

NORTHWEST UNIVERSITY
2018-2019
UNDERGRADUATE ACADEMIC CATALOG

ELEVATE COLLEGE NORTHWEST UNIVERSITY
CATALOG ADDENDUM

Site Location:

*Elevate College Northwest University campus is located at
Elevate Life Church
8650 Merchants Way, Jacksonville, FL*

Northwest University's distribution copy
of the Academic Catalog
is available online at

www.northwestu.edu/catalog

Northwest University is a regionally-accredited, Christian coeducational institution awarding associate, baccalaureate, masters and doctoral degrees. The University is operated under the control of the Alaska, Montana, North Pacific Latin American, Northern California Nevada, Northwest, Northwest Hispanic, Oregon, Southern Idaho, and Wyoming districts of the Assemblies of God. All these districts are represented on the University's Board of Directors.

ELEVATE COLLEGE NORTHWEST UNIVERSITY

UNDERGRADUATE ACADEMIC CATALOG –

2018-2019 - ADDENDUM

This document is an addendum to the 2018-2019 undergraduate academic catalog. As such statements regarding Northwest University also apply to Elevate College Northwest University unless specifically addressed in this Addendum

Northwest University does not discriminate on the basis of race, color, national origin, age, sex, disability, or genetic information in its admissions policies. Further, it is the policy of the University not to discriminate on the basis of race, color, national origin, age, sex, disability, genetic information, or veteran status in the administration of its educational programs, including employment, scholarship and loan programs, and athletic and other college-administered programs and activities. As a religious educational organization, the University reserves the right to prefer employees and prospective employees on the basis of religion, and also reserves its right to prefer students and prospective students on the basis of religion. At this time, only traditional undergraduate students are required to comply with the University's faith requirements.

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 Northwest's policy and responsibilities should be addressed to the Senior Vice President.

Northwest University reserves the right to make any changes in the content and provisions of the catalog without notice. 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 that shall apply not only to prospective students, but also to those presently matriculated in the University.

Veterans Information contained in this publication is hereby certified as true and correct in content and policy as of the date of publication, in compliance with the Veterans Administration DVB Circular 20-76-84 and Public Law 94-502.

Northwest University is in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974/1996. A full description of FERPA rights is in the Academic Services section.

ACCREDITATION AND AFFILIATIONS

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.

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.

Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Elevate College Northwest University is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)224-6684.

The University holds membership in the Council for Christian Colleges and Universities. The Council is committed to cultivating communities of educational excellence in which the Lordship of Jesus Christ is central. Membership in this esteemed association of Christian colleges and universities provides opportunities for personal and professional enrichment for students, faculty, and administrators.

The University is also approved by the Board of Education and Superintendent of Public Instruction of the State of Washington to prepare elementary and secondary education teachers and recommend for certification. It is a member of the American Association of Colleges for Teacher Education.

The baccalaureate degree in nursing at Northwest University is accredited by the Commission on Collegiate Nursing Education (CCNE) (<http://www.aacn.nche.edu/ccne-accreditation>). In addition, the School of Nursing has approval from the Washington State Nursing Care Quality Assurance Commission.

The College of Business is accredited by the Accrediting Council for Business Schools and Programs. (11520 W. 119th St., Overland Park, KS 66213, and 913-339-9356). ACBSP accredits business, accounting, and business-related programs at the associate, baccalaureate, master, and doctorate degree levels worldwide. Recognized by the Council for Higher Education Accreditation (CHEA) in 2001 and again in 2011.

The University is approved by the Federal and State Governments for student aid programs and for the training of international students. Selected programs of study are approved by a Washington State Approving Agency for enrollment of those eligible for benefits under Title 38 and Title 10, U.S. Code and by Washington State for training in Vocational Rehabilitation. It is listed in the current bulletin, “Accredited Higher Education Institutions,” (U.S. Office of Education).

The University is approved by the Federal and State Governments for student aid programs and for the training of international students. It is also approved by the Washington Student Achievement Council’s State Approving Agency for the training of veterans under U.S. Code, Title 38, Chapters 30, 31, 32, 34, 35, and Title 10, Chapter 1606 and by Washington State for training in Vocational Rehabilitation.

GI Bill® is a registered trademark of the US Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official US government website at <http://www.benefits.va.gov/gibill>.

The University is an institutional participant in the National Council of State Authorization Reciprocity Agreement (NC-SARA) initiative. NC-SARA is an agreement among member states, districts and territories that establishes comparable national standards for interstate offering of postsecondary distance education courses and programs. It is intended to make it easier for student to take online courses offered by postsecondary institutions based in another state. NC-SARA is overseen by a National Council and administered by four regional education compacts. To see a list of membership institutions www.nc-sara.org.

Inquiries regarding an institution’s accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact: Northwest Commission on Colleges and Universities, 8060 165th Avenue N.E., Suite 100, Redmond, WA 98052; (425) 558-4224; www.nwccu.org

NORTHWEST UNIVERSITY MISSION AND VALUES

[NOTE: See the University Academic Catalog for a more complete explanation for each of these items]

Mission. *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.*

Missional Values.

- *Spiritual Vitality*
- *Academic Excellence*
- *Empowered Engagement*

Core Themes.

- *Core Theme One:* Building a caring community and enduring culture
- *Core Theme Two:* Developing Christian commitment and Spirit-formed lives
- *Core Theme Three:* Advancing academic engagement through teaching, learning and scholarly production
- *Core Theme Four:* Empowering people with the vision and tools to meet human need in their personal and professional lives

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ACADEMIC CALENDAR

ELEVATE COLLEGE NORTHWEST UNIVERSITY

[For the full University Academic Calendar refer to www.northwestu.edu/calendar]

Academic Calendar Explanation: Elevate College Northwest University operates on a semester-basis with each semester divided into two sessions. Thus, the 2018-2019 academic year includes the fall semester (August 27, 2018 through December 10, 2018) and the spring (January 14, 2019 through April 29, 2019). Students may attend the summer semester (May 6, 2019 through August 24, 2019). The fall, spring, and summer semesters include courses offered during Session A or Session B.

Fall Semester

2019

Registration for Courses	Mar 25-Sep 8
Session A	
First Day of Classes	Sep 2
Last Day to Register; Last Day to Add/Drop Courses	Sep 8
Labor Day Holiday (University closed).....	Sep 3
Last Day to Withdraw from classes	Oct 18
Last Day of Classes.....	Oct 21
Session B	
First Day of Classes	Oct 28
Last Day to Register; Last Day to Add/Drop Courses	Nov 3
Thanksgiving Holidays (University closed).....	Nov 22-23
Last Day to Withdraw from classes	Dec 13
Last Day of Classes.....	Dec 16
Christmas Break (University closed)	Dec 24-Jan 1

Spring Semester

2019

2020

Registration for Courses	Oct 30-Jan 20.....	Oct 28-Jan 19
Session A		
First Day of Classes	Jan 14	Jan 13
Martin Luther King, Jr. Day (University closed)	Jan 15	Jan 21
President's Day (University closed).....	Feb 19.....	Feb 18
Last Day to Register; Last Day to Add/Drop Courses	Jan 20	Jan 19
Last Day to Withdraw from classes	Mar 1	Feb 28
Last Day of Classes.....	Mar 4	Mar 2
Session B		
First Day of Classes	Mar 11	Mar 9
Last Day to Register; Last Day to Add/Drop Courses	Mar 17	Mar 15
Good Friday (University closed).....	Mar 30	Apr 19
Last Day to Withdraw from classes	Apr 26.....	Apr 24
Last Day of Classes.....	Apr 29.....	Apr 27

Summer Semester

2019

2020

Registration for Courses	Mar 26-May 12.....	Mar 25-May 10
Session A		
First Day of Classes	May 6	May 4
Last Day to Register; Last Day to Add/Drop Courses	May 12.....	May 10
Last Day to Withdraw from classes	Jun 21	Jun 19
Last Day of Classes.....	Jun 24	Jun 22
Session B		
First Day of Classes	Jul 8.....	Jul 6
Last Day to Register; Last Day to Add/Drop Courses	Jul 14	Jul 12
Last Day to Withdraw from classes	Aug 23	Aug 21
Last Day of Classes.....	Aug 26.....	Aug 24

ADMISSIONS

Admission to Northwest University is granted to applicants meeting the University admissions requirements without regard to sex, race, color, age, national or ethnic origin, or physical disability. However, admissions are made on a selective basis according to the criteria described below.

APPLYING FOR ADMISSIONS

The online application is available at <http://northwestu.edu/partnership/apply>.

