

Academic Information

Academic Advisors

Each student will be assigned an academic advisor who is a faculty member within the appropriate major. The advisor will assist in orientation to campus life, establishing educational goals and scheduling classes during registration. In addition, all faculty members hold regular office hours at which time students are encouraged to seek counsel.

While North Central University will provide as much help as possible in planning academic programs, each student is responsible for the proper completion of a program and, therefore, should be familiar with the requirements listed in this catalog.

Academic Appeal Procedures

Academic appeals for course grades, status in programs and academic dishonesty are handled in the following manner:

1. The faculty member is the main voice regarding course policies, expectations or grading. Students who believe they are treated unfairly in their academic experience should make every effort to resolve the issue with the faculty member. If students believe they have been treated improperly, they will seek to resolve the matter, first with the professor, then with the appropriate department chair.
2. If, after a discussion with the professor and the department chair, a student still thinks he or she is being treated unfairly or not in keeping with announced academic

policies, that student may appeal in writing to the Registrar by filling out an Academic Petition, available from the Registrar's Office. The written appeal must be received by the Registrar within three weeks after making the attempt to resolve the issue with the professor or department chair.

Academic Integrity and Plagiarism

Paul says in Philippians 4:8, "Brethren, whatever is true, whatever is honorable, whatever is right, whatever is pure, whatever is lovely, whatever is of good repute, if there is any excellence and if anything worthy of praise, let your mind dwell on these things." (NAS)

Academic integrity is a mandate given in the Word of God. It is not an opinion. As Pentecostal Christians we must pursue holiness in all areas of our lives and therefore consider academic integrity as primary importance in our walk with the Lord.

Academic dishonesty is defined as intentional plagiarism, cheating, fabricating or attempting to help others to be dishonest which includes, but not limited to, roster fraud and attendance deception. So that you do not unintentionally compromise your ethical standards, the following guidelines are offered for your assistance. The guidelines are also offered to inform anyone who has cheated or been tempted to cheat that the consequences of academic dishonesty are grave.

Plagiarism is defined as "intentionally or knowingly representing the words or ideas of another person as one's own in an academic exercise" (UM Policy and Procedure Manual, 2003).

Course Code Designations

BLAN	Biblical Languages
BIBL	Biblical Literature and Interpretation
BUS	Business
CE	Christian Education
CDS	Carlstrom Deaf Studies
COMM	Communications
CT	Critical Thought
ECON	Economics
EDUC	Education/Literature
ELED	Elementary Education
ENG	English/Literature
FA	Fine Arts
GEOG	Geography
GOVT	Government
GS	General Studies

HLTH	Health
HIST	History
ICS	Intercultural Studies
INDS	Interdisciplinary Studies & Languages
MATH	Mathematics
MLAN	Modern Languages
MUS	Music
PE	Physical Education
PRAC	Practics-Professional Course
PSYC	Psychology
SCI	Science
TEFL	Teaching English as a Foreign Language
THEO	Theology
THTR	Theatre
URBN	Urban Ministries

For example:

1. Direct quotations must be identified by quotation marks or appropriate indentation and must be cited in a footnote or endnote.
2. Prompt acknowledgement in the body of the exercise is required when material from another source is paraphrased or summarized, in whole or part, in one's own words. Then conclude with a parenthetical documentation, footnote or endnote identifying the exact reference. (UM Policy and Procedure Manual, 2003)

North Central University views plagiarism as a serious offense. In addition, it is against the broader rules of scholarship within the North American scholarly community (of which we are all members) to use the ideas or words of another person without giving the person credit. Whether the other source is your textbook, another book, an article, a friend, a web site, etc., you must make it clear that you have used that source, and precisely what elements of the work you are handing in are drawn from it. Ignorance or lack of clarity about what precisely constitutes plagiarism is not an excuse. All work you hand in, at any time during your studies at NCU, must be your own.

Cheating is defined as "intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise" (UM Policy and Procedure Manual, 2003), therefore:

1. External aids (books, notes, calculators, conversation with others) are prohibited when taking an examination, unless specifically allowed by the instructor.
2. Students may not have others conduct research or prepare work for them without advance authorization from the instructor. This prohibition includes the work by any on-line research companies or research paper businesses.
3. Major portions of the same academic work may not be submitted more than once for credit or honors, without authorization. Example: one may not produce a single academic assignment (e.g. research paper, presentation, etc.) and submit it in more than one course without prior permission. (UM Policy and Procedure Manual, 2003)

Fabrication is defined as "intentionally falsifying or inventing any information or citation on any academic exercise" (UM Policy and Procedure Manual, 2003), therefore:

1. "Invented" information may not be used in any laboratory experiment or classroom exercise.
2. One should acknowledge the actual source from which cited information is obtained. For example, a student should not take a quotation from a book review and then indicate that the quotation was obtained from the book itself.
3. Students must not change and resubmit previous academic

work without prior permission from the instructor. (UM Policy and Procedure Manual, 2003)

Roster fraud and attendance deception is defined as intentionally or knowingly signing or otherwise indicating another student's presence in a class when he/she is, in fact, not present. This is a form of "fabrication" or lying and constitutes academic dishonesty.

