

Chapter 6

UNDERGRADUATE ACADEMIC POLICIES

I. ACADEMIC LOAD

Academic load refers to the total number of semester credits for which the student is registered during any one semester.

Twelve semester credits constitute a full academic load, while 16 semester credits constitute an average academic load. Students may enroll for up to 19 credits with the approval of their major advisor. Students with a cumulative grade point average of 3.40 or above may enroll for 21 credits through a petition process with the approval of the Registrar. All credits above 19 will be charged a per credit fee of 1/18 of the semester tuition rate.

II. ACADEMIC RENEWAL

Northwest Nazarene University provides academic renewal through the "All-C Grades or Better" option. Under this option only courses with a grade of C- (1.7) or better will be used in determining degree qualification and grade point average calculation.

Students wishing to graduate on the "All-C-grades-or-better" option must have this plan approved by the registrar. Usually this option has only been approved for students who must use it if they are to meet classification as a junior or senior, graduation requirements, the requirements of a special program, or to qualify for financial aid.

III. ADD/DROPS

Care should be exercised in choice of courses and class schedules so that changes will not be necessary after registration has been completed. Any changes made after the registration period must be requested in writing on a form specified for this purpose and be approved by the course instructor, major advisor or the office of academic advising. Seniors must also secure written approval from the Registrar.

Adding a course is permitted through the seventh day after the first day of class. One may drop a course through the 14th day after the first day of class without the transaction appearing as a W on the permanent record. The last day to withdraw from a course is Friday of the eighth week of each semester.

Administrative Add/Drop Policy

A faculty member or administrator may drop or withdraw a student under the following circumstances:

1. at or before the scheduled days to drop or withdraw from a course if the student is not attending and not participating in the course.
2. before the last day to add courses if the student does not meet the prerequisite or co-requisite for the course.

In no way does the action to change the add/drop policy reduce the responsibility of the student to maintain their schedules. In no way does the action change the add/drop policy to make the faculty member responsible for dropping or adding students into their courses. Changes to the add/drop policy are meant to enhance the current system and offer another mechanism that benefits students.

IV. ADMISSION CATEGORIES

A. Regular Admission

Regular admission is normally granted to:

1. graduates of regionally-accredited high schools who have earned a cumulative grade point of "C" (2.00) or above and have met all the requirements for admission listed above; and to
2. transfer students from an accredited university who have achieved the cumulative grade point average required for classification and have met all the requirements for admission listed above.

A grade point average for admission purposes will consist of an academic grade point average computed from the recommended high school course listed above or other core academic coursework.

B. Provisional Admission

Persons who do not meet the requirements for admission with regular standing may be considered for admission with provisional status and registered in a restricted program if they come within one of the following:

1. Graduates of accredited senior high schools with less than the required grade point average and students transferring from accredited universities with less than the required grade point average.
2. Graduates of non-accredited senior high schools and students transferring from non-accredited universities.
3. Persons taking the Tests of General Educational Development (GED) in lieu of high school graduation.
4. Graduates of a home based high school curriculum.
5. Persons lacking not more than one year of completing high school. (Full admission will require completion of high school.)

V. ADMISSION TO CLASSES

All students having regular classification in the University shall be approved for admission to classes by their academic advisors. Unclassified students may be admitted to classes provided they give evidence of possessing the requisite ability. All such students will be required to do the same work as that required of regularly classified students, except in the case of those who may be granted permission to take the

course on a non-credit basis.

Students enrolled in high school may register for a limited number of classes in the University by permission of the vice president for academic affairs or school dean.

VI. ADMISSION REQUIREMENTS

A. New Freshmen

Take the American College Test (ACT)--all new freshmen are required to take the ACT prior to the start of classes. Students entering in the Fall who have taken either the SAT or the Washington Pre-College Test, but not the ACT, will be admitted but will be required to take the ACT on the date and time posted on the school calendar. New freshmen entering summer or spring semesters, who have not taken the ACT, must take it on the date and time posted on the school calendar. The ACT should be taken early in the senior year of high school. Students may apply for admission before taking this test.