Procedures for Students Entering Directly from High School

Students completing college credits while in high school, including those participating in the Running Start Program, must follow the procedures outlined in this section:

- **Application** - Complete the application and submit to the Admissions Office.
- **High School Transcript or Equivalent (GED)** - Arrange for an official transcript to be sent by the high school last attended. In addition, applicants must request that a final transcript be forwarded to the Admissions Office by August 1.
- **College Transcripts** - If you have completed college coursework while in high school, request that all college and universities you attended send official transcripts to the Admissions Office.

Procedures for Transfer Students

Running Start students should follow the process for high school students.

- **Application** - Complete the application and submit to the Admissions Office.
- **High School Transcript or Equivalent (GED)** - Transfer students who, at the time of application, have completed fewer than 45 transferable quarter credits or 30 semester units after graduating from high school must submit an official high school transcript.
- **College Transcripts** - Request that all college and universities you attended send official transcripts to the Admissions Office.

Home School Graduate

Home schooled students who apply for admission to Northwest University are required to submit the same application materials as stated for all students.

Notification of Admission

After the application and transcripts have been received, the CAPS Admissions Committee will evaluate the application. Applicants will be notified by email whether or not they are accepted. No assurance of acceptance

should be assumed until the applicants receive an official acceptance email from the Admissions Office.

English Language Proficiency – Undergraduate students whose native language is not English, must submit a TOEFL score from an exam taken no more than six months prior to application to the University.

The following requirement is necessary to qualify for admission to Northwest University:

- TOEFL internet-based (iBT) score of 80.
- Citizens of approved countries with English as an official language and/or the language of instruction are exempt from the TOEFL.

High School Requirements – Undergraduate students who attended the equivalent of high school outside the U.S. are required to submit the following to qualify for admission to Northwest University:

- High School transcripts in English or GED

Re-Admission

Former students who have been out of enrollment for more than a 16-week period must complete an Application for Re-Entry and submit supplemental documents required by the specific program. They will not be required to obtain new transcripts other than for college work taken during the interim away from Northwest University.

ADMISSIONS STANDINGS

Students admitted to Northwest University are assigned one of the following three standings.

Regular Standing

Regular standing is granted to an admitted applicant who meets all requirements for admission and is pursuing a degree or approved certificate from the University. Regular standing requires an incoming 2.5 cumulative grade point average (GPA) in high school and/or college coursework.

Success Standing

Success standing is granted to an admitted applicant who shows the potential to successfully pursue studies at Northwest University but does not meet all requirements for regular standing. A minimum incoming GPA of 2.0 in high school and college coursework is normally required for admission with success standing. Students with an incoming GPA lower than 2.0 may be considered for admissions through an appeal process.

Conditional Standing

Conditional standing may be offered to a student who meets entrance requirements at Northwest University, but whose application is incomplete. Admission to Northwest University is conditional based upon satisfying specific requirements prior to full admission. Individuals admitted on Conditional standing will not be permitted to take courses for more than one term or session.

Non-Degree Seeking Student Status

A Non-Degree Seeking Student is not seeking a degree or approved certificate at the time of admission. Courses taken by a student while under this status are a part of the student's permanent academic record, but are not guaranteed to apply to a degree or certificate offered by the institution. Specific course prerequisites must be satisfied regardless of a student's admission status.

TRANSFER CREDIT

During the admissions process, official transcripts from all previously attended educational institutions are evaluated for the maximum amount of transfer credit possible. The results of this evaluative process are communicated to students and their academic advisors on a Transfer Report. Any subsequent credits earned by students must also be communicated via an official transcript, evaluated by the Registrar's Office, and officially reported. This is applicable to prospective and enrolled students. See the *Northwest University Credit Transfer Guide* for further details.

Northwest University accepts the transfer A.A. (DTA) degree from those colleges in the State of Washington whose degree requirements conform to the guidelines of the Intercollege Relations Commission (ICRC).

Students desiring to transfer to the University from another institution accredited by one of the six regional associations must follow the general instructions for admission and must see that transcripts of previous college work are sent to the Admissions Office. Course work in parallel courses or areas of instruction will be considered for transfer provided that they show a grade of "C-" or better. (Some majors may have a higher grade requirement for some of their courses.)

Academic work presented from colleges and universities that are recognized by the Council for Higher Education Accreditation (CHEA) database but not accredited by one of the six regional associations is considered on a course-by-course basis and limited to a total of 30 semester credits from all such sources. College-level work considered occupational or remedial is not recognized for transfer. Please see the *Northwest University Credit Transfer Guide* for further details.

Nontraditional Sources of Credit

Credits through Testing – Northwest University accepts credits earned through the Advanced Placement Testing Program (AP), International Baccalaureate (IB), the College Level Examination Program (CLEP), and the DANTES Subject Standardized Tests (D.S.S.T). The Registrar makes recommendations regarding college credit.

Language Testing Policy – Students wishing to earn foreign language credit through testing will now do so using ACTFL (American Council on the Teaching of Foreign Languages) exams. Northwest University will accept a total of 12 credits, a maximum of 6 credits earned through OPI (Oral Proficiency Interview) or 12 credits earned through WPT (Written Proficiency Test). Three WPT credits may be applied toward the Core Curriculum Humanities requirement and additional credits count as elective credits. Complete policy and Test links listed on Provost's website.

Military Credit – Those having had military service may petition the Registrar's Office for credits based on learning through military experience. Northwest considers the recommendations of the American Council on Education (ACE) in evaluating military-based credits.

Prior Learning Assessment (PLA) Credit – Credit can be requested for learning from experiences that occurred outside of a traditional classroom setting. Students may submit a portfolio documenting such learning. Students are charged a CPL Assessment Fee when they submit a

previously completed license or credential for assessment by a Northwest University content expert. Students are charged a PLA Assessment Fee per credit requested, when they submit a portfolio demonstrating their prior learning acquired in a non-academic setting for assessment by a Northwest University content expert. The Dean of the College of Adult and Professional Studies supervises PLA Evaluation. Credit through PLA is limited to 25% of the student's program. Credit award appeals are made to the Provost.

UNIV 1791 Prior Learning Assessment Course – Students who may be eligible to receive prior learning credit may take the 1-credit UNIV 1791 Prior Learning Assessment course offered online to determine if they are a viable candidate for this option.

Certified Prior Learning (CPL) – Nationally recognized licenses, certificates or on-the-job training may qualify for credit.

Veterans

For Veterans and Active Duty Military, Northwest University will waive the 30 credit limit on PLA, ACE, IB, AP, military, CPL, portfolio, CLEP and D.S.S.T that can be applied to any degree.

Any veteran receiving GI Bill® benefits while attending Northwest University is required to obtain transcripts from all previously attended schools and submit them to the school for review of prior credit.

Admissions Training

The leadership of Northwest University conducts regular admissions training for all staff involved in serving prospective and returning students of Elevate College Northwest University. The Northwest University Academic Catalog, including this Addendum, provide the outline of training topics and details.

TUITION AND FEES

Tuition and Program Fee

Undergraduate	
Fall & Spring Tuition (<i>per credit</i>)	\$ 299.00
Program Fee (per semester)	\$ 1300.00

Fees (*non-refundable*)

Undergraduate	
Graduation Fee (one time; paid prior to graduation)	\$ 70.00
Portfolio Assessment Fee * (per course submitted for assessment)	\$75.00

Books

Students should prepare for books to cost approximately \$100 per class. Some classes have book costs that are significantly less, while some costs will slightly exceed it.

Annual Cost

Annual Cost with 12 credits per semester	\$ 9,776.00
<i>(Tuition, \$299 x 12 credits x 2 semesters = \$7,176; program fee \$1300 x 2 semesters)</i>	
Annual Cost with 15 credits per semester	\$ 11,570.00
<i>(Tuition, \$299 x 15 credits x 2 semesters = \$8,970; program fee \$1300 x 2 semesters)</i>	

Payment Information

Tuition and Fees are due in full at the start of every semester. Balances not paid in full by the end of the following month incur a 1.5% late fee. Students with outstanding account balances that have not been set-up on a payment plan will not be able to register for classes the following semester.

* This is a fee for service and only applicable for students who submit a Prior Learning Assessment portfolio requesting credit

TOTAL PROGRAM COSTS

Certificate in Ministry Leadership (30 semester credits)

The Certificate in Ministry Leadership is awarded upon successful completed on a **one-year program**. **Total estimated cost is \$12,640**. This includes: Books: \$1,000 (estimated @ \$100 per course x 10 courses), Tuition: \$8,970 (30 credits @ \$299/credit), Graduation Fee: \$70, Program Fee: \$2,600 (2 semesters @ \$1,300/semester). Estimated average semester cost \$6,285, including book estimates, based on student taking 15 credits per semester.

