36 through Northwood University
6. 12 credit hours in a Northwood classroom.
7. Completion of PHL 110 or PHL 401.

Applications should be requested and submitted once the student is near degree completion, unless the student plans to attend one of the commencement ceremonies in which case the student should follow the deadline given in the section entitled "Graduation Ceremonies." Students can receive this information by contacting their OD/PCM.

HONORS

Cum Laude	3.50 to 3.69 CUM GPA
Magna Cum Laude	3.70 to 3.89 CUM GPA
Summa Cum Laude	3.90 to 4.00 CUM GPA

NOTE: beginning September 1, 2007, University College will no longer extend exceptions for the old honor graduation system; all students will be determined under the September 1, 2001 honor system.

INDEPENDENT STUDY

Open-Book Comprehensive Exam (Comp Exam)

Students register for independent study courses through their own program center. The student is responsible for contacting MBS to order the textbooks and course materials. A student will not be permitted to register for an independent student course after the 6th week of the start of any given term.

A syllabus will be mailed to the student with information regarding lessons. Lessons

are returned to the Coursework Coordinator, University College, Northwood University, 4000 Whiting Drive, Midland, MI, 48640. An Authenticity Verification Form declaring the work is that of the student must accompany the work.

All comprehensive exam coursework must be completed by the end of the term in which the student has enrolled for the course. Extensions will only be granted for extenuating circumstances beyond the student's control. When an extension is granted, the paper will be due by the end of the following term or sooner; the grade submitted for the paper will automatically be lowered by one letter grade (i.e., B grade will become a C grade). Any requests for extensions must be directed to the Registrar of University College, but **mailed to the Program Center Manager** first. The request should include the following:

1. Student's name, address, work and home phone number.
2. Class and term requesting the extension.
3. Specific reason for the extension. Not having enough time is not a valid reason for an extension.
4. The following statement: **I understand that the grade submitted for my paper will be lowered by one letter grade.**
5. Student's signature.

Projects

Students register for independent study courses through their own program center. The student is responsible for contacting MBS to order the textbooks and course materials. A student will not be permitted to register for an independent student course after the 6th week of the start of any given term.

A few comprehensive exam courses lend themselves more appropriately to the "Project" rather than the more structured open-book comprehensive exam approach. With very brief guidelines, the project approach asks the student to "discover" key components and analyze them in a significant paper. Project courses often relate to a person's employment and tie in with specific work related areas. Unless the project is quantitative (i.e. the statistics project), it is expected that students will produce typewritten papers of at least 30 pages.

Performance standards for projects are the standards of business and industry for written communication. That is, papers should be of professional quality and substantially free of mechanical and spelling errors. Material taken from other sources should be documented with footnotes and bibliography.

The final project and a statement of student work, are sent to Coursework Coordinator, University College, Northwood University, 4000 Whiting Drive, Midland, MI, 48640, to be logged and forwarded to the professor for grading.

A grade and comment sheet is sent to the student. The instructor will keep the written work. Students must submit an Authenticity Verification Form with projects and exams.

INTERNAL TRANSFER

Students who want to transfer from one Program Center to another (to finish their coursework), must complete a University College Transfer Application Form. The form can be attained from the OD/PCM and must be approved by the University College Registrar. Once approved, the student will be assigned to the new OD/PCM and will work with that OD/PCM towards completion of their program. University College will attempt to honor an “old curriculum guide” whenever possible, as long as it meets academic standards.

Note: Curriculum guides contain standard business and general core requirements; however some may vary in course selection and electives. Traditional Northwood University students must follow applicable campus policy.

LOAN DEFERMENTS

Students that require enrollment verification for student loan deferments should send their In School Deferment Request Form to the University College Registrar’s office on the Michigan Campus.

MAJORS AND MINORS

A major consists of 36 credit hours in a defined discipline. A minor consists of 24 credit hours in a defined discipline. To earn a major from NU a student must complete a minimum of 8 credit hours in the major subject area from NU. To earn a minor from NU a student must complete a minimum of 4 credit hours in the minor subject area from NU. Some majors and minors also require the completion of special courses in order to earn that major and/or minor.