B. Transfer Students

Request an official transcript from all colleges and universities previously attended to be sent to the Office of Admissions. Transfer status is generally granted to applicants who have completed the equivalent of 36 semester credits. Failure to report all college and university work attempted could result in revocation of admission.

C. International Students

Students from countries outside the United States for whom English is not the native language are normally required to take the Test of English as a Foreign Language (TOEFL) administered by the Educational Testing Service, Box 955, Princeton, New Jersey 08540. Students must receive a score of 550 on the TOEFL in order to be admitted to the university.

D. Readmission

Any person who interrupts his/her education at Northwest Nazarene University after having once been admitted, whether by withdrawal during a semester or failure to register for a semester, must apply for readmission and be approved before resuming attendance. Failure to register for a summer semester is not considered an interruption. A form for making application for readmission is available upon request from the Office of Admissions and Financial Aid.

If the student has registered at any other university since attending Northwest Nazarene University, a transcript from that institution must be sent to the registrar.

VII. ADVANCED PLACEMENT CREDIT

University credit will be allowed on the basis of scores of 3, 4, or 5 made in the Advanced Placement Examination of the University Entrance Board. The number of credits will be determined by the registrar. **A maximum of twelve (12) semester credits per course will be allowed for Advanced Placement exams.**

The working policy is as follows:

Test Name	Credit
History of Art	12

Music Listening and Lit		12
Music Theory	12	
Biology		12
Chemistry	12	
Calculus AB	12	
Calculus BC	12	
Computer Science A	12	
Computer Science AB	12	
Physics B	12	
Physics C	12	
English Language/Composition	12	
English Literature/Composition		12
Microeconomics	6	
Macroeconomics	6	
US Government & Politics	6	
Comp Government & Politics	6	
U.S. History	12	
European History	12	
French Language	12	
German Language	12	
Latin	12	
Spanish Language	12	

VIII. ADDITIONAL BACHELOR'S DEGREE OR MAJOR

A second major may be earned upon completion of 32 semester credits in addition to the total credits required for the first degree, subject to the following conditions:

- A. Twenty-four of the 32 must be earned subsequent to the granting of the first degree.
- B. Eleven of the 32 must be upper-division credits.
- C. If the first degree was earned at NNU, the last 11 of the 32 credits required for the second degree must be taken here, including at least 11 upper-division credits in the major.
- D. If the first degree was earned by a former NNU student at another institution, at least 22 of the 32 credits, including at least 11 upper-division credits in the major, must be earned at NNU.
- E. A student who has never before attended NNU must take at least 32 credits here; including at least 11 upper-division credits in the major to receive a degree.
- F. All specified requirements for the second degree must be fulfilled. Theology 201 or 202 must be taken at NNU. A minimum of six credits in Theology and/or Biblical Literature are required as part of the first or additional bachelor's degree.

IX. CANDIDATES FOR DEGREES

Candidates for a degree must submit an application indicating how all remaining requirements for graduation are to be completed and have the application approved by the administrator(s) of the program. Application should be placed on file with the registrar not later than registration for second semester if the student expects to graduate at the next spring commencement. The cumulative grade point average must

be 2.00 or above. Only candidates for a degree who qualify and who have been approved by a two-thirds favorable vote of the faculty shall participate in baccalaureate and commencement exercise activities.

X. CLASSIFICATION OF STUDENTS

Students admitted to the University are classified as **Freshmen** until minimum requirements for sophomore status or higher have been met.

For **Sophomore** standing students must have completed 28 semester credits by the opening of a semester and have a cumulative grade point average of at least 1.75.

For **Junior** standing students must have completed 60 semester credits by the opening of a semester and have a cumulative grade point average of at least 2.00.

For **Senior** standing students must have completed 90 semester credits by the opening of a semester and have maintained a cumulative grade point average of at least 2.00. Senior standing does not assure candidacy for a degree.

Post Baccalaureate students are those who have received the baccalaureate degree and are registered for additional course work at the undergraduate or graduate level.