Associate in Arts – General Studies (60 semester credits)

The Associate of Arts – General Studies degree is awarded for the successful completion of a **two-year program**. **Total estimated cost is \$25,210**. This includes: Books: \$2,000 (estimated @ \$100 per course x 20), Tuition: \$17,940 (60 credits @ \$299/credit), Graduation Fee: \$70, Program Fee: \$5,200 (\$1,300/semester x 4 semesters). Estimated average semester cost: \$6,285, including book estimates, and based on student taking 15 credits per semester. NOTE: Internship students have the option of earning three credits each semester through their internship program for no tuition charge, reducing the overall costs by \$3,588.

Associate in Ministry Leadership (60 semester credits)

The Associate in Ministry Leadership is awarded for the successful completion of a **two-year program**. **Total estimated cost is \$25,210**. This includes: Books: \$2,000 (estimated @ \$100 per course x 20), Tuition: \$17,940 (60 credits @ \$299/credit), Graduation Fee: \$70, Program Fee: \$5,200 (\$1,300/semester x 4 semesters). Estimated average semester cost: \$6,285, including book estimates, and based on student taking 15 credits per semester. NOTE: Internship students have the option of earning three credits each semester through their internship program for no tuition charge, reducing the overall costs by \$3,588.

Bachelor of Arts in Ministry Leadership (120 semester credits)

The BA in Ministry Leadership is awarded for the successful completion of a **four-year program**. **Total estimated cost is \$50,350**. This includes: Books: \$4,000 (estimated @ \$100 per course x 40), Tuition: \$35,880 (120 credits @ \$299/credit), Graduation Fee: \$70, Program Fee: \$10,400 (\$1,300/semester x 8 semesters). Estimated average semester cost: \$6,285, including book estimates, and based on student taking 15 credits per semester. NOTE: Internship students have the option of earning three credits each semester through their internship program for no tuition charge, reducing the overall costs by \$7,176.

FINANCIAL SERVICES

Northwest University is a private, church-related university. Therefore, no operating funds from taxes or public funds support its operation. For a list of the tuition charges and fees, see the Tuition and Fee Schedule in this catalog.

FINANCIAL PAYMENT

Educational Benefits

Northwest University is approved as an educational institution for the training of veterans or their dependents. Applications are available on the Department of Veterans Affairs website at www.gibill.va.gov. Those qualifying under the extended Social Security Act should apply for benefits at their local offices of the Social Security Administration. The University will make the proper certifications as to enrollment and attendance after the student has enrolled in the University.

Any veteran receiving GI Bill® benefits while attending Northwest University is required to obtain transcripts from all previously attended schools and submit them to the school for review of prior credit.

Financial Policy

University financial policies are outlined in the Master Financial Agreement signed during the registration process.

Payment of Accounts

It is the policy of the University that there can be no outstanding past due account at registration. The payment of accounts policy also applies to those qualifying for veteran's benefits and outside scholarships.

Pay In Full Plan

Tuition and fees are to be paid in full before the first day of classes each semester.

Late Fees

Notification of the owing balance will be sent to the student's Northwest University email address at the beginning of each month. The statements will show activity on the account for that month only. For the most up to date information, please view the transactions and running balance page located on your Eagle Profile page.

Late fees will be charged approximately 30 days after the start of the term. They will be assessed as follows: For balances between \$0.00 and \$25.00, the late fee will be zero. For balances \$25.01 and over a 1.5% late fee will be assessed monthly on the outstanding balance.

Refund Policy (see Withdrawal from the University)

Past Due Accounts

A student is considered past due:

- If they have an owing balance after the first day of class
- If new charges are assessed after the academic term has started and are not paid within 30 days

Student Financial Services will contact by email and/or by telephone, students failing to pay in full by the first day of class or 30 days after new charges are assessed during an academic term. Campus registered mail and Northwest University personnel may also contact the student. Efforts to communicate will be made for a period of approximately 45 days.

If the financial problems persist, the student may be suspended from class until a solution is reached with Student Financial Services. Students failing to respond will be withdrawn from the University by the Provost.

Since financial responsibility is part of the educational process, Student Financial Services encourages students to meet and counsel with the University personnel any time a financial problem arises. Many problems may be avoided and/or resolved with communication.

The University reserves the right to assign delinquent accounts to an agency for collection, which will affect the student's credit score.

Adding / Dropping Courses

Students may change their registration through adding or dropping courses either via their PowerCampus Self-Service account or by submitting a properly completed Request Registration Change Form in the Registrar's Office. Students who drop a course before it begins or during the Add/Drop period (Week 1) will not be charged tuition for that course. After the end of Week 1, there is no tuition adjustment should a student withdraw from a course. Tuition is charged at the full amount for the courses in which they are enrolled.

Cancellation of Registration

Cancellation of registration means the dropping of all registered courses for that semester at the beginning of the semester. The Registration Cancellation policy applies to all semesters. See the Academic Calendar for the applicable First Day of Class.

Cancellation of Registration before or during Add/Drop period – A student who registers for class but decides not to attend must notify the Registrar’s Office in writing before the end of business on the Last day of the Add/Drop period. Proper notification will cancel the tuition and related fee charges. Students may cancel their registration within 3 working days from their signing the Enrollment Agreement and owe no tuition or fees for that semester. (Nonrefundable fees regarding admissions and registration of Florida students shall not exceed \$150.00.) Cancellation of registration in one semester does not cancel any existing financial obligations incurred in previous semesters.

Cancellation after Add/Drop period if any classes were attended – This is considered a withdrawal from the University. Students are charged for tuition and fees incurred for that semester. The Tuition and Fees section of this catalog lists nonrefundable fees. (See Withdrawal from University)

Withdrawal from University

Once past the Add/Drop period and three days past the signing of the Enrollment Agreement, students who withdraw from all their courses are considered withdrawing from the university. Students may withdraw from the University up through 5:00 PM on the last day of the semester. If a student is absent from all classes for more than two consecutive weeks without notifying the University, the University has the authority to administratively withdraw the student from all courses. Absence from online courses means a student has not submitted an assignment for which an individual grade is determined (called an academic event).

The University charges students for enrollment on a semester basis, not for their complete academic program.

Students who completely withdraw or are administratively withdrawn from all classes after the add/drop period are responsible for the full tuition and fees incurred for that semester and any existing charges from previous semesters. Full tuition and fees refer to charges associated with enrollment for the current semester.

Per federal regulations, financial aid will be adjusted based on the last documented day of attendance. If a refund was received prior to withdrawing from the University, those funds may need to be repaid, depending on the date of withdrawal.

Students should be aware that if they withdraw from courses, or are administratively withdrawn, those courses are considered “attempted” and therefore are included in calculating satisfactory academic progress.

Students should contact their advisor and the Registrar to document their last day of attendance. If there is not a documented last day of attendance, it may be assumed the withdrawal occurred after 50% of the semester has passed.

Once the withdrawal has occurred or been determined, financial aid will be reviewed for possible adjustments. Refunds are made within 30 days of the date that the institution has determined the student has withdrawn.

Federal funds must be returned to federal programs based on the percent of the term that a student is no longer enrolled. Student Financial Services will determine how much of a student’s aid was “unearned” as defined by the federal regulations, and then return the “unearned” aid in the following order to the programs from which the student received the aid:

- Federal Direct Unsubsidized Loan
- Federal Direct Subsidized Loan
- Federal Direct PLUS Loan
- Federal Pell Grant
- Other Title IV Programs

FINANCIAL ASSISTANCE

Northwest University participates in federal grant and loan programs; and state grant programs. If a student is enrolled for less than full-time, their awards may be prorated. Students must sign and return one copy of the Financial Aid Award Letter to the Financial Aid Services Office within 30 days of receipt. Students must maintain satisfactory academic progress as outlined in the Satisfactory Academic Progress Policy for financial aid, unless additional requirements are noted with the award. Need-based awards must be applied for each year. This section contains information primarily applicable to the College of Adult and Professional Studies programs, and is applicable to those who qualify for financial aid.

FEDERAL AID

Federal Pell Grants

- Eligibility – Financial need as determined by Federal methodology
- Amount – The Federal Pell Grant amount varies from year to year based on Federal funding available.
- Renewal – Based on annual review of need
- Students may receive Federal Pell Grant for up to six years (12 semesters) of full time attendance

The Federal Pell Grant is available to students who attend at least part time (six credits). In certain situations, however, a student who is enrolled for less than six credits may be eligible for a Pell Grant.