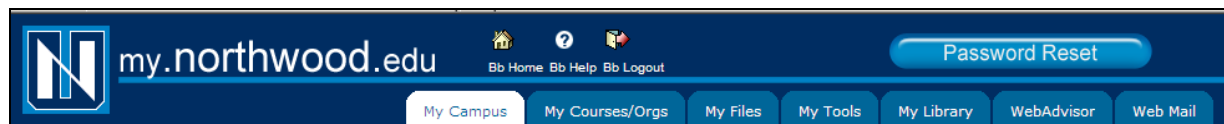
A student who earns a BBA from NU may return to complete an additional major or minor. Only one diploma is issued to a student, so if an additional major or minor is earned after the completion of a BBA degree, an additional diploma will not be printed. The student's transcript, which is the official academic record, will reflect all majors and minors earned.

MINI

The one-week period between terms at the on-campus locations offer students the opportunity to accelerate their programs by taking one class during this time period. The 40-hour classroom week is an intensive study time that provides the option of course completion within a five-day period. Information can be provided by OD/PCM or by the traditional Registrars at the on-campus locations.

In addition, locations may offer 3 day minis. These courses have extensive pre & post assignments and are only offered during the middle of the term to provide students with ample time for pre & post assignments.

MY.NORTHWOOD.EDU



My.northwood.edu Portal

Northwood University provides their faculty, staff and students a portal or a learning community area located at <http://my.northwood.edu> which is run by Blackboard (Bb), otherwise known as the Academic Management System (AMS).

Portal is defined as an entrance to something.

- **My Campus**

When you log into My.northwood, you first see “My Campus” which includes Announcements from the University, organization, or course you are enrolled in. Links to the courses you are enrolled in, and additional resource links, (i.e. Academics, library, NU Website, Bb user manual, helpdesk, etc.)

- **My Courses/Orgs**

Under this tab you will see a course list (with links to the course/s you’re enrolled in as well as a listing of organizations you may be enrolled in.

- **My Files**

This is an area where you can load files from your computer so you can access them from any computer connected to the internet. You can designate if these files are to be shared or are to be private. If you share them, you can share them with others enrolled in the course or organization.

- **My Tools**

System outages are posted under this section, as well as other tools like a calculator, dictionary, thesaurus, and other customizable modules that you can determine.

- **Web Mail** provides you access to your Northwood email from any computer connected to the internet.

- **WebAdvisor** provides real-time information, such as class schedule, grades, financial aid, transcripts, budgets, and leave plan summary, etc. Students can register online and you can change your address, view your budget, and a whole lot more. This area pulls real-time information from Colleague.

- **Password Reset System**

This system allows you to change your password and unlock your account, even if you have forgotten your password. You need to first, complete the self-service access by answering a few questions.

[NAME OR ADDRESS CHANGE POLICY](#)

Submit name or address changes through your program center manager.

All student name or address changes are to be forwarded to the business office area of University College. Name and address changes can be submitted online at the Northwood University website for adult learners.

NIGHT COLLEGE

Many courses are offered in a night college format. These are particularly popular with students who live near one of our campus or program center locations. Night College courses meet one evening per for the duration of the section and/or term, depending on location.

NON-DISCRIMINATION

In keeping with its traditions and policies, Northwood University is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, gender, color, religion, creed, national origin or ancestry, age, marital status, disability or veteran status. The university is also committed to compliance with all applicable laws regarding nondiscrimination.

ON CAMPUS

Refers to Northwood University's three campuses at Cedar Hill, Texas; Midland, Michigan; and West Palm Beach, Florida.

ORAL/WRITTEN COMPREHENSIVE EXAMINATION (MGT 490)

The purpose of this course is to give Northwood University faculty an opportunity to observe at close hand University College students pursuing a degree primarily by transfer credit, work life evaluation, and independent study. The exam is administered by a panel of three faculty /staff members at a time arranged with the student. One of the panel members is designated chairperson and meets with the student and assigns a question for written response from the prepared list of questions, after which the oral portion of the examination proceeds. After the exam, the panel evaluates the written work and oral presentation/answers and assigns a letter grade with feedback.

Students, who have completed 20 quarter hours of work in a Northwood classroom or seminar, would have the option of substituting another 300 or 400 Northwood level class for the MGT 490. The student must initiate this request through their OD/PCM.

In order to register for the MGT 490, students must be within the last three courses of meeting their curriculum requirements for graduation.

OUTCOMES

A university education is more than the courses offered and the experiences made available. It is the architecture of those elements designed to create defined results. As a learning community, we focus our efforts to the accomplishment of twelve outcomes which become characteristics our graduates share.