The semester **Special Student** refers to students who are allowed to attend NNU without submitting the credentials required for admission with regular status. This status is possible only for those taking six (6) credits or fewer during any semester except the summer semester.

XI. COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

This program may be used for granting university credits to those who demonstrate proficiency in specific subjects. The following are guidelines for accepting credits:

1. Credits earned by CLEP are granted to enrolled students. Such credits may be counted toward degrees but count as transfer credits: i.e. they may not be included in the residency requirement for graduation.
2. Six semester credits will be given for each of the five areas of the CLEP General Examination wherein a student scores at the 50th percentile or above: English Composition, Mathematics, Humanities, Natural Sciences, and Social Sciences and History. **A maximum of 20 semester credits will be allowed for CLEP General Examinations.**
3. No grades or quality points will be assigned CLEP credits.
4. A student may not receive credit through CLEP for a course that is a prerequisite for a course already taken nor for an equivalent university course already taken.

XII. COURSE NUMBERING

In most departments the courses are arranged to cover a two-year-cycle; some courses being offered every year, others in alternate years, thus giving a wider range of electives over a two-year period than could otherwise be offered.

Numbering System:

100-199 Introductory or basic freshman level courses

- 200-299 Pre-professional or sophomore level courses
- 300-399 Junior-level courses
- 400-499 Senior-level courses
- 500-599 Graduate-level courses

Students may enroll in a course numbered one level higher than their classification with the exception of the lowest quartile freshmen, and sophomores who have a cumulative grade point average less than 2.00.

Reserved Course Numbers:

- XX 294-494 Topical Studies (1,2,4) - A study of an area not covered by other courses.
- XX 296, 396 Field Experience (1) - An out-of-class supervised experience.
- XX 299, 499 Independent Study (1, 2, 4) - An individualized out-of-class supervised study.
- XX 395, 495 Practicum (4) - A combination of classroom instruction and out-of-class supervised practical experience by the student.
- XX 496 Internship (1, 2, 4) - An advanced, off-campus supervised experience in the student's major discipline. It may carry up to 16 hours of credit.
- XX 298, 498 Seminar

XIII. CREDIT BY LOCAL EXAMINATION

Credit by examination may be desirable for students who have had prior experience with the subject matter of a course offered at NNU. The student petitions for credit by examination when he/she decides, in conference with the professor for the course, that it is advisable. This is to be done prior to and instead of registering for the course. Credit by examination is only allowed in exceptional cases. Credit by examination is not counted as part of the student's academic load for a semester. Credit by examination is not normally permitted the semester of graduation.

XIV. CREDIT FOR MILITARY EXPERIENCE

Credit for experience in the armed forces of the United States may be allowed in accordance with the recommendations of the American Council on Education. Official documents covering the work must be submitted to the registrar for evaluation.

XV. CURRICULUM OBJECTIVES

The stated objective of Northwest Nazarene University is implemented through its total curriculum of which the academic curricula are a part. The purpose is to provide for students an acquaintance with the major fields of knowledge, an effective foundation in and working grasp of one field, a balanced development of their own powers, and an encouragement to Christian commitment. Some specialization in vocations closely related to liberal arts curricula is deemed appropriate. To achieve the objectives of a liberal arts education, courses are distributed to provide basic skills, breadth (general education) and depth (concentration in major study.)

XVI. DIRECTORY INFORMATION

Early in the fall semester of each academic year, the University publishes student directories listing each student's name, class, part- or full-time status, home address and telephone number, and local address and

telephone number. Honors and other special achievement lists are published each semester. Any student who does not wish information published about him or her should indicate this on the registration form. The registrar will omit his or her listing from the directories.

XVII. ELIGIBILITY

Students who wish to participate in intercollegiate and/or school-sponsored activities must be enrolled for at least 12 credits, be in good academic standing* and meet the specific academic standard of the group in which participation is sought. A student must be enrolled for six or more credits in order to be eligible to receive financial aid from Federal funds.

* A student will not be considered in "good academic standing" after two consecutive semesters of probation.