Federal Direct Subsidized Loan

Eligibility – Financial need

Amount – Varies based upon class standing

Class	Credits	Amount
• Freshmen	0-29	\$3,500
• Sophomore	30-59	\$4,500
• Junior	60-89	\$5,500
• Senior	90+	\$5,500

Aggregate Loan Limits Undergraduate:

- Dependent: Federal Direct Subsidized and Unsubsidized - \$31,000
- Independent: Federal Direct Subsidized and Unsubsidized - \$57,500

(Students cannot take out a total of more than the above listed aggregate amounts during their lifetime in school.)

Renewal - Based on annual review of need. Application is required annually.

Terms - Payment of principal and interest accrual begins six months after the student ceases to be enrolled at least halftime; interest is deferred while the student is enrolled at least halftime; interest rate varies—loan fees are charged according to Federal laws (maximum is 2%). If a student graduates or ceases to attend at least half time, he/she is required to complete exit counseling online.

If you wish to participate in the Federal Direct Subsidized Loan Program, please sign your Statement of Conditions for Financial Assistance and return it to Student Financial Services. In addition, first-time borrowers at Northwest University must complete the entrance counseling online which will explain issues, rights, and responsibilities. An official Federal Direct Loan Application (Master Promissory Note) can be completed by the student online at the direct loan website. Students who have already completed the required application (Master Promissory Note and Entrance Counseling) will only need to sign their Award Letter, accepting the loan(s). Federal Direct loan funds are sent to the University through Electronic Funds Transfer (EFT). EFT funds will be credited directly to the student's account.

Federal Direct Unsubsidized Loan

Eligibility – Not need-based; based on independent status or for a dependent student who is not eligible for a Federal Direct Subsidized Loan, or dependent student whose parent was denied for a Federal Direct PLUS Loan.

Amount – The amounts are the same as the Federal Direct Subsidized Loan, plus an additional \$2,000/year. Additional amounts are available for independent students, and dependent students whose parents have been denied for the PLUS Loan:

Class	Amount
• Freshmen/Sophomore	\$4,000
• Junior/Senior	\$5,000

Aggregate Loan Limits Undergraduate –

- Dependent: Stafford Subsidized and Unsubsidized - \$31,000
- Independent: Stafford Subsidized and Unsubsidized - \$57,500

(Students cannot take out a total of more than the above listed aggregate amounts during their lifetime in school)

Renewal – Application required annually

Terms – Borrowers are responsible for the interest while they are enrolled and during repayment period. Interest payments can be deferred while student is in school and during their grace period. Payment of principle and

interest begins six months after the student ceases to be enrolled at least half-time. Interest rates, loan fees, application, and disbursement process are the same as for the Federal Direct Subsidized Loan. If a student graduates or ceases to attend at least half time, he/she is required to complete exit counseling online.

Federal Direct Parent Loan (PLUS)

Eligibility – Parent of an enrolled dependent student. Parents must have acceptable credit rating.

Amount – The maximum amount is the estimated budget minus financial aid.

Renewal – Application is required annually.

Terms –Repayment of principle and interest begins 60 days after the last disbursement. Maximum loan fee is up to 5%. Disbursement process is the same as for the Federal Direct Subsidized Loan. Check the Northwest U web site for the current interest rate.

To apply for a Federal Direct PLUS loan, one parent must complete the PLUS Authorization Form and return it to Student Financial Services. Application, Promissory Note, and Credit Check can be completed via the direct loan website.

REMEMBER – up to 2% of the total amount of the Federal Subsidized Stafford Loan, Unsubsidized Stafford Loan, and 5% of the PLUS Loan may be deducted as a guaranty and origination fee.

Special Circumstances

Sometimes a student may have a change of employment, additional expenses, or emergencies. Student Financial Services has a “Special Circumstances Form” which allows you to specify your unique situation. You will need to provide documentation along with this form, and it takes approximately four weeks to process. Only one special circumstance is processed during your time at Northwest University. Please contact Student Financial Services for the form.

FINANCIAL AID APPLICATION

Apply for financial aid at Northwest University by submitting:

Application for Admission to Northwest University
Free Application For Federal Student Aid (FAFSA)

The FAFSA Application is available online at www.fafsa.gov.

Eligibility

To be eligible for federal financial aid, students must:

- be a U.S. citizen, or a permanent resident of the U.S., or an eligible non-citizen
- have financial need as determined by the results of a processed FAFSA in most cases
- not owe an overpayment on any Title IV educational grant or be in default on a Title IV educational loan, and must maintain satisfactory academic progress.

Disbursement of Aid

Student financial aid is credited to individual student accounts in equal disbursements by semester. The amount disbursed each semester is indicated on the student’s Award Letter. Most often, an award is disbursed in two equal payments, half each semester at the beginning of the semester. For example, a \$1000 grant will be disbursed \$500 for fall semester and \$500 for spring semester. Student financial aid is disbursed after the Add/Drop Period.

Satisfactory Academic Progress (SAP)

All students must make satisfactory academic progress in an eligible degree or certificate program in order to receive financial aid. Financial aid applicants are required to meet the standards described below for all terms of attendance, including terms when no aid is received. Your cumulative grade point average must be 2.000.

To remain in satisfactory academic progress, you are required to maintain ongoing completion of at least 67% of credit hours attempted.

If you complete less than 67% of the credit hours attempted, or if your cumulative grade point average falls below the required level, you will be placed on Financial Aid Warning for one semester.

Students who do not successfully meet the credit completion and GPA expectations by the end of the next semester are suspended from further aid and are not eligible for Financial Aid.

You may appeal Financial Aid Suspension in writing to the Student Financial Services and CAPS Offices. If the appeal is approved, the student will be on Financial Aid and Academic Probation and has one additional semester to meet the credit completion and GPA expectations.

VERIFICATION

Verification is a federal process, which requires Northwest University to check the accuracy of the information you and/or your parents reported when applying for federal financial aid. Information is verified

by securing additional documentation. The documents necessary to verify these items are described on your Award Letter. Corrections to this data will be submitted to the United States Department of Education, if necessary. A revised Award Letter of any specific actions needed or changes to your financial aid award will be mailed to you. An award will not be disbursed and federal loans will not be originated until verification is complete. If documents

are not submitted within 30 days of request, or one month prior to the end of the semester, the offer of financial assistance may be cancelled.

LOCATION AND FACILITIES

Elevate College Northwest University campus is located at Elevate Life Church (www.elevatelife.tv) which is located at 8650 Merchants Way, Jacksonville, FL 32222, 904.945.6988.

Technical Support

Elevate College Northwest University students have web-based access to their course materials and learning resources throughout their programs. Internet access is available through the facility's wireless network. Students should address technical support questions to the Elevate College Northwest University staff. Both the Northwest University's main campus and the Learning Management System have support staff to assist students with their technical support questions.

Facilities

Elevate College Northwest University utilizes the facilities of Elevate Life Church. As such, the Church has excellent facilities and a pleasing environment to support the educational endeavors of students and faculty. Classrooms, administrative offices, and service areas are sufficient and utilized throughout the academic week. Students have several areas in which to relax between classes, address their academic requirements, and socialize. Parking is free and well lighted, and security is provided when classes are in session. Since the church facilities are used on an ongoing basis by the educational needs of Elevate Life Church, they meet the safety, usefulness, cleanliness, maintenance, health, lighting, ventilation, and all other requirements for student and faculty health, safety, and comfort. The facilities utilized by Elevate College Northwest University meet the Florida requirements as stipulated in 6E-2.004(9)(a)-(d).

Equipment and Supplies

Along with the requisite offices for personnel, Elevate College Northwest University includes several classrooms with appropriate learning settings (e.g., tables, chairs, teaching stations, projectors/screens, and wireless network access) and additional study space. The facilities utilized by Elevate College Northwest University fully comply with all local, state, and federal ordinances and regulations, including those requirements as to fire safety, building safety, and health. Students are expected to provide their own computers to access their courses and learning resources, and any other supplies that are normally expected of college students.

Northwest University's Kirkland Campus

Many of the services provided directly to Elevate College Northwest University are overseen and facilitated by personnel located on the Kirkland campus, just outside of Seattle, Washington. Students are encouraged to visit the Kirkland campus. Many students complete their preliminary credits through one of the University's nontraditional programs, then continue their studies in Kirkland.

ACADEMIC SERVICES AND POLICIES

The academic services and policies of Northwest University are overseen by the Provost's Office and administered through the academic schools, colleges, and various academic services offices. Their goal is to ensure that students obtain and demonstrate the knowledge, skills, and attitudes described by the academic programs throughout this catalog. These programs balance the high standards established by the University's faculty and its accrediting associations with the high cost of attending an educational institution. The outcome is an educational experience designed to deliver and verify students' mastery of the essential elements expected of University graduates in today's society. This will enable them to fulfill the University's mission of preparing students for service and leadership. Some services may be customized for specific locations or modalities.

