# Table of Contents

College of Adult and Professional Studies (CAPS) Personnel .................. 3  
Welcome to Northwest University ................................................................. 5  
Mission Statement ......................................................................................... 5  
Accreditation and Affiliations ........................................................................ 5  
Degrees Offered in CAPS Programs ................................................................. 5  
Academic Policies and Procedures ................................................................. 7  
Academic Advising ......................................................................................... 7  
Academic Grievances ..................................................................................... 7  
Academic Honesty ......................................................................................... 7  
Attendance .................................................................................................... 8  
Adding Classes .............................................................................................. 9  
Dropping Classes .......................................................................................... 9  
Cancellation of Registration .......................................................................... 9  
Course Withdrawal ....................................................................................... 9  
Program Withdrawal .................................................................................... 9  
Electronics Policies ...................................................................................... 10  
Graduation ..................................................................................................... 11  
Incompletes .................................................................................................. 12  
Late Work ...................................................................................................... 12  
Probationary Standards ............................................................................... 12  
Prior Learning Credit ................................................................................... 13
Transcripts ........................................................................................................................................14

Student Support Services ........................................................................................................... 15

Disability Policy ................................................................................................................................15

Learning Management Systems .....................................................................................................15

Library .............................................................................................................................................15

University Closures ......................................................................................................................16

Adult Evening Students ............................................................................................................... 17

Parking Permits .............................................................................................................................17

Printing Services ............................................................................................................................17

Student Financial Information ..................................................................................................... 18

Grade Guidelines ............................................................................................................................19

Alpha Sigma Lambda .....................................................................................................................20

Nu Upsilon Chapter at Northwest University ..................................................................................20

Student Conduct ............................................................................................................................21

Family Educational Rights and Privacy Act ...................................................................................22
College of Adult and Professional Studies (CAPS) Personnel

Administrators and Staff
Jim Jessup ........................................... Dean, CAPS ...........................................425-889-5276
Cary Peterson ................................. Director, Church Partnership Program .....................425-889-5252
Liz Larzelere .............................. Director, Online Curriculum and Faculty Development ...... 425-889-7808
Bev Westlake ......................... Associate Director, Adult Evening, Assessment and Operations .......425-889-7783
Jessica Herbison ....................... Assistant Director, Academic Advising ...........................425-889-7825
Rebekah Ruiz ........................ Assistant Director, Church Partnership Program ..................425-889-5344
Ellen Joslin ................................... CAPS Office Coordinator ...............................425-889-7793

Enrollment Personnel
Ruth Krentel ........................................ Enrollment Counselor .................................425-889-7789
Joan Tate ............................................ Enrollment Coordinator ..............................425-889-5213

Program Coordinators
John Bangs ................................. Adult Evening Program Advisor, Ministry Leadership .............425-889-4207
Bill Cooper ................................. Public Safety Administration Program Director .................425-889-5278
Kimberly D'Angelo .......... Adult Evening Program Advisor, Psychology .............................425-889-7793
Don Doty ................................. Adult Evening Program Advisor, Business Management ........425-889-5355
Molly Quick ......................... Adult Evening Program Advisor, Education .........................425-889-5327
Debbie Lamm Bray ............. Director of Academic Services, Salem Campus .......................503-304-0092
Jennie Victoriano ............... Director of Academic Services, Sacramento Campus ..................916-856-5677

Deans
Teresa Gillespie ................................. Dean, College of Business ..........................425-889-5290
Wayde Goodall .......................... Dean, College of Ministry ...................................425-889-5211
Darrell Hobson ...................... Dean, College of Arts & Sciences ..............................425-889-5242
Ron Jacobson ....................... Dean, College of Education ....................................425-889-5272
Matt Nelson ............................. Dean, College of Social and Behavioral Sciences .............425-889-5331

Other Support Personnel
Mary Cotton ................................. Director, Student Accounts ..............................425-889-5326
Taylor Ness ...................... Registration Specialist ...................................................425-889-5338
Sharon Jones ....................... Assistant Registrar, VA Rep .................................425-889-5263
Anny Ilisoi ............................ Financial Aid Office Coordinator ............................425-889-5210
Steve Boyce .......................... Transcript Analyst ............................................425-889-5229

