

NORTHWEST UNIVERSITY
College of Adult and Professional Studies (CAPS)
2018-19 Student Handbook

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College of Adult and Professional Studies Personnel

Administrators and Staff

Jim Jessup	Dean, CAPS	425-889-5276
Greg Fennessy	Director, Online Operations	425-889-6372
Jessica Herbison	Director, Student Success & Advising	425-889-7825
Liz Larzelere	Director, Online Curriculum and Faculty Development	425-889-7808
Cary Peterson	Director, Northwest Partnership Program	425-889-5252
Bev Westlake	Director, Adult Evening & CAPS Operations	425-889-7783
Ashleigh Hess	Assistant Director, Curriculum and Faculty Development	425-285-2402
Rebekah Ruiz	Assistant Director, Northwest Partnership Program	425-889-5344
Bethany Hauck	CAPS Office Coordinator	425-889-7793
Morgan Green	Online Academic Support	425-285-6167
Josh Payne	Student Support Specialist	425-889-6386
Nedra Gannon	Curriculum Assistant	425-285-2409

Enrollment Personnel

Joan Tate	Lead Enrollment Counselor	425-889-5213
Josh Byers	Online Enrollment Counselor	425-285-2427
Ellen Joslin	Enrollment Coordinator	425-889-5265

Program Coordinators

Debbie Lamm Bray	Director of Academic Services, Salem Campus	
.....	RN to BSN Online Program Coordinator	
Bill Cooper	PSAD Program Coordinator	
Robert Campbell	CMHC Online Program Coordinator	
Kimberly D'Angelo	CAPS Program Coordinator, Psychology	
Thor Tolo	CAPS Program Coordinator, Business Management	
Kevin Hall	CAPS Program Coordinator, Ministry	
.....	MSN Online Program Coordinator	

Deans

Erin-Joy Bjorge	Dean, School of Nursing	425-889-7837
Sarah Drivdahl	Dean, College of Arts & Sciences	425-889-5242
Teresa Gillespie	Dean, College of Business	425-889-5290
Matt Nelson	Dean, College of Social and Behavioral Sciences	425-889-5331
Molly Quick	Dean, College of Education	425-889-5272
Josh Ziefle	Dean, College of Ministry	425-889-5211

CAPS Office Information

CAPS Fax	425-803-3238
Address: Northwest University College of Adult and Professional Studies	
P. O. Box 579, 5520 – 108 th Avenue NE	
Kirkland, WA 98083	

Campus Information

Information Services	425-889-5310
Registrar	425-889-5228
Security	425-889-5500/222 from any campus phone
Student Financial Services	425-889-5297

This Handbook is published for information purposes only. Although every effort is made to ensure accuracy at the time of publication, this Handbook shall not be construed to be an irrevocable contract between the student and the University. Northwest University reserves the right to make any changes in the content and provisions of the Handbook without notice.

Degrees Offered

We are committed to providing academic excellence in a learning environment intentionally designed to meet the unique needs of students enrolled in the College of Adult and Professional Studies.

Degrees Offered in CAPS Programs

Certificate in Ministry Leadership
Associate in Arts
Associate in Ministry Leadership
Bachelor of Arts, Ministry Leadership
Bachelor of Arts, Business Management
Bachelor of Arts, Interdisciplinary Studies
Bachelor of Arts, Organizational Leadership
Bachelor of Arts, Organizational Management
Bachelor of Arts, Psychology

Online Availability

Bachelor of Arts, Public Safety Administration
Bachelor of Science, RN-BSN
Master of Business Administration
Master of Arts in Bible and Theology
Master of Arts in Clinical and Mental Health Counseling
Master of Education
Master of Ministry

Academic Policies and Procedures

Academic Policies

Advising

Each CAPS student's schedule will be communicated with and monitored by an advisor prior to each semester to ensure progression toward degree completion. It is advisable that students check with their advisor prior to adding, dropping or withdrawing from a class.

GPA

Students are required to have a 2.0 cumulative GPA for graduation and must pass all courses with at least a D-.