Academic Load

Student Category – Undergraduate Students

- Full-time..... 12 or more credits in a semester
- Part-time..... 1-11 credits in a semester
- ¾-time 9-11 credits in a semester
- ½-time 6-8 credits in a semester
- Less than ½-time 1-5 credits in a semester

Academic Registration

Students register for classes during their designated registration periods.

Elevate College Northwest University students have two registration periods per academic year: fall and spring. Students work with their academic advisor to be registered for courses each semester. Each semester is broken into 2 sessions.

No one will be admitted to classes until his or her registration is completed and approved by the Registrar's Office and tuition and fees have been paid or satisfactory arrangements have been made with the Student Financial Services Office.

A student who registers for courses but decides not to attend must notify the Registrar's Office and his or her advisor in writing before the end of add/drop week. To determine if there is any impact to financial aid and billing, refer to the Cancellation of Registration under Financial Information.

Academic Standing

- Freshman 0-29 semester credits completed satisfactorily
- Sophomore..... 30-59 semester credits completed satisfactorily
- Junior 60-89 semester credits completed satisfactorily
- Senior..... 90 + semester credits completed satisfactorily

Adding / Dropping Courses

Within the first 6 days of each class, students are allowed to change their registration by adding or dropping courses. To do so, they need to contact their academic advisor and the Registrar's Office. Any student who decides not to take a course after the 6-day add/drop period will need to withdraw from the course.

Students may change their registration through adding or dropping courses either via their PowerCAMPUS Self-Service account or by submitting a properly completed Request Registration Change Form to the Registrar's Office. Students who drop a course before it begins or during the Add/Drop period (Week 1) will not be charged tuition for that course. After the end of Week 1, there is no tuition adjustment should a student withdraw. Tuition is charged at the full amount. The Academic Calendar gives the specific Add/Drop dates for each semester and session.

Auditing Courses

An auditor is a person who wants to sit in a class but not be held responsible for the course work. Enrolled students have space priority over auditing students. Out of courtesy, the auditor will participate in discussions as allowed after consultation with the professor. An audited class requires the prior permission of the professor and is not recorded on the student's transcript.

Class Attendance

When a student is registered for a course, attendance is assumed. Due to the accelerated pace of the CAPS programs attendance and participation in the courses is key to the student's success.

Elevate College Northwest University students must be actively participating in the course to be successful. To be considered active in the course students must be continually completing at least one of the following learning activities: learning quiz, discussion post, or ALA assignment. Students who have stopped participating in

their courses are encouraged to withdraw from the course and take it at a later time.

Independent Study Special Courses

Independent Study Courses may be available as approved by their academic advisor and dean.

Withdrawal from a Course

After the add/drop period has ended, students can withdraw from a course up until the day before the final day of the course. To withdraw from a course, the student must submit a Registration Change Form to the Registrar's Office. In this event, the course remains on the student's transcript as a permanent part of their academic record, with a permanent grade of "W." The student may retake the course at a later date.

Withdrawal from the University

Students may withdraw from the University up until the day before the last day of courses for their current semester. To withdraw from the University, the student must submit a Registration Change Form to the Registrar's Office. In this event, any course that has a final grade will remain the student's permanent academic record. Any course that is in progress and past the add/drop deadline will show as a withdrawal and a grade of "W" will be the permanent grade of record for that specific course. Any course that has yet to begin or is within the add/drop period will be dropped from the student's record. Any student withdrawing from the university needs to communicate with the Financial Services Office to determine any financial obligations.

Honor Society Error! Bookmark not defined.

Nu Upsilon – Nu Upsilon is a chapter of Alpha Sigma Lambda National Honor Society for Adult and Non-traditional students.

Course Numbering System

Courses utilize four letters to denote the academic department, followed by four numerical digits denoting the academic level and semester credit worth. The first numerical digit 1-4 denote first year ("1") through fourth year ("4") undergraduate courses. "5" and "6" are used for graduate courses. The fourth digit communicates the semester credit of the course, i.e. "ENGL 1013" is a three-semester credit course offered through the English department. The University follows the guidelines as stipulated by the Florida Statutes and Department of Education rules regarding course and faculty equivalency.

Course Credits

Credits (also called semester hours) represent the amount of time that a typical student spends on the typical course, and is based on the traditional time where a one-credit

course requires students to spend between 40-45 hours for all aspects of the course. Thus, faculty design the typical three-credit semester course to require between 120-135 hours from the typical student. This adheres to the Florida definition 6E-1.003 (55)(b), as planned by duly qualified instructors.

Course Delivery Format

Elevate College Northwest University offers courses through NU Online, which is an asynchronous delivery format. Periodically particular courses are augmented with classroom-based instruction. This blended delivery format affords students the benefits of online courses with the personal, face-to-face relationships of regular class meetings. Students should consult the applicable semester schedule to determine specific course delivery for each session.

The majority of course enrollments range from seven to 15 students, with an overall cap of 29 students per course. Courses are based on textbooks available through electronic and hardcopy mediums, augmented by web-based multimedia resources. Instructors often add materials to their courses to assist students with specific lessons.

Learning Resources

Northwest students have access to a broad range of learning resources. Courses are standardized to ensure student support is anticipated and planned as necessary for student success. Beginning the week prior to the course start, students can look ahead at their course requirements to ensure they have or can obtain necessary learning resources. The University posts required textbooks several months ahead of the first day of class through the eagle website.

The D.V. Hurst Library contains over 185,000 cataloged items, including 19,000 periodical titles, most of the latter available as full-text electronic documents. Special collections include a curriculum library in support of the Teacher Education program, a collection dedicated to the Pentecostal movement, and the Pauline Perkins Memorial Library. The ground floor of the Library building contains classroom space. Three professional librarians (with their Master of Library Science degrees) serve the Library. Through a consortium agreement, library-based learning resources are available to students 24/7/365 through email, text, phone, and other online mediums.

All online students have 24/7/365 access to online tutoring services through Smarthinking (<https://eagle.northwestu.edu/apps/lms/smarthinking.php>), including subject help and a writing lab that also is staffed to serve ESL students. Each course includes links to the Library and to Smarthinking.

Student Orientation

Each Northwest Partnership Program site conducts a student orientation suitable to its own student needs and situation. Northwest University staff works closely with Elevate College Northwest University regarding academic advising, academic orientation, course access, and learning resources to ensure students are prepared for their academic programs. Each student is assigned an academic coach. Additionally, each online course has direct links to student orientation instructions.

Military Credit

Any veteran receiving GI Bill® benefits while attending Northwest University is required to obtain transcripts from all previously attended schools and submit them to the school for review of prior credit. GI Bill® is a registered trademark of the US Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official US government website at <http://www.benefits.va.gov/gibill>.

Those having had military service may petition the Registrar's Office for credits based on learning through military experience. Northwest considers the recommendations of the American Council on Education (ACE) in evaluating military-based credits.

Standards of Progress

Students certified to receive veteran benefits will be placed on probation and reported to the VA whenever their Cumulative Grade point Averages fall below 2.000.

Failure for students to achieve the minimum cumulative CGPA as indicated above after two consecutive terms on probation will have their veteran benefits interrupted.

Credit by Prior Learning Assessment (PLA)

This institution will evaluate all previous education and training, grant credit where appropriate, reduce the length of the program proportionately, notify the student of any prior credit granted, and keep records of this process on file.

Leave of Absence

A student taking a leave of absence for one semester or more must submit a Request Registration Change Form to the Registrar's Office and complete the reapplication process when returning.

Transfer Credits

During the admissions process, official transcripts from all previously attended educational institutions are evaluated for the maximum amount of transfer credit possible. The results of this evaluative process are communicated to students and their academic advisors on

a Transfer Report. Any subsequent credits earned by students must also be communicated via an official transcript, evaluated by the Registrar's Office, and officially reported. The University strongly recommends that students intending to transfer additional courses to Northwest verify that the intended course will be received prior to enrolling in the course. This is applicable to prospective and enrolled students. See the *Northwest University Credit Transfer Guide* for further details.

The University follows the guidelines as stipulated by the Florida Statutes and Department of Education rules regarding course and faculty equivalency.

The Transfer Report serves as the academic planning sheet to ensure students work closely with their academic advisor to plan their degree completion.