Our Graduates:

1. Understand the tradition of freedom.
2. Have a broad practical understanding of their chosen field.
3. Are familiar with the ideas driving enterprise leaders.
4. Communicate effectively in speech and writing.
5. Understand complex global issues.
6. Have a constant attraction to new ideas.
7. Can explain their personal values.
8. Understand the aesthetic, creative and spiritual elements of life.
9. Are effective self-evaluators.
10. Are action oriented.
11. Are skilled at detecting and solving problems.
12. Seek lifelong education.

PAYMENT POLICY

University College has the following policy for registration and tuition payments.

- Payments for all University College enrollments/registrations must be secured prior to enrollment.

Acceptable payments will include personal check, credit card (*American Express, Discover, Master Card, and Visa **only***), company/tuition voucher and accepted financial aid. Registration and enrollment will not be processed until one of the above-referenced acceptable methods of payment has been made.

PLAGIARISM/Cheating

A student guilty of plagiarism and/or cheating will receive a grade of "F" in the course involved and the grade will be so recorded on the transcript. Students giving and receiving assistance in any unauthorized fashion during an examination subject themselves to this cheating policy. A pattern of cheating will result in suspension. *Plagiarism – to take (ideas, writing, etc.) from (another) and pass them off as one's own.*

PREREQUISITES

Students are responsible for completion of the prerequisites of the courses in which they register. Students that have not completed their prerequisites prior to enrolling in a course should be encouraged to complete these courses. Program Centers should inform students that prerequisite courses are listed in the Northwood University Catalog within the context of the course description.

PROGRAM CENTER MANAGERS

All students are assigned to a PCM who acts as that student's advisor during their time in the program. The PCM is there to help the student in a variety of ways such as course schedule planning, filling out of required forms, etc.

REFUND POLICY

Students must notify the University College office in writing, at their site, of any changes to their enrollment. This date will be the withdrawal date used in processing any refunds.

All courses dropped prior to the start of the course will be refunded in full. Withdrawal from a course(s) applies after the term start date.

Definition of a week: 7 days starting on the 1st scheduled meeting of a class

Twelve Week:

- a. 90% if withdrawal is during the first week of class
- b. 75% if withdrawal is during the second week of class
- c. 50% if withdrawal is during the third week of class
- d. 25% if withdrawal is during the fourth week of class
- e. 0% after fourth week of class

Last day to withdraw:

Twelve Week-Friday of the 10th week

Eight Week:

- a. 90% if withdrawal is during the first week
- b. 75% if withdrawal is during the second week of class
- c. 50% if withdrawal is during the third week of class
- d. 0% after fourth week of class

Last day to withdraw:

Friday of the 6th week

Six Week:

- a. 75% if withdrawal is during the first week
- b. 0% after first week

Last day to withdraw:

Six Week-Friday of the 5th week

Three or Five Day:

- a. 75% if withdrawal is prior to second class meeting
- b. 0% after second class meeting begins

Last day to withdraw:

Three Day-End of the 2nd day

Five Day-End of the 4th day

Comprehensive Exams, Projects, Thesis, and Correspondence:

- a. 75% if withdrawn within the first two weeks
- b. 0% after two weeks

Last day to withdraw:

Eight week – Friday of the 5th week of the term

Twelve Week-Friday of the 10th week of the term

Refunds for Recipients of Federal Financial Aid (applies only if student withdraws from all courses in a term) - As prescribed by law and regulation, Federal Title IV funds will be returned to the applicable sources in the following order: Unsubsidized Federal Stafford Loan, Subsidized Federal Stafford Loan, Federal PLUS Loan, Federal Pell Grant, Academic Competitiveness Grant, FSEOG, other Title IV Aid Programs. Examples of this refund policy are available at the Financial Aid Offices on each campus.

REFUNDS FOR INDIANA STUDENTS

The Indiana Commission on Proprietary Education, COPE, requires resident institutions to use the Indiana Uniform Refund Policy. The following refund policy applies to students enrolled in courses in Indiana.

Uniform Refund Policy

570 IAC 1-8-6.5 Resident institutions; refunds

Sec. 6.5. (a) The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified in this section or as otherwise approved by the commission. The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

(b) The following refund policy applies to each resident postsecondary proprietary educational institution, except as noted in section 4.5 of this rule:

(1) A student is entitled to a full refund if one (1) or more of the following criteria are met:

(A) The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.

(B) The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.