Office Information
CAPS Office, Davis Building .................................................................425-889-7793
CAPS Fax ......................................................................................425-803-3238

Address
Northwest University College of Adult and Professional Studies
P. O. Box 579, 5520 – 108th Avenue NE
Kirkland, WA 98083
Campus Information

Campus Ministries .............................................................. 425-889-5234
Counseling Services .............................................................. 425-889-5282
Housing ................................................................................. 425-889-7825
Information Services .................................................................. 425-889-7810
Library ......................................................................................... 425-889-5266
Registrar ...................................................................................... 425-889-5228
Security ....................................................................................... 425-889-5500/222 from any campus phone

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.
Welcome to Northwest University

*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.*

Northwest University does not discriminate on the basis of sex, race, color, age, national or ethnic origin, or physical disability in its admissions policies. Further, it is the policy of the University not to discriminate on the basis of sex, race, color, age, national or ethnic origin, marital status, veteran status, disability status, or any other basis prohibited by federal, state, or local law, in the administration of its educational programs, including employment, scholarship and loan programs, and athletic and other University-administered programs and activities. Northwest is a drug and alcohol-free campus for all employees and students, and offers educational programs in alcohol and drug awareness for all campus groups. Inquiries regarding policies and responsibilities should be addressed to the Provost’s office.

Northwest University reserves the right to make any changes without notice in the content and provisions of the student handbook for the College of Adult and Professional Studies. This includes the right to change the rules regulating admission to, instruction in, and graduation from the University, and to change any other regulations affecting the student body which shall apply not only to prospective students, but also to those presently matriculated in the University.

**Mission Statement**

We, the people of Northwest University, carry the call of God by continually building a learning community dedicated to spiritual vitality, academic excellence, and empowered engagement with human need.

**Accreditation and Affiliations**

Northwest University is accredited by the Northwest Commission on Colleges and Universities. The University is endorsed by the Commission on Christian Higher Education of the Assemblies of God and the Association of Christian Schools International.

**Degrees Offered in CAPS Programs**

1. **Adult Evening Program:**
   - Associate of Arts
   - Associate in Ministry Leadership
   - Bachelor of Arts in Ministry Leadership
   - Bachelor of Arts in Business Management
   - Bachelor of Arts in Psychology
   - Bachelor of Arts in Elementary Education and the Humanities
   - Bachelor of Arts in Interdisciplinary Studies
   - Certificate in Christian Faith and Practice
   - Certificate in Ministry Leadership

2. **Church Partnership Program:**
   - Associate of Arts
   - Associate of Ministry Leadership
   - Bachelor of Arts in Ministry Leadership
- Certificate in Ministry Leadership

3. Online Program:
   - Associate of Arts
   - Associate of Ministry Leadership
   - Bachelor of Arts in Ministry Leadership
   - Bachelor of Arts in Interdisciplinary Studies
   - Bachelor of Arts in Business Management
   - Bachelor of Arts in Organizational Management
   - Bachelor of Arts in Psychology
   - Bachelor of Arts in Public Safety Administration
   - Bachelor of Science in Criminal Justice
   - Master of Arts in Business Administration
   - Master of Arts in TESOL
   - Master of Arts in International Community Development
   - Master of Ministry
   - Master of Education

Requirements for Readmission

Former students who have stepped out for one semester or more must contact Enrollment for re-entry and must complete a Re-entry Application which can be found at http://www.northwestu.edu/adultprofessional/apply/ and scan it to ruth.krentel@northwestu.edu. In addition, official transcripts for college work completed since leaving Northwest University should be ordered and mailed to: College of Adult & Professional Studies, Attn: Enrollment, Northwest University, PO Box 579, Kirkland, WA 98033. Students with a GPA below 2.3 must include a GPA Appeal email with the Re-entry application stating why they did not do well before and how/why they expect to improve their GPA this time.
Academic Advising
All CAPS students should schedule an advising appointment with their advisor prior to each semester to plan and monitor their progress towards degree completion. It is advisable that students check with their advisor prior to adding, dropping or withdrawing from a class. Ministry Leadership majors are required to complete a separate application for the College of Ministry before entering their cohort.

Academic 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.