Grievances

Academic grievances should initially be addressed to the professor involved. If satisfactory agreement is not reached, the student should take the matter to the Dean. Formal academic grievances should be addressed to the Office of the Provost.

Honesty

Northwest University considers dishonest academic conduct by students to include any activity that allows a student to take an unfair advantage of fellow students. Academic dishonesty may result in the student failing the assignment, receiving an "F" in the course, or possibly being dismissed from the University. Instances of academic dishonesty are typically reported to the Provost's Office. Any student disciplined by a faculty member for alleged academic dishonesty has the right to appeal the disciplinary action.

Attendance for CAPS Students

Attendance in the Classroom

Class attendance benchmarks are necessary to comply with federal financial and regional accreditation requirements. Class attendance is critical to understanding the course material. As such, students are expected to

attend all class sessions. An absence is defined as missing any portion of a class. In the case of an unavoidable absence, students are responsible to contact the instructor in advance. The instructor may make provisions to accommodate one absence; however, the instructor is not required to do so. In that case, students may be required to withdraw from the course.

Students who are not able to attend the first night of class for any reason must receive permission from the instructor to remain in the class. If permission is not granted to miss the first night of class, a student will need to drop the course and should work with his or her advisor to adjust their schedule. Once the add/drop deadline passes, the student should withdraw from the course. If they do not officially withdraw, they will receive an "F" (Failing grade) for the course. A failing grade will affect the student's GPA. A grade of "F" may affect the student's financial aid and tuition charges remain in effect for current courses. A student may repeat the course at a later date but will do so at his/her own expense.

Attendance Online

If students do not log in to their online courses and participate in a discussion forum, learning quiz or weekly ALA assignment by the end of the six-day drop period, they are instructed to contact the Registrar's office.

Class Schedule Changes

Northwest University reserves the right to cancel any class that does not meet the minimum number of students. The University reserves the right to combine, and/or change the time, day or location of any class without obligation. The University also reserves the right to change the instructor without obligation. Schedule changes will be posted online and it is the student's responsibility to be aware of all schedule changes. Schedule changes by the student may affect their tuition, financial aid and/or veteran's benefits. Students should consider consulting with their advisor prior to making course schedule changes. Tuition charges may be adjusted for students.

Adding Classes

Students should be registered for their classes at least one week prior to the first class session, which allows students time to address textbook readings and assignments prior to the first class sessions.

Dropping Classes

Students must drop a course within six days of the first class session. Forms received after this deadline will be considered as a Course Withdrawal.

Course Withdrawal

Students may withdraw from a course any time prior to the date of the last class session but no tuition adjustment will occur. Students are required to notify the Registrar and will receive a grade of "W" for the course from which they have withdrawn. This is a permanent grade on the transcript but it will not affect GPA. The student may retake the course at a later date at his/her own expense.

Cancellation of Registration

Students who register for classes but decide not to attend must immediately notify the Registrar and submit a Cancellation of Registration request before the first day of class.

Program Withdrawal

Students who want to withdraw from the University during the semester should communicate with their Academic Advisor, Financial Aid and with the Registrar.

Change of Major

If students decide to change majors, they should consult with their current advisor before submitting a Change of Major/Advisor Request form. There may be implications for prerequisites that will be needed, etc.

Dean's List

Students who earn a current GPA of 3.5 or better, while carrying at least 12 credit hours of courses that affect GPA (i.e. non-pass/no credit courses), are placed on the Dean's List, published at the conclusion of each semester by the Provost's office. Full-time students with a current GPA of 3.300-3.499 are placed on the Honor's List.

IT Usage - Student

In the Classroom

Usage of cell phones and laptops in the classroom should be limited to the educational activities. Please be courteous and remember to use these communication tools in a way that is not distracting to others. Class participation grades may be affected if usage of phones or laptops create a disturbance in the classroom.

