



Northwest
UNIVERSITY

**CONCURRENT CREDIT
STUDENT HANDBOOK
2016-2017**

CONCURRENT CREDIT PROGRAM

Contents

MISSION STATEMENT	2
ACCREDITATION AND AFFILIATIONS.....	2
IMPORTANT INFORMATION FOR STUDENT.....	2
BECOMING A CONCURRENT CREDIT STUDENT.....	3
How to apply.....	3
How to pay.....	3
NU ID#.....	3
GENERAL INFORMATION	3
Withdrawing from a course	3
Grades.....	4
Official Transcripts	4
Grading Scale	4
CREDITS.....	5
Concurrent Credit Course	5
Credit Transfer	5
Differences between the Concurrent Credit classes & Advanced Placement (AP):	5
POLICIES.....	5
Academic Honesty	5
The Family Educational Rights and Privacy Act of 1974 (FERPA).....	6
APPLYING TO NORTHWEST UNIVERSITY AFTER HIGH SCHOOL GRADUATION	7
FAQs:.....	7
CONTACT INFORMATION.....	9

Welcome to Northwest University's Concurrent Credit Program

NU's Concurrent Credit Program refers to classes offered to high school students for both high school and Northwest University credit. Our focus is to provide students with rigorous academic courses, taught by high school instructors, who are approved by NU, all in the familiar high school environment. Concurrent Credit allows students to earn an actual letter grade for the course based on work completed during the duration of the class - at a fraction of the cost.

Most classes offered for concurrent credit are from the general education core applicable to degrees students choose upon entering a college or university. Students and instructors use curriculum and texts approved by Northwest University. As a student enrolled in the class, you work toward an actual letter grade which is recorded on a Northwest University transcript. By taking advantage of concurrent credit, you gain access to university courses, build confidence in your ability to do university course work and gain an early start on your college career.

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.

IMPORTANT INFORMATION FOR STUDENT

Instruction	High school instructors teach courses at the high school. Northwest University reviews and approves course content and instructor credentials to ensure university equivalency.
Course	Students apply and register for classes by completing the form available from the high school teacher or office and returning it to the high school with payment. NU's Concurrent Credit Office processes your concurrent credit admission and registration.
Application Deadlines	Students are strongly encouraged to submit registrations early. Registration closes Friday, September 23rd, 2016 for fall and year-long classes.
University Credits	A student concurrently enrolled at Northwest University and at the high school receives course credit and a grade from both institutions. NU's accreditation ensures transferability to other universities. Credits may be accepted for meeting general education requirements or as electives. It is the student's responsibility to consult with the college of their choice regarding transferability of any university credits earned.
Class Fees	The fee for concurrent credit is \$50 per credit. This is to be paid to the high school.

Grading	Classes are graded A to F. The course grade is recorded on the student's Northwest University transcript.
Withdrawal From Class	To withdraw from a class, you must contact NU's Concurrent Credit Office. Please email your name, ID number, school, teacher, class, and the reason you are withdrawing to concurrentcredit@northwestu.edu . <i>Please note that once grades are submitted we are unable to withdraw students.</i>
Withdrawal Deadlines	November 18, 2016 for fall and year-long classes April 7, 2017 for spring classes
Concurrent Credit Staff	Joan Tate, Concurrent Credit Coordinator Phone: 425.889.5213 Email: concurrentcredit@northwestu.edu Jim Jessup, Dean, College of Adult and Professional Studies Phone: 425.889.5276 Email: jim.jessup@northwestu.edu

BECOMING A CONCURRENT CREDIT STUDENT

How to apply

A registration form listing the courses offered by your high school will be available to students already registered in the applicable high school course. Complete the form and return it to your concurrent credit instructor or the high school office with payment.

How to pay

The course fees are \$50 per credit. Example: a 4-credit biology course is \$200. Payment is required in order to be enrolled into a concurrent credit course. Please make checks payable to the high school. Attach it to the registration form and return to the high school office or concurrent credit instructor.