Academic Honesty
Northwest University has intentionally developed a learning community that includes Academic Honesty as a foundational value and expects honesty from faculty and students in all areas, including academic lives.

Northwest University considers dishonest academic conduct by students to include any activity that allows a student to take an unfair advantage of fellow students. Examples of academic dishonesty by students include the following:

- Cheating on assignments or examinations.
- Submitting material that has been prepared by someone else or failure to give full credit to material prepared by someone else (plagiarism). Plagiarism is defined as “using someone else’s ideas or phrasing and representing those ideas or phrasing as our own, either on purpose or through carelessness” (MLA).
- Arranging for another person to serve as test-taker.
- Seeking help from another person or source during a test in which collaboration is not permitted.
- Submitting the same (or essentially the same) paper in more than one course without prior consent of the current assigning professor(s).
- Making false statements in order to acquire special consideration from an instructor.
- Sabotaging another student’s work.

Additionally for faculty, academic dishonesty includes altering a student’s grade or awarding points when not earned.

The Academic Honesty policy functions at Northwest University on an honor basis so faculty and staff agree to academic integrity standards upon hire and acknowledge willingness to enforce the policy and report misconduct. 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. The student should
initiate his/her appeal according to procedures outlined in the Northwest University Student Academic Appeals Policy, which is available in the Provost’s Office or the Student Development Office.

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. A grade of “W” (Withdraw) will be awarded and tuition will not be refunded. A “W” will not affect the student’s GPA. It should be noted that if two or more class sessions are missed in the course, students may be administratively withdrawn 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 “W” or “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.

Online Attendance
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 and may be removed from the course.

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 full-time students who do not remain within 12-18 credit hours and for part-time students who drop below 6 credit hours for the semester. There will be additional tuition charges for over 18 credit hours. Any additional charges due to an added course will be due immediately and are not considered part of the payment plan. Any schedule changes should be completed using a Request Registration Change form and submitted to the Registrar. [Link]

Adding or Dropping Classes for all CAPS Courses: Online or On-Site
Financial implications should be taken into account before schedule changes are made and students are advised to consult with their advisor before doing so.
Adding Classes:
Due to the accelerated nature of our courses, students should register 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. Additional time may be required for students who have not yet acquired the course textbook(s).

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.

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.

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. If a student misses more than two sessions they may be administratively withdrawn from the course.

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.

- Tuition will be refunded at 100% for courses that start after the withdrawal date and these courses will be removed from the official university transcript.
- For classes students are attending at the time of their withdrawal, no tuition will be refunded and the official university transcript will record “W”.
- Completed courses may not be dropped or withdrawn. Tuition will not be refunded and an earned grade will be posted to the official University transcript.
- Financial aid may be adjusted and the student will be responsible for any additional costs due to this adjustment. Scholarships and tuition credits directly funded by Northwest University may be affected.
- Non-attendance does not constitute dropping or withdrawing from a course or semester. Students who do not complete course work and/or fail to officially withdraw themselves by following all steps listed, may assume full responsibility for all costs and grades associated with that work.

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.

Electronics Policies

In the Classroom
Usage of electronic media devices in the classroom should be limited to the educational activities in the classroom. Remember that 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. Cell phones should be silenced 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. In-class time should not be used to check email, go online, Facebook activity, etc.

Class participation grades will be significantly reduced if these policies are violated during class time. It should be noted that the instructor has the right to ask students to leave class if their activities are not restrained to note-taking and participating in the in-class assignments during class time.

Online Netiquette
When a class is conducted in an online setting, communication becomes even more important. As a student, your role is vital in maintaining a safe and collegial environment for yourself and your classmates in all forms of online communication including, but not limited to, chats, forums, and journal contributions. All communication including, but not limited to class discussions, emails, forum entries, etc., must adhere to the guidelines articulated there. Any participation that violates the Community Affirmation or the principles articulated below may be reported to the College of Adult and Professional Studies.

• 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.
  o Use mixed cases and proper punctuation. UPPER CASE LOOKS AS IF YOU’RE SHOUTING.
  o 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.

Overall, remember that electronic communications are public in the same way classroom communications are public. The instructor and the students ought to abide by the same rules of professionalism and respect as in any other type of personal interaction.