Academic dishonesty also includes intentionally or knowingly helping, attempting to help, or soliciting another to commit an act of academic dishonesty.

Discipline Action

"Come In." In the case of a student who commits academic dishonesty and "comes in" to the professor and admits guilt, the faculty member should determine the degree of severity of discipline. All acts of academic dishonesty will be reported to the Registrar.

"Call In." If a student commits academic dishonesty and is "called in" by the professor, the professor should take the following steps.

First Offense Procedures:

Professor:

- Notify the student directly and inform him/her that academic dishonesty is a very serious breach of trust.
- Attempt to determine the cause and inform the student that a second offense will result in an automatic failure of the course with a hearing before the Academic Integrity Committee and stand the possibility of being dismissed from the University.
- If applicable, give the student(s) an "F" on the assignment and/or require that it be redone.
- Notify the Registrar's Office of the offense and request that a notice be put in the student's file for as long as student records are kept on file.

Note: More serious offenses may result in the failure of the course and extreme cases may result in dismissal from the University. Compounding the situation by lying, further dishonesty, or other problems, may result in more serious consequences.

Registrar:

- The Registrar will send a memo to the student indicating that a incident report has been put in his/her file. Included in the memo will be notification that the student has the right to appeal through the established appeal "petition" process.
- Copies of all documents will be forwarded to the Student Development department from the Registrar.

Multiple Offense Procedures:

- If a student commits multiple offenses of academic dishonesty (same violations or combination), the Registrar's Office notifies the professor, the Academic Integrity Committee and the Vice President of Academic Affairs that the student has violated the Academic Integrity Policy a second time. The student then meets with the Academic Integrity Committee and a decision is made concerning disciplinary measures.
- If it is determined a student violated the Academic Integrity Policy twice within a course, an "F" for the course will be given and a meeting of the Academic Integrity Committee is convened to determine possible further consequences. If a student commits academic dishonesty in a different course, he/she must meet with the Committee. Redemptive discipline for the student can vary from reinstatement to the issuing of warnings or dismissal from the University. The Vice President of Academic Affairs must approve the Committee's decision before the University acts on it. If a student is dismissed, he/she is not able to return for one entire semester following the dismissal. The student has the right to appeal to the Academic Affairs Committee. Appeals will only be accepted if they are based on error(s) committed by the professor(s) and/or Academic Integrity Committee in the process or procedure outline in this policy.

Resources:

Consolidated USMH and University of Maryland Policies and Procedures Manual (Policy III-1.00) [www.inform.edu/CampusInfo/Departmentpolicies] (2003).

Tri-unity Christian High School Student Handbook. (1998). Tri-unity Christian Schools, Grand Rapids, MI 49509.

Academic Probation

It is expected that a student will make satisfactory progress toward a degree, diploma or certificate. An academic probation list is compiled each semester, based on the student's academic achievement for the previous semester. If a student has been on academic probation for three consecutive semesters, he or she will be required to fulfill certain prescribed obligations to remain as a student at North Central.

The following information states the required total cumulative grade point average (GPA) necessary for the student to remain in good academic standing based upon the total number of hours which the student has earned.

Minimum Requirement:

Cumulative Credits Earned	Cumulative GPA
0-29	1.6
30-65	1.8
66+	2.0

Students with a grade point average below 2.0 will be placed in one of the following categories:

- **Warning:** When a full-time student's cumulative GPA is lower than 2.0 but above the good standing requirement, the student will be placed on warning status for the following semester.
- **Academic Probation:** When a student's cumulative GPA falls below the level of good standing, the student will be placed on academic probation for the following semester. The maximum academic load for students on probation is 12 credit hours. (15 credits for Minnesota students receiving state grants.) Students on probation are limited to participation in one extra-curricular activity.
- **Continuation of Academic Probation:** The student who does not attain a satisfactory cumulative GPA by the end of the second semester of probation (the two semesters on probation do not need to be consecutive) may be dismissed or under certain conditions, receive permission to remain on probation for the next semester of enrollment.

Placement Exam Chart**Math**

ACT 27-36 or SAT 610 or above

May apply for Advanced Standing for MATH 125 College Math and Algebra
All others must take MATH 125 College Math and Algebra or MATH 126 Introduction to Logic (see course description for prerequisite)

English

ACT under 24 or SAT under 550

Must take ENG 124, College Rhetoric and Research

ACT 24 - 30 or SAT 550 to 699

Must take ENG 126, Honors Rhetoric and Research

ACT over 30 or SAT 700 or above

May either take ENG 126, the appropriate CLEP exam, or the appropriate transferable course.