

\*\*\*\* GENERAL INFORMATION \*\*\*\*

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**STUDENT RESPONSIBILITY:** Each student is held responsible for knowing and obeying the published rules and regulations of the university. Students are responsible for informing themselves thoroughly of the academic requirements and should determine what courses are required in their particular program and major. The student is responsible for scheduling at registration time the proper courses to fulfill the requirements of his major and to take them in their proper sequence.

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**CONSULT THE UNIVERSITY CATALOG FOR COMPLETE OFFICIAL ACADEMIC POLICIES.**

**ACADEMIC LOAD:** Twelve semester credits constitute a full academic load while 16 semester credits constitute an average academic load. Students may enroll for 19 credits without special permission. Students with a cumulative grade point average of 3.4 or above may enroll for 20 or 21 credits through a petition process with the approval of the Registrar.

**AUDIT/NON-CREDIT:** Registration for non-credit (audit) is permitted only by special approval of the instructor.

**CHANGE OF GRADE:** Instructors may not change a grade other than an I, X, K or L after it has been filed with the Registrar except in the case of clerical error which the instructor may correct by so certifying to the Registrar.

**LATE ENROLLMENT FEE:** A \$100.00 late fee will be assessed to accounts not settled by the second day of classes. Enrollment is not official until payment, and/or finalized financial aid, and/or payment plan is established. Enrollment dates are posted on the school calendar and in the catalog.

**CHANGE OF SCHEDULE:** The drop/add dates are posted on the school calendar and in the catalog. A class may not be added, even if attended, after the last day to add. Failure to officially drop an unattended course, will result in an "F" grade for the course. Drop/Add forms are available in the Registrar's Office or from Academic Advising. The major advisor's signature is required. Freshmen, Sophomores, and Juniors return Drop/Add forms to Academic Advising; Seniors return Drop/Add forms to the Registrar's Office. Both offices are located in the Administration Building, Rm 10.

**CLASS ATTENDANCE:** All students are expected to attend classes regularly. The attendance policy for any specific class rests with the instructor. Individual course attendance policy and expectations must be stated in all syllabi. If the instructor determines that attendance directly affects the student's grade, accurate attendance records must be kept.

**CLASSIFICATION:** Freshman standing requires approved admission. Sophomore standing requires 28 semester credits and a cum GPA of 1.75. Junior standing requires 60 semester credits and a cum GPA of 2.00. Senior standing requires 90 semester credits and cum GPA of 2.00.

**COURSE NUMBERING:**

0900 - 0999	Remedial - credit is non-transferable
1000 - 1999	Freshman level courses
2000 - 2999	Sophomore level courses
3000 - 3999	Junior level courses
4000 - 4999	Senior level courses

**CUMULATIVE GRADE POINT AVERAGE:** A student's cumulative grade point average is determined by adding the grade points in all courses and dividing by the total number of credits attempted, disregarding I, W, X, K, L and P grades.

**FEES/EXPENSES:** For information regarding tuition, fees, expenses, refunds, penalty charges and special fees, see catalog. Individual course fees are listed in the Registration Course Bulletin.

**INCOMPLETE GRADE:** Incomplete grades because of extreme circumstances may be given only upon petition and must be finished within the following semester. Any exceptions must be by petition. ALL incomplete grades must have a suffix grade attached indicating the grade the student will receive if no further work is done.

**INDEPENDENT STUDY:** Approval for independent study must be secured from the instructor and department chair. Contracts are available in the Registrar's Office. Submit completed contracts with attached syllabus within the deadline for adding a course to the Registrar for final approval.

**PRE-REQUISITES:** Prerequisites, as stated in the catalog, must be satisfactorily completed before a student may register for the course. **NO EXCEPTIONS WILL BE MADE WITHOUT APPROVAL OF THE INSTRUCTOR.**

**REPEATED COURSES:** Students may repeat any course to improve a grade. In such cases the last grade received and credit earned, in the repeated course, will be the one considered in computing the grade point average required for graduation, academic probation or honors. Students repeating a course taken prior to Fall 2001, must complete a Request for Course Repeat form.

**WITHDRAWAL FROM THE UNIVERSITY:** Students who find it necessary to withdraw from the university must secure a Withdraw from School form from the Office of Academic Advising. **FAILURE TO DO SO WILL RESULT IN "F" GRADES.** Withdrawal is allowed through the last day of classes but prior to the first day of the final exam period.

**NOTE**

**Northwest Nazarene University reserves the right to cancel courses at any time, without advance notice.**

**\*\*\*\* BUILDING LEGEND \*\*\*\***

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| <b>AD</b> Administration Building                    | <b>JSC</b> Johnson Sports Center |
| <b>EH</b> Elmore Hall                                | <b>NNLT</b> NNU Little Theater   |
| <b>ESWC</b> Education, Social Work & Counseling Bldg | <b>THS</b> Thomas Health Science |
| <b>FA</b> Fine Arts Building                         | <b>WH</b> Williams Hall          |
| <b>HB</b> Helstrom Building                          | <b>WLC</b> Wiley Learning Center |

**\*\*\*\* GRADING SYSTEM \*\*\*\***

<u>GRADE</u>	<u>GRADE PTS.</u>	<u>GRADE</u>	<u>GRADE PTS.</u>	
A	4.0	AU	Audit	.0
A-	3.7	AW	Audit Withdrawal	.0
B+	3.33	I	Incomplete work	.0
B	3.0	IP	In progress	.0
B-	2.7	K	Conditional ( see catalog)	.0
C+	2.33	L	Long-term	.0
C	2.0	NC	No credit	.0
C-	1.7	NR	No report from instructor	.0
D+	1.33	P	Passing, no grade point	.0
D	1.0	W	Withdrawal	.0
F	Failing work	X	No final exam taken	.0