(C) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.

(D) If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.

(2) A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

(3) A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

(4) A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

(5) A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

(6) A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

REGISTERING FOR CLASSES

Online registration is available on MyNorthwood.edu, WebAdvisor or registration forms are to be submitted to your PCM. Make sure the form is complete and all necessary vouchers, book orders, etc., are attached to that form. The OD/PCM will then either approve or disapprove the registration and forward the forms to the Registrar's office. The PCM will also notify the student if any additional information is needed or if course adjustments need to be made.

Students may also register online at the university website.

REPEATING COURSES

Things to remember when repeating courses:

1. The course must be retaken at Northwood University for the "F" grade to be replaced by a passing grade. The "F" will always be shown on the transcript, but **will not** be part of the cumulative grade point average (GPA).
2. Grades in the "D" range can, and probably often should, be repeated in an effort to salvage a weakened GPA.;
3. If a passing grade is repeated, and an "F" is earned the second time around, the last grade earned is the grade of record. This is the one which must be computed into the GPA. so the next grade earned, no matter what it is, is the grade that will stand.
4. If you repeat a course, the first grade remains on the transcript but an "R" is recorded to indicate the course has been repeated. The new grade is calculated into the cumulative GPA. and also into the term GPA. in which it was retaken. The old grade is not calculated into the cumulative GPA. but will remain in the term GPA. in which the course was taken;
5. The more credits earned, the less dramatic an effect a repeat course has on the cumulative GPA.;
6. To calculate how many Honor Points are needed in order to attain a certain grade point average, do the following:
 - a. Multiply the number of credit hours attempted by the desired GPA.

$$\begin{array}{r} 16 \text{ credits attempted} \\ \times 3.3 \text{ desired GPA.} \\ \hline 52.8 \text{ honor points needed for a 3.3 GPA.} \end{array}$$
 - b. The student would have to earn some combination then of "A's" and "B's" in order to earn a 3.3 GPA.
7. You can use the same formula as in item 6 to figure out the final GPA. when the student graduates from Northwood University or if below a 2.0 and you want to know how many courses the student needs to repeat and which grades are needed in order to get to a 2.0 cumulative GPA.:
 - a. Example: a student has finished all required course work, but only has a 1.9 GPA. and needs 2.0 to graduate. This is what the student would need to do:

Student is at:	Student needs to be:
190 credits earned	190 credits earned
<u>x 1.9</u> GPA	<u>x 2.0</u> GPA.
361 honor points	380 honor points

$380 - 361 = 19$ honor points needed to get a 2.0

- b. If the student repeated 2 grades of "D's" that were 4 credit courses and received an "A" in one and a "B" in the other, that would be an additional 20 honor points and would put the student over a 2.0 and he/she could graduate.

RESIDENCY REQUIREMENTS

The residency requirement for graduation from Northwood is 36 credit hours. Students must meet this residency in addition to all curriculum requirements to be eligible for graduation.

The residency requirement for an honors designation is 44 credit hours. A student who earns the requisite GPA but does not satisfy the residency for honors, will not be awarded honors.

SEMINAR (MANAGEMENT 479 OR MANAGEMENT 481)

All UC students are required to complete Management 479 or 481 as part of their BBA requirement. Depending on the academic program and/or program location students may be required to complete one of these three day courses at one of the campus locations.

The seminar focuses on current issues in management. A series of presenters will speak over the three-day period. The presenters are comprised of full-time faculty and industry professionals. One of the presentations focuses on the current term Omniquest selection. The seminar is four credit hours and requires a pre-and post written assignment.

All seminar coursework must be completed by the end of the term in which the student has enrolled for the course. Extensions will only be granted for extenuating circumstances beyond the student's control.

Extension request: In case of an emergency, an extension may be requested. The extension request due date will be provided at the seminar; the request must contain documentation of the emergency.

- Extensions will only be granted for extenuating circumstances beyond your control such as an illness requiring hospitalization, accident requiring

hospitalization, death in the immediate family, etc. *A copy of the coursework completed thus far must also accompany the request.*

- It is expected that 80% of the paper is completed if an extension is requested within the week prior to the final paper due date.
- It is expected that 60% of the paper is completed if an extension is requested two weeks prior to the final paper due date.
- It is expected that 40% of the paper is completed if an extension is requested three weeks prior to the final paper due date.