NU ID#

After your application has been processed, you will be sent your Student ID Number. You will need this information to withdraw from a class or to request your transcript.

GENERAL INFORMATION

Withdrawing from a course

Students deciding to withdraw from a class must do so officially by e-mailing the Concurrent Credit Coordinator (concurrentcredit@northwestu.edu) with your name, instructor, school and class and request that they be withdrawn **by the withdrawal deadline** to avoid a failing grade. Please note that the high school and collegiate registrations are separate, so course withdrawals must be processed by both institutions.

- **Withdrawal deadline for year-long and fall 2016 classes is November 18, 2016.**
- **Withdrawal deadline for spring 2017 classes is April 7, 2017.**

NOTE: Failure to notify the Concurrent Credit Coordinator will mean the student will remain registered at the university or the course. Should they not complete the course, a failing grade will be posted to their transcript.

Grades

Because our goal is to provide you with a true university experience, the majority of concurrent credit classes are awarded on a 4.0 scale, assigning a grade in the A to F range. These grades are not weighted.

Official Transcripts

To request an official transcript, go to: www.studentclearinghouse.org

Grading Scale

Letter Grade	4.0 Scale	Percent Scale	Grade Explanation
A	4.0	93+	<i>Superior performance in all aspects of the course with work exemplifying the highest quality-Unquestionably prepared for subsequent courses in field.</i>
A-	3.7	90-92	<i>Superior performance in most aspects of the course; high quality work in the remainder-Unquestionably prepared for subsequent courses in field.</i>
B+	3.3	87-89	<i>High quality performance in all or most aspects of the course-Very good chance of success in subsequent courses in field.</i>
B	3.0	83-86	<i>High quality performance in some of the course; satisfactory performance in the remainder-Good chance of success in subsequent courses in field.</i>
B-	2.7	80-82	<i>Satisfactory performance in the course-Evidence of sufficient learning to succeed in subsequent courses in field.</i>
C+	2.3	77-79	<i>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.</i>
C	2.0	73-76	<i>Evidence of some learning but generally marginal performance-Marginal chance of success in subsequent courses in field.</i>
C-	1.7	70-72	<i>Minimal learning and substandard performance throughout the course-Doubtful chance of success in subsequent courses.</i>
D+	1.3	67-69	<i>Minimal learning and low quality performance throughout the course-Doubtful chance of success in subsequent courses.</i>
D	1.0	63-68	<i>Very minimal learning and very low quality performance in all aspects of the course-Highly doubtful chance of success in subsequent courses in field.</i>
D-	0.7	60-62	<i>Little evidence of learning-Poor performance in all aspects of the course-Almost totally unprepared for subsequent courses in field.</i>
F	0.0	<60	<i>Failure to meet requirements of the course-Unprepared for subsequent courses in field.</i>

CREDITS

Concurrent Credit Course

By enrolling in concurrent credit courses, you obtain both high school and college credit for the courses you complete. The grade you earn in the course is recorded on the high school and the permanent transcript established at Northwest University.

Credit Transfer

The credits earned can be transferred to other colleges and universities and applied toward degree requirements or counted as electives. It is your responsibility to consult with the college or university you wish to attend regarding the transferability of any university credits earned. NU does not include any special notation showing how courses were earned on a transcript

Northwest University is accredited by the Northwest Commission on Colleges and Universities (regional). The University is endorsed by the Commission on Christian Higher Education of the Assemblies of God and the Association of Christian Schools International. NU is accredited at the same level as all major universities, such as the University of Washington, Oregon State or the University of Idaho.

Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Differences between the Concurrent Credit classes & Advanced Placement (AP):

Concurrent Credit refers to courses offered to high school students for both high school and Northwest University credit. By participating in concurrent credit courses, you receive a Northwest University transcript with an actual letter grade, based on work completed during the course. Once grades are posted, you can request that your transcript be sent to the college or university of your choice. Credits are transferable. This is a great way to start a strong grade-point-average on a college transcript.