Online Netiquette

When a class is conducted in an online setting, communication becomes even more important. All communication including, but not limited to class discussions, emails, forum entries, etc., must adhere to these guidelines:

- Professors and classmates should always be addressed with respect. It is appropriate to address other students by their first names. Your professor, however, should be addressed according to his or her proper title, e.g. "Professor Smith" or "Dr. Jones."
- Inappropriate comments or jokes regarding race, age, gender, religion, or other potentially offensive topics are unacceptable.
- Respect your fellow-students' inboxes. Forwarding of email is discouraged unless the email in question relates closely and specifically to the topic of discussion at hand.
- Be conservative in what you send and liberal in what you receive. You should not send heated messages even if you are provoked.
- Should any communication received via email/forums, etc. be perceived as a threat to others or themselves, they may be reported by the instructor to the CAPS Office.
- Wait overnight to send emotional responses to messages. If you have really strong feelings about a subject, write carefully to avoid insulting or condescending tones.
- Remember that people with whom you communicate have complex schedules and other responsibilities, and may even be located across the globe. If you send a message to which you want an immediate response, the person receiving it may be engaged in another important activity or at home asleep when it arrives.
- Remember that the recipient is a human being whose culture, language and humor have different points of reference from your own. Remember that date formats, measurements, and idioms may not travel well. Be especially careful with sarcasm.
- Communicate professionally.
 - Use mixed cases and proper punctuation. UPPER CASE LOOKS AS IF YOU'RE SHOUTING.
 - Remember that this is a professional, academic setting that requires the use of complete sentences and correct grammar. Text message shortcuts are inappropriate for this type of setting.
- You may use emoticons (smileys, etc.) to indicate tone of voice, but use them sparingly.
- Be brief without being overly terse.

Graduation Application Procedure

Students should submit their graduation application to the Registrar's Office a year before their anticipated graduation date. The application will generate an official degree audit which will detail placement of transfer courses, courses completed at NU and list the required courses that are left for the student to take before they graduate. Students have up to six years from their entry date to complete their degree requirements. The graduation application fee is only charged once; regardless of completion date. Degrees are conferred upon successful completion of all degree requirements. NU confers degrees on the last business day of each month, except for the months of December, May and August; the conferral dates for these months are published in the Academic Catalog.

Certificates of Ministry Leadership (CML)

Certificate Awards are posted to the student's record when they complete the requisite coursework. There is no fee or application required and students *do not* participate in any commencement ceremonies. If a student would like a printed certificate, an application must be submitted along with a fee. The certificate will be printed and mailed to the student's permanent mailing address. Questions can be directed to the Registrar's office.

Associate's Degree

Students earning any Associate's Degree may participate in Commencement. Those participating must apply for Graduation, pay the application fee, and meet or be registered for all degree requirements. The Associate student can earn the degree without submitting an application, paying a fee, or participating in the ceremony. Please contact the Registrar's Office if you'd like to order a Diploma; fee required.

Bachelor's Degree

Students earning any Bachelor's Degree may participate in Commencement. Those participating must apply for Graduation, pay the application fee, and meet or be registered for all degree requirements.

Commencement

Commencement is held once a year in early May. To participate in Commencement, spring or summer graduates must be within six credit hours of completing all requirements for their degree. Students must also be current on all course requirements and be approved by the school faculty as making satisfactory progress in the program. If any of these criteria are not met, individual students will be evaluated by the Provost. Credit hours must be verified by the Registrar. Diplomas will be mailed (or held for pickup) to the student within 6-8 weeks of completion of work and degree posting.

The catalog requirements in effect during the semester in which the student first enrolled are applicable, provided graduation is within six years from the end of that semester. However, students may also graduate under the requirements of the current catalog. In all cases, while the final responsibility rests with the student for fulfilling all requirements for graduation including those identified in an official graduation audit, the University provides advisement services to its students through academic advisors and the Registrar's Office. This shall include requirements resulting from program modifications affecting course offerings.

Students may not be eligible to participate in graduation ceremonies until all accounts are paid in full. No diplomas, certificates, degrees or transcripts will be released until student accounts are paid in full. If a student is delinquent in repayment of student loans, he/she will not be eligible to receive deferment, cancellation provisions, nor will academic transcripts and/or diplomas be released.

