



Northwest
UNIVERSITY

**CONCURRENT CREDIT
STUDENT HANDBOOK**

CONCURRENT CREDIT PROGRAM

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Welcome to Northwest University's Concurrent Credit Program

NU's Concurrent Credit Program refers to classes offered in partner high schools where students receive 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 a Northwest University letter grade for the course based on work completed during the high school class, at a fraction of the cost.

By taking advantage of concurrent credit, students gain access to university courses, build confidence in their ability to do university-level coursework, and gain an early start on their college career.

IMPORTANT INFORMATION FOR STUDENTS

Instruction	High school instructors teach courses at the high school. Northwest University reviews and approves course content and instructor credentials to ensure university equivalency.
Application & Registration	Students apply and register for classes online, Northwest University (site.com) . NU's Concurrent Credit Office processes your concurrent credit admission and registration. Students are strongly encouraged to submit registrations early.
University Credits	A student concurrently enrolled at Northwest University and 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 the transferability of any university credits earned.
Class Fees	The fee for concurrent credit is \$55 per credit.
Request Transcripts	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, students <i>must</i> 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>
Concurrent Credit Staff	Jim Jessup, Concurrent Credit Program Coordinator Phone: 425.889.5276 Email: concurrentcredit@northwestu.edu

BECOMING A CONCURRENT CREDIT STUDENT

How to apply

Application and registration are processed through Northwest University's online portal, [Northwest University \(site.com\)](https://northwestuniversity.edu/site.com).

How to pay

The course fees are \$55 per credit. Example: a 3-credit English course is \$165. Payment is required in order to be enrolled in a concurrent credit course. Please make checks payable to the high school.

NU ID#

After the application has been processed, students will be sent their Northwest University Student ID Number. Students will need this information to withdraw from a class or to request their transcript.

GENERAL INFORMATION

Accreditation

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, and the University of Idaho.

Concurrent Credit Course

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

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

The Advanced Placement program may provide college credit or the waiving of a college course based on performance on a cumulative AP exam. For exam scores of 3, 4, or 5, some universities may allow students to gain course credit or 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 students don't take the final AP exam, no impact is made on the transcript. Some high schools assign a weighted grade to AP courses.

Students cannot earn concurrent credit and utilize the benefits of Advanced Placement exam scores. You must select one or the other, but not both.

Grades

Because our goal is to provide students 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, visit [this page](#) and follow the instructions.

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>

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

Life at college isn't just about earning a degree. It's about discovering yourself, making new friends, and exploring 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 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/>

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 the student's 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?

Complete the online application here, [Northwest University \(site.com\)](http://www.northwestu.edu)

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.

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

- Northwest University Concurrent Credit website: <https://www.northwestu.edu/concurrent>
- Program website: eagle.northwestu.edu/academics/concurrent-credit/
- Northwest University Transcript Request: <https://www.northwestu.edu/registrar>
- Northwest University Office of Admissions (to enroll as a student post-high school).
<http://www.northwestu.edu/admissions/> Phone 425.889.5231