Students desiring to transfer to the University from another institution accredited by one of the six regional associations must follow the general instructions for admission and must see that transcripts of previous college work are sent to the Admissions Office. Course work in parallel courses or areas of instruction will be considered for transfer provided that they show a grade of "C-" or better. (Some majors may have a higher grade requirement for some of their courses.)

Academic work presented from colleges and universities that are recognized by the Council for Higher Education Accreditation (CHEA) database but not accredited by one of the six regional associations is subject to the following limitations and guidelines:

- Transfer from all such sources is limited to a total of 30 semester credits.
- Courses are considered on a course-by-course basis.
- Acceptance of such credits is dependent upon the University's evaluation of the equivalency of course work and level of instruction.
- All such transfer credit is considered at the time of admission or readmission to the University.
- Transfer credit from such sources must be validated by completion of a minimum of two semesters enrollment and 30 credits at Northwest University with grades of 2.00 (C) or better, and possibly by examination.
- Only evaluations and commitments made in writing by the Registrar's Office will be considered as being applicable.
- College-level work considered occupational or remedial is not recognized for transfer.
- Enrolled students desiring to transfer credits from such institutions must obtain prior approval from the dean of the school or college into which the credits are to be transferred.

The transferability of credits earned at Elevate College Northwest University is at the complete discretion of an institution to which students may seek to transfer. Acceptance of the certificate/degree earned in a selected academic program is also at the complete discretion of the institution to which students may seek to transfer. If the certificate/degree earned at this institution is not accepted at the institution to which students seek to transfer, they may be required to repeat some or all coursework at that institution. For this reason, students should make certain that their attendance at this institution meets their educational goals. This may include contacting an institution to which they seek to transfer after attending Elevate College Northwest University to determine if credits or certificate/degree will transfer.

Course Attendance and Record Keeping

Course attendance involves students submitting an academic event to their instructor. These may include the weekly Quiz, Discussion Post, Response Post, or academic Learning Assignment. Academic events do not include logging into the course without submitting an assignment for evaluation, taking the Practice Quiz, or sending emails the instructor. Only assignments that contribute to the course grade are considered academic events.

The Learning Management System records student work throughout the course, including assigned grades and progress towards course completion. Following the end of the course, the instructor and university maintained course records for one semester. Students must contact their instructor during the following semester to dispute specific grades. After this point, only assigned grades are maintained, not individual assignment materials.

Students can access their unofficial academic transcript through the eagle website. The Registrar's Office maintains student official academic records, and students can obtain their official transcript by following the instructions on the Registrar's website.

Course Assignment Evaluations

Instructors closely monitor their course communications during their courses to provide prompt instructions and feedback to their students. Instructors evaluate weekly assignments in sufficient time for students to incorporate feedback into the next associated assignment. Instructors evaluate Final Summative Projects and assign overall course grades within two weeks of the last day of the course.

Internships

Elevate College Northwest University students are involved with an ongoing internship program through the host church, Elevate Life Church. This allows students to put into practice the theoretical information they receive in their academic courses. Students can receive credit for their internship learning through Northwest University's Prior Learning Experience process.

Placement Services

Elevate College Northwest University has the distinct advantage of being served by the staff and leadership of the College and of the host church, who are very familiar with the Jacksonville area and employment opportunities. One of the strengths of the internship is that these staff interact with students on a daily basis, and can provide detailed references for students. There is no guarantee of employment associated with any of the academic programs or services provided by Elevate College Northwest University.

Counseling Services

Counseling services of a non-academic nature are provided through the host church following their established guidelines.

Graduation

Students must complete the minimum total credit hours for the degree or certificate in which they are enrolled. Candidates must achieve a minimum 2.00 Cumulative GPA in all courses taken at Northwest University unless the students' specific program has higher requirements.

Residency Requirements.

- 25% of the minimum total credit hours for the degree completed a Northwest University
- 25% of program or major requirements
- The final semester of course work must be completed from Northwest University; (Veterans and active duty military are exempt from this requirement.)

All requirements for the degree or certification must be completed on or before the official day of graduation within that semester. Candidates must be in good standing with the University as of the date of their graduation. Candidates must have all accounts with the University paid in full to receive a diploma and official transcripts verifying graduation.

STUDENT CONDUCT

Elevate College Northwest University students engage their coursework primarily through an online delivery format, with periodic classes augmented with classroom-based facilitation by the instructor. As such, student life has its primary focus on student-to-student and student-instructor interactions. NOTE: State and host institution laws and rules may further limit this section. Students must comply with all applicable rules and regulations.

THREATENING AND DISRUPTIVE BEHAVIOR

Northwest University prohibits any behavior or statement of any type (on- or off- campus) that threatens the educational environment or the physical wellbeing of students, faculty, or staff. This can include any conduct that (1) causes or threatens harm to a person or property, (2) jeopardizes one's own safety or the safety of others, or (3) poses a substantial disruption to the learning environment—all as determined solely in the judgment of the University. Such conduct may result in immediate removal of the offending student from the campus if such removal is determined by the University to be in the best interests of the campus community and learning environment. The student will not be approved to return until the threat is adequately resolved, safety is established, and proper conduct is assured. Removal from the campus/classroom is considered an interim measure that precedes formal judicial process as outlined in the Community Handbook. In some instances, because of the time required for a thorough investigation, it may be in the student's best interest to voluntarily withdraw from the University until a long-term solution is determined.

If circumstances warrant allowing the student to return to campus prior to the completion of the judicial process, the Dean of Student Development will make a determination regarding when the student may be eligible to return to campus and any conditions that must be satisfied in connection with the student's return. These conditions may be created in conjunction with the student's academic dean, advisor, and/or program director. A student may appeal these interim measures and/or conditions for return using the same process as the disciplinary appeal described in the Community Handbook.

STUDENT APPEALS AND COMPLAINTS

The Provost's Office coordinates all academic services. It produces and maintains the academic calendar for the University. It considers all academic petitions and appeals. It also monitors students' academic progress, including producing academic honor rolls /suspension notifications. The Provost's Office is located in the Randall K. Barton Building at 11220 NE 53rd on the southeast corner of the campus.

Student Responsibility and Expectations

As members of our community, students are expected to relate to the University's standards as described in this catalog addendum in a positive way.

General concerns or feedback is provided through NU Suggestions (<https://www.northwestu.edu/suggestions/>). If a student has a more serious complaint, or has been treated unfairly, we want to be contacted. Below are instructions for various types of complaints or appeals. If uncertain about the correct category or means of pursuing appeal, please use the [Academic Petition](#) or send an initial email to provost@northwestu.edu.

The Academic Appeals Process

The Provost's Office receives complaints and petitions for unresolved issues. The Academic Appeals process applies to the following types of items: changes to registration (adding or dropping a course after the deadline), requesting a refund for tuition and/or fees, and appeals related to academic policies. Students can complete the [Academic Petition](#) form to initiate the appeals process.

If a student has a complaint against a professor with regard to a grade received, a discipline received for academic dishonesty, or other action affecting the student's standing, the student shall first respectfully speak to the professor about it (as Jesus instructed in Matthew 18:15: "If your brother sins against you, go and show him his fault, just between the two of you").

If an acceptable resolution is not reached between the student and the professor, or if the student finds the professor unapproachable the student should speak to the dean of the school or college in which the professor teaches.

If an acceptable resolution is not reached, or if the professor is the dean, the student may appeal to the Provost using the [Academic Petition](#).

If the matter remains unresolved, the student will have seven days to request (in writing to the Provost) a hearing by the Academic Affairs Committee.

A vice chairperson designated by the provost for the specific case shall preside over the hearing.

The vice chairperson may limit testimony if it becomes irrelevant, immaterial, or unduly repetitious.

Testimony by other parties shall be received by the committee only when it is unable to determine the facts of the case from the testimony of the involved parties.

By a majority vote, the committee may decide for the professor or the student, or may reach a decision which arbitrates between the two if it feels that both views presented are incomplete. (Board action-February, 1984).

The action of the Academic Affairs Committee shall be final.

In cases of severe incompatibility with a professor or with the University's standards, the student shall voluntarily withdraw from the class or from the University rather than promote disunity.

General Appeals Process

Northwest University is committed to fostering an experience that is supportive to student learning and wellbeing. We are constantly looking for ways to improve our efforts and better serve our students. To that end, the university has established the following process for the Office of Student Development to receive and address student appeals that pertain to experiences outside of the classroom.

Northwest University is an organization with numerous departments, schools and colleges. We aim to have each department responsibly address relevant student appeals at the appropriate level. Therefore, when receiving a student complaint or appeal, Student Development personnel will make every attempt to accurately refer students to the respective department without unnecessary burden to the student.