Honors

Cum Laude: students who have maintained a 3.500 to 3.699 grade point average in NU course work.

Magna Cum Laude: students who have a grade point average of 3.700 to 3.899 in NU course work.

Summa Cum Laude: students who have a grade point average of 3.900 to 4.000 in NU course work.

Nu Upsilon Honor Society: for CAPS students in the adult evening and extension site programs must be nominated by CAPS Program Coordinators.

Who's Who in Northwest University: selected students with junior and senior status are nominated by the faculty for inclusion each year based on character, leadership, and academic record.

Sigma Chi Pi: an honor society established for graduates of endorsed Assemblies of God Colleges. Faculty will choose their selections from graduates and alumni.

Incompletes

A student may request an Incomplete grade for reasons of illness or emergency if the majority of their coursework has been completed. Arrangements must be made prior to the last class session between the student and instructor. The Incomplete will be recorded as "I/Grade Default" on the student's transcript and must be completed by the end of the fourth week of the following course session (whether or not the student is enrolled in that session). No adjustment to their GPA will be calculated until the final grade is posted. At the conclusion of the four-week time period, the grade will be updated by the professor or convert to the current grade reported by the professor.

Late Work

It is the student's responsibility to meet all deadlines for class assignments. Grades for each late assignment submitted may be penalized by 20%. It is up to the instructor whether or not they will accept late work.

Satisfactory Academic Progress (SAP)

Entering students who do not meet all requirements for Regular Admissions Standing are admitted with Success Strategies Standing. Continuing students are placed on Academic WARNING if their cumulative GPA falls below:

Class:	Cumulative GPA:
1-29 earned credits.....	1.7
30-59 earned credits.....	1.9
60-89 earned credits.....	2.0
90+ earned credits.....	2.0

Academic WARNING is not intended to be a punitive measure but to inform and provide opportunity for improvement. In order to ensure their concentration on academic work during the Academic WARNING period, students are restricted in their academic loads (no more than 12 hours/semester). To aid them in reaching their potential, they may

be required to attend special classes or counseling sessions. A student averaging below 2.0 cum GPA might be restricted, regardless of their academic standing. When their cumulative grade point average rises above the stated levels, students are removed from Academic WARNING.

Academic SUSPENSION: Students with a cumulative GPA below the stated levels for two or more semesters are placed on Academic SUSPENSION and may not continue enrollment. Exceptions are made if the last semester's grades indicate a clear improvement and average above 2.0, even though the cum GPA remains below 2.0. In that case, the student may continue on probationary status. Students may appeal their suspension. If the appeal is approved, the student may continue on Academic PROBATION. If denied, the student may be dismissed from the University.

Appeals for reinstatement after academic dismissal may be directed to the Provost. At least one semester must elapse after disqualification before students will be considered for reinstatement, during which time they should have reevaluated their educational plans or taken steps to improve their scholastic skills through study at another institution. Although not directly connected to Financial Aid disqualification, often students on Academic WARNING or SUSPENSION also have their Financial Aid status affected. Students should consult the student financial services office for more information.

Prior Learning Credit

Prior Learning Assessment

Prior Learning Assessment (PLA) is a general term used by the University to describe all college-level credit awarded or recognized for learning acquired in non-college settings. The University considers PLA credit by two methods based on whether a recognized organization has assessed the learning (Certified Prior Learning) or whether Northwest University faculty must individually evaluate the student's learning (Credit by Portfolio).

College-Level Examination Program (CLEP)

Students planning to take a CLEP exam should contact the College Board at their main website www.collegeboard.com for the nearest testing center. Some majors have specific requirements that may not be met by the indicated exams. Students should contact their academic advisor for official equivalency prior to taking any exams. Minimum Required Score and Credits: NU accepts the recommendation of the American Council on Education (ACE) regarding credit value and minimum acceptable scores for the awarding of credit.