When an extension is granted, the paper will be due by the extension given by the instructor; the grade submitted for the paper will automatically be lowered by one letter grade (i.e. a B grade will become a C grade). Any requests for extensions must be emailed to ucmiseminar@northwood.edu

The request must include the following:

- Your student ID number, name, address, work and home phone number, and your email address.
- Course and term in which you are requesting the extension
- *Specific* reason for the extension. (Not having enough time is *not* a valid reason for an extension.)
- Include the following statement: “I understand that the grade submitted for my paper will be lowered by one letter grade.”
- Your typed signature
- Documentation supporting the reason for the request must be scanned and attached or faxed to 989-837-4101 and marked “Attn: Seminar Coordinator.”
- The instructor will determine whether an extension will be granted within 24 hours of the receipt of the email.

SEXUAL HARASSMENT POLICY

Northwood University prohibits sexual harassment by all faculty, staff, and students. The University is committed to creating and maintaining a working environment for all Northwood University personnel and students which is free of objectionable and disrespectful conduct and communication of a sexual nature that interferes with an individual's work performance or creates an intimidating, hostile, or offensive working or learning environment.

Sexual harassment is a form of sex discrimination, which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Elementary/Secondary Education Act of 1972 for students. Some state laws and/or regulations also render it illegal.

Definition

For general policy purposes, sexual harassment may be described as verbal or nonverbal expression whether or not it is directed toward a complainant, or as unwelcome sexual advances, requests for sexual favors, and other physical or expressive behavior of a sexual nature where: 1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; 2) Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or 3) Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or demeaning employment or educational environment.

Responsibility of:

Faculty, Staff or Student member who has been harassed should:

Action:

1. Tell the individual in a firm tone what he or she is doing is sexual harassment and against University policy. You do not have to explain or justify why you want the person to stop.
2. If the problem persists, report sexual harassment to:
Students, to the OD/PCM; Employees to your immediate supervisor and, if necessary, to the next level of supervision and/or to the Human Resources Director.
3. If after review by the Human Resource Director, the complainant is not satisfied with the decision, the complainant may file a written complaint with the Dean of University College.
Administrator receiving complaint of sexual harassment should:
4. Notify the Human Resources Director who will advise on procedures and required action.

Northwood will observe the right to confidentiality of all parties involved in a sexual harassment charge to the best of its ability in-so-far as it does not interfere with Northwood University's legal obligation to investigate allegations of misconduct when brought to the University's attention and to take corrective action.

STUDENT CONDUCT

Students are expected to follow all Northwood University policies in regard to social conduct while attending classes or Northwood sponsored events. A student may be suspended or dismissed for either academic or social cause. Student conduct information is available in the Northwood University Undergraduate Catalog.

SUMMER SESSIONS

During the months of June, July and August, Northwood's traditional campuses offer summer sessions. The number of weeks and hours per day will vary depending on the course. The classes usually run for 3 weeks, 5 days a week, for 3 hours a day, and the student can take 2 classes per session. Information can be provided by OD/PCM or by the traditional Registrars at the on-campus locations.

TRANSFER CREDITS

Students who have credits from either/both 2 or 4 year accredited institutions will receive an evaluation of those credits earned at those institutions and will be counseled about the curriculum they have selected during meetings with the OD/PCM. Grades do not transfer in from other institutions; only credit hours. Only courses in which the student received grades of "C" (2.0) or better can transfer in.

TRANSCRIPTS

An official transcript is one signed, sealed, and mailed directly from the attended academic institution to Northwood University. An official copy of the student's high school transcript and an official transcript from any other two or four year colleges and/or universities attended are a required part of the student's file.

Requesting a Transcript

Copies of student's transcripts can be attained by filling out a transcript request form posted on the Northwood University website. Any questions and/or concerns can be addressed to the Registrar's Office. Requests must be in writing and signed by the student. If students owe money to Northwood University, they will not receive a transcript until the account is settled.

VETERANS ADMINISTRATION (VA)

Courses taken on-campus and through independent study are approved for VA benefits. In order to qualify for these benefits, students must first be admitted to the program. After acceptance, students should inquire about the specifics of the program and what action they need to take to receive VA benefits. The contact person for this program is the Administrator of Veteran's Benefits, and can be reached at (989) 837-4456 / 800-445-5873.

Students attending classes at one of the Military Outreach Centers (Fort Worth, TX, New Orleans, LA, or Selfridge, MI), please contact the program center for assistance.