Students who wish to participate in intercollegiate athletics must be enrolled for at least 12 credits during the semester of intercollegiate athletic participation. Student-athletes must also have successfully completed 16 credits in the last two semesters of attendance to be eligible to compete in the present semester. Other requirements are as follows:

1. As a freshman, meet two of the three requirements of:
 - a. 18 composite ACT or 700 combined SAT score
 - b. 2.0 or higher high school G.P.A.
 - c. Graduate in the top 50% of your high school class
2. Before 2nd year of competition, accumulate at least 24 credits and have achieved a 1.75 or higher cumulative G.P.A.
3. Before 3rd year of competition, accumulate at least 48 credits and have achieved and maintained a 2.0 or higher cumulative G.P.A.
4. Before 4th year of competition, accumulate at least 72 credits of which 48 credits must apply toward general education and/or your major field of study.
5. May participate no more than four seasons in any one sport.
6. Must meet all transfer requirements and any other eligibility standards specified by the National Association of Intercollegiate Athletics.

XVIII. HONOR SOCIETIES

Phi Delta Lambda is the national honor society of the colleges and universities of the Church of the Nazarene. The faculty of Northwest Nazarene University has set the following standards for inclusion in the local Delta Chapter of this society: a favorable two-thirds vote of the faculty, good character, graduation in the upper 15 percent of the present graduating class, and a cumulative grade point average of 3.50.

XVIX. SCHOLASTIC HONORS

Dean's List. The Dean's List is composed of those students who have achieved a semester grade point average of 3.500 carrying 12 or more credits.

Graduation Honors. Only credits earned at NNU are used to calculate honors. To qualify the student

must complete a minimum of 60 semester credits at NNU. Honors GPA categories are as follows: Cum Laude 3.500 to 3.749; Magna Cum Laude 3.750 to 3.899; and, Summa Cum Laude 3.900 through 4.000.

Honors in the commencement program are computed on grades through the spring preliminary seniors grade report. Honors on the transcript are based on all grades received at NNU.

XX. DEVELOPMENT OF MAJORS

In the field of concentration the student is expected to attain an *elementary degree* of mastery and a background for further reading and study, formal or informal. In many cases, this major study has professional or vocational value. No program, including the basic skills, general education and major requirements, may exceed 124 semester credits if the program is to be completed in 8 semesters. At least eight credits from the major must be taken in *residence* at Northwest Nazarene University.

A student may be listed as completing two or more majors provided all general group and major requirements are fulfilled. If an additional major is completed following graduation from the university, a statement of completion will be posted on the permanent record under "remarks."

The **department major** consists of a group of studies in a particular department, with or without required course in related fields, as outlined by the chair of the department, the school dean, and the vice president for academic affairs. At least 24 credits including 16 or more numbered above 299 are required in the major department. No more than 45 from any one department and no more than 72 from any two departments may be required in a major program.

The **interdepartmental major** consists of a group of studies in two departments with or without required courses in related fields as outlined by the chairs of the departments, the school deans, and the vice president for academic affairs. A total of at least 24 credits including 16 or more numbered above 299 is required in the two major departments. No more than 72 from any two departments may be required.

The **school major** consists of a group of studies in a particular school, as outlined by the dean of the school and the vice president for academic affairs. At least 39 credits but no more than 61 from one school may be required.

The **interschool major** consists of a group of studies in two or more schools as outlined by the deans of the schools and the vice president for academic affairs. A total of at least 54 credits distributed among two or more schools with at least 24 credits in one school is required.

XXI. MATHEMATICS PROFICIENCY

Each student must demonstrate mathematics proficiency by attaining an ACT mathematics score of at least 17, an SAT mathematics score of 420, or transfer of a university mathematics course equivalent to or at a higher content level than MA 111 Algebra. The credit for MA 111 Algebra or an equivalent university transfer course will be counted toward the total credits required for graduation, but will not be counted as meeting a mathematics/science general requirement.

XXII. NON-CLASSROOM CREDITS

A maximum of 25% of the total credits required for an undergraduate degree may be earned using CLEP,

DANTES, Advanced Placement, International Baccalaureate, and credit by examination.