The Advanced Placement program may provide college credit or the waiving of a course based on performance on a cumulative exam. For exam scores of 3, 4 or 5, some universities may allow you to gain course credit or to waive a specific course. For some courses with labs, the lecture portion of the course is all a college can accept. For AP courses, no course grade or transcript is generated. If you don't take the final AP exam, no impact is made on your transcript. Some high schools assign a weighted grade to AP courses.

POLICIES

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.

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.

The Family Educational Rights and Privacy Act of 1974 (FERPA)

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 Student Handbook and 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 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 education 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 S.W., 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, and P.O. Box 579, Kirkland, Washington, 98083.

APPLYING TO NORTHWEST UNIVERSITY AFTER HIGH SCHOOL GRADUATION

Life at college isn't just about earning a degree. It's about discovering yourself, new friends and what you want to do in life. At NU, this happens both inside and outside of the classroom. Here you'll find hundreds of opportunities to get involved. Some are social. Others are spiritual. All are designed to help you create a community that you'll remember for the rest of your life. We invite you to explore some of the opportunities for yourself.

Learn more about our undergraduate admissions at <http://www.northwestu.edu/admissions/>

The following is required to be considered for admission to Northwest University's traditional undergraduate programs.

- Application Form (<http://www.northwestu.edu/apply>)
- Application Fee (\$30)
- Personal Statement Essay
- Pastoral Reference
- Entrance Test (ACT or SAT)
- High School Graduation or Equivalent (High School transcript or GED)
- College Transcripts (non-NU college work)

FAQs:

What is Northwest University's accreditation?

Northwest University is accredited by the Northwest Commission on Colleges and Universities (NWCCU). This is the highest accreditation possible, is the same association that accredits all major universities in the Pacific Northwest, and is the same level held by all major universities nationwide. However, it is students' responsibility to consult with the school(s) they wish to attend regarding the applicability of any university credits to their selected degree program.

How are concurrent credit courses recorded on student transcripts?

Northwest University records Concurrent Credit courses in the same manner as all other earned credits regardless of how or where the credits were earned. Information includes the course code and title, semester, final grade, and grade point average. Concurrent credit courses do not contain any special coding to denote how or where they were earned.

Is there an age limit for the students?

While most concurrent credit classes are aligned with the curriculum offered to juniors and seniors, we don't limit the classes to that population. We believe that one of the benefits of a Christian school is that your teachers know you and we trust they wouldn't place you in a class unless they felt you were capable of doing the coursework.

How do I apply?

A registration form listing the courses offered will be distributed by the high school faculty. Students complete the form and return it to their concurrent credit instructor or high school office with payment by September 23rd.

What if I change my mind and want to drop the class?

Students deciding to withdraw from a class must do so officially by e-mailing the Concurrent Credit Coordinator (concurrentcredit@northwestu.edu) with their name, instructor, school and class and request that they be withdrawn by the withdrawal deadline to avoid a failing grade. Please note that the high school and collegiate registrations are separate, so course withdrawals must be processed by both institutions.

Withdrawal deadline for year-long and fall 2016 classes is November 18, 2016 and April 7, 2017 for spring classes.

NOTE: Failure to notify the CC Coordinator will mean the student will remain registered at the University. Should they not complete the course, a failing grade will be posted to their transcript.

CONTACT INFORMATION

- Program Web Site: www.northwestu.edu/concurrent
- To request your Northwest University Transcript: www.studentclearinghouse.org
- Northwest University Office of Admissions (to enroll as a student post-high school.)
<http://www.northwestu.edu/admissions/> Phone 425.889.5231

CONTACT: Joan Tate
Concurrent Credit Coordinator
Phone: 425.889.5213
Email: concurrentcredit@northwestu.edu

MAILING ADDRESS: Northwest University
Concurrent Credit Office
PO Box 579
Kirkland, WA 98083

PHYSICAL ADDRESS: 5520 108th Avenue NE
Kirkland, WA 98033

