

## for Final 33 Credits

In order for a student to receive a diploma, degree or certificate, 27 of the final 33 credits of the program must be taken in residence at North Central University. Correspondence coursework through Carlson Institute does not meet residency requirements.

## Reinstatement Policy

A reinstatement fee of \$100 per course will be charged for a student who contacts the Registrar's Office after the four-week drop/add period of a particular semester to register and pay for a course he or she is attending currently or has completed previously. This fee will be charged in addition to the tuition and general fee amount in effect at the time of registration.

The course will appear on the transcript during the semester in which the student registers and pays. It will not be recorded on the student's official transcript until the course is paid-in-full.

## Schedule Changes

All adjustments of academic schedules must be made in the Registrar's Office. There will be a \$10 fee for each schedule change form submitted after the student has completed academic registration.

Only students who have properly dropped a class are entitled to a refund, if eligible. (See Tuition Refund Schedule on page 16 in the Financial Registration section.) Proper withdrawal also ensures the appropriate grade notation on the student's record. A course dropped during the four-week drop/add period will not appear on the student's final transcript. A grade of "W" will be assigned for a class dropped during the fifth through 10th weeks of the semester. No courses may be dropped after the 10th week of classes. Any course which is dropped after the 10th week of classes for any reason will receive a letter grade of either WF or WP, the determination of which is made by the Registrar's Office. Classes may not be changed from credit to audit or from audit to credit after the first full week of classes.

## Senior Project

Senior Project is a requirement for most majors but the type of project differs. For music majors, it is a recital. elementary education students complete their student teaching, psychology students do a research paper which has an oral defense. Many majors require synthesizing papers, and those majors with a global focus emphasize particular countries.

This challenging capstone course is a wonderful opportunity to utilize the many skills students have gained during their college career to produce a culminating project.

## Summer Sessions

The dates for summer sessions are indicated on the University calendar. Classes of fewer than six students in summer sessions may be cancelled at the discretion of the professor.

The University reserves the right to cancel any course for which enrollment is considered insufficient.

## Teaching Assistants

North Central University is committed to training individuals for all disciplines of ministry. Therefore, to promote interest in post-secondary academic teaching ministry, select students who demonstrate excellence within the college academic environment are provided the opportunity for involvement as a teaching assistant under the following guidelines:

1. With the approval of the department chair, students with at least 60 credits toward graduation (HG) may have the option of registering for a course as a Teaching Assistant.
2. Students may register as a Teaching Assistant for 0 credit, pay no tuition, and receive a final grade of Pass/Fail. Or students may register as a Teaching Assistant for up to 3 credits per section, pay tuition for those credits, earn a letter grade, and receive elective credit for the same.
3. No Teaching Assistant credits may substitute for a program course requirement. The only exception to this will be if a student with Junior or Senior level class standing is taking a 100 or 200 level course as both a Teaching Assistant and as a program requirement. In this case, the Teaching Assistant class may substitute as a program course requirement.

For further information see the appropriate department chair.

## Transcripts

Official transcripts are issued only upon the written authorization by the student to the Registrar's Office, in accordance with the Federal Privacy Act. A fee of \$4 for each transcript is charged and should accompany a request for transcript(s). The fee is charged for research of a student's financial records and is not refundable when the transcript is withheld. The timeframe for processing official transcript requests is five to seven business days.

A transcript will not be issued to or on behalf of, any individual who has a past-due financial obligation (including federal loan programs) to the University. Remittances on past due balances should be made in cash, by certified check or money order to the Accounting Office.

## Withdrawal

**Voluntary:** A student who finds it necessary to withdraw from the University after they have started attending classes should consult the Dean of Students in the Student Life Office in person and complete a "Withdrawal Form." The date on