The following is a list of departments and their general responsibilities:

- Student Development for concerns about...
 - Discrimination/harassment (please see our university policy for exact process)
 - Student conduct and judicial process
- Student Financial Services for concerns about...
 - Financial aid and award
 - Student loans
 - FAFSA
 - Student bill

Upon receipt of the appeal, Student Development personnel will determine who is best capable of responding to the student concern. Referrals to the appropriate department will be considered essential in order to handle matters informally and thoroughly.

If the matter cannot be resolved within the appropriate department and the student remains dissatisfied with the outcome, the concern can be addressed using our formal

appeal process. The appeal is facilitated through the Office of Student Development using the following process:

1. Student completes the General Appeal form and submits to Student Development. The form must be relevant, factual and thorough.
2. Student Development staff will review the appeal. They may request clarification or supporting documents (if possible) from the student.
3. Student Development staff will communicate with the applicable departments or personnel. They will seek to resolve the matter using internal and established processes (i.e. committees, President's Cabinet, etc.). If desired and deemed helpful to the process, the student may be asked to provide further clarification or participate in corresponding conversation(s).
4. Student Development staff will report back to the student with formal closure/resolution.

Student Development will assure that all necessary entities are included in the formal appeal process. As such, the resolution of this process is considered final.

For complaints and concerns within this category, please use the [Student Development Appeal Form](#).

Complaints against a University Employee

If a student has a complaint against any University employee for matters not having to do with discrimination or harassment, the student shall first respectfully speak to the employee about it (as Jesus instructed in Matthew 18:15: "If your brother sins against you, go and show him his fault, just between the two of you"). If an acceptable resolution is not reached between the student and the employee, or if the student finds the employee unapproachable the student should speak to the employee's supervisor. The Dean of Student Development or other Student Development personnel are available to assist and advise students in this process.

If the complaint against the employee has to do with discrimination, harassment (including sexual harassment or sexual violence) or retaliation for having made a previous complaint, the student should instead and immediately contact the Dean of Student Development (Rick Engstrom, 425-889-6397, rick.engstrom@northwestu.edu) or the Title IX Coordinator and Director of Human Resources (Victoria Clark, 425-889-7824, victoria.clark@northwestu.edu).

Washington Student Achievement Council Student Complaint Investigation

The Washington Student Achievement Council (WSAC) has authority to investigate student complaints against specific schools. WSAC may not be able to investigate

every student complaint. Visit <http://www.wsac.wa.gov/student-complaints> for information regarding the WSAC complaint process

ELEVATE COLLEGE NORTHWEST UNIVERSITY ADJUNCT FACULTY

All faculty who teach at Northwest University, including Elevate College Northwest University, must meet the same minimal academic and experiential qualifications, regardless of whether they teach online, blended, or classroom-based courses. These qualifications are set by the regional accreditation agency, the Northwest Commission on Colleges and Universities, and meet the requirements of the Florida Department of Education. The list below are those adjunct faculty who currently teach or are scheduled to teach courses in the current academic year. The College of Adult and Professional Education can provide specific course schedules for the current, and at some point for the upcoming, academic semester.

Marlene Cervera	Business Management
Kyle Chalko.....	Practical Ministries
Justin Greiman.....	Practical Ministries
Kemi Rampi	Business Management
Joy Galloway	Business Management
Rachel Handley	Communications
Robin Johnson	Behavioral Sciences
Mark Mellen	Biblical Literature, Practical Ministries
Cary Peterson	Biblical Literature, Practical Ministries
Joshua Rampi	Behavioral Sciences, Practical Ministries
Lian Rampi.....	Natural Sciences
Christina Riley.....	Business Management
Justin Smith	Business Management
Mary Smith.....	Business Management
Tim Staier	Biblical Literature, Practical Ministries
Paul Triest.....	Mathematics
Richard Ward	Business Management

ELEVATE COLLEGE NORTHWEST UNIVERSITY ADMINISTRATION

Jim Jessup.....	Dean, College of Adult & Professional Studies
Cary Peterson	Director, Northwest Partnership Program

ELEVATE COLLEGE NORTHWEST UNIVERSITY SUPPORT STAFF

Vickie Rekow	Senior Director, Student Financial Services
Sandy Hendrickson.....	Registrar
Jessica Herbison	Director, Student Success and Advising
Sarah Davison.....	Supervisor, Counseling Services
Levi Davenport.....	Director, Career Services

GENERAL STUDIES

Academic Award..... Associate in Arts

Credits Required..... 60 semester credits

Faculty Lead..... Jim Jessup

The Associate in Arts – General Studies degree is awarded for the successful completion of a two-year program that includes the major components of the General Education Core Curriculum Requirements. Its shorter curriculum concentrates on subject matter that is general or vocational.

The Core Curriculum outcomes are the following:

- | | |
|--|---|
| <ol style="list-style-type: none">1. Spiritual Development – Students completing the Core Curriculum will demonstrate an understanding of Christian beliefs and values, a Christian worldview, and how Christian beliefs and values, a Christian worldview, and how Christian values related to their academic studies. Additionally, they will develop spiritually in a manner consistent with faith in Jesus Christ.2. Reasoning and Communication – Students completing the Core Curriculum will demonstrate the ability to think critically, employ ethical reasoning, and communicate effectively. | <ol style="list-style-type: none">3. Science and Mathematics – Students completing the Core Curriculum will demonstrate scientific and mathematical reasoning.4. Humanities and Social Sciences – Students completing the Core Curriculum will demonstrate knowledge of and reasoning with the humanities and social sciences.5. Multicultural Awareness – Students completing the Core Curriculum will demonstrate an awareness of multiculturalism and diverse worldviews. |
|--|---|

ASSOCIATE IN ARTS – GENERAL STUDIES

DEGREE REQUIREMENTS.....	60
CORE CURRICULUM	43
ELECTIVES	17

CORE CURRICULUM (43)

Bible and Theology6

Select 6 credits from the following:

BIBL 1103	Old Testament History and Literature	3
BIBL 1203	New Testament History and Literature.....	3
THEO 1213	Christian Thought	3
THEO 2323	Jesus the Messiah.....	3

Written and Verbal Communications9

ENGL 1013	Composition I: Expository Writing	3
ENGL 1023	Composition II: Rhetoric and Research Writing.....	3
COMM 1213	Fundamentals of Speech Communication	3

Humanities9

6 credits in this area must be from Writing Practice courses* (*see course descriptions for applicability*)

ENGL xxx3	Any Literature course	3
HIST xxx3	Any Course in History	3

3 additional credits selected from the following.....3

Art (ARTE), Bible (BIBL), Drama (DRAM), English (ENGL),
History (HIST), Language (LANG), Music (MUSI), or Theology (THEO)

Social Sciences.....9

6 credits in this area must be from Writing Practice courses* (*see course descriptions for applicability*)

Select a minimum of two disciplines from the following:

Business Administration (BUSM), Communication (except COMM 1213),
Economics, Education (EDUC), Geography (GEOG), Health & Fitness (PEDU),
Management (BMGT), Marketing (BMKT), Philosophy (PHIL), Political Science
(PSCI), Psychology (PSYC), or Sociology/Anthropology (SOCI)

Science and Mathematics.....7

MATH xxxx	College-level Mathematics	3
SCIE xxxx	Science course with Lab	4

Formation and Calling.....3

UCOR 1053	Identity and Vocation	3
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ELECTIVES (17)

Any college-level courses

MINISTRY LEADERSHIP

Academic Award..... Certificate, Associate, Bachelor of Arts

Credits Required..... 30, 60, 120 semester credits

Faculty Lead..... Kevin Hall

The Ministry Leadership major is designed to prepare students for volunteer or vocational ministry within churches and para-church organizations. Courses in Biblical Studies, Theology, and Practical Ministry ensure students have the necessary knowledge and skills to lead a broad range of ministries.

Graduates with a Certificate in Ministry Leadership are able to:

1. Qualify educationally for Assemblies of God credentials;
2. Apply basic biblical and theological knowledge with the practice of ministry and daily life;
3. Articulate basic leadership, organizational, and administrative skills involved in fulfilling the divine call and function of pastoral ministry;
4. Develop basic preaching/teaching skills necessary for ministerial service;
5. Explain a philosophy of ministry that encompasses God, the church, family, self-understanding, a servant's heart and meaningful relationships with others within a variety of cultures.

Graduates with an Associate in Ministry Leadership are able to:

1. Qualify educationally for Assemblies of God credentials;
2. Apply basic biblical and theological knowledge with the practice of ministry and daily life;
3. Apply basic leadership, organizational, and administrative skills involved in fulfilling the divine call and function of pastoral ministry;
4. Develop preaching/teaching skills necessary for ministerial service;
5. Defend a philosophy of ministry that encompasses God, the church, family, self-understanding, a servant's heart and meaningful relationships with others within a variety of cultures.