XXIII. NON-CREDIT CLASSES

With the consent of the registrar and the instructor concerned and upon payment of the non-credit fee, a student may enroll in approved courses on a non-credit basis. Senior citizens who are 60 years of age or older may enroll for non-credit courses each semester tuition free, provided the section limit (if applicable) is not reached. Normally, a person who enrolls in a course on a non-credit basis may not receive credit for it without re-enrolling for the course.

1. The Catalog allows for persons to enroll for courses on a non-credit (Audit) basis with the consent of the vice president for academic affairs or designee and the instructor concerned.
2. The visitor attends a lecture class with the understanding that he/she ***will make few or no demands on the professor's time and energy***. A number of persons have requested the privilege of non-credit registrations for laboratory or activity type classes. In most cases this type of registration increases duties for the instructor beyond those normally anticipated for a non-credit registration.
3. Students registered as non-credit will not be considered in the assignment of faculty load.
4. Senior citizens (60 years of age or older) will receive special consideration for admission to classes on a non-credit basis.
5. The Undergraduate Academic Council prepared the following list of classes for which non-credit registration would normally not be granted:

- Applied Art
- Astronomy Laboratories
- Biology Laboratories
- Chemistry Laboratories
- Computer Courses (Business and Computer Science)
- Earth Science Laboratories
- Education Media Courses
- Electronics with Laboratories
- Engineering Graphics
- Field Experience, Practicums, and Internships
- Kinesiology Activity Courses
- Learning Skills Laboratory
- Music Applied (non-credit approved for full-time students)
- Music Organization (non-credit approved for full-time students)
- Physics Laboratories & Courses with Physics Laboratory Components
- Psychology Laboratories
- Religious Education Workshops
- Sign Language
- Social Work Workshops
- Speech Activity Courses (NC approved for full-time students)
- Writing, Reporting & Journalism Courses

6. Students pursuing a course of study in the *Handbook for the Ministry* of the Church of the Nazarene may enroll on a non-credit basis for courses in which space is available.

XXIV. ACADEMIC PROBATION AND DISMISSAL

A student with an unsatisfactory academic record will be notified, and may be placed on probation or dismissed. Notification, at mid-semester, serves to caution a student that his or her record for one or more courses is below the grade of "C-". If a student's grade point average is below standard (1.75 freshman, 2.0 sophomore or above) for the semester, he or she will be placed on academic probation, i.e. the following semester, the student may be limited to 13 credits. Failure to earn a semester grade point in compliance with the standard during the semester following placement on probation may result in dismissal.

Any student who repeatedly fails to make satisfactory progress toward his or her educational objective, due to substandard performance or course withdrawal, shall be so informed and may be denied the privilege of continuing enrollment when such action seems advisable.

Dishonesty, such as cheating, plagiarism, or knowingly furnishing false academic information, is a serious offense that strikes at the very heart of Northwest Nazarene University's reason for existence as a Christian liberal arts institution. Such conduct, an affront to fellow students and the faculty, **will not be tolerated**. Consequences of dishonesty may include suspension from the university.

XXV. RECOMMENDATION

Satisfactory completion of the prescribed academic curriculum does not in itself guarantee the recommendation of a student for entrance into a profession or professional school. The personality and character traits of the student will be considered in addition to his or her academic record.

XXVI. REPEATED CLASSES

Students may repeat any course to improve a grade. In such cases the latest grade received, in the repeated course, shall be the one considered in computing the grade point average required for graduation, academic probation or honors.

XXVII. ACTIVITY COURSES REPEATED MORE THAN ONE YEAR

Junior or senior students who enroll for certain activity courses which may be repeated more than one year, such as music group courses and activity speech courses, may petition to have the course level adjusted to upper division for the second or third year in which they have participated in the particular group. The upper-division status of the course will be designated by adding a capital letter "U" as a suffix to the course number.

XXIII. RESIDENCE REQUIREMENT

RESIDENCE - a minimum of one year. (Normally, the last year must be spent in residence.)