Graduation

Application Procedure
Students should submit their graduation application to the Registrar’s Office when they enter their cohort. 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.

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 adult evening students; must be nominated by CAPS advisors and staff.
*Who’s Who in American Colleges and Universities*: Selected students from the junior and senior classes are nominated by the faculty for inclusion in this national publication each year. Selections are based on character, leadership, and academic record. *Sigma Chi Pi*: Sigma Chi Pi is an honor society established for graduates of endorsed Assemblies of God Colleges. Faculty will choose their selections from graduates and alumni.

Failing a Course

Students who receive a grade of “F” must retake the course in order to remove the failing grade from their permanent record. Students are financially responsible for retaking the class and should contact the Financial Aid Office and/or Student Accounts Office for more information.

Incompletes

1. An “Incomplete” grade should not be given if the reason for assignments not completed is due to lack of student planning and self-discipline, or if students have done little or no work for the course. A student may request an Incomplete grade for reasons of illness or emergency.

2. A written request for an Incomplete must be submitted by the student to the professor prior to the last class session.

3. The Incomplete 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). In the interim time period, the grade of “I/Grade Default” will be posted on the student’s transcript. 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.

4. Both F’s and Incompletes may affect the student’s ability to succeed in their next class as well as continued financial aid eligibility. It is important for students to complete all course requirements.

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.

Probationary Standards

*Academic Probation/Suspension*

Academic probation places a student under special supervision for the purpose of providing opportunity for academic improvement. This step is taken when a student’s grade point average falls below a 2.0 level. Students are required to have a 2.0 cumulative GPA for graduation and must pass all courses with at least a D-. When a probationary student’s cumulative GPA rises above these minimum levels, he/she is removed from probation.
Satisfactory Academic Progress (SAP) for Financial Aid Recipients

Satisfactory Academic Progress (SAP) must be maintained to remain eligible to receive financial aid. See guidelines below.

- Students must maintain a cumulative grade point average of at least 2.0 for juniors/seniors; 1.9 for sophomores; 1.7 for freshmen.
- Students are required to complete at least 67% of the attempted credit hours.
- If a student completes less than 67% of the credit hours attempted, he/she will be placed on financial aid warning for unsatisfactory academic progress.
- Students who do not successfully complete six (6) credits during one term will have their financial aid suspended for the next term.
- Students who complete less than 67% of credits attempted, or have a cumulative GPA under the value stated earlier for a given class standing for two consecutive semesters, will be suspended from financial aid for the following term.

Students can appeal a first financial aid suspension to the Financial Aid Committee for possible restoration of financial aid and a status change to financial aid probation for one semester if there are extraordinary circumstances that affected their academic progress. A formal appeal application must be submitted in a timely manner.

Prior Learning Credit

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).

Interested students may contact John Olson, Services Coordinator for Academic Success and Advising; contact information: john.olson@northwestu.edu or via phone 425-889-5342.

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.

Transcripts
Once grades have been posted in the database, unofficial transcripts are available to students through Self-Service. Official transcript requests (including those grades and all previous NU courses and grades) must be made in writing to the Registrar’s Office. A fee is required for each transcript. Transcript requests must be accompanied by the student’s signature and the transcript fee. Official transcripts can be sent directly from the University to the schools, employers, agencies, etc. Students may also request official transcripts to be mailed to them. If specific terms or specific course grades are to be included, that information should be noted so that the transcript is not sent before the required data is posted to the record. Phone orders for transcripts cannot be accepted. Unpaid tuition charges will prevent the release of transcripts.

NOTE: Financial indebtedness to the University will prevent the release of a student’s transcript and/or diploma. 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.
Student Support Services

Disability Policy
Students with diagnosed disabilities that require special accommodations should contact Amy Jones, Director, Academic Success and Advising Office; contact information: amy.jones@northwestu.edu or via phone 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. There are individual websites for each CAPS program using the dropdown menu under Academics/College of Adult and Professional Studies.

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.

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.

Textbooks
Students can search for their required textbooks by typing the link listed below into their internet browser http://eagle.northwestu.edu/my-textbooks/ or clicking the Courses link located at the top of the Eagle website and then clicking Textbooks.

