Your success in our program is very important. If you have any tested or recognizable learning disability, please let us know as soon as possible. We will do our best to arrange alternative methods and/or approaches to fulfill the course requirements. Applying the following guidelines will assist the instructor and students to enjoy a more productive and rewarding semester.

1. Assignments

All assignments are due at the beginning of class on the assigned date. Turn in assignments to the instructor via Discovery upload procedures, or as instructed in the Syllabus. All papers are to be two to three pages, double-spaced, with 1” margins and 12-point type. Use either block spacing or indentation to begin a new paragraph. Review your paper for spelling and grammatical errors.

All written assignments must be typed and double-spaced and consistent with the proper format. Organized, thoughtful, coherent, unified, thesis-driven, argumentative analysis is expected for all the topics assigned.

2. Assignment Format

- Type written assignments, double spaced with 12-point font, and following the format provided by the professor.
- Be sure your name is on the first page.
- Errors in grammar, spelling, sentence structure, capitalization, etc., will result in a lower grade.
- The professor reserves the right to delete any assignment, add any not listed, or make changes in any assignment.
- Assignments are designed to reflect the student’s own work. Plagiarizing another’s work will result in a FAIL grade. To “plagiarize” is to pass off another’s words or ideas as your own. Do not succumb to the temptation to lift text from an internet site, digital book or printed materials. Plagiarism not only short-circuits your learning experience, but it is unethical, violates Northwest University policy and violates the fair use standards of federal copyright law. You may refer to or quote from another’s work, but only with a proper citation.
3. Incompletes

Eligibility for an “incomplete” grade is based on illness, emergency, or unavoidable conflicts in scheduling. Apply for an “incomplete” in person with the instructor.

4. Attendance

Class attendance is critical in the adult education accelerated course model and to understanding the course material. Class attendance benchmarks are necessary to comply with federal financial and regional accreditation requirements. Students are expected to attend all class sessions. An absence is technically defined as missing any portion of a class. In the case of student absence due to a contagious illness and if the instructor has received prior notification of the student absence, the instructor may want to record the class session using the Panopto video lecture capture system. To make up for missing class, students may be asked by the instructor to view the class session missed (available on the Discovery course site), take notes, participate in activities, and submit assignments as presented during the class session. The instructor may also have the option to prepare an alternate make-up assignment.

In the case of an unavoidable absence due to an emergency, students are responsible to contact the instructor, preferably at least 24 hours in advance. In the case of such an absence due to an emergency, instructors may permit students to make up the class using Panopto as described above. The instructor may also create an equivalent written make-up assignment. It should be noted that provisions for a class makeup are at the sole discretion of the instructor. The instructor is not required to provide a makeup option for the student and the student 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 has the option to withdraw from the course. A grade of “W” (Withdraw) will be awarded and tuition will not be refunded.

If students miss more than one night of class due to illness, they will be required to submit documentation from their physician. It should be noted that if two or more class sessions are missed in the course, students may be advised to withdraw from the course; this advisement would be at the discretion of the instructor. With the exception of absences due to contagious illness, two absences will automatically result in a grade of “F” for the course. A grade of “W” or “F” may affect student financial aid for the current and subsequent semesters; tuition charges remain in effect for current courses. A student who repeats a course will do so at his/her own expense.
5. Late Papers

It is the student’s responsibility to meet all deadlines for class assignments. All late work will be penalized by 20%. Assignments more than one week late may not be accepted by the instructor.

6. Terms of Enrollment

By maintaining continuous enrollment in this course you are signifying your acceptance of all policies and expectations stated in your Syllabus and in this Course Procedures statement, and you have agreed to abide by them. It is your responsibility to meet all established guidelines for this course. Unless you have officially withdrawn from the course you will receive a grade according to the criteria established. The instructor reserves the right to modify the Syllabus as deemed necessary.

7. Grading of Assignments

Every effort will be made to return student assignments in a timely manner.

8. Special Accommodations

If you have special needs that will require specific accommodations according to the Americans with Disabilities Act, please notify the instructor within the first two days of the course.

9. Academic Honesty/Plagiarism

Northwest University expects honesty from students in all areas, including their academic lives. Academic dishonesty is a serious violation of Christian standards and may result in receiving a grade of “F” for the course, being dismissed from the course, or possibly being dismissed from the College. Instances of academic dishonesty are reported to the Office of the Provost.

Academic dishonesty includes cheating on assignments or examinations, submitting the same (or essentially the same) paper in more than one course without prior consent of the current assigning professor(s), sabotaging another student’s work, and plagiarizing.

Plagiarism consists of the following:

- Failing to cite quotations and borrowed ideas,
- Failing to enclose borrowed language in quotation marks, and
- Failing to put summaries and paraphrases in your own words. (Hacker, p. 460)

Any student disciplined by a faculty member for the alleged academic dishonesty has the right to appeal the disciplinary action. The student should initiate her/his appeal according to the procedure outlined in the Northwest University Student Academic Appeals Policy, which is available in the Office of the Provost.

Students are expected to follow University policy with regards to issues of academic honesty (e.g. cheating, plagiarism) and proper conduct in the classroom, as detailed in the
10. **Add/Drop Policy**

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

**Adding Courses:**
Due to the accelerated nature of our courses, the Office of Extended Education recommends that students register for courses a minimum of one week prior to the first class session. This approach allows students time to address textbook readings and assignments prior to the first class sessions. Additional time may be required for students who have not yet acquired the course textbook(s).

In both cases, the **Add/Drop form** must be signed by the student’s advisor and submitted to the Extended Education Office. Financial implications should be taken into account before the form is submitted. Click on link for form: [Add_Drop_Request](#).

11. **Electronics Policy**

Use of electronics in the classroom should be limited to the educational activities in the classroom. Remember that wireless devices, cells phones, laptops, etc., not only facilitate ease of communication, but can disrupt the rhythm of a class. Please be courteous and remember to use these communication tools in a way that is not distracting to others and consistent with the learning outcomes of the class.

- Silence your cell phones five minutes before class begins. No cell phone messages or text messaging may occur five minutes before, during the duration of each class, and for five minutes after class.

- Laptops should be used for note-taking only. Please do not use class time to check your email, go online, respond to Facebook activity, etc.

Your class participation grade will be significantly reduced if you violate these policies during class time. It should be noted that the instructor has the right to ask you to leave class if your activities are not restrained to note-taking and participating in the in-class assignments during class time.