The residence requirements for the B.A. or B.S. degrees shall be interpreted to mean that if a student transfers 88 or more credits to NNU, 30 of the remaining credits needed for a degree must be taken at NNU. If a student has taken 96 credits at NNU, 16 of the remaining credits needed for a degree must be taken at NNU. At least 8 credits from the major must be taken at Northwest Nazarene University.

XXIX. RESPONSIBILITY FOR COMPLETING REQUIREMENTS

Faculty and staff members at Northwest Nazarene University advise students concerning progress toward graduation. However, the student must recognize and accept her or his responsibility in meeting all graduation requirements.

XXX. SCHEDULING REQUIREMENTS

A. Biblical and Religious Studies

BL 101; or, BL 211 and 212 - To be taken during the first year of residence.

TH 201 - To be taken by the end of the second year of residence.

Students transferring to Northwest Nazarene University as juniors will require six semester credits of Biblical and Religious Studies which will include TH 201. Students transferring as seniors will only require TH 201.

B. Communications Scheduling

EN 102 - English Composition - To be completed by the end of the first year of residence.

EN 202 - Research Writing and Critical Thinking - To be completed by the end of the second year of residence.

C. Kinesiology

KI 100 - Foundations of Wellness - To be completed during the freshman year.

D. Mathematics Proficiency

This requirement will normally be completed by the end of the sophomore year.

XXXI. SUBSTITUTION OR EXEMPTION FROM REQUIREMENTS

Any substitutions or exemptions from the group or general requirements for degrees may be made only by the vice president for academic affairs or school deans or vice-president' designee.

Any substitutions for specific courses required for a particular program fulfilling concentration or major requirements may be made only by the recommendation of the advisor with the approval of the department chair.

Course substitutions or credit by examination should be offered before waivers. Waivers should be extremely rare. If major or program administrators waive major requirements resulting in a reduction of more than three credits, they must get the approval of the vice president for academic affairs or school dean. When too many changes are required, students should be offered individualized majors.

XXXII. TEMPORARY/NON-DEGREE SEEKING STUDENTS

Part-time students not working toward an NNU degree.

- A. Do not have to apply for admission but are limited to one course, subject to the following restrictions:
1. No more than 26 credit hours can be completed before EN 102, BL 101, and PE 100 or their equivalents are taken.
 2. Must meet all prerequisites for courses.

This classification is made available to persons wishing to take a limited number of courses in areas of their special interests and needs.

- B. Students not meeting admission requirements are classified as "special students." Their registration is subject to the following restrictions:
1. Registration for only one course unit per semester will be allowed.
 2. Their courses will not earn credit unless special permission from the Academic Council is granted.
 3. They are to be admitted only to courses in which they have reasonable chance of success.
- Registration will be in the Registrar's office.

XXXIII. TIME LIMIT ON GRADUATION REQUIREMENTS

In order for a student to graduate under the requirements of the Catalog in use at the time he/she matriculated, the student must complete a bachelor's degree within seven (7) years. Otherwise, the student must use the most recent catalog.

XXXIV. TRANSFER OF CREDITS

Credits earned in accredited universities, which apply to the General Education Requirements, will be evaluated by the registrar. Transfer credits that apply to the major will be evaluated by the department chair. Classification is established by the evidence submitted. The university does not accept grades below "C-" (1.7) for transfer. Credits earned in non-accredited university may be accepted and used to determine classification; evaluations are made on an individual basis. In accordance with Idaho statutes as approved by the State Board of Education, a maximum of 62 semester credits or one-half the total credits required for graduation may be transferred from a two-year school. The computation of cumulative grade point averages is based only on grades received at Northwest Nazarene University.

XXXV. WRITING THROUGHOUT THE CURRICULUM

Effective communication is one of the hallmarks of an educated person. Therefore, Northwest Nazarene University encourages professors to require written assignments in most classes; students should expect these assignments to be evaluated for content, organization, and writing skills.