Writing Center
The mission of the writing center is first to help students become better writers and second, help writers become more self-sufficient and confident by providing them with attention, tools, and time to facilitate the writing process.

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;
- Locate the quality resources professor want students to use;
- Finish your bibliography fast using tools like RefWorks and citation style guide:
- Renew books, check hold and ILL statuses; and
- 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.
University Closures
In the event of a school closure due to inclement weather, decisions are usually made by 2:00pm for classes. Students may find information about school closure decisions at:

- Campus Alerts for Northwest University; please subscribe on the Eagle homepage
- Local radio and television stations
**Adult Evening Students**

*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 and utilize current Microsoft operating systems.

*Counseling Services*
Counseling 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. Support services are offered to students including skills groups, support groups, and wellness workshops that address student needs and provide tools for better managing stress and engaging in self-care practices that will support one's overall health and wellbeing.

*Food Services*
The Caf offers a wide variety of quality food choices appealing to differing preferences. The Caf is open Monday through Friday 7:00 am to 7:00 pm; weekend hours vary. The Aerie café is located in Pecota Student Center and features a variety of hot & cold drinks, as well as light food items.

*New Student Orientation*
New student orientations for adult evening students are scheduled prior to the beginning of each semester. All new students are strongly encouraged to attend this session to better equip themselves for their classes.

*Parking Permits*
All motor vehicles and bicycles operated on campus grounds must be registered with the University and parked in appropriate areas. The University is not liable for vandalism or theft of any vehicle on campus and students are encouraged to keep their vehicles locked at all times. Parking permits can be purchased online.

*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. Students are charged $0.04 per page of black and white printing, and $0.08 per page of color. Pages must be purchased before printing to any on campus printer or copiers.

Students may purchase pages – in 125-page ($5.00) increments – for their printing needs. Printing balance purchases are non-refundable, including for students who graduate or leave NU.

- **Cash – Minimum purchase of $5.00 (125 pages)**
  Visit the Library Circulation Desk or the Cashier's Office (Davis Building).
- **Credit Card – Minimum purchase of $10.00 (250 pages)**
  Visit the Cashier's Office (Davis Building) before 5:00 pm weekdays.
- **Student Account - Log into the Eagle Website to purchase pages online using your student account.**
Student Financial Information

Students taking between 12-18 credit hours each semester are full-time and are charged a standard tuition rate package. Those who take less than 11 credit hours each semester will be charged per credit hour. Students who choose a course load of 19 credits or beyond are charged above and beyond the full-time tuition rate.

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
Priority deadlines for students who wish to apply for financial aid (federal, state & institutional) are February 15th for the next fall semester and November 15th for the next spring semester. 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 (Note: Your social security number is required to complete a FAFSA – Higher Education Act of 1965.) For more information, contact the Financial Aid Office at financialaid@northwestu.edu or via phone at 425-889-5210.

VA Benefits
Our programs are approved for Veteran’s Administration (VA) benefits. Contact Northwest University’s VA Coordinator at sharon.jones@northwestu.edu or 425-889-5263. Additional education benefit information can be found on the VA website at www.gibill.va.gov.
Grade Guidelines

Grades accurately measure how well students meet the course objectives and are not given as punishment or reward. Students should review the grade descriptions below so they can familiarize themselves with the standards used to measure their class performance.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality of Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0 Superior performance in all aspects of the course with work exemplifying the highest quality. Unquestionably prepared for subsequent courses in field.</td>
</tr>
<tr>
<td>A-</td>
<td>3.7 Superior performance in most aspects of the course; high quality work in the remainder. Unquestionably prepared for subsequent courses in field.</td>
</tr>
<tr>
<td>B+</td>
<td>3.3 High quality performance in all or most aspects of the course. Very good chance of success in subsequent courses in field.</td>
</tr>
<tr>
<td>B</td>
<td>3.0 High quality performance in some of the course; satisfactory performance in the remainder. Good chance of success in subsequent courses in field.</td>
</tr>
<tr>
<td>B-</td>
<td>2.7 Satisfactory performance in the course. Evidence of sufficient learning to succeed in subsequent courses in field.</td>
</tr>
<tr>
<td>C+</td>
<td>2.3 Satisfactory performance in most of the course, with the remainder being somewhat substandard. Evidence of sufficient learning to succeed in subsequent courses in field with effort.</td>
</tr>
<tr>
<td>C</td>
<td>2.0 Evidence of some learning but generally marginal performance. Marginal chance of success in subsequent courses in field.</td>
</tr>
<tr>
<td>C-</td>
<td>1.7 Minimal learning and substandard performance throughout the course. Doubtful chance of success in subsequent courses.</td>
</tr>
<tr>
<td>D+</td>
<td>1.3 Minimal learning and low quality performance throughout the course. Doubtful chance of success in subsequent courses.</td>
</tr>
<tr>
<td>D</td>
<td>1.0 Very minimal learning and very low quality performance in all aspects of the course. Highly doubtful chance of success in subsequent courses in field.</td>
</tr>
<tr>
<td>D-</td>
<td>0.7 Little evidence of learning. Poor performance in all aspects of the course. Almost totally unprepared for subsequent courses in field.</td>
</tr>
<tr>
<td>F</td>
<td>0.0 Failure to meet requirements of the course. Unprepared for subsequent courses in the field.</td>
</tr>
</tbody>
</table>
Alpha Sigma Lambda