DSST Exams (DANTES)

The DSST Exams are also known as the DANTES Subject Standardized Tests, formerly known as Defense Activity for Non-Traditional Education Support. Students planning to take a DSST exam should contact this website for the nearest testing center: www.getcollegecredit.com. Some majors have specific requirements that may not be met by the indicated exams. Students should contact their academic advisor for official equivalency prior to taking any exams. Minimum Required Score and Credits: NU accepts the recommendation of DSST/ACE regarding credit value and minimum acceptable scores for the awarding of credit.

Teach Act Copyright Notice

The materials for CAPS courses are only for the use of students enrolled in these courses for purposes associated with each course and may not be retained or further disseminated.

Transcripts

Once grades have been posted in the database, unofficial transcripts are available to students through Self-Service. Official transcript requests must be made in writing or online to the Registrar's Office. A fee is required for each transcript. Unpaid tuition charges will prevent the release of transcripts. If a student is delinquent in repayment of their student loans, he/she will not be eligible to receive deferment, cancellation provisions, nor will academic transcripts and/or diplomas be released.

The Registrar can only verify the authenticity of course work earned at Northwest University. Transcripts entrusted to the University from other institutions cannot be duplicated or given to the student or other external individuals without the expressed written permission of the institution and the student.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 (FERPA) specifies rights and privileges regarding student records. The written institutional policy adopted by Northwest University in compliance with FERPA is available from the Registrar's Office. Annual notice regarding FERPA rights is provided in the University's Academic Catalog.

In accordance with FERPA, you are notified of the following:

Right to Inspect: You have the right to review and inspect substantially all of your education records maintained by or at this institution.

Right to Prevent Disclosures: You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of the directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

Right to Request Amendment: You have the right to seek to have corrected any parts of an educational record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.

Right to File a Complaint with the U.S. Department of Education: You have the right to file a complaint with the Family Policy and Regulations Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C., 20202, concerning this institution's failure to comply with FERPA.

Right to Obtain Policy: You have the right to obtain a copy of the written policy adopted by this institution in compliance with FERPA. A copy may be obtained in person or by mail from Northwest University, Registrar's Office, P.O. Box 579, Kirkland, WA 98083.

CAPS Student Support Services

Computer Labs

Computers are available for student use on the main floor of Hurst Library and in the Health Sciences Center in rooms 254 and 252.

Counseling Services

Counseling and support services through the Wellness Center promote an integrative and holistic approach to student health and wellness, supporting students in their physical, mental, emotional, spiritual, and social well-being.

Disability Policy

Students with diagnosed disabilities that require special accommodations should contact Academic Success and Advising at 425-889-7823.

Eagle Intranet Website

The Eagle website serves as an Intranet for Northwest University, providing an electronic source of documents and resources for current students and faculty.

Food Services

The Caf offers a wide variety of quality food choices appealing to differing preferences and is open Monday through Friday 7:00 am to 7:00 pm; weekend hours vary. The Aerie café is located in the Pecota Student Center.

Learning Management Systems

Discovery is the Northwest University online Learning Management System (LMS) for the adult evening program and extension sites classes. NU Online is the online program LMS.

Library

Using the library website students may:

- Search thousands of eBooks and eJournals available 24/7 from anywhere
- Finish your bibliography fast using tools like RefWorks and citation style guide

- Renew books, check hold and inter-library loan statuses
- Receive help from library reference staff searching and citing resources; email library@northwestu.edu or call 425-889-5266.

Name/Address Changes

In the event that a student changes his/her name or address, contact Receptionist@northwestu.edu.

NU Email

ALL NU students are issued a Northwest University email account. NU email communications are sent to the students' NU email accounts. Students are encouraged to set up email forwarding to their personal email account to receive NU emails.

Prayer Requests

Our campus ministries staff will pray for your needs and rejoice with responses. For private prayer requests or praise reports, you can send a text to 206-486-4656. Public prayer requests and praise reports can be posted as a comment directly within this forum for other students to post a response.