Graduates with a degree in Ministry Leadership are able to:

1. Qualify educationally for Assemblies of God credentials;
2. Apply basic biblical and theological knowledge with the practice of ministry and daily life;
3. Develop leadership, organizational, and administrative skills involved in fulfilling the divine call and function of pastoral ministry;
4. Develop basic preaching/teaching skills necessary for ministerial service;
5. Compose a philosophy of ministry that encompasses God, the church, family, self-understanding, a servant's heart and meaningful relationships with others within a variety of cultures.

MINISTRY LEADERSHIP-CERTIFICATE

The Certificate in Ministry Leadership major is designed to prepare students for volunteer or vocational ministry within churches and para-church organizations. Courses in Biblical Studies, Theology, and Practical Ministry ensure students have the necessary knowledge and skills to lead a broad range of ministries. Completion of the Certificate in Ministry Leadership meets the educational requirements for certification, licensing, and ordination credential levels with the Assemblies of God. Requirements for other credentialing groups should be verified by students prior to registration.

DEGREE REQUIREMENTS..... 30

CORE CURRICULUM 12

MINISTRY LEADERSHIP 18

CORE CURRICULUM (12)

Bible and Theology 12

BIBL	1103	Old Testament History and Literature	3
BIBL	1203	New Testament History and Literature.....	3
BIBL	2553	Biblical Interpretation.....	3
THEO	1213	Christian Thought.....	3

MINISTRY LEADERSHIP (18)

Biblical Studies Core..... 9

BIBL	3253	Corinthian Correspondence	3
THEO	2503	Pentecostal Spirituality	3
THEO	3413	Theology of Ministry Essentials.....	3

Ministry Leadership Core..... 9

CMIN	2043	Ministry Operations.....	3
PMIN	3343	Effective Preaching	3
PMIN	3513	Pastoral Care and Counseling.....	3

ASSOCIATE IN MINISTRY LEADERSHIP

DEGREE REQUIREMENTS..... 60

CORE CURRICULUM 30

MINISTRY LEADERSHIP..... 18

ELECTIVES 12

CORE CURRICULUM (30)

Bible and Theology 12

BIBL 1103 Old Testament History and Literature3

BIBL 1203 New Testament History and Literature.....3

BIBL 2553 Biblical Interpretation.....3

THEO 1213 Christian Thought.....3

Written and Verbal Communications..... 9

ENGL 1013 Composition I: Expository Writing3

ENGL 1023 Composition II: Rhetoric and Research Writing3

COMM 1213 Fundamentals of Speech Communication3

Humanities (*select 3 credits from the following*)..... 3

Art (ARTE), Bible (BIBL), Drama (DRAM), English (ENGL), History (HIST),
Language (LANG), Music (MUSI), or Theology (THEO)

Social Sciences (*select 3 credits from the following*) 3

Business Administration (BUSM), Communication (except COMM 1213), Economics,
Education (EDUC), Geography (GEOG), Health & Fitness (PEDU), Management
(BMGT), Marketing (BMKT), Philosophy (PHIL), Political Science (PSCI), Psychology
(PSYC), or Sociology/Anthropology (SOCI)

Formation and Calling (*select one course from the following*)..... 3

UCOR 1043 Faith in Society.....3

UCOR 1053 Identity and Vocation3

MINISTRY LEADERSHIP (18)

Biblical Studies 9

THEO 2503 Pentecostal Spirituality3

THEO 3413 Theology of Ministry Essentials3

Select one course from the following:3

BIBL 2233 The Book of Acts

BIBL 3253 Corinthian Correspondence

Ministry Leadership 9

CMIN 2043 Ministry Operations.....3

Ministry Leadership Electives (*select 6 credits from the following*)6

Bible (BIBL), Church Ministries (CMIN), Pastoral Ministries (PMIN), Theology (THEO)

Recommended but required for those seeking ministerial credentials with the Assemblies of God:

PMIN 3513 Pastoral Care and Counseling

PMIN 3343 Effective Preaching

GENERAL ELECTIVES (*any college-level courses*) (12)

MINISTRY LEADERSHIP (BA) – MAJOR

DEGREE REQUIREMENTS..... 120

CORE CURRICULUM 60

MINISTRY LEADERSHIP 36

ELECTIVES 24

CORE CURRICULUM (60)

Bible and Theology12

BIBL	1103	Old Testament History and Literature	3
BIBL	1203	New Testament History and Literature.....	3
THEO	1213	Christian Thought.....	3
THEO	2323	Jesus the Messiah.....	3

Written and Verbal Communications9

ENGL	1013	Composition I: Expository Writing	3
ENGL	1023	Composition II: Rhetoric and Research Writing.....	3
COMM	1213	Fundamentals of Speech Communication	3

Humanities9

6 credits in this area must be from Writing Practice courses* (*see course descriptions for applicability*)

ENGL	xxx3	Any Literature course	3
HIST	xxx3	Any Course in History	3

3 additional credits selected from the following.....3

Art (ARTE), Bible (BIBL), Drama (DRAM), English (ENGL),
History (HIST), Language (LANG), Music (MUSI), or Theology (THEO)

Social Sciences.....9

6 credits in this area must be from Writing Practice courses* (*see course descriptions for applicability*)

Select a minimum of two disciplines from the following:

Business Administration (BUSM), Communication (except COMM 1213),
Economics, Education (EDUC), Geography (GEOG), Health & Fitness (PEDU),
Management (BMGT), Marketing (BMKT), Philosophy (PHIL), Political Science
(PSCI), Psychology (PSYC), or Sociology/Anthropology (SOCI)

Science and Mathematics.....7

MATH	xxxx	College-level Mathematics	3
SCIE	xxxx	Science course with Lab	4

Formation and Calling3

UCOR	1053	Identity and Vocation	3
UCOR	4791	Faith Integration	***

*** Content covered in PMIN 3303 – Ministry Life and Calling

Core Electives11

Any college-level courses

MINISTRY LEADERSHIP (BA) – MAJOR *(continued)*

MINISTRY LEADERSHIP (36)

BIBL	2553	Biblical Interpretation.....	3
BIBL	3253	Corinthian Correspondence	3
<i>Select one course from the following:</i>			<i>3</i>
CMIN	2003	The Church in Ministry	
CMIN	2043	Ministry Operations	
PMIN	3303	Ministry Life and Calling	3
PMIN	3513	Pastoral Care and Counseling.....	3
PMIN	3343	Effective Preaching	3
PMIN	4263	Ministry Leadership.....	3
PMIN	4563	Ministry Administration	3
THEO	2503	Pentecostal Spirituality	3
THEO	3213	Systematic Theology I.....	3
THEO	3223	Systematic Theology II.....	3
THEO	3413	Theology of Ministry Essentials.....	3

GENERAL ELECTIVES (24)

Must include at least three ministry internship or practicum credits applicable to the student's ministry goals or setting.

Any college-level courses

GRADE QUALITY OF PERFORMANCE (APPENDIX A)

Grade	Explanation	Grade Points
A		4.0
	<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
	<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
	<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
	<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
	<i>Satisfactory performance in the course-Evidence of sufficient learning to succeed in subsequent courses in field.</i>	
C+		2.3
	<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
	<i>Evidence of some learning but generally marginal performance-Marginal chance of success in subsequent courses in field.</i>	
C-		1.7
	<i>Minimal learning and substandard performance throughout the course-Doubtful chance of success in subsequent courses.</i>	

Grade	Explanation	Grade Points
D+		1.3
	<i>Minimal learning and low quality performance throughout the course-Doubtful chance of success in subsequent courses.</i>	
D		1.0
	<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
	<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
	<i>Failure to meet requirements of the course- Unprepared for subsequent courses in field.</i>	
I/*(grade default)		N/A
	<i>Incomplete coursework/*grade default, if the incomplete coursework is not resolved the approved timeframe, the Incomplete will revert to the recorded grade default</i>	
NC		N/A
	<i>No Credit, C- or lower grade</i>	
P		N/A
	<i>Pass C or better grade</i>	
R		N/A
	<i>Repeated Course</i>	
S		N/A
	<i>Satisfactory</i>	
W		N/A
	<i>Withdrawal from course</i>	
WZ		N/A
	<i>Administrative Withdrawal for non-attendance</i>	
Z		N/A
	<i>Grade Unavailable (temporary grade assigned while final grade is being clarified)</i>	