WEEKEND COLLEGE

Concentrated instruction is offered on the weekend, preceded or followed by independent study. Weekend college classes can be structured to provide instruction one Saturday per month for a three-month period. This form of University College is an alternative course delivery format for financial aid students. The regular weekend college course delivery format of University College instruction is for six consecutive Saturdays in the first or second six weeks of the twelve week term.

WITHDRAWING FROM COURSE/COURSES

Students can only withdraw from a course through the OD/PCM. A grade of "W" is issued to the student and entered on his/her permanent record. Student failure to properly withdraw from a course(s) will result in an "F" for that course. Students must notify the University College office at their site, of any changes to their enrollment. This date will be the withdrawal date used in processing any refunds. All courses dropped prior to the start of the course will be refunded in full.

Definition of a week: 7 days starting on the 1st scheduled meeting of a class.

The following are the withdrawal deadlines for the various course options:

Twelve Week:

Last day to withdraw:

Twelve Week-Friday of the 10th week

Eight Week:

Last day to withdraw:

Friday of the 6th week

Six Week:

Last day to withdraw:

Six Week-Friday of the 5th week

Three or Five Day:

Last day to withdraw:

Three Day-End of the 2nd day

Five Day-End of the 4th day

Comprehensive Exams, Projects, Thesis, and Correspondence:

Last day to withdraw:

Eight Week-Friday of the 10th week of the term

On-campus course:

Last day to withdraw:

Students should check with the Registrar of the on-campus program to find out what that date is. A grade of "W" will be issued.

Refunds for Recipients of Federal Financial Aid (applies only if student withdraws from all courses in a term) - As prescribed by law and regulation, Federal Title IV funds will be returned to the applicable sources in the following order: Unsubsidized Federal Stafford Loan, Subsidized Federal Stafford Loan, Federal PLUS Loan, Federal Pell Grant, Academic Competitiveness Grant, FSEOG, other Title IV Aid Programs. Examples of this refund policy are available at the Financial Aid Offices on each campus.

WORK-LIFE LEARNING

This is an option students may pursue to gain credit for prior experience and learning toward graduation. Northwood's process for evaluating work/life learning (WLL) is similar to the process for evaluating transfer credit from another college or university:

1. Contact your Outreach Director or Program Center Manager (PCM) to determine work/life eligibility and schedule a preliminary evaluation with a work/life learning evaluator.
2. Bring a current resume, current job description, and any other requested materials to the meeting with the evaluator. Be prepared to discuss your work history, transcripts, volunteer work, etc.
3. If you choose to complete a portfolio, the PCM will have you sign and date the WLL agreement form. You can review the agreement form below and in My.northwood.edu under the My Files tab.
4. The deadline for submission of the WLL Portfolio is 120 days after you begin your coursework (first term) with Northwood University.
5. An explanation of the portfolio requirements can be viewed below and in My.northwood.edu by clicking on the "Student Help Docs" link on the My Campus page.

Since academic credit always takes precedence, all transfer credits will be evaluated prior to the work-life evaluation. Evaluation of work and other experiences is based upon portfolio assessment. Students have the opportunity to earn up to 46 Work Life Learning credits. Your Outreach Director or Program Manager can provide you with more detailed information concerning this process.

Again, the deadline for submission of the WLL Portfolio is 120 days after you begin your coursework (first term) with Northwood University. Students may update their portfolio submission with additional verification information throughout their academic career at Northwood, but they may not complete their degree with Work Life credits. All updates must be received and processed prior to the student's last term before graduation.

Military members or veterans are eligible to submit documentation of military training for work life credit. Documentation should include where applicable, Army/ACE Registry Transcript Service (AARTS); [Sailor/Marine/ACE Registry Transcript \(SMART\)](#); Members of the [US Air Force](#) request a transcript from the Community College of the Air Force; and [Coast Guard](#) request a transcript from the Coast Guard Institute.

The DD 214 may be used, but as a standalone document limited credit will be awarded. Contact the program center manager for assistance.

NOTE: Students who are considered “stop-outs” (not in attendance for at least one semester) may only submit a portfolio past the 120 day deadline only if there are the following extenuating circumstances regarding their absence: death in the family or prolonged illness. The student (or chosen proxy) is to contact their program center manager who will put a stop notice in their file with the stop date and record the information in STRK. When the student returns to Northwood, they must provide validating documentation to be allowed the remaining days of their initial 120 day agreement.