

student.

Letters of reference must be requested in writing and must explicitly indicate what information is to be reported in the letter.

English Requirement

All students are required to complete 9 credits of English in order to become eligible to receive a degree from NCU. Students must complete ENG 124 College Rhetoric and Research or ENG 126 Honors Rhetoric and Research during their first semester of full-time enrollment. ENG 124—or its equivalent as mentioned above—serves as the base-level English course at North Central. ENG 124 or ENG 126 is considered the required prerequisite to all other English electives. Successful completion of ENG 124 or ENG 126 requires a grade of C or better.

Students may request that an English course previous taken elsewhere be considered for transfer purposes. However, any student who does not bring with them a transferable English course or an acceptable CLEP score, must remain continuously enrolled in ENG 124 or ENG 126 until it is successfully completed.

Final Examinations

Final examinations must be taken at the designated times, except in the case of a life-threatening family emergency with documentation or a personal medical problem documented by a physician or health care professional. One week is provided for final examinations at the close of each semester. Two hours are allotted for each course exam.

Grades

The grades utilized by North Central—along with their point values - are as follows:

Grade	Value
A	4
B	3
C	2
D	1
F	0

Grade Point Average (GPA) is calculated by multiplying the appropriate grade value for grades earned by the number of credits for that class, and then by dividing that number by the total number of credits earned (HE). This calculation appears on each transcript - both for the “term” and the “cumulative” enrollment periods. North Central University currently does not utilize pluses (+) or minuses (-) in the calculation of GPA. Only letter grades earned at NCU (including Carlson) influence academic grade point average. A GPA of at least 2.0 is required for graduation from North Central University, with the exception of the Elementary Education major, which requires an overall (cumulative) GPA of 2.2.

Grades are directly linked to “registration”. Unless a student

is properly registered for a class, no credit or grade can be awarded. The last day to add any class in the Registrar’s Office is the end of the first full week of school for the Fall and Spring terms.

A student who attends a class and then officially withdraws from it within the tuition refund period will also have the class removed from his/her transcript. (In such cases, a student’s financial aid package may be adjusted.)

Incomplete Grades

The grade of “I” (Incomplete) is a temporary grade awarded by the professor which indicates that, for justifiable reasons (ie., serious illness, death in the family, etc.), the student was unable to complete the work by the end of the registration term. Any student receiving an “I” must work closely with his/her professor to successfully complete and submit to the Registrar’s Office a final grade posting for that class. This means that, together, a shared responsibility exists between student and professor for the fulfillment of course requirements and the submission of an appropriate earned grade within the following time-frame: **a Fall “I” has until the grades due date for Spring; a Spring “I” has until the grades due date for Summer; and a Summer “I” has until the grades due date of the Fall semester.** Students must submit all (make-up) work to their professor by the last day of classes for grade changes in the previous term to be considered. Professors may require an earlier completion time frame from students than that of the following semester (indicated above). By default, the grade of “I” will be changed to “IF” 30 days after the term (for financial aid calculation purposes). An “IF” is not subject to future grade changes after the following semester, at which time the “IF” is permanently changed to an “F”. No student with an “I” (or “IF”) for a given semester is eligible for school honors in that semester. Graduating seniors who may end their last semester with an “I” must complete all course requirements within the given time-frame in order to receive a diploma.

Repeated Courses

Students who wish to retake any NCU course may do so under the following provisions:

1. Courses that were previously failed—or for which an acceptable passing grade was not earned—may be repeated and will count toward the determination of the student’s financial aid enrollment status and will be eligible for financial aid;
2. Any other course that is voluntarily repeated will not count toward the determination of the student’s financial aid enrollment status and will not be eligible for financial aid, regardless of the grade received previously;
3. Refunds for previously attempted courses will not be awarded or credited on retake attempts;
4. The most recent grade for a course voluntarily retaken will be the transcript grade used to factor the GPA; earlier attempts will “show” but will not “count” toward factor-

ing the GPA. This will be an automated process: Once a course is voluntarily retaken, the credits for earlier attempts of the same (regardless of the grade earned previously) will be adjusted on the transcript as follows:

Hours Registered (HR) (same as HA)...will "accumulate"

Hours Earned (HE)...credits will "zero out"

Hours Toward Graduation (HG)...credits will "zero out".

5. Graduation credits for any course will count only once;

6. This provision does not apply to transfer credits or to those courses which are designed to be repeated periodically within certain departments or programs; for example, Music Lessons. Such coursework is designated as being "repeatable."

Grade Change Policy

Grade changes will be accepted by the Registrar's Office only in the cases of documented clerical error, miscalculation or by appeal as a result of extenuating circumstances. A faculty member cannot reassess material and submit a new grade. Re-evaluation of a student's performance is not considered a legitimate reason for a change of grade. A student may appeal a grade with the faculty member involved through the end of the semester immediately following the one in question (i.e. a professor may only make a change for the preceding semester). A

grade change form must be submitted to the Registrar's Office and will include the reason for the change. This policy will be outlined in the Faculty Manual.

In extreme cases of extenuating circumstances or information that arises after the grade has been submitted, the appropriate department chair, in conjunction with the faculty member, will review a petition for a change of grade.

Graduation Requirements

The following are required for graduation:

- Satisfactory completion of 129 (or more) credits for a Bachelor's Degree; 96 credits for a Diploma; 63 credits for an Associate of Arts Degree; and 30 credits for the One-Year Bible or Music Evangelism Certificate. Special requirements for each program are listed by the department offering the degree.
- A minimum overall grade point average of 2.0 ("C" average) is required for all degree, diploma or certificate candidates, except for the Elementary Education majors, who must earn a minimum 2.2 GPA.
- For a person to receive a diploma, degree or certificate, 27 of the final 33 credits must be taken in residency at North Central University.
- All students must meet faculty standards regarding Christian character and conduct. Conduct judged unwor-

Title II Reporting

In accordance with Section 207 of Title II of the Higher Education Act, North Central is required to inform the public of the performance of completers of the teacher preparation program on teacher certification/licensure assessments used by the State of Minnesota.

For academic year 2000–2001 the pass rate for those taking the exams were as follows:

Total Number of Program Completers: 20

Type of Assessment:	#taking	#passing	NCU Pass Rate	State Pass Rate
Basic Skills	20	20	100%	98%
CBT Reading	18	18	100%	100%
CBT Writing	18	18	100%	99%
CBT Math	16	16	100%	99%

For the academic year 1999–2000 the pass rate for those taking the exams were as follows:

Total Number of Completers: 24

Type of Assessment:	#taking	#passing	NCU Pass Rate	State Pass Rate
Basic Skills	24	23	96%	98%
PPST Reading	10	8	80%	99%
CBT Reading	13	13	100%	100%
CBT Writing	13	12	92%	98%
PBT Math	10	8	80%	99%
CBT Math	13	13	100%	99%

If you desire to examine the report copies may be obtained by request. Contact the Registrar's Office at ext. 4409.