XXXVI. INDIVIDUALIZED MAJOR PLANNING GUIDE

The Individualized Major leads to the Bachelor of Arts or Bachelor of Science degree. It provides an individually designed major study plan for those students whose objectives cannot be met by the normal major study programs. The program is administered by a department chair selected by the individual student.

A. Requirements

A major study plan is prepared cooperatively by the sponsoring faculty member and the student, to be completed no later than the first semester of the junior year. This plan must be approved by the school curriculum committee or Undergraduate Academic Council. The plan is to indicate whether the major is departmental, inter-departmental, school, or interschool and is to meet the normal study requirements for the selected type of major. Cooperative programs such as a combination of catalog and off-campus or foreign studies are appropriate. Only those plans exhibiting unusual merit will be approved.

B. There are four types of individualized majors:

1. The Departmental Major

The courses selected for this major come from one department only. For example, a student may design a journalism major using the courses from the English Department and an off-campus study program in journalism.

2. The School Major

The courses selected for this major come from two or more departments within the same school. For example, a student may design a recreation and leisure studies and biology major. The student would choose courses from within the School of Health and Science from the Departments of Kinesiology and Biology.

3. The Interdepartmental Major

The courses for this major come from two or more departments from different schools. For example, a student might select courses from the Art and Music Department and the Business and Economics Department to build a major in arts management.

4. **The Interschool Major**

The courses selected for this major come from two or more schools. The current Liberal Studies or General Studies major is an example of this type of major.

The minimum and maximum number of credits for each major are listed below:

Major	Minimum Credits	Maximum Credits	Upper-Division Req.
Departmental Major	29	20	12
School Major	39	59	26
Interdepartmental Major	39	59	26
Interschool	56 (24 in one div)	62	36 (16 in same school as the 24 required)

C. Procedures for Developing an Individualized Major

1. The student must secure a champion/advisor from the appropriate department or school.
2. The student will work with his/her selected advisor to prepare the major proposal for presentation to the members of the school curriculum committee or Undergraduate Academic Council.
 - a. The student will write a statement identifying overall career goals.
 - b. The proposal will indicate the type of major (Departmental, Interdepartmental, School or Interschool.)
 - c. The proposal will include the major name.
 - d. The proposal will identify the courses required for the major. These courses will be listed by department letters and numbers, complete names and credit values. If the major is inter-institutional, the courses to be taken at another institution will clearly be identified and include the same information as the NNU courses.
 - e. Care should be taken with regard to sequence courses and pre-and co-requisites.
3. The student will present, for advisor approval, a well-developed rationale for requesting the individualized major.
4. The student will present, for advisor approval, a course by course description and rationale justifying the inclusion of all non-NNU courses in the major.

5. The student will submit any documentation that will enhance support of the proposal. Such documents may include Career Center Interest Test results, research on the careers for this major, letters of recommendation and support by professors and advisors, test scores, etc.
6. The advisor will give initial approval of the proposal and will secure departmental and/or school approval.
7. When a proposal is ready for submission, the major advisor will submit nine copies of the proposal to the school curriculum committee chair or Undergraduate Academic Council chair two weeks prior to the scheduled meeting and request placement on the agenda. The members of the appropriate committee will receive the proposal at least one week prior to the meeting date for review.
8. The advisor must be present at the committee meeting in order to answer questions and support the proposal.
9. The proposal will be discussed. Resulting options may be:
 - a. The proposal will be accepted.
 - b. The Committee may make recommendations that must be completed before further consideration.
 - c. The proposal may be rejected.
10. If the proposal is accepted the minutes will so note and processing will proceed.
 - a. The curriculum will be given to the registrar.
 - b. A student check sheet for the individualized major will be designed.
 - c. The student will be tracked by the registrar for degree completion progress.
 - d. The student's permanent record will read Individualized (type) Major: Major Name.
11. If the student needs to respond to suggestions and recommendations, a task sheet will be prepared by a committee member at the instruction of the committee. There will be a deadline indicated as to when the revised proposal will be considered.
12. If the proposal is rejected, a rationale from the committee will be submitted to the student and the advisor.