

CLEP Testing Dates, Fees and Deadlines

The CLEP test is administered at more than 1,300 locations throughout the United States. The institution administering the exam establishes the testing dates and fees. To find out when and where a CLEP test will be administered, please contact:

College Level Examination Program
PO Box 6600
Princeton, NJ 08541-6600
609.771.7865
e-mail: clep@ets.org

When taking the exam, use CLEP code 6505 to have your scores forwarded to North Central University. You can find more CLEP information at www.collegeboard.org. Specific information regarding tests and course requirements can be found in the Registrar's Office.

All CLEP exam scores must be sent to North Central within the initial 65 credits of a student's program to be accepted toward degree requirements.

Correspondence Courses

Full-time students currently enrolled in North Central's resident program are prohibited from enrolling in Carlson Institute correspondence courses. The following exceptions may be granted upon written request to the Registrar and the director, Carlson Institute: 1) The student is a graduating senior and is unable to complete all graduation requirements through the residence program due to circumstances beyond the student's control. The student may be permitted to enroll in a Carlson course if the course is not available through the fall/spring residence program course offerings and the student cannot complete the course through directed research. In this case, the policy governing final residence credits will be waived. Further, a graduating senior must enroll in the Carlson Institute course during the fall semester of the student's senior year and must complete the course prior to commencement. 2) The student is 23 years old or old or older and resides beyond a 100-mile radius of North Central University. These restrictions do not apply to correspondence credit earned by transfer students prior to enrolling at NCU.

Correspondence or Advanced Standing course work taken through any correspondence program during enrollment at NCU will not count as a part of the full-time course load. During a student's final 33 credits of a degree program 27 credits must be taken in residence. Correspondence credits will not be accepted as residence credits. No credits will be accepted for transfer which violates this policy.

The combined total of Directed Research and correspondence work cannot exceed 15 credits in a student's program.

Course Numbering System

Class listings in this catalog give all the information needed for completing the registration forms. The course descriptions give the full title and course number.



Significance of the course numbers:

100-199	Freshman-level courses
200-299	Sophomore-level courses
300-399	Junior-level courses
400-499	Senior-level courses

Degree Analysis Sheets

The Registrar's Office provides each student with a Degree Analysis sheet, indicating courses required and completed. The official copy is kept in the Registrar's Office. Student and advisor copies are issued twice a year through academic advising and registration. It is the responsibility of the student, with the assistance of the advisor, to see that all program requirements are accounted for before applying for graduation.

Departmental Requirements

Each academic department is charged with the responsibility to maintain high academic and professional standards for students pursuing majors within that department. In order to fulfill this responsibility, departments may require students to participate in non-credit, co-curricular activities. Examples of such activities include ensembles, ministry credits, research, etc. A student's status within their chosen major may depend on participation in these activities. For more details on these requirements, students may contact their advisors or department chairs.

Directed Research

This independent study program is designed for seniors in residency with schedule conflicts to complete degree requirements. Students are limited to a maximum of 12 credit hours in their total

program. The combination of directed research and correspondence credits cannot exceed 15 credits in a student's program.

The registration becomes official once the directed research application form with all necessary signatures, is submitted to the Registrar's Office. Payment of the entire amount of tuition plus directed research fees of \$40 per credit is required before beginning course work. All course work must be completed within the time frame of the semester in which it is initiated. Directed research fees are non-refundable.

Disclosure of Information

North Central University complies with the Family Educational Rights and Privacy Act of 1974. This Act was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records and to provide guidelines for the correction of inaccurate or misleading data through formal and informal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

Federal law permits educational institutions to disclose academic and financial information to the parents of financially dependent children. North Central assumes that all students are financially dependent on their parents and will release financial and academic information to parents upon written request unless the student formally declares himself or herself an independent student in the Registrar's Office by the end of the second week of the school year.

Family Educational Rights and Privacy Act Notice

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, provides certain rights to students regarding their educational records. Each year North Central University is required to give notice of the various rights accorded to students pursuant to FERPA. In accordance with FERPA, you are notified of the following:

Right to inspect and review educational records – You have the right to review and inspect substantially all of your education records maintained by or at North Central University.

Right to request amendment of education records – You have the right to seek to have corrected any parts of an education record that you believe to be inaccurate, misleading, or otherwise in violation of your right to privacy. This includes the right to a hearing to present evidence that the record should be changed if North Central University decides not to alter your education records according to your request.

Right to give permission for disclosure of personally identifiable information—You have the right to be asked and to give North Central University your permission to disclose personally identifiable information contained in your education records, except to the extent that FERPA and the regulations

regarding FERPA authorize disclosure without your permission.

Right to withhold disclosure of “directory information” – FERPA uses the term “directory information” to refer to those categories of personally identifiable information that may be released for any purpose at the discretion of North Central University without notification of the request or disclosure to the student.

Under FERPA you have the right to withhold the disclosure of the directory information listed below. Please consider very carefully the consequences of any decision by you to withhold directory information. Should you decide to inform North Central University not to release directory information, any further request for such information from persons or organizations outside of North Central University will be refused.

“Directory information” includes the following:

- The student's name
- The student's address
- The student's telephone number
- The student's institution-issued e-mail address
- The student's date and place of birth
- The student's course of study
- The student's participation in officially recognized activities and sports
- The student's degrees and awards received
- The weight and height of members of athletic teams
- The student's dates of attendance
- The most recent previous educational agency or institution attended by the student and
- The student's photograph

North Central University will honor your request to withhold all Directory Information but cannot assume responsibility to contact you for subsequent permission to release it. North Central University assumes no liability for honoring your instructions that such information be withheld. Forms for withholding disclosure of directory information are available from the Registrar's Office. If the completed form is not received by the registrar prior to Sept. 15, it will be assumed that all directory information may be disclosed for the remainder of the current academic year. A new form for withholding disclosure must be completed each academic year.

Right to complain to FERPA Office – You have the right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 600 Independence Ave S.W. Washington D.C., 20202, concerning North Central University's failure to comply with FERPA.

Right to obtain policy – You have the right to obtain a copy of the written North Central University policy regarding FERPA. A copy may be obtained in person from the Registrar's Office.

Reporting Educational Information

No additional educational information will be reported, except to North Central University faculty and administration for their official use, without the explicit written consent of the