Printing Services

There are several ways for students to print documents while on campus. Student printing can be done in the Hurst Library, HSC-254, Barton Building, 6710 Building, and Rice Hall. Color printing and copying is available in the Hurst Library. NU maintains a debit balance system for student printing to campus printers and copiers. Pages must be purchased before printing to any on campus printer or copiers.

Self-Service

Self-Service provides all CAPS students access to their academic records including their unofficial transcript, current schedule, student account balances, and course registration.

Smarthinking

This online service is available to all CAPS students; access is provided through their online class portals. Online students and CPP students taking online courses, have free 24-hour access to Smarthinking, an online tutoring service that drives student success. Go to: <http://eagle.northwestu.edu/apps/lms/smarthinking.php> and login using your NU Online sign-in information. Here you have access to: a drop-in live chat with a tutor and the ability to send a tutor an academic question. Subjects including but not limited to: Writing, Reading, Math, Sciences, and Technology.

Textbooks

Students can search for their required textbooks by accessing My Textbooks via the Eagle website or through My Profile once they are enrolled.

University Closures

In the event of a school closure due to inclement weather, decisions are usually made by 2:00pm for on-campus classes. Students will be notified of school closures via the campus alerts system.

Virtual Chapel

The Northwest University virtual chapel provides an opportunity for individuals to engage in personal spiritual growth, develop a sense of community, and learn more about the basics of Christianity. Chapel is a vital part of life at Northwest University in response to the teachings of Jesus with an ultimate goal of glorifying God. Any CAPS students are welcome to attend chapel services conducted three times a week on the Kirkland, Washington campus.

Writing Center on Campus

The Writing Center on campus is located in the Hurst library. Students can make appointments to access a writing tutor in person or via email.

Student Financial Services

Tuition and fees are to be paid in full at registration each semester unless arrangements are made with the Student Accounts Office prior to starting the new semester. All past due accounts must be settled with the Student Accounts Office prior to registration for the following semester.

Tuition Assistance

Some employers assist students with educational costs. If the student's employer pays the University directly, some or all tuition payments may be deferred based on the timing and amount of assistance. Otherwise, if the employer reimburses the student for tuition, the student will be expected to pay at registration using one of the standard payment plans of the University. Employer Assisted Payments are still governed by the late fee policy. The University will provide any information that is requested or required by an employer to approve payment for tuition.

Student Financial Aid

FAFSA is required by all schools that offer federal or state aid. To complete the FAFSA, visit www.fafsa.gov. The Northwest University FAFSA School Code is 003783.

VA Benefits

Our programs are approved for Veteran's Administration (VA) benefits. Contact Northwest University's VA Coordinator at 425-889-5263. Additional education benefit information can be found on the VA website at www.gibill.va.gov.

Northwest Partnership Program Students

All Northwest Partnership Program students are expected to follow all guidelines in the CAPS Student Handbook.

Course Load

NPP Students are concurrently involved with both academic and experiential learning activities, most Partners encourage their students to enroll for 12 academic credits each semester. An additional 3 credits of practicum credit may be earned each semester. A full-time student must enroll in at least 12 credits each semester.

Program Design

This program is on a 16-week semester system, with two sessions (Session A/Session B). Full-time students usually take two 3-credit course per session for 12 credits per semester. If NPP students desire to take courses in the summer, they are encouraged to contact their advisor and NPP student financial services. Financial aid may not be available during the summer semester and students will not be able to participate in your internship for credit during the summer.

Student Lifestyle Expectations

CPP Partners define their own guidelines and policies regarding student conduct which are reviewed for congruity with the University's expectations during the application process. Any changes in a Partner's student conduct policies must be reported during the regular renewal process. Students must be active members of a local Partner program to be enrolled as students.

NPP Financial Services

Northwest has heavily discounted the tuition for students in Northwest Partnership Programs. Students must file the Free Application for Federal Student Aid (FAFSA) and submit all required documents to determine the federal financial aid for which they may be eligible. For questions about financial aid or a student account, contact NPP Financial Services.