Nu Upsilon Chapter at Northwest University

National Honor Society for Non-Traditional Students

Alpha Sigma Lambda National Honor Society is a nonprofit organization devoted to the advancement of scholarship and to the recognition of nontraditional students continuing their higher education. The Society was established in 1945-1946 to honor superior scholarship and leadership in adult students.

To meet the standards for membership to the Nu Upsilon Chapter, student applicants shall satisfy the following requirements:

a) Members must be matriculated and have a minimum of twenty-four graded semester hours or the equivalent at this institution and shall be matriculated students in an undergraduate degree program. These credits must not include transfer credits. All credits must be taken through and graded at Northwest University and must be included in the student’s GPA.

b) At least twelve credits of a student’s total credits must be earned in courses in Liberal Arts/Sciences, not including applied Arts/Science courses. If the student has not earned twelve Liberal Arts/Sciences credits within the twenty-four credits completed at Northwest University, accepted transfer credits may be used to meet the Liberal Arts/Science requirements.

c) Members will be selected only from the highest ten percent of the class who have twenty-four (24) graded credits and are matriculated in an undergraduate degree program.

d) Those selected must have a minimum grade point index of 3.5 on a 4.0 scale or its equivalent. The cumulative scholastic record of the student as interpreted by this institution will be the basis for computing scholastic eligibility. Northwest University’s school year is September through August. The GPA deadline used for determining selected members is December 1.

Membership in Nu Upsilon is by invitation only. Once officially accepted into Nu Upsilon the student will receive a membership certificate and stole to wear at commencement.
Student Conduct

Distribution of Materials and Posting Bulletins and Advertisements
Advertisements, leaflets, newspapers, and/or other materials may not be distributed or posted by students or non-students on the University campus or in the University facilities without the expressed permission of the Student Development Office at (425) 889-5234. All such materials must include identification of the publisher and the distributing organization, church, or individual. Anything advertised on campus must have a positive influence on the University community and be complimentary to the Vision and Mission of the University. Students who violate any policy relating to the distribution or posting of leaflets, newspaper or related materials may be subject to disciplinary action. If permission is granted to post signs on glass or walls, double-sided tape must be used. Students may post advertisements for services offered and for used merchandise, but not for new merchandise for which the student may or may not be an agent or sales representative. Permission to post such an ad is not an endorsement by the University.

Substance Abuse Policy
Northwest University complies with city, county, state and federal laws regarding illegal use of drugs and alcohol.

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.

Weapons Policy
Weapons (firearms, knives, etc.) are not permitted on the Northwest University campus.

Harassment and Assault
The University is committed to maintaining an environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and any type of harassment, including, but not limited to that based upon gender, religion, age, disability, ethnicity, national origin, color, or race. It is the policy of the University to prohibit any harassment of any person by any of its employees or students. This includes hazing, rights of initiation, and harassing acts of prank and “horseplay”. Any violation of this policy must be immediately reported to one of the Vice Presidents for corrective action and may result in discipline, up to and including immediate termination/withdrawal. The University is committed to providing substantive training for employees in the prevention of harassment.
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.