

this service is for all students who wish to improve their academic skills. Examples of services provided are: one on one tutoring; deciding on a major of study; writing assistance; study skills; time management; breaking writer's block; proof reading and formatting papers; and related academic skill building resources.

Career Development

Career Development counseling is available to all North Central students and alumni to assist them in developing the skills and resources needed to obtain employment. Services include one on one counseling with a professional counselor, academic advising and direction, administration of career inventories and computer programs, assistance with resume writing and interviewing skills, and exploring options available to them in the world of work. Placement services are not part of this office as individual departments oversee the placement of their graduates and job candidates.

Counseling

Professional personal development counseling at North Central University is a free and confidential service provided by the Student Success Center for all current NCU students. All counselors used in the counseling center are academically trained and experienced in counseling, and are Christians upholding Biblical standards in their practice. Appointments with a counselor can be confidentially scheduled by calling x4163.

The counselor and student will discuss what is important and relevant to enable the student to grow towards greater freedom in making mature choices and taking responsible action with themselves, relationships with others, family and school responsibilities.

Some common reasons for seeing a counselor include:

- Life purpose and direction
- Making better decisions
- Adjusting to college
- Pre-marital counseling
- Studying more effectively
- Low Self-Confidence
- Questions concerning relationships
- Puzzling or distressing emotional states
- Self-defeating behaviors

Counseling records are kept by the Counseling Center and are not accessible to other North Central faculty, staff, parents or other members of the community without the student's written authorization. Counseling records are not included in a student's college file. Confidentiality is maintained for all clients as mandated by federal and state laws for mental health counseling.

Students with Disabilities

North Central University is committed to providing optimal educational opportunities for all students, including those enrolled or admitted who have disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA).

College policy provides for reasonable accommodations to be made for students with disabilities on an individual and flexible basis. It is the responsibility of students with disabilities to seek available assistance and make their needs known to the Director of the Student Success Center. In order to determine accommodations for special needs, North Central University asks students to submit a recent (within the last three years) professional assessment that documents the disability.

For assistance with special services, students should contact the director, Todd Monger, 612.343.4458. We work to ensure equal access for students with documented disabilities. Services provided include academic advising, assistance, and support.

Assessment of Student Achievement and Development

The assessment of student learning is an integral part of the educational experience at North Central. The overarching University plan for assessment is related to the University's mission and encompasses numerous measures of educational achievement and student development, including various tests and surveys.

The program is coordinated by the Assessment Committee, consisting of faculty, administrative staff, and a student representative. Recent assessment measures have been used to assess institutional effectiveness, general student characteristics and departmental effectiveness. Assessment measures are administered at regular intervals during a student's education at North Central University. These are administered to a random group of freshmen, sophomores, juniors and seniors. By administering these exams throughout a four-year program, it is possible to tangibly note student progress. The scores are utilized by the University to monitor the quality of classroom instruction in order to maximize student learning, and to develop programs that best meet student needs.

All questions about institution-wide testing policies, procedures or results should be addressed to the Assessment Committee.

Attendance Policies

Class Attendance

Class attendance is necessary for the ongoing process of education in the student's life. There are no excused absences for any purpose. Absences will not be questioned nor will they affect the earned grade as long as they are not excessive. "Excessive

absence” from a class means that a student has missed approximately 25 percent of the class period and, therefore, will be dropped from the class. Should this occur during the first 10 weeks of the term, a grade of “W” will be placed on the student’s transcript, meaning that the student forfeits any grade or earned credit for the class. Should the excessive absence occur after the tenth week of the semester, a grade of “WF” will be assigned, meaning that the earned credit will affect the student’s cumulative GPA. Being late for class on four occasions is equivalent to one absence.

For all 100 and 200 level courses, the following standards will apply:

Class Meets	Credit Value	Absences Allowed
M–F	4	15
M, W, F	3	9
M, W, F	2	6
M, W, F	1	2
T, Th	3	6
T, Th	2	4
M, W	3	3

For 300 and 400 level courses, the instructors shall have the right to set any policy they choose, as long as it is not more stringent than allowing one classroom hour of absence for each credit.

In order to maintain an atmosphere that is conducive to education and learning for all students, proper classroom etiquette must be observed. For this reason, infants or young children will not be allowed in the classrooms and other disruptions such as cellular phones are also considered inappropriate for the classroom.

Upon arrival to a class where the professor is initially absent, students should not vacate the classroom until 10 minutes after the starting class time has elapsed—15 minutes for those professors with doctorates. Professors shall notify the class if they anticipate being absent. No instructor shall use attendance in any way for bonus points, penalties or exemptions from exams.

Any appeals regarding class attendance should be made to the Registrar’s Office.

Chapel Attendance

Chapel services are regarded as central in the spiritual life of the school, and attendance is required. The complete chapel attendance policy is spelled out in detail in the Student Guide and Calendar. A satisfactory chapel attendance record is required for readmission.

Academic Terminology

Clarification of Terminology

The purpose of this notification is to promote a more standardized approach to the usage of these terms within our Institution by publishing the meanings that the Registrar’s Office is currently associating with this terminology. The terms under con-

sideration are: “Exempt,” “Variance,” “Transfer,” and “Advanced Standing.” The distinguishing features of each term are as follows:

“Exempt”

1. Since “Exempt” or “Exemption” are not viable academic options, they should NOT be used in reference to our academic context;
2. “Exempt” implies that one is “excused from the requirements of a given program” when, in fact, none of the credits of any prescribed program are considered optional;
3. “Exempt” is often confused with “Variance,” which is more accurately called a “substitution”;
4. All general education credits for all disciplinary components of a liberal arts degree must be accounted for in some way: by “Course Grade,” “Variance,” “Transfer Credit,” or “Advanced Standing.” To be considered “Exempt” from a course or program requirement is a misnomer;
5. “Exempt” is not an accurate reference for anything that happens with Credits, Grades, Financial Aid, the Student software (QX), or the Degree Analysis sheet.

“Variance”

1. “Variance” implies “a substitution of coursework taken at North Central University” whereby permission is granted for one course to equivocally take the place of another in one’s prescribed program;
2. “Variance Petitions” are available in the Registrar’s Office. “Verbal Agreements” or “Promises” to individuals are NOT sufficient to constitute a “Variance”. An approved “Variance Petition” must be on file in the student’s record in order for it to be considered valid. When approved, this “Variance” will also be denoted as such on the student’s Degree Analysis sheet;
3. The Registrar and the Department Chair jointly grant approval of the “Variance Petition;”
4. Approval of a “Variance Petition” does not affect a student’s overall program credits, grades, or financial status. It does, however, impact the student’s Degree Analysis sheet. Any approved Variances are indicated as such on the student’s Degree Analysis sheet by the Registrar’s Office.

“Transfer”

1. To “transfer” credits means “to accept the qualified academic semester credits (Carnegie units) from another educational entity”;
2. To “transfer” credits implies academic compatibility and equivalency of academic quality standards and competencies that are synonymous with at least “C” (74%) at NCU;
3. Transfer credits come from external academic sources such as:
 - Qualified Colleges or Universities (most often, accredited);